

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, August 3, 2011
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

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

OTHERS PRESENT: John Bunker, Lisa Conard, Wayne Federspiel, John MacDonald, Chuck Lamine, Cole Runge, and Mai Yia Yang.

1. Approval of the minutes of the July 6, 2011, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by M. Fleck, seconded by G. Pahl, to approve the minutes of the July 6, 2011, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Transportation Improvement Program overview and discussion regarding staff report entitled *Wisconsin's Pedestrian and Bicycle Accommodations Law aka Complete Streets and the Surface Transportation Program-Urban (STP-U) Project Eligibility Requirements*.

L. Conard stated the Transportation Improvement Program (TIP) contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects that have been awarded or are eligible for federal funds. There are 17 different transportation-related federal funding sources identified for projects proposed in the draft TIP. L. Conard stated that the TIP has/does include projects such as the US 41 expansion, Military Avenue, Green Bay Metro buses and operating assistance, specialized vehicles for the Red Cross transportation program, and transportation enhancements such as the original Fox River Trail and subsequent improvements.

L. Conard stated that the Brown County Planning Commission, acting as the MPO Policy Board, recommended approval of the following projects in 2009:

**BCPC Board of Directors approval of
STP-Urban Funds for 2013-2014**
(approved in September 2009)

1. Humboldt Road – Bascom Way to Spartan Road

- Project Cost: \$2,208,000
- Eligible Funding: \$1,766,400 (80%)
- Approved Funding: \$1,434,894 (65%)

2. Pilgrim Way – Ashland Avenue to Holmgren Way

- Project Cost: \$1,740,000
- Eligible Funding: \$1,392,000 (80%)
- Approved Funding: \$1,130,653 (65%)

L. Conard stated that the 2015–2016 STP-U allocation estimate of \$2,565,547 is to be allocated/recommended to specific projects in 2011. MPO staff is currently working with the public works departments of the urban municipalities and will be meeting with the Transportation Subcommittee on August 29 to discuss funding scenarios and a recommendation for the BCPC Board of Directors to consider on September 7.

L. Conard referred to the staff report entitled *Wisconsin's Pedestrian and Bicycle Accommodations Law aka Complete Streets and the Surface Transportation Program-Urban (STP-U) Project Eligibility Requirements*. L. Conard stated that *Complete Streets* are roadways designed and operated to enable safe, convenient, and comfortable access and travel for all users. Pedestrians, bicyclists, motorists and public transport users of all ages and abilities are able to safely and comfortably move along and across a complete street.

Funding approval under the STP-Urban Program is contingent on compliance with the rule. L. Conard noted that there are exceptions to the rule:

1. Bicycles or pedestrians prohibited (freeway or expressway)
2. Excessively disproportionate cost (no more than 20% of the project cost)
3. Constrained environments (too close to existing structures, natural resources, and/or historical or archaeological sites)
4. Absence of need (low traffic volumes)
5. Maintenance agreements; sidewalks (local governmental unit refuses to agree in writing to maintain them)

L. Conard reviewed a typical TIP process:

TIP Process

1. Staff collects project information from area agencies and jurisdictions and writes the draft document.
2. 30-day Public Review – July 20st – August 19th
3. **Public Hearing – August 3th**
4. Environmental Consultation with Resource Agencies – August 16th
5. BCPC Transportation Subcommittee – August 29th
6. BCPC Board of Directors approval – September 7th
7. Demonstration of Fiscal Constraint
8. Approval by WisDOT – late fall/early winter
9. Incorporation into the STIP – publication in early 2012

L. Conard stated that while on the subject of the TIP, she would like to provide the commission with an update on the *Green Bay Metro/Valley Transit Commuter Service Feasibility Study* project that was added to the TIP via minor amendment in June. L. Conard stated that Green Bay Metro staff has decided to put the study on hold.

B. Erickson asked if the STP-Urban funds for 2013-2014 or 2015-2016 are guaranteed.

L. Conard stated no. The funding levels are estimates provided by the Wisconsin Department of Transportation (WisDOT). The estimates have been somewhat close to actuals in the past. L. Conard stated that the federal transportation law, SAFETEA-LU, expired in 2009 and has been operating under seven continuations through September of 2011. It is not known when a new transportation law will take effect.

