

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

PLANNING DIRECTOR

April 13, 2015

Ryan Raab
Bureau of Water Quality – WY/3
Wisconsin Department of Natural Resources
PO Box 7921
Madison, WI 53707

RE: First Quarter Report for the Period of January 1, 2015 through March 31, 2015 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Mr. Raab:

Attached please find the First Quarter Report for work performed during the period of January 1, 2015 through March 31, 2015 that is related to the work program between the Wisconsin Department of Natural Resources and Brown County Planning Commission. A brief summary of performed work activities, future work activities, financial breakdowns, and reimbursement request accompanies this letter.

- First quarter 2015 reimbursable expenses were **\$10,459.49**.

Please call our office at (920) 448-6480 if you have any questions. Thank you for your consideration in this matter.

Respectfully,

Peter Schlein
Senior Planner

PS:sw

Attachment

cc: Lisa Helmuth, WDNR (via e-mail)
Fran Keally, WDNR (via e-mail and SWIMS online)



2015
First Quarter Report and Financial Summary
of Work
Performed by
Brown County Planning Commission

January 1, 2015 through March 31, 2015

For the
Wisconsin Department of Natural Resources
and
Brown County Planning Commission
Water Quality Management Planning
Work Contract

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WORK ELEMENT 1

AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING

Wastewater Facility Plan Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed zero wastewater facility plans.

- None

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	0.00
	Support Staff	0.00

There one proposed future work activity for this grant cycle.

Sanitary Sewer Extension Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed two public and two private sanitary sewer plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- Village of Ashwaubenon
- Village of Hobart
- Village of Howard

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	4.00
	Support Staff	1.00

There are 22 proposed future work activities for this grant cycle.

Large Onsite System Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed zero large onsite system plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- None

Hours:	Planning Director	0.00
	Principal Planners	0.00

Senior Planners	0.00
Support Staff	0.00

There are no proposed future work activities for this grant cycle.

Areawide Water Quality Management Plan / Chapter 30 Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed one areawide water quality management plan / chapter 30 reviews for consistency with existing sewer service areas, consistency with local plans, consistency with regional plans, and environmental impacts.

- Village of Howard

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	0.00
	Support Staff	0.00

There is one proposed future work activity for this grant cycle.

Sewer Service Area (SSA) Amendment Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed zero SSA amendments, and began or completed work for a number of individuals and municipal representatives for various other SSA amendments for consistency with existing sewer service areas and elements of the areawide water quality management plan. The projects were at the following locations:

- None

In addition, the Brown County Planning Commission staff performed the following:

- Assisted the 24 municipalities with the ongoing development of the revisions to the Brown County Sewage Plan.
- Assisted Brown County, Village of Hobart, and Town of Ledgeview proposed sewer service area amendment proposals.

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	3.00
	Support Staff	0.00

There are two proposed future work activities for this grant cycle.

Environmentally Sensitive Area (ESA) Amendment Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed two ESA amendments, and began or completed work for a number of individuals and municipal representatives for various other ESA amendments for consistency with existing sewer service areas and elements of the areawide water quality management plan. The projects were at the following locations:

- A Village of Howard plan Correction Amendment to revise wetland boundaries on a commercial/industrial property by filling in 10,000 square feet of the wetland on Lot 1 of Volume 59 CSM Page 94. The property owner sought approval to fill the wetland through the WDNR and ACOE prior to filing an amendment with Brown County. Due the approvals that were obtained from the WDNR and ACOE, the amendment was facilitated as a plan correction, rather than a major ESA amendment. An agent representing the owner stretched the project reviews from July 2014 to February 2015 due to filing improper paperwork, etc. This was a time consuming project (excessive meetings, onsite visits, and telephone calls, rather than plan reviews) due to lack of cooperation on the part of the agent. . The ESA review was completed by staff on March 2, 2015 and the file was entered into SWIMS. BCPC Board and WDNR review was not required.
- A Town of Lawrence Village of Wrightstown Plan Correction Amendment to allow for a parking lot to remain that was built within a steep slope setback on Lots 2 and 3 of the Plat of Lawrence Business Park. Geotechnical reports were submitted to support the buildability of the site. The ESA review 1was completed by staff on February 12, 2015 and the file was entered into SWIMS. BCPC Board and WDNR review was not required.

In addition, the Brown County Planning Commission staff performed the following:

- Miscellaneous items documented under *“Technical Assistance, Information, and Education.”*

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	32.00
	Support Staff	0.50

There are no proposed future work activities for this grant cycle.

Technical Assistance, Information, and Education

During the first quarter of 2015, Brown County Planning Commission staff provided 201.50 hours of technical assistance related to water quality. The assistance was provided via communications with customers in person, in the field, over the telephone, and via internet. Hours include water quality work related to the Brown County Sewage Plan and the MS4 Permit. Communications included the development of educational materials and supplemental information that aided the customer, such as maps and field verifications.

