

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

January 27, 2021

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

RE: Fourth quarter Report for the Period of October 1, 2020 through December 31, 2020 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the fourth quarter report for work performed during the period of October 1, 2020 through December 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.

- Fourth quarter 2020 reimbursable expenses were **\$7,289.18**.
- Reimbursement amount that will be requested, **\$5,503.33**.

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

October 1, 2020 through December 31, 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 fourth 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 fourth quarter of 2020, Brown County Planning Commission staff reviewed 5 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 Ashwaubenon
- 2 – Town of Ledgeview

Hours:	Planning Director	0.00
	Senior Planner DT	5.00
	Support Staff	1.25

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

Large Onsite System Reviews

During the fourth 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 fourth 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 fourth 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 5 proposed future work hours for this grant cycle.

Environmentally Sensitive Area (ESA) Amendment Reviews

During the fourth quarter of 2020, Brown County Planning Commission staff reviewed three 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:

- 2020-07 (LAW) Minor – This minor amendment sought to reduce an ESA setback from 35’ to 15’ to allow for a single-family residence to be constructed on site. No other buildable area was available on site and the total ESA acreage was maintained.
- 2020-06 (HOW) Minor – This minor amendment sought to amend the ESA setback due to disturbance of a hillside by a previous property owner. This total amount of ESA acreage was maintained on site.
- 2020-05 (LAW) Plan Correction – This plan correction sought to reduce the floodway setback however wetlands were present, and a wetland delineation was required to ensure all ESA’s were identified on site and appropriate setbacks were identified and maintained.

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	6.00
	Support Staff	0.00

There are 12 future work hours for this grant cycle.

Technical Assistance, Information, and Education

During the fourth quarter of 2020, Brown County Planning Commission staff provided 95.00 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	95.00
	Support Staff	0.00

There are 13 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 1

Hours:	Planning Director	0.00
	Senior Planner DT	106.00
	Support Staff	1.25

There are 49.5 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 fourth quarter of 2020, Brown County Planning Commission staff reviewed 4 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
2 – Village of Howard	1 – Town of Ledgeview
1 – Village of Hobart	

Hours: Senior Planner DT 4.00

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

Erosion Control Planning for Certified Survey Map Reviews

During the fourth quarter of 2020, Brown County Planning Commission staff reviewed 27 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 8.10

There are 24 proposed future work activities for this grant cycle.

Erosion Control Planning for Sewer Service Area Amendment Reviews

During the fourth 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 is one proposed future work activity for this grant cycle.

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

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

- 2020-07 (LAW) Minor – This minor amendment sought to reduce an ESA setback from 35’ to 15’ to allow for a single-family residence to be constructed on site. No other buildable area was available on site and the total ESA acreage was maintained.
- 2020-06 (HOW) Minor – This minor amendment sought to amend the ESA setback due to disturbance of a hillside by a previous property owner. This total amount of ESA acreage was maintained on site.
- 2020-05 (LAW) Plan Correction – This plan correction sought to reduce the floodway setback however wetlands were present, and a wetland delineation was required to ensure all ESA’s were identified on site and appropriate setbacks were identified and maintained.

Hours: Senior Planner DT 2.00

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

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

During the fourth quarter of 2020, Brown County Planning Commission staff reviewed 5 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 Ashwaubenon
- 2 – Town of Ledgeview

Hours: Senior Planner DT 1.00

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

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

During the fourth 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 10.10

There are 4.20 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours: Senior Planner DT 25.20

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During the fourth quarter of 2020, Brown County Planning Commission staff reviewed 4 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
2 – Village of Howard	1 – Town of Ledgeview
1 – Village of Hobart	

Hours: Senior Planner DT 8.00

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

Storm Water Management Planning for Certified Survey Map Reviews

During the fourth quarter of 2020, Brown County Planning Commission staff reviewed 27 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 13.50

There are 24 proposed future work activities for this grant cycle.

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the fourth 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 is one proposed future work activity for this grant cycle.

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the fourth 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.

- 2020-07 (LAW) Minor – This minor amendment sought to reduce an ESA setback from 35’ to 15’ to allow for a single-family residence to be constructed on site. No other buildable area was available on site and the total ESA acreage was maintained.
- 2020-06 (HOW) Minor – This minor amendment sought to amend the ESA setback due to disturbance of a hillside by a previous property owner. This total amount of ESA acreage was maintained on site.
- 2020-05 (LAW) Plan Correction – This plan correction sought to reduce the floodway setback however wetlands were present, and a wetland delineation was required to ensure all ESA’s were identified on site and appropriate setbacks were identified and maintained.

Hours: Senior Planner DT 6.00

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 fourth quarter of 2020, Brown County Planning Commission staff reviewed 5 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 Ashwaubenon
- 2 – Town of Ledgeview

Hours: Senior Planner DT 1.00

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

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

During the fourth 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 10.10

There are 4.20 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours: Senior Planner DT 38.60

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Fourth quarter 2020

October 1, 2020 through December 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	106.50	\$6,007.67	75%	\$4,505.75
Support Staff	1	\$44.70	1.25	\$55.88	75%	\$41.91
Subtotal	--	--	107.75	\$6,063.54	75%	\$4,547.66
Sr. Planners DT	2	\$56.41	26.20	\$1,477.94	75%	\$1,108.46
Subtotal	--	--	33.90	\$1,912.30	75%	\$1,434.22
Sr. Planners DT	3	\$56.41	38.60	\$2,177.43	75%	\$1,633.07
Subtotal	--	--	38.60	\$2,177.43	75%	\$1,633.07
TOTAL	--	--	172.55	\$9,718.91	75%	\$7,289.18
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$5,503.33

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$5,503.33

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"/>