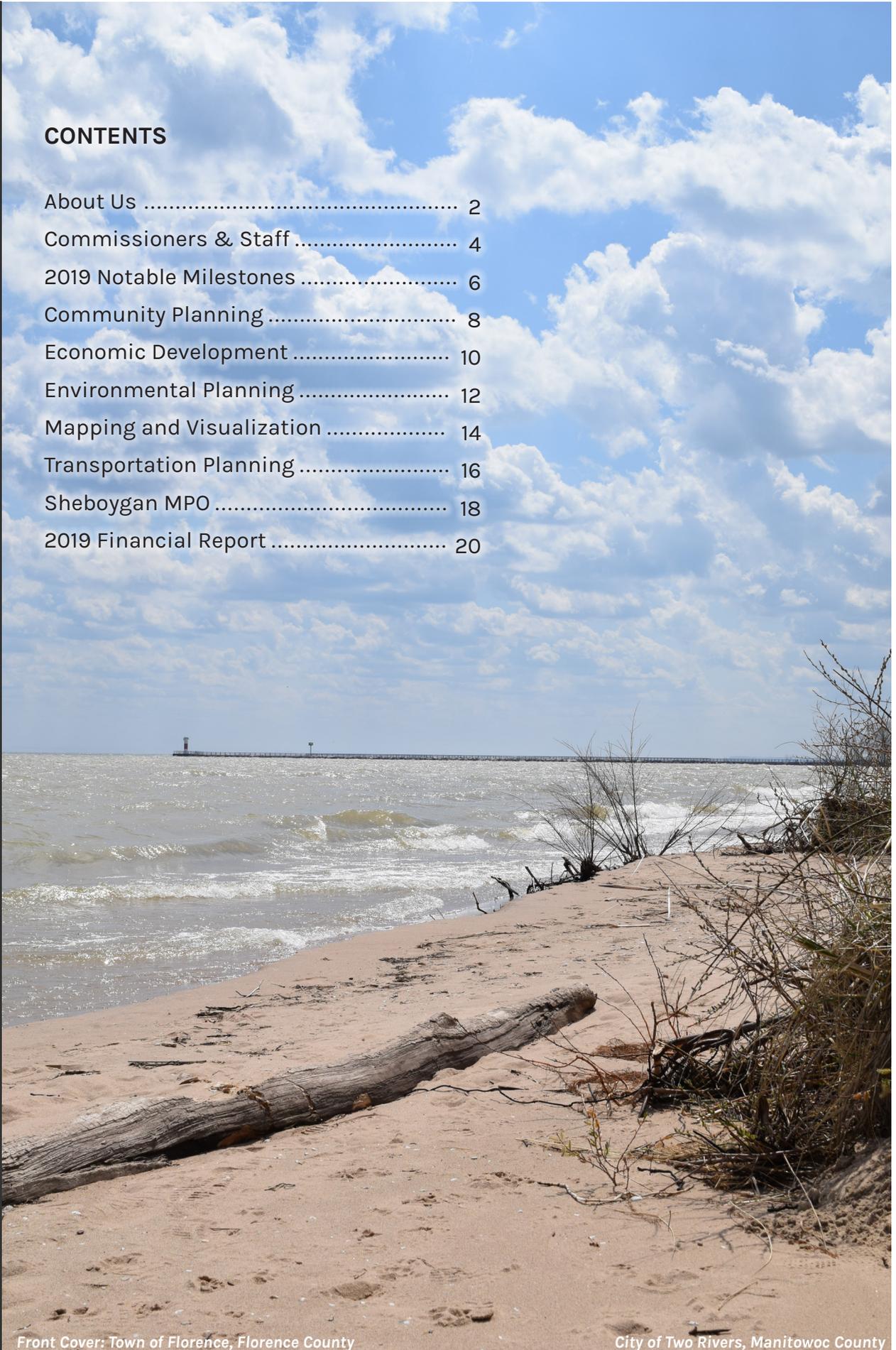


# 2019 Annual Report



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# 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 2019 is submitted in accordance with the requirements set forth in s.66.0309(8)(b), Wis. Stats.

BLRPC staff completed a vast and diverse array of projects in 2019. Some of the highlights include: work with Kewaunee County in managing invasive species; Comprehensive Plan Updates for the Town of Sevastopol, Town of Pittsfield, and Village of Cleveland; Hazard Mitigation Plan Updates for Marinette County and Manitowoc County; Manitowoc County Green Infrastructure Code Audit; Lakeshore Coastal Recreation Study; an Assessment of Economic Development Organizational Structure in Marinette County; Ahnapee River Water Trail Plan & Olson Park Concept Plan; Update to the Year 2045 Sheboygan Area Transportation Plan (SATP); Outdoor Recreation Plans for the City of Marinette and Florence County; and Housing Affordability Reports and New Housing Fee Reports for the cities of Marinette and Manitowoc. The Commission was also able to invest in both staff and technology in 2019. Two entry level planners were hired, and new software programs, including drone imagery, were purchased in order to allow staff to incorporate better graphics and data into presentations and reports. In addition, staff gave presentations to various groups including several county units of towns' associations and to the Lake Area Public Works Association. Finally, staff was able to use a Brownfields Grant from the EPA to help communities with Phase I and Phase II Assessments on nine different properties.

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.

Many products of the Sheboygan MPO program were made more interactive in 2019, including several chapters of the Update to the Year 2045 Sheboygan Area Transportation Plan (SATP) and the Transportation Improvement Program (TIP). These interactive features included story maps, dashboards for the TIP, fly-throughs of major recommended transportation projects, and sketch-up drawings of certain recommended transportation projects.

