

PLANNING COMMISSION

Brown County

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

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



CHUCK LAMINE, AICP

PLANNING DIRECTOR

February 16, 2018

Lisa Helmuth, Water Resources Management Specialist
Wisconsin Department of Natural Resources
PO Box 7921
Madison, WI 53707-7921

RE: Year 2018 Brown County Work Program Proposal for WDNR

Dear Ms. Helmuth:

Enclosed please find the Year 2018 Brown County Work Program Proposal for Areawide Water Quality Planning Projects. It is understood that the Brown County Planning Commission (BCPC) will contract directly with the Wisconsin Department of Natural Resources (WDNR) for services to be provided as set forth in the work program. The program is itemized into three work elements, which are outlined in detail. The work elements include 1) Areawide Water Quality Management Planning/Sewerage Planning; 2) Erosion Control Plan Review and Enforcement; and 3) Storm Water Management Plan Review and Enforcement.

BCPC is requesting funding for the three related elements as summarized in Attachment A. BCPC anticipates a total project cost of \$53,642.75, of which BCPC is respectfully requesting **\$40,232.06 (75.0 percent)** from the WDNR. Brown County will match the requested WDNR funds with a \$13,410.69 (25.0 percent) match which includes materials, salary, and indirect expenditures as documented in Attachment A.


As part of this proposal, BCPC agrees to upload all documents into the SWIMS programs, as has been done for the past several years. Uploads include work plans, requests for payments, quarterly and final reports, sewer service area amendment submittals, and plan update submittals.

BCPC has enjoyed a cooperative relationship with the WDNR and wishes to continue implementing the Water Quality Management Program in 2018. If you should have any questions pertaining to this proposal, please contact me at (920) 448-6490.

Thank you for your consideration in this matter.



Respectfully,

A handwritten signature in blue ink that reads "Dan Teaters". The signature is fluid and cursive, with the first name "Dan" and the last name "Teaters" clearly legible.

Dan Teaters
Senior Planner

DT:km

Attachment: Areawide Water Quality Management Program

cc: Lisa Helmuth, WDNR (via e-mail & SWIMS)
Tim Asplund, WDNR (via e-mail)
Ruth Person, WDNR (via e-mail)

ATTACHMENT

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
AREAWIDE WATER QUALITY MANAGEMENT PROGRAM**

**PROPOSED YEAR 2018 WORK PROGRAM AND BUDGET
JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

**To be performed by the
Brown County Planning Commission**

Table of Contents

PROJECT DESCRIPTION.....	3
PROJECT NEEDS.....	3
Work Element 1	3
Areawide Water Quality Management Planning/Sewerage Planning	3
Work Element 2	4
Erosion Control Plan Review and Enforcement	4
Work Element 3	5
Storm Water Management Plan Review and Enforcement.....	5
QUALIFIED LOCAL AGENCY	6
TIMETABLE	6
ESTIMATED 2018 WORK PROGRAM COST.....	6
PROJECT IMPORTANCE	6
Areawide Water Quality Management Planning/Sewerage Planning: Hourly Breakdown	8
Areawide Water Quality Management Planning/Sewerage Planning: Financial Summary.....	9
Erosion Control Plan Review and Enforcement: Hourly Breakdown.....	10
Erosion Control Plan and Enforcement: Financial Summary.....	10
Stormwater Management Plan Review and Enforcement: Hourly Breakdown.....	11
Stormwater Management - Plan and Enforcement: Financial Summary.....	11
2018 WORK PROGRAM CONTRACT: PROPOSED FINAL COST.....	12

PROJECT DESCRIPTION

The Brown County Planning Commission (BCPC) is requesting funding under the 2018 Work Program. This proposal includes:

- 1) Areawide Water Quality Management Planning/Sewerage Planning,
- 2) Erosion Control Plan Review and Enforcement, and
- 3) Stormwater Management Plan Review and Enforcement.

