

PLANNING COMMISSION

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PLANNING DIRECTOR

February 2, 2018

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

RE: WDNR Water Quality Grant Year End Report for calendar year 2017 between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the WDNR Water Quality Grant Year End Report for work performed during calendar year 2017 that is related to the work program between the Wisconsin Department of Natural Resources and Brown County Planning Commission. A brief summary of the work activities performed, financial breakdowns, and reimbursement request accompany this letter.

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, WDNR (via e-mail and SWIMS online)



**2017
Year End Report and Financial Summary
of Work
Performed by
Brown County Planning Commission**

Calendar Year 2017

**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 2017, Brown County Planning Commission staff reviewed zero wastewater facility plans.

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	0.00
Principal Planner	0.00	0.00	0.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	0.00	0.00
Planner	0.00	0.00	0.00	0.00	0.00
Support Staff	0.00	0.00	0.00	0.00	0.00

Sanitary Sewer Extension Reviews

During 2017, Brown County Planning Commission staff reviewed a combination of 27 public and 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:

Community	Reviews by Quarter			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Ashwaubenon				4
Allouez				
Bellevue	1			1
Howard	2	2		
Hobart	1		1	
Pulaski	1			
C of Green Bay	2	4	1	1
C of De Pere	1			
Ledgeview		1	1	
Lawrence	2			
V of Wrightstown			1	
Total	10	7	4	6

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	0.00
Senior Planner	10.00	7.00	4.00	6.00	27.00
Support Staff	2.50	1.50	1.00	1.50	6.50

Large Onsite System Reviews

During 2017, Brown County Planning Commission staff reviewed zero large onsite system plans for conformance with the recommendations of the areawide water quality management plan.

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	0.00
Principal Planner	0.00	0.00	0.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	0.00	0.00
Planner	0.00	0.00	0.00	0.00	0.00
Support Staff	0.00	0.00	0.00	0.00	0.00

Areawide Water Quality Management Plan / Chapter 30 Reviews

During 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.

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	0.00
Principal Planner	0.00	0.00	0.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	0.00	0.00
Planner	0.00	0.00	0.00	0.00	0.00
Support Staff	0.00	0.00	0.00	0.00	0.00

Sewer Service Area (SSA) Amendment Reviews

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

Community	Reviews by Quarter			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Hobart			1	
Ledgeview				1
Lawrence			1	
V of Wrightstown		1		
Total	0	1	2	1

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	10.00	17.50	12.00	29.50
Senior Planner	0.00	10.00	20.00	10.00	40.00
Support Staff	0.00	0.50	1.00	0.50	2.00

Environmentally Sensitive Area (ESA) Amendment Reviews

During 2017, Brown County Planning Commission staff reviewed nine 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 new 2040 Brown County Sewage Plan.

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

- ESA 2017-01 (Minor Amendment) Revised ESA setback areas while maintaining no net loss of ESA acreage on site.
- ESA 2017-02 (Plan Correction) consisted of revising the FEMA floodway area based on an FEMA and WDNR approved flood study.
- ESA 2017-03 (Plan Correction) consisted of revising the steep slope area based on better/more accurate elevation data. There is no net loss of wetland with this project.
- ESA 2017-04 (Plan Correction) consisted of updating the ESA setback from FEMA floodway based on the updated 2009 FEMA data.
- ESA 2017-05 (Plan Correction) correction consisted of updating the ESA setback from FEMA floodway from 50' to the current standard of 35'.
- ESA 2017-06 (Minor Amendment) Revised ESA setback areas while maintaining no net loss of ESA acreage on site.
- ESA 2017-07 (Plan Correction) correction consisted of removing an ESA that was improperly shown on a combination CSM.
- ESA 2017-08 (Plan Correction) correction consisted of updating the boundary of a wetland based on a new (WDNR concurred) wetland delineation.
- 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.”*

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	0.00
Senior Planner	3.50	1.00	4.50	2.00	11.00
Support Staff	0.00	0.00	0.00	0.00	0.00

Technical Assistance, Information, and Education

During 2017, Brown County Planning Commission staff provided 734.00 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.

