

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](http://www.co.brown.wi.us/planning)

PLANNING DIRECTOR

July 9, 2015

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

RE: Second Quarter Report for the Period of April 1, 2015 through June 30, 2015 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Mr. Raab:

Attached please find the Second Quarter Report for work performed during the period of April 1, 2015 through June 30, 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.

- Second Quarter 2015 reimbursable expenses were **\$12,541.03**.

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**  
**Second Quarter Report and Financial Summary**  
**of Work**  
**Performed by**  
**Brown County Planning Commission**

**April 1, 2015 through June 30, 2015**

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

# Table of Contents

- WORK ELEMENT 1 ..... 3
  - AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING..... 3
    - Wastewater Facility Plan Reviews..... 3
    - Sanitary Sewer Extension Reviews..... 3
    - Large Onsite System Reviews..... 3
    - Areawide Water Quality Management Plan / Chapter 30 Reviews..... 4
    - Sewer Service Area (SSA) Amendment Reviews ..... 4
    - Environmentally Sensitive Area (ESA) Amendment Reviews..... 4
    - Technical Assistance, Information, and Education ..... 5
  - SUMMARY OF HOURS FOR WORK ELEMENT 1 ..... 5
  
- WORK ELEMENT 2 ..... 6
  - EROSION CONTROL PLAN REVIEW AND ENFORCEMENT ..... 6
    - Erosion Control Planning for Subdivision Plat Reviews..... 6
    - Erosion Control Planning for Certified Survey Map Reviews ..... 6
    - Erosion Control Planning for Sewer Service Area Amendment Reviews..... 6
    - Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews..... 6
    - Erosion Control Planning for Sewer Extension Plan Reviews and Pre-Construction  
Conferences ..... 7
    - Erosion Control Planning for Onsite Erosion Control Inspections, Education, and  
Monitoring Reports..... 7
  - SUMMARY OF HOURS FOR WORK ELEMENT 2 ..... 7
  
- WORK ELEMENT 3 ..... 8
  - STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT ..... 8
    - Storm Water Management Planning for Subdivision Plat Reviews ..... 8
    - Storm Water Management Planning for Certified Survey Map Reviews ..... 8
    - Storm Water Management Planning for Sewer Service Area Amendment Reviews ..... 8
    - Storm Water Management Planning for Environmentally Sensitive Area  
Amendment Reviews ..... 8
    - Storm Water Management Planning for Sewer Extension Plan Reviews and Pre-  
Construction Conferences..... 9
    - Storm Water Management Planning for Onsite Erosion Control Inspections,  
Education, and Monitoring Reports..... 9
  - SUMMARY OF HOURS FOR WORK ELEMENT 3 ..... 9
  
- FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT ..... 10

# WORK ELEMENT 1

## AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING

### Wastewater Facility Plan Reviews

During the second 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 is one proposed future work activity for this grant cycle.

### Sanitary Sewer Extension Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed four public and one 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:

- City of De Pere
- Village of Bellevue
- Village of Hobart
- Town of Lawrence
- Town of Ledgeview

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	5.00
	Support Staff	1.25

There are 17 proposed future work activities for this grant cycle.

### Large Onsite System Reviews

During the second 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 second quarter of 2015, Brown County Planning Commission staff reviewed zero 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.

- None

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 second quarter of 2015, Brown County Planning Commission staff reviewed one 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:

- Brown County Sewage Plan Revisions and Map Making

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	48.00
	Support Staff	0.00

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

### **Environmentally Sensitive Area (ESA) Amendment Reviews**

During the second quarter of 2015, Brown County Planning Commission staff reviewed one 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 Town of Ledgeview Plan Correction Amendment to update a floodway boundary and 35-foot floodway setback location on Lot 11 of the Plat of Stone Silo. The ESA review was completed by staff on June 29, 2015 and the file was entered into SWIMS. BCPC Board of Directors 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	6.00
	Support Staff	0.25

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

### **Technical Assistance, Information, and Education**

During the second quarter of 2015, Brown County Planning Commission staff provided 234.00 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	10.00
	Principal Planners	4.00
	Senior Planners	220.00
	Support Staff	0.00

There are 289.50 proposed future work hours for this grant cycle.

