

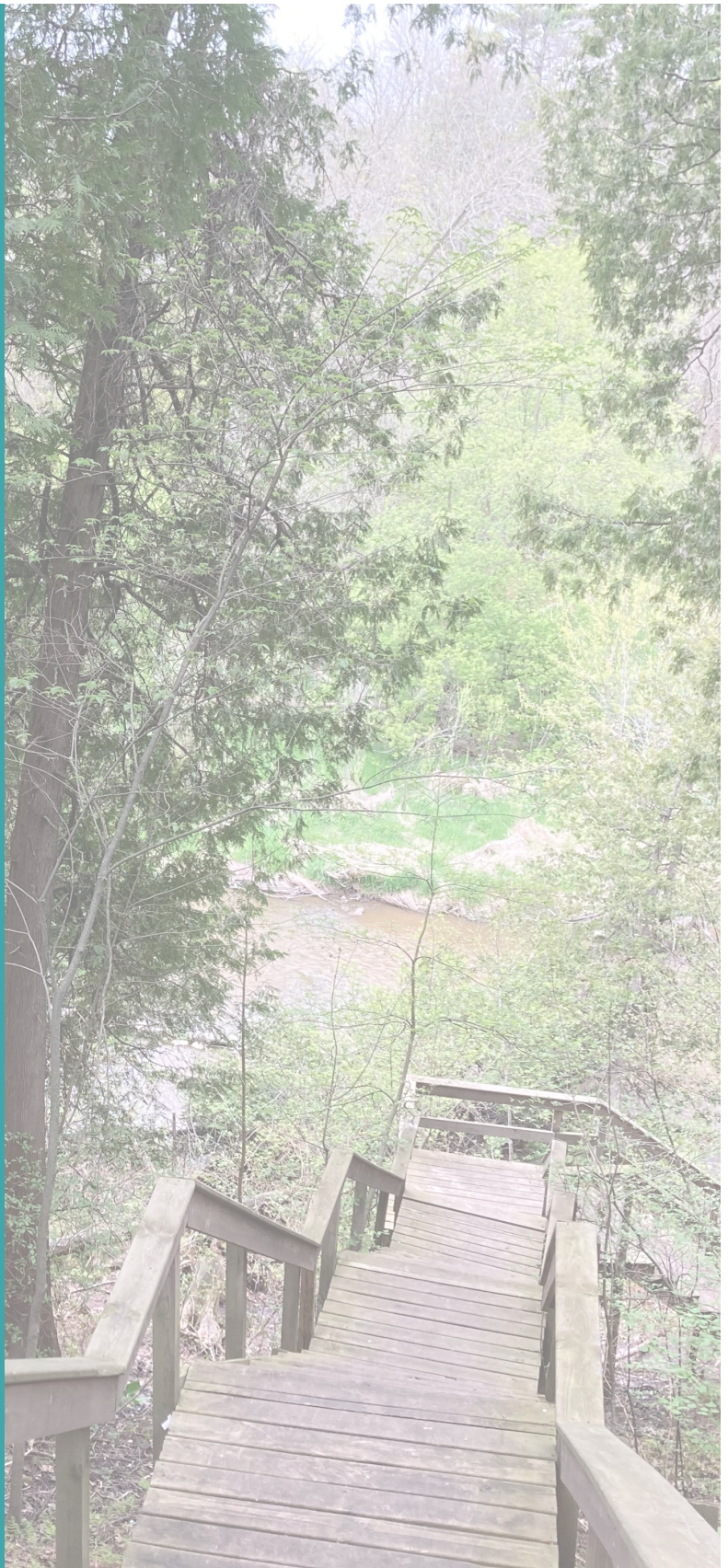


2021 ANNUAL REPORT

BAY-LAKE REGIONAL PLANNING COMMISSION

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Front Cover Image: Meyers Falls, Florence County
Above: Cato Falls County Park, Manitowoc County

Letter from the Chair

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

Since 1972, the Bay-Lake Regional Planning Commission (BLRPC) has served governmental units within eight counties in northeastern Wisconsin. This annual report summarizing programs and work completed in 2021 is submitted in accordance with the requirements set forth in s.66.0309(8)(b), Wis. Stats.

