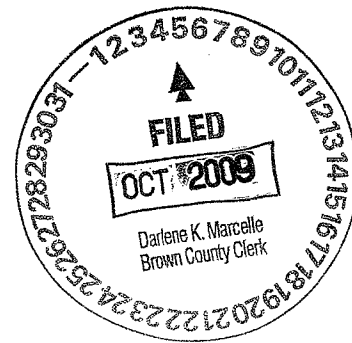


BAY-LAKE REGIONAL PLANNING COMMISSION
441 SOUTH JACKSON STREET
GREEN BAY, WI 54301
www.baylakerpc.org
SEPTEMBER 2009

MONTHLY WORK PROGRAM ACTIVITY REPORT
By County



BROWN COUNTY

- On September 3rd, the Natural Resources Planner participated in a meeting of the Lower Fox Basin Partnership in Green Bay.
- Commission staff met with NeighborWorks Green Bay on September 4th to continue discussing possible opportunities for collaboration.
- On September 4th, Commission staff met Sarah Burdette, Clerk/Administrator, for the Town of Ledgeview to discuss the Commission's experience and capabilities for providing planning assistance to the town in 2010.
- On September 8th, Natural Resources Planner met with the Neville Public Museum and representatives from the Niagara Ledge AVA wineries to begin planning a 2010 Niagara Escarpment WineFest to recognize the "Month of the Niagara Escarpment" and help bring tourism dollars to Brown County.
- On September 17th, Commission staff conducted a field review, with Brown County Parks and County Planning staff, of a parcel of land along the Niagara Escarpment in the Town of Rockland to determine the site's potential for public use.
- Commission staff met with Brown County Planning staff on September 22nd to continue discussion on potential 2010 projects.
- Commission staff participated in a meeting of the Brown County Shoreline Waterfront Redevelopment Steering Committee on September 30th.

DOOR COUNTY

- Commission staff met with the newly formed Town of Gardner Plan Commission on September 22nd, to review and approve the draft *Town of Gardner 20-Year Comprehensive Plan*.

FLORENCE COUNTY

- Commission staff continued to work on the development of *Florence County 20-Year Comprehensive Plan* as well as the six local community plans. Commission staff facilitated an Intergovernmental Cooperation Workshop on September 8th with results of the discussion to be included in the comprehensive plans.
- Commission staff assisted Florence County UW-Extension with GIS questions regarding geology GIS datasets for the County.

KEWAUNEE COUNTY

- On September 8, 2009, the Regional Transportation Planner met with the Town of Red River Zoning Administrator and the secretary of the Town's Plan Commission to continue review and revision of the town's zoning ordinance.
- Commission staff continued working on a project plan amendment for the Village of Luxemburg's Tax Incremental Financing District #1. The final Joint Review Board meeting was held on September 15th to approve the plan.
- Commission GIS staff met with the Town of Casco Zoning Administrator to update the Town's Zoning Map.
- Staff is assisting the County in submitting a Wisconsin Urban Forestry Grant for an EAB Readiness Plan.

MANITOWOC COUNTY

- The Principal Planner met with Ken Stubbe and Peter Tillman on September 28th to discuss a potential EDA project which involves a multi-partner business incubator and innovation center.
- On September 2nd, Commission staff met with the Village of Cleveland Plan Commission to continue the development of an Official Map for the village.
- Commission staff facilitated a meeting of the Manitowoc County Planning Advisory Committee (MCPAC) on September 23rd as part of the Manitowoc County multi-jurisdictional planning process. Principal agenda items addressed at this meeting included: distribution and review of draft Volume I of the *Manitowoc County 20-Year Comprehensive Plan*, final plan review schedule, and open house dates to present Volume I of the *Manitowoc County 20-Year Comprehensive Plan* to the public.
- In the Northwest Planning Cluster, Commission staff assisted the Town of Rockland Plan Commission with its open house and public hearing on September 9th. A Plan Commission meeting was held after this open house, including a public hearing regarding the town's 20-Year Comprehensive Plan.
- Commission staff assisted five communities with their open houses in the Lakeshore Planning Cluster in September. These communities were the Town of Manitowoc (September 8th), Village of Francis Creek (September 16th), Town of Two Rivers (September 17th), Town of Gibson (September 29th), and the Village of Maribel (September 30th). A Plan Commission meeting was held after each open house, including a public hearing regarding the community's 20-Year Comprehensive Plan.
- In the Southern Planning Cluster, Commission staff assisted the Town of Eaton with its open house and public hearing on September 28th. A Plan Commission meeting was held after this open house, including a public hearing regarding the town's 20-Year Comprehensive Plan. In addition, Commission staff released the *Town of Meeme 20-Year Comprehensive Plan* for a 30-day comment period on September 28th.
- On September 15th, Commission staff participated in a meeting (via teleconference) with the Manitowoc County team that participated in the Mobility Planning Services (MPS) Institute sponsored by Easter Seals Project ACTION in Washington, D.C., in April of 2008. Easter Seals Project ACTION staff facilitated the teleconference, asked team participants about progress made on the county's Mobility Action Plan, and offered to provide technical assistance to the county in the future as needed.
- Work continued on the Maritime Metro Transit Development Program (TDP) in September. The Commission's Administrative Assistant completed the tabulation of results from the passenger opinion survey in early September, and Commission staff prepared Chapter 5 of the TDP (Ridership