At the BLRPC's annual meeting, Mike Hotz of Sheboygan County, and Terry Brazeau of Oconto County were elected as Vice Chairperson and Secretary/Treasurer respectively, and I was elected as Chairperson. I'd 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,

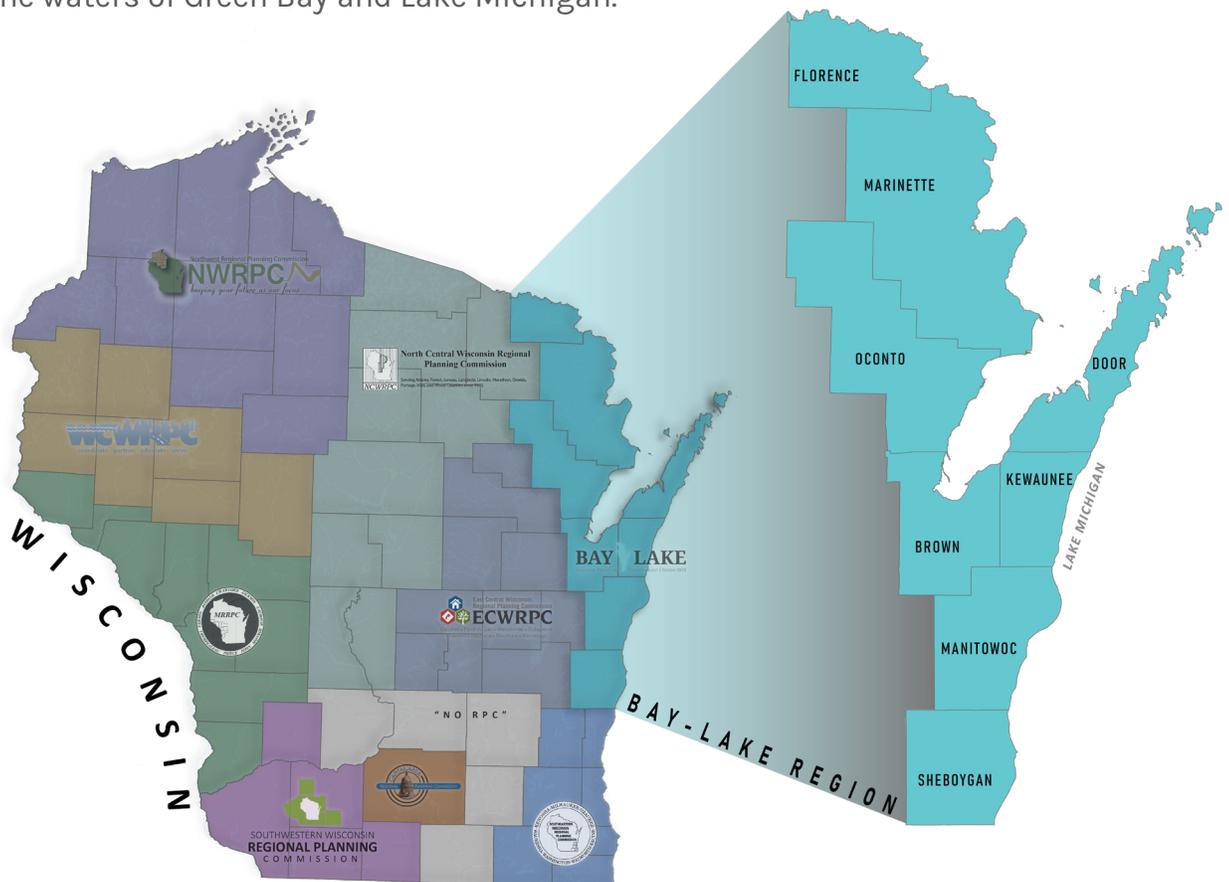


Dan Koski  
Bay-Lake RPC Chairperson

## About Us

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a multi-service entity within Wisconsin that delivers a variety of federal, state, and local programs. The Bay-Lake RPC is a public entity established similar to a municipality. We provide 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 Regional Planning Commission 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.

### OUR MISSION

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

Bay-Lake Regional Planning Commission

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

Address: 425 South Adams Street Suite #201

Green Bay, WI, 54301



# Services

## COMMUNITY PLANNING



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

## ECONOMIC DEVELOPMENT



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

## ENVIRONMENTAL PLANNING



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

## MAPPING & VISUALIZATION



- Custom Map Design
- Field Collection & Management
- Gold Shovel Program
- Interactive Maps & Applications
- Land Use Inventory

## TRANSPORTATION PLANNING



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



## 2019 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, to complete the full commission, one non-voting commissioner is appointed for each nonmember county. The following commissioners are current as of December 31, 2019:

### **Brown County\***

*Vacant*

### **Door County\***

*Ken Fisher*

### **Florence County**

*Ed Kelley*

*Larry Neuens*

*Rich Wolosyn*

### **Kewaunee County**

*Mary Ellen Dobbins*

*Tom Romdenne*

*Vacant*

### **Manitowoc County**

*Dan Koski*

*- Chairperson*

*James Falkowski*

*Marc Holsen*

### **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*

*Brian Yerges*

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

## Meet the Staff

**□ Cindy J. Wojtczak, Ext. 102**  
*Executive Director*  
[cwojtczak@baylakerpc.org](mailto:cwojtczak@baylakerpc.org)

Cindy has been with Bay-Lake RPC for a total of almost 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](mailto: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](mailto: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](mailto: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.

**□ Harry Graham, Ext. 109**  
*Community Assistance Planner*  
[hgraham@baylakerpc.org](mailto:hgraham@baylakerpc.org)

Harry has been with Bay-Lake RPC since 2019. Primary roles include comprehensive plans and assisting in the development of diverse plans throughout the region, such as hazard mitigation plans and the brownfields program.

