

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

February 1, 2021

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 2020 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 2020 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 request 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,

Dan Teaters  
Senior Planner

DT:

Attachment

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



**2020  
Year End Report and Financial Summary  
of Work  
Performed by  
Brown County Planning Commission**

**Calendar Year 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 2020, Brown County Planning Commission staff reviewed zero wastewater facility plans.

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	0.00	0.00	0.00	0.00	<b>0.00</b>
Support Staff	0.00	0.00	0.00	0.00	<b>0.00</b>

#### Sanitary Sewer Extension Reviews

During 2020, Brown County Planning Commission staff reviewed a combination of 31 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
V of Ashwaubenon	1			1
V of Bellevue	1		2	
V of Howard	1		1	
T of Holland	1			
C of Green Bay	3	2	2	2
C of De Pere	3		1	
T of Ledgeview			1	2
T of Lawrence	2	1		
Suamico	1			
Scott	1			
V of Hobart	1	1		
<b>Total</b>	<b>15</b>	<b>4</b>	<b>7</b>	<b>5</b>

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	15.00	4.00	7.00	5.00	<b>31.00</b>
Support Staff	3.75	1.00	1.75	1.25	<b>7.75</b>

### Large Onsite System Reviews

During 2020, 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	0.00	0.00	0.00	0.00	<b>0.00</b>
Support Staff	0.00	0.00	0.00	0.00	<b>0.00</b>

### Areawide Water Quality Management Plan / Chapter 30 Reviews

During 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.

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	0.00	0.00	0.00	0.00	<b>0.00</b>
Support Staff	0.00	0.00	0.00	0.00	<b>0.00</b>

### Sewer Service Area (SSA) Amendment Reviews

During 2020, Brown County Planning Commission staff reviewed two SSA amendments. The projects were at the following locations:

Community	Reviews by Quarter			
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
City of De Pere			1	
Brown County – Staff Initiated			1	
Total	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	0.00	0.00	15.00	0.00	<b>15.00</b>
Support Staff	0.00	0.00	1.00	0.00	<b>1.00</b>

## Environmentally Sensitive Area (ESA) Amendment Reviews

During 2020, Brown County Planning Commission staff reviewed 7 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.
- Miscellaneous items documented under *“Technical Assistance, Information, and Education.”*

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

- 2020-01 (HOW) Plan Correction – This plan correction removed a wetland identified on 62CSM98 due to a state wetland exemption determination.
- 2020-02 (SCO) Plan Correction – This plan correction reduced a setback to a navigable waterway from 100’ to the current setback of 75’.
- 2020-03 (HOW) Plan Correction – This plan correction reduced a wetland setback from 50’ to the current setback of 35’.
- 2020-04 (LAW) Plan Correction – This plan correction revised the 20’ setback from a steep slope ESA based on more accurate elevation data.
- 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.
- 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.
- 2020-07 (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.

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	0.50	0.50	1.00	6.50	<b>8.50</b>
Support Staff	0.00	0.00	0.00	0.00	<b>0.00</b>

### Technical Assistance, Information, and Education

During 2020, Brown County Planning Commission staff provided 576.00 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.

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	162.00	187.50	143.00	95.00	<b>587.00</b>
Support Staff	0.00	0.00	0.00	0.00	<b>0.00</b>

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### SUMMARY OF HOURS FOR WORK ELEMENT 1

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Planning Director	0.00	0.00	0.00	0.00	<b>0.00</b>
Senior Planner	177.50	191.50	166.00	106.50	<b>641.5</b>
Support Staff	3.75	1.00	2.75	1.25	<b>8.75</b>

## WORK ELEMENT 2

### EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

#### Erosion Control Planning for Subdivision Plat Reviews

During 2020, Brown County Planning Commission staff reviewed 31 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Ashwaubenon		1		
V of Bellevue	1	2	1	
V of Howard	1	1		2
V of Hobart	2	2	1	1
T of Ledgeview	4	1	3	1
T of Lawrence		3	1	
T of New Denmark	1			
V of Denmark	1			
V of Pulaski			1	
<b>Total</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>4</b>

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	10.00	10.00	7.00	4.00	<b>31.00</b>

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

During 2020, Brown County Planning Commission staff reviewed 106 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total
26	23	30	27	106

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	7.80	6.90	9.00	8.10	<b>31.80</b>



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

During 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.

