

**BAY-LAKE REGIONAL PLANNING COMMISSION
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**JANUARY 2007
MONTHLY WORK PROGRAM ACTIVITY REPORT
By County**

BROWN COUNTY

- The Executive Director and the Natural Resources Planner met with Oneida Nation on January 12th to discuss comprehensive planning.
- Commission staff continued to develop the *Brown County All Hazards Mitigation Plan*. Staff met with the Steering Committee on January 23rd to review the first three chapters of the plan and begin work on chapter 4 mitigation strategies.
- On January 30th, the Regional Transportation Planner participated in a meeting conducted by Brown County Planning staff to initiate development of a *Specialized Transportation Coordination Plan for Brown County*.
- The Natural Resources Planner continued working with the Oneida Nation to develop a grant application to FEMA for a hazard mitigation plan.
- During January, the Regional Transportation Planner initiated development of the *2006 Economic Impact Study for the Port of Green Bay*.
- The Commission continued to review fiscal impact/community service models in conjunction with a joint BLRPC-Brown County WCMP Cost of Services Study for the Village of Suamico.

DOOR COUNTY

- On January 8th, Commission staff met with the Egg Harbor Town Plan Commission to review the economic development issues, population and housing demographics and land use for the *Town of Egg Harbor Comprehensive Plan*.
- On January 23rd, Commission staff attended a meeting of the Door County Board and met with Door County Planning staff to outline the process for developing the county's comprehensive plan.
- On January 25th, the Regional Transportation Planner met with the Town of Union Plan Commission to continue review and development of the comprehensive plan and to discuss zoning issues.
- On January 29th, Commission staff presented materials at a meeting of Door County's towns to review Commission services and the process for developing the county's comprehensive plan.
- During January, the Regional Transportation Planner continued working on development of a comprehensive plan for the Town of Union.

FLORENCE COUNTY

- Commission staff provided technical assistance to Florence County on codifying and updating the county's ordinances.
- The Assistant Director is a member of the Steering Committee to develop the 3rd Annual Sustainable Forestry Conference. A teleconference was held January 9th and a meeting of the committee was held in Florence on January 30th.

KEWAUNEE COUNTY

- On January 3rd, the Commission's Community Planner III met with the Town of Pierce Plan Commission to continue work on the update and revision of the Town's Zoning Ordinance.
- On January 9th, the Regional Transportation Planner met with a Town of Franklin Plan Commission to continue work on the town's code of ordinances.
- On January 18th, the Commission's Community Planner III distributed Draft Comprehensive Plans of the Town of Pierce and Town of Ahnapee for public review to accessible locations in and around the town's along with surrounding communities.
- On January 18th, the Commission's Community Planner III met with the Kewaunee County Smart Growth Committee to continue working on the county's Comprehensive Plan.
- The Community Planner III prepared for and conducted a public Open House for the Town of Luxemburg Comprehensive Plan on January 23rd. The Town Plan Commission held a Public Hearing following the Open House as part of their plan adoption process.
- The Community Planner III prepared for and conducted a public Open House for the City of Kewaunee Comprehensive Plan on January 25th. The City Plan Commission held a Public Hearing following the Open House as part of their plan adoption process.
- During January, the Commission's Community Planner and Regional Transportation Planner continued work on community comprehensive plans for the Towns of Ahnapee & Pierce and the Village of Luxemburg.
- During January, the Regional Transportation Planner, provided technical assistance to the town's of Casco, Luxemburg and Red River relative to interpretation and administration or the town's zoning ordinance.

MANITOWOC COUNTY

- On January 11th, the Regional Transportation Planner met with the Manitowoc County All Hazard Plan steering committee and presented portions of Chapter 4 for review.
- The Assistant Director, Community Planner III, and Community Planner prepared for and conducted a joint Comprehensive Plan Open House for Cleveland and Centerville on January 29th. Each community's Smart Growth Commission held a Public Hearing following the Open House as part of their plan's adoption process.
- During January, the Commission's Regional Transportation Planner continued to develop the *Manitowoc County All Hazards Mitigation Plan*.
- The Office Accounts Coordinator and Assistant Director continued to provide CDBG-PF grant administrative services throughout the month to the City of Two Rivers for its J.E. Hamilton Community House project.
- The Assistant Director submitted CDBG grant closeout documents to the Wisconsin Department of Commerce for the Eggers Industry project.

- The Community Planner continues to work with the City of Two Rivers to put together an Environmental Review Records (ERR) for the 2007 CDBG grant from the U.S. Department of Housing and Urban Development for housing rehabilitation and homeownership program.

MARINETTE COUNTY

- On January 2nd, the Regional Transportation Planner met with the Town of Wagner Plan Commission to present a scope of services for the creation of a code of ordinances for the town.
- Commission staff processed a SSA amendment request for the City of Marinette and held a public hearing on January 10th.
- On January 18th, the Regional Transportation Planner participated in an audio conference with the City of Marinette Plan Commission to present and discuss a scope of services for revision of the city's zoning ordinance.
- On January 25th, the Executive Director and Community Planner met with the *Marinette County Outdoor Recreation Plan* Steering Committee to review Chapter 4 – Outdoor Recreation Supply Inventory and discuss future planning activities.
- On January 30th, the Executive Director attended a meeting of the Marinette County Board to present a refund check to the county for its participation in the multi-regional orthophotography project.
- Commission staff continued to develop the *Marinette County All Hazards Mitigation Plan*.

