

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

October 15, 2015

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

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

Dear Mr. Raab:

Attached please find the Third Quarter Report for work performed during the period of July 1, 2015 through September 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.

- Third Quarter 2015 reimbursable expenses were **\$12,030.65**.

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:km

Attachment

cc: Lisa Helmuth, WDNR (via e-mail)  
Johanna Lathrop, WDNR (via e-mail and SWIMS online)



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

**July 1, 2015 through September 30, 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 third 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 third quarter of 2015, Brown County Planning Commission staff reviewed four 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:

- City of De Pere
- Village of Ashwaubenon
- Village of Pulaski (2)
- Town of Lawrence
- Town of Ledgeview

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	6.00
	Support Staff	1.50

There are 11 proposed future work activities for this grant cycle.

### Large Onsite System Reviews

During the third 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
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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 third 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 third quarter of 2015, Brown County Planning Commission staff reviewed two 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:

- Completed the final review and approval of the 2040 Brown County Sewage Plan with Brown County and the Wisconsin Department of Natural Resources Bureau of Water Quality.
- Completed a sewer service amendment in the Village of Pulaski for a developing commercial area.

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

- Assisted the 24 municipalities with the ongoing development of the 2040 Brown County Sewage Plan.

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	62.00
	Support Staff	13.25

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

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed one ESA amendment, 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 Suamico Plan Correction Amendment to update a wetland setback location on Lots 16, 17, 18, 19, 41, 42, 43, 44, 48, 50, and 51 of the Plat of Moose Creek Estates. The ESA review was performed by staff multiple times due to incorrect submitted information and completed by staff on September 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	12.00
	Support Staff	0.50

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

**Technical Assistance, Information, and Education**

During the third quarter of 2015, Brown County Planning Commission staff provided 172.00 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	0.00
	Principal Planners	0.00
	Senior Planners	172.00
	Support Staff	0.00

There are 117.50 proposed future work hours for this grant cycle.

**SUMMARY OF HOURS FOR WORK ELEMENT 1**

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	252.00
	Support Staff	15.25

There are 169.00 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 third quarter of 2015, Brown County Planning Commission staff reviewed four 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 (3)
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	4.00

There are 6 proposed future work activities for this grant cycle.

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed 25 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	7.50

There are 35 proposed future work activities for this grant cycle.

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed two 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
- Village of Pulaski

Hours:	Principal Planners	0.00
	Senior Planners	2.00

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

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

During the third 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 project was at the following location:

- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	2.00

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

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed six 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 Ashwaubenon
- Village of Pulaski (2)
- Town of Lawrence
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	1.20

There are 11 proposed future work activities for this grant cycle.

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

During the third 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	9.50

There are 28.30 proposed future work hours for this grant cycle.



## SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Principal Planners	0.00
	Senior Planners	26.20

## WORK ELEMENT 3

### STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed four 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 (3)
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	8.00

There are 6 proposed future work activities for this grant cycle.

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed 25 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	12.50

There are 35 proposed future work activities for this grant cycle.

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed two 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
- Village of Pulaski

Hours:	Principal Planners	0.00
	Senior Planners	4.00

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

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

During the third 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 project was at the following location:

- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	4.00

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

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

During the third quarter of 2015, Brown County Planning Commission staff reviewed six 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 Ashwaubenon
- Village of Pulaski (2)
- Town of Lawrence
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	1.20

There are 11 proposed future work activities for this grant cycle.

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

During the third 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	9.50

There are 28.30 proposed future work activities for this grant cycle.

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

Hours:	Principal Planners	0.00
	Senior Planners	39.20

# FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Third Quarter 2015

July 1, 2015 through September 30, 2015

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$66.18	0.00	\$0.00	75%	\$0.00
Pr. Planners	1	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	1	\$48.64	252.00	\$12,257.28	75%	\$9,192.96
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	15.25	\$602.53	75%	\$451.90
Subtotal	--	--	267.25	\$12,859.81	75%	\$9,644.86
Pr. Planners	2	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	2	\$48.64	26.20	\$1,274.37	75%	\$955.78
Subtotal	--	--	26.20	\$1,274.37	75%	\$955.78
Pr. Planners	3	\$52.94	0.0	\$0.00	75%	\$0.00
Sr. Planners	3	\$48.64	39.20	\$1,906.69	75%	\$1,430.02
Subtotal	--	--	39.20	\$1,906.69	75%	\$1,430.02
<b>TOTAL</b>	<b>--</b>	<b>--</b>	<b>332.65</b>	<b>\$16,040.86</b>	<b>75%</b>	<b>\$12,030.65</b>
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$21,999.48

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$12,030.65**