BLRPC staff worked on a variety of projects that brought value to the region in 2021. Highlights include administering the Main Street Bounceback Grant Program; administering multiple CDBG projects throughout the region; assisting with EDA and other state/federal grant applications; completing the Florence County Land & Water Resource Management Plan; securing Wisconsin Coastal Management funding for Regional Technical Assistance & a Regional Environmental Corridors project; completing the NE WI Coastal Hazard Resilience Study for Kewaunee, Manitowoc, and Sheboygan counties; helping communities with Phase I and II environmental assessments with our EPA Brownfield Grant; 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: Kewaunee County Housing Story Map; City of Marinette Comprehensive Plan Update Story Map; BLRPC COVID-19 Response & Recovery Portal; BLRPC Funding & Grant Opportunities Portal; NE WI Coastal Resiliency Project Portal; and the Manitowoc River Watershed Water Trail Portal.

While the staff continues to work within the confines of the ever evolving COVID-19 situation, BLRPC was able to again invest in both staff and technology in 2021. Four new staff were hired: A Community Assistance Planner, an Environmental Planner, a summer Land Use Technician, and a Economic Development Planning Assistant. We also welcomed the City of Sturgeon Bay as a new member 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 that provides a variety of cost-effective services for local initiatives ranging from grant writing, to planning, to GIS.

Projects related to the Sheboygan MPO program in 2021 included adjustments to traffic analysis zones; the land use inventory of the Sheboygan metropolitan planning area; gathering socioeconomic data for the travel demand forecast model; completion of the transportation system performance indicator report; providing technical assistance; setting highway safety targets; various amendments to the *2021-2024 Transportation Improvement Program (TIP)*; and development of a new *2022-2025 TIP* (including an updated air quality conformity analysis).

