

2020

ANNUAL REPORT

BAY  LAKE
Regional Planning Commission | Since 1972

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Front Cover Image: Manitowoc County
Above: City of Marinette, Marinette County

Letter from the Chair

TO: The Wisconsin Legislature, governing bodies of local governmental units and interested parties within the Bay-Lake Region

Since 1972, the Bay-Lake Regional Planning Commission (BLRPC) has served 185 governmental units within eight counties in northeastern Wisconsin. This annual report summarizing programs and work completed in 2020 is submitted in accordance with the requirements set forth in s.66.0309(8)(b), Wis. Stats.

BLRPC staff worked on a variety of projects that brought value to the region in 2020. Highlights include the continued efforts with Kewaunee County to manage invasive species for the third year by treating an additional 273 acres for a total of 1,002 acres; the completion of Hazard Mitigation Plans for the counties of Manitowoc, Marinette, Oconto, and Sheboygan; finalizing comprehensive plans for the City of Gillett and Florence County; as well as finalizing a comprehensive plan with accompanying Story Map for Manitowoc County. Comprehensive plans were worked on, and continue into 2021 for the cities of Peshtigo, Two Rivers, and Marinette, and the Village of Cedar Grove. Staff assisted with the mitigation of the Emerald Ash Borer by helping communities plant 433 new trees in Wisconsin through grant funding. Additional projects in 2020 included the preparation of an invasive species management plan for Kewaunee County and a lower East River restoration plan. BLRPC used its Disaster Recovery Microloan funding program to assist a business in the City of Oconto that was impacted by flooding and ice jams. GIS projects in the region included the City of Sheboygan Falls online Cemetery Application, Manitowoc County Highway Department GIS assistance, Village of Lena Sex Offender Registry Map Update, and City of Algoma GIS assistance. Staff were also active in projects related to a successful CDBG grant for the Town of Underhill and Davis-Bacon certified payroll monitoring, as well as zoning issues, outreach, plans, and grant assistance for our member counties.

Even with the COVID-19 situation, and most staff working from home for a time, BLRPC was able to invest in both staff and technology in 2020. Two new staff were hired: one in transportation and one in community planning. We also welcomed the Village of Bellevue and the Town of Gardner as new members of the Commission. 2020 also saw us move our offices to 1861 Nimitz Drive, De Pere, Wisconsin.

The Commission continues to serve as the Sheboygan Metropolitan Planning Organization (MPO) and as an Economic Development District for the Economic Development Administration (EDA). Member levied funds are used to leverage these two programs, as well as the Regional Transportation program and Wisconsin Coastal Management Program that provide a variety of cost-effective services for local initiatives ranging from grant writing, to planning, to GIS.

Projects related to the Sheboygan MPO program in 2020 included the Transit Asset Management Plan, an update to the MPO Public Participation Plan, Title VI and Non-Discrimination Program/Limited English Proficiency Plan, Coordinated Public Transit-Human Services Transportation Plan, Transportation Planning Work Program, and Transportation Improvement Program.

At the BLRPC's annual meeting, Mike Hotz of Sheboygan County, and Terry Brazeau of Oconto County were re-elected as Vice-Chairperson and Secretary/Treasurer, respectively, while I was re-elected as Chairperson. I would like to thank the BLRPC staff for their expertise and professionalism. The well-trained and knowledgeable staff, when combined with active and informed Commissioners, enables BLRPC to be a valuable resource for our region's local governmental units and partner organizations.

Respectfully,



Dan Koski
Bay-Lake RPC Chairperson

About Us

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a multi-service governmental entity within Wisconsin that offers a variety of federal, state, and local programs. The Bay-Lake RPC is a public entity established similar to a municipality, and provides a range of planning services to member local governments in northeast Wisconsin.

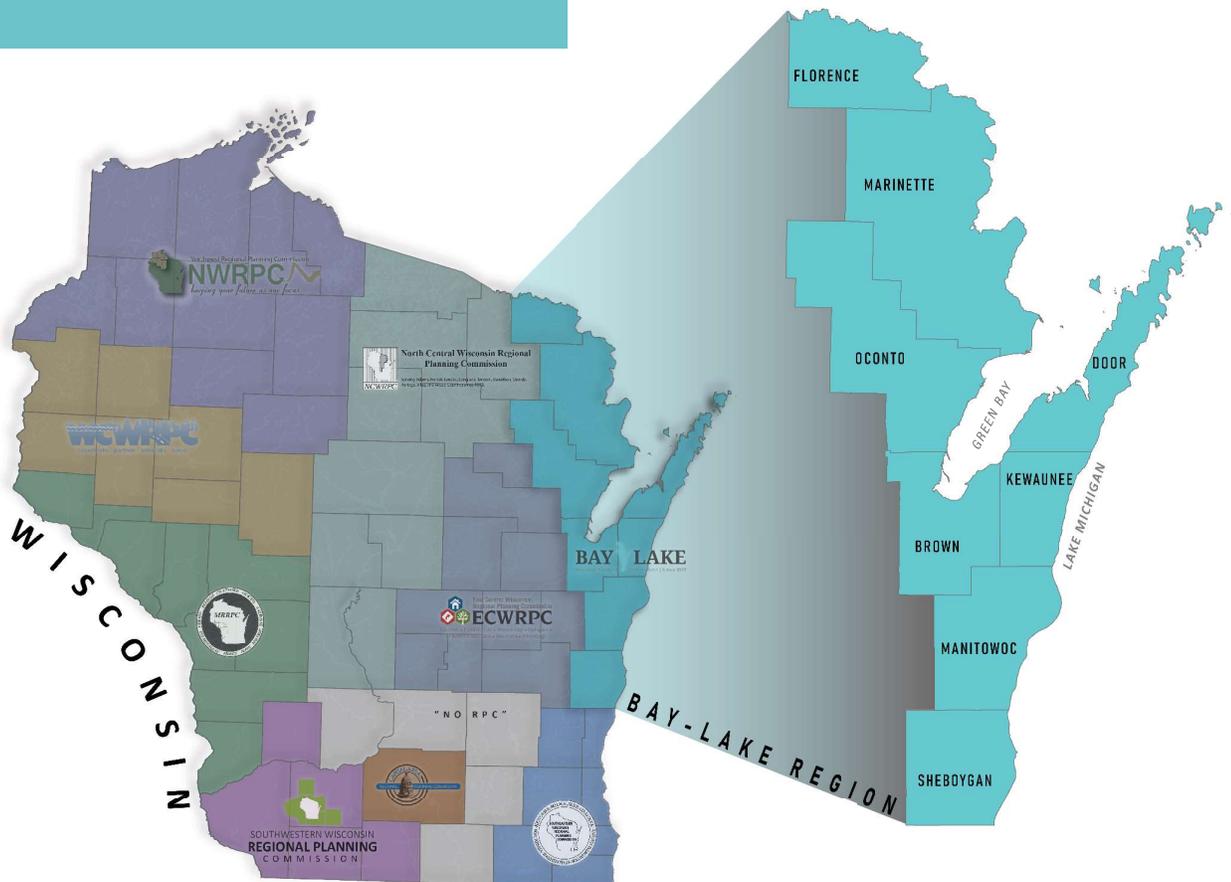
The total area of the Bay-Lake region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan.