**□ Emily J. Pierquet, Ext. 101**  
*Administrative Assistant*  
[blrpcadmin@baylakerpc.org](mailto:blrpcadmin@baylakerpc.org)

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

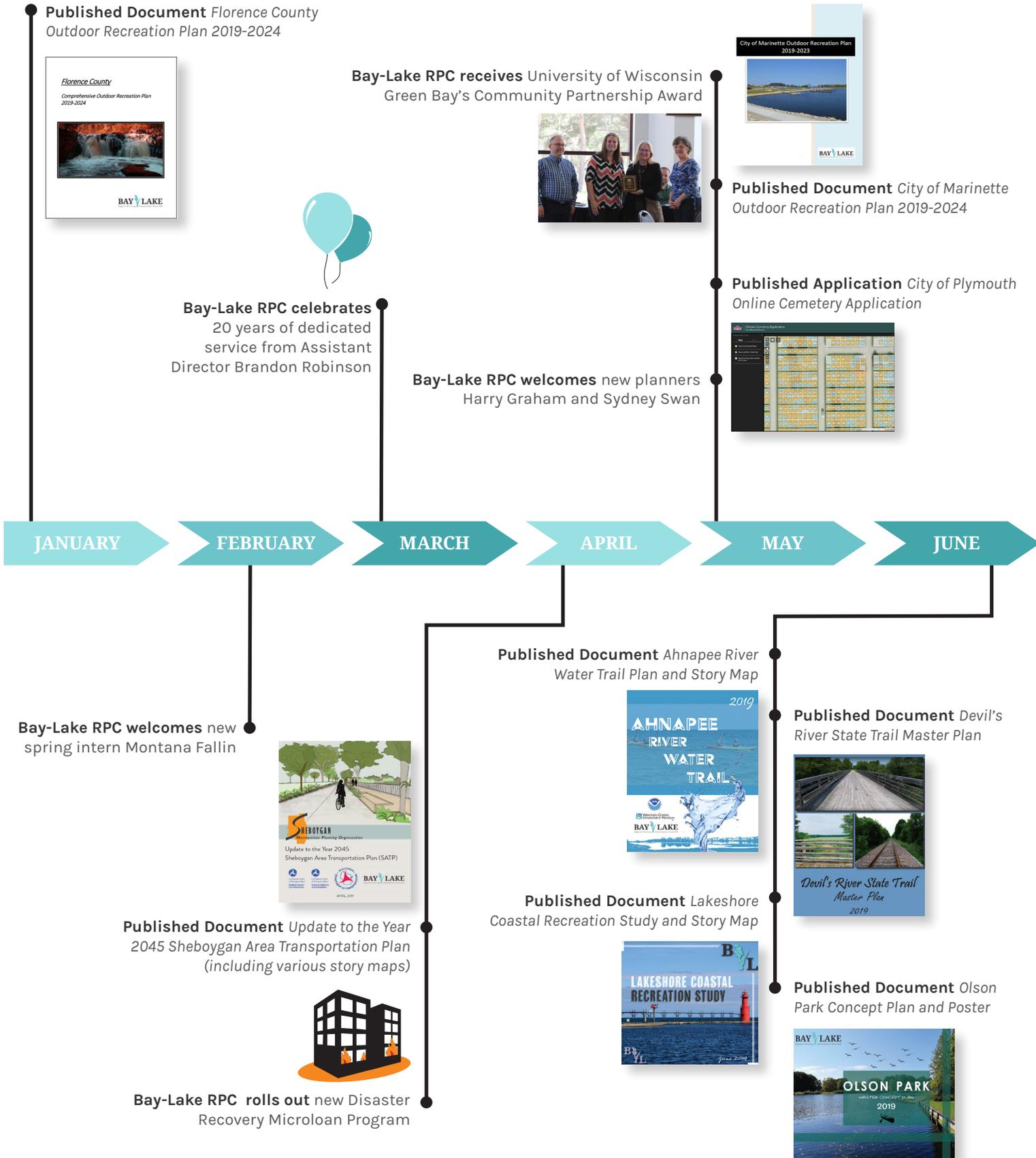
**□ Madison A. Smith, Ext. 106**  
*Environmental Planner*  
[msmith@baylakerpc.org](mailto:msmith@baylakerpc.org)

Madison has been with Bay-Lake RPC since 2017. Primary roles include planning for recreation, natural resources, hazard mitigation, invasive species, watersheds, restoration, land and water trails, green infrastructure, and park concept plans.

**□ Sydney E. Swan, Ext. 108**  
*Economic Development Planner*  
[sswan@baylakerpc.org](mailto: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.

# 2019 Notable Milestones



**Bay-Lake RPC rolls out** new housing report services for municipalities with a population over 10,000

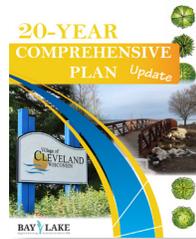


**Bay-Lake RPC welcomes** new commissioners, Ann Hartnell (Marinette County), Karl Ballestad (Oconto County), Thomas Mandli (Marinette County), and Mary Ellen Dobbins (Kewaunee County)

**Published Document** Town of Pittsfield Comprehensive Plan Update and Poster



**Published Document** Village of Cleveland Comprehensive Plan Update



**Published Document** Town of Sevastopol Comprehensive Plan Update and Story Map



JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER



**Published Document** 2018 Annual Report



**Published Document** Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2020-2023 and TIP Online Dashboard



**Bay-Lake RPC Successfully** treated over 400 acres of invasive species within Kewaunee County



**Published Document** Manitowoc County Code Audit and Recommendations



**Published Document** City of Manitowoc New Housing Fee Report and Housing Affordability Report



**Published Document** City of Marinette New Housing Fee Report and Housing Affordability Report



## COMMUNITY PLANNING

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 preparation of a variety of plans, including comprehensive, outdoor recreation, and hazard mitigation; 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 the document format and introducing online interactive versions of the plan. All versions maintain compliance with statutory requirements. In 2019, the Commission completed multiple comprehensive plan updates, each with varying depictions of the final product.

- Village of Cleveland: Brochure-type planning document, graphically enhanced, doubles as a marketing tool.
- Town of Pittsfield: Brochure planning document is supplemented with posters that offer a synopsis of the plan.
- Town of Sevastopol: The brochure-like document is complemented with a story map of the plan providing community officials and the public with interactive capabilities via a web-based application.

Other comprehensive plan updates initiated in 2019 that are anticipated to be completed in 2020 include Manitowoc County, Florence County, City of Peshtigo, City of Gillett, 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.

**Code Audit:** The Commission has been conducting code audits over the past several years in an effort to assist communities to better manage stormwater via more resilient techniques and methods. The code audits identify opportunities where units of government could consider the inclusion of green infrastructure techniques. The Commission worked with **Manitowoc County** to conduct a Green Infrastructure Code Audit.