Opinion) during the first half of September. The Maritime Metro TDP Review Committee met on September 16th; major agenda items addressed at this meeting included: final questions and comments on Chapter 6 of the TDP (Route Ridership Patterns); distribution and review of draft Chapter 5 of the TDP (Ridership Opinion); and preliminary discussion of service and routing changes that should be examined in Chapter 9 of the TDP (Alternatives Analysis).

- During the last month, the Natural Resources Planner continued the development of a FEMA grant application and/or a CDBG grant application to fund a large flood control/stormwater management project in the City of Manitowoc.

MARINETTE COUNTY

- On September 1, the Regional Transportation Planner met with the Town of Beaver Planning Committee to continue development of their comprehensive Plan.
- On September 10th, the Commission facilitated an *open house* for the Village of Crivitz at which the village's draft *Comprehensive Plan* was presented for public review and comment. After conducting a public hearing, the Plan Commission recommended adoption of the *Village of Crivitz 20-Year Comprehensive Plan*.
- On September 16th, the Regional Transportation Planner met with the City of Marinette Transportation Coordination Committee to review operations of the City's Shared-Ride Taxi Transit Service. At this meeting, the Committee directed the Regional Transportation Planner to initiate development of the 2010 application for Federal and State assistance to operate the transit service.
- On September 17th, the Regional Transportation Planner met with the City of Niagara to continue development of their Comprehensive Plan.
- On September 9th, the Regional Transportation Planner met with the Town of Stephenson Plan Commission and Town Board. After conducting a public hearing, the Town Board adopted the *Town of Stephenson 20-Year Comprehensive Plan*.
- On September 21st, Commission staff met with the Marinette County Comprehensive Plan Advisory Committee (MCCPAC) in Crivitz, at which draft elements of the plan were presented for review.
- On September 22nd, the Regional Transportation Planner met with the Town of Wausaukee Plan Committee to continue development of their comprehensive Plan.
- During the last month, Commission staff, continued work on the development of the Marinette County Comprehensive Plan.

OCONTO COUNTY

- The Principal Planner met with the Oconto County Emergency Management Committee on September 10th to discuss the draft *Oconto County Multi-Hazards Mitigation Plan* and to answer any questions the committee had on the plan and the process in which it was drafted.
- On September 1, Regional Transportation Planner met with a representative of the Town of Riverview and conducted an assessment of the town's paved road surfaces. A survey of the town's paved road surfaces was conducted and the report was presented to the town.

SHEBOYGAN COUNTY

- During the month of September, the Natural Resources Planner developed FEMA Unified Hazard Mitigation Assistance grant application for the City of Sheboygan to update their Multi-Hazard Mitigation Plan.