B. Erickson asked what will happen if the projects are unfunded.

L. Conard stated that the two projects, Humboldt Road and Pilgrim Way, are under the jurisdiction of the county. Green Bay is a funding partner in the Humboldt Road project and the village of Ashwaubenon is a funding partner in the Pilgrim Way project. In the event that the federal funding was removed, the county would work with its partners to determine the best course for the project.

B. Erickson asked if project costs will remain the same.

L. Conard noted that WisDOT allows staff to account for inflation in determining project costs for “out years” in the TIP.

G. Pahl asked if all projects are required to have bike trails.

L. Conard stated that projects funded with federal or state dollars are subject to the state’s “Complete Streets” law. The law allows for exceptions, but the state decides if exceptions are met.

L. Conard stated that she believes that the new law will not be an issue as local public works staff are familiar with the law and have historically submitted projects that would comply.

3. **Public Hearing:** Public hearing on the *Draft 2012-2016 Transportation Improvement Program for the Green Bay Urbanized Area* and public hearing on the *Green Bay Metro 2012 Program of Projects*. These public hearings will be held concurrently.

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

L. Conard opened the public hearing for the *2012-2016 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *Green Bay Metro 2012 Program of Projects*. The TIP contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects eligible for federal funds. The Green Bay Metro 2012 Program of Projects includes projects for which federal transit funds under Section 5303, 5304, 5307, and/or Section 5309 of the Federal Transit Administration Act will be applied.

L. Conard stated that today's hearings will be held concurrently. The hearings will be recorded and a written transcript will be prepared. The transcript, along with any written comments received during the review process, will be forwarded to the Transportation Subcommittee, Brown County Planning Commission Board of Directors, and the Green Bay Transit Commission.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard informed the commission that the requirement for a public hearing has been fulfilled.

L. Conard stated that action on the 2012-2016 TIP will be scheduled for September 7.

4. Discussion and action regarding draft Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code.

C. Lamine stated that a 13 member subcommittee was formed to review and make recommendations to modify Chapter 21. Mr. Norb Dantine and Mr. Mike Soletski from the BCPC Board of Directors served on the committee. In addition, land developers, home builders, and survey, zoning, and planning staff served on the subcommittee. The goal was to achieve consistencies and efficiencies for the developer and staff.

C. Lamine highlighted the proposed changes to 21.32 and 21.33 as follows:

21.32 Under (3) a non-exclusive list of potential unsuitable lands is added to improve understanding of the topic by developers.

Under (6) include the option and requirements to have a geotechnical study performed that justify development are possible within an area identified to be unsuitable for building. The section identifies eleven components required in the plan and references that the report is submitted to Brown County staff to be placed on file. The section also identifies how a developer or surveyor should reference a change on a plat before and after recording occurs.

21.33 Under (1), environmentally sensitive area requirements (ESAs) are updated to comply with multiple county plans, codes and NR 115. In cooperation with the WDNR Bureau of Watershed Management, the following update is proposed with the ability to measure ESAs:

ESA Type	Existing Requirement	Proposed Requirement
Navigable waterway with flood study	Waterbody is ESA. 75-feet from OHWM is ESA.	Waterbody is ESA. 75-feet* from OHWM is ESA.
Navigable waterway without flood study	Waterbody is ESA. 100-feet* from OHWM is ESA.	Waterbody is ESA. 75-feet* from OHWM is ESA.
Floodway	Floodway is ESA. 50-feet from floodway is ESA.	Floodway is ESA. 35-feet** from floodway is ESA.
Non-navigable waterway	Waterbody is ESA. 25-feet from top of bank is ESA.	Waterbody is ESA. 35-feet* from top of bank is ESA.
Wetland less than two acres	Wetland is ESA.	Wetland*** is ESA.
Wetland greater than two acres	Wetland is ESA. 50-feet from wetland is ESA.	Wetland is ESA. 35-feet** from wetland is ESA.
Other significant natural resources	Special.	Including (on a case-by-case basis) river and stream headwaters, groundwater recharge areas, unique woodlands, high-value wildlife habitat areas, geologic and natural area sites and wet, poorly drained and organic soils, and areas identified in the <i>Wisconsin Land Legacy Report</i> and where rare plants, animals, and natural communities are known to be located as identified in <i>Wisconsin's Natural Heritage Inventory</i> .
Steep slopes that are 12% or greater	Slope is ESA.	Slope ranging from 0% to 19.9% is not an ESA.
Steep slopes that are 20% or greater	Slope*** is ESA. 20-feet**** from top and bottom of slope is ESA.	Slope*** is ESA. 20-feet**** from top and bottom of slope is ESA.