Bay-Lake RPC is one of nine Regional Planning Commissions within the State of Wisconsin. The Bay-Lake region consists of Brown, Door, Kewaunee, Florence, Manitowoc, Marinette, Oconto, and Sheboygan counties.



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Email: letsplan@baylakerpc.org
Phone: 920-448-2820
www.baylakerpc.org

Contact Information



Services



Community Assistance

- ▶ Comprehensive Planning
- ▶ Green Infrastructure Code Audits
- ▶ Farmland Preservation Planning
- ▶ Hazard Mitigation Planning
- ▶ Housing Studies/Reports
- ▶ Concept Site Design
- ▶ Zoning Assistance



Economic Development

- ▶ Brownfields Assessments
- ▶ Disaster Recovery Microloan Program
- ▶ EDA Liaisons
- ▶ EMSI Developer Assistance
- ▶ Grant Writing, Admin & TA
- ▶ Special Reports
- ▶ Comprehensive Economic Development Strategy (CEDS)



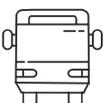
Environmental Planning

- ▶ Coastal Planning
- ▶ Lakeshore Recreation Studies
- ▶ Invasive Species Management
- ▶ Outdoor Recreation Planning
- ▶ Resiliency Studies
- ▶ Restoration Plans
- ▶ Sewer Service Area Planning/Reviews
- ▶ Sustainability Guidebooks
- ▶ Watershed Plans
- ▶ Water Trail Planning



Mapping & Visualization

- ▶ Custom Map Design
- ▶ Field Collection & Management
- ▶ Interactive Maps & Applications
- ▶ Land Use Inventory



Transportation

- ▶ Bicycle & Pedestrian Facility Planning
- ▶ Corridor Planning
- ▶ Pavement Surveys
- ▶ Transit Development Programs (TDP)
- ▶ Safe Routes to School Planning
- ▶ Sheboygan MPO Services

OUR MISSION
Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region.

2020 Commissioners

A group of commissioners oversees the activities of the Bay-Lake RPC. The Commission is made up of three commissioners from each member county that are selected as follows:

- ▶ One member is appointed by the county board
- ▶ One member is appointed by the Governor from a list of persons nominated by the county board
- ▶ One member is selected by the Governor

In addition, one non-voting commissioner is appointed for each nonmember county. The following commissioners are current as of December 31, 2020:

Brown County*

Vacant

Door County*

Vacant

Florence County

Ed Kelley

Larry Neuens

Rich Wolosyn

Kewaunee County

Mary Ellen Dobbins

Tom Romdenne

Donna Thomas

Manitowoc County

Dan Koski

- Chairperson

James Falkowski

Vacant

Marinette County

Ann Hartnell

Michael Kunesh

Thomas Mandli

Oconto County

Terry Brazeau

- Sec./Treasurer

Dennis Kroll

Karl Ballestad

Sheboygan County

Mike Hotz

- Vice-Chairperson

Ed Procek

Vacant

*Indicates non member county within the Bay-Lake region.

Meet the Staff



Cindy J. Wojtczak, Ext. 102
Executive Director
cwojtczak@baylakerpc.org

Cindy has been with Bay-Lake RPC for a total of over 23 years, with a short break in service from 2003 to 2015. Her primary duties include office/staff management, as well as overseeing the Commission's financials and other agency management requirements.



Brandon G. Robinson, Ext. 105
Assistant Director
brobinson@baylakerpc.org

Brandon has been with Bay-Lake RPC since 1998. In addition to his administrative duties as the Commission's Assistant Director, Brandon is extensively involved with the community assistance program, including comprehensive plans, zoning ordinances, and outdoor recreation plans.



Jeffrey C. Agee-Aguayo, Ext. 103
Transportation Planner
jagee@baylakerpc.org

Jeff has been with the Bay-Lake RPC since 1987. His primary duties are with the Sheboygan MPO program, although he occasionally handles other transportation planning duties outside the MPO program as well.



Nicole Barbiaux, Ext. 104
GIS Specialist
nbarbiaux@baylakerpc.org

Nicole has been with Bay-Lake RPC since 2018. Primary roles involve supporting all documents with maps and graphics, creating and maintaining online surveys, maps and applications, as well as promoting GIS services to member communities.



Chris Garcia, Ext. 107
Transportation Planner
cgarcia@baylakerpc.org

Chris has been with Bay-Lake RPC since 2020. Primary roles include assisting with the transportation planning activities under the Sheboygan MPO and regional transportation programs.



Emily J. Pierquet, Ext. 101
Administrative Assistant
blrpcadmin@baylakerpc.org

Emily has been with Bay-Lake RPC since 2018. Her primary roles include accounting, invoicing, human resources, and assisting with various administrative tasks.



Sydney E. Swan, Ext. 108
Economic Development Planner
sswan@baylakerpc.org

Sydney has been with Bay-Lake RPC since 2019. As an Economic Development Planner, her primary roles include assisting communities with grant writing, updating and implementing the Region's Comprehensive Economic Development Strategy (CEDS), and promoting economic growth throughout northeast Wisconsin.



