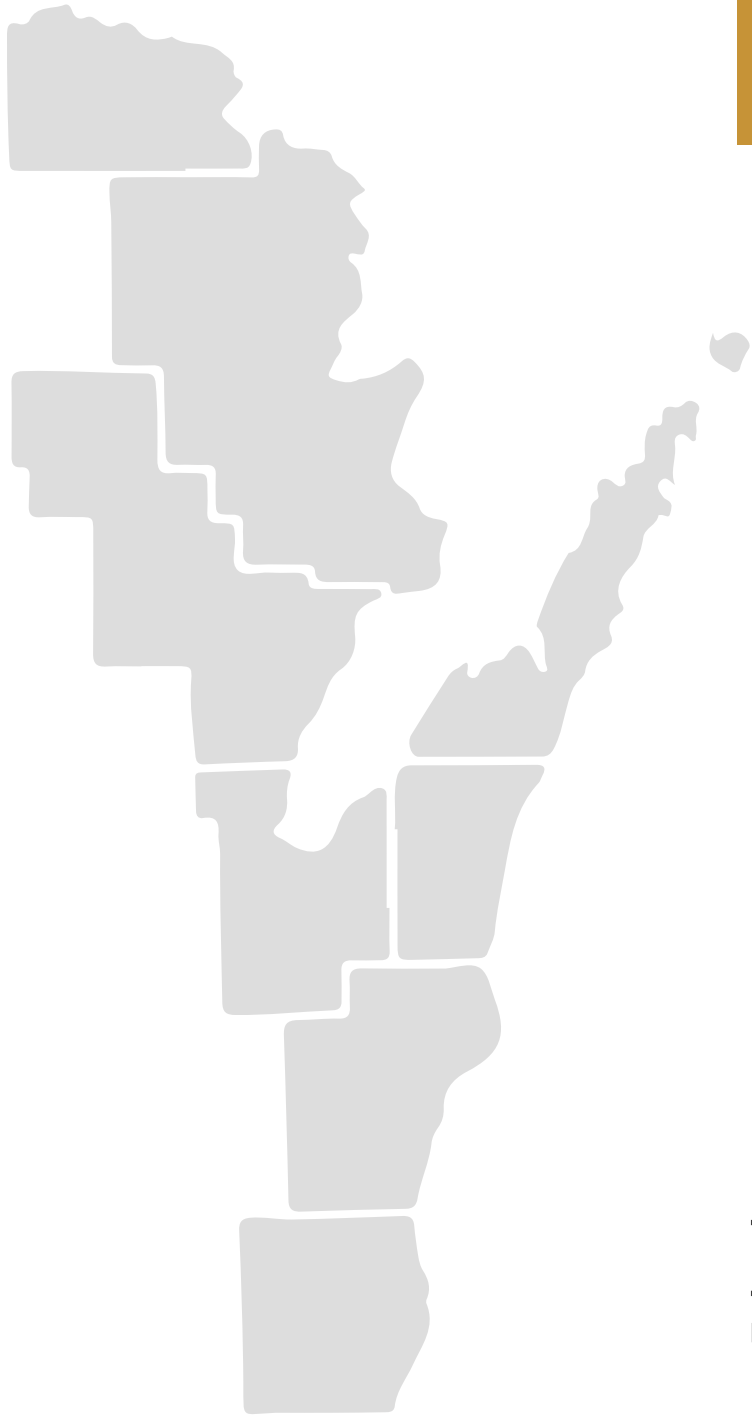


# ANNUAL REPORT

2022



## BAY-LAKE

Regional Planning Commission

*"Celebrating 50 Years of Planning in Northeast Wisconsin"*

## Letter from the Chair



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

The Bay-Lake Regional Planning Commission (BLRPC) has served governmental units within eight counties in northeastern Wisconsin since 1972 and proudly celebrated its 50th Anniversary this year. A 50th Anniversary Open House took place in June to show the Commission's appreciation for all the support it received throughout the past half century. This annual report summarizes programs and work products completed in 2022 in accordance with the requirements set forth in s.66.0309(8)(b), Wis. Stats.

BLRPC staff was successful in securing funding and working on a variety of projects that brought value to the region in 2022. Highlights include: continuing to administer the Main Street Bounceback Grant Program in which nearly \$8 million was awarded to 780 businesses in the Bay-Lake region, securement of over \$5 million in funding to construct a shared use bridge for pedestrian, bike and non-motorized travel across the Sheboygan River, administering multiple Community Development Block Grant projects throughout the region, assisting with the Economic Development Administration and other state/federal grant applications, securing Wisconsin Coastal Management funding for Regional Technical Assistance and a Waterfront Toolkit project, working on numerous comprehensive plans and providing zoning assistance. In addition, our online presence continues to grow and gain public attention. Online maps and portals were published as follows: Environmental Corridors of the Bay-Lake Region, Bay-Lake Community Resource Portal and the 2019 and 2020 American Community Survey Profile Dashboards. The Commission's Funding and Grant Opportunities portal continues to serve the region and attracted an average of 32 views/day.

BLRPC was able to again invest in both staff and technology in 2022. Six new staff were hired: a Transportation Planner, an Environmental Planner, a new administrative assistant, a part-time Accounts Coordinator, and a Limited-term employee. We also welcomed several individual communities from Door and Brown counties as new members of the Commission.

The Commission continues to serve as the Sheboygan Metropolitan Planning Organization (MPO) and as the region's 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 to provide a variety of cost-effective services for local initiatives ranging from grant writing, to planning, to GIS.

Activities related to the Sheboygan MPO program in 2022 included hosting the annual Wisconsin MPO/RPC/WisDOT/USDOT transportation planning conference at Blue Harbor Resort and Conference Center in Sheboygan, work on developing the Year 2050 Sheboygan Area Transportation Plan (SATP), completion of the annual transportation system performance indicator report, providing technical assistance to local units of government and WisDOT, setting performance targets in the areas of transit asset management, highway and public transportation agency safety, completion of various minor amendments to the 2022-2025 Transportation Improvement Program (TIP), and development of a new 2023-2026 TIP.

I would like to thank the BLRPC staff for their expertise and professionalism. This 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,

A handwritten signature in blue ink, appearing to read "Mike Hotz", with a stylized flourish at the end.

Mike Hotz  
BLRPC Chairperson

# About Us



The Bay-Lake Regional Planning Commission (Commission) is a multi-service government agency within Wisconsin that offers a variety of federal, state, and local programs. The Commission is a public entity similar to a municipality and provides a range of planning services to member local governments in northeast Wisconsin. The Bay-Lake region consists of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan counties.

