

PLANNING COMMISSION

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CHUCK LAMINE, AICP

PLANNING DIRECTOR

January 7, 2020

Lisa Helmuth, Water Resources Management Specialist  
Wisconsin Department of Natural Resources  
PO Box 7921  
Madison, WI 53707-7921

RE: Year 2020 Brown County Work Program Proposal for WDNR

Dear Ms. Helmuth:

Enclosed please find the Year 2020 Brown County Work Program Proposal for Areawide Water Quality Planning Projects. It is understood that the Brown County Planning Commission (BCPC) will contract directly with the Wisconsin Department of Natural Resources (WDNR) for services to be provided as set forth in the work program. The program is itemized into three work elements, which are outlined in detail. The work elements include 1) Areawide Water Quality Management Planning/Sewerage Planning; 2) Erosion Control Plan Review and Enforcement; and 3) Storm Water Management Plan Review and Enforcement.

BCPC is requesting funding for the three related elements as summarized in Attachment A. BCPC anticipates a total project cost of \$59,787.77, of which BCPC would be eligible for \$44,840.82 (75.0 percent) from the WDNR. However, based on discussions with WDNR staff and available funds, Brown County is respectfully requesting \$??,???.?? (?? percent) and will match the requested WDNR funds with a \$??,???.?? (?? percent) match which includes materials, salary, and indirect expenditures as documented in Attachment A.

As part of this proposal, BCPC agrees to upload all documents into the SWIMS programs, as has been done for the past several years. Uploads include work plans, requests for payments, quarterly and final reports, sewer service area amendment submittals, and plan update submittals.

BCPC has enjoyed a cooperative relationship with the WDNR and wishes to continue implementing the Water Quality Management Program in 2020. If you should have any questions pertaining to this proposal, please contact me at (920) 448-6490.

Thank you for your consideration in this matter.



Respectfully,



Dan Teaters  
Senior Planner

DT:km

Attachment: Areawide Water Quality Management Program

cc:	Lisa Helmuth, WDNR	(via e-mail & SWIMS)
	Tim Asplund, WDNR	(via e-mail)
	Matthew Droese, WDNR	(via e-mail)
	Ruth Person, WDNR	(via e-mail)

DRAFT

# **ATTACHMENT**

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
AREAWIDE WATER QUALITY MANAGEMENT PROGRAM**

**PROPOSED YEAR 2020 WORK PROGRAM AND BUDGET  
JANUARY 1, 2020 THROUGH DECEMBER 31, 2020**

**To be performed by the**

**Brown County Planning Commission**

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## PROJECT DESCRIPTION

The Brown County Planning Commission (BCPC) is requesting funding under the 2020 Work Program. This proposal includes:

- 1) Areawide Water Quality Management Planning/Sewerage Planning,
- 2) Erosion Control Plan Review and Enforcement, and
- 3) Stormwater Management Plan Review and Enforcement.

A detailed breakdown of activities and tasks under each work element is included in this proposal.

## PROJECT NEEDS

### Work Element 1

#### Areawide Water Quality Management Planning/Sewerage Planning

As the designated management agency for sewer service area planning within Brown County, BCPC will continue to review all wastewater facilities plans, sanitary sewer extensions, large onsite systems, area wide water quality management plans, sewer service area amendments, and environmentally sensitive area amendments for conformance with the *2040 Brown County Sewage Plan* and other plans that pertain to Brown County. Special attention is given to the identification and protection of environmentally sensitive areas and to consistency of planning efforts with the Area Wide Water Quality Management Plan and other adopted local, regional, and state plans and regulatory programs.

BCPC continues to expand cooperation with various levels of government for water quality related projects. BCPC coordinates with the Army Corps of Engineers and the local branch of the Wisconsin Department of Natural Resources when the review or permitting of project sites requires approvals from these agencies. This effort provides property owners with a better understanding of regulations and how or where regulations may vary among agencies. This effort also leads to efficiencies in timing for the three agencies as information can be shared by the agencies, reducing the need for duplication of work and reviews.

Although not calculated as an expense in this proposal, BCPC continues to facilitate the MS4 Permit for Brown County. Brown County road side swales, ditches, drainage ways, and access points to waterways are tested annually for contamination.

BCPC continues to review Chapter 30 Permit and Water Quality Certification permit applications to determine if the subject projects would have any adverse impacts upon environmentally sensitive areas and, ultimately, upon water quality within Brown County. It is intended that BCPC will continue this review under the expectation that it will continue to reduce the impact upon and the number of amendments of environmentally sensitive areas. It is intended that any concerns would thus be addressed earlier in the design and regulatory process and would be coordinated with other regulatory programs of the WDNR.

