

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

MONTHLY WORK PROGRAM ACTIVITY REPORT

**By County
JULY 2004**

BROWN COUNTY

- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including completion and submittal to Commerce of pay request #3 on July 2, 2004, reviewing payrolls for federal compliance, correspondence with the village and the engineers, and various other grant related activities.
- On July 14, 2004, the Assistant Director/Principal Planner and the Natural Resources Planner attended a meeting in the Town of Rockland to discuss funding available to them to preserve a piece of property as open space along the Niagara Escarpment.
- On July 19, 2004, the Natural Resources Planner attended a meeting in Brown County to discuss conservation planning in the Town of Green Bay/Town of Red River area.
- On July 26, 2004, the Assistant Director/Principal Planner met with a Task Force of local officials to discuss port redevelopment issues.
- On July 27, 2004, the Assistant Director/Principal Planner met with the Brown County Planning Director to discuss cooperative work program items for 2004/2005.

DOOR COUNTY

- On July 6, 2004, the Regional Transportation Planner met with the Town of Union Plan Commission to initiate development of the Town's comprehensive plan.
- On July 15, 2004, the Assistant Director/Principal Planner met with the Steering Committee for the Door County Economic Development Strategy.
- During July, the Assistant Director/Principal Planner continued to update and reformat the village of Sister Bay's Zoning Ordinance.
- During July, the Assistant Director/Principal Planner completed work on the Town of Gibraltar Comprehensive Plan.

FLORENCE COUNTY

- On July 21, 2004, the Assistant Director/Principal Planner and GIS Technician met with a Steering Committee to begin the development of a Florence County All Hazards Mitigation Plan.

KEWAUNEE COUNTY

- On July 20, 2004, the Regional Transportation Planner met with the Town of Luxemburg Plan Commission to initiate development of the Town's comprehensive plan.
- On July 20, 2004, the Community Assistance Planner attended an open house hosted by the Ahnapee Town Board and Planning and Zoning Committee. The open house was to present the Code of Ordinances and revised town Zoning Ordinance to the public.
- On July 21, 2004, Commission staff met with the Pierce Town Board to discuss the procedure of updating the town's comprehensive plan.

- On July 28, 2004, Commission staff met with the Pierce Plan Committee to initiate the update of the town's comprehensive plan.
- On July 29, 2004, Commission staff met with the City of Kewaunee Plan Commission to initiate the update of the city's comprehensive plan.
- During July, Commission staff provided advisory services to the Town of Franklin Plan Commission, relative to amending and revising the Town's zoning ordinance.
- Commission staff continued its work on the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.

MANITOWOC COUNTY

- On July 13, 2004, the Regional Transportation Planner met with the County Highway Committee to review and discuss county transportation issues and to identify areas where Bay-Lake Regional Planning Commission staff assistance could be provided.
- The Economic Development Planner I met with the Parks and Recreation Department board and Director, Rick Manchester from the city of Two Rivers on July 14, 2004. The board decided to hire Bay-Lake Regional Planning Commission to write the proposal, final application and do the grant administration for the Hamilton Community Center restoration project.
- On July 23, 2004, the Economic Development Planner I met with the Economic Development Supervisor, Dan Pawlitzke to discuss grant contract amendments for the city's CDBG-PFED project with Eggers Industry, Inc.
- On July 27, 2004, the Regional Transportation Planner attended a meeting convened by the Wisconsin Department of Transportation at which the process for an access control study, that will be conducted on USH 10, was reviewed.
- On July 28, 2004, the Regional Transportation Planner attended a meeting with representatives from Manitowoc County, City of Manitowoc, City of Two Rivers and the Wisconsin Department of Transportation at which issues relative to the future need for the expansion of USH 10 and STH 10 were discussed.
- Commission staff continued to work on and correspond with the Village of Valders on their CDBG Public Facilities and PFED Grants including updating of journals, analysis of remaining fund balances, closeout preparation, correspondence with village representatives and businesses and contractors, filing and organizing remaining financial information and folders and various other grant related activities.
- Commission staff continued its work on the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including correspondence with the WI Department of Commerce and the city regarding contract amendments, collection, revision and filing of grant related documents, review of payrolls for federal compliance and various other grant related activities.

MARINETTE COUNTY

- On July 13, 2004, the Commission staff met with the City and Town of Peshtigo Plan Commissions on the development of the joint comprehensive plan for the two communities.
- Staff met with the City of Marinette Plan Commission on July 15, 2004 to review a bike path map for inclusion in the city's comprehensive plan update.

OCONTO COUNTY

- On July 1, 2004, the Assistant Director/Principal Planner attended a public hearing for the city of Gillett Comprehensive Plan and then met with the City of Gillett City Council to approve the plan.
- The Executive Committee of the Commission met on July 9, 2004 at the Oconto County Courthouse and took a tour of a graphics printing firm.
- On July 12, 2004, the Community Planner met with the town of Pensaukee Plan Commission to continue the development of the Town of Pensaukee 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 work on pay request #4 and submittal to Commerce on July 20, 2004, updating of financial journals, correspondence with county personnel, collection, review and filing of payroll reports and various other grant administrative activities.
- On July 26, 2004 the Assistant Director/Principal Planner and Regional Transportation Planner met with the Oconto County Ad-Hoc Land Use Committee to respond to questions concerning the Commission’s proposal to undertake a comprehensive planning process for the county.