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 shoreline along Lake Michigan and Green Bay, and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan. According to the 2020 U.S. Census, the population of the eight county region was 604,157 persons, or 10.3 percent of the total population of the State of Wisconsin.

## Our Mission:

*Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region*

### COMMUNITY PLANNING

- Comprehensive Planning
- Green Infrastructure Code Audits
- Farmland Preservation Planning
- Implementation Plans
- Neighborhood & Corridor Master Planning
- Strategic Planning & Visioning Assistance
- Zoning Assistance



### ENVIRONMENTAL PLANNING

- Climate Change Adaptation & Mitigation Planning
- Coastal Planning & Studies
- Ecotourism/Outdoor Recreation Planning
- Environmental Studies & Reviews
- Hazard Mitigation & Resiliency Planning
- Land & Water Conservation Planning
- Sewer Service Area Reviews



### ECONOMIC DEVELOPMENT

- Brownfield Assessment Program
- Disaster Recovery Microloan Program
- EDA Economic Development District
- EMSI - Economic Modeling Assistance
- Grant Writing & Administration
- Housing Reports & Studies
- Main Street Bounceback Program
- Project Funding Identification



### TRANSPORTATION PLANNING

- Bicycle & Pedestrian Transportation Planning
- Corridor Planning
- Pavement Surveys
- MPO Services for the Sheboygan Metropolitan Planning Area
- Safe Routes to School Planning
- Transit Development Programs (TDPs)
- Specialized Transportation Planning



### MAPPING & VISUALIZATION

- Custom Map Design
- Field Collection & Management
- Interactive Maps & Applications
- Land Use Inventories
- Online Surveys & Map Visioning Exercises



### Bay-Lake Regional Planning Commission

Website: [www.baylakerpc.org](http://www.baylakerpc.org)

Email: [letsplan@baylakerpc.org](mailto:letsplan@baylakerpc.org) | Phone: 920-448-2820

Address: 1861 Nimitz Drive, De Pere, WI, 54115

# Our Commissioners

(C) - County Board Appointee  
(J) - Joint Appointee  
(G) - Governor Appointee

## FLORENCE COUNTY

Ed Kelley (C)  
Larry Neuens (J)  
Rich Wolosyn (G)

## MARINETTE COUNTY

Thomas Mandli (C)  
Ann Hartnell (J)  
Michael Kunesch (G)

## OCONTO COUNTY

Dennis Kroll (C)  
Karl Ballestad (J)  
Terry Brazeau (G)

## BROWN COUNTY

*A nonmember since 2011 and has one non-voting commissioner appointed (currently vacant)*

*Individual community members include:*

- Village of Allouez
- Village of Denmark
- Village of Hobart
- Village of Wrightstown
- Town of Lawrence
- Town of Pittsfield
- Town of Scott

## DOOR COUNTY

*A nonmember since 2009 and has one non-voting commissioner appointed (currently vacant)*

*Individual community members include:*

- City of Sturgeon Bay
- Village of Egg Harbor
- Village of Sister Bay
- Town of Brussels
- Town of Egg Harbor
- Town of Forestville
- Town of Gardner
- Town of Gibraltar
- Town of Jacksonport
- Town of Liberty Grove
- Town of Sevastopol
- Town of Union
- Town of Washington

## KEWAUNEE COUNTY

Tom Romdenne (C)  
Mary Ellen Dobbins (J)  
Donna Thomas (G)

## MANITOWOC COUNTY

James Falkowski (C)  
Daniel Koski (J)  
Greg Grotegut (G)

## SHEBOYGAN COUNTY

Ed Procek (C)  
Ryan Sorenson (J)  
Mike Hotz (G)



# Our Staff

(As of December 31, 2022)



**Cindy Wojtczak, Executive Director**

920-448-2820, Ext. 102 | [cwojtczak@baylakerpc.org](mailto:cwojtczak@baylakerpc.org)

Cindy has been with the Commission for a total of over 25 years, with a break in service from 2003 to 2015. Her primary duties include office/staff management, as well as overseeing the Commission's financials and work products. She also continues to work closely with EDA and the Commission's Planning Partnership program.



**Brandon Robinson, Assistant Director**

920-448-2820, Ext. 105 | [brobinson@baylakerpc.org](mailto:brobinson@baylakerpc.org)

Brandon has been with the Commission since 1998. In addition to his management duties as the Commission's Assistant Director, Brandon is extensively involved with the community assistance program, including comprehensive and other long-range planning, and assists with plan implementation and ordinance development.



**Sydney Swan, Economic Development Planner**

920-448-2820, Ext. 108 | [sswan@baylakerpc.org](mailto:sswan@baylakerpc.org)

Sydney has been with the Commission since 2019. As the Economic Development Planner, Sydney is tasked with performing duties relating to the Commission's designation as the regional EDA Economic Development District (EDD). Additionally, Sydney assists communities with funding identification, grant writing, grant administration, and more.



**Nicole Barbiaux, GIS Coordinator / Planner**

920-448-2820, Ext. 104 | [nbarbiaux@baylakerpc.org](mailto:nbarbiaux@baylakerpc.org)

Nicole has been with the Commission since 2018. As a GIS Coordinator / Planner, her primary roles involve supporting member communities with GIS services as well as other community assistance planning processes. Nicole particularly specializes in utility asset management, interactive online maps, applications, and cartographic display.



**Jeff Agee-Aguayo, Transportation Planner**

920-448-2820, Ext. 103 | [jagee@baylakerpc.org](mailto:jagee@baylakerpc.org)

Jeff has been with the Commission for over 35 years. His primary duties are with the Sheboygan Metropolitan Planning Organization (MPO) program, although he occasionally handles other transportation planning duties outside the MPO program.



**Heena Bhatt, Transportation Planner**

920-448-2820, Ext. 107 | [hbhatt@baylakerpc.org](mailto:hbhatt@baylakerpc.org)

Heena joined the Commission in July of 2022. As a Transportation Planner, her primary roles include assisting with activities under the Sheboygan MPO and regional transportation programs.



**Izzy Fuller, Environmental Planner**

920-448-2820, Ext. 106 | [ifuller@baylakerpc.org](mailto:ifuller@baylakerpc.org)

Izzy joined the Commission in December of 2022. As an Environmental Planner, her primary duties involve environmental reviews, resiliency planning for rural and urban landscapes, and coordinating with many diverse environmental organizations on projects and plans within the region.



