

Please note meeting location.

**AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, October 3, 2012
Pamperin Park Dance Hall
2801 CTH RK
Green Bay, WI 54303
6:30 p.m.**

ROLL CALL:

Paul Blindauer	_____	Michael Malcheski	_____
James Botz	_____	Ken Pabich	_____
William Clancy	_____	Gary Pahl	_____
Norbert Dantine, Jr.	_____	Scott Puyleart	_____
Ron DeGrand	_____	Dan Robinson	_____
Bernie Erickson	_____	Alan Swatloski	_____
Adam Gauthier	_____	Ray Tauscher	_____
Steve Grenier	_____	Mark Tumpach	_____
Phil Hilgenberg	_____	Jerry Vandersteen	_____
Dotty Juengst	_____	Tim VandeWettering	_____
Pat Kolarik	_____	Dave Wiese	_____
Jack Lewis	_____	Reed Woodward	_____

1. Approval of the minutes of the September 5, 2012, regular meeting of the Brown County Planning Commission Board of Directors.
2. **Public Hearing:** Northeastern Wisconsin Housing Consortium application for Community Development Block Grant – Housing funds.
3. Review of the 2013 Brown County Planning Commission budget.
4. Director's report.
5. Brown County Planning Commission staff updates on work activities during the month of September 2012.
6. Other matters.
7. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY THE DAY BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, September 5, 2012
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Michael Malcheski	<u>X</u>
James Botz	<u>Exc</u>	Ken Pabich	<u>X</u>
William Clancy	<u>Exc</u>	Gary Pahl	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Scott Puyleart	<u>Abs</u>
Ron DeGrand	<u>X</u>	Dan Robinson	<u>X</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Adam Gauthier	<u>Exc</u>	Ray Tauscher	<u>X</u>
Steve Grenier	<u>Abs</u>	Mark Tumpach	<u>Exc</u>
Phil Hilgenberg	<u>X</u>	Jerry Vandersteen	<u>X</u>
Dotty Juengst	<u>Abs</u>	Tim VandeWettering	<u>X</u>
Pat Kolarik	<u>X</u>	Dave Wiese*	<u>X</u>
Jack Lewis	<u>Exc</u>	Reed Woodward	<u>Abs</u>

OTHERS PRESENT: Lisa J. Conard, Chuck Lamine, *Burt McIntyre for Dave Wiese, Cole Runge, and Aaron Schuette.

N. Dantine opened the meeting at 6:30 p.m.

1. Approval of the minutes of the August 1, 2012, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Pabich, seconded by G. Pahl, to approve the minutes of the August 1, 2012, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes from the August 13, 2012, meeting of the Transportation Subcommittee.

B. Erickson asked for clarification regarding the following statement that appeared in the draft minutes of the Transportation Subcommittee meeting:

“Staff researched red light cameras and their use in US cities to determine if they can and should be used in the Green Bay MPO area to reduce the frequency and severity of crashes and injuries.”

C. Runge stated that red light cameras are used throughout the United States to capture images of both the vehicle license plate and driver. Citations can then be issued to those who go through a red light.

A motion was made by K. Pabich, seconded by R. DeGrand, to receive and place on file the draft minutes from the August 13, 2012, meeting of the Transportation Subcommittee. Motion carried.

3. Discussion and action on the *2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area*.

L. Conard noted that she provided an overview of the TIP process at the August meeting of the planning commission.

L. Conard stated that she did receive a few technical comments from FHWA and WisDOT staff during the 30-day review and comment period.

L. Conard also noted that Green Bay Metro did receive a grant to purchase a new bus washer and floor scrubber for use in the maintenance facility. The projects were initially anticipated in 2013 and therefore, included in the 2013 element of the TIP. With the funding coming in 2012, the projects will be removed from the TIP.

L. Conard stated that MPO staff has worked with the public works departments of the urban municipalities to develop the TIP and met with the Transportation Subcommittee on August 13. The minutes of that meeting are included in the packet. The Transportation Subcommittee made a recommendation for approval to the BCPC Board of Directors.

D. Robinson asked if the TIP is a rolling document, with annual updates.

L. Conard stated yes. In 2013, staff will prepare the 2014-2018 TIP.

A motion was made by K. Pabich, seconded by G. Pahl, to approve the *2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area*. Motion carried.

4. Review and action on Community Development Block Grant–Housing Program Citizens Participation Plan.

A. Schuette gave a brief overview of the Community Development Block Grant – Housing (CDBG-Housing) program and stated that as a component of the grant application packet, Brown County is required to have an adopted Citizens Participation Plan (CPP) on file.

The draft CPP, as proposed and included in the packet, is based on the model CPP provided by the Wisconsin Department of Administration – Division of Housing and U.S. Department of Housing and Urban Development (HUD) program guidance.

A. Schuette stated that the 10-county area will receive approximately \$1,000,000 via the grant for 2013.

A. Schuette said that \$130,000 will go directly to Brown County for program administration. The \$130,000 will cover all of the costs associated with the new Housing Administrator position and a portion of A. Schuette's and C. Lamine's time to oversee the administrator and program. The \$130,000 will also cover a portion of the Planning and Land Services Department secretary's time.

The remaining \$870,000 will be distributed to the 10 counties in the form of no or low interest deferred loans for home improvement for low to moderate income individuals.

