

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, October 6, 2010
Humboldt Town Hall
5500 Humboldt Road
Green Bay, WI 54311
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Dotty Juengst	<u>X</u>
James Botz	<u>X</u>	Dave Kaster	<u>X</u>
Keith Chambers	<u>Exc</u>	Pat Kolarik	<u>Exc</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Ken Pabich	<u>Exc</u>
Ron DeGrand	<u>X</u>	Gary Pahl	<u>X</u>
Bernie Erickson	<u>X</u>	Mike Soletski	<u>Exc</u>
Mike Fleck	<u>X</u>	Alan Swatloski	<u>Exc</u>
Steve Grenier	<u>X</u>	Mark Tumpach	<u>X</u>
Mark Handeland	<u>Exc</u>	Jerry Vandersteen	<u>X</u>
Greg Henning	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>

OTHERS PRESENT: Lisa J. Conard, Jeff Jensen, Chuck Lamine, Cole Runge, Peter Schlein, and Aaron Schuette.

1. Approval of the minutes of the September 1, 2010, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by M. Fleck, seconded by B. Erickson, to approve the minutes of the September 1, 2010, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Notice of public hearing on *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and public hearing on the addition to the *Green Bay Metro 2010 Program of Projects*. These public hearings will be held concurrently. (Note: Accessible public transportation services were available to and from the hearing from the Green Bay Metro Transportation Center, 901 University Avenue, Green Bay. The service was scheduled to depart from the Transportation Center at 6:00 p.m. and returned to the Transportation Center upon completion of the hearing. The service was free and open to the public. However, no one attended the hearing.)

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for the *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and public hearing on the addition to the *Green Bay Metro 2010 Program of Projects*.

L. Conard stated the amendment and update to the 2010 Green Bay Metro Program of Projects includes the addition of \$1,100,000 in federal funds for the purchase of up to six new buses. The amendment also includes \$448,000 in federal funds for the design work

for the Riverside Drive/Broadway repaving project and the rehabilitation work on the Tillman and Walnut Street bridges.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard also informed the commission that no comments had been received during the 15-day public comment period.

L. Conard informed the commission that the requirement for a public comment period and hearing has been fulfilled.

3. Discussion and action on *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

A motion was made by S. Grenier, seconded by G. Pahl, to approve *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.* Motion carried.

4. Subdivisions Ordinance variance to Section 21.63 proposing to allow reduced street frontage and reduced lot area square footage for Lot 2 of a two lot certified survey map in the Town of Green Bay. (VAR 2010-02 TGB)

P. Schleinz provided a review of the staff report.

D. Juengst asked about the history of substandard street frontage and lot sizes.

P. Schleinz stated that it was common to have less street frontage and smaller lots on the bay shore.

G. Pahl asked if the property had sewer service.

P. Schleinz stated yes.

M. Tumpach asked for clarification on how many substandard lots were in this area.

P. Schleinz stated eight north of the property are being discussed.

N. Dantine clarified that the property was on a private drive.

B. Erickson asked if the property was owned by one individual.

P. Schleinz stated yes.

P. Schleinz stated that the Town of Green Bay was in favor of the lot layout as identified in the amendment.

A motion was made by M. Fleck, seconded by B. Erickson, to allow interested persons to speak. Motion carried.

Mr. Jeff Jensen, property owner, stated he is seeking the creation of two lots. Mr. Jensen indicated that he applied for the variance so that he can sell the property containing the seasonal cottage while using the other dwelling as his permanent residence.

A motion was made by B. Erickson, seconded by R. DeGrand, to return to the regular order of business. Motion carried.

A motion was made by B. Erickson, seconded by P. Moynihan, to approve the Subdivisions Ordinance variance to Section 21.63 proposing to allow reduced street frontage to be 46.97 feet and reduced lot area square footage to be 3,876 square feet for Lot 2 of a two lot certified survey map in the Town of Green Bay (VAR 2010-02 TGB) with the two conditions outlined in the staff report. Motion carried.