**Jessica Missall, Community Assistance Planner**

920-448-2820, Ext. 109 | [jmissall@baylakerpc.org](mailto:jmissall@baylakerpc.org)

Jessica has been with the Commission since February of 2021. As a Community Assistance Planner, her primary roles involve assisting with grant administration and finding funding solutions around the region. She also assists in local community assistance efforts including comprehensive plans, outdoor recreation plans and safe routes to school planning efforts within the region.



**Raquel Orta, Administrative Assistant**

920-448-2820, Ext. 101 | [blrpcadmin@baylakerpc.org](mailto:blrpcadmin@baylakerpc.org)

Raquel joined the Commission in September of 2022. Her primary duties include assisting staff with project related mailings and tasks, filing and record keeping, human resources, and a variety of other tasks.



**Fabiola Ramirez, Accounts Coordinator**

920-448-2820, Ext. 113 | [framirez@baylakerpc.org](mailto:framirez@baylakerpc.org)

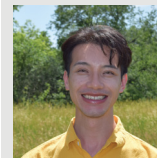
Fabiola joined the Commission in May of 2022. She assists with accounting, invoicing, and other various administrative tasks.



**Makayla Lesperance, Planner / GIS Intern**

920-448-2820, Ext. 110 | [mlesperance@baylakerpc.org](mailto:mlesperance@baylakerpc.org)

Makayla joined the Commission in June of 2022, as a Planner / GIS intern. As a Planner / GIS intern, her primary duties are assisting in data collection and visualization in multiple projects related to the different department within the Commission.

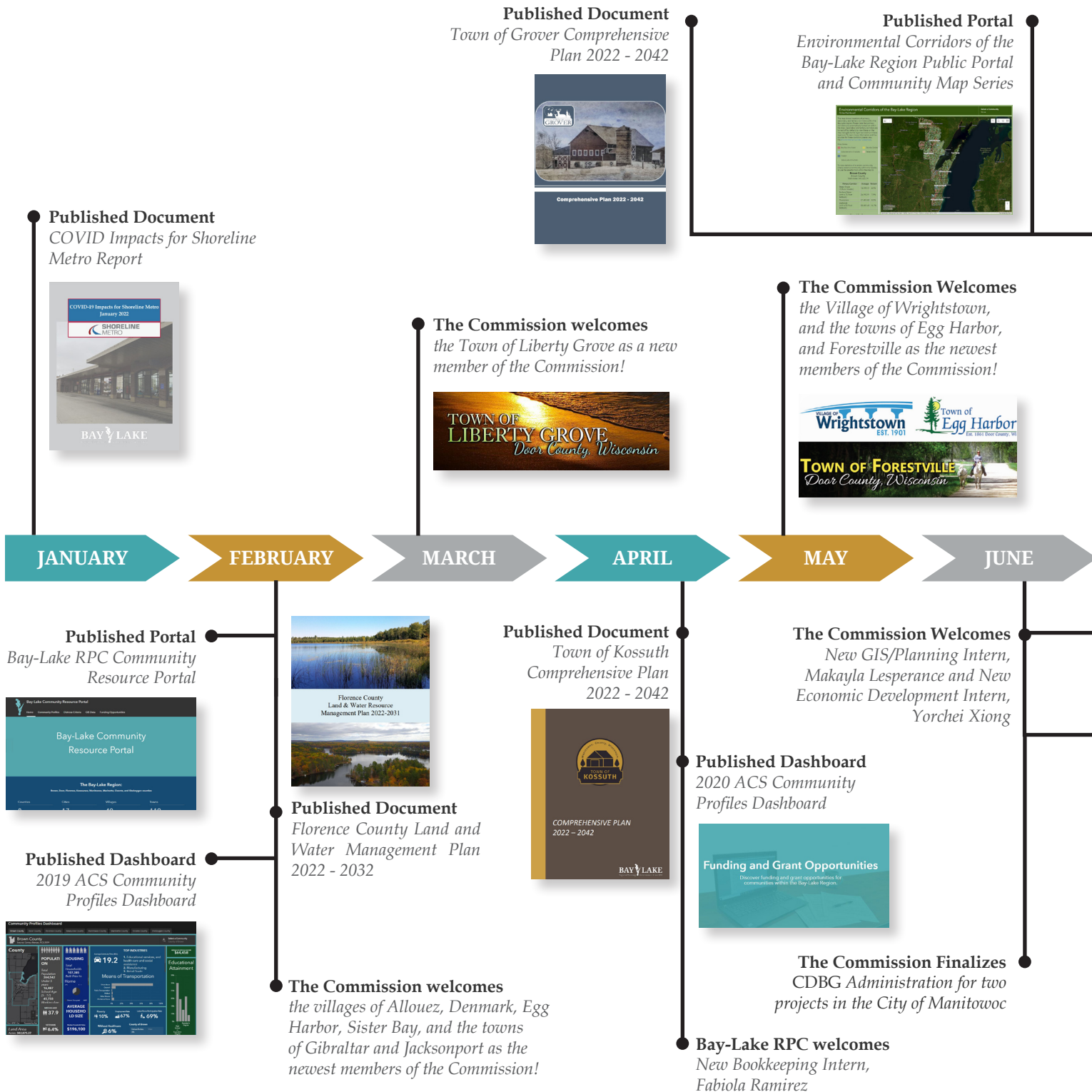


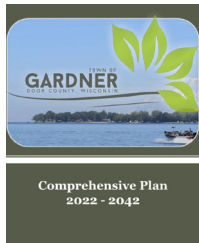
**Yorchai Xiong, Economic Development Intern**

920-448-2820 | [yxiong@baylakerpc.org](mailto:yxiong@baylakerpc.org)

Yorchai joined the Commission in July of 2022 as an Economic Development Intern and assists in various economic development related activities including the administration of the Main Street Bounceback Program. He also assists in data collection/analysis for various local community planning documents.