A detailed breakdown of activities and tasks under each work element is included in this proposal.

PROJECT NEEDS

Work Element 1

Areawide Water Quality Management Planning/Sewerage Planning

This work element is similar to the 2017 request. As the designated management agency for sewer service area planning within Brown County and its environs, BCPC continues to review all wastewater facilities plans, sanitary sewer extensions, large onsite systems, area wide water quality management plan, sewer service area amendments, and environmentally sensitive area amendments for conformance with the *2040 Brown County Sewage Plan* and other plans that pertain to Brown County. Special attention is given to the identification and protection of environmentally sensitive areas and to consistency of planning efforts with the Area Wide Water Quality Management Plan and other adopted local, regional, and state plans and regulatory programs.

BCPC continues to expand cooperation with various levels of government for water quality related projects. BCPC coordinates with the Army Corps of Engineers and the local branch of the Wisconsin Department of Natural Resources when the review or permitting of project sites requires approvals from these agencies. This effort provides property owners with a better understanding of regulations and how or where regulations may vary among agencies. This effort also leads to efficiencies in timing for the three agencies as information can be shared by the agencies, reducing the need for duplication of work and reviews.

Although not calculated as an expense in this proposal, BCPC continues to facilitate the MS4 Permit for Brown County. Brown County road side swales, ditches, drainage ways, and access points to waterways are tested annually for contamination.

BCPC continues to review Chapter 30 Permit and Water Quality Certification permit applications within Brown County to determine if the subject projects would have any adverse impacts upon environmentally sensitive areas and, ultimately, upon water quality within Brown County. It is intended that BCPC will continue this review under the expectation that it will continue to reduce the impact upon and the number of amendments of environmentally sensitive areas. It is intended that any concerns would thus be addressed earlier in the design and regulatory process and would be coordinated with other regulatory programs of the WDNR.

BCPC continues to provide consultation to and review of all sewer service area and environmentally sensitive area amendment requests. BCPC also continues to prepare and transmit to the WDNR, via the

SWIMS program, staff reports on all amendments requiring BCPC Board review to assist with the WDNR review and consideration, if required.

BCPC continues to provide educational and technical assistance to local units of government, developers, real estate agents, property owners, and the general public regarding the identification, intent, and importance of environmentally sensitive areas and sanitary sewer service areas. Requests for assistance have increased significantly over the past year and are envisioned to continue to increase due in part to the emphasis on local comprehensive planning, an uptick in development, job creation, and the continued protection of natural resources at the Federal, State, County, and local levels.

BCPC continues to undertake amendments to the *2040 Brown County Sewage Plan*. The number of major amendments has increased slightly (2017) when compared to 2016 due to the following factors:

- 1) Sewer Service Area planning associated with the *2040 Brown County Sewage Plan*, has increased due to the increase and improved economy. The result is an increase in development and need for utilities such as sewer and water. The most recent amendment to the Brown County Sewage Plan occurred in 2015 and since that time four communities have requested additions to their sewer service areas.

Brown County continues to be a rapidly urbanizing county, especially within towns adjacent to the incorporated metropolitan communities. Currently, Brown County is the fourth most populous county in Wisconsin and represents 4.51 percent of the state's population. It is home to the third most populous incorporated community (City of Green Bay). As identified in a WI Department of Administration report, Brown County is home to 4 of the top fifteen projected fastest growing municipalities 2010-2040¹ by percent with 3 of those communities including the Town of Lawrence, Village of Hobart, and the Town of Ledgeview ranking 1 through 3 respectively.

BCPC proposes to assume 25 percent of the materials, salary, and indirect costs and expenses to implement the tasks outlined under Work Element 1.