5. 2011 Brown County Planning Commission budget.

C. Lamine stated that he has met the levy target set by the County Executive. The 2011 proposed Planning budget shows a levy reduction from the 2010 amended budget of \$60,498 or a decrease of 15.5%. The overall reduction of the Planning and Land Services (PALS) budget shows a levy decrease of 12%.

	2010 Amended Budget	2011 Proposed Budget	Reduction in Percent
Planning Levy Only	\$389,795	\$329,297	-15.5%

C. Lamine stated that because the Planning Commission is formed as a regional planning commission, the Planning budget must be reviewed and approved by the Brown County Planning Commission Board of Directors.

C. Lamine provided an overview of the proposed 2011 budget:

Decrease in revenue/Increase in expenditures:

- The 2010 vs. 2011 budget shows a decrease of \$29,000 in revenue received from the Brown County Highway Department. The funds were expended for the work performed on the south bridge and connecting arterial EIS (\$20,000 allocated to hire a consultant to perform the archeological work on the project).
- The *Lower Fox River and Green Bay Shoreland Waterfront Redevelopment Plan*, in which the Planning Department received a \$10,000 grant in 2010, will be completed.
- The federal transportation grant for 2011 is estimated to be approximately \$14,000 less than 2010 levels.
- The County Executive is recommending a cost of living adjustment for administrative staff of 2%. The administrative staff was not given a cost of living adjustment in 2010. The union employees received a 2.5% cost of living increase in 2010 and the Brown County Board of Supervisors has approved a 2.5% cost of living increase for union employees for 2011. All of the planning staff are considered administrative employees.

Increase in Revenue/Decrease in Expenditures:

- The Brown County Board of Supervisors voted to end its membership with the Bay-Lake Regional Planning Commission beginning in 2011, saving approximately \$87,500.

- Brown County installed a new phone system in 2010 that will save the department \$2,700 over 2010 rates.
- The copy expense was reduced by \$800 as materials previously copied are now posted on the website, downloaded to CDs, and/or emailed.
- The PALS Department eliminated one staff vehicle. (The use of new air photos and other land-related products has greatly reduced the need to perform field checks.)

C. Lamine noted that the PALS Department will not add staff or purchase any equipment in 2011.

Overall, the 2010 amended planning budget is estimated to be \$906,303 and the 2011 proposed budget is \$774,441, a decrease of \$131,862.

C. Lamine noted that staff will continue to pursue grant opportunities to further offset the 2011 levy.

N. Dantine stated that he was in Washington D.C. recently and was given information about free training opportunities and will pass this information along to county staff.

The full PALS Department budget has been provided to the Planning, Development & Transportation (PD&T) Committee and the Brown County Board of Supervisors. The PD&T Committee will address the budget in October and the Brown County Board of Supervisors will address it in November.

A motion was made by G. Pahl, seconded by M. Fleck, to approve the 2011 Brown County Planning Commission budget. B. Erickson, D. Kaster, N. Dantine, and M. Tumpach abstained. Motion carried.

6. Distribution of draft MPO Long-Range Transportation Plan Update.

C. Runge requested the commissioners review the document over the next month in anticipation of discussion and action at the November 3 meeting.

D. Kaster asked C. Runge to explain the ¾-mile from a fixed route paratransit service area.

C. Runge stated that Green Bay Metro offers complementary paratransit service to qualifying persons with disabilities with a trip origin and destination within ¾ of a mile of a fixed bus route. This is consistent with the Americans with Disabilities Act (ADA).

P. Blindauer suggested that with an increase in the number of elderly in Brown County, transportation programs such as the Red Cross and Metro's Paratransit Program are likely to see an increase in requests for service.

C. Runge agreed. C. Runge stated that this is an issue that the Brown County Transportation Coordinating Committee (TCC) has discussed at length.

D. Kaster asked about the number of Green Bay Metro fixed routes and service frequency.

C. Runge stated that the number of routes was reduced a year ago. However, the area served by the routes remains relatively the same because several routes were consolidated. There are routes that operate every 30 minutes and routes that operate

every 60 minutes. However, we have seen a decrease in the overall amount of service provided due to funding levels.