# 2022 Notable Milestones



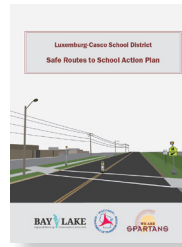


**Published Document**  
*Town of Gardner  
Comprehensive Plan  
2022 - 2042*

**The Commission Welcomes**  
*New Administrative Assistant,  
Raquel Orta*

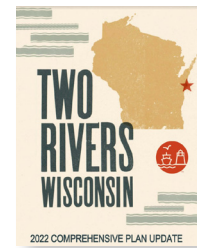
**The Commission Welcomes**  
*New Transportation Planner,  
Heena Bhatt*

**Published Document**  
*Luxemburg-Casco School  
District Safe Routes to School  
Action Plan*



**The Commission Receives**  
*a 2022 EPA Brownfield  
Assessment Award*

**Published Document**  
*City of Two Rivers 2022  
Comprehensive Plan Update*



JULY

AUGUST

SEPTEMBER

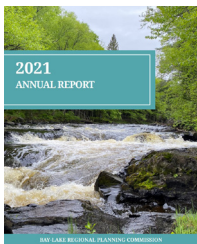
OCTOBER

NOVEMBER

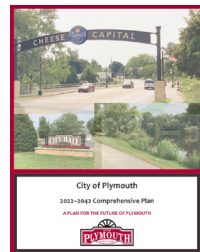
DECEMBER

**The Commission Celebrates**  
*50 Years of Planning in Northeast  
Wisconsin!*

**Published Document**  
*2021 Annual Report*

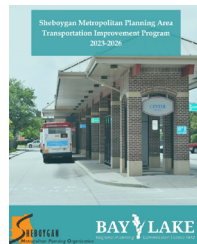


**The Commission welcomes**  
*the Village of Hobart and the towns of  
Lawrence, Scott, Brussels, Union, and  
Washington as the newest members of  
the Commission!*



**Published Document**  
*City of Plymouth 2022 - 2042  
Comprehensive Plan*

**Published Document**  
*Sheboygan Metropolitan  
Planning Area TIP: 2023 - 2026*



**The Commission Finalizes**  
*Main Street Bounceback  
Grant Program*

**The Commission Welcomes**  
*New Environmental Planner,  
Izzy Fuller*

**The Commission Finalizes**  
*CDBG Administration for projects  
in the Town of Underhill, and the  
counties of Manitowoc and Oconto*





# Community Assistance



Commission staff present at a stakeholders meeting in Manitowoc County

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, hazard mitigation plans, community development documents, and zoning ordinances.

## COMMUNITY PLANNING

- Comprehensive Planning
- Green Infrastructure Code Audits
- Farmland Preservation Planning
- Implementation Plans
- Neighborhood & Corridor Master Planning
- Strategic Planning & Visioning Assistance
- Zoning Assistance

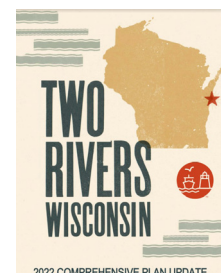
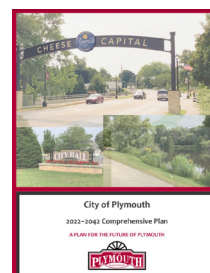


## Comprehensive Planning

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. Comprehensive plans must be updated at least once every 10 years. The Commission's comprehensive plans continue to evolve with varying document formats and interactive online versions of the plans. All variations of the documents maintain compliance with statutory requirements. In 2022, the Commission completed the following comprehensive plan updates:

- *Town of Kossuth Comprehensive Plan 2022 - 2042*
- *Town of Gardner Comprehensive Plan 2022 - 2042*
- *Town of Grover Comprehensive Plan 2022 - 2042*
- *City of Plymouth 2022 - 2042 Comprehensive Plan*
- *City of Two Rivers 2022 Comprehensive Plan Update*

Other comprehensive plan updates that were under development in 2022 and are anticipated to be completed in 2023 include City of Peshtigo, Village of Mishicot, Village of Luxemburg, Town of Gibraltar, and Town of Jacksonport.



## Implementation

In 2022, the Commission assisted the following communities with zoning ordinances and implementation projects:

- Initiated an update to the Town of Union Zoning Ordinance to include illustrations and modified language to improve functionality and simplicity.
- Assisted the Village of Egg Harbor with zoning administrative duties.
- Updated the Village of Lena Zoning Ordinance to incorporate up-to-date regulations of local land uses.
- Initiated a Sign Ordinance update for the City of Sturgeon Bay to modernize language and standards.
- Worked with the City of Plymouth on a downtown design strategy that is intended to help decision makers identify code amendments, policies, and programs to implement and ensure private development and redevelopment supports the community's vision for the downtown area.

## Housing

In 2022, the Commission started working on the Oconto County Housing Market Study and Needs Assessment Report. This report is anticipated to be completed in early 2023 and includes demographic, economic, and housing data for Oconto County and its communities. The report will identify recommendations for future housing needs and solutions to the current housing environment in Oconto County.

## Hazard Mitigation

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.

In 2022, the Commission continued work on the *Florence County, Wisconsin Hazard Mitigation Plan*. The plan is expected to be completed in early 2023. The Commission also assisted Manitowoc and Marinette counties in assembling applications for FEMA Hazard Mitigation Grant Program funding for their respective Hazard Mitigation Plan updates to be initiated in 2023.

## 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, Environmental, and Transportation). In 2022, three technical assistance projects were awarded:

- Sign Ordinance for the City of Sturgeon Bay
- Housing Market Study and Needs Assessment for Oconto County
- Outdoor recreation planning assistance and a site design layout for the Wiltse Property in the Village of Sister Bay



# Economic Development



*Downtown Sheboygan Falls*

The Commission'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 and local economies. The program is funded in part by the Economic Development Administration (EDA) of the U.S. Department of Commerce and through local contracts for plan development, grant writing, and administration.

## ECONOMIC DEVELOPMENT

- Brownfield Assessment Program
- Disaster Recovery Microloan Program
- EDA Economic Development District
- EMSI - Economic Modeling Assistance
- Grant Writing & Administration
- Housing Reports & Studies
- Main Street Bounceback Program
- Project Funding Identification



The Commission 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 between EDA staff, local communities, and economic development representatives; and assist in identifying project funding and application preparation.

## 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.

The Commission completed a full 5-year revision of the 2017 CEDS document in 2022. Staff met with the CEDS Committee throughout the year and published the document for the 30-day public review in December. The 2022-2027 CEDS will be updated annually until its full revision in 2027.

The Commission annually distributes a CEDS project survey to every community and county in the region to determine projects that may be eligible for EDA funding. Over 35 surveys from various communities and counties were submitted in 2022.



## EPA Brownfield Assessment Program

Commission staff attended the 2022 Brownfields Conference in Oklahoma City in August 2022. The Commission closed out the 2018 EPA Community-wide Brownfield Assessment Grant for hazardous and petroleum contamination in 2022. Funds were used to conduct 15 site assessments within the region, update and maintain an inventory of brownfields sites, and conduct community involvement activities.

The Commission received an additional round of funding in 2022 in the amount of \$500,000. These funds will be used for Phase 1 and Phase II environmental site assessments, community outreach, cleanup and redevelopment planning, and attendance at upcoming brownfield conferences for the next three years.

