

BAY-LAKE REGIONAL PLANNING COMMISSION
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MONTHLY WORK PROGRAM ACTIVITY REPORT
By County
NOVEMBER 2005

BROWN COUNTY

- The Assistant Director attended the International Trade Executive Committee meeting on November 18th at the Green Bay Area Chamber of Commerce.
- On November 10th, the Assistant Director attended a meeting of the Brown County Aging Resources Housing Task Force Committee to discuss future housing needs for the county.
- The Commission scheduled the initial meeting with Brown County Emergency Management to begin development of an All-Hazards Mitigation Plan involving the county and all municipalities.
- The GIS Coordinator met with the Green Bay Area Chamber of Commerce to discuss GIS services that Bay-Lake RPC could offer the Chamber.
- The GIS Coordinator met with Brown County's Emergency Management Director and Land Information Officer to discuss GIS and emergency management in Brown County and Wisconsin.

DOOR COUNTY

- The Regional Transportation Planner met with the Town of Union Plan Commission and Town of Union Board of Appeals on November 1, 2005, to present information and review procedures and policies for administration of the town's zoning ordinance.
- Commission staff provided technical assistance to the Town of Gibraltar and Village of Sister Bay regarding mapping issues and to the Town of Liberty Grove regarding zoning issues in October.
- On November 8th, the Economic Development Planner attended the Door County Attainable Housing Committee meeting.
- On November 15, 2005, the Regional Transportation Planner facilitated an Intergovernmental Cooperation meeting with representatives of the Town of Union Plan Commission, the Town of Red River Plan Commission and local officials from adjoining communities. The meeting was conducted at the Red River Town Hall in Kewaunee County.
- Commission staff assisted staff of the WisDOT Bureau of Equity and Environmental Services with a conformity analysis involving the Michigan Street bridge in Sturgeon Bay in late November. This included a teleconference on November 28, 2005, and supplying WisDOT staff with electronic copies of the Sheboygan County/MPO conformity analysis (approved in late 2004) to be used as a template in developing the Michigan Street bridge conformity analysis.

FLORENCE COUNTY

- During November, the Regional Transportation Planner continued to provide assistance to Florence County toward developing potential bicycle and pedestrian facilities in the Town of Aurora. On November 14, 2004, the Regional Transportation Planner met with the Florence

County Highway Commission to present information on the practicality and utilization of paved road shoulders as bicycle and pedestrian facilities.

KEWAUNEE COUNTY

- On November 7th, the Commission's Community Assistance Planner met with the Town of Pierce to continue working on the town's Comprehensive Plan.
- On November 8th, the Commission's Community Assistance Planner reviewed elements of the City of Kewaunee Comprehensive Plan and continued working on the city's planning process.
- On November 15, 2004, the Regional Transportation Planner met with the town of Red River Plan Commission, the Town of Union Plan Commission and local officials from adjoining communities to identify mutual issues of concern and intergovernmental cooperation.
- During November, 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

- The Natural Resources Planner submitted a staff report to the WDNR for an amendment request on behalf of the City of Two Rivers to include the Village of Mishicot in the City's SSA.
- On November 7, 2005, the Regional Transportation Planner met with the Town of Cooperstown Plan Commission to discuss the implementation of the town's adopted comprehensive plan.
- On November 9th, the Regional Transportation Planner, the Natural Resources Planner, and the GIS Coordinator met with the director of the Manitowoc County Emergency Management department and the director and principal planner from the Manitowoc County Planning and Park Commission to begin the development of the County's Hazard Mitigation Plan.
- The Community Assistance Planner and Assistant Director met with the Joint Smart Growth Plan Commission for the Village of Cleveland and Town of Centerville on November 28th to continue work on their comprehensive plans.
- The Economic Development Planner continued to provide CDBG-PFED grant administrative services to the City of Two Rivers, for its Eggers Industry, Inc. project throughout the month.
- The Economic Development Planner continued to provide CDBG-PF grant administrative services to the City of Two Rivers, for its JE Hamilton Community House project throughout the month.

MARINETTE COUNTY

- On November 8th, the Executive Director and the Assistant Director held an Open House with the City of Peshtigo/Town of Peshtigo Joint Planning Committee to review the preliminary General Plan Design and comprehensive plan with the public.
- On November 16, 2005, the Regional Transportation Planner met with the City of Marinette's Transportation Coordination Committee to present the application for 2006 operating assistance for the city's shared-ride taxi service and to present and review responses to a Request for Qualifications (RFQ) and a Request for Proposals (RFP) for provision of the City's taxi service by a private contractor.
- During November, the Regional Transportation Planner continued to provide assistance to the Town of Pound with the administration of their newly adopted zoning ordinance.

- The Economic Development Planner continued correspondence with the Village of Coleman regarding closeout documentation for the CDBG funds received for their PFED project.
- On November 14th, the Economic Development Planner held a meeting with the Village of Coleman, the WI Department of Commerce and the USDA regarding grant opportunities for their TIF district and other areas in need of public infrastructure within the village limits.