- None

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	201.50
	Support Staff	0.00

There are 523.50 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 1

- None

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	240.50
	Support Staff	1.50

There are 730.75 proposed future work hours for this grant cycle.

WORK ELEMENT 2

EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

Erosion Control Planning for Subdivision Plat Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed one subdivision plat erosion control plan for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- Village of Ashwaubenon

Hours:	Principal Planners	0.00
	Senior Planners	1.00

There are 12 proposed future work activities for this grant cycle.

Erosion Control Planning for Certified Survey Map Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed 21 certified survey map erosion control plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- Various locations

Hours:	Principal Planners	0.00
	Senior Planners	6.30

There are 79 proposed future work activities for this grant cycle.

Erosion Control Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- None

Hours:	Principal Planners	0.00
	Senior Planners	0.00

There are two proposed future work activities for this grant cycle.

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed two environmentally sensitive area erosion control plan and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local

plans, consistency with regional plans, and environmental impacts. The projects were at the following location:

- Village of Howard
- Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	2.00

There are eight proposed future work activities for this grant cycle.

Erosion Control Planning for Sewer Extension Plan Reviews and Pre-Construction Conferences

During the first quarter of 2015, Brown County Planning Commission staff reviewed four sanitary sewer extension erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- Village of Ashwaubenon
- Village of Hobart
- Village of Howard

Hours:	Principal Planners	0.00
	Senior Planners	0.80

There are 22 proposed future work activities for this grant cycle.

Erosion Control Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports

During the first quarter of 2015, Brown County Planning Commission staff performed onsite erosion control inspections, provided education and monitoring reports. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- Various locations

Hours:	Principal Planners	0.00
	Senior Planners	6.80

There are 44.50 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Principal Planners	0.00
	Senior Planners	16.90

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed one subdivision plat erosion control plan for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- Village of Ashwaubenon

Hours:	Principal Planners	0.00
	Senior Planners	2.00

There are 12 proposed future work activities for this grant cycle.

Storm Water Management Planning for Certified Survey Map Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed 21 certified survey map erosion control plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- None

Hours:	Principal Planners	0.00
	Senior Planners	10.50

There are 79 proposed future work activities for this grant cycle.

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plan and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- None

Hours:	Principal Planners	0.00
	Senior Planners	4.00

There are two proposed future work activities for this grant cycle.

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the first quarter of 2015, Brown County Planning Commission staff reviewed two environmentally sensitive area erosion control plan and made inspections for conformance with the recommendations of

the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following location:

- Village of Howard
- Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	4.00

There are eight proposed future work activities for this grant cycle.

Storm Water Management Planning for Sewer Extension Plan Reviews and Pre-Construction Conferences

During the first quarter of 2015, Brown County Planning Commission staff reviewed four sanitary sewer extension erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- Village of Ashwaubenon
- Village of Hobart
- Village of Howard

Hours:	Principal Planners	0.00
	Senior Planners	0.80

There are 22 proposed future work activities for this grant cycle.

Storm Water Management Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports

During the first quarter of 2015, Brown County Planning Commission staff performed onsite storm water management inspections, provided education and monitoring reports. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- Various locations

Hours:	Principal Planners	0.00
	Senior Planners	6.80

There are 44.50 proposed future work activities for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours:	Principal Planners	0.00
	Senior Planners	28.10

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

First Quarter 2015

January 1, 2015 through March 31, 2015

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$66.16	0.00	\$0.00	75%	\$0.00
Pr. Planners	1	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	1	\$48.64	240.50	\$11,697.92	75%	\$8,773.44
Planners	1	\$41.87	0.00	\$0.00	75%	\$0.00
Planners-GIS	1	\$42.12	0.00	\$0.00	75%	\$0.00
Support Staff	1	\$39.51	1.50	\$59.27	75%	\$44.45
Subtotal	--	--	242.00	\$11,757.19	75%	\$8,817.89
Pr. Planners	2	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	2	\$48.64	16.90	\$822.02	75%	\$616.51
Subtotal	--	--	16.90	\$822.02	75%	\$616.51
Pr. Planners	3	\$52.94	0.0	\$0.00	75%	\$0.00
Sr. Planners	3	\$48.64	28.10	\$1,366.78	75%	\$1,025.09
Subtotal	--	--	28.10	\$1,366.78	75%	\$1,025.09
TOTAL	--	--	287.00	\$13,945.99	75%	\$10,459.49
Grant Funding Remaining (prior to this request)	--	--	--	--	--	UNKNOWN

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$10,459.49