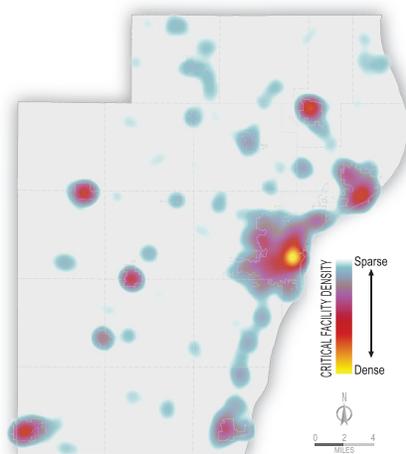
**Sewer Use Ordinance:** The Commission assisted the **Kelly Lake Sanitary District** to update its sewer use ordinance. The ordinance regulates the use of both public and private sewers and drains, discharge or septage into the public sewerage system, and the discharge of waters and wastes into the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

- Marinette
- Sheboygan
- Manitowoc

To the Right:  
Critical Facilities Heat  
Map, Manitowoc County



## Bay-Lake RPC Technical Assistance Grant Program

Annually, member units of government in the Bay-Lake region have the opportunity to 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 2019, three technical assistance projects were awarded:

- Comprehensive Plan Update for the Village of Cedar Grove
- Sustainability Guidebook for the City of Sheboygan
- Florence County Comprehensive Plan Update



## ECONOMIC DEVELOPMENT

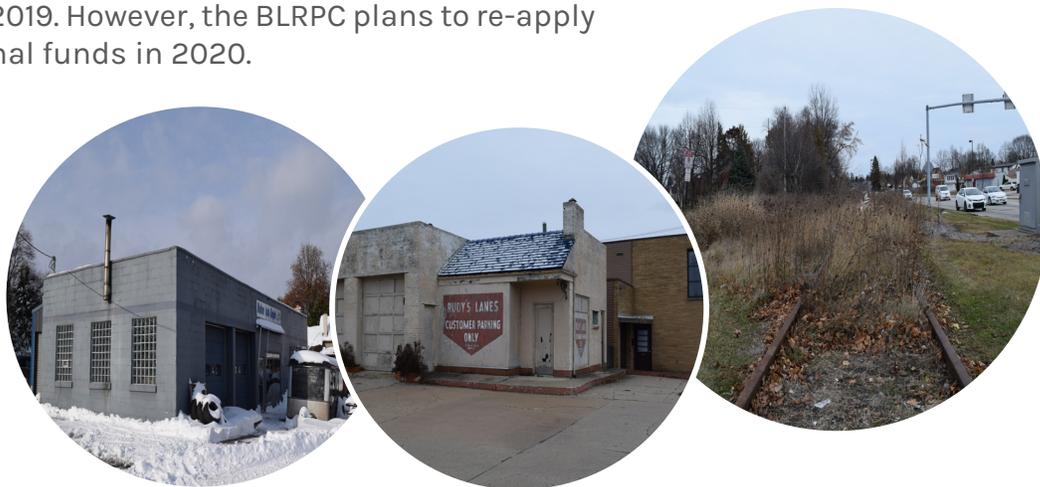
The Bay-Lake Regional Planning Commission's economic development program provides assistance to member counties and communities to continue the diversification of their local economies through the creation, attraction, expansion, and retention of jobs. The program is funded in part by the Economic Development Administration (EDA) of the U.S. Department of Commerce. The Commission maintains eligibility for financial assistance from the EDA as an Economic Development District (EDD). As an EDD, the Commission is responsible for annually updating the Region's Comprehensive Economic Development Strategy (CEDS). In addition, the Commission promotes the region and provides broad support for local economic collaboration.

### Comprehensive Economic Development Strategy (CEDS)

The Region's Comprehensive Economic Development Strategy (CEDS) is a long-term economic development plan that serves as a road map to progress and economic prosperity in the region. The development of the CEDS involves a planning process that brings together individuals from the private and public sectors to identify local strategies that guide regional economic development. Ultimately, the CEDS allows the region to maximize its economic development potential, as well as engage with the U.S. Economic Development Administration (EDA) and other federal partners to receive infrastructure and technical assistance grants. The Region's CEDS was adopted in 2017 and must be updated every five years.

### Brownfield Program

Under a \$300,000 Brownfield Assessment grant from the U.S. EPA, the Bay-Lake RPC conducted phase I and phase II environmental site assessments on hazardous and petroleum contaminated land throughout the region. The majority of funds were utilized in 2019. However, the BLRPC plans to re-apply for additional funds in 2020.



Pictured Above:  
Brownfields assessments sites located within the Village of Wausaukee, the City of Two Rivers and the City of Sheboygan

## Grant Writing and Administration



The Bay-Lake Regional Planning Commission provides technical grant writing and administrative assistance to communities that are seeking federal or state funds. The BLRPC continued to provide assistance to the City of Sheboygan for its CDBG and Revolving Loan Fund Programs.

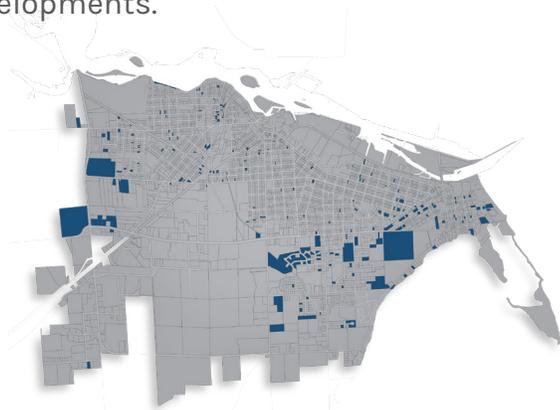
## Disaster Recovery Microloan Program

The BLRPC Disaster Recovery Microloan (DRM) program is a relatively new program that provides short-term financial assistance to businesses impacted by natural or manmade disaster events in the Bay-Lake Region. In 2019, BLRPC was provided with funds from the Wisconsin Economic Development Corporation (WEDC) to create and administer microloans to businesses impacted by a downtown building fire in the City of De Pere. BLRPC is one of the nine entities in the state with the capacity to deploy funds to impacted business.