Jeff Witte Ext. 106
Community Assistance Planner
jwitte@baylakerpc.org

Jeff has been with Bay-Lake RPC since 2020. Primary roles include assisting in community development with an emphasis on housing, creating quality civic spaces, and assisting with various EDA programs.



Community Assistance

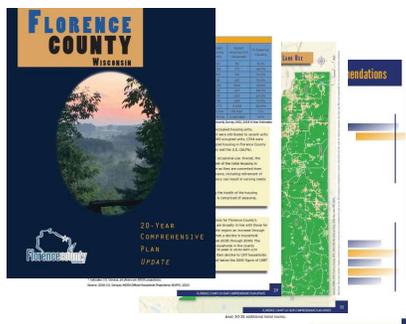
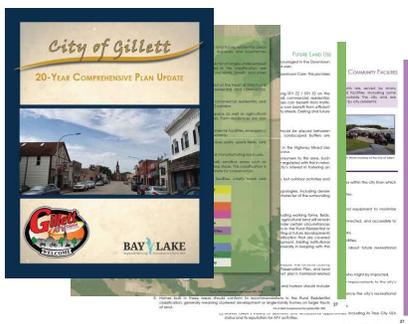
The Commission’s Community Assistance Program provides a variety of professional technical assistance and planning services. This includes writing and administering grants, as well as preparing comprehensive plans, outdoor recreation plans, hazard mitigation plans, community development documents, and zoning ordinances. The Commission’s community assistance program has the ability to lead, administer, and implement programs and projects, as requested.

Comprehensive Planning

To guide a community’s physical, social, and economic development, comprehensive plans serve as a rational basis for local land use decisions with a 20-year vision for planning and community decisions. Comprehensive plans must be updated at least once every 10 years. The Commission’s comprehensive planning documents have evolved over the years with changes to document format and the introduction of interactive online versions of the plans. All versions maintain compliance with statutory requirements. In 2020, the Commission completed multiple comprehensive plan updates, each with varying formats of the final product.

- City of Gillett: Brochure-type planning document, graphically enhanced, doubles as a marketing tool.
- Florence County: Brochure-type planning document, graphically enhanced, doubles as a marketing tool.
- Manitowoc County: The brochure-like document is complemented with a story map of the plan, providing county officials and the public with interactive capabilities via a web-based application.

Other comprehensive plan updates under development in 2020 that are anticipated to be completed in 2021 include City of Marinette, City of Two Rivers, City of Peshtigo, and Village of Cedar Grove.



Implementation

Zoning: The City of Plymouth Zoning Ordinance update was modernized by the Commission to include illustrations and updated language that will allow for improved regulations of local land uses. The updated ordinance also allows landowners to remain eligible for Farmland Preservation Tax Credits.

Sewer Use Ordinance: The Commission assisted the Kelly Lake Sanitary District in updating its sewer use ordinance. The ordinance regulates the use of both public and private sewers and drains, discharge or septage into the public sewerage system, and discharge of waters and wastes into the sanitary sewer system of the Sanitary District.

Hazard Mitigation

In an effort to reduce loss of life and property by lessening the impact of disasters in the region, the Commission has assisted counties with the development of long-term mitigation plans. In these plans, state, tribal, and local governments collaboratively identify risks and vulnerabilities associated with natural disasters, and generate strategies for protecting people and property. The Commission conducted Hazard Mitigation planning for Manitowoc, Marinette, Oconto and Sheboygan counties.

Housing

In 2020, the Kewaunee County Board commissioned Bay-Lake RPC to conduct a community-wide housing study "to better understand the overall need for housing in the County and be able to make educated recommendations to the County Board as to next steps that should be taken," said Kewaunee County Administrator Scott Feldt. "For the County's long term financial well-being, we need to be sure that Kewaunee County is a great place to live and work; housing is the most important part of that strategy." A healthy housing system includes a diverse mix of housing forms, tenures, and options. The purposes of the completed housing study were to get a better understanding of the overall housing need and make recommendations for next steps, future housing policy or potential housing development.



Bay-Lake RPC Technical Assistance Grant Program

Annually, member units of government in the Bay-Lake region can apply for up to 40 hours of free technical assistance to aid them with a planning effort. The technical assistance funding stems from several of the Commission's existing work programs (i.e., Economic Development, Natural Resources, and Transportation). In 2020, four technical assistance projects were awarded:

- ▶ Comprehensive Outdoor Recreation Plan update for Village of Bellevue
- ▶ Development of an Online Interactive Cemetery Application for the City of Sheboygan Falls
- ▶ Review of two CDBG applications for Oconto County
- ▶ Updates to the Downtown Design Standards and Guidelines project for the City of Plymouth



Economic Development

Bay-Lake RPC's Economic Development program provides technical assistance, planning services, grant writing and administration, and more to member municipalities within the region to help promote economic development and strengthen the regional economy. The program is funded in part by the Economic Development Administration (EDA) of the U.S. Department of Commerce.

Bay-Lake RPC maintains eligibility for EDA financial assistance by serving as the region's Economic Development District (EDD). As the EDD, Bay-Lake RPC's role is to manage the region's Comprehensive Economic Development Strategy (CEDS) document, market EDA programs, solicit potential projects from communities within the region, act as a liaison with EDA staff, and assist in identifying project funding and application preparation.

EDA COVID-19 Recovery Assistance

In addition to the EDA funding Bay-Lake RPC receives on an annual basis, the Commission received a two-year CARES Act Recovery Assistance award from EDA to help communities and businesses respond to economic injury caused by COVID-19. Funds from this award were used to conduct outreach, develop an online COVID-19 application, and to assist communities and businesses with funding identification and grant writing.



Under this award, Bay-Lake RPC will continue to conduct outreach activities, provide technical assistance, and develop recovery plans and workshops for businesses and/or municipalities to help strengthen the regional economy during the coronavirus pandemic.

Comprehensive Economic Development Strategy (CEDS)

EDA requires the development and maintenance of the Comprehensive Economic Development Strategy process by EDDs. The CEDS process provides the critical backbone for economic development planning at the regional level. This process includes assessing local and regional strengths, weaknesses, and assessing development needs, identifying and attracting sources of funding for economic development, developing specific projects, and providing technical assistance to local efforts.

