

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

**MONTHLY WORK PROGRAM ACTIVITY REPORT**

**By County  
JANUARY 2004**

**BROWN COUNTY**

- On January 21, 2004 the Commission staff held an Open House on the Regional Comprehensive Plan at the town of Scott town hall to review background information and answer questions from the public about the plan.
- Staff compiled and continued administration of the town of Wrightstown's CDBG Public Facilities Grant Administration, including payroll reviews, correspondence with Town and project engineers.
- Provided grant administration services for the village of Pulaski CDBG-PF grant including filing paperwork, environmental review preparation and correspondence with the village and the Department of Commerce.
- The Natural Resources Planner began work on an environmental review record for the Village of Pulaski CDBG-Public Facilities grant for work on South St. Augustine Street.

**DOOR COUNTY**

- On January 22, 2004, the Executive Director attended an open house held by the Town of Union on the Town's proposed zoning ordinance.
- Continued to provide assistance to the Town of Gibraltar Planning Committee and Town Board on development of the Town's comprehensive plan.
- On January 30, 2004 staff met with the Village President and new Village Administrator of the village of Sister Bay to discuss development of an updated zoning ordinance and official map.
- Commission staff provided grant information to the city of Sturgeon Bay for the construction of a fire station.

**FLORENCE COUNTY**

- During January, the Regional Transportation Planner assisted WisDOT with the delineation of the urban boundary and the functional classification of streets for the city of Niagara.

**KEWAUNEE COUNTY**

- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. Ice Age Trail Corridor Alternatives were developed and reviewed by the Core Planning Team.
- On January 19, 2004, the Executive Director attended the Kewaunee County focus group for the Northeast Wisconsin Economic Opportunity Study.
- On January 21, 2004, the Executive Director and GIS Specialist presented the recommended amendments to Town of Red River Zoning Ordinance at the Public Hearing held by the Town Board. The Town Board subsequently approved the amended ordinance.
- On January 27, 2004, the Executive Director attended a special meeting of the Kewaunee County Board to support the creation and funding of a Kewaunee County Economic Development Corporation.
- Continued grant administration of Village of Luxemburg CDBG Public Facilities for sewer and water project including payroll review, preparation of final drawdown and closeout reports and self-monitoring checklist and correspondence with village and engineer.
- On January 13, 2004, the Community Assistance Planner met with the Ahnapee Town Board and Planning and Zoning Committee to revise to the town's Zoning Ordinance.

### **MANITOWOC COUNTY**

- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. Ice Age Trail Corridor Alternatives were developed and reviewed by the Core Planning Team.
- The staff continued to administer the city of Two Rivers PF-ED grant and on January 23, 2004, met with the city staff to review the city's grant administration files
- Continued work on and correspondence with the Village of Valders on their CDBG Public Facilities Grant
- Continued work on and correspondence with the Village of Valders on their CDBG Public Facilities for Economic Development Grant including submitting the final pay request.
- Provided CDBG-PFED grant writing and grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including draw down of funds and correspondence with city and engineer.

### **MARINETTE COUNTY**

- Staff met with the Town of Grover Plan Commission on January 8, 2004, and January 29, 2004, to continue the review and revision of the Town's zoning ordinance.
- On January 22, 2004 the Commission staff held an Open House on the Regional Comprehensive Plan at the Wausaukee Schools auditorium to review background information and answer questions from the public about the plan.
- Staff met with the City of Marinette Plan Commission on January 5, 2004, to review materials for the city's Comprehensive Plan Open House.
- Staff developed materials and coordinated an Open House for the city of Marinette Comprehensive Plan on January 28, 2004.
- On January 13, 2004, the Executive Director participated in the Marinette focus group, which was hosted by the Marinette County Association for Business and Industry, for the NEW Economy Study.
- On January 16, 2004, the Regional Transportation Planner participated in a Plan Specifications and Estimate (PS&E) meeting conducted by District 3 of the Wisconsin Department of Transportation at which the detailed plans and preliminary cost estimates for the USH 41 Bridge replacement project plans and reconstruction of USH 141 though the city of Marinette was presented for review.