### **SUMMARY OF HOURS FOR WORK ELEMENT 1**

Hours:	Planning Director	10.00
	Principal Planners	4.00
	Senior Planners	279.00
	Support Staff	1.50

There are 436.25 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 second quarter of 2015, Brown County Planning Commission staff reviewed two subdivision plat 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. The projects were at the following locations:

- Town of Lawrence (2)

Hours:	Principal Planners	0.00
	Senior Planners	2.00

There are 10 proposed future work activities for this grant cycle.

#### Erosion Control Planning for Certified Survey Map Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed 19 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	5.70

There are 60 proposed future work activities for this grant cycle.

#### Erosion Control Planning for Sewer Service Area Amendment Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed one 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:

- County Wide

Hours:	Principal Planners	0.00
	Senior Planners	2.00

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

#### Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed one 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:

- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	1.00

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

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

During the second quarter of 2015, Brown County Planning Commission staff reviewed five 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:

- City of De Pere
- Village of Bellevue
- Village of Hobart
- Town of Lawrence
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	1.00

There are 17 proposed future work activities for this grant cycle.

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

During the second 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	6.70

There are 37.80 proposed future work hours for this grant cycle.

## **SUMMARY OF HOURS FOR WORK ELEMENT 2**

Hours:	Principal Planners	0.00
	Senior Planners	18.40



## WORK ELEMENT 3

### STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

#### Storm Water Management Planning for Subdivision Plat Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed two subdivision plat 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. The projects were at the following locations:

- Town of Lawrence (2)

Hours:	Principal Planners	0.00
	Senior Planners	4.00

There are 10 proposed future work activities for this grant cycle.

#### Storm Water Management Planning for Certified Survey Map Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed 19 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	9.50

There are 60 proposed future work activities for this grant cycle.

#### Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed one 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:

- County wide

Hours:	Principal Planners	0.00
	Senior Planners	4.00

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

#### Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the second quarter of 2015, Brown County Planning Commission staff reviewed one 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:

- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	2.00

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

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

During the second quarter of 2015, Brown County Planning Commission staff reviewed five 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:

- City of De Pere
- Village of Bellevue
- Village of Hobart
- Town of Lawrence
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	1.00

There are 17 proposed future work activities for this grant cycle.

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

During the second 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	6.70

There are 37.80 proposed future work activities for this grant cycle.

### **SUMMARY OF HOURS FOR WORK ELEMENT 3**

Hours:	Principal Planners	0.00
	Senior Planners	27.20

# FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Second Quarter 2015

April 1, 2015 through June 30, 2015

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$66.18	10.00	\$661.80	75%	\$496.35
Pr. Planners	1	\$52.94	4.00	\$211.76	75%	\$158.82
Sr. Planners	1	\$48.64	279.00	\$13,570.56	75%	\$10,177.92
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	--	--	294.50	\$14,503.39	75%	\$10,877.54
Pr. Planners	2	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	2	\$48.64	18.40	\$894.98	75%	\$671.23
Subtotal	--	--	18.40	\$894.98	75%	\$671.23
Pr. Planners	3	\$52.94	0.0	\$0.00	75%	\$0.00
Sr. Planners	3	\$48.64	27.20	\$1,323.01	75%	\$992.26
Subtotal	--	--	27.20	\$1,323.01	75%	\$992.26
<b>TOTAL</b>	<b>--</b>	<b>--</b>	<b>340.10</b>	<b>\$16,721.37</b>	<b>75%</b>	<b>\$12,541.03</b>
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$34,540.51

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$12,541.03**