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

Respectfully,



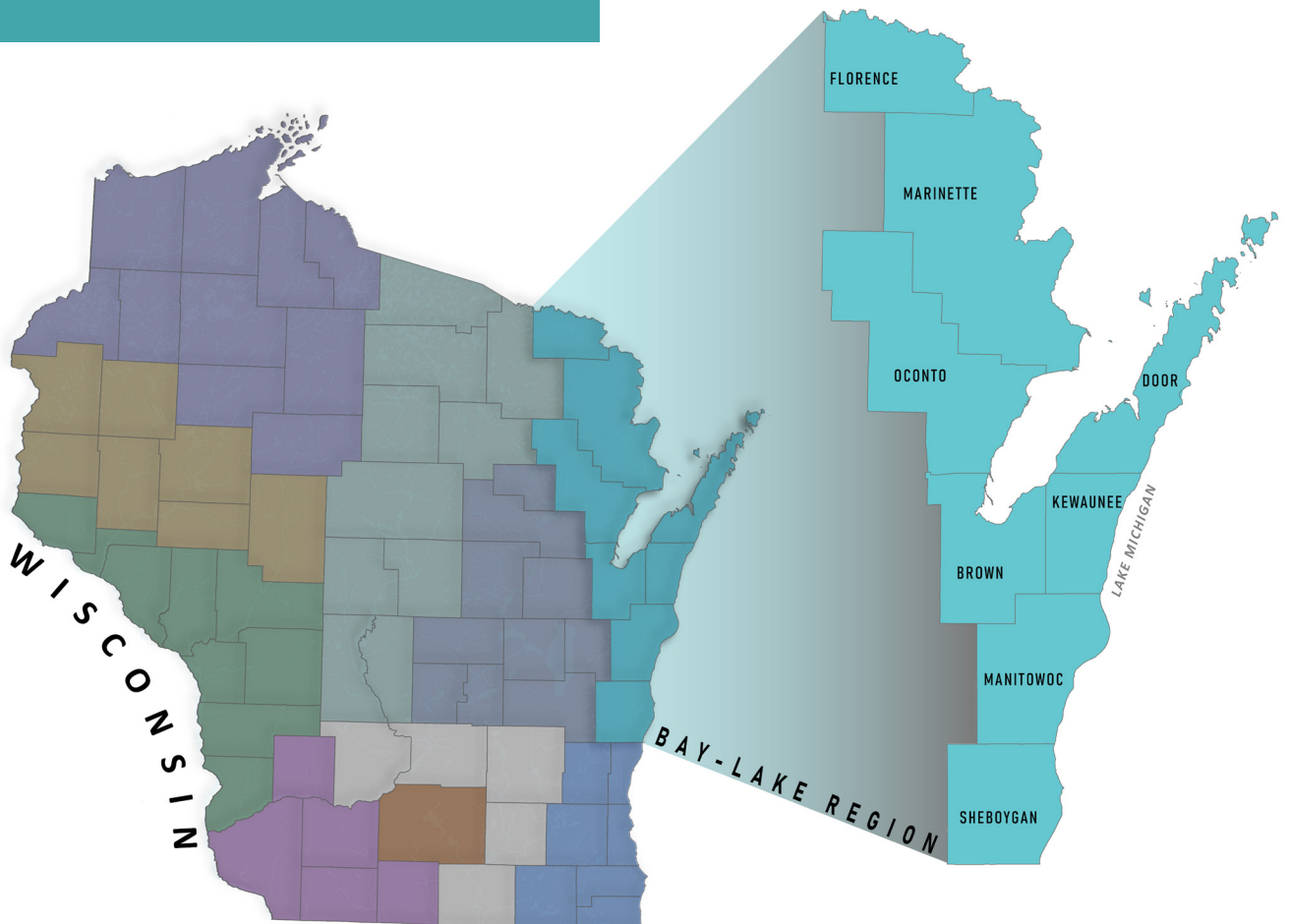
Dan Koski
Bay-Lake RPC Chairperson

About Us

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

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

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.



Services



Community Assistance

- ▶ Comprehensive Planning
- ▶ Green Infrastructure Code Audits
- ▶ Farmland Preservation Planning
- ▶ Grant Writing and Administration
- ▶ Hazard Mitigation Planning
- ▶ Housing Studies/Reports
- ▶ Implementation Planning
- ▶ Neighborhood Master Planning
- ▶ Strategic Planning/Visioning Assistance
- ▶ Zoning Assistance



Economic Development

- ▶ Brownfield Assessment Program
- ▶ Disaster Recovery Microloan Program
- ▶ EDA Economic Development District
- ▶ EMSI Developer Assistance
- ▶ Grant Writing and Administration
- ▶ Main Street Bounceback Program
- ▶ Project Funding Strategies
- ▶ Economic Development Planning



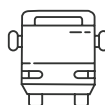
Environmental Planning

- ▶ Agricultural Studies
- ▶ Coastal Planning
- ▶ Ecotourism/Outdoor Recreation Planning
- ▶ Environmental Reviews
- ▶ Invasive Species Management Plans
- ▶ Land & Water Conservation Planning
- ▶ Resiliency Planning
- ▶ Sewer Service Area Planning/Reviews



Mapping & Visualization

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



Transportation

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

OUR MISSION

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

Meet the Team

2021 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. The commissioners are selected as follows:

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

In addition, one non-voting commissioner is appointed for each nonmember county. The following commissioners are current as of December 31, 2021:

Brown County* Vacant	Kewaunee County Mary Ellen Dobbins Tom Romdenne Donna Thomas	Marinette County Ann Hartnell Michael Kunesch Thomas Mandli	Sheboygan County Mike Hotz - Vice-Chairperson Ed Procek Ryan Sorenson
Door County* Vacant	Manitowoc County Dan Koski - Chairperson James Falkowski Greg Grotegut	Oconto County Terry Brazeau - Sec./Treasurer Dennis Kroll Karl Ballestad	
Florence County Ed Kelley Larry Neuens Rich Wolosyn			<i>*Indicates non member county within the Bay-Lake region.</i>

2021 Staff

The following staff members are current as of December 31, 2021:



Cindy Wojtczak

Executive Director

📞 920-448-2820, Ext. 102

✉️ cwojtczak@baylakerpc.org

Cindy has been with Bay-Lake RPC for a total of over 24 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 work products. With a previous emphasis in economic development, she continues to work closely with EDA and the Commission's Planning Partnership program, as well as with administering grants. Cindy received her Bachelors Degree in Regional Analysis from the University of Wisconsin - Green Bay and is a certified Economic Development Finance Professional through the National Development Council.