### **OCONTO COUNTY**

- The Commission staff along with staff from OCEDC, Ayres Associates, and Robert E. Lee and Associates formed a Resource Team to assist the Village of Suring with several public works and economic development projects. The Team wrote and presented a white paper laying out the strategy for obtaining grants to the Suring Village Board on January 12, 2004.
- On January 22, 2004, the Executive Director participated in one of the three Oconto focus groups which were planned by the BLRPC, UWEX and the OCEDC, for the NEW Economy Study.
- On January 27, 2004, the Assistant Director met with the Oconto County Land Information Officer to review proposals from five aerial photography firms for undertaking an aerial photography project of the county.
- Staff continued to work on the Oconto County Environmental Corridors to establish the features of the standard and additional environmental corridor data layers, and began development of the document.
- Provided CDBG – public facilities grant administrative assistance to the county for the New View Industries expansion project in the City of Gillett.

- On January 6, 2004, the Community Assistance Planner met with the town of Mountain Plan Committee and continued to work on the development of the Town of Mountain Comprehensive Plan.
- On January 12, 2004, the Community Assistance Planner met with the Pensaukee Plan Committee and continued to work on the development of the Town of Pensaukee Comprehensive Plan.

### **SHEBOYGAN COUNTY**

- Staff provided grant administrative services to the Village of Glenbeulah for their storm water/watermain project in the Village including correspondence with village and engineer and completion and submittal of the first drawdown.
- Staff facilitated a nominal group exercise with members of the Sheboygan MPO Technical and Policy Advisory Committees concerning the future of land use and transportation in the Sheboygan metropolitan planning area at the joint meeting of the two committees on January 15, 2004. The results of this exercise will be used to develop goals and objectives for the *Year 2035 Sheboygan Area Transportation Plan (SATP)*.
- Staff discussed how non-highway modes of transportation should be addressed in the *Year 2035 SATP* with members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting on January 15, 2004.
- Staff revised the draft bylaws for the Sheboygan MPO Technical Advisory Committee in early January. Staff then presented the revised draft bylaws for the Technical Advisory Committee for review at the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on January 15, 2004.
- Staff began to assemble base year (2000) socioeconomic data by traffic analysis zone (TAZ) to be utilized in the development of the *Year 2035 SATP* in January.
- Staff assisted the Sheboygan County Health and Human Services Department with population estimates for a Section 5310 capital grant application to WisDOT in mid January.
- Staff prepared a detailed outline of Chapter 3 of the City of Sheboygan All Hazards Mitigation Plan (Risk Assessment) in January. The plan steering committee reviewed this outline in detail at its meeting on January 29, 2004. Staff will now follow the outline in the development of this most detailed chapter of the plan.
- On January 29, 2004, the Executive Director conducted a focus group of local officials for the NEW Economy Study.
- Staff provided technical assistance on the State Highway 23 Corridor Study in late January.
- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. The Core Planning Team developed and reviewed alternative corridors for the trail.
- Commission staff worked with the village of Adell to arrange a meeting with the Area Development Manager from the Wisconsin Dept. of Commerce to discuss grants for community development.
- Staff continued to inventory and map the natural, agricultural and cultural resources of Sheboygan County as part of the *Sheboygan County Critical Habitats Study*.
- On January 27, 2004, the Commission and Lyndon Town Board held an open house to present the proposed Town of Lyndon 20 Year Comprehensive Plan to the public.

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

- The Natural Resources Planner attended a Coastal Bluff Erosion Meeting on January 7, 2004, with the Sheboygan River Basin Partnership Team and the WCMP.
- On January 9, 2004, the BLRPC held its Executive Committee meeting in Green Bay, Wisconsin.

- Commission staff held a conference call on January 13, 2004, with the Lake Michigan Ice Age Trail Core Planning Team to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. Ice Age Trail Corridor Alternatives were developed and reviewed by the Planning Team.
- The Assistant Director and the Natural Resources Planner attended a grant review meeting with the WCMP Project Selection Committee on January 29, 2004 in Madison.
- On January 22, 2004, the Regional Transportation Planner facilitated a meeting of the Bay-Lake Regional Harbor Council at which the *Port, Harbor, and Recreational Marina Study for the Bay-Lake Region* was presented for review. Staff also spent much of the first half of January internally reviewing the study in detail.
- The GIS Technician attended the Changing Landscapes 2 conference on January 22 & 23, 2004 in Madison.
- The Assistant Director and the Natural Resources Planner held a Coastal Management Citizen Advisory Committee meeting on January 21, 2004, to discuss the Regional Master Plan and Bay-Lake RPC activities.
- GIS staff filled aerial photo requests for areas throughout the Bay-Lake region.