W. Clancy suggested that volatile fuel prices can have a major impact on transportation program budgets.

C. Runge agreed.

D. Juengst stated that she read the report entitled *Transportation Needs of Low Income Residents in the Green Bay Metro Area* prepared by the Bay Area Community Council and asked if the report could be used to guide transportation investments.

C. Runge stated that staff has read the report and discussed the findings with its principal author, Dr. David Littig. Planning staff also has worked in cooperation with Cathy Putman, director of the Brown County Housing and Homeless Coalition, on solving various transportation problems for disadvantaged populations.

C. Runge stated the report confirms that existing transportation funding is not adequate to meet the demand.

C. Runge stated Planning staff continually works with Green Bay Metro and area human service agencies in regards to services provided and grants for capital and operating assistance for various transportation services.

W. Clancy stated that the state legislature failed to pass enabling legislation that would allow the metropolitan communities to form a Regional Transit Authority (RTA). W. Clancy added that there is not enough support at this time.

C. Runge stated that Valley Transit (serving the greater Appleton area) formed a committee to address the funding dilemma. State assemblypersons and senators who represent the Fox Valley support RTA enabling legislation. However, RTA legislation that affects the Fox Valley and Green Bay has not passed in the assembly or senate.

D. Kaster asked why the draft MPO Long-Range Transportation Plan Update contains analyses based on the 2000 Census.

C. Runge explained that the MPO Long-Range Transportation Plan, which was developed in 2005, is required by the federal government to be updated every five years. The MPO Plan Update for the Green Bay Urbanized Area is due in November of 2010. Many MPOs from around the state are on this schedule and are using the 2000 Census data. The next update, likely due in 2015, will include analyses based on the 2010 Census.

D. Kaster suggested leaving the history of the south bridge and connecting arterials in the document to reflect the work of the communities in officially mapping a possible route for the south bridge and connecting arterials back in the mid and late 1990s.

C. Runge agreed that this could be done.

D. Kaster stated he would prefer to see the word "should" be replaced with "could" or "may" because it sounds like the plan is telling communities what to do.

C. Runge stated that this was discussed before the plan was adopted in 2005, and the reason that “should” was used instead of “shall” or “will” is because the plan is recommending policies instead of requiring them. C. Runge stated that the plan recommends policies for communities to consider, but the communities are not required to implement the recommendations.

D. Kaster stated that he thought bicycle lanes and multi-use paths were a huge expense and underutilized. D. Kaster suggested that most bicyclists use the middle of the road as opposed to using the striped lanes, which causes conflict with other vehicles.

G. Pahl stated that he often sees groups of 40 or 50 bicyclists riding down the road with little consideration for others.

C. Runge stated that many bicyclists use and remain in the area’s bicycle lanes. He also stated that unlawful behavior by bicyclists should be recognized and that penalties should be assessed.

J. Vandersteen stated that the Village of Suamico is working on enhancing opportunities for bicyclists throughout the community and changes have been well received.

G. Pahl suggested he would like to see the Town of Wrightstown prohibit bicycle use by non-town residents on all roads with the exception of STH 96.

C. Runge stated that bicycles are vehicles and cannot be prohibited from using any public roads.

D. Kaster reiterated that this is not the time to spend money on bicycle facilities and that CTH GV is a good example.

C. Runge stated that as long-range planners, we have to look ahead. A new road can easily last 50-60 years. It is more cost effective to put the facility in now than it is to retrofit in the future.

C. Runge noted that Bellevue, Ledgeview, and De Pere have adopted plans that recommend on-street bicycle lanes along their sections of CTH GV.

A motion was made by R. DeGrand, seconded by B. Erickson, to receive and place on file the draft report with the intention of taking action at the November 3 meeting of the Brown County Planning Commission. Motion carried.

C. Runge asked the planning commissioners to call or email him if they have additional questions or comments about the draft plan update.