N. Dantine asked if the program operates as a revolving loan program.

A. Schuette stated yes. Payments made will go into a fund and cycled through the program.

B. Erickson asked if the individual applying for the loan will have to verify U.S. citizenship.

A. Schuette stated that there is an income verification process but is unaware of one for citizenship. A. Schuette will follow-up with the state and provide B. Erickson with an answer. (Subsequently, A. Schuette contacted a program administrator at the state. There is a question on the application that reads "Is it legal for you to live/work in the U.S.?" If the applicant checks "no," the application is disregarded. If the applicant checks "yes," the application proceeds to income verification.)

B. McIntyre asked for clarification that the program would be aimed at low to moderate income individuals who seek to become homeowners.

A. Schuette stated the program is aimed at existing homeowners.

A. Schuette stated that entitlement communities (including the City of Green Bay) will not receive funding under this program. Entitlement communities receive a direct allocation from the U.S. Department of Housing and Urban Development.

C. Lamine stated he administered this program in two other communities. This is a valuable program to both the individual and neighborhood. It can take the worst house on the block and make it one of the best. The program emphasizes safety and health. Items like a new septic system, roof repairs, and plumbing improvements are eligible. The improvements must meet the Federal Housing Quality Standards.

P. Hilgenberg noted the importance of the \$130,000 in administrative funding from the grant that will be going to the Brown County Planning Commission.

Discussion occurred regarding the 10 member citizen committee. The plan commission agreed that modifying the language in the draft plan regarding county executive's appointment authority to read "county executive or county board chair" as some counties in the 10 county region do not have an elected county executive. D. Robinson recommended changing the language in the CPP from having a 5-person committee to having a 10-person committee, reflective of the 10 participating counties.

M. Malcheski suggested staff talk with Mr. Paul Walter of the City of Antigo. Mr. Walter is very familiar with the program and may have some rules/guidelines in place that the committee can use as a template.

A motion was made by K. Pabich, seconded by J. Vandersteen, to approve the Community Development Block Grant-Housing Program Citizens Participation Plan with an amendment adding "or county board chair" for appointment authority and changing the committee from 5 persons to 10. Motion carried.

5. Discussion and action on supporting the identification of Green Bay Metro as the Designated Recipient of Section 5307 Urbanized Area Formula Program funds for the Green Bay urbanized area.

C. Runge stated that a Designated Recipient of Section 5307 funds must be identified for the Green Bay Urbanized Area now that the area exceeds 200,000 people. C. Runge stated this will allow Green Bay Metro to receive the funds that they currently receive. C.

Runge developed a Designated Recipient support resolution for consideration by the BCPC Board of Directors.

N. Dantine asked about the 200,000 population threshold and stated that the City of Green Bay has just over 100,000 (104,057) people.

C. Runge stated that in July the Green Bay MPO officially became a Transportation Management Area (TMA) with an urban population of 206,520. The US Census defines the area of urbanization using a formula that emphasizes population density.

C. Runge stated that the Green Bay Urbanized Area includes areas outside of the City of Green Bay (included in the urbanized area are the cities of Green Bay and De Pere, all of the villages of Allouez and Ashwaubenon, most of the villages of Bellevue, Howard, and Suamico, portions the towns of Scott, Ledgeview, Rockland, Lawrence, Hobart, and Pittsfield, and a very small piece of Oconto County).

C. Runge stated that becoming a TMA can have advantages when it comes to federal transportation funding, particularly with funding set-asides. C. Runge cautioned that it is too early to determine the full impact of becoming a TMA.

P. Hilgenberg asked about funding reductions that could occur as a result of becoming a TMA.

C. Runge stated that transit operating funding will likely be reduced now that the urbanized area exceeds 200,000 people. C. Runge stated that the new federal transportation law (MAP-21) allows for the flexible use of transit operating and capital funds, but it is too early to determine the impact this will have on Green Bay Metro's budget.

A motion was made by G. Pahl, seconded by R. DeGrand, to support the identification of Green Bay Metro as the Designated Recipient of Section 5307 Urbanized Area Formula Program funds for the Green Bay urbanized area. Motion carried.

6. Director's report.

Metropolitan Map. C. Lamine distributed the fold-out Metropolitan Map prepared by the BCPC staff and GIS interns. The map can be purchased in the Brown County Planning and Land Services office (305 East Walnut Street, Room 320 or by calling 920 448-6480). Individual maps are available for \$5.00 and high volume discounts are available. C. Lamine noted the communities may want to purchase maps at a volume discount and sell them in their town/village/city halls.

Budget. C. Lamine stated that he has met the Brown County Executive's target for the 2013 department budget. The department will propose adding a Housing Administrator position (Planner I) with use of non-levy funds from the CDGB program.

The department will also propose adding a GIS Technician to allow Jeff DuMez, LIO Coordinator, to focus on higher level tasks. This position is also off the general levy. C. Lamine will present the budget to the BCPC Board of Directors at the October 3 meeting.

County Farm Property. C. Lamine stated that staff continues to pursue a method and funding source to tear down the old Mental Health Center. Staff has been working with other entities to gauge interest in developing the farm property as a technology and research park.

G. Pahl asked about the location of the Medical College of Wisconsin campus.

C. Lamine stated that a proposal was submitted to the college that identifies the county farm property as a possible site for the campus. Other sites are being considered by the college as well.

G. Pahl stated that the college would complement the Veterans Clinic that will be opening soon in the area.

C. Lamine agreed. It will also complement NEW Curative, the Community Treatment Center (CTC), and the Brown County Jail.

Brown County Comprehensive Plan update. C. Lamine stated that the Brown County Comprehensive Plan was approved in 2004. Staff will be preparing for the update in 2013 and intends on having an update approved in 2014.

C. Lamine expressed his appreciation to the planning staff for managing the department in his absence. C. Lamine stated that his daughter's recent surgery was a success.

