

**BAY-LAKE REGIONAL PLANNING COMMISSION**  
**441 SOUTH JACKSON STREET**  
**GREEN BAY, WI 54301**  
**www.baylakerpc.org**

**DECEMBER 2007**  
**MONTHLY WORK PROGRAM ACTIVITY REPORT**  
**By County**

**BROWN COUNTY**

- On December 5<sup>th</sup>, the Executive Director attended a meeting to continue to work with city of De Pere officials and citizens on a sustainable development initiative.
- On December 6<sup>th</sup>, the Community Planner attended a meeting of the Sustainable Greater Green Bay Task Force to discuss 2008 initiatives.
- On December 11<sup>th</sup>, the GIS Coordinator assisted the Brown County Planning Commission with aerial photograph data to be used for a transportation project.
- On December 13<sup>th</sup> the Executive Director attended the monthly meeting of the Bay Area Community Council.
- During December the Regional Transportation Planner prepared a road surface survey report for the towns of Green Bay and Holland. The reports were derived from field surveys conducted in late summer and early fall. State Statute 86.302(2) requires that all state communities assess pavement conditions of their road/street system on a biennial basis and submit the information to WisDOT by December 15<sup>th</sup>.

**DOOR COUNTY**

- On December 3<sup>rd</sup>, the Executive Director was part of an interview panel for the city of Sturgeon Bay in selecting a consultant to develop the city's comprehensive plan.
- Commission staff met with the Town of Egg Harbor Plan Commission on December 10<sup>th</sup> to continue development of the Town of Egg Harbor's Comprehensive Plan.
- During December, the Regional Transportation Planner prepared a road surface survey report for the Town of Brussels. The report was derived from a field survey conducted in early fall. State Statute 86.302(2) requires that all state communities assess pavement conditions of their road/street system on a biennial basis and submit the information to WisDOT by December 15<sup>th</sup>.
- On December 17<sup>th</sup>, the Executive director met with the Town of Gardner's Smart Growth Planning Committee to discuss the development of a comprehensive plan for the town.
- During December, the Executive Director assisted the Door County Soil and Water Department in developing a countywide stormwater management ordinance.
- Commission staff continued to develop the Resource Report portion of the Door County Comprehensive Plan throughout December.
- The GIS Coordinator assisted Martenson & Eisele, Inc. with GIS files to be used in the Village of Egg Harbor Comprehensive Plan.

**FLORENCE COUNTY**

- On December 7<sup>th</sup>, Commission staff met with the Task Force Committee and provided aerial maps of the two schools, a map of the sidewalk conditions and results from the teacher survey. Staff will continue to assist the Task Force Committee in the development a Safe Routes to School Plan.
- Commission staff continued to provide technical assistance to Florence County on codifying and updating the county zoning, shoreland and floodplain ordinances.

## **KEWAUNEE COUNTY**

- During December, the Regional Transportation Planner provided assistance to the Town of Franklin with revisions to their Comprehensive Plan and DATCP certification of the town's exclusive agricultural zoning ordinance.
- During December, the Regional Transportation Planner prepared road surface survey reports for the Town of Ahnapee and City of Algoma. The reports were derived from field surveys conducted in late summer and early fall. State Statute 86.302(2) requires that all state communities assess pavement conditions of their road/street system on a biennial basis and submit the information to WisDOT by December 15<sup>th</sup>.

## **MANITOWOC COUNTY**

- On December 13<sup>th</sup>, the GIS Coordinator assisted the DNR with GIS data for the City of Two Rivers to be used for contamination sites.
- During the month of December, work continued on the Manitowoc County Comprehensive Plan. GIS staff continued inventorying land use to be used in the county comprehensive plan. Commission staff also began writing the transportation chapter for the county comprehensive plan.
- Commission staff prepared and submitted *Amendment #1 to the Public Transit – Human Services Transportation Coordination Plan for Manitowoc County, Wisconsin*, to WisDOT Bureau of Transit, Local Roads, Railroads and Harbors staff in Madison (on behalf of the Manitowoc County Aging and Disability Resource Center staff) in December. This amendment updated grants to be applied for and/or received in fiscal years 2008 and 2009, particularly capital (bus) requests and a New Freedom grant to hire a mobility manager.
- Commission staff met (via conference call) with city and county of Manitowoc staff to discuss a Transit Coordinator position that the Commission may employ with funds from a WisDOT New Freedom Grant.
- Commission staff submitted a scope of services and cost estimate to complete a Transit Development Program (TDP) Update for Maritime Metro Transit (MMT) to the Director of the City of Manitowoc Department of Public Works (DPW) in December. The City of Manitowoc DPW oversees the operations of MMT. Copies of the proposal were also sent to WisDOT Bureau of Transit, Local Roads, Railroads and Harbors staff and to WisDOT Northeast Region staff.

## **MARINETTE COUNTY**

- On December 4<sup>th</sup> the Regional Transportation Planner met with the Town of Wagner Plan Commission to continue development of a code of ordinances.
- On December 13<sup>th</sup> the Regional Transportation Planner met with the City of Marinette Plan Commission to continue development of revisions and additions to the City's Code of Ordinances.
- During the month of December, work continued on the Marinette County Comprehensive Plan.

