

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

April 27, 2020

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

RE: First Quarter Report for the Period of January 1, 2020 through March 31, 2020 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the First Quarter Report for work performed during the period of January 1, 2020 through March 31, 2020 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 accompanies this letter.

- First quarter 2020 reimbursable expenses were **\$11,248.36.**

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)
Ruth Person (via e-mail)



2020
First Quarter Report and Financial Summary
of Work
Performed by
Brown County Planning Commission

January 1, 2020 through March 31, 2020

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..... 1
 - Sewer Service Area (SSA) Amendment Reviews 1
 - Environmentally Sensitive Area (ESA) Amendment Reviews..... 1
 - Technical Assistance, Information, and Education 2
 - SUMMARY OF HOURS FOR WORK ELEMENT 1 2

- WORK ELEMENT 2 3
 - EROSION CONTROL PLAN REVIEW AND ENFORCEMENT 3
 - Erosion Control Planning for Subdivision Plat Reviews..... 3
 - Erosion Control Planning for Certified Survey Map Reviews 3
 - Erosion Control Planning for Sewer Service Area Amendment Reviews..... 3
 - Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews..... 4
 - Erosion Control Planning for Sewer Extension Plan Reviews and Pre-Construction
Conferences 4
 - Erosion Control Planning for Onsite Erosion Control Inspections, Education, and
Monitoring Reports..... 4
 - SUMMARY OF HOURS FOR WORK ELEMENT 2 4

- WORK ELEMENT 3 1
 - STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT 1
 - Storm Water Management Planning for Subdivision Plat Reviews 1
 - Storm Water Management Planning for Certified Survey Map Reviews 1
 - Storm Water Management Planning for Sewer Service Area Amendment Reviews 1
 - Storm Water Management Planning for Environmentally Sensitive Area
Amendment Reviews 2
 - Storm Water Management Planning for Sewer Extension Plan Reviews and Pre-
Construction Conferences..... 2
 - Storm Water Management Planning for Onsite Erosion Control Inspections,
Education, and Monitoring Reports..... 2
 - SUMMARY OF HOURS FOR WORK ELEMENT 3 2

- FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT 1

WORK ELEMENT 1

AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING

Wastewater Facility Plan Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed zero wastewater facility plans.

- None

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Support Staff	0.00

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

Sanitary Sewer Extension Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed 15 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:

- 3 – City of De Pere
- 3 – City of Green Bay
- 1 – Village of Ashwaubenon
- 1 – Village of Howard
- 1 – Village of Hobart
- 2 - Town of Lawrence
- 1 – Town of Scott
- 1 – Village of Suamico
- 1 – Village of Bellevue
- 1 – Town of Holland-

Hours:	Planning Director	0.00
	Senior Planner DT	15.00
	Support Staff	3.75

There are 15 proposed future work activities for this grant cycle.

Large Onsite System Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed zero large onsite system 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.

- None

Hours:	Planning Director	0.00
	Senior Planner DT	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 first quarter of 2020, 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
	Senior Planners DT	0.00
	Support Staff	0.00

There are no proposed future work activities for this grant cycle.

Sewer Service Area (SSA) Amendment Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed zero SSA amendments.

Hours:	Planning Director	0.00
	Senior Planner DT	0.00
	Support Staff	0.00

There are 20 proposed future work hours for this grant cycle.

Environmentally Sensitive Area (ESA) Amendment Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed one 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:

- 2020-01 (HOW) Plan Correction – This plan correction removed a wetland identified on 62CSM98 due to a state wetland exemption determination.

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

- Assisted the 24 municipalities with environmentally sensitive area inquiries related to the interpretation of the 2040 Brown County Sewage Plan.

Hours:	Planning Director	0.00
	Senior Planner DT	0.50
	Support Staff	0.00

There are 19.5 future work hours for this grant cycle.

