

PLANNING COMMISSION

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PLANNING DIRECTOR

February 8, 2019

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 2018 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 2018 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 requests 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,

A handwritten signature in blue ink that reads "Dan Teaters".

Dan Teaters
Senior Planner

DT:km

Attachment

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



**2018
Year End Report and Financial Summary
of Work
Performed by
Brown County Planning Commission**

Calendar Year 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 2018, 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 2018, Brown County Planning Commission staff reviewed a combination of 32 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 (Village)	1	1		1
Allouez (Village)		1		
Bellevue (Village)		2		1
Howard (Village)	3	1		
Hobart (Village)			1	
Pulaski (Village)			1	
Wrightstown (Village)		1		
Green Bay (City)	1	2	3	
De Pere (City)	3		1	
Ledgeview (Town)			2	
Lawrence (Town)	1	1	2	1
Scott (Town)			1	
Total	9	9	11	3

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	9.00	9.00	11.00	3.00	32.00
Support Staff	2.25	2.25	2.75	0.75	8.00

Large Onsite System Reviews

During 2018, 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 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.

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 2018, Brown County Planning Commission staff reviewed three 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				
Ledgeview				
Lawrence	1			1
V of Wrightstown				1
Total	1	0	0	2

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	5.00	0.00	0.00	10.00	15.00
Support Staff	0.50	0.00	0.00	1.00	1.50

Environmentally Sensitive Area (ESA) Amendment Reviews

During 2018, Brown County Planning Commission staff reviewed ten 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 2018-01 (Plan Correction) Revised an ESA setback to be consistent with the current requirements set forth in the 2040 Brown County Sewage Plan.
- ESA 2018-02 (Plan Correction) consisted of revising the steep slope area based on better/more accurate elevation data.
- 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 a 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’.
- 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.”*

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	0.50	0.50	4.50	6.50	12.00
Support Staff	0.00	0.00	0.00	0.00	0.00

Technical Assistance, Information, and Education

During 2018, Brown County Planning Commission staff provided 714.50 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	0.00	0.00	0.00	0.00
Senior Planner	150.00	182.00	185.00	156.00	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	0.00	0.00	0.00	0.00
Senior Planner	164.50	191.50	200.50	175.50	732.00
Support Staff	2.75	2.25	2.75	1.75	9.50

WORK ELEMENT 2

EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

Erosion Control Planning for Subdivision Plat Reviews

During 2018, Brown County Planning Commission staff reviewed 22 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
Howard	3	7		1
Hobart	1	1		
Pulaski				
Suamico		2	1	
Ledgeview			1	
Lawrence		1	2	1
Total	4	11	4	3

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	4.00	11.00	4.00	3.00	22.00

Erosion Control Planning for Certified Survey Map Reviews

During 2018, Brown County Planning Commission staff reviewed 108 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
19	21	30	38	108

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	5.70	6.30	9.00	11.40	32.40

Erosion Control Planning for Sewer Service Area Amendment Reviews

During 2018, Brown County Planning Commission staff reviewed three 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	1.00	0.00	0.00	2.00	3.00

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During 2018, Brown County Planning Commission staff reviewed 10 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 locations:

- 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	1.00	1.00	4.00	4.00	10.00

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

During 2018, Brown County Planning Commission staff a combination of 32 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 (Village)	1	1		1
Allouez (Village)		1		
Bellevue (Village)		2		1
Howard (Village)	3	1		
Hobart (Village)			1	
Pulaski (Village)			1	
Wrightstown (Village)		1		
Green Bay (City)	1	2	3	
De Pere (City)	3		1	
Ledgeview (Town)			2	
Lawrence (Town)	1	1	2	1
Scott (Town)			1	
Total	9	9	11	3

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	1.80	1.80	2.20	0.60	6.40

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

During 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

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	7.70	11.80	11.00	12.90	43.40

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	21.20	31.90	30.20	33.90	117.20

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During 2018, Brown County Planning Commission staff reviewed 22 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
Howard	3	7		1
Hobart	1	1		
Pulaski				
Suamico		2	1	
Ledgeview			1	
Lawrence		1	2	1
Total	4	11	4	3

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	8.00	22.00	8.00	6.00	44.00

Storm Water Management Planning for Certified Survey Map Reviews

During 2018, Brown County Planning Commission staff reviewed 108 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
19	21	30	38	108

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	9.50	10.50	15.00	19.00	54.00

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During 2018, Brown County Planning Commission staff reviewed three 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	2.00	0.00	0.00	4.00	6.00

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During 2018, Brown County Planning Commission staff reviewed ten 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 locations:

- 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	2.00	2.00	8.00	8.00	20.00

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

During 2018, Brown County Planning Commission staff reviewed 32 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 (Village)	1	1		1
Allouez (Village)		1		
Bellevue (Village)		2		1
Howard (Village)	3	1		
Hobart (Village)			1	
Pulaski (Village)			1	
Wrightstown (Village)		1		
Green Bay (City)	1	2	3	
De Pere (City)	3		1	
Ledgeview (Town)			2	
Lawrence (Town)	1	1	2	1
Scott (Town)			1	
Total	9	9	11	3

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	1.80	1.80	2.20	0.60	6.40

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

During 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

Staff Members	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total Hours
Senior Planner	7.70	11.80	11.00	12.90	43.40

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	31.00	48.10	44.20	50.50	173.80

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

2018 Year End Report

January 1, 2018 through December 31, 2018

<u>Quarterly Expenses</u>	<u>Quarterly Reimbursement Requests</u>
1 st Quarter - \$8,936.51	1 st Quarter - \$8,936.51
2 nd Quarter - \$11,157.87	2 nd Quarter - \$11,157.87
3 rd Quarter - \$11,312.83	3 rd Quarter - \$11,312.83
4 th Quarter - \$10,668.13	4 th Quarter - \$9,792.79
Total \$42,075.32	Total \$41,200.00

TOTAL REIMBURSEMENT AMOUNT THAT WAS REQUESTED:

\$41,200.00

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"/>