- On September 2nd and September 8th, Commission staff participated in meetings of the Sheboygan County Smart Growth Implementation Committee and Land Use Sub-Committee to review draft chapters of the Sheboygan County Comprehensive Plan.
- Commission staff participated in a meeting of stakeholders for the State Highway 23 Freeway Designation and Corridor Preservation Study on September 9th. The meeting was held at the City of Plymouth Fire Department, and was sponsored by the WisDOT Northeast Region.
- Commission staff prepared a draft *2010 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in early September, and submitted this draft document to Wisconsin Department of Transportation (WisDOT) and Federal Highway Administration (FHWA) Wisconsin Division staff on September 10th. Commission staff met with WisDOT and FHWA staff to review the draft MPO Work Program (via teleconference) on September 17th.
- The Commission approved a minor amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2008 – 2011* at its meeting on September 11th. This minor amendment would finance the reconstruction of a segment of Taylor Drive in the City of Sheboygan through American Recovery and Reinvestment Act (ARRA, or Stimulus) funds. Commission staff transmitted the approved minor amendment to appropriate state and federal officials on September 21st, and WisDOT approved the minor amendment in a letter dated September 24th.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on September 24th. Principal agenda items addressed at this meeting included: distribution and approval of the draft *2010 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; an update on the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2010 - 2013*, and an update on WisDOT Northeast Region and MPO planning activities.
- Commission staff continued preparations for boarding and alighting and passenger opinion surveys for Sheboygan Transit that will be conducted this fall. A request for proposals (RFP) was sent to eight (8) Sheboygan area temporary employment agencies in early September. Commission staff heard from two (2) of the firms, evaluated the firms, and selected a firm to assist with survey administration by late September. A contract was drafted between the Commission and the selected temporary employment agency, and the other agency was also notified that it was not selected for the effort. Staff continued development of survey instruments for the boarding and alighting survey, and sequenced the boarding and alighting surveys to prepare for survey day. Staff also met with the Director of the Sheboygan Parking and Transit Utility the afternoon of September 11th in an effort to revise the passenger opinion survey instrument. The boarding and alighting survey is scheduled to be administered on October 6th (with a short training session the afternoon of October 5th). The passenger opinion survey is scheduled to be administered on October 13th (with a short training session on October 12th).

MULTI-COUNTY/REGIONAL

- The Principal Planner met with staff from ADVANCE and New North, Inc. on September 2nd to discuss the results collected during a recent survey conducted on the amount of money local organizations are spending on external marketing of the region.
- The Natural Resources Planner attended WEM/FEMA training on Benefit-Cost Analysis in Madison on September 1st and 2nd.
- On September 3rd, the Natural Resources Planner participated in a webinar on Great Lakes Funding.

- The Bay-Lake Regional Planning Commission hosted the WCMP RFP workshop on September 9th.
- Commission staff met with Adam Warpinski of Representative Steve Kagen's staff on September 9th to discuss local and regional projects and the potential federal funding sources for those projects.
- On September 15th, the Executive Director moderated a session entitled "Making the Most of Your Regional Planning Commission" at the Wisconsin Counties Association Annual Conference in LaCrosse.
- Commission staff participated in a meeting concerning progress on the WisDOT Northeast Region travel demand forecast model at the WisDOT Northeast Region office the morning of September 16th.
- Commission staff participated in a meeting of the Wisconsin Department of Natural Resources' Bureau of Air Management's Transportation Conformity Work Group (via teleconference) the afternoon of September 16th.
- On September 17th, the GIS Coordinator participated on a conference call with the Wisconsin Geographic Information Coordination Council (WIGICC).
- The Commission hosted the Niagara Escarpment Resource Network quarterly meeting on September 18th.
- The Principal Planner attended the annual fall WEDA conference from September 23rd -25th at the Metropolis Hotel in Eau Claire.
- The Executive Director gave a presentation on Green Infrastructure at the State of the Lake Michigan Conference on September 29th in Milwaukee.
- The Commission hosted a meeting of the Niagara Escarpment Cuesta Tourism committee on September 30th to review activities related to publicizing the 2010 Year of the Escarpment.
- On September 22nd the Community Planner participated in a teleconference with professionals across the state to discuss the Wisconsin's Forest Sustainability Framework and the applicability of using criteria and indicator assessments at the county and local levels.
- On September 24th, Commission staff attended the Wisconsin Working Lands Training in Oshkosh.
- On September 28th, the Natural Resources Planner participated in a Joint Lake Michigan Academy and Lake Michigan Forum meeting in Milwaukee.
- Under EPA funding, the Natural Resources Planner attended the State of the Lake Michigan (SOLM) Conference in Milwaukee September 29th to October 1st. The Executive Director attended the SOLM conference on September 29th and gave a presentation on environmental corridors/green infrastructure planning in the Bay-Lake Region.
- The GIS Coordinator continued to work on the Special Wetlands Inventory Study (SWIS) GIS project. A UW-Green Bay student intern is scanning wetland slides into a digital format for this project.
- The GIS Coordinator completed GIS internet mapping work for the NEIEN Challenge Grant. This project allowed the Commission to take land use inventories on the Commission's ArcIMS internet mapping site and make them streamable into GIS applications using WMS and WFS services.
- During the month of September, the Natural Resources Planner completed Environmental Corridor mini-posters/brochures and a website under National Association of Regional Councils (NARC) funding. The mini-posters were mailed to every community in the Region.

- Throughout September, 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.
- The GIS Coordinator continued to work with the National Park Service and TPS Core Team on GIS mapping for the Trail Way Protection Strategy Plan for Sheboygan, Manitowoc and Kewaunee Counties.