A motion was made by K. Pabich, seconded by R. DeGrand, to receive and place on file the director's report. Motion carried.

7. Brown County Planning Commission staff updates on work activities during the month of August 2012.

A motion was made by B. Erickson, seconded by K. Pabich, to receive and place on file the staff updates. Motion carried.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

8. Other matters.

D. Robinson read from a resolution passed by the Common Council of the City of De Pere on August 7, 2012:

"The City of De Pere urges Brown County to move with all deliberate speed in obtaining all approvals necessary to designate Alternative #2 as the Southern Bridge corridor. The City of De Pere, throughout the many years of planning for Southern Bridge, has made numerous planning decisions which relate to land use and business development that are consistent with Alternative #2."

C. Runge stated that Alternative #2 includes an arterial to be constructed along the Rockland Road – Red Maple Road corridor with an interchange at US 41. This alternative has also been endorsed by the surrounding communities.

C. Runge, in response to the resolution, wrote a letter to the City of De Pere.

C. Runge was asked to provide the commission with an update regarding the status of the Environmental Impact Statement (EIS) document.

C. Runge stated he submitted a draft EIS document to WisDOT's Northeast Region Office in March of 2012 and to WisDOT's Madison Office in June of 2012. After receiving comments on the draft EIS from WisDOT's Madison Office in mid-July, BCPC staff was

told that the EIS format and content guidelines that WisDOT and FHWA had originally stated were correct are no longer acceptable. As a result of this decision, BCPC staff must now add information to and reformat a large portion of the draft EIS before additional state and federal reviews can occur.

C. Runge stated that he has added the requested content, is finalizing the format changes, and will be distributing the revised draft EIS document in the near future. C. Runge is hopeful that WisDOT and FHWA staff will review the draft quickly so we can meet staff's goal of having a "record of decision" on file in early 2013.

C. Runge stated that staff is working to complete the EIS as quickly as possible because it is important to De Pere and the surrounding communities. C. Runge stated that the target construction year for a new Fox River bridge has been 2020 since the Brown County Land Use and Transportation Plan was adopted in 1996, and we are still on schedule to meet this target.

D. Robinson thanked Cole for his attention in this matter.

N. Dantine asked staff to explore the possibility of holding the next BCPC meeting at a location other than the Green Bay Metro Transportation Center.

9. Adjourn.

A motion was made by K. Pabich, seconded by G. Pahl, to adjourn. Motion carried. The meeting concluded at 7:15 p.m.



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

CHUCK LAMINE, AICP

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

PLANNING DIRECTOR

MEMORANDUM

DATE: September 24, 2012
TO: Brown County Planning Commission Board of Directors
FROM: Aaron Schuette, Principal Planner 
RE: State of Wisconsin Community Development Block Grant – Housing Program

One of the requirements of the CDBG-Housing program is to hold a public hearing regarding the grant application prior to submittal to the State of Wisconsin. The public hearing to be held at the October 3 BCPC meeting will include a presentation regarding the program background prior to obtaining public input. The agenda for the public hearing is as follows:

1. Identification of total potential funds.
2. Eligible CDBG activities
 - a. Economic Development
 - b. Public Facilities
 - c. Housing
 - (1) Rehabilitation
 - (2) Homebuyer Assistance
 - (3) Special Housing Projects
3. Presentation of identified housing and community development needs.
4. Identification of housing and community development needs by public.
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities.

If you have any questions regarding the public hearing prior to the BCPC meeting on October 3, please feel free to call me at (920) 448-6486 or email me at schuette_am@co.brown.wi.us.

AS:lw



2013 Planning Department Budget

Account Number	Description	2011 Actual Amount	2012 Estimated Amount	2012 Amended Budget	2013 Executive
Fund	100	GF			
Revenue					
Department	066	PALS			
Division	065	Planning			
4100	General property taxes	\$306,974.04	\$205,200.00	\$246,245.00	\$259,890.00
	Comment: Level			Comment:	
	Executive			Decrease in IS chargebacks of \$465 must reduce levy by same amount. EB 8/30/12	
4301	Federal grant revenue	\$166,853.84	\$235,967.00	\$235,967.00	\$210,309.00
	Comment: Level			Comment:	
	Department			Transportation Planning Grant (\$180,360) and Wisconsin Department of Administration Coastal Management Grant for Port Opportunity Study for the Port of Green Bay (\$29,949).	
4301.101	Federal grant revenue Stimulus secondary	\$0.00	\$0.00	\$0.00	\$0.00
4302	State grant and aid revenue	\$75,183.94	\$65,000.00	\$48,810.00	\$40,000.00
	Comment: Level			Comment:	
	Department			This account includes the Wisconsin Department of Natural Resources Water Quality Grant (\$40,000).	
4600.300	Charges and fees Surveyor review	\$0.00	\$0.00	\$0.00	\$0.00
4600.860	Charges and fees CSM plat variance review	\$31,740.00	\$30,000.00	\$30,000.00	\$32,500.00
	Comment: Level			Comment:	
	Department			This account includes revenue from certified survey map and plat reviews along with subdivision variance requests. The amount was derived based off of current and projected land division activity.	
4600.861	Charges and fees Sewer service	\$4,275.00	\$5,000.00	\$4,000.00	\$7,000.00
	Comment: Level			Comment:	
	Department			This account includes sewer service area and environmentally sensitive area amendments, facility plan reviews, as well as water quality management letters. Fees were increased to reflect actual cost of this regulatory review.	
4601.197	Sales Map	\$1,853.86	\$5,500.00	\$5,500.00	\$2,000.00
	Comment: Level			Comment:	
	Department			This account includes revenue from purchases of the Metropolitan Green Bay/Brown County Street Map. Budgeted revenue reduced because the 2012 map was a new edition.	

