

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

October 1, 2018

Lisa Helmuth  
Wisconsin Department of Natural Resources  
101 S. Webster Street  
Madison, WI 53703

RE: Third Quarter Report for the Period of July 1, 2018 through September 30, 2018 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the Third Quarter Report for work performed during the period of July 1, 2018 through September 30, 2018 that is related to the work program between the Wisconsin Department of Natural Resources and Brown County Planning Commission. A brief summary of work activities completed, future work activities, financial breakdowns, and reimbursement request accompany this letter.

- Third quarter 2018 reimbursable expenses were **\$11,312.83**.

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

Respectfully,

Dan Teaters  
Senior Planner

DT:

Attachment

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



**2018  
Third Quarter Report and Financial Summary  
of Work  
Performed by  
Brown County Planning Commission**

**June 1, 2018 through September 30, 2018**

**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 2018, Brown County Planning Commission staff reviewed zero wastewater facility plans.

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	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 2018, Brown County Planning Commission staff reviewed eleven public 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:

- 3 – City of Green Bay
- 1 – City of De Pere
- 1 – Village of Hobart
- 1 – Village of Pulaski
- 2 – Town of Ledgeview
- 2 – Town of Lawrence
- 1 – Town of Scott

Hours:	Planning Director	0.00
	Senior Planner DT	4.00
	Senior Planner DY	0.00
	Support Staff	1.00

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

### Large Onsite System Reviews

During the third quarter of 2018, Brown County Planning Commission staff reviewed zero large onsite system plans for conformance with the recommendations of the areawide water quality management plan.

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	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 2018, 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.

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	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 2018, Brown County Planning Commission staff reviewed zero SSA amendments. The projects were at the following locations:

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	0.00
	Support Staff	0.00

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

## Environmentally Sensitive Area (ESA) Amendment Reviews

During the third quarter of 2018, Brown County Planning Commission staff reviewed four 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:

- Assisted the 24 municipalities with environmentally sensitive area inquiries related to the interpretation of the 2040 Brown County Sewage Plan.

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

- ESA 2018-03 (Plan Correction) Correction consisted of updating the ESA setback for a wetland to the current standard of 35’.
- ESA 2018-04 (Plan Correction) An after-the-fact amendment for filling an ravine that was identified as an ESA.
- ESA 2018-05 (Minor Amendment) Correction consisted of moving a non-navigable waterway and ESA area to a drainage swale that will be consistent with the approved storm water management plan.
- ESA 2018-06 (Plan Correction) Correction consisted of updating the ESA setback for a wetland to the current standard of 35’.
- Miscellaneous items documented under *“Technical Assistance, Information, and Education.”*

Hours:	Planning Director	0.00
	Senior Planner DT	4.50

Senior Planner DY	0.00
Support Staff	0.00

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

**Technical Assistance, Information, and Education**

During the third quarter of 2018, Brown County Planning Commission staff provided 185.00 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	0.00
	Senior Planner DT	185.00
	Senior Planner DY	0.00
	Support Staff	0.00

There are 58.00 proposed future work hours for this grant cycle.

**SUMMARY OF HOURS FOR WORK ELEMENT 1**

Hours:	Planning Director	0.00
	Senior Planner DT	200.50
	Senior Planner DY	0.00
	Support Staff	2.75

There are 98.75 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 third quarter of 2018, 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:

- 2 – Town of Lawrence
- 1 – Town of Ledgeview
- 1 – Village of Suamico

Hours:	Planning Director	0.00
	Senior Planner DT	4.00
	Senior Planner DY	0.00

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

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed 30 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:	Planning Director	0.00
	Senior Planner DT	9.00
	Senior Planner DY	0.00

There are 55 proposed future work activities for this grant cycle.

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	0.00

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

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed four 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:

- ESA 2018-03 – Suamico – Plan Correction
- ESA 2018-04 – Lawrence – Plan Correction
- ESA 2018-05 – T of Green Bay – Minor Amendment
- ESA 2018-06 – Howard – Plan Correction

Hours:	Planning Director	0.00
	Senior Planner DT	4.00
	Senior Planner DY	0.00

There are four 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 2018, Brown County Planning Commission staff reviewed eleven 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:

- 3 – City of Green Bay
- 1 – City of De Pere
- 1 – Village of Hobart
- 1 – Village of Pulaski
- 2 – Town of Ledgeview
- 2 – Town of Lawrence
- 1 – Town of Scott

Hours:	Planning Director	0.00
	Senior Planner DT	2.20
	Senior Planner DY	0.00

There are zero 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 2018, 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:	Planning Director	0.00
	Senior Planner DT	11.00
	Senior Planner DY	0.00

There are 19.5 proposed future work hours for this grant cycle.

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

Hours:	Planning Director	0.00
	Senior Planner DT	30.20
	Senior Planner DY	0.00

## WORK ELEMENT 3

### STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed four 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:

- 2 – Town of Lawrence
- 1 – Town of Ledgeview
- 1 – Village of Suamico

Hours:	Planning Director	0.00
	Senior Planner DT	8.00
	Senior Planner DY	0.00

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

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed 30 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:	Planning Director	0.00
	Senior Planner DT	15.00
	Senior Planner DY	0.00

There are 55 proposed future work activities for this grant cycle.

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plans and made two inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	0.00

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

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

During the third quarter of 2018, Brown County Planning Commission staff reviewed four 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:

- ESA 2018-03 – Suamico – Plan Correction
- ESA 2018-04 – Lawrence – Plan Correction
- ESA 2018-05 – T of Green Bay – Minor Amendment
- ESA 2018-06 – Howard – Plan Correction

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Senior Planner DY	8.00

There are four 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 2018, Brown County Planning Commission staff reviewed eleven 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:

- 3 – City of Green Bay
- 1 – City of De Pere
- 1 – Village of Hobart
- 1 – Village of Pulaski
- 2 – Town of Ledgeview
- 2 – Town of Lawrence
- 1 – Town of Scott

Hours:	Planning Director	0.00
	Senior Planner DT	2.20
	Senior Planner DY	0.00

There are zero 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 2018, 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:	Planning Director	0.00
	Senior Planner DT	11.00
	Senior Planner DY	0.00

There are 19.5 proposed future work activities for this grant cycle.

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

Hours:	Planning Director	0.00
	Senior Planner DT	44.20
	Senior Planner DY	0.00

# FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Third Quarter 2018

July 1, 2018 through September 30, 2018

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$75.69	0.00	\$0.00	75%	\$0.00
Sr. Planners DY	1	\$55.43	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	1	\$54.44	200.50	\$10,915.22	75%	\$8,186.42
Support Staff	1	\$42.98	2.75	\$118.20	75%	\$88.65
Subtotal	--	--	203.25	\$11,033.42	75%	\$8,275.07
Sr. Planners DY	2	\$55.43	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	2	\$54.44	30.20	\$1,644.09	75%	\$1,233.07
Subtotal	--	--	30.20	\$1,644.09	75%	\$1,233.07
Sr. Planners DY	3	\$55.43	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	3	\$54.44	44.20	\$2,406.25	75%	\$1,804.69
Subtotal	--	--	44.20	\$2,406.25	75%	\$1,804.69
TOTAL	--	--	277.65	\$15,083.75	75%	\$11,312.83
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$19,905.62

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$11,312.83**