

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

**Cole Runge**

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)

PLANNING DIRECTOR

October 15, 2020

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

RE: Third quarter Report for the Period of July 1, 2020 through September 30, 2020 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the third quarter report for work performed during the period of July 1, 2020 through September 30, 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.

- Third quarter 2020 reimbursable expenses were **\$10,702.91.**

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**  
**Third Quarter Report and Financial Summary**  
**of Work**  
**Performed by**  
**Brown County Planning Commission**

**July 1, 2020 through September 30, 2020**

**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 the third 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 (5 hrs) for this grant cycle.

### Sanitary Sewer Extension Reviews

During the third quarter of 2020, Brown County Planning Commission staff reviewed 7 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:

- 2 – City of Green Bay
- 1 – Village of Howard
- 1 – City of De Pere
- 1 – Town of Ledgeview
- 2 – Village of Bellevue

Hours:	Planning Director	0.00
	Senior Planner DT	4.00
	Support Staff	1.00

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

### Large Onsite System Reviews

During the third 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 third 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 third quarter of 2020, Brown County Planning Commission staff reviewed two SSA amendments.

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

There are 5 proposed future work hours for this grant cycle.

### **Environmentally Sensitive Area (ESA) Amendment Reviews**

During the third quarter of 2020, Brown County Planning Commission staff reviewed two 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:

- 2020-04 (LAW) Plan Correction – This plan correction revised the 20’ setback from a steep slope ESA based on more accurate elevation data.
- 2020-03 (HOW) Plan Correction – This plan correction reduced a wetland setback from 50’ to the current setback of 35’.

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	1.00
	Support Staff	0.00

There are 18 future work hours for this grant cycle.

## **Technical Assistance, Information, and Education**

During the third quarter of 2020, Brown County Planning Commission staff provided 143.00 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	143.00
	Support Staff	0.00

There are 108 proposed future work hours for this grant cycle.

## **SUMMARY OF HOURS FOR WORK ELEMENT 1**

Hours:	Planning Director	0.00
	Senior Planner DT	166.00
	Support Staff	2.75

There are 156.75 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 third quarter of 2020, Brown County Planning Commission staff reviewed 7 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
1 – Town of Lawrence	2 – Town of Ledgeview
1 – Village of Hobart	1 - Village of Bellevue
1 – Town of Ledgeview	
1 – Village of Pulaski	

Hours: Senior Planner DT 7.00

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

#### Erosion Control Planning for Certified Survey Map Reviews

During the third quarter of 2020, Brown County Planning Commission staff reviewed 30 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 9.00

There are 51 proposed future work activities for this grant cycle.

#### Erosion Control Planning for Sewer Service Area Amendment Reviews

During the third quarter of 2020, Brown County Planning Commission staff reviewed two 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 2.00

Planners 0.00

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

## **Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews**

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

- 2020-04 (LAW) Plan Correction – This plan correction revised the 20’ setback from a steep slope ESA based on more accurate elevation data.
- 2020-03 (HOW) Plan Correction – This plan correction reduced a wetland setback from 50’ to the current setback of 35’.

Hours: Senior Planner DT 2.00

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

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

During the third quarter of 2020, Brown County Planning Commission staff reviewed 7 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:

- 2 – City of Green Bay
- 1 – Village of Howard
- 1 – City of De Pere
- 1 – Town of Ledgeview
- 2 – Village of Bellevue

Hours: Senior Planner DT 2.00

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

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

During the third 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 12.50

There are 14.30 proposed future work hours for this grant cycle.

## **SUMMARY OF HOURS FOR WORK ELEMENT 2**

Hours: Senior Planner DT 33.90



## WORK ELEMENT 3

### STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

#### Storm Water Management Planning for Subdivision Plat Reviews

During the third quarter of 2020, Brown County Planning Commission staff reviewed 7 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
1 – Town of Lawrence	2 – Town of Ledgeview
1 – Village of Hobart	1 - Village of Bellevue
1 – Town of Ledgeview	
1 – Village of Pulaski	

Hours: Senior Planner DT 14.00

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

#### Storm Water Management Planning for Certified Survey Map Reviews

During the third quarter of 2020, Brown County Planning Commission staff reviewed 30 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 15.00

There are 81 proposed future work activities for this grant cycle.

#### Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the third quarter of 2020, Brown County Planning Commission staff reviewed two 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 4.00

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

## **Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews**

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

- 2020-04 (LAW) Plan Correction – This plan correction revised the 20’ setback from a steep slope ESA based on more accurate elevation data.
- 2020-03 (HOW) Plan Correction – This plan correction reduced a wetland setback from 50’ to the current setback of 35’.

Hours: Senior Planner DT 2.00

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

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

During the third quarter of 2020, Brown County Planning Commission staff reviewed 7 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:

- 2 – City of Green Bay
- 1 – Village of Howard
- 1 – City of De Pere
- 1 – Town of Ledgeview
- 2 – Village of Bellevue

Hours: Senior Planner DT 3.00

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

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

During the third 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 12.50

There are 14.30 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

Third quarter 2020

July 1, 2020 through September 30, 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	166.00	\$9,364.06	75%	\$7,023.05
Support Staff	1	\$44.70	2.75	\$122.93	75%	\$92.19
Subtotal	--	--	168.75	\$9,486.99	75%	\$7,115.24
Sr. Planners DT	2	\$56.41	33.90	\$1,912.30	75%	\$1,434.22
Subtotal	--	--	33.90	\$1,912.30	75%	\$1,434.22
Sr. Planners DT	3	\$56.41	50.90	\$2,871.27	75%	\$2,153.45
Subtotal	--	--	50.90	\$2,871.27	75%	\$2,153.45
<b>TOTAL</b>	<b>--</b>	<b>--</b>	<b>253.55</b>	<b>\$14,270.55</b>	<b>75%</b>	<b>\$10,702.91</b>
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$16,206.24

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$10,702.91**