*1100 - 1500 major ESA
215,850 minor
SD - plan amendments*

ITEM #3

2013 Planning Department Budget

Account Number	Description	2011 Actual Amount	2012 Estimated Amount	2012 Amended Budget	2013 Executive
4601.320	Sales Register of deeds	\$0.00	\$0.00	\$0.00	\$0.00
4609	Miscellaneous public charges	\$22.75	\$21.00	\$25.00	\$25.00
Comment: Level		Comment			
Department		This account includes revenue generated from copies made of various planning documents and information for the general public.			
4700	Intergovt charges	\$31,257.59	\$15,000.00	\$18,400.00	\$27,400.00
Comment: Level		Comment			
Department		This account includes the following: Community Development Block Grant - Economic Development grant administration (\$12,000), Revolving Loan Fund fees (\$5,400), and local assistance work requested by municipalities (\$10,000). <i>Increase \$9,000 -- 1/2</i>			
4700.862	Intergovt charges Comprehensive planning	\$0.00	\$0.00	\$0.00	\$0.00
4800	Intra-county charge	\$0.00	\$606.00	\$0.00	\$0.00
4900	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
4901	Donations	\$26,667.67	\$26,654.00	\$0.00	\$26,654.00
Comment: Level		Comment			
Department		This revenue is an annual donation in lieu of the gross receipts tax for the wind turbines that are located in Brown County. <i>Added wind turbine project</i>			
9002	Transfer in	\$112,154.51	\$148,248.00	\$148,248.00	\$9,294.00
Comment: Level		Comment			
Department		This account is for the Community Development Block Grant housing program's portion (10 percent) of the Information Services, Indirect, and Insurance chargebacks. <i>Information Services - Heat, light, bldg</i>			
9002.200	Transfer in HR	\$4,756.95	\$0.00	\$0.00	\$0.00
9002.400	Transfer in Wages	\$0.00	\$0.00	\$0.00	\$260,758.00
Comment: Level		Comment			
Department		This account includes the following: Land Records Modernization budget for GIS/Land Records Coordinator position (\$83,398) and GIS Technician position (\$61,285) and Community Development Block Grant budget for Planner I - Housing position (\$61,285) and administration/oversight/support staff hours (\$54,790).			
Division Total: Planning		\$761,740.15	\$737,196.00	\$737,195.00	\$875,830.00
Department Total: PALS		\$761,740.15	\$737,196.00	\$737,195.00	\$875,830.00
Revenue Totals		\$761,740.15	\$737,196.00	\$737,195.00	\$875,830.00

2013 Planning Department Budget

Account Number	Description	2011 Actual Amount	2012 Estimated Amount	2012 Amended Budget	2013 Executive
Expenses					
Department	066	PALS			
Division	065	Planning			
5100	Regular earnings	\$373,383.06	\$429,201.00	\$457,226.00	\$543,968.00
	Comment: Level			Comment	
		Department		The regular earnings are increased to reflect two non-levy funded positions (GIS Technician and Planner I - Housing) within the department.	
5102	Paid leave earnings	\$0.00	\$0.00	\$0.00	\$0.00
5102.100	Paid leave earnings Paid Leave	\$83,768.31	\$32,133.00	\$0.00	\$0.00
5102.200	Paid leave earnings Personal	\$0.00	\$0.00	\$0.00	\$0.00
5102.300	Paid leave earnings Casual	\$0.00	\$0.00	\$0.00	\$0.00
5102.400	Paid leave earnings Sick	\$0.00	\$0.00	\$0.00	\$0.00
5102.500	Paid leave earnings Holiday	\$0.00	\$0.00	\$0.00	\$0.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	\$0.00	\$0.00	\$0.00	\$0.00
5102.999	Paid leave earnings Accrual	\$0.00	\$0.00	\$0.00	\$0.00
5103	Premium	\$0.00	\$0.00	\$0.00	\$0.00
5103.000	Premium Overtime	\$0.00	\$0.00	\$0.00	\$0.00
5103.100	Premium Comp time premium	\$0.00	\$0.00	\$0.00	\$0.00
5103.200	Premium Shift differential	\$0.00	\$0.00	\$0.00	\$0.00
5103.300	Premium Holiday	\$0.00	\$0.00	\$0.00	\$0.00
5109.100	Salaries reimbursement Short term disability	(\$2,407.45)	(\$4,108.00)	\$0.00	\$0.00
5110	Fringe benefits	\$0.00	\$0.00	\$0.00	\$0.00
5110.100	Fringe benefits FICA	\$32,850.36	\$33,606.00	\$33,606.00	\$39,981.00
5110.110	Fringe benefits Unemployment compensation	\$2,212.00	\$2,307.00	\$2,307.00	\$2,063.00
5110.199	Fringe benefits Back pay fringe	\$0.00	\$0.00	\$0.00	\$0.00
5110.200	Fringe benefits Health insurance	\$103,830.05	\$99,514.00	\$99,514.00	\$131,128.00
5110.210	Fringe benefits Dental Insurance	\$7,631.34	\$7,632.00	\$7,632.00	\$10,032.00
5110.220	Fringe benefits Life Insurance	\$251.28	\$255.00	\$255.00	\$1,110.00
5110.230	Fringe benefits LT disability	\$0.00	\$1,662.00	\$1,662.00	\$1,980.00
5110.235	Fringe benefits Disability	\$5,209.28	\$4,133.00	\$4,133.00	\$5,203.00