## Disaster Recovery Microloan Program

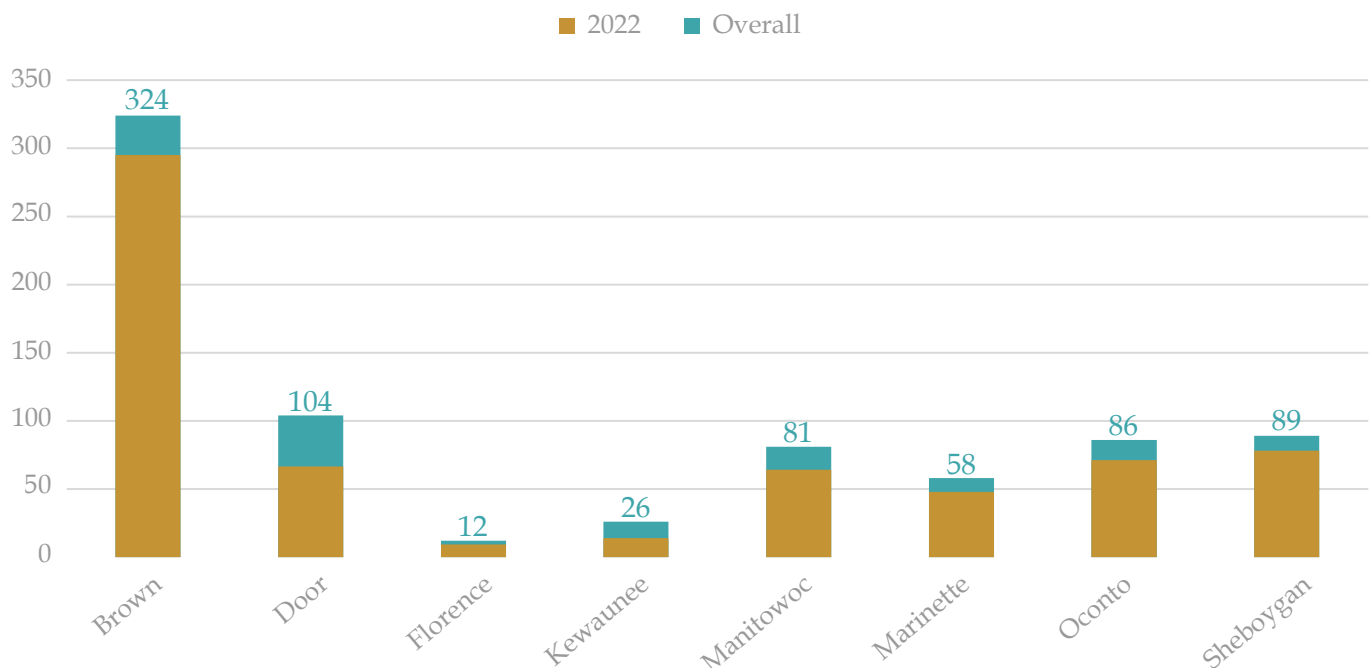
The Disaster Recovery Microloan (DRM) program provides short-term financial assistance (microloans) to businesses impacted by natural or man-made disaster events in the Bay-Lake region. The program allocates zero percent interest loans up to \$20,000 to eligible, impacted businesses for repair work and operating expenses until more long-term recovery funding can be secured. The program is funded through WEDC and 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.

There were no additional microloans made in 2022, however, one business successfully paid off the remainder of their loan.

## Main Street Bounceback Grant Program

The Wisconsin Economic Development Corporation (WEDC) Main Street Bounceback (MSBB) Grant Program provided \$10,000 grants to new or existing businesses and non-profit organizations moving into vacant properties in Wisconsin's downtowns and commercial corridors. Funds could be used to pay leases or mortgages, operational expenses and other business costs related to the newly opened location. Grant funds were available as part of the American Recovery Plan Act and had been distributed to businesses in the region by the Commission. The grant program opened in August of 2021 and closed December 31, 2022. By the contract end date, the Commission received 1,610 Intents to Apply, 957 applications, and awarded \$7,800,000 to 780 businesses throughout the region. A breakdown of the grants awarded per county can be found below.

MSBB Grant Awards by County



## Economic Development (cont.)

### EDA COVID-19 Recovery Assistance

In addition to the EDA Planning Partnership funding that is received annually, the Commission received a two-year CARES Act Recovery Assistance award in 2021 to help communities and businesses respond to economic injury caused by COVID-19. The Commission used the funding to conduct outreach, provide technical assistance, and to develop plans and tools to assist communities and businesses in their recovery. The EDA COVID-19 Recovery Assistance contract was closed out in 2022.

### Grant Writing and Administration

The Commission provides funding identification, grant writing, grant application assistance, and grant administration services for entities within the region. Assistance is provided for local, state, and federal grant programs such as EDA, Community Development Block Grant (CDBG), USDA, WEDC, ARPA, and others. In 2021, the Commission assisted with the preparation and review of dozens of federal and state grant applications funded through various program (EDA, CDBG, WEDC, and DOA). The Commission also provided letters of support for many other federal/state funded projects

In 2022, the Commission was able to successfully close out five CDBG projects totaling over \$10 million in project funds. The Commission also successfully prepared a CDBG application under the CDBG-Coronavirus (CV) program for the Town of Goodman in Marinette County. Staff prepared the environmental review for this project and will administer the Town of Goodman CDBG project throughout 2023.

CDBG Projects Closed Out in 2022:

- City of Manitowoc Custer Street Project
- City of Manitowoc 30th Street Project
- Oconto County New Beginnings Project
- Manitowoc County Parks Project
- Town of Underhill Fire Station Project

CDBG projects continued into 2023:

- City of Manitowoc Rahr West Museum Project
- Town of Goodman Park Improvements Project

In addition to administering CDBG grants for various communities, staff also continued to provide wage rate monitoring services for projects undertaken by Sheboygan County and HUD funded projects in the City of Sheboygan.

Commission staff also assisted the City of Peshtigo obtain funding under the DOA Neighborhood Investment Grant fund to fund the reconstruction of two fire stations and the renovation of the city library.





*Commission staff provided CDBG administration for the installation of ADA accessible projects for Manitowoc County Parks, including the installation of two new pavilions at Lower Cato Falls and Walla Hi County Parks, and three new ADA docks at English, Pigeon, and Wilke Lakes.*



*Commission staff provided CDBG administration for the Town of Underhill in the construction of a new fire station and Oconto County in the construction of a new facility for New Beginnings.*



# Environmental Planning



Potawatomi State Park

The Commission's Environmental Planning program 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), and the U.S. Environmental Protection Agency (EPA). As part of the Environmental Planning program, the Commission undertakes outdoor recreation planning, coastal management, and water quality planning. The program has a regional lens for ecological stewardship, and advocates for sustainable and resilient development in the natural and built environment.

