

**MONTHLY WORK PROGRAM ACTIVITY REPORT
FEBRUARY AND MARCH, 2010
By County**

**BAY-LAKE REGIONAL PLANNING COMMISSION
441 SOUTH JACKSON STREET
GREEN BAY, WI 54301
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BROWN COUNTY

- On February 5th, the Community Planner with the Town of Ledgeview Zoning Administrator and Deputy Treasurer to discuss zoning related material.
- The Natural Resources Planner met with Oneida Nation Emergency Management on February 9th to discuss the development of an emergency response plan.
- On February 10th, the Community Planner attended Town of Ledgeview Plan Commission meeting to provide planning/zoning assistance to the town.
- On February 16th, the Executive Director attended the monthly meeting of the United Way's Community Access to Resources committee.
- On February 17th, the Natural Resources Planner met the Neville Public Museum to assist in their efforts to put together a Niagara Escarpment exhibit and Wine festival for summer 2010.
- On February 24th, the Community Planner with the Town of Ledgeview Staff review team to discuss March Plan Commission materials.
- On February 20th, the Executive Director facilitated a sustainability forum in De Pere to discuss regional sustainability initiatives.
- The Natural Resources Planner attended the Oneida Business Committee meeting on February 24th, as the Commission had an agenda item regarding a contract to develop their emergency response plan.
- On February 25th the Executive Director attended a meeting of the Brown County Waterfront Plan Advisory Committee to provide input on the plan to-date.
- On March 2nd, the Natural Resources Planner participated in the De Pere sustainability round table workshop.
- On March 8th, the Community Planner attended the Village of Wrightstown Plan Commission meeting to provide planning/zoning assistance to the village.
- On March 9th, the Community Planner with the Town of Ledgeview Zoning Administrator and Deputy Treasurer to discuss zoning related material.
- On March 9th, the Executive Director attended a forum on Regional Transit Authorities held at the Kress Library in De Pere.
- On March 10th, the Community Planner attended Town of Ledgeview Plan Commission meeting to provide planning/zoning assistance to the town.

- The Principal Planner, along with staff from Advance, gave a presentation on TIF districts to the Village of Bellevue Board on March 10th.
- The Principal Planner attended the International Trade Advisory Committee meeting on March 12th at the Business Assistance Center in Green Bay.
- On March 16th, the Natural Resources Planner participated in a meeting of the Fox River Total Maximum Daily Load (TMDL) planning outreach team at UWGB.
- Commission staff attended and presented at the Oneida Nation Economic Summit held March 17th at the Radisson Hotel and Conference Center.
- On March 23rd, the Community Planner attended a meeting at the Village of Wrightstown to provide planning/zoning assistance to the village.
- The Principal Planner attended a project development meeting on March 23rd to prepare an application for the Economic Development Administration to seek continued funding of the international trade initiatives offered through Advance's Trade Program.
- On March 24th, the Community Planner met with the Town of Ledgeview Staff review team to discuss April Plan Commission materials.
- During February and March the Regional Transportation Planner prepared a draft of the *Economic Impact Report for the Port of Green Bay for the 2009 Shipping Season*. The draft report was submitted to the Port of Green Bay on March 24th.
- On March 25th, the Principal Planner attended the Olde Main Street Business Development Committee meeting.
- On March 25th, the Natural Resources Planner and Executive Director hosted and attended a meeting of the Lower Fox Basin Partnership.
- On March 29th, the Community Planner with the Town of Ledgeview Zoning Administrator and developer to discuss a PDD zoning amendment.
- On March 29th the Commission's Director and Regional Transportation Planner attended a "Port Symposium" hosted by the Port of Green Bay.
- The Natural Resources Planner met with Oneida Nation Emergency Management on March 30th to discuss the development of their emergency response plan.
- On March 31st, the Community Planner met with the Village of Wrightstown Site Plan Review team to discuss April Plan Commission materials.

DOOR COUNTY

- The Commission provided assistance to town of Gardner Plan Commission regarding ownership of land along the bay in the town of Gardner in March.

