

**BAY-LAKE REGIONAL PLANNING COMMISSION
211 NORTH BROADWAY, SUITE 211
GREEN BAY, WI, 54303**

MONTHLY WORK PROGRAM ACTIVITY REPORT

**By County
DECEMBER 2004**

BROWN COUNTY

- On December 3, the Assistant Director attended the International Executive Committee meeting at the Advance office.
- On December 8, the Executive Director met with a representative from the Brown County United Way to get information on the United Way's Impact Councils.
- On December 8, the Executive Director and Assistant Director attended a groundbreaking for NWTC new Business Development Center which was funded through an EDA grant the Commission worked on.
- On December 9, the Executive Director and Regional Transportation Planner met with the Director of Brown County Planning to discuss the development of a waterfront plan for Green Bay and the Fox River.
- On December 9, the Natural Resources Planner and the GIS Coordinator gave a presentation on the Baird Creek Watershed modeling project to the Lower Fox Basin Partnership team.
- On December 15, the Natural Resources Planner attended a meeting of the Central Brown County Water Authority.
- The Executive Director and the Natural Resources Planner met with the Brown County Emergency Management, Planning, and Zoning departments on December 20 to plan for submitting a grant application to Wisconsin Emergency Management to develop a FEMA-approved All-Hazards Mitigation Plan.
- On December 28 the Executive Director participated in a meeting of the United Way's Community Resources Impact Council.
- The Natural Resources Planner worked on a grant application to FEMA to fund the Brown County All-Hazards Mitigation Plan.
- The Commission completed grant administration services for the village of Pulaski CDBG-PF grant including reviewing payrolls for federal compliance, updating financial journals, reviewing final pay request materials and journals, preparation of the closeout documents, correspondence with the village and the engineers, and various other grant related activities.
- The Commission completed grant administrative services for the village of Pulaski for their Corporate Way TEA grant including compilation and submittal of additional information requested by the WI Department of Transportation, and correspondence with the village and the engineers.
- Staff completed and closed the town of Wrightstown's CDBG Public Facilities Grant, including payroll review for the sub contractors for federal compliance, correspondence with town representatives and project engineer and various other grant related activities.
- The Executive Director and Economic Development Planner I continued to work with the village of Pulaski on the development of Tax Incremental Finance District #2.

- During December, the Regional Transportation Planner continued work on a Port Opportunity Study for the Port of Green Bay.

DOOR COUNTY

- During December, the Commission's Regional Transportation Planner continued work on the chapter elements of the Town of Union's Comprehensive Plan.
- The Assistant Director is working with the Door County EDC to identify funds for the expansion of two area shipbuilders - Bay Shipbuilding and Palmer-Johnson Yachts.

FLORENCE COUNTY

- During December, the Commission continued to work on the assessment of hazards for the *Florence County All-Hazards Mitigation Plan*.

KEWAUNEE COUNTY

- On December 1, the Regional Transportation Planner met with the Town of Red River Plan Commission to present, for review, draft elements of the town's Comprehensive Plan and to discuss zoning ordinance issues.
- The Executive Director and Economic Development Planner I met with the village of Luxemburg on December 7 to begin the development of a project plan for Amendment No. 2 to Tax Incremental Finance District No. 1.
- Staff met with the County's Smart Growth Committee on December 9 to present a progress report on the local comprehensive plans and to discuss the process of forming the overall Kewaunee County Comprehensive Plan.
- On December 13, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On December 15, the Commission's Regional Transportation Planner met with the Town of Red River to present the Agricultural, Natural and Cultural Resources element of the town's comprehensive plan.
- On December 15, the Assistant Director met in Casco with a committee formed to establish a county-wide economic development corporation for Kewaunee County.
- During December, Commission staff continued work on community comprehensive plans for the Towns of Ahnapee, Luxemburg, Pierce and Red River and for the City of Kewaunee, the Village of Luxemburg and Kewaunee County.