## ENVIRONMENTAL PLANNING

- Climate Change Adaptation & Mitigation Planning
- Coastal Planning & Studies
- Ecotourism/Outdoor Recreation Planning
- Environmental Studies & Reviews
- Hazard Mitigation & Resiliency Planning
- Land & Water Conservation Planning
- Sewer Service Area Reviews



## Outdoor Recreation

In 2022, the Commission worked with Manitowoc County to initiate an update to the Manitowoc County Parks and Open Space Plan. The Commission conducted field days and an inventory of all county parks and water access sites. Public engagement opportunities such as an online survey and an in-person workshop were also held to get members of the public engaged with the project. The plan update will be completed in the summer of 2023, and will guide the county's future efforts in meeting the recreation needs of the citizens while preserving the bountiful natural resources in the area.

The Commission also assisted the Village of Sister Bay with their outdoor recreation plan update by creating an online survey for the Village to promote to their citizens and gain valuable feedback on what types of activities the public wants to promote in the plan update.



Commission staff visiting Manitowoc County parks and images from the in-person workshop for the Manitowoc County Parks and Open Space Plan update.



## Stormwater Education

The Commission assists the Sheboygan County Stormwater Coalition by providing education and outreach on stormwater issues and best practices.

In 2022, the Commission presented to eight 6th grade science classes at Horace Mann Middle School about point and non-point source pollution in early February to fulfill the 2021 contract. For the 2022 contract, Commission staff went to several Farmer's Markets over the summer in Sheboygan to educate the public on rain gardens, rain barrels, and other ways homeowners can mitigate stormwater runoff.



*Commission staff promoting stormwater education at a local farmer's market in Sheboygan*

## Sewer Service Area Plan and Other Environmental Reviews

The Commission conducts environmental assessments/reviews, as required, for state and federally funded projects. Additionally, the Commission reviews 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 12 review letters for sanitary sewer extension plans. In 2022, the Commission initiated an update to the Village of Luxemburg Sewer Service Area Plan. The plan is anticipated to be completed in early 2023.

## Waterfront Planning Toolkit

The Commission began work on a project focused on providing tools and resources for undertaking planning efforts related to waterfronts and coastal resources. This project is funded by a grant from the Wisconsin Coastal Management Program (WCMP) and, upon completion, will assist coastal communities with individual waterfront planning efforts. Commission staff developed a questionnaire and sent it to individuals overseeing waterfront projects, and interviews were conducted with these individuals as well. In addition to collection of case study data, staff researched waterfront plans on Lake Michigan and Lake Superior. Plans have been analyzed based on content organization, and case study projects have been assessed on whether they resulted from a waterfront plan, funding sources, partnerships, public participation, and obstacles, successes, and recommendations. Waterfront planning templates have been developed for community engagement and amenity audits, and some content has been written, which will be utilized in an online toolkit to be published in 2023.

## Disaster Preparedness Project

The Commission began work on a disaster preparedness project in collaboration with the University of Wisconsin Sea Grant in the coordination of an Extreme Event Game for coastal communities in the Bay-Lake region.

With increasing water level volatility and frequency of severe storm events across Wisconsin, communities will need to be prepared to react to these events efficiently. This project aims to assess community vulnerabilities, facilitate natural disaster simulations in these communities, and provide outreach on disaster preparedness.

## Environmental Education and Outreach

There are several governmental and non-governmental organizations that the Commission assists by either providing expertise and local knowledge, attending meetings, or by sitting on committees. In 2022, the Commission assisted with various initiatives including the Niagara Escarpment Resource Network (NERN), Collaborative Action for Lake Michigan Coastal Resilience (CALM), Great Lakes and St. Lawrence Cities Initiative, the East River Collaborative, and the Lakeshore Invasive Species Management Area (LISMA). Commission staff also supported the 2022 Sustainable Forestry Conference by being part of the conference committee.

# Mapping & Visualization



Image showing a work day in Sheboygan Falls converting cemetery records into GIS format

The Commission's Mapping and Visualization program provides 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.

## MAPPING & VISUALIZATION

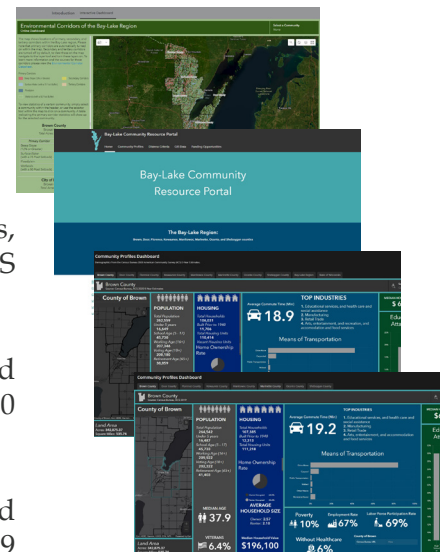
- Custom Map Design
- Field Collection & Management
- Interactive Maps & Applications
- Land Use Inventories
- Online Surveys & Map Visioning Exercises



## Custom Maps and Applications

The Commission continues to help member communities by creating custom maps and online applications. In total, staff created over 250 static maps that were included in final planning documents, while dozens more were created for presentations and working documents. Online story maps, surveys, and applications continue to grow in popularity, as there were over 44,000 views of Commission published story maps and applications in 2022. This number is significantly higher than the 25,000 views of the previous year. New story maps and applications that the Commission published in 2022 included:

- Environmental Corridors of the Bay-Lake Region - features descriptions of the Commission's regional environmental corridor GIS dataset and an online interactive dashboard to view the dataset within each community within the Bay-Lake region.
- Bay-Lake Community Resource Portal - a one-stop area where communities within the Bay-Lake region can go to find demographics, funding eligibility and opportunities, and both local and regional GIS data.
- 2020 ACS Community Profiles Dashboard - an interactive dashboard showing demographic statistics from the U.S. Census Bureau's 2020 American Community Survey (ACS) 5-Year Estimates.
- 2019 ACS Community Profiles Dashboard - an interactive dashboard showing demographic statistics from the U.S. Census Bureau's 2019 American Community Survey (ACS) 5-Year Estimates.