Technical Assistance, Information, and Education

During the first quarter of 2020, Brown County Planning Commission staff provided 162.00 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
	Senior Planner DT	162.00
	Support Staff	0.00

There are 438 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 1

Hours:	Planning Director	0.00
	Senior Planner DT	177.50
	Support Staff	3.75

There are 518 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 first quarter of 2020, Brown County Planning Commission staff reviewed 10 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:

Preliminary Plats	Final Plats
4 – Town of Ledgeview	1 – Village of Hobart
1 – Village of Howard	1 – Town of New Denmark
1 – Village of Denmark	
1 – Village of Hobart	

Hours: Senior Planner DT 2.00

There are 20 proposed future work activities for this grant cycle.

Erosion Control Planning for Certified Survey Map Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed 26 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: Senior Planner DT 7.80

There are 104 proposed future work activities for this grant cycle.

Erosion Control Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DT 0.00

Planners 0.00

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

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed one environmentally sensitive area erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan.

- 2020-01 (HOW) Plan Correction – This plan correction removed a wetland identified on 62CSM98 due to a state wetland exemption determination.

Hours: Senior Planner DT 0.00

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

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

During the first quarter of 2020, Brown County Planning Commission staff reviewed 15 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:

- 3 – City of De Pere
- 3 – City of Green Bay
- 1 – Village of Ashwaubenon
- 1 – Village of Howard
- 1 – Village of Hobart
- 2 - Town of Lawrence
- 1 – Town of Scott
- 1 – Village of Suamico
- 1 – Village of Bellevue
- 1 – Town of Holland-

Hours: Senior Planner DT 2.00

There are 20 proposed future work activities for this grant cycle.

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

During the first quarter of 2020, 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: Senior Planner DT 12.80

There are 38.70 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours: Senior Planner DT 34.60

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed 10 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:

Preliminary Plats	Final Plats
4 – Town of Ledgeview	1 – Village of Hobart
1 – Village of Howard	1 – Town of New Denmark
1 – Village of Denmark	
1 – Village of Hobart	

Hours: Senior Planner DT 20.00

There are 15 proposed future work activities for this grant cycle.

Storm Water Management Planning for Certified Survey Map Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed 26 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: Senior Planner DT 13.00

There are 104 proposed future work activities for this grant cycle.

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DT 0.00

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

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the first quarter of 2020, Brown County Planning Commission staff reviewed one environmentally sensitive area erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

- 2020-01 (HOW) Plan Correction – This plan correction removed a wetland identified on 62CSM98 due to a state wetland exemption determination.

Hours: Senior Planner DT 2.00

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

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

During the first quarter of 2020, Brown County Planning Commission staff reviewed 15 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:

- 3 – City of De Pere
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- 1 – Village of Ashwaubenon
- 1 – Village of Howard
- 1 – Village of Hobart
- 2 - Town of Lawrence
- 1 – Town of Scott
- 1 – Village of Suamico
- 1 – Village of Bellevue
- 1 – Town of Holland

Hours: Senior Planner DT 3.00

There are 15 proposed future work activities for this grant cycle.

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

During the first quarter of 2020, 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: Senior Planner DT 12.80

There are 38.70 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours: Senior Planner DT 50.80

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

First Quarter 2020

January 1, 2020 through March 31, 2020

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$77.79	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	1	\$56.41	177.50	\$10,012.78	75%	\$7,509.58
Support Staff	1	\$44.70	3.75	\$167.63	75%	\$125.72
Subtotal	--	--	181.25	\$10,180.40	75%	\$7,635.30
Sr. Planners DT	2	\$56.41	34.60	\$1,951.79	75%	\$1,463.84
Subtotal	--	--	34.60	\$1,951.79	75%	\$1,463.84
Sr. Planners DT	3	\$56.41	50.80	\$2,865.63	75%	\$2,149.22
Subtotal	--	--	50.80	\$2,865.63	75%	\$2,149.22
TOTAL	--	--	266.65	\$14,997.81	75%	\$11,248.36
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$39,000.00

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$11,248.36