## Housing Reports

The Commission prepared state mandated housing reports for the City of Manitowoc and the City of Marinette within the Bay-Lake region. The reports, the New Housing Fee Report and the Housing Affordability Analysis, were both required for cities and villages with a population of 10,000 or greater. The reports address the national and local housing shortage by highlighting ways that the municipalities can reduce time and costs to approve subdivision developments.



*Pictured Above:  
Undeveloped parcels within the City of Marinette  
to accompany the City of Marinette Housing Affordability Report.*

## An Assessment of Economic Organizational Structure in Marinette County

The BLRPC staff worked with Marinette County and a private consultant to develop the report titled, An Assessment of Economic Development Organizational Structure in Marinette County. The report analyzed Marinette County's current economic environment and provided options for improving the effectiveness of economic development in Marinette County.



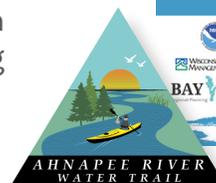
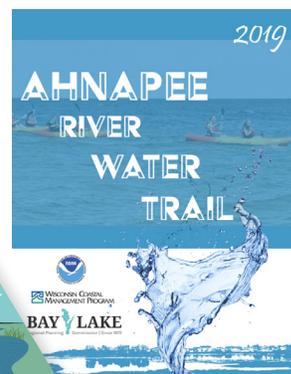


## ENVIRONMENTAL PLANNING

The Environmental program of the Bay-Lake Regional Planning Commission provides ongoing technical assistance to member counties and communities 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 program, Bay-Lake RPC undertakes outdoor recreation planning, coastal management, water quality planning, and invasive species management. The department 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 advocating for sustainable developments in the natural and built environment.

### Ahnapee River Water Trail

In 2019, the Bay-Lake RPC worked with stakeholders in the City of Algoma to develop and promote the recreational use of the Ahnapee River in conjunction with Lake Michigan. The Bay-Lake RPC conducted an inventory and assessment of all public access locations along the river and in the City of Algoma. The plan was developed to guide future efforts towards enhancing and promoting the water trail. A Story Map application was created to identify features each site offered along the river.



### Olson Park Concept Plan

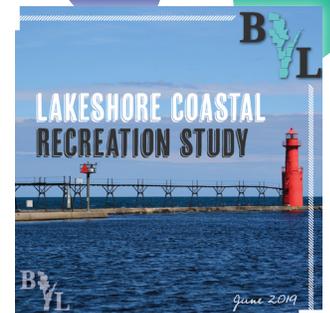
The City of Algoma and a steering committee helped guide the development of the Olson Park Concept Plan with design workshops and meetings. This plan contains park-specific recommendations for Olson Park, as well as community-wide park recommendations for implementation. It also provides insight for opportunities to promote environmental stewardship, enhance existing park programming

based on expressed interest from the community, and identify ways to maximize existing park space to better serve the community. It includes solutions that involve strengthening existing and new partnerships, leveraging current parklands, and capitalizing on existing park assets that the community already cares for and enjoys.



## ▣ Lakeshore Coastal Recreation Study

Coastal recreation opportunities provide significant economic and social benefits to both visitors and residents of coastal communities, such as the financial impact of direct expenditures and non-market benefits, such as enhanced human well-being. The Lakeshore Coastal Recreation Study helps to plan future spatial expansion and to understand how management decisions could impact future recreation use patterns, it is necessary to establish a baseline of how many people use the lakeshore, what they participate in, and the economic contributions of these different types of uses – particularly in a geospatial context.



## ▣ Invasive Species Management

**Kewaunee County Invasive Species Management Plan:** Bay-Lake RPC has worked alongside Kewaunee County to help control invasive species through chemical and mechanical treatment methods. The management plan was created to guide the county and landowners in future maintenance and control mechanisms. This outlines the background of each invasive and why each can be a threat. The plan describes when and how to treat, prevention of spreading, communication, and funding sources. The goal is to align with other northeast Wisconsin counties to regionally and collectively work together to control invasive species.

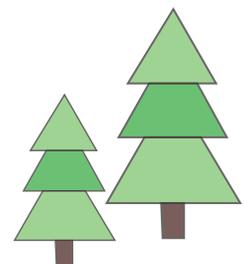
**Invasive Species Treatment in Kewaunee County:** Under a Great Lakes Restoration Initiative grant from the U.S. EPA, the Bay-Lake RPC worked with Kewaunee County to manage invasive species in the county, including Phragmites, Japanese knotweed, and Wild parsnip. Inventories and chemical treatments of invasive species were conducted on public and private lands, with follow-up treatments to be conducted in 2020. In 2019, **over 400 acres** within Kewaunee County were successfully treated for invasive species.

## ▣ Outdoor Recreation

The Commission assisted units of government with guidance, principles, and strategies for the development and management of outdoor recreation initiatives. These initiatives were addressed through various projects including the City of Marinette Outdoor Recreation Plan, the Florence County Outdoor Recreation Plan and the Devil's River State Trail Master Plan.

## ▣ Tree Plantings

In 2019, under two Great Lakes Restoration Initiative grants from the U.S. Forest Service, and in partnership with the Wisconsin DNR and Wisconsin RPCs, the Bay-Lake RPC provided **\$122,200 in funding** to Wisconsin communities to plant **over 4,500 trees** in public areas to reduce runoff and mitigate the destructive impacts of the invasive Emerald Ash Borer beetle.





