

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 17, 2018

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

RE: Fourth Quarter Report for the Period of October 1, 2017 through December 31, 2017 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, 2017 through December 31, 2017 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 2017 reimbursable expenses were **\$9,269.94**.

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

Respectfully,

A handwritten signature in blue ink, appearing to read "Dan Teaters".

Dan Teaters
Senior Planner

DT:

Attachment

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



2017
Fourth Quarter Report and Financial Summary
of Work
Performed by
Brown County Planning Commission

October 1, 2017 through December 31, 2017

For the
Wisconsin Department of Natural Resources
and
Brown County Planning Commission
Water Quality Management Planning
Work Contract

Table of Contents

WORK ELEMENT 1	3
AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING.....	3
Wastewater Facility Plan Reviews.....	3
Sanitary Sewer Extension Reviews.....	3
Large Onsite System Reviews.....	3
Areawide Water Quality Management Plan / Chapter 30 Reviews.....	4
Sewer Service Area (SSA) Amendment Reviews	4
Environmentally Sensitive Area (ESA) Amendment Reviews.....	4
Technical Assistance, Information, and Education	5
SUMMARY OF HOURS FOR WORK ELEMENT 1	5
WORK ELEMENT 2	6
EROSION CONTROL PLAN REVIEW AND ENFORCEMENT	6
Erosion Control Planning for Subdivision Plat Reviews.....	6
Erosion Control Planning for Certified Survey Map Reviews	6
Erosion Control Planning for Sewer Service Area Amendment Reviews	6
Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews.....	7
Erosion Control Planning for Sewer Extension Plan Reviews and Pre-Construction Conferences	7
Erosion Control Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports.....	8
SUMMARY OF HOURS FOR WORK ELEMENT 2	8
WORK ELEMENT 3	9
STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT	9
Storm Water Management Planning for Subdivision Plat Reviews	9
Storm Water Management Planning for Certified Survey Map Reviews	9
Storm Water Management Planning for Sewer Service Area Amendment Reviews	9
Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews	10
Storm Water Management Planning for Sewer Extension Plan Reviews and Pre- Construction Conferences.....	10
Storm Water Management Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports.....	11
SUMMARY OF HOURS FOR WORK ELEMENT 3	11
FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT	12
Summary of Grant Deliverables	13

WORK ELEMENT 1

AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING

Wastewater Facility Plan Reviews

During the Fourth quarter of 2017, 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 2017, Brown County Planning Commission staff reviewed six 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 – City of Green Bay
- 1 – Village of Bellevue
- 4 – Village of Ashwaubenon

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

There are 4 proposed future work activities for this grant cycle.

Large Onsite System Reviews

During the Fourth quarter of 2017, 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 2017, 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 2017, Brown County Planning Commission staff reviewed one SSA amendments. The projects were at the following locations:

- Town of Ledgeview

Hours:	Planning Director	12.00
	Principal Planners	0.00
	Senior Planners	10.00
	Planners	0.00
	Support Staff	0.50

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

Environmentally Sensitive Area (ESA) Amendment Reviews

During the Fourth quarter of 2017, 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 2017-09 (Plan Correction) correction consisted of eliminating the ESA setback from the subject property due to more accurate measurements from the Ordinary High Water Mark (OHWM).
- ESA 2017-10 (Plan Correction) correction consisted of coordinating with WDNR staff and the property owner to expand a previous wetland scrape.

- ESA 2017-11 (Plan Correction) correction consisted of reducing the ESA setback in accordance with the Brown County Subdivision Code.
- ESA 2017-12 (Plan Correction) correction consisted of removing the ESA designation from a steep slope area and establishing the slopes as land unsuitable for development and establishment of a new ESA setback from the delineated wetlands.
- Miscellaneous items documented under *“Technical Assistance, Information, and Education.”*

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	2.00
	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 2017, Brown County Planning Commission staff provided 171.00 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	3.00
	Principal Planners	0.00
	Senior Planners	168.00
	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	15.00
	Principal Planners	0.00
	Senior Planners	186.00
	Planners	0.00
	Support Staff	2.00

There are 55.00 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 2017, Brown County Planning Commission staff reviewed six 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 – Village of Bellevue
- 1 – Village of Howard
- 2 – Village of Hobart
- 1 – Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	6.00
	Planners	0.00

There are 0 proposed future work activities for this grant cycle.

Erosion Control Planning for Certified Survey Map Reviews

During the Fourth quarter of 2017, Brown County Planning Commission staff reviewed 27 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	8.10
	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 2017, Brown County Planning Commission staff reviewed one 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	1.00
	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 2017, 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 2017-09 – Ledgeview – Plan Correction
- ESA 2017-10 – Suamico – Plan Correction
- ESA 2017-11 – Howard – Plan Correction
- ESA 2017-12 – Howard – Plan Correction

Hours:	Principal Planners	0.00
	Senior Planners	4.00
	Planners	0.00

There are 0 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 2017, 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 – City of Green Bay
- 1 – Village of Bellevue
- 4 – Village of Ashwaubenon

Hours:	Principal Planners	0.00
	Senior Planners	1.20
	Planners	0.00

There are 3 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 2017, 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	11.10
	Planners	0.00

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

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Principal Planners	0.00
	Senior Planners	31.40
	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 2017, Brown County Planning Commission staff reviewed six 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 – Village of Bellevue
- 1 – Village of Howard
- 2 – Village of Hobart
- 1 – Town of Ledgeview

Hours:	Principal Planners	0.00
	Senior Planners	12.00
	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 2017, Brown County Planning Commission staff reviewed 27 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	13.50
	Planners	0.00

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

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the Fourth quarter of 2017, Brown County Planning Commission staff reviewed one 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	2.00
	Planners	0.00

There are 0 proposed future work activities for this grant cycle.

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the Fourth quarter of 2017, 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 2017-09 – Ledgeview – Plan Correction
- ESA 2017-10 – Suamico – Plan Correction
- ESA 2017-11 – Howard – Plan Correction
- ESA 2017-12 – Howard – 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 2017, 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 – City of Green Bay
- 1 – Village of Bellevue
- 4 – Village of Ashwaubenon

Hours:	Principal Planners	0.00
	Senior Planners	1.20
	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 2017, 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	11.10
	Planners	0.00

There are 0 proposed future work activities for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours:	Principal Planners	0.00
	Senior Planners	47.80
	Planners	0.00

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Fourth Quarter 2017

October 1, 2017 through December 31, 2017

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$68.33	15.00	\$1,024.95	64%	\$655.97
Sr. Planners	1	\$50.64	186.00	\$9,419.04	64%	\$6,028.19
Support Staff	1	\$40.93	2.00	\$81.86	64%	\$52.39
Subtotal	--	--	203.00	\$10,525.85	64%	\$6,849.29
Sr. Planners	2	\$50.64	31.40	\$1,590.10	64%	\$1,017.66
Subtotal	--	--	31.40	\$1,590.10	64%	\$1,017.66
Sr. Planners	3	\$50.64	47.80	\$2,420.59	64%	\$1,549.18
Subtotal	--	--	47.80	\$2,420.59	64%	\$1,549.18
TOTAL	--	--	282.20	\$14,536.54	64%	\$9,303.38
Grant Funding	--	--	--	--	--	\$40,115.00
Grant Funding Remaining (prior to this request)						\$9,269.94

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$9,269.94

Summary of Grant Deliverables

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