2013 Planning Department Budget

Account Number	Description	2011 Actual Amount	2012 Estimated Amount	2012 Amended Budget	2013 Executive
5110.240	Fringe benefits Workers compensation insurance	\$294.00	\$84.00	\$84.00	\$96.00
5110.300	Fringe benefits Retirement	\$23,593.01	\$26,684.00	\$26,684.00	\$31,801.00
5110.310	Fringe benefits Retirement credit	\$16,943.51	\$0.00	\$0.00	\$0.00
5300	Supplies	\$0.00	\$15.00	\$0.00	\$0.00
5300.001	Supplies Office	\$626.32	\$1,000.00	\$1,000.00	\$1,000.00
	Comment: Level			Comment	
	Department			This amount is to purchase office supplies for the department.	
5300.003	Supplies Technology	\$0.00	\$0.00	\$0.00	\$0.00
5300.004	Supplies Postage	\$1,210.08	\$1,900.00	\$1,900.00	\$1,919.00
	Comment: Level			Comment	
	Department			Increased 1 percent as recommended on the costs adjustment list provided by Administration.	
5303	Copy expense	\$108.59	\$0.00	\$0.00	\$0.00
5304	Printing	\$1,709.25	\$3,500.00	\$3,500.00	\$0.00
	Comment: Level			Comment	
	Department			Removed this expense as the printing of the updated Metropolitan Green Bay/Brown County Street Map by an outside vendor will be completed in 2012.	
5305	Dues and memberships	\$470.00	\$470.00	\$470.00	\$470.00
	Comment: Level			Comment	
	Department			This amount is for American Planning Association (APA) annual membership dues as follows: APA membership (\$275), Wisconsin Chapter (\$45), and American Institute of Certified Planners membership (\$150).	
5307.100	Repairs and maintenance Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5307.200	Repairs and maintenance Vehicle	\$15.98	\$500.00	\$500.00	\$500.00
	Comment: Level			Comment	
	Department			Due to the age of the vehicle, repairs can be expected.	
5308.100	Vehicle/equipment Gas, oil, etc.	\$649.62	\$900.00	\$900.00	\$900.00
	Comment: Level			Comment	
	Department			Amount requested is the same as the 2012 budget and covers fuel purchases for required field work.	

2013 Planning Department Budget

Account Number	Description	2011 Actual Amount	2012 Estimated Amount	2012 Amended Budget	2013 Executive
5310	Advertising and public notice	\$659.48	\$1,300.00	\$1,300.00	\$1,300.00
	Comment: Level			Comment:	
	Department			This amount is needed to publish required public hearing notices.	
5330	Books, periodicals, subscription	\$92.79	\$400.00	\$400.00	\$400.00
	Comment: Level			Comment:	
	Department			This amount is to purchase professional periodicals and books to keep staff informed of best management planning practices.	
5335	Software/Licenses	\$0.00	\$990.00	\$1,000.00	\$0.00
	Comment: Level			Comment:	
	Department			Removed this expense because two Google Sketchup Pro 8 licenses were purchased in 2012 and reimbursed through the STP Urban grant.	
5340	Travel and training	\$2,512.93	\$2,750.00	\$2,750.00	\$2,750.00
	Comment: Level			Comment:	
	Department			This amount covers attendance at the National American Planning Association conference in Chicago, transportation conferences, and other various meetings within the state.	
5395	Equipment - nonoutlay	\$0.00	\$0.00	\$0.00	\$0.00
5505	Telephone	\$0.00	\$0.00	\$0.00	\$0.00
5505.100	Telephone cell	\$0.00	\$0.00	\$0.00	\$0.00
5600	Indirect cost	\$56,898.96	\$50,931.00	\$50,931.00	\$56,034.00
5601.100	Intra-county expense Information services	\$26,845.75	\$27,921.00	\$27,921.00	\$31,633.00
	Comment: Level			Comment:	
	Executive			Decrease in IS chargebacks of \$465 must reduce levy by same amount. EB 8/30/12	
5601.200	Intra-county expense Insurance	\$2,138.00	\$2,138.00	\$2,138.00	\$4,811.00
5601.400	Intra-county expense Copy center	\$0.00	\$4,000.00	\$4,000.00	\$3,000.00
	Comment: Level			Comment:	
	Department			This amount is to cover in-house printing of documents such as the Transportation Improvement Program for the Green Bay Urbanized Area and other large planning documents.	
5601.450	Intra-county expense Departmental copiers	\$0.00	\$882.00	\$882.00	\$1,251.00

Brown County

2013 Planning Department Budget

Account Number	Description	2011 Actual Amount	2012 Estimated Amount	2012 Amended Budget	2013 Executive
5700	Contracted services	\$0.00	\$2,000.00	\$2,000.00	\$0.00
	Comment: Level			Comment	
	Department			Removed this expense as the Surface Transportation Program-Urban project will be completed in 2012. The amount budgeted in 2012 was for the consultant fee for the project.	
5708	Professional services	\$0.00	\$0.00	\$0.00	\$0.00
5802	Comprehensive plan	\$0.00	\$0.00	\$0.00	\$0.00
5855	Membership	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
	Comment: Level			Comment	
	Department			Northeast Wisconsin Stormwater Consortium membership.	
6110.020	Outlay Equipment (\$5,000+)	\$0.00	\$0.00	\$0.00	\$0.00
9003	Transfer out	\$26,000.00	\$0.00	\$0.00	\$0.00
Division Total: Planning		\$769,996.50	\$737,200.00	\$737,195.00	\$875,830.00
Department Total: PALS		\$769,996.50	\$737,200.00	\$737,195.00	\$875,830.00
Revenue Totals:		\$761,740.15	\$737,196.00	\$737,195.00	\$875,830.00
Expense Totals		\$769,996.50	\$737,200.00	\$737,195.00	\$875,830.00
Fund Total: GF		(\$8,256.35)	(\$4.00)	\$0.00	\$0.00
Revenue Grand Totals:		\$761,740.15	\$737,196.00	\$737,195.00	\$875,830.00
Expense Grand Totals:		\$769,996.50	\$737,200.00	\$737,195.00	\$875,830.00
Net Grand Totals:		(\$8,256.35)	(\$4.00)	\$0.00	\$0.00