BCPC continues to provide consultation to and review of all sewer service area and environmentally sensitive area amendment requests. BCPC also continues to prepare and transmit to the WDNR, via the SWIMS program, staff reports on all amendments requiring BCPC Board review to assist with the WDNR review and consideration, if required.

BCPC continues to provide educational and technical assistance to local units of government, developers, real estate agents, property owners, and the general public regarding the identification, intent, and importance of environmentally sensitive areas and sanitary sewer service areas. Requests for assistance have increased significantly over the past year and are envisioned to continue to increase due in part to the emphasis on local comprehensive planning, an uptick in development, job creation, and the continued protection of natural resources at the Federal, State, County, and local levels.

BCPC continues to undertake amendments to the *2040 Brown County Sewage Plan*. The number of major amendments were nearly the same as in previous years likely due to the following:

- 1) Sewer Service Area planning associated with the *2040 Brown County Sewage Plan*, has increased slightly in recent years due to an improved economy. The result is an increase in development activity and the need for associated utilities such as sewer and water.

Brown County continues to be a rapidly urbanizing county, especially within towns adjacent to the incorporated metropolitan communities. Currently, Brown County is the fourth most populous county in Wisconsin and represents 4.49 percent of the state's population<sup>1</sup>. It is home to the third most populous incorporated community (City of Green Bay). As identified in a WI Department of Administration report, Brown County is home to three of the top ten fastest growing municipalities by percent including the Village of Hobart, Town of Lawrence, and the Town of Ledgeview ranking 1<sup>st</sup>, 4<sup>th</sup>, and 8<sup>th</sup> respectively<sup>2</sup>.

BCPC proposes to assume 25 percent of the materials, salary, and indirect costs and expenses to implement the tasks outlined under Work Element 1.

## Work Element 2

### Erosion Control Plan Review and Enforcement

Facilitated by increased awareness of the need to control non-point source pollution, BCPC requires the development of an erosion control plan before approval of specified subdivision plats, certain certified survey maps, sanitary sewer service area amendments, environmentally sensitive area amendments, and sanitary sewer extension reviews. The erosion control requirements will be enforced under Brown County Code of Ordinances Chapter 21 (Land Division and Subdivision Ordinance) and the *2040 Brown County Sewage Plan*. BCPC's previous experience in enforcing erosion control requirements for sewer extensions and sewage plan amendments indicates that the educational element of controlling non-point source pollution is best achieved with in person contact and onsite working with developers and contractors alike from project planning to project completion. Brown County does have an adopted countywide construction site erosion control ordinance. Enforcement difficulties are primarily attributed to not having the use of countywide zoning, which requires the issuance of a building permit before construction begins. This issue is addressed by some municipality MS4 Permits and the Brown County MS4 Permit.

Benefits derived from implementing Work Element 2 include:

1. An increased educational effort toward developers, engineers, and towns to implement proper erosion control practices.

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<sup>1</sup> WI DOA: Official Final Estimates, 1/1/2019, Wisconsin Counties, with Comparison to Census 2010

<sup>2</sup> WI DOA: Official Final Estimates, 1/1/2019, Wisconsin Municipalities, with Comparison to Census 2010

2. Direct benefits in the form of less sediment entering adjacent wetlands, waterways, and drainage ways -- a benefit specific to various Priority Watershed Projects.
3. Direct impact on developing lands that often generate the greatest sediment loads in urban areas.
4. A cost-effective approach to enforcement since BCPC staff is often onsite for sewer extension, subdivision erosion control, and storm water management monitoring.

BCPC proposes to assume 25 percent of the materials, salary, and indirect costs and expenses to implement the tasks outlined under Work Element 2.

### **Work Element 3**

#### **Storm Water Management Plan Review and Enforcement**

Facilitated by increased awareness of the need to control non-point source pollution, BCPC requires the development of a storm water management plan before approval of specified subdivision plats, certain certified survey maps, sanitary sewer service area amendments, environmentally sensitive area amendments, and sanitary sewer extension reviews. The storm water management requirements will be enforced under Brown County Code of Ordinances Chapter 21 (Land Division and Subdivision Ordinance) and the Brown County Sewage Plan. BCPC's previous experience in enforcing storm water management requirements for sewer extensions and sewage plan amendments indicates that the educational element of controlling non-point source pollution is best achieved onsite working with developers and contractors alike from project planning to project completion. Brown County does not have an adopted countywide storm water management ordinance. This is primarily attributed to the difficulty of enforcing the program without the use of countywide zoning.

