

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

**MONTHLY WORK PROGRAM ACTIVITY REPORT**

**By County  
SEPTEMBER 2004**

**BROWN COUNTY**

- The Commission's Regional Transportation Planner and GIS Specialist met with Brown County's Solid Waste Director and Port Director on September 9, 2004 to review and revise parcel mapping and parcel descriptions for the *Brown County Port Opportunity Study*.
- The Regional Transportation Planner attended a meeting of the Brown County Harbor Commission on September 13, 2004 at which a map depicting properties that are located adjacent to federal navigation channel and are suitable for port use, was presented.
- On September 16, 2004, the Natural Resources Planner attended the joint meeting of the Lower Fox and the Upper Green Bay Basin Partnership Team.
- On September 20, 2004, the Executive Director and Economic Development Planner met with the village of Pulaski president Craig Klatt, Lee Novak of Robert E. Lee and Associates and Tom Holowinski of the village of Pulaski Public Works department to discuss developing a Tax Incremental Finance District on the village's south end.
- On September 27, 2004, the Executive Director and Economic Development Planner presented the Draft *2004 Comprehensive Economic Development Strategy Annual Report* to the Planning, Development and Transportation Committee for recommendation of adoption to the county board. The committee approved the document unanimously.
- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including reviewing payrolls for federal compliance, updating financial journals, reviewing final pay request materials and journals, setting up date and preparing materials for the second citizen participation hearing, correspondence with the village and the engineers, and various other grant related activities.
- The Commission continued to provide grant administrative services to the village of Pulaski for their Corporate Way TEA grant including collection and review of all invoices and receipts for reimbursement from the WI Department of Transportation, compilation of reimbursement request, correspondence with the village and the engineers, and various other grant related activities.
- Staff continued administration of the town of Wrightstown's CDBG Public Facilities Grant, including payroll review for the prime contractor and subs for federal compliance, correspondence with town representatives and various other grant related activities.
- The Natural Resources Planner talked with Cullen Peltier of Brown County Emergency Management about completing an All-Hazards Mitigation Plan for the County.

## **DOOR COUNTY**

- The Commission's Regional Transportation Planner met with the Town of Union Plan Commission on September 14, 2004, to provide assistance and to presented information relative to administration of the town's recently adopted zoning ordinance. In addition, at this meeting the Regional Transportation Planner assisted the Plan Commission with development of a draft ordinance setting fees for town permits.
- The Commission's Regional Transportation Planner and Community Planner facilitated a joint meeting of the Town of Union Plan Commission and the Town of Red River (Kewaunee County) Plan Commission on September 15, 2004. The primary purpose of the meeting was to identify and prioritize issues that will be addressed in the Town of Union Comprehensive Plan.
- On September 21, 2004, the Executive Director and Economic Development Planner presented the Draft *2004 Comprehensive Economic Development Strategy Annual Report* to Sturgeon Bay's City Council for approval. The committee approved the document unanimously.
- During September, the Commission staff continued to update and review the village of Sister Bay's Zoning Ordinance, Subdivision Ordinance and zoning map.

## **FLORENCE COUNTY**

- On September 8, 2004, the Executive Director and GIS Technician worked with the Florence County All Hazards Mitigation Plan Steering Committee to prioritize natural hazards in Florence County.
- On September 13, 2004, the Executive Director and Economic Development Planner presented the Draft *2004 Comprehensive Economic Development Strategy Annual Report* to the Economic Development Committee for recommendation of adoption to the county board. The committee approved the document unanimously.

## **KEWAUNEE COUNTY**

- On September 2, 2004, the Community Assistance Planner, GIS Specialist and Regional Transportation Planner met jointly with the City of Kewaunee and the towns of Pierce and Ahnapee to conduct nominal group workshops and review and discuss the Kewaunee County multi-jurisdictional planning process and timeline.
- On September 8, 2004, the Economic Development Planner presented the Draft *2004 Comprehensive Economic Development Strategy Annual Report* to the Promotions and Recreation Committee for recommendation of adoption to the county board. The committee approved the document unanimously.
- On September 9, 2004, the Community Assistance Planner met with the Ahnapee Town Board and Plan Commission to revise the town's proposed Zoning Ordinance based on input from the August Public Hearing.
- On September 15 2004, Commission's Regional Transportation Planner and Community assistance Planner facilitated a joint meeting of the Town of Red River and the Town of Union to conduct nominal group workshops and review and discuss the Kewaunee County multi-jurisdictional planning process and timeline. The purpose of the nominal group workshop was to identify and prioritize land use development issues that will be addressed in the respective town comprehensive plans, as well as the Kewaunee County Comprehensive Plan.