FLORENCE COUNTY

- Commission staff continued to work on the development of *Florence County 20-Year Comprehensive Plan* as well as the six town comprehensive plans. Commission staff met with the Florence County Planning Advisory Committee on February 9th and March 9th to review a complete draft of *Volume I: County Resources*, a draft county vision statement, and Volume I appendices. The towns of Fern and Florence adopted their plans in February;

and the towns of Fence, Homestead, and Aurora adopted their plans during the month of March.

- Commission staff provided technical assistance on ordinances and zoning issues to the Florence County Zoning Administrator during February and March.

KEWAUNEE COUNTY

- During February and March, the Commission continued to provide zoning assistance to the towns of Casco, Lincoln, Red River, Pierce, and Montpelier.
- On March 9th, the Regional Transportation Planner presented information relative to the *Wisconsin Working Lands Initiative* and the administration of the town's exclusive agricultural zoning to Town of Luxemburg officials.
- On March 17th, the Natural Resources Planner held an initial meeting for the development of the Kewaunee County Emerald Ash Borer Readiness Plan.
- The Community Planner spoke with the County Zoning Administrator to discuss updates to the county's Shoreland Zoning Ordinance and possible grant opportunities.

MANITOWOC COUNTY

- The Community Planner met with the City of Two Rivers on February 8th and 22nd to review and discuss the continued development of the city's Comprehensive Plan update. On March 16th, the Community Planner conducted an Open House and addressed final changes to the comprehensive plan and March 22nd, the Community Planner attended the Two Rivers City Council meeting to address comments regarding the city's Comprehensive Plan adoption.
- The BLRPC adopted the *Manitowoc County 20-Year Comprehensive Plan*, eleven town comprehensive plans and six village comprehensive plans as part of the master plan for the region at its meeting on February 12th.
- Commission staff was involved with final production of numerous local comprehensive plans in February and March, including plans for the Towns of Cato, Gibson, Liberty, Meeme, Rockland and Schleswig. Several of these plans have been delivered to the towns, while others will be delivered in early April.
- Work continued on the Maritime Metro Transit Development Program (TDP) in February and March. Commission staff met with the manager of Maritime Metro Transit on February 11th to determine where to recommend placement of passenger shelters along MMT's recommended bus routes in the TDP. Commission staff also hosted a public information meeting on the draft TDP on February 24th; preparations for the public information meeting included: completion of an Executive Summary of the draft TDP; and production of two maps involving the recommended route structure and recommended locations for passenger shelters. The public comment period on the draft TDP ran through March 5th. Commission staff spent late March drafting the Introduction and the Alternatives/Route Revision Analysis chapters of the TDP, as well as drafting the four appendices that will be included in the final TDP.

MARINETTE COUNTY

- The Principal Planner met with Marinette County officials on February 4th to create a sell sheet for the Niagara Mill.
- On February 4th, the Principal Planner met with representatives from the Town of Lake to discuss financial options to build a new fire department or public works building.
- During February, the Regional Transportation Planner continued to assist the City of Marinette with revisions to the City's comprehensive plan. On March 6, 2010 the Regional Transportation Planner assisted with a public hearing and presented proposed comprehensive plan amendments to the Marinette City Council.
- On March 23rd the Regional Transportation Planner met with the Town of Grover Plan Commission to provide assistance with administration of the town's zoning ordinance and to present a model "highway corridor overlay zoning district" that could be used to control development along the USH 41 corridor.
- On March 25th the Regional Transportation Planner met with the Town of Pound Plan Commission to provide assistance with administration of the town's zoning ordinance and to discuss various amendments and revisions to the existing code of ordinances.
- During February and March, Commission staff, continued work on the completion of the Marinette County Comprehensive Plan and plans for nine communities that participated in the multi-jurisdictional planning project. On February 23, 2010 the Marinette County Board adopted the *Marinette County 20-Year Comprehensive Plan*. Final plans for Marinette County, the City of Niagara, the villages of Crivitz and Wausaukee and the towns of Beaver, Dunbar, Goodman, Niagara, Pembine and Stephenson were submitted to the Wisconsin Department of Administration on March 30, 2010.

OCONTO COUNTY

- The Principal Planner attended the Lena Planning and Development Committee meetings on February 2nd and March 2nd to continue working on the implementation of the village's comprehensive plan.
- On March 10th the Executive Director met with the town of Chase Stone Barn committee to discuss possible grant applications for the proposed Stone Barn Park.