Work Element 2

Erosion Control Plan Review and Enforcement

Facilitated by increased awareness of the need to control non-point source pollution, BCPC requires the development of an erosion control plan before approval of specified subdivision plats, certain certified survey maps, sanitary sewer service area amendments, environmentally sensitive area amendments, and sanitary sewer extension reviews. The erosion control requirements will be enforced under Brown County Code of Ordinances Chapter 21 (Land Division and Subdivision Ordinance) and the *2040 Brown County Sewage Plan*. BCPC's previous experience in enforcing erosion control requirements for sewer extensions and sewage plan amendments indicates that the educational element of controlling non-point source pollution is best achieved with in person contact and onsite working with developers and contractors alike from project planning to project completion. Brown County does have an adopted countywide construction site erosion control ordinance. Enforcement difficulties are primarily attributed to not having the use of countywide zoning, which requires the issuance of a building permit

¹ Wisconsin's Future Population, Projections for the State, Its Counties and Municipalities, 2010-2040

before construction begins. This issue is addressed by some municipality MS4 Permits and the Brown County MS4 Permit.

Benefits derived from implementing Work Element 2 include:

1. An increased educational effort toward developers, engineers, and towns to implement proper erosion control practices.
2. Direct benefits in the form of less sediment entering adjacent wetlands, waterways, and drainage ways -- a benefit specific to various Priority Watershed Projects.
3. Direct impact on developing lands that often generate the greatest sediment loads in urban areas.
4. A cost-effective approach to enforcement since BCPC staff is often onsite for sewer extension, subdivision erosion control, and storm water management monitoring.

BCPC proposes to assume 25 percent of the materials, salary, and indirect costs and expenses to implement the tasks outlined under Work Element 2.

Work Element 3

Storm Water Management Plan Review and Enforcement

Facilitated by increased awareness of the need to control non-point source pollution, BCPC requires the development of a storm water management plan before approval of specified subdivision plats, certain certified survey maps, sanitary sewer service area amendments, environmentally sensitive area amendments, and sanitary sewer extension reviews. The storm water management requirements will be enforced under Brown County Code of Ordinances Chapter 21 (Land Division and Subdivision Ordinance) and the Brown County Sewage Plan. BCPC's previous experience in enforcing storm water management requirements for sewer extensions and sewage plan amendments indicates that the educational element of controlling non-point source pollution is best achieved onsite working with developers and contractors alike from project planning to project completion. Brown County does not have an adopted countywide storm water management ordinance. This is primarily attributed to the difficulty of enforcing the program without the use of countywide zoning.

BCPC will continue to utilize the Land Division and Subdivision Ordinance (2016) and the 2040 Brown County Sewage Plan to emphasize storm water management throughout all projects.

Benefits derived from implementing Work Element 3 include:

1. An increased educational effort toward developers, engineers, residents, and towns to implement proper storm water management practices.
2. Direct benefits in the form of fewer pollutants entering adjacent wetlands, waterways, and drainage ways.
3. Direct benefits in the form of increased effectiveness of storm water drainage on a wider scale basis.

4. A cost-effective approach to enforcement because BCPC staff is often onsite for sewer extension, subdivision erosion control, and storm water management monitoring.

BCPC proposes to assume 25 percent of the materials, salary, and indirect costs and expenses to implement the tasks outlined under Work Element 3.

QUALIFIED LOCAL AGENCY

BCPC is the qualified local agency that will administer the activities within the proposal.

TIMETABLE

All activities proposed will be completed between January 1, 2018, and December 31, 2018.

ESTIMATED 2018 WORK PROGRAM COST

Estimated TOTAL Work Program Cost	\$53,642.75
Work Program Cost that can be WDNR Matched	\$40,232.06

It is understood that \$40,232.06 of the BCPC Work Program Costs qualifies for grant coverage; however, based on funding allocation changes **\$40,000.00 is available for Brown County Planning Commission in 2018**. This work program was written to represent all costs anticipated for the year 2018.