- On September 27, 2004, Commission staff met with the Core Planning Team to conduct mapping and field work for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee County.
- On September 29, 2004, the Executive Director met with staff from Kewaunee, Manitowoc and Sheboygan Counties to discuss regional coordination of the counties' Farmland Preservation Plans.
- On September 29, 2004, the Commission's Regional Transportation Planner attended a meeting of the Montpelier Town Board to provide technical assistance relative to revisions and amendments to the Town's zoning ordinance.
- Commission staff continued to research grant opportunities for Kewaunee County's future Economic Development Corporation, researching and contacting funding agencies such as USDA and the WI Department of Commerce.

### **MANITOWOC COUNTY**

- The Economic Development Planner sent the Draft *2004 Comprehensive Economic Development Strategy Annual Report* to the Planning and Parks Committee for their review and approval at their September 27, 2004 meeting.
- Commission staff continued to work on and correspond with the Village of Valders on their CDBG Public Facilities grant including updating of journals, analysis of remaining fund balances, closeout preparation (submitted to Commerce), self-monitoring checklist preparation, submittal of final pay request to Commerce on Monday, September 27, 2004, correspondence with village representatives, filing and organizing remaining financial information and folders and various other grant related activities.
- On September 28, 2004, the Commission's Regional Transportation Planner attended a joint meeting of the Town of Centerville and Village of Cleveland to provide information on grants for a joint comprehensive plan.
- On September 29, 2004, the Executive Director met with staff from Kewaunee, Manitowoc and Sheboygan Counties to discuss regional coordination of the counties' Farmland Preservation Plans.
- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including correspondence with the city regarding contract amendments, and various other grant related activities.
- Commission staff began work on the city of Two Rivers CDBG-PF proposal for the Hamilton Community Center restoration project including sorting and gathering data for the proposal, writing the narrative, and other grant writing activities.

### **MARINETTE COUNTY**

- On September 9, 2004, the Executive Director and Economic Development Planner presented the Draft 2004 Comprehensive Economic Development Strategy Annual Report to the Economic Development and Tourism committee for recommendation of adoption to the county board. The committee approved the document unanimously.
- On September 9, 2004, the Regional Transportation Planner attended a meeting of the Town of Pound Plan Commission to provide technical assistance relative to development of implementation tools (zoning ordinances, official maps etc.) for the Town's recently adopted comprehensive plan.
- On September 14, 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.

- On September 15, 2004, the Commission's Regional Transportation Planner attended a meeting of the City of Marinette Transportation Coordination Committee and presented information relative to the 2005 application for state and federal operating assistance for the City's public transit program.
- On September 16, 2004, the Executive Director met with the city of Marinette Mayor to discuss the City of Marinette comprehensive plan update and sewer service area planning.
- On September 16, 2004, the Natural Resources Planner attended the joint meeting of the Lower Fox and the Upper Green Bay Basin Partnership Team.

#### **OCONTO COUNTY**

- On September 8, 2004, the Community Assistance Planner attended an open house held by the Pensaukee Plan Commission to present the proposed Town of Pensaukee 20 Year Comprehensive Plan to the public.
- On September 14, 2004, the Executive Director and Economic Development Planner presented the Draft *2004 Comprehensive Economic Development Strategy Annual Report* to the Economic Development and Tourism Committee for recommendation of adoption to the county board. The committee approved the document unanimously.
- On September 16, 2004, the Natural Resources Planner attended the joint meeting of the Lower Fox and the Upper Green Bay Basin Partnership Team.
- 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 correspondence with county personnel, collection, review and filing of payroll reports, preparation for and attendance at the second citizen participation hearing held on Tuesday, September 28, 2004, and various other grant administrative activities.
- The Natural Resources Planner talked with Pat LeBreck of Oconto County Emergency Management about completing an All-Hazards Mitigation Plan for the County.