Brandon Robinson

Assistant Director

📞 920-448-2820, Ext. 105

✉️ brobinson@baylakerpc.org

Brandon has been with Bay-Lake RPC 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. Brandon also oversees the work efforts within the Commission's regional transportation program and the environmental program and offers technical assistance by writing and administering grants under these program areas. Brandon earned his Bachelor's Degree from the University of Wisconsin - Oshkosh in Urban and Regional Studies and in Geography.



Emily Pierquet
Managerial Assistant

📞 920-448-2820, Ext. 101
✉ blrpcadmin@baylakerpc.org

Emily has been with Bay-Lake RPC since 2018. Her primary roles include accounting, invoicing, human resources, and assisting with various administrative tasks. Emily earned her Associate Degree from Lakeshore Technical College.



Jeff Agee-Aguayo
Transportation Planner

📞 920-448-2820, Ext. 103
✉ 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. Jeff has a Bachelor's Degree (Spanish major, Geography minor) and a Master's Degree in Urban and Regional Planning, both from the University of Iowa. Outside of work, Jeff volunteers as an English tutor at Literacy Green Bay, is a volunteer GED social studies teacher at Casa Alba Melanie, is the past president and current treasurer of the Allouez Lions Club, and is secretary of the NEW Latinx Rising education advocacy organization.



Sydney Swan
Economic Development Planner

📞 920-448-2820, Ext. 108
✉ sswan@baylakerpc.org

Sydney has been with Bay-Lake RPC 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. Sydney also manages economic development related programs for the Commission which include the Brownfield, Disaster Recovery Microloan, and the Main Street Bounceback programs. Sydney received a Bachelors Degree from the University of Wisconsin - Stevens Point in Regional Land Use Planning and also in Urban Planning.



Adam Christensen
Environmental Planner

📞 920-448-2820, Ext. 106
✉ achristensen@baylakerpc.org

Adam joined the Bay-Lake RPC team in July of 2021. As an Environmental Planner, his 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.

Adam spent four years in the US-Navy before deciding to pursue and earn a Bachelor's Degree in Natural Resources Planning from UW-Stevens Point. Currently he is working on his Master's Degree in Public Administration and Urban Planning with UW-Milwaukee.



Chris Garcia
Transportation Planner

📞 920-448-2820, Ext. 107
✉ cgarcia@baylakerpc.org

Chris has been with Bay-Lake RPC since 2020. As a Transportation Planner, his primary roles include assisting with activities under the Sheboygan MPO and regional transportation programs. He brings experience in transportation planning, hazard mitigation, and information technology. His B.A. in International American Studies from the University of North Carolina took him to Groningen, Netherlands, where he gained knowledge and a passion for active transportation and rail. Chris holds an M.S. in Urban and Regional Planning from Florida State University and likes to keep up with sustainability practices in planning. He is also a LEED Green Associate.



Nicole Barbiaux
GIS Specialist

📞 920-448-2820, Ext. 104
✉ nbarbiaux@baylakerpc.org

Nicole has been with Bay-Lake RPC since 2018. As a GIS Specialist, her primary roles involve supporting member communities with GIS services as well as supporting internal planning processes with related data analysis, maps, graphics and other visualization tools. Nicole brings a GIS experience from a variety of different environments and particularly specializes in utility asset management, interactive online maps and applications and cartographic display. Nicole earned her Bachelors Degree in Geography with an emphasis in Cartography and GIS from the University of Wisconsin - Stevens Point.