## City of Sheboygan Falls Cemetery

The Commission continued to develop the City of Sheboygan Falls' Online Cemetery Application. The interactive online application will allow members of the public to search through cemetery records and burial locations within the City's cemetery. Users of the application will be able to search for burials by first and/or last name, by death year, or by the grave site owner's first and/or last name. The application will also show any available plots for purchase. The application is anticipated to be released to members of the public in the first quarter of 2023.

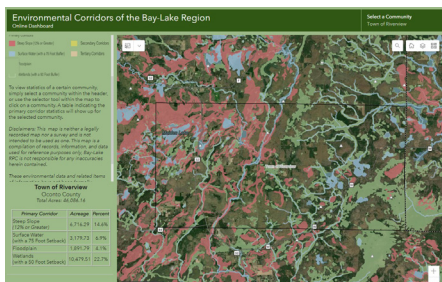


Grave sites and burials are represented in GIS format

Commission staff also worked on a secondary application that will assist the City of Sheboygan Falls in maintaining and updating their cemetery database. This online application will have the same search capabilities as the public application but will allow for new burials, modifying existing records, and provide database analysis for further record keeping.

## Regional Environmental Corridor Update

In 2022, Commission staff completed an update to its regional environmental corridor dataset. The dataset consists of steep slope (greater than 12%), surface water (with a 75-foot setback), floodplains, and wetlands (with a 50-foot setback). Other areas within the region that are considered sensitive in nature and should be preserved (such as state parks, state natural areas, habitat preservations, and others) were also included in the updated dataset. The update will provide crucial information in many of the Commission's planning documents as a region as well as in individual community plans.



The updated dataset is available for public viewing on the created Environmental Corridors of the Bay-Lake Region Public Portal. Users of the portal can navigate an online map and locate environmental corridors within their community, read more about how the corridors are defined and derived, also view statistical data of the corridors. The Bay-Lake Region Map Series Guidebook was also created as another resource for the communities within the Bay-Lake region. The guidebook features individual maps and detailed statistics for each community within the region.

## Technical Assistance

The Commission continues to provide GIS technical assistance to member communities within the Bay-Lake region. In 2022, Commission staff provided training to the City of Algoma in mobile field applications and maintaining their city-wide GIS database through ArcGIS Online. Commission staff also assisted the Manitowoc County Highway Department in updating project maps and other GIS training.

## Site Planning

The Commission worked with the Village of Sister Bay to create a site design for a 56-acre property within the village. The site design was created based off a predetermined list of prioritized land uses and had designated areas for various housing, green space, a new administrative building, trails, etc.



# Transportation



County highway in Florence County

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 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 the coordination, planning, and implementation of elderly and disabled special transportation services and programs.

## TRANSPORTATION PLANNING

- Bicycle & Pedestrian Transportation Planning
- Corridor Planning
- Pavement Surveys
- MPO Services for the Sheboygan Metropolitan Planning Area
- Safe Routes to School Planning
- Transit Development Programs (TDPs)
- Specialized Transportation Planning



## 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.



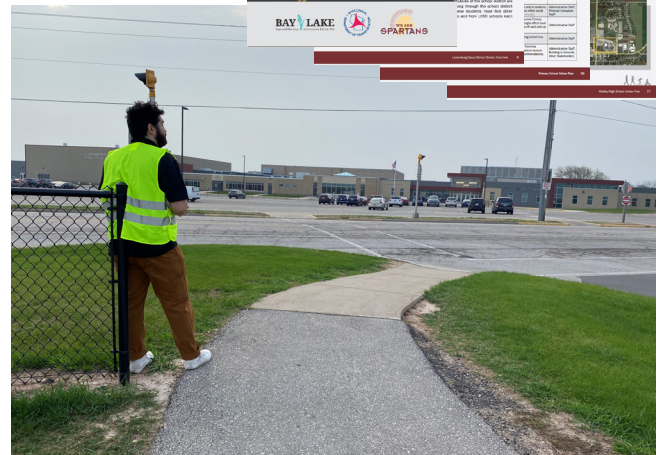
## Specialized Transportation Planning

The Commission chaired the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC), a group that brings together stakeholders from across the region to collaborate on issues related to transportation access, particularly for those segments of the region's population that are elderly or disabled.

The Commission assisted the City of Marinette with administration of the city's Shared-Ride Taxi Program, which included preparation and submittal of the 2023 application for federal and state assistance to operate the transit system.

## Safe Routes to School

The Commission worked with the Luxemburg-Casco School District (LCSD) in completing a Safe Routes to School planning effort. The efforts included many public engagement opportunities throughout the project including an online survey and mapping exercise, walking and infrastructure audits, and an in-person bike rodeo event. Throughout the project, Commission staff worked with a task force committee that was made up of parents, bus drivers, teachers, local officials and law enforcement, school board members and administrators, and other community representatives. The task force provided guidance for the project and came up with recommendations and actions for the seven individual schools that are within the school district boundaries. These recommendations and other information regarding the schools are laid out in individual action plans found in the final document. The overall Luxemburg-Casco School District Safe Routes to School Action Plan was approved by the School Board in November 2022, and will act as a guide in promoting Safe Routes to School for years to come.



Left images show participation at the LCSD bike rodeo, right image shows Commission staff performing a walking/biking audit

## Grant Writing

The Commission assists communities in finding and applying for transportation related grant opportunities. In 2022, the Commission assisted the City of Sheboygan with a "Rebuilding American Infrastructure with Sustainability and Equity (RAISE)" grant application for a bicycle and pedestrian bridge over the Sheboygan River.

In 2022, the Commission was awarded a transportation alternatives program grant (TAP) to develop a Transportation Access to Public Health Options study for the Bay-Lake region. The study will focus on identifying the gaps in accessing public health options (recreational opportunities, health care facilities, healthy food options, etc.) through public transit, walking, biking, and other alternative modes of transportation. The project will begin in early 2023, with an expected completion in 2024.



# Sheboygan MPO



*Local street in City of Sheboygan*

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 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 2023 *Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was approved. The Sheboygan MPO Technical and Policy Advisory Committees met jointly nine times in 2022, and Commission staff presented or reviewed MPO items at all eight full Commission and Executive Committee meetings in 2022. Commission staff participated in quarterly MPO/RPC Director meetings facilitated by WisDOT, and two work program review meetings with WisDOT and FHWA staff. Commission staff hosted the annual Wisconsin MPO/RPC/WisDOT/USDOT transportation planning conference at Blue Harbor Resort and Conference Center in Sheboygan in October. A new transportation planner was hired in late July. The Commission continued its membership in the Association of Metropolitan Planning Organizations (AMPO) in 2022, and participated in various AMPO webinars. Commission staff prepared MPO e-newsletters and contributed MPO articles to the Commission's e-newsletter in 2022.