G. Pahl asked about cemeteries.

C. Lamine stated that cemeteries are exempt from Chapter 21.

A motion was made by M. Soletski, seconded by J. Vandersteen, to approve the draft Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code. Motion carried.

C. Lamine stated the proposed ordinance will be forwarded to the Brown County Board's Planning, Transportation, and Development Committee and then to the Brown County Board of Supervisors for consideration. A public hearing will also be held.

5. Appeal of Brown County Planning Commission staff determination that a property owner's request to remove 20 acres of land from the Town of Scott sewer service area will require a major amendment and support and approval from the Town of Scott pursuant to the 2002 Brown County Sewage Plan – Amendment Application Manual requirements.

C. Lamine provided an overview of the staff report contained in the packet. C. Lamine stated that he informed Mr. Mike Soletski that a major amendment was required to remove 20 acres of land from the sewer service area in the town of Scott.

Mr. Soletski, who is a partner in ownership of the subject property, disagreed with the staff determination that a major amendment was required.

Correspondence regarding the issue and the *2002 Brown County Sewage Plan Amendment Application Manual* (May 2011) was also included in the packet.

C. Lamine stated that the merit of removing the 20 acres from the sewer service area is not in question today.

C. Lamine stated a sewer service area amendment application has not been submitted to the planning commission and that the town of Scott has not received any communication from the property owner regarding the matter.

C. Lamine read from the application manual (Page 7, Section D):

Who Can Ask for Amendments?

“Any official representative of the state or federal governments, the county, a city, village, town, sanitary district, utility district, or sewage district and apply for an amendment. Such a representative is commonly referred to as the applicant.

If a landowner or developer is requesting an amendment, he must first obtain the support and approval of the local unit of government before the BCPC will accept and review the amendment.”

Discussion occurred regarding the type of sewer service amendment that would be required as presented on Page 13, Section A of the manual:

Type	Amendment	Requirements
Type 1	Minor Sewer Service Area Amendments	Amendment proposes that less than five acres of the existing (or previously amended) SSA are affected, and multiple amendments are not petitioned.
Type 2	Major Sewer Service Area Amendments	Amendment proposes that five or more acres of the existing (or previously amended) SSA are affected.

P. Blindauer asked if the town and/or sanitary district needed to participate.

C. Lamine stated that both need to participate.

C. Lamine stated he suggested that a pre-submittal meeting occur between planning staff and representatives of the town of Scott, sanitary district, and the applicant. A pre-submittal meeting is common practice and has been done many times. This has not happened in this case.

A motion was made by B. Erickson, seconded by G. Pahl, to hold for 30 days or until the next meeting of the Brown County Planning Commission and request that the Brown

County Corporation Counsel issue an opinion about whether or not a major amendment is necessary when land is removed from the sewer service area.

J. Lewis stated that it appears that there is a process in place but no application has been submitted and suggested that no action occur until an application has been submitted.

P. Blindauer believes that a removal of acreage does fit into one of the four categories outlined in the manual.

S. Grenier stated that the question appears to be “is an amendment necessary to remove acreage?” S. Grenier asked for a motion by substitution to request that the Brown County Corporation Counsel determine if an amendment is needed. B. Erickson and G. Pahl agreed to the motion by substitution.

C. Lamine stated that staff has already spent a considerable amount of time on the issue.

M. Soletski stated as a citizen, that he would like to process this under Policy #1.

C. Lamine stated that Policy #1 is designed for plan corrections. C. Lamine read from the manual:

“Corrections to a sewer service area or environmentally sensitive area can be made to fix an error in the maps or data of the county sewage plan or to reflect more accurate and up-to-date information due to an approved regulatory change or field determination.”

The consensus of the commission was that the potential request did not fit Policy #1 - Plan Correction.

T. VandeWettering stated that the planning commission should not be discussing this because an application has not been submitted for consideration.

S. Grenier stated that it appears M. Soletski understands that an amendment is necessary and requested his motion by substitution be withdrawn. B. Erickson and G. Pahl agreed.