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
October 3, 2012**

Rick Levine
(manager) Park.

- Technology Park
- Research Park

September 2012 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

→ Brown City / GB
UWGB / etc.

- Met with the County Executive and various Brown County staff to discuss development options for the old Mental Health Center and County Farm property. → Federal money
- Met with City of Green Bay staff regarding the Brown County Farm property. →
- Attended the September 26 Green Bay/Brown County Professional Football Stadium District meeting.
- Attended the September 19 County Board meeting to address any questions related to Planning and Land Services (PALS) Department agenda items.
- Researched information regarding creating a University Technology Park on the County Farm property.
- Continued to work on developing the 2013 PALS Department budget.
- Attended the Village of Suamico TIF Review Board meetings on August 8 and September 25.
- Worked with planning staff to develop a business park absorption analysis for business parks located within Brown County. This information will be used to evaluate the market potential for a Technology/Business Park on the Brown County Farm property.
- Met with contracted legal counsel and Advance staff to coordinate the Brown County Economic Development Revolving Loan Fund program.
- Met with representatives of WisDOT and the Brown County Public Works Department about WisDOT's progress on the STH 29/CTH EA Extension Study.
- Attended a public information meeting regarding WisDOT's progress on the STH 29/CTH EA Extension Study.
- Attended four meetings and seminars with representatives of the Medical College of Wisconsin (MCW) regarding development of a regional MCW campus in Brown County.
- Researched issues associated with Tax Increment Financing to make airport properties available for economic development purposes. Attended three meetings in this regard.
- Attended a Public Works Cabinet meeting with the County Executive to discuss collaborative efforts with other Brown County departments.
- Attended the Brown County Facility Master Plan Subcommittee meeting the evening of September 20 to discuss efforts regarding the Brown County Mental Health Center building and the Brown County Farm property.
- Attended the Brown County Housing Authority meeting on September 17 regarding Brown County's efforts to work with the cardinal management group and the Center for Veterans Issues to develop an estimated \$12 million veteran's housing project.
- Attended the Midwest American Planning Conference in Madison, WI September 26 -27.
- Met with a Brown County Public Works representative and a representative of Wisconsin Energy Conservation Corporation regarding potential funding sources for Brown County facility energy efficiency projects.
- Met with the Port and Solid Waste Director and Wisconsin Economic Development Corporation (WEDC) regarding a statewide port planning process.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Completed revisions to portions of the draft Southern Brown County Environmental Impact Statement (EIS) and delivered the revisions to WisDOT Northeast Region Office staff for their review.
- Developed a Conceptual Stage Relocation Plan for the EIS.
- Prepared for and participated in a public information meeting for the STH 29/CTH EA extension study that was hosted by WisDOT. Also notified stakeholders about the Brown County Board's Planning, Development, and Transportation (PD&T) Committee meeting where this study will be discussed and prepared information for the meeting.
- Participated in a meeting to prepare for the STH 29/CTH EA discussion at the PD&T meeting with representatives of WisDOT, Brown County's Department of Public Works, Village of Bellevue, and Town of Ledgeview.
- Observed traffic conditions and began to develop possible solutions to traffic issues in front of Dickinson Elementary School in De Pere at the request of the School District's Superintendent.
- Compiled information for members of the Brown County Transportation Coordinating Committee (TCC) and distributed the information to the members before a TCC meeting. Also chaired the TCC meeting.
- Prepared letters to Representatives Ribble and Petri that thanked them for their efforts on the public transportation aspects of the new federal transportation law (Moving Ahead for Progress in the 21st Century). The letters were prepared at the direction of the Brown County TCC.
- Developed a proposal to update the Town of Ledgeview's Comprehensive Plan at the request of the Town Administrator.
- Prepared for and participated in a teleconference with WisDOT Northeast Region Office staff concerning WisDOT's criteria for identifying a new urbanized area boundary.
- Participated in an Integrating Planning for Operations Workshop that was sponsored by the Federal Highway Administration.
- Signed a certified survey map.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Attended the September 19 Brown County Board meeting for adoption of the Brown County Farmland Preservation Plan.
- Prepared the necessary support materials and submitted the Brown County Farmland Preservation Plan to the Department of Agriculture, Trade, and Consumer Protection (DATCP) for certification.
- Coordinated the DATCP certification process of the Brown County Farmland Preservation Plan with the 17 participating communities.
- Prepared a funding allocation plan to the 10-county consortium for the Community Development Block Grant (CDBG)-Housing grant program.
- Prepared and published a public hearing notice for the CDBG-Housing program.
- Began compiling the required components of the CDBG-Housing application packet.
- Attended and presented at a Village of Pulaski Planning and Zoning Commission meeting on the evening of September 19 regarding potential revisions to their sign ordinance.
- Completed a full draft revision of the Brown County Shoreland Zone and ESA Best Practices Report and summary pamphlet.
- Attended and presented the full draft of the Town of Eaton Comprehensive Plan Update at the Eaton Planning Commission meeting on the evening of September 4.