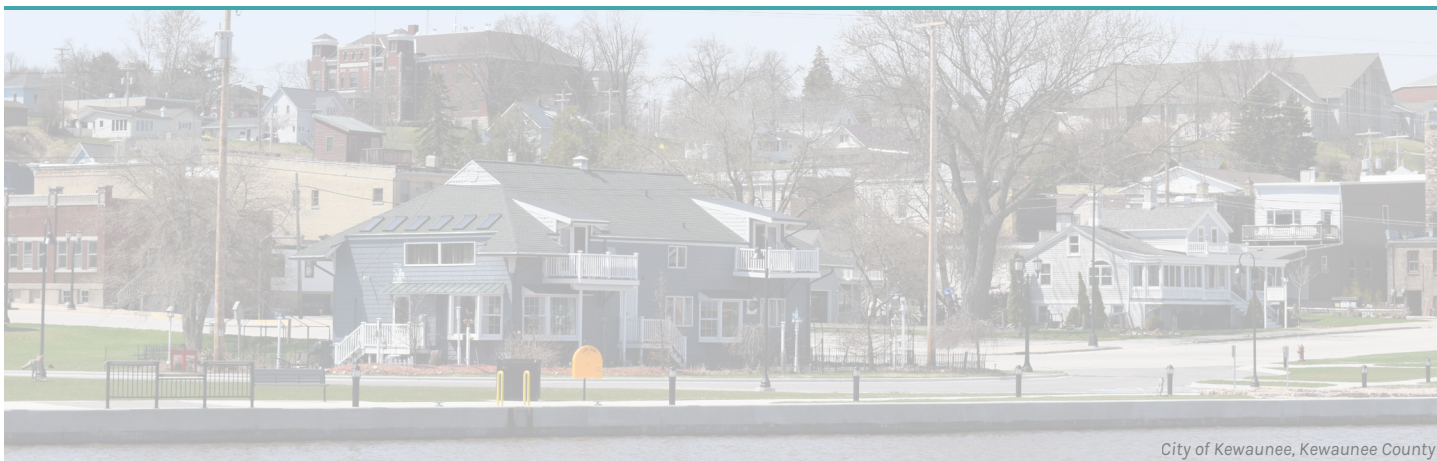


Jessica Missall
Planning Assistant

📞 920-448-2820, Ext. 109
✉ jmissall@baylakerpc.org

Jessica joined the Bay-Lake RPC team in February of 2021, as the Economic Development Planning Assistant. She is tasked with assisting the Economic Development Planner with EDA CARES Act, CDBG, and other economic development-related projects. She is a 2020 graduate of the University of Wisconsin - Green Bay with a Bachelors Degree in Environmental Policy and Planning.

Community Assistance



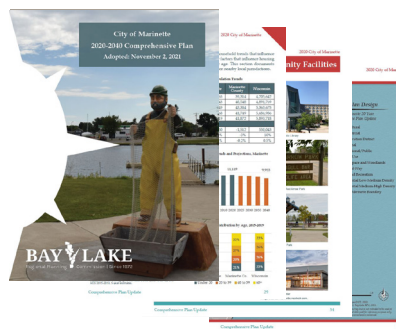
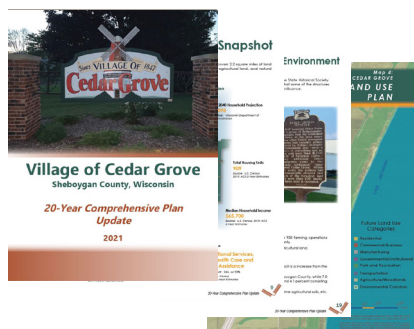
The Commission's Community Assistance Program provides a variety of professional technical assistance and planning services. This includes writing and administering grants, as well as preparing comprehensive plans, hazard mitigation plans, community development documents, and zoning ordinances.

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 2021, the Commission completed the following comprehensive plan updates, each with varying formats of the final product.

- ▶ Village of Cedar Grove: Brochure-type planning document, graphically enhanced, doubles as a marketing tool.
- ▶ City of Marinette: The document is complemented with a story map of the plan, providing city officials and the public with interactive capabilities via a web-based application.