BCPC will continue to utilize the Land Division and Subdivision Ordinance (2016) and the 2040 Brown County Sewage Plan to emphasize storm water management throughout all projects.

Benefits derived from implementing Work Element 3 include:

1. An increased educational effort toward developers, engineers, residents, and towns to implement proper storm water management practices.
2. Direct benefits in the form of fewer pollutants entering adjacent wetlands, waterways, and drainage ways.
3. Direct benefits in the form of increased effectiveness of storm water drainage on a wider scale basis.
4. A cost-effective approach to enforcement because BCPC staff is often onsite for sewer extension, subdivision erosion control, and storm water management monitoring.

BCPC proposes to assume 25 percent of the materials, salary, and indirect costs and expenses to implement the tasks outlined under Work Element 3.

## QUALIFIED LOCAL AGENCY

BCPC is the qualified local agency that will administer the activities within the proposal.

## TIMETABLE

All activities proposed will be completed between January 1, 2020, and December 31, 2020.

## ESTIMATED 2020 WORK PROGRAM COST

Estimated TOTAL Work Program Cost	<b>\$59,223.67</b>
Work Program Cost eligible WDNR Matched	<b>\$44,417.75</b>
WDNR Funding Available	<b>\$??,???.??</b>

It is understood that \$43,910.06 of the BCPC Work Program Costs qualifies for grant coverage; however, based on budget fluctuations, a total of **\$??,???.??** is available for **Brown County Planning Commission in 2020**. This work program was written to represent all costs anticipated for the year 2020.

## PROJECT IMPORTANCE

BCPC's involvement in the implementation of this proposal is critical to the success of water quality planning efforts at the local level. BCPC's role as an administrator of these activities at the local level encourages "grass roots" involvement that is vital to the success of any water quality management program, while at the same time, this involvement also provides a level of review, consistency, and oversight that often cannot be achieved at the state level due to a lack of coordination, access to information, or resources.

Communities across Brown County are updating their comprehensive plans in response to Wisconsin's comprehensive planning legislation. Provision of these services is of special importance as these communities, as well as Brown County, attempt to address the pressures and effects of rapid growth and development while maintaining compliance with requirements of state planning legislation and storm water management. In particular, one of the requirements of the legislation involves the consideration and incorporation of other plans into the individual community's comprehensive plan. These communities and Brown County must, therefore, consider and incorporate the other plans into their own and must ensure that day-to-day planning, zoning, and land use decisions are in conformance with their own comprehensive planning efforts. Of particular importance to the areawide water quality management plan is the opportunity to incorporate concurrency requirements (the simultaneous review, planning, development, and extension of a complete range of urban services), sanitary sewer service area planning, storm water management, and environmentally sensitive area planning considerations into the local and county comprehensive plans.



## WORK ELEMENT 1

### Areawide Water Quality Management Planning/Sewerage Planning: Hourly Breakdown

Item	Hours	Position	\$/Hour*	Cost
<b>1. Wastewater Facility Plan Reviews</b>	0.00	Planning Director	\$77.79	\$0.00
(Estimated # of reviews is 1).	5.00	Senior Planner	\$56.41	\$282.05
	0.25	Office Manager	\$44.70	\$11.18
<b>2. Sanitary Sewer Extension Reviews</b>	0.00	Planning Director	\$77.79	\$0.00
(Estimated # of reviews is 25).	30.00	Senior Planner	\$56.41	\$1692.30
	7.5	Office Manager	\$44.70	\$335.25
<b>3. Large Onsite System Reviews</b>	0.00	Planning Director	\$77.79	\$0.00
(Estimated # of reviews is 0).	0.00	Senior Planner	\$56.41	\$0.00
	0.00	Office Manager	\$44.70	\$0.00
<b>4. Area Wide Water Quality Management Reviews</b>	0.00	Planning Director	\$77.79	\$0.00
(Estimated # of reviews is 0).	0.00	Senior Planner	\$56.41	\$0.00
	0.00	Office Manager	\$44.70	\$0.00
<b>5. Sewer Service Area Amendment Reviews</b>	0.00	Planning Director	\$77.79	\$0.00
(Estimated # of Reviews is 3).	20.00	Senior Planner	\$56.41	\$1,128.20
	1.50	Office Manager	\$44.70	\$67.05
<b>6. Environmentally Sensitive Area Amendment Reviews.</b>	0.00	Planning Director	\$77.79	<b>\$0.00</b>
(Estimated # of Reviews is 10).	20.00	Senior Planner	\$56.41	\$1,128.20
	0.00	Office Manager	\$44.70	\$0.00
<b>7. Technical Assistance, Information, and Education</b>	15.00	Planning Director	\$77.79	\$1,166.85
	600.00	Senior Planner 1	\$56.41	\$33,846.00
	0.00	Office Manager	\$44.70	\$0.00
<b>PROJECTED EXPENSE TOTAL</b>				<b>\$39,657.08</b>