OCONTO COUNTY

- Commission staff presented a proposal to develop a grant application and multi-hazards mitigation plan to the County Board on December 21st. Subsequent to the County Board approval, Commission staff developed and submitted a grant to FEMA on behalf of Oconto County to receive funding to develop a multi-hazards mitigation plan.
- Commission staff provided a complete draft copy of the *City of Oconto 20-Year Comprehensive Plan* for city officials to review and comment.
- Throughout the month, Commission staff worked on the county's Comprehensive Plan. The Economic Development and Transportation chapters were presented to the three planning clusters and the OCPAC members. Plans for the county's Economic S.W.O.T. Workshop were completed. The S.W.O.T. Workshop will be held February 20th at the Holiday Inn in Kelly Lake. The updating of the county's land use inventory continued.

SHEBOYGAN COUNTY

- On January 2nd, Commission staff met with Sheboygan County Planning Department to outline the process for developing the county comprehensive plan.
- On January 10th, Commission staff met with the Sheboygan County All Hazards Mitigation Plan Steering Committee to continue review of the risk assessment portion of the *Sheboygan County All Hazards Mitigation Plan*. The GIS Coordinator continued to work on various mapping elements for Risk Assessment chapter of the *Plan* throughout January. Planning staff were involved in refining draft analysis of natural and man-made hazards in the plan.
- The Assistant Director and GIS Specialist prepared for and facilitated an Open House for the *20-Year Town of Wilson Comprehensive Plan* on January 22nd. The Town of Wilson Plan Commission held a Public Hearing following the Open House as part of the plan adoption process.

- Commission staff participated in a meeting of the Sheboygan County Non-Motorized Transportation Pilot Program (NMTTP) Technical Subcommittee (via teleconference) on January 11th. Commission staff also participated in a meeting of the Sheboygan County NMTTP Citizens' Advisory and Technical Committee (CATC) on January 25th.
- Commission staff participated in an MPO Directors' meeting in Middleton on January 16th.
- Commission staff participated in a public information meeting concerning the City of Sheboygan Walking Trails project the evening of January 24th. This project is being led by the City of Sheboygan Department of Public Works, and the Commission staff has been active in assisting the city with this project, along with staff from the National Park Service (Milwaukee office), Wisconsin Walks, the Sheboygan County Planning and Resources Department, and the WisDOT Northeast Region office.
- A joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees was held on January 25th. Agenda items at this meeting included: distribution and preliminary review of a Public Participation Plan (to meet the requirements of federal transportation legislation approved in 2005, known as SAFETEA-LU); discussion of gaps that need to be filled in the *Year 2035 Sheboygan Area Transportation Plan (SATP)* to be compliant with SAFETEA-LU; distribution of recently adopted MPO planning documents (the *Year 2035 SATP* and the *2007 – 2010 TIP*); and an update on other planning activities. Staff sent out agenda packets for this meeting (including meeting notice, agenda and minutes from the December 14, 2006, joint meeting) to members of both committees in mid January.
- Production of final hard copies of the *Year 2035 SATP* was completed in January.

MULTI-COUNTY/REGIONAL

- The GIS Coordinator was asked to serve on a group to work with the WI Geographic Information Officer (GIO) on his Federal Geographic Data Committee (FGDC) grant that will look at statewide coordination mechanisms. Members of this group included those from the WI State Cartographers Office (SCO), U.S. Geological Survey (USGS), UW-Madison, and a few Counties in Wisconsin. This grant will use the recommendations of the GIS Strategic Plan for Wisconsin which discusses a coordinating council to be created in Wisconsin. The grant is to be completed by spring 2007. Information on the grant can be viewed at http://www.doa.state.wi.us/docs_view2.asp?docid=5576. The group met twice on January 8th & 9th.
- The Executive Director participated in a conference call on January 9th to coordinate the agenda for a Lake Michigan Stakeholders meeting to be held in February.
- The Natural Resources Planner participated in a Sheboygan River Basin Partnership Board meeting on January 9th in Plymouth.
- The Assistant Director participated in a teleconference on January 9th to finalize the details for the 5th Annual Global Trade Conference set for April 3rd at the KI Convention Center in Green Bay.
- On January 12th, the Executive Committee of the Commission met for their regularly scheduled meeting at the Commission's offices in Green Bay.
- The Natural Resources Planner began process of providing grant advisory assistance to the Lakeshore Natural Resource Partnership on January 15th in Algoma.
- On January 16th, the Assistant Director attended the monthly Northwoods Economic Steering Committee meeting at UW-Marinette County.
- Commission staff facilitated a Housing Advisory Committee meeting on January 18th.

- Commission staff hosted and participated in the meeting of the Niagara Escarpment Resource Network on January 19th. The Executive Director gave a presentation on the Ice Age Trail planning project.
- The Assistant Director attended the quarterly International Trade Advisory Committee meeting on January 19th at the Business Assistance Center at NWTC.
- On January 23rd, the Community Planner met with the Northeast Wisconsin Stormwater Consortium to discuss their application for a WDNR Urban Nonpoint Source and Storm Water Planning Grant.
- Commission staff helped facilitate follow-up meetings concerning public/human services transportation coordination in late January. These meetings were held on January 24th, at Green Bay Transit, and on January 25th, in Kimberly. This was a cooperative effort between the Bay-Lake and East Central Wisconsin Regional Planning Commissions, the Brown County Planning Commission, and the Wisconsin Department of Health and Family Services Northeast Region office.
- The Natural Resources Planner participated in a meeting of the Lower Fox River Basin Partnership on January 25th in Green Bay.
- On January 26th, the Assistant Director attended the monthly NEWREP meeting at the Business Assistance Center at NWTC.
- The GIS Coordinator participated in a WLIA Board of Directors meeting on January 31st.
- On January 31st, the Executive Director and Assistant Director met with Nate Williams, Congressman Kagen's Green Bay Regional Director.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- Commission staff continued working on the critical habitat mapping project for the Upper Green Bay Basin.
- Commission staff continued development of the coastal hazards mitigation guide.