*Commission staff welcome attendees to the MPO/RPC/WisDOT/USDOT transportation planning conference in October*

## Long-Range Transportation Planning

Commission staff reviewed and updated the long-range transportation plan multi-year development schedule. Commission staff worked on development of the *Year 2050 Sheboygan Area Transportation Plan (SATP)*, including completion of five chapters, completion of the majority of two chapters, and starting of one chapter; most of these chapters were presented to members of the Sheboygan MPO Technical and Policy Advisory Committees. An online survey was created to get public feedback on transportation related topics within the Sheboygan Metropolitan Planning Area. The survey was open for two months, and a total of 164 submissions were recorded.



A public online survey was available for public comment on transportation related topics

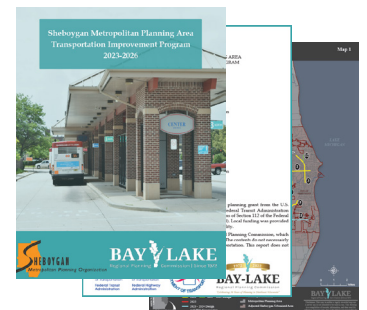
Commission staff reviewed socioeconomic projections and other travel demand forecast model inputs being used in the development of the Year 2050 SATP. Commission staff participated in a meeting of the Wisconsin Freight Advisory Committee in early June. Commission staff also participated in a meeting of the WisDOT Northeast Region Travel Demand Model Users' Group in September. 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 current long-range transportation plan with USDOT performance management rules. Commission staff also participated in quarterly meetings of the WDNR Transportation Conformity Work Group.

## Short-Range Transportation Planning

Short-range transportation planning activities in 2022 included: establishment of performance targets in the areas of public transportation agency safety, transit asset management, and highway safety; completion of the 2021 transportation system performance indicators report and starting work on a similar report for 2022; and technical assistance to Shoreline Metro, WisDOT, Sheboygan County, and local units of government. Commission staff participated in quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC), in which Commission staff currently chairs this committee, as well as in quarterly meetings of the Sheboygan County Transportation Coordinating Committee (TCC). Commission staff participated in two meetings of Sheboygan County's American Rescue Plan Act (ARPA) Transportation Task Force in early 2022.

## Transportation Improvement Program (TIP)

Activities related to the TIP in 2022 included development and approval of the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2023 – 2026*; four sets of minor amendments to the 2022 – 2025 TIP; and preparation and posting of the Annual Listing of Obligated Projects for Calendar Year 2021. Other TIP-related activities in 2022 included prioritization of STBG Urban candidate projects in the Sheboygan Urbanized Area for the latest funding cycle, and participation in several virtual meetings hosted by WisDOT regarding the Bipartisan Infrastructure Law (BIL) and its impact on local programs. Commission staff also participated in three meetings of the project review and selection committee for the Congestion Mitigation and Air Quality (CMAQ) improvement program, including development of emission reduction estimates and rating of CMAQ candidate projects in northeastern Wisconsin (this included one project in the Sheboygan metropolitan planning area). Finally, Commission staff provided technical assistance and answered questions regarding the BIL and various local programs to Sheboygan County and to cities, villages and towns in the metropolitan planning area.



# 2022 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 2022.

## OPERATING REVENUES

2022

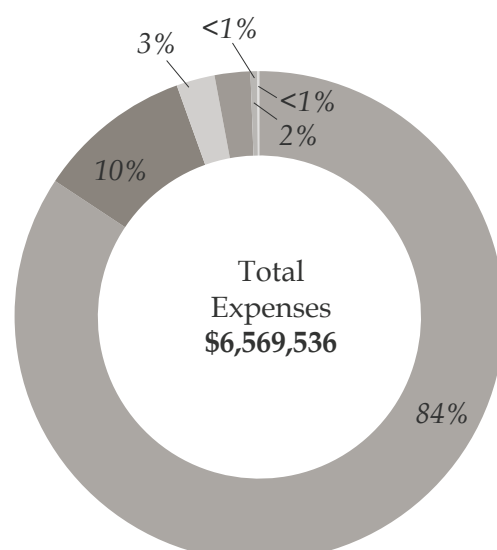
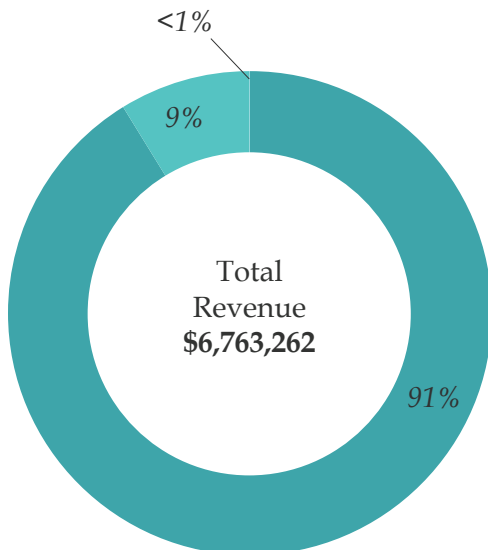
■ Intergovernmental grants	6,164,418*
■ Intergovernmental charges for services	594,344
■ Public charges for services	4,500
■ Other operating revenues	-
<b>Total Operating Revenues</b>	<b>6,763,262</b>

## OPERATING EXPENSES

■ Salaries and wages	668,832
■ Employee fringes and benefits	154,301
■ Subcontracted project consultants	8,509
■ Beneficiary Payments	5,540,000*
■ Depreciation	31,114
■ All other	166,780
<b>Total Operating Expenses</b>	<b>6,569,536</b>

Operating Income	193,726
Nonoperating Revenues (Expenses)	(20,267)
Change in Net Position	173,459
Net position - January 1	314,589
<b>Net Position - December 31</b>	<b>488,048</b>

\*Note: \$5,540,000 consists of pass through money for the Main Street Bounceback Program.





## Celebrating 50 Years!

In 2022, the Commission celebrated its 50th anniversary since Governor Patrick Lucey created and designated the Bay-Lake Regional Planning Commission as the official planning agency for northeast Wisconsin. The Commission held an open house in June 2022 to celebrate with the Bay-Lake region. Municipalities were invited to see the Bay-Lake office building, meet staff members, learn about the services that the Commission offers, and see examples of current and past projects.



1972 2022

# BAY-LAKE

Regional Planning Commission

*"Celebrating 50 Years of Planning in Northeast Wisconsin"*





**Bay-Lake Regional Planning Commission**

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