

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

MONTHLY WORK PROGRAM ACTIVITY REPORT

**By County
FEBRUARY 2005**

BROWN COUNTY

- Staff participated in a meeting of the Brown County Planning Commission's Transportation Subcommittee on February 8.
- On February 9, the Executive Director attended a workshop on Affordable Housing featuring David Rusk at the KI Center in Green Bay.
- On February 10, the Executive Director attended a meeting of the Brown County United Way's Community Assistance Resource Impact Council to review and prioritize funding options for agencies receiving United Way funding.
- On February 11, the Assistant Director attended the International Executive Committee meeting at WPS' main office.
- On January 14, the Regional Transportation Planner presented preliminary draft elements of the *Brown County Port Opportunity Study* to the Brown County Harbor Commission.
- The Executive Director and Assistant Director attended a Waterfront Advisory Committee meeting on February 21 to begin coordinating a comprehensive waterfront usage plan for the metro area of the Fox River.
- On February 22, the Executive Director attended a meeting of the Brown County United Way's Community Assistance Resource Impact Council to establish program priorities for 2005.
- On February 28, the Natural Resources Planner attended meetings of the Central Brown County Water Authority.
- The Natural Resources Planner provided revisions to a grant application to FEMA to fund the Brown County All-Hazards Mitigation Plan.

DOOR COUNTY

- The Commission provided GIS mapping assistance to the towns of Gibraltar and Liberty Grove throughout February.
- On February 22, the Commission's Regional Transportation Planner met with the Town of Union Plan Commission to review the *Natural, Agricultural and Cultural Resources* and the *Population and Housing* element of the town's comprehensive plan.
- During January, the Commission's Regional Transportation Planner continued work on the chapter elements of the Town of Union's Comprehensive Plan.

FLORENCE COUNTY

- Staff continued to work on the Risk Assessment portion of the *Florence County All-Hazards Mitigation Plan*.

KEWAUNEE COUNTY

- On February 1, the Executive Director and Assistant Director met with the village of Luxemburg's engineer to discuss projects proposed for the village's TIF amendment No. 2.
- On February 2, the Commission's Regional Transportation Planner and Assistant Director met with the Town of Red River to present the Population and Housing element of the town's comprehensive plan and conduct an Economic Development SWOT analysis.
- On February 2, the Executive Director and GIS Coordinator met with the Kewaunee County Ice Age Planning Team to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On February 2, the Executive Director and GIS Coordinator met with Kewaunee County Land Conservation staff and DATCP staff to discuss the county's Farmland Preservation Plan. This was followed by a meeting with the town zoning administrators to bring them up to date on the farmland preservation process.
- On February 9, the Community Assistance Planner attended the Ahnapee Town Board meeting to answer any questions on the adoption of the town's Zoning Code and Zoning Ordinance.
- On February 15, the Regional Transportation Planner presented elements of the *Village of Luxemburg's Comprehensive Plan Update* to the Plan Commission
- On February 17, the Assistant Director met in Luxemburg with the committee formed to establish a county-wide economic development corporation for Kewaunee County.
- On February 24, the Commission's Community Assistance Planner, Regional Transportation Planner and Assistant Director met with the Kewaunee County Smart Growth Committee to review the status of the plan process at the local and county level and to conduct an Economic Development SWOT analysis.
- The Assistant Director attended the Village of Luxemburg Joint Review Board and Planning Commission meetings to discuss the village's Amendment No. 2 to Tax Incremental Finance District No. 1.
- The Community Assistance Planner responded to questions regarding zoning districts in the Town of Montpelier Zoning Ordinance.
- During February, 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 February 3, the Executive Director and GIS Coordinator met with the Manitowoc County Ice Age Planning Team to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- The GIS Coordinator and Executive Director met with the Manitowoc County Conservationist on February 17 to discuss assistance the Commission could provide to the county on GIS databases.
- The Assistant Director met with Dan Pawlitzke, Economic Development Director for the City of Two Rivers, on February 18 to discuss on-going and future projects.
- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc., throughout February.

MARINETTE COUNTY

- On February 3 and February 17, the Regional Transportation Planner met with the Town of Pound Plan Commission to continue development of a Code of Ordinances and a Zoning Ordinance for the town.
- On the evening of February 8, the Executive Director and Regional Transportation Planner met with the joint City of Peshtigo/Town of Peshtigo Planning Committee to present background data and information on the land uses and land use controls for the *City and Town of Peshtigo's Multi-jurisdictional Comprehensive Plan*.
- The Natural Resources Planner attended a meeting of the Upper Green Bay Basin Partnership on February 10.
- During February the Regional Transportation Planner completed and submitted the City of Marinette's Shared-Ride Taxi 4th Quarter and 2004 - Annual Year-End Report.