To receive EDA funding, community projects must align with the goals of the CEDS. Therefore, Bay-Lake RPC annually solicits a CEDS project survey to every community and county in the region to determine projects that may be eligible for EDA funding. **Over 30 surveys** from various communities and counties were submitted in 2020.



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

Disaster Recovery Microloan Program

The Bay-Lake RPC Disaster Recovery Microloan (DRM) program provides short-term financial assistance (microloans) to businesses impacted by natural or man-made disaster events in the Bay-Lake Region. The program allocates zero percent interest loans up to \$20,000 to eligible impacted businesses for repair work and operating expenses until more long-term recovery funding can be secured. The program is funded by the Wisconsin Economic Development Corporation (WEDC) and provides awards to only nine entities in the state (including Bay-Lake RPC) that have the capacity to distribute and administer funds to impacted businesses. The program acts as a revolving loan fund as payments made to Bay-Lake RPC may be used to create additional microloans for other businesses impacted by disasters in the region.

Bay-Lake RPC initially received DRM funding from WEDC in 2019 to allocate to two downtown De Pere businesses following a building fire. These businesses are in the process of repaying their microloans. Due to the devastating impact of COVID-19 on small businesses, Bay-Lake RPC offered a forbearance agreement to both De Pere microloan recipients in March.

In 2020, Bay-Lake RPC received additional DRM funding from WEDC for businesses impacted by flooding caused by an ice jam event in the City of Oconto. One microloan, in the amount of \$20,000, was created for an eligible business in the city to help cover damages. Payments on this microloan will begin in 2021. Additionally, the Commission updated outreach materials to distribute to impacted communities and businesses.



DISASTER RECOVERY MICROLOAN PROGRAM

BAY LAKE
Regional Planning Commission | Since 1972

A program created specifically for businesses impacted by disaster in the Bay-Lake Region

EPA Brownfield Assessment Program

EPA's Brownfields Program empowers states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfield sites. A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Bay-Lake RPC received two community-wide assessment grants totaling \$300,000 in 2018 for hazardous and petroleum substances. These funds have been used to conduct 15 site assessments within the region, update and maintain an inventory of brownfields sites, and conduct community involvement activities.

Grant Writing and Administration

Bay-Lake RPC provides funding identification, grant writing/application assistance, and grant administration services for entities within the region for local, state, and federal grant programs such as EDA, Community Development Block Grant (CDBG), USDA, WEDC, and other grant programs. In 2020, the Commission assisted with the preparation of **nearly 30 federal and state grant applications**, supported an additional 15 EDA projects, and helped six local small businesses secure CARES Act grant funding from WEDC.

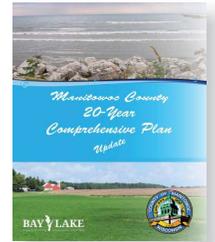
In 2020, Bay-Lake RPC successfully wrote a **\$1.5M CDBG-PF grant application** for the development of a new fire station in the Town of Underhill in Oconto County. The Commission also contracted with three local units of government for grant administration services for a total of five CDBG projects; these projects will be administered through 2021.

2020 Notable Milestones

Published Document Manitowoc County
Hazard Mitigation Plan 2020 - 2025



Bay-Lake RPC welcomes
new Community Assistance
Planner - Jeff Witte!



Published Document
Manitowoc County 20-Year
Comprehensive Plan Update

Bay-Lake RPC welcomes
the Village of Bellevue as a new
member of the Commission!



Published Document Title
VI and Non-Discrimination
Program /Limited English
Proficiency Plan: 2020 Update

Bay-Lake RPC welcomes
new commissioner
- Donna Thomas
(Kewaunee County)

JANUARY

FEBRUARY

MARCH

APRIL

MAY

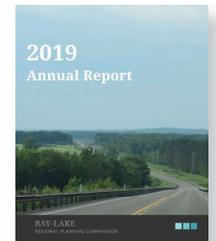
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Published Document Marinette County
Hazard Mitigation Plan 2020 - 2025

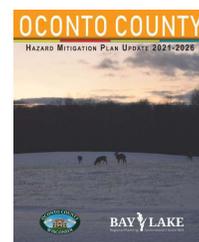
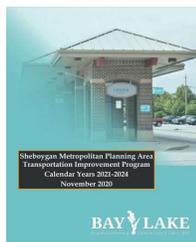


Bay-Lake RPC welcomes
new Transportation Planner
- Chris Garcia!

Published Document
2019 Annual Report

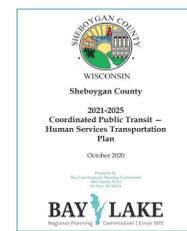


Published Document Sheboygan
Metropolitan Planning Area
Transportation Improvement Program
(TIP): Calendar Years 2021-2024

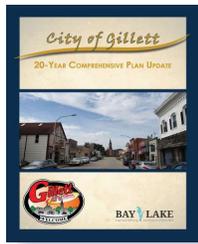


Published Document Oconto
County Hazard Mitigation Plan
2021 - 2026

Published Document 2021-2025
Sheboygan County Coordinated
Public Transit - Human Services
Transportation Plan



Bay-Lake RPC
successfully
treated over 270
acres of invasive
species within
Kewaunee County



Published Document
City of Gillett 20-Year
Comprehensive Plan
Update

Published Document
Shoreline Metro 2020 Transit
Asset Mangement Plan



Published Document 2021 - 2025
Kewaunee County Coordinated Public
Transit - Human Services Transportation
Plan



Bay-Lake RPC welcomes
the Town of Gardner
as a new member of the
Commission!