## **OCONTO COUNTY**

- On December 6<sup>th</sup>, the Principal Planner facilitated a focus group with 16 Lena High School students to gather input on updating the village's comprehensive plan.
- Commission staff met with several Oconto County communities to continue working on their comprehensive plans. Staff met with the Village of Lena on December 5<sup>th</sup>, the Town of Lena on December 5<sup>th</sup>, the Town of Stiles on December 17<sup>th</sup>, the Town of Abrams on December 11<sup>th</sup>, Town of Little Suamico on December 12<sup>th</sup>, the Village of Suring on December 13<sup>th</sup>, the Town of Morgan December 4<sup>th</sup>, the Town of Chase on December 3<sup>rd</sup>, the Town of Townsend on December 3<sup>rd</sup> and the Town of Lakewood on December 10<sup>th</sup>.
- During December the Regional Transportation Planner prepared a road surface survey report the Town of Riverview. The report was derived from field surveys conducted in late summer. State Statute 86.302(2) requires that all state communities assess pavement conditions of their road/street system on a biennial basis and submit the information to WisDOT by December 15<sup>th</sup>.

- On December 18<sup>th</sup>, Commission staff presented at the kick-off meeting to begin preparing the Oconto County Multi-Hazards Mitigation Plan.

### **SHEBOYGAN COUNTY**

- Commission staff participated in a meeting of the Sheboygan County Non-Motorized Transportation Pilot Program (NMTTP) Citizens' Advisory and Technical Committee (CATC) on December 13<sup>th</sup>. The main purpose of this meeting was to recommend approval, partial approval or disapproval of projects submitted in the September 30<sup>th</sup> cycle to the Sheboygan County Board's Joint Resources and Transportation Committee (the oversight committee for the NMTTP).
- Commission staff continued to prepare the draft *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2008 – 2011* in December. This mainly involved the preparation of appendices for the TIP. By the end of December, most elements of the draft TIP were in place except for the air quality conformity analysis and some maps for the environmental justice analysis. In addition, project maps were updated in December based on information received from the WisDOT Northeast Region office.
- Commission staff processed an administrative modification to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2007 – 2010* in December. This administrative modification updated the financial plan component of the *2007 – 2010 TIP* to account for "year of expenditure" dollars in the second, third and fourth years of the TIP (2008, 2009 and 2010). This administrative modification keeps the *2007 – 2010 TIP* compliant with SAFETEA-LU until a new *2008 – 2011 TIP* can be adopted. Members of the MPO advisory committees were notified of this administrative modification to the *2007 – 2010 TIP*. The Commission adopted this administrative modification to the *2007 – 2010 TIP* on December 14<sup>th</sup>. Commission staff submitted this administrative modification to the *2007 – 2010 TIP* to applicable state and federal agencies in mid December.
- As time permitted, Commission staff revised previous sections of the SAFETEA-LU compliance amendment to the *Year 2035 SATP* that were suggested by members of the MPO advisory committees at previous meetings.
- Anticipating a conformity analysis on the *Year 2035 SATP* and the *2008 – 2011 TIP* in the near future, Commission staff continued to discuss adjustments that need to be made to the travel demand forecast model with WisDOT travel forecasting staff, and also continued to discuss emission factor development with WDNR Bureau of Air Management staff in December.
- Commission GIS staff assisted the consulting engineer for the Sheboygan County Memorial Airport with a map request regarding the current Sheboygan sewer service area (as amended) in mid December. A petition from the Town of Sheboygan Falls to amend the *Sheboygan Urbanized Area Sewer Service Plan* to add territory to the sewer service area in the vicinity of the airport is expected in the near future.

### **MULTI-COUNTY/REGIONAL**

- The GIS Coordinator participated on a Wisconsin Geographic Information Coordination Council (WIGICC) meeting via phone on December 6<sup>th</sup>.
- The Principal Planner participated in a teleconference on December 6<sup>th</sup> to continuing planning for the 2008 Global Trade Conference.
- On December 6<sup>th</sup>, Commission staff participated in a meeting of the WisDOT Local Roads and Streets Council (LRSC) in Wisconsin Rapids.
- The Principal Planner attended the quarterly Northeast Wisconsin International Trade Advisory Committee meeting held December 7<sup>th</sup> at the Business Assistance Center on the Green Bay campus of NWTC.
- On December 14<sup>th</sup>, the Commission met at Heritage Hill State Park for its regularly scheduled meeting and holiday luncheon. Discussions with the city and county of Manitowoc regarding a Transit Coordinator position highlighted the meeting.
- On December 17<sup>th</sup>, the Principal Planner participated in the Northwoods Economic Steering Committee meeting to continue planning for the 2008 conference scheduled for October.

- On December 20<sup>th</sup> the Community Planner attended a meeting of the Sustainable Counties of Northeast Wisconsin (SCoNEW) to discuss sustainability related projects/activities occurring throughout Northeast Wisconsin as well as a 2008 conference.
- On December 10<sup>th</sup>, the Natural Resources Planner attended EPA training in Milwaukee on watershed planning.
- On December 17<sup>th</sup>, the Natural Resources Planner participated in a meeting of the Niagara Escarpment Resource Network.
- On December 20<sup>th</sup>, the Natural Resources Planner assisted the Wisconsin Coastal Management Program by serving as a grant reviewer under the categories of “Public Access and Historic Preservation” and “Acquisition.”