P. Moynihan pointed out that the manual accurately reflects the policy and procedures set by the planning commission.

M. Soletski concurred that an amendment was needed and again suggested it be processed under Policy #1.

A motion was made by M. Fleck, seconded by J. Vandersteen, to open the floor for public comment. Motion carried.

John MacDonald, 2523 Telluride Trail Unit E, Howard. Mr. MacDonald stated that excessive analysis (see Page 18 of the manual) was not needed since the petitioner was asking to remove the property from the sewer service area.

C. Lamine reiterated that the issue before the Brown County Planning Commission Board of Directors is whether or not an amendment is needed, not whether the property should remain in or be removed from the sewer service area.

C. Lamine stated that the original sewer service area was determined by planning staff upon consultation with town officials. The town asked that the subject area be included. If the subject area is to be removed, staff will need to take a look at the surrounding area to identify any adverse impacts removal may have on the overall area.

C. Lamine stated that the planning commission would need the town of Scott and the sanitary district to support the removal of the property from the sewer service area before the planning commission could act on the request.

C. Lamine stated that ultimately the Wisconsin Department of Natural Resources (DNR) would consider the request for removal.

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

A motion was made by S. Grenier, seconded by T. VandeWettering, that the appeal of the property owner be denied. Motion carried.

C. Lamine again suggested that a pre-submittal meeting occur between planning staff and representatives from the town of Scott, sanitary district, and the applicant.

6. Director's report.

a. U.S. Department of Energy designation of Brown County as a selected participant in the Community Energy Strategic Planning Academy.

C. Lamine commended Aaron Schuette for his outstanding job managing \$612,000 in energy efficiency projects for Brown County. These projects include:

- Barkhausen Photovoltaic Panels
- Sheriff's Department Photovoltaic Panels
- Weyers-Hilliard Branch Library Photovoltaic Panels
- Brown County Jail Solar Hot Water Heating System
- Brown County Fairgrounds Photovoltaic Panels
- Brown County Libraries Energy Efficiency Retrofits
- Brown County Buildings Energy Efficiency Retrofits

C. Lamine stated he believes this recognition and staff's participation in the effort will lead to additional opportunities for Brown County, and as a result, energy savings.

7. Brown County Planning Commission staff updates on work activities during the month of July 2011.

A motion was made by P. Kolarik, seconded by D. Wiese, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of July 2011. Motion carried.

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

8. Other matters.

C. Lamine expressed appreciation to staff for keeping the department running while he was in Colorado tending to his daughter who was involved in a serious accident. In

particular, Chuck would like to thank Cole Runge and Aaron Schuette. In addition to his absence, the planning department has been short one senior planner due to medical leave.

S. Grenier invited everyone to join Mayor Schmitt and “Elvis” for the Zippin Pippin Hunka Hunka Burning Lights event on August 8. The Zippin Pippin will operate under lights for the first time due to an exterior lighting donation by Orion Engineered Systems of Wisconsin.

The September 7 meeting of the Brown County Planning Commission will be held at the Transportation Center, 901 University Avenue, Green Bay.

The planning staff will make arrangements to hold the October 5 meeting of the Brown County Planning Commission at Barkhausen Wildlife Preserve to enable commissioners to view the Barkhausen Photovoltaic Panels project.

9. Adjourn.

A motion was made by G. Pahl, seconded by R. DeGrand, to adjourn. Motion carried.

The meeting adjourned at 7:58 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
August 3, 2011**

July 2011 Staff Activity Reports

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

- Facilitated several Planning and Land Services (PALS) department managers and Planning staff meetings.
- Assisted Principal Planner with coordination of the application for the \$290,000 Community Development Block Grant-Economic Development (CDBG-ED) grant for Amerex Corporation in the Village of Howard intended to create 22 new full-time jobs.
- Worked with PALS staff to prepare the PALS department 2012 budget.
- Prepared for and presented at the Brown County Facility Master Plan Subcommittee meeting the evening of July 21.
- Toured the former Brown County Mental Health Center building with a private non-profit organization that was interested in the building.
- Met with county staff to discuss the future of the former Mental Health Center building.
- Met with PALS department staff and LEAN facilitators regarding a PALS department survey indexing LEAN Kaizen event to analyze system improvements.
- Coordinated with a business regarding loan payments for a Brown County Economic Development Revolving Loan.
- Conducted a conference call meeting with PALS staff and the Human Resources Manager to discuss ongoing human resources issues and the 2012 budget.
- Reviewed with PALS staff a proposal for increasing economic development efforts in Brown County.
- Attended a meeting with Brown County staff to coordinate safety/traffic issues at the Marian Shrine in the Town of Green Bay.
- Attended and chaired the Land Information Council meeting on July 20.
- Prepared a staff report for the appeal of Brown County Planning Commission (BCPC) staff determination that a property owner's request to remove 20 acres of land from the Town of Scott sewer service area will require a major amendment and support and approval from the Town of Scott pursuant to the 2002 Brown County Sewage Plan – Amendment Application Manual requirements.