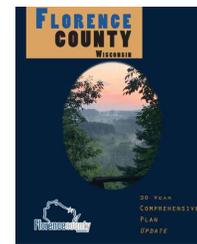


Bay-Lake RPC secures
\$1.5 million in CDBG
funding for the Town
of Underhill



Published Document
Sheboygan 2020 MPO Public
Participation Plan Update

Published Document Florence County
20-Year Comprehensive Plan Update



JULY

AUGUST

SEPTEMBER

OCTOBER

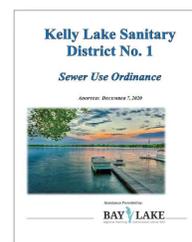
NOVEMBER

DECEMBER

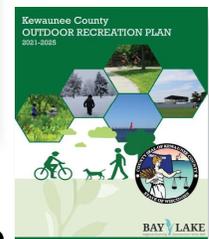


Bay-Lake RPC
moves its office
location to
1861 Nimitz Dr,
De Pere, WI 54115

Published Document
Kelly Lake Sanitary District
#1 Sewer Use Ordinance



Published Document Town
of Pierce Zoning Ordinance



Published Site Design
Village of Bellevue Pedestrian
Crosswalk Site Design

Published Document
2021 - 2025 Manitowoc County
Coordinated Public Transit - Human
Services Transportation Plan



Published Document
Lower East River Restoration Plan



Published Document Kewaunee
County Outdoor Recreation Plan



Published Document
Kewaunee County Phase 1
Invasive Species Management
Plan



Environmental Planning

The Environmental Planning program of Bay-Lake RPC provides ongoing technical assistance to member municipalities to preserve, protect, and enhance the Region's natural environment and recreation opportunities. The program is funded in part by the Wisconsin Coastal Management Program (WCMP), the U.S. Environmental Protection Agency (EPA), and the U.S. Forest Service. As part of the Environmental Planning program, Bay-Lake RPC undertakes outdoor recreation planning, coastal management, water quality planning, and invasive species management. The program is responsible for working alongside communities in the Bay-Lake region to protect and enhance natural resources. The program has a regional lens for ecological stewardship, and advocates for sustainable development in the natural and built environment.

Manitowoc River Watershed Water Trail



In 2020, Bay-Lake RPC worked with staff from the City of Manitowoc to initiate the development and promotion of the recreational use of the Manitowoc River and Little Manitowoc River as a recreation trail in conjunction with Lake Michigan. The Commission conducted an inventory and assessment of public access locations along the river and in the City of Manitowoc. The plan is being developed to guide future efforts toward enhancing and promoting the water trail from Lake Michigan to the Cato Falls Dam, covering over 20 miles of the Manitowoc River. An online

portal featuring a mobile-friendly story map will be created to identify features each site offers within the watershed, including historic and cultural locations.

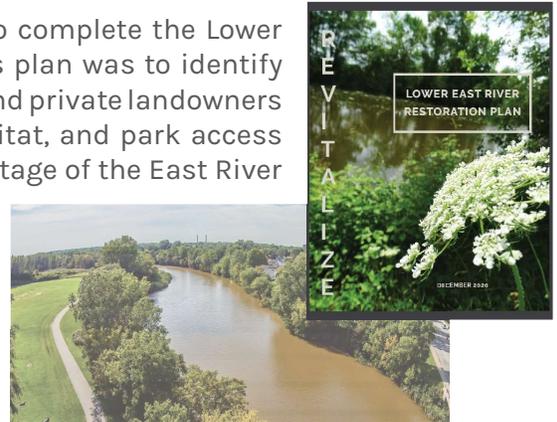
Northeast Wisconsin Coastal Resiliency Study

The Commission started work on a northeast Wisconsin Coastal Resiliency Study, with the project area focusing on Sheboygan, Manitowoc, and Kewaunee counties. Over the years, the bluffs, beaches, and harbor infrastructure of northeastern Wisconsin have become more vulnerable to coastal hazards, including erosion, coastal storms, and fluctuating water levels, especially under the current near-record high water levels of Lake Michigan. These coastal hazards can threaten coastal properties and impair the economic security of the region's tourism and commerce. This project will provide resources and assistance to northeastern Wisconsin communities within the project area to plan and prepare for coastal hazards. It will also provide needed information on coastal hazards and develop educational resources on options to protect coastal assets. An online portal site has been created, and will be updated throughout the duration of this project. The online portal can be found at <https://ne-coastal-resiliency-study-baylakerpc.hub.arcgis.com/>.



East River Lower Corridor Restoration Plan

Bay-Lake RPC staff worked with The Nature Conservancy (TNC) to complete the Lower East River Restoration Plan funded by WCMP. The purpose of this plan was to identify restoration activities that could be undertaken by municipalities and private landowners to improve water quality and flood storage, fish and wildlife habitat, and park access along the riparian lands of the lower East River corridor. Drone footage of the East River was acquired through services provided by MRG Media, LLC, and an online portal was created as part of this plan. The online portal serves to display plan contents in a user-friendly version that can be accessed anywhere.



Environmental Reviews

The Commission assists member communities by providing environmental reviews and by providing review of sanitary sewer extension plans for new or existing development within the areas of the cities of Manitowoc, Two Rivers, and Marinette, the villages of Mishicot and Luxemburg, and the Sheboygan Urbanized Area. Commission staff provided **over a dozen review letters** for sanitary sewer extension plans and initiated amendments to the Village of Luxemburg Sewer Service Area Plan in 2020.

Tree Plantings

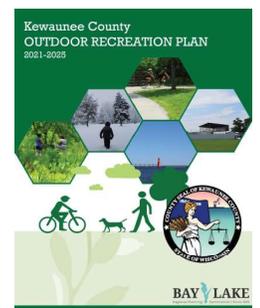
Under a Great Lakes Restoration Initiative (GLRI) grant from the U.S. Forest Service, and in partnership with the Wisconsin Department of Natural Resources and Wisconsin RPCs, Bay-Lake RPC provided funding to Wisconsin communities to plant **433 trees** in public areas to help mitigate the destructive impacts of the invasive Emerald Ash Borer beetle.

Invasive Species Management

In 2020, the Commission worked alongside Kewaunee County to control invasive species. A total of **273 acres** of invasive Japanese knotweed, Wild Parsnip and Phragmites were treated within the County on public and private lands. This treatment was performed by the contractor, Cardno, Inc., and was the third and final year of treatments within the County. In total, **over 1,000 acres of invasive species** were treated through the three year treatment project. The treatments were funded through a GLRI grant from the EPA. The Commission also assisted Kewaunee County in developing a Phase 1 Invasive Species Management Plan. The Management Plan outlines goals and objectives for the County in order to manage invasive species in the future.