## WORK ELEMENT 1

### Areawide Water Quality Management Planning/Sewerage Planning: Financial Summary

Staff	Hours	\$/Hour*	Total
Planning Director	15.00	\$77.79	\$1,166.85
Senior Planner 2	675.00	\$56.41	\$38,076.75
Office Manager	9.25	\$44.70	\$413.48
<b>Subtotal</b>			<b>\$39,657.08</b>

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## WORK ELEMENT 2

### Erosion Control Plan Review and Enforcement: Hourly Breakdown

Item	Hours	Position	\$/Hour*	Cost
1. Subdivision Plat Reviews  (Estimated # of reviews is 22).	25.00	Senior Planner	\$56.41	\$1,225.18
2. Certified Survey Map Reviews  (Estimated # of reviews is 130).	39.00	Senior Planner	\$56.41	\$2,199.99
3. Sewer Service Area Amendments  (Estimated # of reviews is 3).	3.00	Senior Planner	\$56.41	\$169.23
4. Environmentally Sensitive Area  Amendments (Est. # of reviews is 15).	15.00	Senior Planner	\$56.41	\$846.15
5. Sewer Extension Plan Reviews and Pre--Construction Conferences  (Estimated # of Reviews is 30).	6.00	Senior Planner	\$56.41	\$338.46
6. Onsite erosion control inspections,  education, and monitoring reports.	51.50	Senior Planner	\$56.41	\$2,905.12
PROJECTED EXPENSE TOTAL				<b>\$7,869.20</b>

## WORK ELEMENT 2

### Erosion Control Plan and Enforcement: Financial Summary

Staff	Hours	\$/Hour*	Total
Senior Planner	140.00	\$56.41	\$7,869.20
<b>Subtotal</b>			<b>\$7,869.20</b>

## WORK ELEMENT 3

### Stormwater Management Plan Review and Enforcement: Hourly Breakdown

Item	Hours	Position	\$/Hour*	Cost
1. Subdivision Plat Reviews  (Estimated # of reviews is 25).	50.00	Senior Planner	\$56.41	\$2,820.50
2. Certified Survey Map Reviews  (Estimated # of reviews is 130).	65.00	Senior Planner	\$56.41	\$3,666.65
3. Sewer Service Area Amendments  (Estimated # of reviews is 3).	6.00	Senior Planner	\$56.41	\$338.46
4. Environmentally Sensitive Area  Amendments (Est. # of reviews is 15).	30.00	Senior Planner	\$56.41	\$1,692.30
5. Sewer Extension Plan Reviews and Pre--Construction Conferences  (Estimated # of Reviews is 30).	6.00	Senior Planner	\$56.41	\$338.46
6. Onsite erosion control inspections,  education, and monitoring reports.	51.50	Senior Planner	\$56.41	\$2,905.12
PROJECTED EXPENSE TOTAL				\$11,761.49

## WORK ELEMENT 3

### Stormwater Management - Plan and Enforcement: Financial Summary

Staff	Hours	\$/Hour*	Total Cost
Senior Planner 2	209.00	\$56.41	\$11,761.49
<b>SUBTOTAL</b>			<b>\$11,761.49</b>

## 2020 WORK PROGRAM CONTRACT: PROPOSED FINAL COST

Work Element	Total Cost
Work Element 1 WQM/Sewerage Planning	\$39,657.08
Work Element 2 Erosion Control	\$7,869.20
Work Element 3 Stormwater Management	\$11,761.49
Materials	\$500.00
<b>Brown County Cost</b>	<b>\$59,787.77</b>
<b>Eligible WDNR Match (75%)</b>	<b>\$44,840.82</b>
<b>WDNR Funding Available</b>	<b>\$??,???.??</b>