

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

PLANNING DIRECTOR

January 31, 2019

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

RE: Fourth Quarter Report for the Period of October 1, 2018 through December 31, 2018 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the Fourth Quarter Report for work performed during the period of October 1, 2018 through December 31, 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.

- Fourth quarter 2018 reimbursable expenses were **\$9,792.79**

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)
Linnea Rock (via e-mail)
Ruth Person (via e-mail)



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

October 1, 2018 through December 31, 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 Fourth quarter of 2018, Brown County Planning Commission staff reviewed zero wastewater facility plans.

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

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

Sanitary Sewer Extension Reviews

During the Fourth quarter of 2018, Brown County Planning Commission staff reviewed three 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:

- 1 – Village of Bellevue
- 1 – Town of Lawrence
- 1 – Village of Ashwaubenon

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	3.00
	Planners	0.00
	Support Staff	0.75

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

Large Onsite System Reviews

During the Fourth 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
	Principal Planners	0.00
	Senior Planners	0.00
	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 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
	Principal Planners	0.00
	Senior Planners	0.00
	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 Fourth quarter of 2018, Brown County Planning Commission staff reviewed two SSA amendments. The projects were at the following locations:

- Town of Lawrence
- Village of Wrightstown

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	10.00
	Planners	0.00
	Support Staff	1.00

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

Environmentally Sensitive Area (ESA) Amendment Reviews

During the Fourth 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 2018-07 (Major Amendment) correction included reviewing proposed development associated activity proposed within the steep slope area adjacent to the Fox River.

- ESA 2018-08 (Plan Correction) correction included the revision to a steep slope area due to more accurate contour data.
- ESA 2018-09 (Plan Correction) This project was submitted to attempt to revise a steep slope area; however, it was eventually terminated by the property owner.
- ESA 2018-10 (Plan Correction) correction consisted of revising the setback from an established floodway.
- Miscellaneous items documented under “*Technical Assistance, Information, and Education.*”

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	6.50
	Planners	0.00
	Support Staff	0.00

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

Technical Assistance, Information, and Education

During the Fourth quarter of 2018, Brown County Planning Commission staff provided 156.00 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
	Principal Planners	0.00
	Senior Planners	156.00
	Planners	0.00
	Support Staff	0.00

There are zero 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	175.50
	Planners	0.00
	Support Staff	1.75

There are 0.00 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 Fourth quarter of 2018, 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:

- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	3.00
	Planners	0.00

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

Erosion Control Planning for Certified Survey Map Reviews

During the Fourth quarter of 2018, Brown County Planning Commission staff reviewed 38 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	11.40
	Planners	0.00

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

Erosion Control Planning for Sewer Service Area Amendment Reviews

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

Hours:	Principal Planners	0.00
	Senior Planners	2.00
	Planners	0.00

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

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During the Fourth 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 2018-07 – Village of Wrightstown – Major Amendment
- ESA 2018-08 – City of Green Bay – Plan Correction
- ESA 2018-09 – City of Green Bay – Plan Correction
- ESA 2018-10 – Village of Bellevue – Plan Correction

Hours:	Principal Planners	0.00
	Senior Planners	4.00
	Planners	0.00

There are zero 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 2018, 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:

- 1 – Town of Lawrence
- 1 – Village of Bellevue
- 1 – Village of Ashwaubenon

Hours:	Principal Planners	0.00
	Senior Planners	0.60
	Planners	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 Fourth 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:	Principal Planners	0.00
	Senior Planners	12.90
	Planners	0.00

There are 6.60 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Principal Planners	0.00
	Senior Planners	33.90
	Planners	0.00

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During the Fourth quarter of 2018, 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:

- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	6.00
	Planners	0.00

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

Storm Water Management Planning for Certified Survey Map Reviews

During the Fourth quarter of 2018, Brown County Planning Commission staff reviewed 38 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	19.00
	Planners	0.00

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

Storm Water Management Planning for Sewer Service Area Amendment Reviews

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

Hours:	Principal Planners	0.00
	Senior Planners	4.00
	Planners	0.00

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

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the Fourth 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 2018-07 – Village of Wrightstown – Major Amendment
- ESA 2018-08 – City of Green Bay – Plan Correction
- ESA 2018-09 – City of Green Bay – Plan Correction
- ESA 2018-10 – Village of Bellevue – Plan Correction

Hours:	Principal Planners	0.00
	Senior Planners	8.00
	Planners	0.00

There are zero 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 2018, Brown County Planning Commission staff reviewed three 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:

- 1 – Town of Lawrence
- 1 – Village of Bellevue
- 1 – Village of Ashwaubenon

Hours:	Principal Planners	0.00
	Senior Planners	0.60
	Planners	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 Fourth 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:	Principal Planners	0.00
	Senior Planners	12.90
	Planners	0.00

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

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours:	Principal Planners	0.00
	Senior Planners	50.50
	Planners	0.00

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Fourth Quarter 2018

October 1, 2018 through December 31, 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	1	\$54.44	175.50	\$9,554.22	75%	\$7,165.67
Support Staff	1	\$42.98	1.75	\$75.22	75%	\$56.41
Subtotal	--	--	177.25	\$9,629.44	75%	\$7,222.08
Sr. Planners	2	\$54.44	33.90	\$1,845.52	75%	\$1,384.14
Subtotal	--	--	33.90	\$1,845.52	75%	\$1,384.14
Sr. Planners	3	\$54.44	50.50	\$2,749.22	75%	\$2,061.92
Subtotal	--	--	50.50	\$2,749.22	75%	\$2,061.92
TOTAL	--	--	261.65	\$14,224.17	75%	\$10,668.13
2018 Anticipated grant funding	--	--	--	--	--	\$40,000.00
Additional grant award with 2 nd half grant amendment						\$1,200.00
Grant Funding Remaining (prior to this request)						\$8,592.79 +\$1,200.00 \$9,792.79

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$9,792.79

Summary of Grant Deliverables

Final Deliverables	Completed
1 st Quarter Report (April)	<input checked="" type="checkbox"/>
2 nd Quarter Report (July)	<input checked="" type="checkbox"/>
3 rd Quarter Report (October)	<input checked="" type="checkbox"/>
4 th Quarter Report (January)	<input checked="" type="checkbox"/>
Final Report – Description of all work activities (to be submitted within 60 days after end of agreement)	In Progress