OCONTO COUNTY

- The Natural Resources Planner attended a meeting of the Upper Green Bay Basin Partnership on February 10.
- Commission staff continued to provide 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 February 3, the Executive Director and GIS Coordinator met with the Sheboygan County Ice Age Planning Team to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- The Commission selected Labor Ready of Sheboygan as the temporary employment agency that will assist staff with administration of the Sheboygan Transit Passenger Opinion Survey at its meeting on February 11. Staff met with representatives of Labor Ready in Sheboygan to discuss the tasks involved with the survey on February 24. Staff also met with the Director of the Sheboygan Parking and Transit Utility on February 1, to discuss appropriate changes to the survey instrument. The survey will be conducted in mid March, and survey results will be used in the completion of the Sheboygan TDP.
- Staff participated in a local officials meeting concerning the proposed State Highway 23 expansion from two to four lanes between Plymouth and Fond du Lac at the UW Fond du Lac campus the morning of February 17.
- The Natural Resources Planner attended a meeting of the Sheboygan River Basin Partnership Board on February 22.
- Staff met with two Sheboygan area residents on February 23, to explain the process used to amend the sewer service area boundary in the *2015 Sheboygan Urbanized Area Sewer Service Plan*. These individuals, working with their local unit of government, may petition for a plan amendment in the near future.
- Revisions to the draft *City of Sheboygan Natural Hazards Mitigation Plan* were a significant work item in February. Staff received correspondence from Wisconsin Emergency Management in late January concerning required and recommended revisions to this plan; staff met with the Deputy Director of Public Works for the City of Sheboygan to review this correspondence and to formulate an action plan to finalize the plan on February 1. Staff spent much of February revising the plan. The plan steering committee met on February 23, to

review the revised draft plan as well as to discuss next steps in the planning process; agenda packets for this meeting were mailed out on February 16. Commission staff assisted the City of Sheboygan Public Works staff with publicizing a public review period for the plan, and prepared for a March 1 public information meeting concerning the plan in late February.

- A meeting of the Sheboygan Transit Development Program (TDP) Review Committee was held on February 23. Agenda items at this meeting included review of the Transit System Performance chapter of the TDP, as well as an update concerning the upcoming passenger opinion survey. Staff sent out agenda packets for this meeting (including meeting notice, agenda, minutes from the January 20, committee meeting, and the TDP chapter reviewed at the meeting) to review committee members on February 16. Staff spent a considerable amount of time in February drafting the Transit System Performance chapter of the TDP.
- A joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees was held on February 24. Agenda items at this meeting included: a presentation on the process being followed to develop an updated travel demand forecast model for the Sheboygan metropolitan planning area and for Sheboygan County by Cambridge Systematics and HNTB (the consulting firms hired by WisDOT to develop travel demand forecast models for several smaller Wisconsin MPOs); an update on the allocation of socioeconomic projections to the traffic analysis zones (TAZs) in Sheboygan County for each of three 2035 development scenarios (including distribution and review of spreadsheets concerning these allocations for Scenario 1 – Continuation of Existing Trends); an update on the Sheboygan Transit Development Program (TDP); and an update on other planning activities. Staff sent out agenda packets for this meeting (including meeting notice, agenda, and minutes from the December 7, 2004, Sheboygan MPO Technical and Policy Advisory Committees joint meeting) to members of both committees on February 17.
- Staff continued work on the Year 2035 Sheboygan Area Transportation Plan (SATP) in February. Staff continued the distribution of projected population, housing unit, employment, vehicle registration and school enrollment growth between 2000 and 2035 across the TAZs in Sheboygan County for the second of three future land use scenarios being examined in the planning process (Compact/Infill Development) in February, with an emphasis on population, housing units and some employment allocations. This work will continue in March.

MULTI-COUNTY/REGIONAL

- The Commission met on February 11 at the Days Inn in Green Bay.
- The Executive Director, Natural Resources Planner, and GIS Coordinator, two Commissioners, a planner from Brown County, and two Department of Natural Resources staff attended the “Straddling the Divide” source water/water supply conference in Chicago on February 15-16. Lodging and conference costs for all eight attendees were paid for by a grant the Commission received from the Northeast Illinois Planning Commission.
- The Natural Resources Planner attended a public forum on Cladophora (algae) issues on Lake Michigan shores on February 18 in the village of Cleveland.
- On February 18 the Executive Director attended a meeting of the Association of Wisconsin Regional Planning Commissions.
- On February 24, the Executive Director attended a meeting of the Northeast Wisconsin Coalition on the Regional Economy (NEWCORE) to continue the process of implementing the NEW Regional Economic Opportunities Study.
- On February 25, the Assistant Director attended the regularly scheduled NEWREP meeting.

- 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.
- GIS staff continued to work on the Road End Study by inventorying roads and doing land record searches in Brown, Oconto and Marinette Counties.
- The Commission met with County Planning Teams in Sheboygan, Manitowoc and Kewaunee counties to continue to refine the Lake Michigan Ice Age Trail corridor throughout February.