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

- Continued to prepare a draft of Chapter 4 for the Brown County Environmental Impact Statement (EIS).
- Facilitated an EIS Lead Agencies meeting with representatives of WisDOT and the Federal Highway Administration.
- Completed road condition ratings with the Transportation Planner I for the Transportation Improvement Program.
- Met with Brown County's Human Resources Manager and other PALS managers to discuss staffing and other issues for 2012.
- Prepared a summary of grants received by the PALS department in 2011.

- Attended the 2012 county budget target meeting that was hosted by the Brown County Executive and Brown County Department of Administration.
- Developed the MPO's report and reimbursement request to WisDOT for the second quarter of 2011. Also prepared a second quarter expense report to the Brown County Department of Administration.
- Met with the De Pere School District Superintendent and Facilities Manager to discuss the final design of a new student pick up and drop off area near the middle and high schools.
- Continued to work with the Brown County Library to identify locations for new library wayfinding signs throughout the county and to identify the approvals that must be obtained to add them within public rights-of-way.
- Participated in the first meeting of Green Bay Metro's Strategic Plan Implementation Team.
- Prepared for and participated in a meeting of the Northeast Regional Transportation Demand Model Users Group.
- Developed a draft of the 2012 Transportation Planning Work Program.
- Reviewed several new bus routes that are being proposed by Green Bay Metro staff.
- Participated in a Green Bay Transit Commission meeting.

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

- Attended the July 6 BCPC Board of Directors meeting to present a subdivision variance request and Energy Efficiency and Conservation Block Grant (EECBG) project update.
- Conducted Davis-Bacon Act wage interviews and certified payroll reviews for the EECBG projects.
- Coordinated schedules and prepared materials for a U.S. Department of Energy site visit to occur in August.
- Completed EECBG reporting for the U.S. Department of Energy and Office of Management and Budgeting.
- Coordinated with Brown County Administration and Brown County Facilities regarding EECBG reimbursable expenditures.
- Received notice of acceptance into the U.S. Dept. of Energy National Renewable Energy Lab – Community Renewable Energy Planning Academy.
- Completed Brownfield grant reporting for the U.S. EPA Brownfield Assessment Grant.
- Performed certified survey map and subdivision plat reviews.
- Answered multiple phone, email, and walk-in questions related to environmentally sensitive areas and the Wisconsin Working Lands Initiative.
- Prepared three Water Quality Management (208) letters for sewer extensions.
- Prepared materials related to the updated timeline for the Brown County Farmland Preservation Plan and Wisconsin Working Lands Initiative.
- Presented the revised Working Lands Initiative timeline to the Brown County Towns Association on the evening of July 28.
- Made revisions to the Village of Wrightstown official zoning map.
- Met with Village of Wrightstown staff on July 25 to discuss the August planning commission agenda items.
- Prepared Village of Wrightstown planning commission staff reports related to two certified survey maps, a final planned development district amendment, and an area development plan.
- Prepared grant details and 2011 budget grant revenue actuals in preparation for the 2012 budget.
- Prepared materials for an open records request related to redistricting.

- Made revisions to the Town of Rockland official and draft zoning map.
- Performed a USGS depth to well water check at the monitoring well in Suamico.
- Prepared two maps of the Pulaski Disc Golf Course for the Pulaski Department of Public Works.