## MAPPING & VISUALIZATION

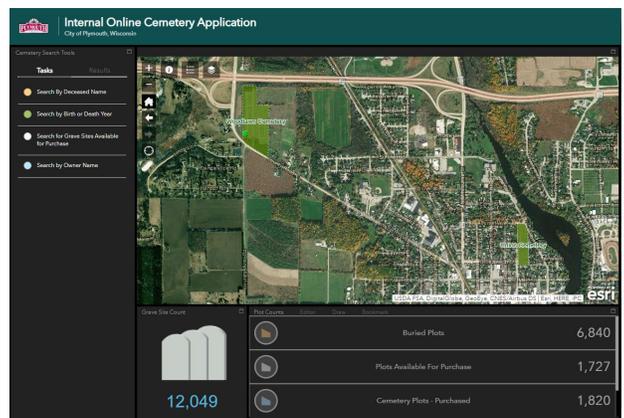
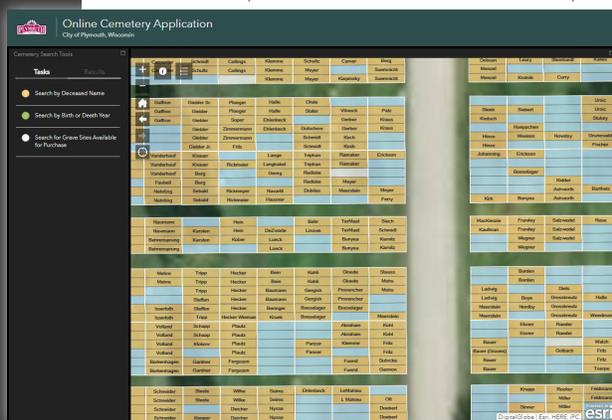
The Commission’s Mapping and Visualization program continues to provide mapping and GIS technical assistance to the Bay-Lake region. Utilizing ArcGIS Online, interactive maps and applications have greatly improved the planning process for Commission staff and community leaders and members. The program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

### City of Plymouth Online Cemetery Application

In 2019, the Bay-Lake RPC worked with the City of Plymouth to finalize the City of Plymouth’s Online Cemetery Application. This interactive online application allows members of the public to search through cemetery records and locations within two City of Plymouth owned cemeteries. Search capabilities include searching by first and/or last name, by birth and/or death year, as well as the capability to search for any available plots for purchase.

A secondary internal online application was also created for the City of Plymouth staff to manage and maintain the cemetery database on an online platform. Staff have the opportunity to enter new records while updating old records, as well as the capability to search for ownership of plots within the cemeteries. Additional capabilities such as dynamic cemetery counts provide staff with the knowledge of how many burials within the cemetery and plots are available for purchase at any given time.

Pictured Below:  
The public Online Cemetery Application allows users to view individual plot records and search for available plots.



Pictured Above:  
The internal Online Cemetery Application allows City of Plymouth staff members the ability to maintain and edit the cemetery database in an online platform.

## Field Collection and Management



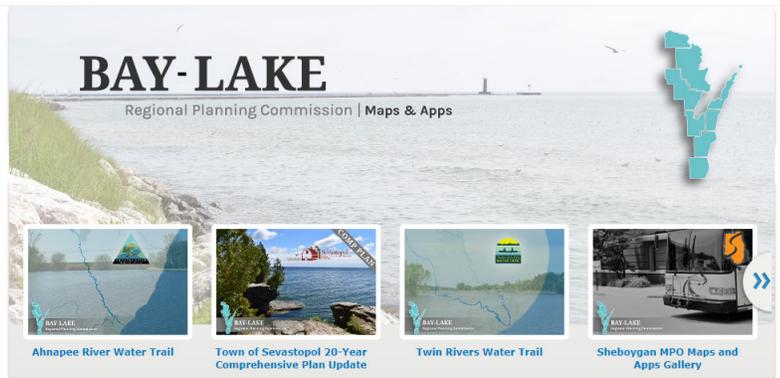
Utilizing ArcGIS Online and associated field collection apps, the Commission provides assistance to member communities in field asset collection and management in an online GIS database. In 2019, Commission staff also benefited greatly from turning paper maps into mobile friendly online web maps for field work.

**City of Algoma Utility Collection:** In 2019 the Commission worked with the City of Algoma and Algoma Utilities to create an organizational ArcGIS Online account for the City. Through this account the City of Algoma, along with Algoma Utilities, will collect and maintain their stormwater, sewer, electrical, and water systems. The GIS online platform will provide a proficient way to run annual reports on all systems as well as providing a useful asset management tool for the City. Online dashboards were created in an effort to manage the data collection process.

## Custom Maps and Applications

The Commission created **over 100 static maps** that were included in final planning documents published in 2019, while dozens more were created for presentations and working documents. In addition, a dozen interactive application and story maps were created for final projects. These online applications and story maps resulted in **over 2,200 views** of the products 2019.

Through the use of online applications, the Commission also received **nearly 700 responses** in online survey submissions. These submissions help members of the public have input into planning for their community.



*Pictured Right:*  
All finalized online applications and story maps can be found on Bay-Lake RPC's ArcGIS Online homepage at: <https://baylakerpc.maps.arcgis.com/home/index.html>

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a multi-service entity within Wisconsin that delivers a variety of federal, state, and local programs. The Bay-Lake RPC is a public entity established similar to a municipality. We provide planning and technical assistance to member local governments in Northeast Wisconsin. As such, we are accountable to our local government members, and serve as effective partners for state and federal governments. The Bay-Lake region is composed of an area consisting of **eight counties** in northeastern Wisconsin, including the counties of Brown, Door, Florence, Kewaunee, Manitowish, Marinette, Oconto and Sheboygan. The Bay-Lake Region is comprised of **185 units of government**: eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin. The total area of the 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.

## Land Use Inventory

The Commission maintains a regional land use inventory. Existing land use helps to understand what is currently within a community and how a community can better plan for the future. In 2019, Bay-Lake RPC staff updated **over 350,000 acres** of land use data throughout the region.



## TRANSPORTATION PLANNING

The Commission provides transportation planning services in northeastern Wisconsin through its regional transportation program as well as 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 areawide and local transportation issues. The Regional Transportation Work Program is funded by the Federal Highway Administration (FHWA), the Wisconsin Department of Transportation (WisDOT), and with matching funds from the Commission.



### Bicycle and Pedestrian Planning



The Commission initiated an update to the Bicycle and Pedestrian Plan for the City of Manitowoc. The project will inventory existing facilities; identify physical and other impediments to walking and biking in the city; and detail 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 2020.