7. Director’s report.

a. Land use inventory update.

C. Lamine referred to the map included in the packet.

C. Lamine stated that the two interns hired by the Brown County PALS Department have completed assigning a land use classification to all of the parcels assigned to them. Bay-Lake Regional Planning Commission staff has completed three

communities assigned to them with the villages of Ashwaubenon, Bellevue, and Pulaski and the Town of Ledgeview yet to be completed.

b. EPA Brownfield grant application.

A. Schuette provided an overview of the staff report contained in the packet and noted the number of successful projects completed in Brown County to date.

A. Schuette stated that \$225,000 in hazardous substance and petroleum funds have been used on said projects. A. Schuette stated he is in the process of writing a grant for an additional \$200,000 for hazardous substance site assessments within Brown County.

A. Schuette stated that approximately \$120,000 in grant funding remains for petroleum-based environmental site assessments and invited anyone with knowledge of a vacant or underutilized property within their community that may be contaminated with petroleum to give him a call.

8. Brown County Planning Commission staff updates on work activities during the month of September 2010.

A motion was made by R. DeGrand, seconded by B. Erickson, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of September 2010. Motion carried.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

9. Other matters.

G. Pahl asked about the status of the south bridge and connecting arterials Environmental Impact Statement (EIS).

C. Runge stated that the EIS Lead Agencies (Brown County, WisDOT, and the Federal Highway Administration) agree that Alternative #4 - Old Martin Road could be eliminated from further consideration upon agreement from the EIS Cooperating Agencies (WDNR, EPA, and the US Army Corps of Engineers). It is anticipated that staff will know within a month if these agencies agree with this recommendation. The remaining alternatives will then be studied in greater detail with the goal of identifying a preferred project alternative.

10. Adjourn.

A motion was made by W. Clancy, seconded by G. Pahl, to adjourn. Motion carried.

The meeting adjourned at 7:47 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
October 6, 2010**

September 2010 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the September meeting of the Brown County Planning Commission Board of Directors.
- Continued to complete an analysis for the proposed Brown County Sheriff's Department facility relocation to the S & L Building. Attended meetings in this regard with the Brown County Executive, Public Safety Committee, Executive Committee, and the Brown County Board of Supervisors.
- Participated in S & L Building bonding coordination meetings with various county staff.
- Attended the LEAN Steering Committee meeting on September 2.
- Completed final draft review of the 2011 Planning and Land Services Department budget.
- Coordinated with Advance for administration of the Brown County Economic Development Revolving Loan program.
- Met with the County Executive and Facilities staff regarding the Request for Offers document for the sale of the old Mental Health Center building and disposal of county equipment.
- Worked with staff on revisions to the Chapter 21 Subdivisions Ordinance for environmentally sensitive areas.
- Attended the September meeting of the Brown County Board of Supervisors to discuss the CTH GV design.
- Facilitated several Planning and Land Services managers and Planning staff meetings.
- Reviewed and assisted with development of draft chapters of the Waterfront Plan.
- Met with the representatives of Bellevue, Ledgeview, and the Brown County Planning & Land Services and Highway Departments to discuss the design of CTH GV in Bellevue and Ledgeview.
- Completed and discussed job description updates for various positions in the Planning and Land Services Department with staff of the Human Resources Department.
- Participated in a meeting with representatives of WisDOT and the BCPC to discuss the next steps in the STH 29/CTH EA environmental study.
- Met with BCPC staff and a consulting firm representing WisDOT to discuss the tasks that will be completed to finish the STH 29/CTH EA environmental study.
- Participated in a meeting of the Brown County Board's Planning, Development, and Transportation (PD&T) Committee to discuss the design of CTH GV.
- Participated in a CTH GV discussion at a Brown County Board of Supervisors meeting.
- Participated in a meeting with Ledgeview and Bellevue staff, the Bellevue Village President, and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV design conditions identified by Bellevue.
- Met with a property owner and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV project and answer questions.
- Met with Brown County Highway Department and BCPC staff to discuss preparing visuals and other information for a CTH GV meeting at a property owner's home. Also met with CTH GV residents and representatives of the Brown County Highway Department, Brown

County Board of Supervisors, Town of Ledgeview, and BCPC at the property owner's home to present information and answer questions.