PROJECT IMPORTANCE

BCPC's involvement in the implementation of this proposal is critical to the success of water quality planning efforts at the local level. BCPC's role as an administrator of these activities at the local level encourages "grass roots" involvement that is vital to the success of any water quality management program, while at the same time, this involvement also provides a level of review, consistency, and oversight that often cannot be achieved at the state level due to a lack of coordination, access to information, or resources.

Communities across Brown County are updating their comprehensive plans in response to Wisconsin's comprehensive planning legislation. Provision of these services is of special importance as these communities, as well as Brown County, attempt to address the pressures and effects of rapid growth and development while maintaining compliance with requirements of state planning legislation and storm water management. In particular, one of the requirements of the legislation involves the consideration and incorporation of other plans into the individual community's comprehensive plan. These communities and Brown County must, therefore, consider and incorporate the other plans into their own and must ensure that day-to-day planning, zoning, and land use decisions are in conformance with their own comprehensive planning efforts. Of particular importance to the areawide water quality

management plan is the opportunity to incorporate concurrency requirements (the simultaneous review, planning, development, and extension of a complete range of urban services), sanitary sewer service area planning, storm water management, and environmentally sensitive area planning considerations into the local and county comprehensive plans.

WORK ELEMENT 1

Areawide Water Quality Management Planning/Sewerage Planning: Hourly Breakdown

Item	Hours	Position	\$/Hour*	Cost
1. Wastewater Facility Plan Reviews	0.00	Planning Director	\$75.69	\$0.00
(Estimated # of reviews is 1).	0.00	Senior Planner 1	\$55.43	\$0.00
	10.00	Senior Planner 2	\$54.44	\$544.40
	0.25	Office Manager	\$42.98	\$10.75
2. Sanitary Sewer Extension Reviews	0.00	Planning Director	\$75.69	\$0.00
(Estimated # of reviews is 25).	0.00	Senior Planner 1	\$55.43	\$0.00
	25.0	Senior Planner 2	\$54.44	\$1,361.00
	6.25	Office Manager	\$42.98	\$268.63
3. Large Onsite System Reviews	0.00	Planning Director	\$75.69	\$0.00
(Estimated # of reviews is 0).	0.00	Senior Planner 1	\$55.43	\$0.00
	0.00	Senior Planner 2	\$54.44	\$0.00
	0.00	Office Manager	\$42.98	\$0.00
4. Area Wide Water Quality Management Reviews	0.00	Planning Director	\$75.69	\$0.00
(Estimated # of reviews is 0).	0.00	Senior Planner 1	\$55.43	\$0.00
	0.00	Senior Planner 2	\$54.44	\$0.00
	0.00	Office Manager	\$42.98	\$0.00
5. Sewer Service Area Amendment Reviews	0.00	Planning Director	\$75.69	\$0.00
(Estimated # of Reviews is 3).	0.00	Senior Planner 1	\$55.43	\$110.20
	30.00	Senior Planner 2	\$54.44	\$1,633.20
	1.50	Office Manager	\$42.98	\$64.47

6. Environmentally Sensitive Area	0.00	Planning Director	\$75.69	\$0.00
Amendment Reviews.	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of Reviews is 10).	15.00	Senior Planner 2	\$54.44	\$816.60
	0.00	Office Manager	\$42.98	\$0.00
7. Technical Assistance,	15.00	Planning Director	\$75.69	\$1,135.35
Information, and Education	0.00	Senior Planner 1	\$55.43	\$0.00
	560.00	Senior Planner 2	\$54.44	\$30,486.40
	0.00	Office Manager	\$42.98	\$0.00
PROJECTED EXPENSE TOTAL				\$36,320.79

* Includes Year 2018 fringe benefits for each position.

WORK ELEMENT 1

Areawide Water Quality Management Planning/Sewerage Planning: Financial Summary

Staff	Hours	\$/Hour*	Total
Planning Director	15.00	\$75.69	\$1,135.35
Senior Planner 1	0.00	\$55.43	\$0.00
Senior Planner 2	858.00	\$54.44	\$34,841.00
Office Manager	8.00	\$42.98	\$343.84
Subtotal			\$36,320.79

* Includes Year 2018 fringe benefits for each position.