SHEBOYGAN COUNTY

- Commission staff prepared the majority of a report summarizing results from the Sheboygan Transit boarding and alighting survey in the first half of February; this draft report was presented to the Sheboygan Transit Commission at its February 16th meeting, and was also briefly presented to the MPO Technical and Policy Advisory Committees at their joint meeting on February 25th. Commission staff started to prepare cumulative daily totals of boardings and alightings for each route in late February, which will be used to generate two key maps: (1) route segments with zero boardings and alightings; and (2) locations with unusually high numbers of boardings vis-à-vis existing passenger shelter locations; Commission staff began the process of preparing a map showing the route segments with zero boardings and alightings in March. Commission staff also began analyzing cross-tabulations from the Sheboygan Transit passenger opinion survey in late February; this information was presented to the Sheboygan Transit Commission at its March 16th meeting.

- Commission staff met with the Director of the Sheboygan Parking and Transit Utility the afternoon of February 25th to discuss the composition of the review committee for the *Sheboygan Transit Development Program (TDP)*.
- Commission staff continued to revise project tables to be included in the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2010 – 2013* in February. These revised tables were presented at the joint meeting of the MPO Technical and Policy Advisory Committees on February 25th.
- Commission staff met with the Director of the Sheboygan Parking and Transit Utility the morning of March 26th to review route segments with zero boardings and alightings and to establish a threshold number of boardings that can be used to quantitatively justify placement of passenger shelters along the various Sheboygan Transit bus routes.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on February 25th. Principal agenda items addressed at this meeting included: review of components of the 2010 update to the *Sheboygan Area Transportation Plan* (proposed outline, previous capacity modifying projects, and previous goals and objectives); an update on the *2010 – 2013 TIP*; an update on the *Sheboygan Transit Development Program (TDP)*; and an update on WisDOT Northeast Region and other MPO planning activities.
- Commission staff participated in a public information meeting regarding the Union Pacific Railroad Corridor Multi-Use Trail on February 2nd. This upcoming project is being funded by the Sheboygan County Non-Motorized Transportation Pilot Program (NMTPP), and is located in the City of Sheboygan.
- Commission staff facilitated an environmental consultation meeting for the 2010 update to the *Sheboygan Area Transportation Plan (SATP)* on March 11th. Meeting attendees included staff from the Federal Highway Administration (FHWA) Wisconsin Division, the WDNR Northeast and Southeast Regions, the WisDOT Bureau of Planning and Economic Development, the WisDOT Northeast Region, USEPA Region 5, and the U.S. Army Corps of Engineers Waukesha office (via teleconference). The main agenda items at this meeting included: an overview of the MPO transportation plan and planning process; review of new/updated environmental resource inventories and plans; review of major planned transportation improvements and potential impacts; and discussion of environmental mitigation policies. Commission staff spent much of early March preparing handouts for this meeting, including copies of the outline for the 2010 *SATP* update, a table and map showing existing and potential significant street and highway improvement projects in the 2010 *SATP* update, and the section of the SAFETEA-LU compliance amendment to the *Year 2035 SATP* (2008) pertinent to "mitigation of environmental impacts of major transportation projects."

MULTI-COUNTY/REGIONAL

- Commission staff participated in meetings of the WisDOT Northeast Region Model Users' Group on February 1st and on March 29th. Commission staff also participated in a meeting concerning progress on the WisDOT Northeast Region travel demand forecast model on February 17th.

