

**MONTHLY WORK PROGRAM ACTIVITY REPORT**  
**APRIL 2010**  
**By County**

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

- The Community Planner met with the Town of Ledgeview on April 1<sup>st</sup>, 15<sup>th</sup>, and 28<sup>th</sup>.to discuss zoning and planning related material.
- On April 12<sup>th</sup>, the Community Planner conducted a site inspection in the Village of Wrightstown and attended the Village of Wrightstown Plan Commission meeting to provide planning/zoning assistance to the village.
- On April 22<sup>nd</sup>, the Interim Executive Director attended the Olde Main Street Business Development Committee meeting.
- The Natural Resources Planner met with Oneida Nation Emergency Management on April 28<sup>th</sup> to continue development of their emergency response plan.
- The Interim Executive Director met with leaders from the Oneida Nation, Advance, and the East Central Wisconsin Regional Planning Commission on April 29<sup>th</sup> to discuss next steps to grow the Oneida Nation's local economy.
- Bay-Lake Regional Planning Commission staff assisted in the preparation and submittal of an application to the Economic Development Administration for funding to expand programming currently offered through Advance's International Trade Program.

**FLORENCE COUNTY**

- Commission staff completed a full draft of the *Florence County 20-Year Comprehensive Plan* and submitted it for the required 30-day review beginning April 2<sup>nd</sup>.
- The Interim Executive Director provided an update on the Florence County planning process to the Board of Supervisors on April 20<sup>th</sup>.
- Commission staff provided technical assistance to the Planning and Zoning Department on updating the county's Shoreland Zoning Ordinance.

**KEWAUNEE COUNTY**

- During April, the Commission staff continued to provide zoning assistance to the towns of Casco, Lincoln, Luxemburg, Red River, Pierce, and Montpelier.
- On April 1<sup>st</sup>, the Natural Resources Planner participated in a webinar about the latest information on the Emerald Ash Borer.
- On April 6<sup>th</sup>, the Community Planner and Interim Executive Director met with Brian Kranz, Administrator, City of Kewaunee to finalize the process for completing the city's Zoning Ordinance and Outdoor Recreation Plan.

- The Community Planner and Interim Executive Director met with the County Zoning Administrator on April 6<sup>th</sup> to discuss a draft application to WDNR for funding to update the county's Shoreland Zoning Ordinance.
- On April 19<sup>th</sup>, the Natural Resources Planner held a meeting in Kewaunee for the development of the Kewaunee County Emerald Ash Borer Readiness Plan.

### **MANITOWOC COUNTY**

- Work continued on the Maritime Metro Transit Development Program (TDP) in April. Commission staff met with the manager of Maritime Metro Transit and with the Director of Public Works for the City of Manitowoc the afternoon of April 14<sup>th</sup> to review final changes that should be made to the TDP before the document receives its final edit. Commission staff spent much of the second half of April making final changes to the TDP based on discussions at the April 14<sup>th</sup> meeting. Final delivery of the TDP will take place in May.
- Commission staff participated in a meeting of the Manitowoc County Mobility Advisory Committee on April 19<sup>th</sup>.
- Commission staff made changes for final production of the City of Two Rivers comprehensive plan in April. The city's plan will be delivered in early May.
- Commission staff completed final production of the local comprehensive plans in April, including plans for the villages of Francis Creek, Maribel, Reedsville, and Whitelaw. These plans will be delivered in early May.

### **MARINETTE COUNTY**

- During April, Commission staff, completed the printing and distribution of the Marinette County Comprehensive Plan and plans for nine communities that participated in the multi-jurisdictional planning project. 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 printed and delivered.