Kewaunee County Outdoor Recreation Plan

The Commission assisted units of government with guidance, principles, and strategies for the development and management of outdoor recreation initiatives. These initiatives were specifically addressed through the updated Kewaunee County Outdoor Recreation Plan. Commission staff assisted with the update of the plan that includes an inventory and maps of all existing recreation amenities within the County as well as an outdoor needs assessment and a capital improvement plan.



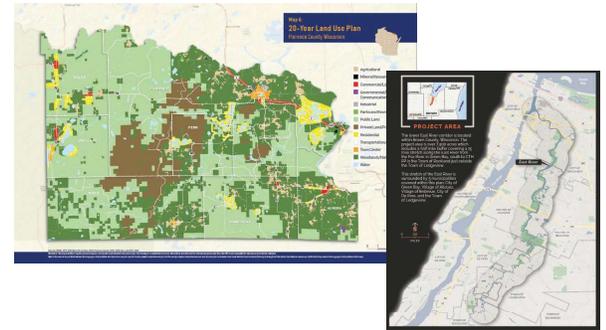


Mapping & Visualization

The Commission's Mapping and Visualization program continues to provide mapping and GIS technical assistance to the Bay-Lake region. Utilizing ArcGIS Online, Commission staff have greatly improved the planning process with interactive maps and applications for community leaders and members. The program also supports other Commission programs through mapping and graphical representation of the Bay-Lake region while providing location analysis to inform planning decisions.

Custom Maps and Applications

The Commission continues to provide assistance to member communities by creating custom maps and online applications. In total, staff created **80 static maps** that were included in final planning documents, while dozens more were created for presentations and working documents. Commission staff also assisted the Village of Lena in updating their Offender Residency Map to accommodate new state regulations.



Online story mapping, surveys and applications continue to grow in popularity, as there were **over 5,500 views** of Commission published story maps and applications in 2020. This number is nearly 150% higher than the previous year. New story maps that the Commission added included the Manitowoc County Comprehensive Plan Update Story Map, the Lower East River Restoration Plan Portal Site, the Northeast Wisconsin Coastal Resiliency Study Portal Site, and the Sheboygan Metropolitan Planning Area TIP 2021-2024 Dashboard.



Other online applications that were initiated in 2020 that will be completed in 2021 include the Bay-Lake RPC COVID-19 Portal Site, the Manitowoc River Watershed Water Trail Portal Site, the Sheboygan County Stormwater Maze tool, and story maps for the Kewaunee County Housing Study and the Marinette County Comprehensive Plan Update.

To overcome the obstacles that COVID-19 brought in 2020, Commission staff used online surveys and interactive map questionnaires as a way to guide the planning process with community leaders, stakeholder groups and the general public. Through online surveys, the Commission received over **850 responses** and an additional **480 interactive map submissions** which aided in several planning processes.

Concept Design

The Commission assists member communities by creating concept design drawings as a way to support planning decisions. In 2020, the Commission assisted the Village of Bellevue in the creation of a pedestrian crosswalk site design plan. The site design visually highlights a potential plan for the area to allow for safe pedestrian crossing along a busy street within the Village, and includes a proposal for a bus shelter built with sustainable materials, including a green roof to treat stormwater. The plan was used to apply for funding for community development projects.



City of Sheboygan Falls Cemetery Application

In 2020, the Commission initiated a project with the City of Sheboygan Falls involving the creation of an online digital cemetery database through the conversion of old cemetery record books. Once completed, internal staff and members of the public will be able to view all cemetery records in an online mapping application. Not only will viewers be able to search through the records of individuals buried, but they will also be able to search for available gravesites within the cemetery. The final online application will not only be a benefit to the public, but will also provide a more efficient way to maintaining cemetery records for city staff.

GIS Technical Assistance



Utilizing ArcGIS Online and the associated field collection applications, the Commission provides assistance to member communities in field asset collection and management in an online GIS database. In 2020, Commission staff also benefited greatly from turning paper maps into mobile friendly online web maps for field work. In 2020, the Commission assisted the Manitowoc County Highway Department in the creation of paper and online maps that will assist the department in project planning and daily field operations. The Commission also provided on site training to staff members in online mapping and operating mobile field applications.



Transportation

The Commission provides transportation planning services in northeastern Wisconsin through its regional transportation program and revenues from local and regional contracts. The Commission’s transportation planning program focuses on state, regional, and local issues. Services offered include bicycle and pedestrian planning; transit planning; corridor studies; pavement management; safe routes to school; and railroad, airport, and port and harbor planning. Specialized transportation planning services are also offered, including coordination, planning, and implementation of elderly and disabled special transportation services and programs.

Regional Transportation Work Program

Since 1972, the Commission has provided rural multi-modal transportation planning services to address both area wide and local transportation issues. The Regional Transportation Work Program is funded by the Federal Highway Administration (FHWA), the Wisconsin Department of Transportation (WisDOT), and matching funds from the Commission.



Federal Highway Administration

Bicycle and Pedestrian Planning

The Commission kicked off the City of Manitowoc Bicycle and Pedestrian Plan in January 2020. The purpose of this Bicycle and Pedestrian Plan is to create a seamless and interconnected multi-modal transportation and recreation system for residents and visitors. The project inventoried existing facilities, identified physical and other impediments to walking and biking in the city, and detailed strategies for bicycle and pedestrian safety, facility improvements, and connectivity within the city and to other active transportation networks. The Plan is expected to be completed in 2021.



Specialized Transportation Planning

The Commission completed updates to Coordinated Public Transit – Human Services Transportation Plans for Sheboygan, Manitowoc, and Kewaunee counties in 2020. The coordinated plans focus on transportation for those who are elderly and/or disabled, and allow the counties to be eligible to receive funding for projects under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program. These meetings are typically held in person, but the COVID-19 pandemic brought about changes to this process which differed between counties. In Kewaunee County, socially distant and masked meetings were held to gauge feedback from stakeholders while Sheboygan and Manitowoc Counties conducted online surveys. All three counties saw active public engagement in a time in which it was difficult to solicit such engagement.



The Commission assisted the City of Marinette with administration of the city’s Shared-Ride Taxi Program, which included preparation and submittal of the 2021 application for federal and state assistance to operate the transit system.