WORK ELEMENT 2

Erosion Control Plan Review and Enforcement: Hourly Breakdown

Item	Hours	Position	\$/Hour*	Cost
1. Subdivision Plat Reviews	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of reviews is 20).	20.00	Senior Planner 2	\$54.44	\$1,088.80
2. Certified Survey Map Reviews	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of reviews is 125).	37.50	Senior Planner 2	\$54.44	\$2,041.50
3. Sewer Service Area Amendments	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of reviews is 3).	3.00	Senior Planner 2	\$54.44	\$163.32
4. Environmentally Sensitive Area	0.00	Senior Planner 1	\$55.43	\$0.00
Amendments (Est. # of reviews is 10).	10.00	Senior Planner 2	\$54.44	\$544.40
5. Sewer Extension Plan Reviews and Pre--Construction Conferences	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of Reviews is 25).	5.00	Senior Planner 2	\$54.44	\$272.20
6. Onsite erosion control inspections, education, and monitoring reports.	0.00	Senior Planner 1	\$55.43	\$0.00
	50.00	Senior Planner 2	\$54.44	\$2,722.00
PROJECTED EXPENSE TOTAL				\$6,832.22

* Includes Year 2018 fringe benefits for each position.

WORK ELEMENT 2

Erosion Control Plan and Enforcement: Financial Summary

Staff	Hours	\$/Hour*	Total
Senior Planner 1	0.00	\$55.43	\$0.00
Senior Planner 2	126.00	\$54.44	\$6,832.22
Subtotal			\$6,832.22

* Includes Year 2018 fringe benefits for each position.

WORK ELEMENT 3

Stormwater Management Plan Review and Enforcement: Hourly Breakdown

Item	Hours	Position	\$/Hour*	Cost
1. Subdivision Plat Reviews	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of reviews is 20).	40.00	Senior Planner 2	\$54.44	\$2,177.60
2. Certified Survey Map Reviews	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of reviews is 125).	62.50	Senior Planner 2	\$54.44	\$3,402.50
3. Sewer Service Area Amendments	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of reviews is 3).	6.00	Senior Planner 2	\$54.44	\$326.64
4. Environmentally Sensitive Area	0.00	Senior Planner 1	\$55.43	\$0.00
Amendments (Est. # of reviews is 10).	20.00	Senior Planner 2	\$54.44	\$1,088.80
5. Sewer Extension Plan Reviews and Pre--Construction Conferences	0.00	Senior Planner 1	\$55.43	\$0.00
(Estimated # of Reviews is 25).	5.00	Senior Planner 2	\$54.44	\$272.20
6. Onsite erosion control inspections, education, and monitoring reports.	0.00	Senior Planner 1	\$55.43	\$0.00
	50.00	Senior Planner 2	\$54.44	\$2,722.00
PROJECTED EXPENSE TOTAL				\$9,989.74

* Includes the Year 2018 fringe benefits for each position.

WORK ELEMENT 3

Stormwater Management - Plan and Enforcement: Financial Summary

Staff	Hours	\$/Hour*	Total Cost
Senior Planner 1	0.00	\$55.43	\$0.00
Senior Planner 2	184.00	\$54.44	\$8,811.36
SUBTOTAL			\$8,811.36

* Includes the Year 2018 fringe benefits for each position.

2018 WORK PROGRAM CONTRACT: PROPOSED FINAL COST

Work Element	Total Cost
Work Element 1 WQM/Sewerage Planning	\$36,320.79
Work Element 2 Erosion Control	\$6,832.22
Work Element 3 Stormwater Management	\$9,989.74
Materials	\$500.00
Brown County Cost	\$53,642.75
Requested WDNR Match	\$40,232.06