### **SHEBOYGAN COUNTY**

- Commission staff continued to prepare two key maps summarizing findings from the Sheboygan Transit boarding and alighting survey conducted in October 2009; these maps portray: (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 drafted a letter to prospective members of the review committee for the *Sheboygan Transit Development Program (TDP)* informing them that they have been selected for the committee, and informing them of the date, time and place of the kick-off meeting for the committee; this letter was to be mailed in early May.
- Commission staff provided technical assistance to the Sheboygan Parking and Transit Utility during the first half of April. This assistance involved preparation of a quarterly report regarding Sheboygan Transit's CDBG funding for the period from April 1, 2009, to March 31, 2010.
- 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 April. These revised tables were presented at the joint meeting of the MPO

Technical and Policy Advisory Committees on April 22<sup>nd</sup>. Commission staff also started to prepare the narrative for the TIP in late April.

- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on April 22<sup>nd</sup>. Principal agenda items addressed at this meeting included: review of components of the 2010 update to the *Sheboygan Area Transportation Plan* (proposed mission statement, goals and objectives; and a report on the March 11, 2010, environmental consultation meeting); 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 drafted minutes from the March 11<sup>th</sup> environmental consultation meeting for the 2010 update to the *Sheboygan Area Transportation Plan (SATP)* in April. These minutes (along with a table and map showing existing and potential significant street and highway improvement projects in the 2010 *SATP* update) were reviewed at the April 22<sup>nd</sup> joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees.
- Commission staff participated in a meeting with a potential vendor the morning of April 16<sup>th</sup>; the vendor is associated with a provider of demographic and employment data. Commission staff invited the vendor to the office because there may be value in obtaining employment data from this source when the *SATP* is updated between 2011 and 2014. If the Commission were to purchase data from this source, it would probably involve a multi-MPO effort with support from the Wisconsin Department of Transportation.
- Commission staff participated in a quarterly MPO Directors' meeting in Madison on April 27<sup>th</sup>.
- Commission completed a draft update to the *Sheboygan Urbanized Area Sewer Service Plan* and submitted it to the WDNR. Additional WDNR funding has been requested to enable meetings with the Sewer Service Area Technical Advisory Committee to get local input before the plan can be completed.

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

- On April 8, the Natural Resources Planner attended a grants workshop held at UWGB and hosted by Representative Kagen.
- The full Commission met on April 9<sup>th</sup> for its regular meeting to discuss the recent staffing changes, the budget, and meetings with individual counties at the Bay-Lake Regional Planning Commission offices in Green Bay.
- On the morning of April 14<sup>th</sup>, Commission staff helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at the East Central Wisconsin RPC office in Menasha. The charge of this committee is "to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs." Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.
- On April 14-15, the Natural Resources Planner participated in EPA webinar training to prepare for potential Great Lakes Restoration Initiative (GLRI) funding. Through the training, the following certifications were earned: *EPA Quality System Overview*, *Data Quality Act/Information Quality Guidelines*, *Quality Assistance Training for Project Officers*, and *Systematic Planning and Quality Documentation for Projects using Existing Data*.

- On April 16<sup>th</sup>, the Interim Executive Director met with Jerry Murphy, Executive Director, New North, Inc. and staff from the East Central Regional Planning Commission to discuss ways to better coordinate economic projects in the 18-county combined region.
- On April 22, the Natural Resources Planner attended hazard mitigation planning training in Madison through Wisconsin Emergency Management.
- The Commission's Personnel Committee met on April 27<sup>th</sup> at the Commission offices in Green Bay.
- The Interim Executive Director participated in the quarterly conference call on April 28<sup>th</sup> with the Economic Development Administration (EDA) to discuss a regional conference and new guidelines for creation of the Comprehensive Economic Development (CEDSD) document.
- Commission staff finished work on the Special Wetlands Inventory Study (SWIS) GIS project to link historic wetland data and GIS files with digital slides for the greater Kewaunee County area.
- Throughout April, 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.
- Commission staff completed the *Niagara Escarpment Overlay Zoning Overlay* funding by a grant from the Wisconsin Coastal Management Program.
- 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.
- Commission staff continued development of a WCMP-funded project to gather community future land use data in order to compile a regional future land use plan.