OCONTO COUNTY

- The Transportation Planner and Assistant Director began preparing materials for the City of Oconto's comprehensive plan.

SHEBOYGAN COUNTY

- Commission staff transmitted the *2006 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to WisDOT and FHWA Wisconsin Division staff (and to staff at other interested agencies) in mid November. Commission staff edited the work program (based on comments received from WisDOT and FHWA staff at a review meeting in early October) before finalizing the work program for submittal.
- A joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees was held on November 10, 2005. Agenda items at this meeting included: review of draft chapters in the *Year 2035 Sheboygan Area Transportation Plan (SATP)* prepared to date (including Chapters 1 through 4 and a portion of Chapter 5); as well as an update on various other planning activities. Staff sent out agenda packets for this meeting (including meeting notice, agenda, minutes from the October 13, 2005, joint meeting, and draft Chapter 3 of the *Year 2035 SATP*) to members of both committees on November 3, 2005.
- Commission staff continued drafting chapters for the *Year 2035 SATP* in November. Chapter 3 (Profile of the Metropolitan Planning Area) was finished in early November (with the exception of a section pertinent to residential building permits). In addition, staff continued work on Chapter 5 (Existing Condition of the Transportation Network), with emphasis on inventories of the bicycle, pedestrian and transit networks. In addition, Commission staff edited Chapters 2 and 3 of the *Year 2035 SATP* (based on comments raised by FHWA Wisconsin Division staff and members of the MPO Technical and Policy Advisory Committees) in November.
- Staff reviewed three sewer service extensions in Sheboygan County in November. Two of the three extensions were in the Sheboygan sewer service area, and therefore were reviewed for conformity with the *Sheboygan Urbanized Area Sewer Service Plan*. In addition, one extension was located outside the urban sewer service area (in the village of Howards Grove), and was therefore only reviewed in terms of encroachment upon natural features. To date, 24 extensions have been reviewed in Sheboygan County.
- Staff held its initial meeting with the Sheboygan County All Hazards Mitigation Plan Steering Committee on November 16, 2005, at the Plymouth Fire Department. Agenda items addressed at this meeting included: an overview of the planning process; review of the scope of services for the plan; review of the geographic area to be covered in the plan; and a preview of the next meeting, which was set for December 14, 2005. The Sheboygan County Emergency Management Coordinator is assisting with preparation of meeting minutes and drafting and mailing of meeting agendas in this planning effort as the county's in-kind contribution to the project.
- The Community Assistance Planner and Assistant Director met with the Town of Wilson Plan Commission on November 14th to begin work on their comprehensive plan.
- Commission staff began the land use windshield survey for the Town of Wilson for the plan.

MULTI-COUNTY/REGIONAL

- On November 17th, the Assistant Director and Economic Development Planner held the final quarterly EDAC meeting of the year at Bay-Lake Regional Planning Commission office.
- The Assistant Director attended meetings of the Northwoods Strategic Planning Steering Committee in Gillett on November 3rd and 14th to edit the final report from the Economic Summit held on October 3rd.
- The Commission meeting was held on November 11th at the Days Inn in Green Bay.
- The Commission held a Public Hearing the Regional Comprehensive Plan on November 11th 9:00 a.m. at the Days Inn in Green Bay.
- November 1st through the 3rd, the Natural Resources Planner attended the State of Lake Michigan Conference in Green Bay.
- The Natural Resources Planner continued to plan a series of mini-workshops throughout the region to provide information and guidance on addressing stormwater regulations, economic and tourism development, and comprehensive planning implementation.
- The Executive Director and the Natural Resources Planner began reviewing grant applications for WCMP in the categories of Land Acquisition and Public Access.
- The Natural Resources Planner attended a workshop on the SLAMM model used in stormwater management planning on November 14th in Appleton.
- On November 29th, the Natural Resources Planner attended a workshop on groundwater quality issues in karst areas at UW-Green Bay.
- The GIS Coordinator participated in a Central HAZUS Users Group phone conference call (CHUG) to discuss HAZUS-MH activities in the Central U.S.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- The GIS Coordinator and UW-Sea Grant's Coastal GIS Specialist continued to update the Bay-Lake RPC web mapping site by adding WMS Services for Land Use in the Bay-Lake Region.
- Commission staff continued to work on the Lake Michigan Ice Age Trail planning project.
- The GIS Coordinator continued to work with the WLIA Emergency Management Task Force on GIS and emergency management issues in Wisconsin.
- The Executive Director, GIS Coordinator, and GIS Specialist met with East-Central RPC to begin planning of a January 27, 2006 GIS mini-conference for local officials.
- The Economic Development Planner continued to update the website for NEWREP including adding information on the Business Plan Competition, updating news and events listings, updating contact information and responding to requests and comments.