#### **SHEBOYGAN COUNTY**

- Staff continued work on the *Year 2035 Sheboygan Area Transportation Plan (SATP)* in September. This work included making a minor adjustment to one of the three future land use scenarios to be examined in the plan, as well as continued staff verification of the coding of network links in the proposed travel demand forecast model for Sheboygan County.
- Staff facilitated a September 2, 2004, meeting of the City of Sheboygan All Hazards Mitigation Plan Steering Committee. The main agenda item at this meeting involved continued review and discussion of portions of the risk assessment component of the plan. Analyses of the following hazards were reviewed at this meeting: extreme heat, heavy snow storms and blizzards, and extreme cold. Some writing concerning the analysis of these hazards occurred in early September.
- Staff sent out agenda packets for a meeting of the Sheboygan MPO Technical and Policy Advisory Committees on September 2, 2004; this meeting was held on September 9, 2004. Agenda items at this joint meeting included: review of projects to be included in the *2005 – 2008 TIP* (including authorization to release a draft TIP for a 30 day public review period and public hearing); review of the draft Sheboygan MPO Public Involvement Plan (including authorization to release the draft Public Involvement Plan for a 45 day public review period); an update on development of the *Year 2035 SATP* (including review of growth scenarios to be examined in the planning process as well as discussion of other tasks in the planning

process); review of findings from the Sheboygan Transit Boarding and Alighting Survey; and an update on various planning activities.

- Staff participated in a meeting with Wisconsin Department of Transportation and City of Sheboygan staff concerning *Connections 2030* (WisDOT's next statewide long-range transportation plan, which is currently being developed) in Sheboygan on September 21, 2004.
- Staff prepared a draft *2005 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in September. The draft work program was submitted to Wisconsin Department of Transportation and Federal Highway Administration staff on September 23, 2004.
- On September 29, 2004, the Executive Director met with staff from Kewaunee, Manitowoc and Sheboygan Counties to discuss regional coordination of the counties' Farmland Preservation Plans.
- On September 30, 2004, the Economic Development Planner met with village of Glenbeulah representatives and engineers to discuss applying for a CDBG Public Facilities grant for sewer and water repairs within the village limits.
- Staff prepared the draft *2005 – 2008 Sheboygan Metropolitan Planning Area Transportation Improvements Program (TIP)* in September. The air quality conformity analysis for the TIP is currently being prepared as well.
- 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, updating of financial journals, setting up date for second citizen participation hearing, preparing and sending hearing materials to the village, continued review of payrolls for federal compliance, and various other grant related activities.

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

- On September 1, 2004, the Regional Transportation Planner facilitated a meeting of the Commission's Technical Advisory Committee on Land Use and Transportation to present an update on the *Regional Master Plan*. At this meeting, the Commission's Community Planner also presented the *Draft Utilities and Public Facilities* element of the *Regional Master Plan*, for review and discussion.
- The Natural Resources Planner attended the Wisconsin Coastal Management Program Grant Workshop in Green Bay on September 2, 2004.
- On September 9, 2004, the Executive Director met with Jim Golemeski from Bay Area Workforce Development to discuss the NEW Regional Economic Opportunities Study.
- The Commission met on September 10, 2004 in Green Bay.
- The Natural Resources Planner attended the WDNR Lakes & Rivers Planning Grants Workshop in Oshkosh on September 15, 2004.
- On September 17, 2004, the Economic Development Planner I attending the bi-monthly NEWREP meeting at NWTC in Green Bay.
- On September 22, 2004, the Executive Director met with Wayne Schroeder of the Economic Development Administration to discuss the Commission's Economic Development planning program.
- The Natural Resources Planner presented a Bay-Lake Regional Planning Commission activities report to the Wisconsin Coastal Management Council in Sheboygan on September 23, 2004.

- On September 23 and 24, 2004, the Economic Development Planner attended the Wisconsin Economic Development Association's fall conference in Superior, WI.
- On September 24, 2004, the Executive Director attended a meeting of the NEW Regional Economic Opportunities Study Oversight Committee at UW Fox Valley to set priorities for reviewing and implementing the study's recommendations.
- On September 27, 2004, the Executive Director attended the Wisconsin Counties Association Annual Conference in Milwaukee to give a presentation on *Planning for Natural Resources on a Regional Basis* as part of a panel focusing on innovations at the Regional Planning Commission in Wisconsin.
- On September 27, 2004, Commission staff met with the Core Planning Team to conduct mapping and field work for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee County.
- On September 29, 2004, the Executive Director met with staff from Kewaunee, Manitowoc and Sheboygan Counties to discuss regional coordination of the counties' Farmland Preservation Plans.
- On September 30, 2004, BLRPC staff submitted a proposal to the National Oceanic and Atmospheric Association (NOAA) for funding to further develop the Commission's internet GIS mapping website and to create an online tutorial about using GIS for comprehensive planning.
- The Natural Resources Planner attended the Public Hearing on the Great Lakes Governors' Annex 2001 plan in Ashwaubenon on September 30, 2004.
- On September 30, 2004, the Executive Director attended a meeting of the Northeast Wisconsin Global Trade Conference Organizing Committee.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- GIS staff continued to work with UW-Sea Grant on the Bay-Lake RPC web mapping site.