

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

January 11, 2016

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

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

Dear Mr. Raab:

Attached please find the Fourth Quarter Report for work performed during the period of October 1, 2015 through December 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.

- Fourth Quarter 2015 reimbursable expenses were **\$8,968.83**.

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)
Johanna Lathrop, WDNR (via e-mail and SWIMS online)



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

October 1, 2015 through December 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 fourth 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 are no proposed future work activities for this grant cycle.

Sanitary Sewer Extension Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed zero 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 Green Bay

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	1.00
	Support Staff	0.25

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

Large Onsite System Reviews

During the fourth 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 fourth 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 are no proposed future work activities for this grant cycle.

Sewer Service Area (SSA) Amendment Reviews

During the fourth 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:

- Completed the printing and distribution of the approved 2040 Brown County Sewage Plan. The final step of the approval process included submitting a copy of the plan to the Wisconsin Department of Natural Resources Bureau of Water Quality and placing a digital copy online for ease of public access. The digital copy was placed in the section of the Brown County website created specifically to provide information to the public about Brown County sewage planning.

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

- Provided copies and access to the 2040 Brown County Sewage Plan, including hard copies if requested to the 24 municipalities of Brown County and all Sanitary Districts.

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	22.00
	Support Staff	0.50

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

Environmentally Sensitive Area (ESA) Amendment Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed three 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 Suamico Plan Correction Amendment to update a steep slope and 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 October 8, 2015 and the file was entered into SWIMS. BCPC Board of Directors and WDNR review was not required.
- A Town of Ledgeview Plan Correction Amendment to update a steep slope and setback location on Unit 4 of the plat of Eagle Bluff – A Land Only Condominium – 1st Addendum. The ESA review was performed by staff on November 5, 2015 and the file was entered into SWIMS. BCPC Board of Directors and WDNR review was not required.
- A Village of Howard Plan Correction Amendment to update a waterway and wetland setback location on Lot 54 of the plat of Cardinal Crossing 3rd Addition. The ESA review was performed by staff on November 12, 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:

- A Village of Denmark 2-year follow-up review of a Wetland and Streambank Enhancement Monitoring Report was conducted on December 30, 2015. The report links to the required conditions of an ESA amendment that was approved in the year 2013. The 2-year report was the final report required to complete the conditions of the approval. Follow-up review by the WDNR was not required.
 - It should be noted that the annual reports and original amendment were submitted to Brown County from “Wetlands & Waterways LLC” via Ann Key, an assured wetland delineator, who did a topnotch job in documenting and reporting the status of the enhancement project over the past two years. The high quality reporting kept staff review costs applied to this grant to a minimum.
- A Village of Pulaski environmentally sensitive area discussion and a certified survey map environmentally sensitive area discussion requiring Principal Planner assistance.
- Miscellaneous items documented under “*Technical Assistance, Information, and Education.*”

Hours:	Planning Director	0.00
	Principal Planners	5.50
	Senior Planners	5.00
	Support Staff	0.00

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

Technical Assistance, Information, and Education

During the fourth quarter of 2015, Brown County Planning Commission staff provided 174.00 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.

Hours:	Planning Director	4.00
	Principal Planners	0.00
	Senior Planners	170.00

Support Staff 0.00

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

SUMMARY OF HOURS FOR WORK ELEMENT 1

Hours:	Planning Director	4.00
	Principal Planners	5.50
	Senior Planners	198.00
	Support Staff	0.75

There are no 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 fourth quarter of 2015, Brown County Planning Commission staff reviewed three 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:

- Village of Suamico
- Town of Lawrence (2)

Hours:	Principal Planners	0.00
	Senior Planners	7.00

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

Erosion Control Planning for Certified Survey Map Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed 22 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	6.60

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

Erosion Control Planning for Sewer Service Area Amendment Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed no 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 no proposed future work activities for this grant cycle.

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed three 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:

- Village of Howard
- Village of Suamico
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	3.00

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

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

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed one 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 Green Bay

Hours:	Principal Planners	0.00
	Senior Planners	0.20

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

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

During the fourth 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	8.10

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

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Principal Planners	0.00
	Senior Planners	24.90

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed three 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:

- Village of Suamico
- Town of Lawrence (2)

Hours:	Principal Planners	0.00
	Senior Planners	14.00

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

Storm Water Management Planning for Certified Survey Map Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed 22 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	11.00

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

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed no 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 no proposed future work activities for this grant cycle.

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed three 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:

- Village of Howard
- Village of Suamico
- Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	6.00

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

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

During the fourth quarter of 2015, Brown County Planning Commission staff reviewed one 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 Green Bay

Hours:	Principal Planners	0.00
	Senior Planners	0.20

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

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

During the fourth 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	8.10

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

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours:	Principal Planners	0.00
	Senior Planners	39.30

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Fourth Quarter 2015

October 1, 2015 through December 31, 2015

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$66.18	4.00	\$264.72	75%	\$198.54
Pr. Planners	1	\$52.94	5.50	\$291.17	75%	\$218.38
Sr. Planners	1	\$48.64	198.00	\$9,630.72	75%	\$7,223.04
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	0.75	\$29.63	75%	\$22.22
Subtotal	--	--	208.25	\$9,951.52	75%	\$7,662.18
Pr. Planners	2	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	2	\$48.64	24.90	\$1,211.14	75%	\$908.35
Subtotal	--	--	24.90	\$1,211.14	75%	\$908.35
Pr. Planners	3	\$52.94	0.0	\$0.00	75%	\$0.00
Sr. Planners	3	\$48.64	39.30	\$1,911.55	75%	\$1,433.66
Subtotal	--	--	39.30	\$1,911.55	75%	\$1,433.66
TOTAL	--	--	272.45	\$13,338.93	75%	\$10,004.20
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$8,968.83

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$8,968.83



CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	TOTAL DUE
10430	12/31/2015	01/31/2016	2015-00000001	\$8,968.83

Pay this Amount → **\$8,968.83**

Invoice Type: PALS Reimbursable Expenses
 Description: Fourth Quarter 2015 reimbursable expenses

WI DEPT OF NAT RESOURCES- BUREAU OF WATER QUALITY
 RYAN RAAB
 PO BOX 7921
 MADISON, WI 53707

Mail Payment to:
 Brown County Treasurer
 305 E Walnut St
 PO Box 23600
 Green Bay WI 54305-3600

KEEP THIS PORTION FOR YOUR RECORDS

WI DEPT OF NAT RESOURCES- BUREAU OF WATER QUALITY
 RYAN RAAB
 PO BOX 7921
 MADISON, WI 53707

TO ENSURE PROPER POSTING TO YOUR ACCOUNT,
 PLEASE SEND YOUR CHECK WITH THE TOP PORTION
 OF THE INVOICE TO THE ABOVE ADDRESS
 FOR BILLING INQUIRIES PLEASE CALL
 BROWN COUNTY PLANNING AND LAND SERVICES
 AT: 920-448-6480

Description: Fourth Quarter 2015 reimbursable expenses

Description	Qty	Unit Price	Total Price
Reimbursement Amount	1	\$8,968.8300	\$8,968.83
Fourth Quarter 2015 reimbursable expenses			

Total Invoice
 \$8,968.83

CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	CHARGES
10430	12/31/2015	01/31/2016	2015-00000001	\$8,968.83

Balance → **\$8,968.83**

Mail Payment to:

Brown County Treasurer
 305 E Walnut St
 PO Box 23600
 Green Bay WI 54305-3600