MANITOWOC COUNTY

- On December 13, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc., throughout December.
- Commission staff worked with the Manitowoc County Executive's office to determine eligibility and begin the preparation of a historic preservation grant for the Manitowoc County courthouse in December.
- Staff assisted Manitowoc County with the development of a grant application for the development of an All-Hazards Mitigation plan for the county.

MARINETTE COUNTY

- On December 2, the Regional Transportation Planner met with the Town of Pound Plan Commission to discuss development of a Code of Ordinances and a Zoning Ordinance for the town.
- The Executive Director attended a public hearing on the City of Marinette Comprehensive Plan on December 7. The plan was adopted by the city at this meeting.
- On December 14, the Executive Director, Assistant Director and Regional Transportation Planner met with the City and Town of Peshtigo Smart Growth Committee to review a draft of the economic development element and to set a date for an open house in January 2005.

OCONTO COUNTY

- On December 14, the Community Assistance Planner attended the Pensaukee Town Board meeting to present the proposed Town of Pensaukee 20 Year Comprehensive Plan.
- Commission staff provided CDBG – public facilities grant administrative assistance to Oconto County for the New View Industries expansion project in the City of Gillett. Activities included correspondence with prime contractor regarding payroll issues, collection, review and filing of payroll reports and various other grant administrative activities.

SHEBOYGAN COUNTY

- On December 13, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- Staff continued work on the *Year 2035 Sheboygan Area Transportation Plan (SATP)* in December. This work included distribution of projected population, housing unit, household and employment growth between 2000 and 2035 across nearly 470 traffic analysis zones (TAZs) in Sheboygan County for the first of three future land use scenarios being examined in the planning process (Continuation of Existing Trends).
- A joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees was held on December 7, 2004. Agenda items at this joint meeting included: distribution, review of revisions, and recommendation of approval of the *2005 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; an update on progress on the *Year 2035 SATP*; as well as an update on various planning activities.
- A meeting of the Sheboygan Transit Development Program (TDP) Review Committee was held on December 9, 2004. Agenda items at this initial meeting included: an orientation to the TDP study process; distribution and review of an outline for completion of the TDP; distribution and review of the Transit System Overview chapter of the TDP; and distribution of the Route Ridership Patterns chapter of the TDP. Staff intended to review the Route Ridership Patterns chapter at this meeting, but this had to be postponed until the next meeting (January 20, 2005) due to a lack of time. The Sheboygan Parking and Transit Utility Commission wants a TDP completed by June of 2005 so that it can be used in the development of Sheboygan Transit's 2006 operating budget.
- The *2005 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was revised by Commission staff during the first half of December, and final copies of this document were distributed to appropriate federal and state agencies in mid December.
- Final copies of the *Sheboygan Metropolitan Planning Area Transportation Improvements Program (TIP): Calendar Years 2005 – 2008* were distributed to appropriate federal and state agencies in early December.

- Commission staff participated in a “Safety Conscious Planning” course sponsored by the Wisconsin Department of Transportation and the Federal Highway Administration – Wisconsin Division; the course was held in Madison on December 1 and 2, 2004.
- The Economic Development Planner continued correspondence with the WI Department of Commerce and village of Glenbeulah representatives and engineers regarding applying for a CDBG Public Facilities grant for sewer and water repairs within the village limits.

MULTI-COUNTY/REGIONAL

- On December 2, the Executive Director attended meeting of the Northeast Wisconsin Coalition on the Regional Economy to establish a priority plan for implementing the *NEW Regional Economic Opportunities Study*.
- On December 6, the Assistant Director attended a meeting at WPS to meet the new President of Forward Wisconsin Pepi Randolph.
- On December 8, the Executive Director and Assistant Director attended a groundbreaking for NWTC new Business Development Center which was funded through an EDA grant the Commission worked on.
- On December 14, the Natural Resources Planner participated on the Wisconsin Coastal Management Program grant review committee for Public Access and acquisition projects.
- The Commission met on December 10 at the Days Inn in Green Bay.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- GIS staff continued to work on the Bay-Lake RPC web mapping site.