SHEBOYGAN COUNTY

- Staff participated in training on transportation/air quality conformity sponsored by the Federal Highway Administration in Chicago July 6 – 7, 2004. The training included an update on the latest transportation/air quality conformity regulation from USEPA, along with lectures on the details of the USEPA Mobile 6 emissions estimating model.
- Staff met with the Director and other staff of the Sheboygan Parking and Transit Utility on July 8, 2004, to discuss operations planning issues and the 2005 transit budget. Sheboygan Transit is concerned that freezing the same dollar amount which the city of Sheboygan and other participating municipalities have provided the transit operation over the past several years is no longer viable in the face of frozen or decreasing federal and state funding coupled with increased operating costs (including the universally costly health insurance), and that cuts to some of the more frequently used transit services are imminent if nothing is done to change this situation.
- Staff spent time in July continuing to work on the Risk Assessment component of the City of Sheboygan All Hazards Mitigation Plan. The City of Sheboygan All Hazards Mitigation Plan Steering Committee met on July 8, 2004, to review final portions of the flood hazard analysis along with new portions of the extreme heat hazard analysis, which are both parts of the Risk Assessment component of the plan. The agenda for this meeting and minutes of the committee’s May 20, 2004, meeting were distributed to committee members on July 1, 2004.
- Staff modified the draft Sheboygan MPO Public Involvement Plan based on comments received from Federal Highway Administration and Wisconsin Department of Transportation staff and local members of the plan’s Ad-Hoc Review Committee in July. The MPO Ad-Hoc Public Involvement Plan Review Committee met on July 22, 2004, to review the second draft of this plan. The agenda for this meeting and minutes on the committee’s June 30, 2004, meeting were distributed to committee members on July 15, 2004.
- On July 21, 2004 the Assistant Director/Principal Planner attended a meeting on Farmland Preservation Issues at the County Land Conservation offices.

- On July 22, 2004, the Assistant Director/Principal Planner and the MPO Transportation Planner met with the village of Kohler to discuss options for updating the village's comprehensive plan.
- The Natural Resources Planner attended a Sheboygan River Basin Partnership meeting in Plymouth on July 26, 2004.
- Staff tabulated results from the Sheboygan Transit boarding and alighting survey during much of July. The survey was conducted in early June. Tables were prepared on total boardings and alightings, maximum loads by trip on each route, boardings and alightings by generalized time period on each route, and detailed boardings and alightings by trip on each route. Total boardings and alightings by location for each route were also tabulated for the entire day of service which was studied; this will be useful in generating two maps: one map indicating route segments with zero boardings and alightings all day, and a second map indicating high demand boarding locations along each route. Staff expects to have this report completed in mid August for presentation to the Sheboygan Parking and Transit Utility Commission.
- Staff reviewed two sewer service extensions in Sheboygan County in July. One extension in the Sheboygan sewer service area was reviewed for conformity with the *Sheboygan Urbanized Area Sewer Service Plan*, while the other extension was in rural Sheboygan County, and was therefore only reviewed in terms of possible encroachment upon environmentally sensitive areas.
- Staff completed maps and updated a draft report for the natural, agricultural and cultural resources of Sheboygan County as part of the *Sheboygan County Critical Habitats Study*.
- Commission staff continued its work on the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- Staff provided grant administrative services to the Village of Glenbeulah for their storm water/watermain project in the Village. Activities included correspondence with the engineer and contractors regarding payroll issues, review of preconstruction materials for the curb and gutter portion of the project, updating of financial journals, continued review of payrolls for federal compliance, and various other grant related activities.

MULTI-COUNTY/REGIONAL

- On July 9, 2004, the BLRPC held its Executive Committee meeting at the Oconto County Courthouse.
- On July 9, July 16 and July 26, the Personnel Committee met to review candidate information, conduct interviews and make a recommendation for hiring a new Executive Director.
- On July 12, 2004, the Economic Development Planner I attended the bi-monthly NEWREP meeting in Green Bay.
- On July 16, 2004, the Natural Resources Planner attended a Niagara Escarpment Resource Network meeting.
- Commission staff participated in a conference call concerning the latest planning assumptions to be used in regional transportation/mobile sector emissions analyses for Door, Kewaunee and Manitowoc Counties on July 16, 2004.
- On July 22, 2004, the GIS Technician met with the Wisconsin Land Information Board (WLIB) in Madison to present the Wisconsin Land Information System (WLIS) pilot project draft report.

- Commission staff participated in an interagency consultation meeting concerning regional transportation/mobile sector emissions analyses for Door, Kewaunee and Manitowoc Counties in Madison on July 27, 2004.
- Commission staff continued its work on the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- Commission staff completed and submitted the EDA midpoint progress report to EDA.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- The Commission's ESRI ArcIMS internet mapping site went online to allow for users to view and download datasets that are in the Bay-Lake Region. This site will be updated in the future to display more datasets as they become available. <http://maps.baylakerpc.org/>