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

- Continued work on the *Draft 2012-2016 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.
 - Worked with WisDOT staff to finalize its 2012-2016 program.
 - Worked with public works officials to identify projects eligible for Surface Transportation Program-Urban (STP-U) funds.
 - Wrote two legal notices and developed a general TIP and 2012 Green Bay Metro Program of Projects summary postcards and mailed them to interested parties as part of the public involvement requirement.
 - Completed draft document.
 - Developed PowerPoint presentation.
- Worked with Metro staff in preparation of a Major Amendment to the 2011-2015 TIP. The proposed amendment is a result of an opportunity to receive a federal *State of Good Repair* grant for approximately 1.1 million dollars. The amendment will go before the BCPC Board of Directors in September.
- Continued writing the *Draft Strategic Plan document for the Green Bay Metro System*. Met with the strategic plan committee to discuss the draft and advance the project.
- Analyzed paratransit trip data provided by Green Bay Metro to identify trip origins and destinations within Allouez, De Pere, and Bellevue as new fixed route service would retract the current $\frac{3}{4}$ mile of a fixed route boundary for eligible paratransit trips. Compiled data from this analysis was provided to Planner I (GIS/Transportation) for geocoding and map development.
- Attended first in a series of three public information meetings regarding the Green Bay Metro route restructuring proposal the evening of July 21. The meetings are designed to engage the rider and provide a forum for feedback regarding Metro proposed new services.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended a half-day demonstration on how to most effectively utilize Brown County's online land records, maps, and GIS system tools. The presentation was led by Brown County staff.
- Presented three administrative modifications to the *2011-2015 TIP* to the Brown County Planning Commission Board of Directors the evening of July 6.
- Participated in the Green Bay Transit Commission meeting on July 13.

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

- Prepared the Land Records Modernization / Land Information 2012 budget.
- Coordinated and attended a Land Information Council meeting on July 20.
- Prepared for and put on a full day of training sessions on July 21 ("Land Information Day") at the Museum. Approximately 90 people attended.
- Continued to develop the new version of the GIS database (v3). Converted street, address, and common place data from old v2 dataset, preparing applications to run on the new database. Preparing to move the rest of the GIS layers to v3.
- Coordinated a meeting with Zoning and Planning staff to discuss needs related to the hydro map layer as they relate to shoreland zoning and environmentally sensitive area mapping.

- Met with Zoning staff to go over the mapping of private onsite wastewater treatment systems (POWTS) and how the related records should be linked to the GIS map.
- Added shoreland permit locations with links to permit scans to the online GIS mapping site.
- Continued to assist the Sheriff's Department with their new Records Management System project by providing additional address and street and common place GIS data to the vendor (ProPhoenix).
- Met with Emergency Management to review GIS needs related to the Emergency Operations Center.
- Continued to coordinate Administration's request to map out and calculate the acreage of lawns mowed by county departments.
- Produced a PDF map of the Town of New Denmark addresses for Lange Enterprises (911 Signs).
- Assisted Emergency Management with fire grid maps.
- Provided GIS data for the Environmental Impact Statement work being done on the De Pere "southern bypass" road project.
- Met with the Human Resources Manager and other PALS managers to discuss table of organization.
- Continued updating GIS data and records, which was a heavy focus this month as there were a lot of records and map layers to update.
- Provided regular updates to GIS datasets to several municipalities including the Village of Bellevue, Town of Scott, Town of Ledgeview, and Village of Hobart.
- Provided GIS data and maps to various customers including the FAA, DNR, Avtex, AT&T Commercial, NE Telephone, Next Media, Pizza Hut, Resources for the Future, NOAA, SBC Global, AECOM, Diggers Hotline, and others.
- Helped to organize the fall regional WLIA conference by finding speakers who will discuss the theme (economic development).
- 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):

- Assisted Senior Planner with certified survey map reviews on multiple properties.
- Completed lawn mowing acreage analysis for Brown County Highway and Park departments.
- Updated GIS Metro routes and other associated layers because of new changes being made to the west side routes.
- Created several new maps for Green Bay Metro to show new routes and new paratransit area.
- Updated Transportation Improvement Program (TIP) maps to be included in the Draft 2012-2016 TIP for the Green Bay Urbanized Area.
- Created new paratransit maps for Green Bay Metro to show lost paratransit trips in Allouez, De Pere, and Bellevue.
- Created a new spreadsheet to track county transportation projects that include bicycle and pedestrian facilities.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended the Land Information Council meeting on July 20.
- Attended the Town of Lawrence Town Board meeting on July 11 to present the Town of Lawrence Bicycle and Pedestrian Plan.