Other comprehensive plan updates under development in 2021 that are anticipated to be completed in 2022 include Town of Gardner, Town of Grover, Town of Kossuth, City of Two Rivers, City of Peshtigo, City of Plymouth, and Village of Mishicot.

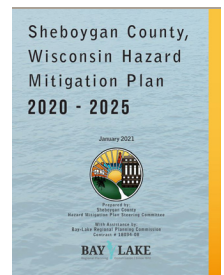


Implementation

- ▶ The Commission worked with the Village of Lena to modernize its Zoning Ordinance including illustrations and updated language that will allow for improved regulations of local land use.
- ▶ The Commission assisted the Town of Luxemburg with a zoning ordinance amendment to include additional residential use classifications.
- ▶ The Commission 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.

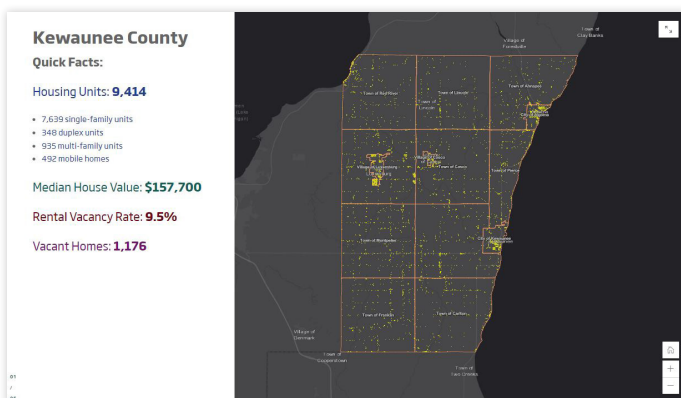
Hazard Mitigation

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 2021, the Commission finalized the *Sheboygan County, Wisconsin Hazard Mitigation Plan 2020 - 2025*. The Commission also assisted Florence County in putting together an application for the FEMA Hazard Mitigation Grant Program in order to get funding to update its Hazard Mitigation Plan in 2023.



Housing

In 2021, the Commission completed the Kewaunee County Housing Study. The document provides a better understanding of the overall housing need in the County, and also makes recommendations for next steps. In addition to the final document, a story map was also created to provide an interactive tool to further assist the County in exploring the data and recommendations of the plan.



Bay-Lake RPC Technical Assistance Grant Program

Annually, member units of government in the Bay-Lake region can apply for up to 40 hours of free technical assistance to aid them with a planning effort. The technical assistance funding stems from several of the Commission's existing work programs (i.e., Economic Development, Natural Resources, and Transportation). In 2021, three technical assistance projects were awarded:

- ▶ Zoning Map Update for the City of Niagara
- ▶ Evaluation for a strategic automation/IT plan for the Village of Lena
- ▶ Grant administration for a Main Street planning project for the City of Oconto Falls

Economic Development



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

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



Bay-Lake RPC 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 60 surveys from various communities and counties were submitted in 2021.



EDA COVID-19 Recovery Assistance

In addition to the EDA funding Bay-Lake RPC receives on an annual basis, the Commission received a two-year CARES Act Recovery Assistance award from EDA to help communities and businesses respond to economic injury caused by COVID-19. In 2021, Bay-Lake RPC used the funding to conduct outreach, provide technical assistance, and to develop plans and tools to assist communities and businesses in their recovery. A summary of major efforts carried out in 2021 includes:

- ▶ Developed and published the COVID-19 Response and Recovery Portal
- ▶ Developed and published the Bay-Lake RPC Grant Funding and Opportunities Portal
- ▶ Developed and released a Webinar Series to help small businesses increase their online presence
- ▶ Hosted a Collaborative EDA/BLRPC Funding 101 Webinar/Workshop

Other COVID-19 related studies and documents that the commission worked on in 2021 include the Bay-Lake Region COVID-19 Recovery Plan, the Shoreline Metro COVID-19 Study, a regional Public Participation Plan, a Community Resources Portal, and a regional COVID-19 Parks Response Study. These studies and documents will be completed in early 2022. Bay-Lake RPC plans to continue efforts under this program through 2022 in order to help strengthen the regional economy during the coronavirus pandemic.