- On February 2nd, the Executive Director attended a meeting of the Wisconsin Coastal Management Program's Project Selection Committee to defend the Commission's grant applications and provide support for other applications within the Bay-Lake region.
- On February 4th and 11th, the Natural Resources Planner participated in webinar training on Emerald Ash Borer response and preparation.
- On February 9th and March 9th, the Principal Planner participated in teleconferences to continue working on details of the 8th Annual Global Trade Conference set for March 30, 2010.
- The Principal Planner participated in conference calls on February 9th and 18th with the Economic Development Administration (EDA) to discuss the feasibility of sponsoring a regional economic development conference later in 2010.
- Commission staff participated in a meeting with Federal Highway Administration, WisDOT and SEWRPC staff (via teleconference) on February 10th to discuss various topics related to air quality conformity analysis required for transportation plans and transportation improvement programs prepared for air quality nonattainment areas. This was followed by a teleconference on February 17th with these same parties and with a WDNR Bureau of Air Management emissions modeler to discuss the most appropriate emissions estimating model to be used in upcoming conformity analyses.
- The Principal Planner attended a Municipal Financing Workshop sponsored by Ehlers and Associates on February 11th and 12th at the Wisconsin Dells.
- The full Commission met on February 12th for its regular meeting to receive information on the Census, Manitowoc County planning process and the Commission budget at the Bay-Lake Regional Planning Commission offices in Green Bay.
- The GIS Specialist completed a mapping project for Peace Lutheran Church in the town of Pittsfield. The project mapped out the congregation households within the church service area.
- On February 17th, the Natural Resources Planner participated in a webinar presentation about climate change planning by the National Association of Development Organizations.
- On February 18th, the Executive Director coordinated a meeting of the Lake Michigan Stakeholders Steering Committee to discuss updates and coordinated efforts regarding funding opportunities through the Great Lakes Restoration Initiative (GLRI).
- The Principal Planner attended the shipbuilding cluster discussions on February 17th and March 31st held at the Business Assistance. The participants were economic development professionals from Brown, Marinette, Door and, and Manitowoc counties. Oconto is also a part of this initiative.
- On February 23rd, the Natural Resources Planner participated in an EPA webinar presentation about potential funding programs.
- Commission staff continued to work on the Special Wetlands Inventory Study (SWIS) GIS project to link historic wetland data and GIS files with digital slides.

- Throughout February, the Natural Resources Planner conducted sewer service area reviews for the Sheboygan Urbanized Area Sewer Service Area, the Manitowoc-Two Rivers-Mishicot Urbanized Area Sewer Service Area, and the Marinette Areawide Sewer Service Area.
- On March 1st, Commission staff coordinated a meeting with the National Park Service and TPS Core Team to continue work on the Lake Michigan Ice Age Trail Way Protection Strategy Plan for Sheboygan, Manitowoc, and Kewaunee Counties.
- On March 2nd, the Natural Resources Planner gave a webinar presentation about the Commission's involvement in climate change planning to a NOAA Coastal Services Center committee.
- The Executive Committee of the Commission met on March 3rd, March 8th and March 26th at the Commission offices in Green Bay.
- The Principal Planner attended a state-wide district meeting with Jack Price of the Economic Development Administration on March 4th.
- Commission staff participated in a Congestion Mitigation and Air Quality (CMAQ) project selection/prioritization meeting on March 4th; this meeting was held at the SEWRPC office in Pewaukee.
- The Executive Director chaired a meeting of the Association of Wisconsin Regional Planning Commissions on March 5th in Madison.
- On March 5th, the Executive Director attended the annual conference of the Wisconsin Chapter of the American Planning Association to receive an award in recognition of the Commission's efforts to promote comprehensive planning in our region.
- On March 9th, the Natural Resources Planner attended a climate change initiative presentation at the Green Bay Metro Sewerage District.
- On March 10th, the Executive director attended a meeting of the Niagara Escarpment Resource Network Tourism Committee to discuss escarpment events for 2010 and the development of "Year of the Escarpment" promotional materials.
- On March 16th, Commission staff received training on the basics of the WisDOT Northeast Region travel demand forecast model at the WisDOT Northeast Region office. Commission staff will be involved in more detailed training later in 2010.
- On March 24th, the Executive Director attended the final meeting of UW Sea Grant's Clean Marina Committee to review a draft of the Clean Marina BMP manual and discuss "next steps".
- On March 25th, the Executive Director met with the Chair of the New North Sustainability Committee and others to discuss a regional cooperative effort dealing with sustainability and the environment modeled after Chicago Wilderness.
- Commission staff continued to work with WDNR, WCMP, and the National Park Service on a proposal for BLRPC to assist in creating a Lake Michigan Water Trail.
- GIS staff continued to respond to requests for GIS data, aerial photography and GIS contacts for the Bay-Lake Region.