- Met with the County Facilities Director, County Executive, County Administration Director, and Planning staff regarding changes to the proposed EECBG projects on September 17.
- Met with the Brown County Emergency Management Director regarding an update to the Brown County All-Hazards Plan on September 14.
- Chaired the Brown County Land Information Committee meeting on September 15.
- Attended a meeting with a developer regarding a potential economic development project in proximity to the Resch Center.
- Attended the Energy Oversight Committee meeting and presented on issues associated with wind energy development.
- Attended and participated as a member of the Community Health Improvement Process Partner (CHIPP) meeting for the Brown County Health Department.
- Attended a JOSHUA Workforce Housing Taskforce meeting.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed the third, fourth, and fifth drafts of Chapter 2 of the EIS. After finishing the drafts, I facilitated an EIS Lead Agencies meeting with representatives of WisDOT and the Federal Highway Administration (FHWA) and presented the revised drafts to the meeting participants.
- Continued to collect information for and develop the 2007-2009 Green Bay Metropolitan Area Intersection Crash Study.
- Participated in a meeting with representatives of the Village of Bellevue, Brown County Highway Department, and BCPC to discuss the next steps in the STH 29/CTH EA environmental study.
- Participated in a meeting with representatives of WisDOT and the BCPC to discuss the next steps in the STH 29/CTH EA environmental study.
- Met with BCPC staff and a consulting firm representing WisDOT to discuss the tasks that will be completed to finish the STH 29/CTH EA environmental study.
- Participated in a meeting of the Brown County Board's Planning, Development, and Transportation (PD&T) Committee to discuss the design of CTH GV.
- Developed two reports that contained answers to frequently asked questions about the CTH GV project.
- Participated in a CTH GV discussion at a Brown County Board of Supervisors meeting.
- Participated in a meeting with Ledgeview and Bellevue staff, the Bellevue Village President, and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV design conditions identified by Bellevue.
- Met with a property owner and representatives of the Brown County Highway Department and BCPC to discuss the CTH GV project and answer questions.
- Met with Brown County Highway Department and BCPC staff to discuss preparing visuals and other information for a CTH GV meeting at a property owner's home. Also met with CTH GV residents and representatives of the Brown County Highway Department, Brown County Board of Supervisors, Town of Ledgeview, and BCPC at the property owner's home to present information and answer questions.
- Prepared the draft Green Bay MPO Long-Range Transportation Plan (LRTP) Update for public review. This included developing a public review/hearing notice and formatting the document for printing and distribution.
- Developed the agenda for a meeting of the Brown County Transportation Coordinating Committee (TCC). Also chaired the TCC meeting.

- Participated in two meetings of the Town of Ledgeview's Parks and Recreation Plan Update Committee.
- Participated in a meeting of the Northeast Wisconsin Regional Traffic Demand Model Advisory Committee.
- Completed a survey for the Green Bay area LIFE study.
- Developed a proposal to retain federal operating funding for Green Bay Metro and submitted it to Congressman Kagen's office.
- Participated in a Green Bay Transit Commission meeting.

The recent major planning activities of Aaron Schuette, Senior Planner:

- Completed an initial draft of the Lower Fox River and Green Bay Shoreline Waterfront Plan.
- Attended a webinar on the 2011 EPA Brownfield Assessment Grant program.
- Began writing an EPA Areawide Brownfields Assessment Grant application for hazardous substances.
- Prepared Brown County Administration grant review forms for Wisconsin Coastal Management and EPA Brownfield Grants.
- Prepared and submitted a reimbursement request for the EPA Brownfield Grant.
- Placed Brown County's EPA Brownfield grant funded projects in to the EPA ACRES program.
- Began writing a Wisconsin Coastal Management Grant application for the Brown County Coastal Shoreland Area Mapping and Public Education Initiative.
- Made revisions to the 2nd Quarter Department of Energy reporting for the Energy Efficiency and Conservation Block Grant (EECBG).
- Met with the County Facilities Director, County Executive, County Administration Director, and Planning Director regarding changes to the proposed EECBG projects on September 17.
- Met with County Administration and Land Conservation Department staff regarding federal grant administration requirements on September 17.
- Began preparing a comprehensive amendment to Brown County's EECBG project list and budget.
- Attended a webinar on Davis-Bacon wage rate requirements for federal grants on September 27.
- Met with Hobart village staff regarding the Wisconsin Working Lands Initiative on September 1.
- Prepared a preliminary listing of parcels participating in the Wisconsin Working Lands Initiative and provided it to Brown County Land Conservation.
- Created GIS-based Wisconsin Working Lands Initiative Maps for the Village of Hobart and Town of Holland based on locally provided maps.
- Met with the Brown County Emergency Management Director regarding an update to the Brown County All-Hazards Plan on September 14.
- Gave a presentation on maps and geography to the Meadowbrook Elementary School 3rd grade classes on September 22.
- Prepared a digital page-size road map for the Town of Rockland.
- Reviewed and distributed certified survey maps as needed.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 10 new certified survey maps (CSMs) and one new final plat. Completed review of 16 CSMs. Completed county review of one City of Green Bay and City of De Pere CSM and plat.
- Responded to one private Water Quality Letter request.
- Completed one environmentally sensitive area (ESA) amendment.
- Finalized a Village of Bellevue ESA amendment petition related to an acreage swap that allowed a lot to be developable due to changes on 2009 FEMA maps. The ESA mitigation required the mitigation of 1,400 square feet of floodway setback from the subject lot to an adjacent lot.
- Developed solutions for ESA inquiries in the City of Green Bay, Village of Suamico, Town of Humboldt, and the Town of Lawrence, among other locations.
- Concerns in the City of Green Bay where a subdivision was established with sufficient buildable area, and a developer desires the reduction of an ESA setback to an ordinary high-water mark and floodway.
- Concerns in the Village of Suamico where a lagoon was proposed to be filled. Village staff had inquiries regarding authority between county, state, and federal government with the subject area being along the Bay of Green bay and questioned who owned the lagoon and if it was permitted to be filled.
- Concerns in the Town of Humboldt related to property with ESAs. Planning staff allowed a property owner to place approximate ESAs on the CSM, but were concerned because the approximates may not be acceptable to the WDNR when a property owner attempted to obtain permits for development in the future.
- Concerns in the Town of Lawrence regarding drainage ways and adjacent ESAs.
- Completed dry weather field screening data collection and storm water sample collection with Brown County Highway Department. Review included approximately 114 outfall locations. Review was setup to address criteria of both the WDNR and EPA permit requirements. Performing this task in-house costs approximately \$3,000, a significant savings when compared to contracting the project out.
- Reviewed draft documents for the Lower Fox Wolf TMDL and provided additional comments to the Wisconsin Department of Natural Resources. Primary concerns related to not identifying the county in breakout municipality lists for watersheds, and suggested TSS reductions that exceeded 40 percent.
- Worked with WDNR to allow the development of updates to the Sewage Plan, a step to allow both the Sewage Plan and Subdivisions Ordinance to be updated at the same time, coordinated with County Ordinances 22, 23, and the new NR 115.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding “what is allowed and restricted” within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Finalized work regarding the *2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The TIP is a five-year program of highway transit, elderly and disabled, and transportation enhancement projects.