Safe Routes to School

The Commission assisted the Luxemburg-Casco School District with a successful Safe Routes to School grant application for the Transportation Alternatives Program (TAP). The project aims to provide opportunities for more children to walk or bike to school in a safe, efficient manner after the school district recently completed an expansion to its campus facilities. The Safe Routes to School project will begin in 2021.

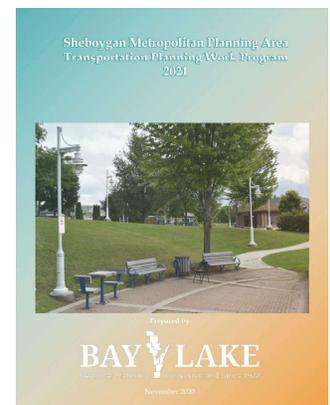


Sheboygan MPO

Since 1982, the Commission has provided urban transportation planning activities as the metropolitan planning organization (MPO) for the Sheboygan Metropolitan Planning Area, with the assistance of local technical and policy advisory committees. The Sheboygan Metropolitan Planning Area includes the Cities of Sheboygan and Sheboygan Falls, the Villages of Howards Grove and Kohler, the Town of Sheboygan, and portions of the Towns of Herman, Lima, Mosel, Sheboygan Falls and Wilson. Transportation planning is required of metropolitan planning areas as a prerequisite to receiving federal funding for transportation projects. The MPO program is funded by the Federal Highway Administration (FHWA), WisDOT, Sheboygan County (local match for non-transit planning activities), and Shoreline Metro (local match for transit planning activities).

Program Support and Administration

The 2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program was approved. The Sheboygan MPO Technical and Policy Advisory Committees met jointly eight times in 2020, and Commission staff presented or reviewed MPO items at all eight full Commission and Executive Committee meetings in 2020. Commission staff hired a new Transportation Planner in mid-2020, and Sheboygan MPO work activities were among the duties of this new planner. Commission staff participated in quarterly MPO/RPC Director meetings facilitated by WisDOT, and also participated in two work program review meetings with WisDOT and FHWA staff.



Long-Range Transportation Planning

2020 was a relatively light year for long-range transportation planning. Commission staff reviewed and updated the long-range transportation plan multi-year development schedule. Commission staff reviewed recommendations for major street and highway projects in the Update to the Year 2045 Sheboygan Area Transportation Plan (SATP) with WisDOT Travel Forecasting staff in an effort to assure consistency between MPO long-range transportation plan recommendations and the recommendations in WisDOT's Connect 2050 long-range transportation plan that is being developed. Commission staff reviewed recent air quality redesignation information for Sheboygan County with WisDOT and WDNR staff. Commission staff discussed travel demand forecast modeling needs with WisDOT Travel Forecasting staff. Commission staff coordinated with WisDOT regarding MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to the Year 2045 SATP with USDOT performance management rules. Commission staff also participated in quarterly meetings of the WDNR Transportation Conformity Work Group, a virtual open house regarding Connect 2050, and in a Northeast Wisconsin Freight Study teleconference meeting.



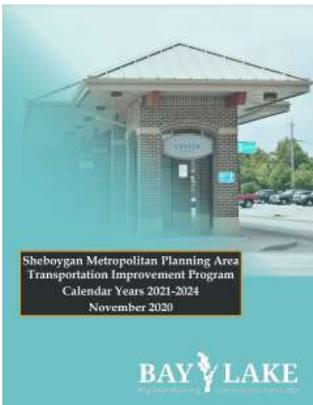
Short-Range Transportation Planning

Short-range transportation planning activities in 2020 included: completion of the 2020 update to the Commission’s Title VI and Non-Discrimination Program/Limited English Proficiency Plan; completion of the 2020 Public Participation Plan Update for the Sheboygan MPO; completion of the 2020 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County; establishment of performance targets in the areas of transit asset management, transit agency safety, and highway safety; preparation of the 2020 transportation system performance indicators report; and technical assistance to Shoreline Metro, WisDOT, and local units of government. Commission staff also participated in meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in January, July and October (Commission staff currently chairs this committee).



Transportation Improvement Program (TIP)

Activities related to the TIP in 2020 included: development and approval of the Sheboygan Metropolitan Planning Area TIP: Calendar Years 2021 – 2024; three sets of major and minor amendments to the 2020 – 2023 TIP; preparation and posting of the Annual Listing of Obligated Projects for Calendar Year 2019; and online interactive mapping regarding the 2021 – 2024 TIP. Other TIP-related activities in 2020 included: final review of Congestion Mitigation and Air Quality (CMAQ) candidate projects for the 2020 – 2024 funding cycle; and participation in a virtual meeting hosted by WisDOT regarding potential changes to the local road program.



Shoreline Metro Transit Development Program (TDP) Update

Activities regarding the Shoreline Metro TDP Update in 2020 included: work on five chapters of the TDP; analysis of results from a passenger opinion survey conducted in early 2020 and from boarding and alighting data collected in August; and preparation of a full draft of the TDP. The TDP review committee met on nine occasions in 2020. The document was recommended for approval by the TDP Review Committee in December, and the Sheboygan Transit Commission is scheduled to approve the TDP in February 2021. This project is funded outside traditional MPO sources, but appears in the MPO Work Program.



2020 Financial Report

Below is a summarized statement of revenues, expenses and changes in net position as presented on the audited financial statements for the year 2020.