- Prepared a public hearing notice and provided it to the Town of Eaton for their Comprehensive Plan Update approval process.
- Attended and presented the draft Citizens Participation Plan for the CDBG-Housing program to the BCPC Board of Directors on the evening of September 5.
- Attended an EPA Brownfields Grant application strategy workshop at the WDNR office in Howard on September 10.
- Met with a representative of the Town of Rockland regarding proposed zoning ordinance and map updates on September 12.
- Met with a Brown County Public Works representative and a representative of Wisconsin Energy Conservation Corporation regarding potential funding sources for Brown County facility energy efficiency projects.
- Met with the Port and Solid Waste Director and Wisconsin Economic Development Corporation (WEDC) regarding a statewide port planning process.
- Met with a Village of Allouez planning commissioner regarding traditional neighborhood development.
- Attended and presented at the Planning, Development, and Transportation Committee meeting on the evening of September 25 regarding the Citizens Participation Plan for the CDBG-Housing program.
- Attended the Village of Howard Tax Increment District (TID) #7 Joint Review Board meeting as the Brown County representative on the evening of September 26.
- Participated in a conference call with the Fox-Wisconsin Heritage Parkway Economic Development Committee on September 27.
- Provided an update to Brown County Department of Administration regarding ongoing or planned economic development projects in Brown County for Moody's bond rating.
- Assisted 39 members of the public or local units of government with specific planning, land division, or zoning related questions during September.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of eight new certified survey maps (CSMs). Completed review of six CSMs.
- Completed review of two plat pre-submittal consultations, one preliminary subdivision plat, and one final subdivision plat.
- Review of smaller environmentally sensitive area (ESA) related issues and inquiries to develop solutions for the following communities: Town of Ledgeview (1), Town of Wrightstown (1), and Village of Denmark (1).
- A Town of Ledgeview ESA where a residential retaining wall and a significant amount of fill was placed within a floodway ESA. The property owner resolved the situation by removing the retaining wall and fill. The disturbed area was then stabilized with plans for planting native Wisconsin species of plants this fall and native trees next spring.
- A Town of Wrightstown ESA where a house was planned with a walkout basement and lowest opening encroaching and being lower than a floodway elevation. The solution was resolved with the construction of a retaining wall near the ESA line.
- A Village of Denmark ESA where an industrial railroad spur is planned to be extended into a wetland setback. Although in the sewer service area (SSA), many permits to complete the task are required from the Army Corps of Engineers and the WDNR. BCPC staff is working cooperatively with the agencies and property owner to expedite an ESA review and allow for a potential wetland mitigation proposal that retains the wetlands in the area rather than moving the wetlands to an out-of-county wetland bank.
- Review of smaller SSA related issues and inquiries to develop solutions for smaller projects.

- Completed the development of a five chapter draft update to the Brown County All-Hazard Mitigation Plan. A draft of the plan was proofed by BCPC staff. The plan was submitted to Wisconsin Emergency Management on September 20, 2012, for review and preapproval comments prior to the plan being approved by Brown County and submitted to Federal Emergency Management Agency. This was a significant portion of the workload for September.
- Submitted the completed edits to a model site plan ordinance for pedestrian and bicycle connectivity to consultant along with final invoice, as directed by WisDOT. The project was developed with graphics that help explain proposed ordinance requirements. The model was designed for use by communities in the urbanized areas of Brown County. A summary presentation of the project was made to the BCPC Board of Directors on August 1, 2012.
- Continued the organization and development of an update to the SSA portion of the Brown County Sewage Plan. A significant amount of work has not yet begun because funding for the work has not been verified formally, only verbally.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Finalized work on the *2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The TIP is a five-year program of highway, transit, elderly and disabled, and transportation alternatives projects.
 - Presented report to the BCPC Board of Directors via PowerPoint and answered questions.
 - Compiled data for the Fiscal Constraint requirement. A total of \$249,570,585 in federal funds is scheduled to be spent on highway/roadway construction projects in the urbanized area over the four year period 2013-2016.
 - Prepared document for final printing.
- Began developing an extensive mailing list for the *Coordinated Public Transit-Human Services Transportation Plan* outreach effort. The plan is a federal requirement.
- Began and completed the *3rd Quarter - Green Bay Metro Route Data and Analysis Report*. All of Metro's full service fixed routes were examined.
- Assembled a list of comments regarding Green Bay Metro's proposal to go "transfer free" for fixed route bus service Monday-Friday.
- Prepared a resolution requesting the Green Bay Common Council authorize the mayor to file and execute the 2013 Federal Section 5307 grant application for transit operating assistance. Green Bay Metro expects to receive approximately \$2,000,000 in 2013.
- Compiled data for the Principal Planner for input into the Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area.
- Continued to review the new federal transportation law, MAP-21, which will affect transportation programs, funding levels and procedures for the MPO, Brown County, urban

area municipalities, and Green Bay Metro. Participated in a series of informational webinars.