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	0.00	0.00	2.00	0.00	<b>2.00</b>

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

During 2020, Brown County Planning Commission staff reviewed 7 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 location:

- See work Element 1 for project locations and details.

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	1.00	1.00	2.00	3.00	<b>7.00</b>

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

During 2020, Brown County Planning Commission staff a combination of 31 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
V of Ashwaubenon	1			1
V of Bellevue	1		2	
V of Howard	1		1	
T of Holland	1			
C of Green Bay	3	2	2	2
C of De Pere	3		1	
T of Ledgerview			1	2
T of Lawrence	2	1		
Suamico	1			
Scott	1			
V of Hobart	1	1		
<b>Total</b>	<b>15</b>	<b>4</b>	<b>7</b>	<b>5</b>

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	3.00	0.80	1.40	1.00	<b>6.20</b>

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

During 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

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	12.80	11.90	12.50	10.10	47.30

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## SUMMARY OF HOURS FOR WORK ELEMENT 2

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	34.60	30.60	33.90	26.20	125.3

## WORK ELEMENT 3

### STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

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

During 2020, Brown County Planning Commission staff reviewed 31 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Ashwaubenon		1		
V of Bellevue	1	2	1	
V of Howard	1	1		2
V of Hobart	2	2	1	1
T of Ledgeview	4	1	3	1
T of Lawrence		3	1	
T of New Denmark	1			
V of Denmark	1			
V of Pulaski			1	
<b>Total</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>4</b>

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	20.00	20.00	14.00	8.00	<b>62.00</b>

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

During 2020, Brown County Planning Commission staff reviewed 106 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total
26	23	30	27	106

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	13.00	11.50	15.00	13.50	<b>53.00</b>

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

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

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	0.00	0.00	4.00	0.00	4.00

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

During 2020, Brown County Planning Commission staff reviewed 7 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 location:

- See work Element 1 for project descriptions and locations

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	2.00	2.00	4.00	6.00	14.00

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

During 2020, Brown County Planning Commission staff reviewed 31 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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
V of Ashwaubenon	1			1
V of Bellevue	1		2	
V of Howard	1		1	
T of Holland	1			
C of Green Bay	3	2	2	2
C of De Pere	3		1	
T of Ledgeview			1	2
T of Lawrence	2	1		
Suamico	1			
Scott	1			
V of Hobart	1	1		
Total	15	4	7	5

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total Hours
Senior Planner	3.00	4.60	1.40	1.00	10.00

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

During 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

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	<b>Total Hours</b>
Senior Planner	12.80	11.90	12.50	10.10	<b>47.30</b>

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## **SUMMARY OF HOURS FOR WORK ELEMENT 3**

Staff Members	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	<b>Total Hours</b>
Senior Planner	50.80	50.00	50.90	38.60	<b>190.3</b>

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

**Brown County Planning Commission**

**Brown County, Wisconsin**

**2020 Year End Report**

**January 1, 2020 through December 31, 2020**

Quarterly Reimbursement Requests

1<sup>st</sup> Quarter - \$11,248.36

2<sup>nd</sup> Quarter - \$11,545.40

3<sup>rd</sup> Quarter - \$10,702.91

4<sup>th</sup> Quarter - \$5,503.33

**Total \$39,000.00**

**TOTAL REIMBURSEMENT AMOUNT THAT WAS REQUESTED:**

**\$39,000.00**

## Summary of Grant Deliverables

Final Deliverables	Completed
1 <sup>st</sup> Quarter Report (April)	<input checked="" type="checkbox"/>
2 <sup>nd</sup> Quarter Report (July)	<input checked="" type="checkbox"/>
3 <sup>rd</sup> Quarter Report (October)	<input checked="" type="checkbox"/>
4 <sup>th</sup> Quarter Report (February)	<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"/>