OPERATING REVENUES

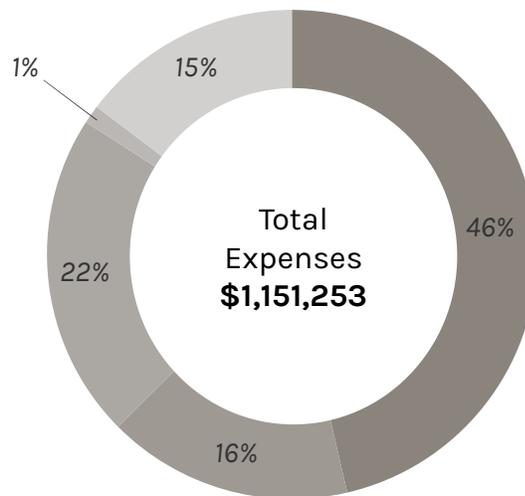
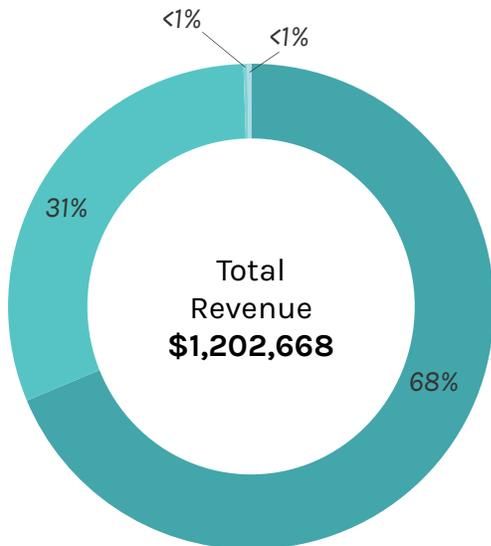
2020

■ Intergovernmental grants	823,168
■ Intergovernmental charges for services	374,707
■ Public charges for services	4,500
■ Other operating revenues	293
Total Operating Revenues	1,202,668

OPERATING EXPENSES

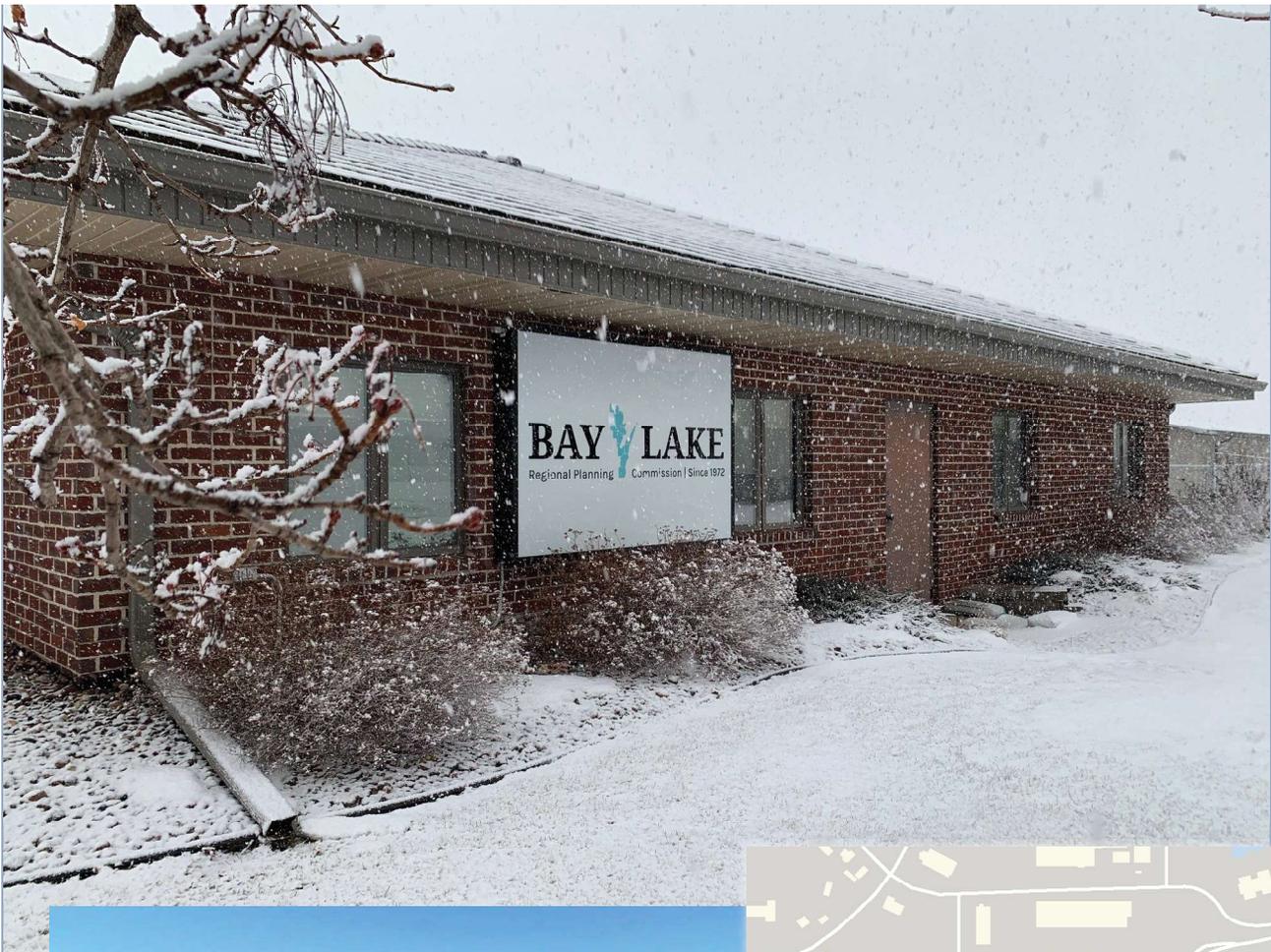
■ Salaries and wages	533,655
■ Employee fringes and benefits	186,722
■ Subcontracted project consultants	247,769
■ Depreciation	13,874
■ All other	169,233
Total Operating Expenses	1,151,253

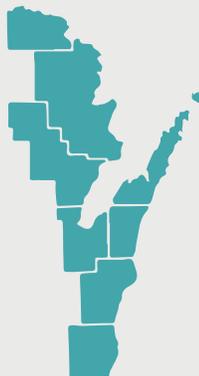
Operating Income	51,415
Nonoperating Revenues (Expenses)	(5,422)
Change in Net Position	45,993
Net position - January 1	88,597
Net Position - December 31	134,590



We've Moved!

The year 2020 brought many challenges and changes to Bay-Lake RPC. One of the biggest change, is to our office location, as we moved from downtown Green Bay to the Town of Lawrence near the Schuering Road exit along Interstate 41. Our new address is 1861 Nimitz Dr, De Pere, WI 54115.





Bay-Lake Regional Planning Commission

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