- Overview of MAP-21 - FHWA Safety Program Provisions
- Overview of MAP-21 - Focus on Performance Management
- Overview of MAP-21 - Public-Private Partnerships
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the BCPC Board of Directors meeting the evening of September 5. Recorded and wrote minutes.
- Participated in the Brown County Transportation Coordinating Committee on September 10. Recorded and wrote minutes.
- Participated in the Green Bay Transit Commission meeting on September 19.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Completed the conversion of GIS from v2 to v3.
- Built the new parcel editing tools.
- Provided GIS data and other services to Brown County Health Department, SEH, McMahon, Robert E. Lee & Associates, JV Capital, Fox Valley Technical College, Catholic Diocese, Town of Scott, Village of Bellevue, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Assigned addresses as requested.
- Assisted Green Bay Metro with updating the Route Guide.
- Assisted Green Bay Metro with updating the Green Bay Packers Game Day Route brochures.
- Created 3D renderings for the CTH EA/STH 29 project. Renderings were created for both alternatives 2 and 4B to show the future impacts that each alternative would have on abutting properties.
- Continued working on the Brown County business park analysis/methodology. The methodology has been refined from earlier analyses of the business parks within Brown County.
- Updated the Planning web pages with new transportation documents.
- Created a location map of Pamperin Park for the Brown County Planning Commission Board of Directors meeting.
- Completed the Brown County Street Map project. The map is published and is for sale from the Planning Department.
- Created maps of Austin Straubel International Airport/Brown County properties for the Planning Director.
- Participated in the regular staff meetings held every other Thursday morning.

NORTHEASTERN WISCONSIN HOUSING CONSORTIUM CDBG-HOUSING PROGRAM

Presented by the Brown County Planning
Commission on behalf of the Counties of Brown,
Calumet, Door, Kewaunee, Fond du Lac, Manitowoc,
Marinette, Outagamie, Sheboygan, and
Winnebago

Application Public Hearing, October 3, 2012

AGENDA

2

1. Identification of potential funds
2. Eligible CDBG Activities
 - a. Economic Development
 - b. Public Facilities
 - c. Housing
 - 1) Rehabilitation
 - 2) Homebuyer Assistance
 - 3) Special Housing Projects
3. Presentation of Housing and Community Development Needs
4. Identification of Housing and Community Development Needs by Public
5. Presentation of Activities Proposed for CDBG Application, Including Potential Residential Displacement.
6. Citizen Input Regarding Proposed and Other CDBG Activities

Application Public Hearing, October 3, 2012

POTENTIAL FUNDS

1. Based on Wisconsin Department of Administration estimates, approximately \$1 million is available for the Northeastern Consortium Counties.
2. \$130,000 will be used for administration and \$870,000 for project costs.
3. County funding allocations are based on numbers of county low and moderate income households with a \$60,000 allocation floor.
 - a) Based on \$870,000 in project costs, the allocation by consortium county will be:

will be:

County	Allocation	Number of Projects
Brown	\$141,555	5.7
Calumet	\$60,000	2.4
Door	\$60,000	2.4
Fond du Lac	\$66,599	2.7
Kewaunee	\$60,000	2.4
Manitowoc	\$121,682	4.9
Marinette	\$73,683	2.9
Outagamie	\$128,745	5.1
Sheboygan	\$67,159	2.7
Winnebago	\$90,577	3.6
TOTALS	\$870,000	34.8

- b) Estimated number of projects is based on a cap of \$25,000 per project.

ELIGIBLE CDBG ACTIVITIES

4

General CDBG Program Activities:

1. Economic Development: CDBG-ED
 2. Public Facilities: CDBG-PF and CDBG-PFED
 3. Housing: CDBG-Housing
 - a) Housing Rehabilitation
 - b) Homebuyer Assistance
 - c) Special Housing Projects
- Brown County will administer the CDBG-Housing program for the 10-county region.
 - The other two programs are administered by WDOA and WEDC

Application Public Hearing, October 3, 2012

IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS

- Low and moderate income owner-occupied housing rehabilitation, including such projects as:
 - Private on-site wastewater treatment system replacement.
 - Well replacement.
 - Lead and asbestos abatement
 - Mechanical, electrical, plumbing replacement
- Multi-family rental dwelling unit rehabilitation serving low and moderate income residents.
- Low and moderate income homebuyer assistance, specifically in Door County.
- Development of a regional revolving loan fund from repaid loans.

IDENTIFICATION OF HOUSING AND COMMUNITY DEVELOPMENT NEEDS BY THE PUBLIC

- Insert here.

Application Public Hearing, October 3, 2012

ACTIVITIES PROPOSED FOR CDBG APPLICATION

7

- No residential displacement is anticipated.
- Low and moderate income owner-occupied housing rehabilitation, including such projects as:
 - Private on-site wastewater treatment system replacement.
 - Well replacement.
 - Lead and asbestos abatement
 - Mechanical, electrical, plumbing replacement
- Multi-family rental dwelling unit rehabilitation serving low and moderate income residents.
- Low and moderate income homebuyer assistance, specifically in Door County.
- Development of a regional revolving loan fund from repaid loans.

Application Public Hearing, October 3, 2012

CITIZEN INPUT REGARDING PROPOSED AND OTHER CDBG ACTIVITIES

- Insert here.

TENTATIVE APPLICATION AND AWARD TIMELINE

1. Incorporate public hearing comments into CDBG application
2. Prepare CDBG application for submittal to WDOA-Division of Housing by October 31, 2012.
3. Receive award letter from WDOA in December 2012.
4. Request applications for projects by county in January/February 2013.
5. Commence work on awarded projects in March 2013.

Application Public Hearing, October 3, 2012

CONTACT INFORMATION

10

Aaron Schuette, Principal Planner
Brown County Planning Commission
PO Box 23600
Green Bay WI, 54305-3600
920.448.6486
schuette_am@co.brown.wi.us

Application Public Hearing, October 3, 2012