*Pictured Left:*  
A portion of the Devils River State Trail within Manitowoc County

### Safe Routes to School

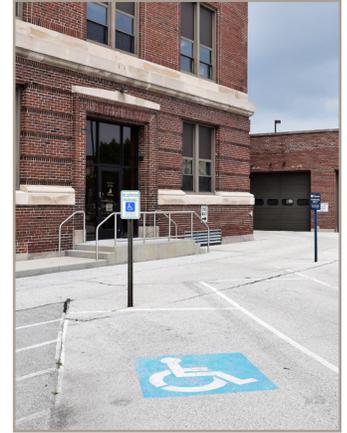
The Commission assisted the Luxemburg-Casco School District with the development of a Safe Routes to School application as part of a Transportation Alternatives Program (TAP) grant. If awarded, the project aims to provide opportunities for more children to walk or bike to school in a safe, efficient manner as the school district nears completion of an expansion to its campus facilities.



## Specialized Transportation Planning

The Commission prepared two amendments to Kewaunee County's Coordinated Public Transit - Human Services Transportation Plan (originally approved in 2016) in 2019. The coordinated plan allows the county to be eligible to receive funding for projects under the Enhanced Mobility for Seniors and Individuals with Disabilities Program.

The Commission assisted the City of Marinette with the administration of the city's Shared-Ride Taxi Program, which included preparation and submittal of the 2020 application for federal and state assistance to operate the transit system.



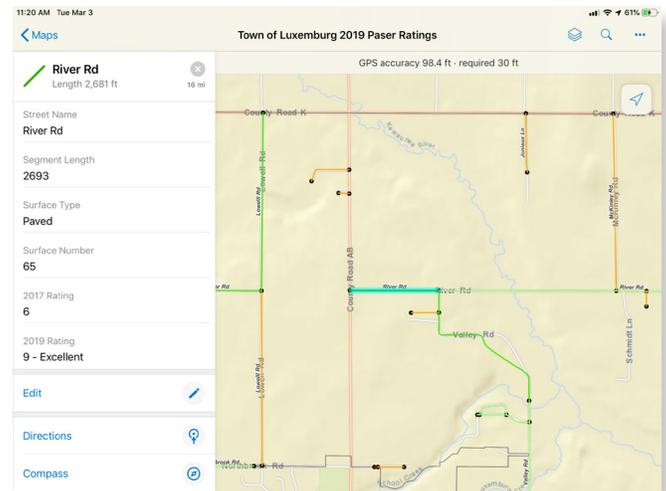
Pictured Right:  
A handicap parking space within the City of Sheboygan

## Pavement Management

The Commission provided assistance to communities to meet the pavement rating requirement under Wisconsin State Statutes Section 86.302(2). In 2019, the Commission utilized ArcGIS Online and the Collector App for field collection. For each community, an online map was created that allowed Bay-Lake RPC staff to edit via an Ipad out in the field. This allowed for more efficient pavement rating collection as well as providing a navigation system while out in the field.

In 2019, the Commission conducted pavement ratings for the following towns:

- Ahnapee (Kewaunee County)
- Franklin (Kewaunee County)
- Lincoln (Kewaunee County)
- Luxemburg (Kewaunee County)
- Pierce (Kewaunee County)
- Sevastopol (Door County)
- Sheboygan Falls (Sheboygan County)



Pictured Above:  
Collector for ArcGIS was utilized for updating 2019 PASER data.  
A screenshot from an Ipad is shown above for the Town of Luxemburg.



# 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

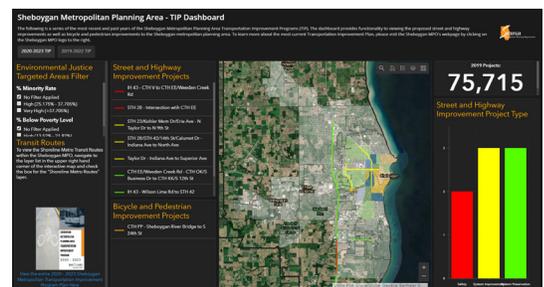
The 2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program was approved. The Sheboygan MPO Technical and Policy Advisory Committees met jointly eight times in 2019, and Commission staff presented or reviewed MPO items at all eight full Commission and Executive Committee meetings in 2019. In addition, Commission staff gave presentations on MPO and other Commission activities to groups such as the Sheboygan County unit of the Wisconsin Towns Association and the Lake Area Public Works Association in 2019.



## Transportation Improvement Program (TIP)



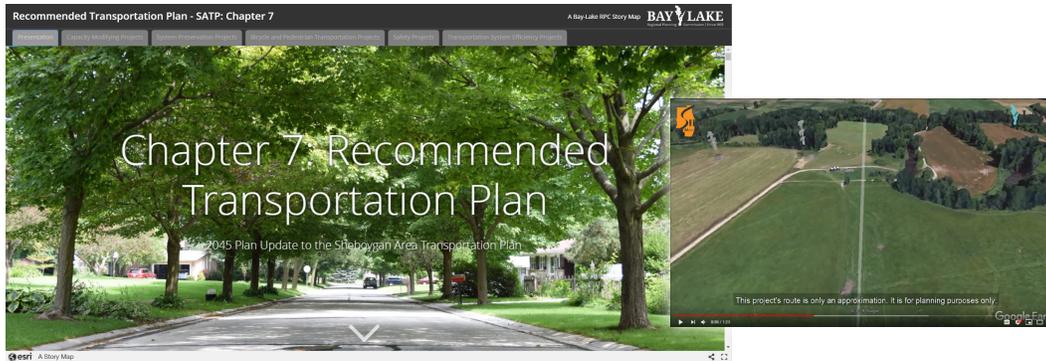
Activities related to the TIP in 2019 included: development and approval of the Sheboygan Metropolitan Planning Area TIP: Calendar Years 2020 - 2023; three sets of minor amendments to the 2019 - 2022 TIP; preparation and posting of the Annual Listing of Obligated Projects for Calendar Year 2018; and online interactive mapping regarding the 2020 - 2023 TIP and the 2019 - 2022 TIP. Other TIP-related activities in 2019 included: prioritization of Surface Transportation Block Grant (STBG) candidate projects for the 2020 - 2025 funding cycle; and Congestion Mitigation and Air Quality (CMAQ) candidate project emission reduction estimates and scoring for the 2020 - 2024 funding cycle.