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	10.00	6.50	3.00	19.50
Senior Planner	167.00	190.00	189.50	168.00	714.50
Support Staff	0.00	0.00	0.00	0.00	0.00

SUMMARY OF HOURS FOR WORK ELEMENT 1

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Planning Director	0.00	20.00	24.00	15.00	59.00
Senior Planner	180.50	208.00	218.00	186.00	792.50
Support Staff	2.50	2.25	2.00	2.00	8.75

WORK ELEMENT 2

EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

Erosion Control Planning for Subdivision Plat Reviews

During 2017, Brown County Planning Commission staff reviewed 26 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:

Community	Reviews by Quarter			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Bellevue			1	2
Howard	4	3	3	1
Hobart			1	2
Pulaski	1	1		
Suamico			1	
Ledgeview	2	2		1
Lawrence	1			
Total	8	6	6	6

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	8.00	6.00	6.00	6.00	26.00

Erosion Control Planning for Certified Survey Map Reviews

During 2017, Brown County Planning Commission staff reviewed 144 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.

Certified Survey Map Reviews by Quarter				
1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
35	48	34	27	144

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	10.50	12.90	10.20	8.10	41.70

Erosion Control Planning for Sewer Service Area Amendment Reviews

During 2017, Brown County Planning Commission staff reviewed four sewer service area amendment erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	0.00	1.00	2.00	1.00	4.00

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During 2017, Brown County Planning Commission staff reviewed 12 environmentally sensitive area 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 location:

- See work Element 1 for project locations

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	2.00	2.00	4.00	4.00	12.00

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

During 2017, Brown County Planning Commission staff a combination of 27 public and private 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:

Community	Reviews by Quarter			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Ashwaubenon				4
Allouez				
Bellevue	1			1
Howard	2	2		
Hobart	1		1	
Pulaski	1			
C of Green Bay	2	4	1	1
C of De Pere	1			
Ledgeview		1	1	
Lawrence	2			
V of Wrightstown			1	
Total	10	7	4	6

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	2.00	1.40	0.80	1.20	5.40

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

During 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

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	14.50	15.00	13.20	11.10	53.80

SUMMARY OF HOURS FOR WORK ELEMENT 2

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	37.00	38.30	36.20	31.40	142.90

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During 2017, Brown County Planning Commission staff reviewed 26 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:

Community	Reviews by Quarter			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Bellevue			1	2
Howard	4	3	3	1
Hobart			1	2
Pulaski	1	1		
Suamico			1	
Ledgeview	2	2		1
Lawrence	1			
Total	8	6	6	6

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	20.00	12.00	12.00	12.00	56.00

Storm Water Management Planning for Certified Survey Map Reviews

During 2017, Brown County Planning Commission staff reviewed 144 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

Certified Survey Map Reviews by Quarter				
1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
35	48	34	27	144

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	17.50	21.50	17.00	13.50	69.50

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During 2017, Brown County Planning Commission staff reviewed four sewer service area amendment erosion control plan and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	0.00	2.00	4.00	2.00	8.00

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During 2017, Brown County Planning Commission staff reviewed nine environmentally sensitive area 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 location:

- See work Element 1 for project descriptions and locations

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	4.00	4.00	8.00	8.00	24.00

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

During 2017, Brown County Planning Commission staff reviewed 27 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:

Community	Reviews by Quarter			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Ashwaubenon				4
Allouez				
Bellevue	1			1
Howard	2	2		
Hobart	1		1	
Pulaski	1			
C of Green Bay	2	4	1	1
C of De Pere	1			
Ledgeview		1	1	
Lawrence	2			
V of Wrightstown			1	
Total	10	7	4	6

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	2.00	1.40	0.80	1.20	5.40

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

During 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

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	14.50	15.00	13.20	11.10	53.80

SUMMARY OF HOURS FOR WORK ELEMENT 3

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	58.00	55.90	55.00	47.80	216.70

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

2017 Year End Report

January 1, 2017 through December 31, 2017

Quarterly Reimbursement Requests

1st Quarter - \$8,994.33

2nd Quarter - \$10,727.74

3rd Quarter - \$11,122.99

4th Quarter - \$9,269.94

Total \$40,115.00

TOTAL REIMBURSEMENT AMOUNT THAT WAS REQUESTED:

\$40,115.00

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)	<input checked="" type="checkbox"/>