- Presented the draft TIP to the BCPC Board of Directors for approval.
- Completed TIP project fiscal constraint demonstration.
- Coordinated printing and publication of the final document.
- Submitted final to WisDOT, FHWA, and FTA.
- Began preparing *Major Amendment #3 to the 2010-2014 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. This amendment includes the addition of six new buses for Green Bay Metro with a federal contribution of \$1,100,000 and design work for improvements to Riverside Drive/Broadway and the Tillman and Walnut Street bridges. Published request for comments and public hearing legal notice and sent out a notice to interested parties regarding the amendment.
- Calculated traffic volumes and accident rates for area intersections with high accident occurrences for use by the Principal Planner in the development of the Crash Study.
- Submitted to WisDOT the BCPC Board of Director's ranking of projects under consideration for SMIP funding.
- Researched and reviewed various random sampling procedures that met the statistical standard of 95 percent confidence and +/- 10 percent precision in an effort to meet the Federal Transit Administration's (FTA) National Transit Database (NTD) reporting requirements. Sampling will begin on January 3, 2011, and continue throughout the year.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the BCPC Board of Directors meeting the evening of September 1. Recorded and prepared minutes.
- Participated in the Brown County Transportation Coordinating Committee meeting on September 13. Recorded and prepared minutes.
- Attended the Green Bay Transit Commission meeting on September 15.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Finished the 2010-2015 Land Records Modernization 5-year Plan document.
- Coordinated and attended a Land Information Office (LIO) Committee meeting on September 15.
- Attended a PD&T Committee meeting on September 27.
- Continued to coordinate the LiDAR elevation mapping projects: managed grant funds and dispersed to partners.
- Coordinated and attended a GIS Data Maintenance Team meeting.
- Continued to coordinate the aerial photography project: received aerial photography, began quality control review, and coordinated distribution of photos.
- Continued to assist the Land Conservation and Information Services staff on the ag inventory project and the TMDL watershed mapping project.
- Continued to coordinate the Internet web mapping project.
- Began setting up the new GIS servers and v3 GeoDatabase.
- Assisted the Survey Coordinator in getting more survey tie sheets on the Internet mapping site.
- Assisted the Emergency Management intern with GIS projects.
- Attended the Emergency Operation Center / ICS Interface course on September 28 and 29.
- Produced a 911 "Geo" file export for the Public Safety Department.
- Conducted a presentation to the Health Department on the use of GIS.
- Assisted Zoning in getting more FEMA LOMA/LOMR case files online.
- Continued to work on finishing the 2010 plat book.

- Provided regular updates to GIS datasets to several municipalities (Suamico, Bellevue, and continued to support those with direct-connect into our GIS server such as Green Bay, Ashwaubenon, De Pere, and Howard).
- Continued updating GIS data and records.
- Created scripts that automate the update of the Internet mapping system.
- Continued to research addressing / street name issues in the County, particularly along County Highway U.
- Assisted Planning staff and others with the CTH GV corridor planning.
- Provided GIS data and maps to Wisconsin DOT, Bonestroo, AECOM, Giles Engineering, Extreme Structures LLC, Performa, NEW Paramedic Rescue, UWGB, American Cancer Society, Cornerstone Appraisals, Tri-Data, Reinhart Law, Merrill Lynch, UW-Extension, Portside Builders, WPS/Integrays, Robert E. Lee & Associates, Mau & Associates, First National Bank, US Department of Agriculture, and Grandbridge Real Estate Capital.
- Assisted other people with miscellaneous service and data requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Continued to work on the Brown County Bike and Pedestrian Plan. Review of the text for chapter 5 (Metropolitan Area Bicycle Facility Recommendation and Justifications). Began a gap analysis of existing and proposed bike facilities around the county.
- Continued updating the Common Place layer in GIS.
- Completed a rendering for each building along the CTH GV corridor north of the Ledgeview town line. Each rendering depicts the proposed road placement and the future changes that are incorporated with the new road.
- Continued support of the interns working on the 2010 Land Use project. The project is 99 percent complete for Brown County's portion of work. We have received three of the seven communities that Bay-Lake Regional Planning Commission agreed to complete. Each has been incorporated into the data set.
- Produced four addresses.
- Finalized and printed the Food Study maps for the UW Extension office.
- Participated in the regular staff meetings held every other Thursday morning.