Pictured Above: An interactive dashboard featuring TIP projects within the Sheboygan MPO Area

## □ Long-Range Transportation Planning

The *Update to the Year 2045 Sheboygan Area Transportation Plan (SATP)* was completed, and was approved in late April. Several interactive products associated with this plan were developed, including story maps for several chapters and one appendix, flyovers of the major street and highway projects recommended in the plan, and a poster summarizing the plan; these interactive products were presented at the annual MPO/RPC/WisDOT/FHWA transportation planning conference in September. An Executive Summary of the plan has also been prepared. The plan and all related materials to the plan can be viewed at: <https://baylakerpc.org/sheboygan-mpo/long-range-transportation-planning/year-2045-sheboygan-area-transportation-plan-satp>.



Pictured Left:  
An example of a fly-through video highlighting a project's planned route within the Sheboygan MPO area.

Pictured Above:  
An ArcGIS Online Story Map featuring Chapter 7 of the Update to the Year 2045 Sheboygan Area Transportation Plan (SATP)

## □ Short-Range Transportation Planning

Short-range transportation planning activities in 2019 included: establishment of performance targets in the areas of transit asset management and highway safety; preparation of the 2019 transportation system performance indicators report; and technical assistance to Shoreline Metro, WisDOT, and local units of government.

## □ Shoreline Metro Transit Development Program (TDP) Update

Activities regarding the Shoreline Metro  TDP Update in 2019 included: revision of three draft chapters; preparation and revision of a chapter involving a mission statement, goals, objectives and standards for the TDP Update; and preparation for a passenger opinion survey that was conducted in early 2020. The TDP review committee met twice in 2019. This project is funded outside traditional MPO sources, but appears in the MPO Work Program.



# 2019 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 2019.

## OPERATING REVENUES

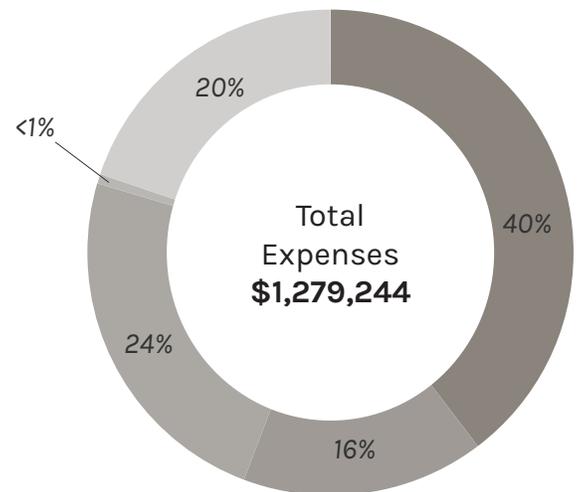
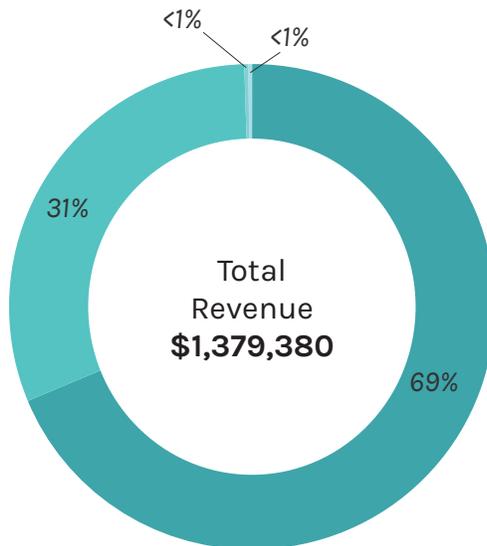
2019

■ Intergovernmental grants	947,083
■ Intergovernmental charges for services	425,335
■ Public charges for services	2,550
■ Other operating revenues	4,412
<b>Total Operating Revenues</b>	<b>1,379,380</b>

## OPERATING EXPENSES

■ Salaries and wages	507,329
■ Employee fringes and benefits	206,324
■ Subcontracted project consultants	304,511
■ Depreciation	8,108
■ All other	252,972
<b>Total Operating Expenses</b>	<b>1,279,244</b>

Operating Income	100,136
Nonoperating Revenues (Expenses)	(1,527)
Change in Net Position	98,609
Net position - January 1	(10,012)
<b>Net Position - December 31</b>	<b>88,597</b>



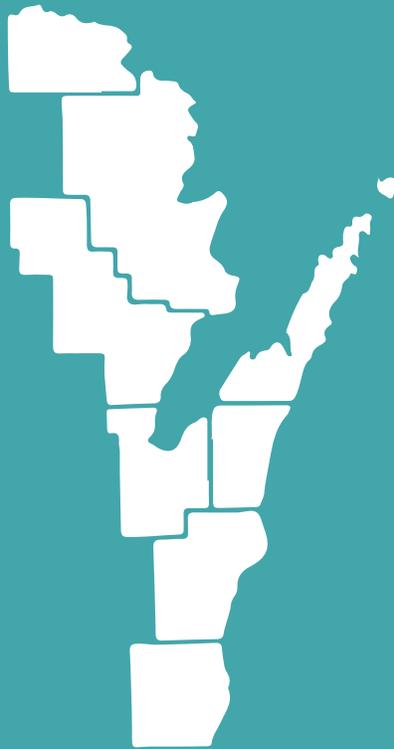
## Looking Ahead

2019 was a successful year at Bay-Lake RPC. The Commission was able to complete planning documents that will benefit the Region's communities for years to come!

Exciting times are ahead in 2020. Whether it be continuing an ongoing project from 2019 or assisting in a project with a new community, the Commission looks forward to another year working with the great communities of the Bay-Lake region!



*Inactive Rail, Manitowoc County*



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