EPA Brownfield Assessment Program

Bay-Lake RPC received an EPA community-wide brownfield assessment grant in 2018 totaling \$300,000 for hazardous and petroleum contamination. This contract was extended to September 2022 to allow for additional work under this program. Thus far, funds have been used to conduct 15 site assessments within the region, update and maintain an inventory of brownfields sites, and conduct community involvement activities. Bay-Lake RPC applied for an additional round of funding in 2021 in the amount of \$500,000.



Economic Development Cont.

Main Street Bounceback Grant Program

The Wisconsin Economic Development Corporation (WEDC) Main Street Bounceback Grant Program provides \$10,000 grants to new or existing businesses and non-profit organizations moving into vacant properties in Wisconsin's downtowns and commercial corridors. Funds can be used to pay leases or mortgages, operational expenses and other business costs related to the newly opened location. Grant funds are available as part of the American Recovery Plan Act and will be distributed to businesses in the region by Bay-Lake RPC. The program opened in August of 2021, and by the end of December the Commission received 543 Intents to Apply, 303 applications, and awarded \$2,260,000 to businesses throughout the region.



2021 In Summary	Total Intents To Apply: 543	Applications Submitted: 303
Total Grants Awarded: 226		Total Amount Awarded: \$2,260,000



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.

In 2021, the DRM program had three open business loans in the repayment phase, two of which were for businesses that received funding in 2019 due to a building fire, and one for a business that received a loan in 2021 for major flooding. Two of the businesses have completely paid off their loans, with one receiving \$5,000 in forgiveness and the third business will completely pay off its loan in early 2022.



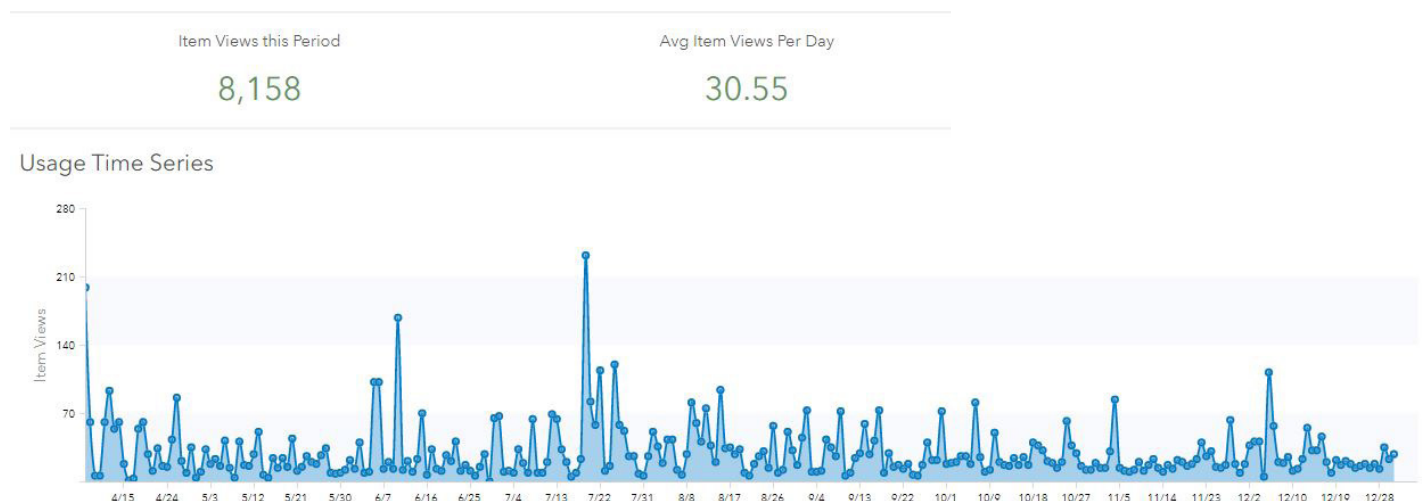
Grant Writing and Administration

Bay-Lake RPC 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). Bay-Lake RPC also provided letters of support for many other federal/state funded projects.

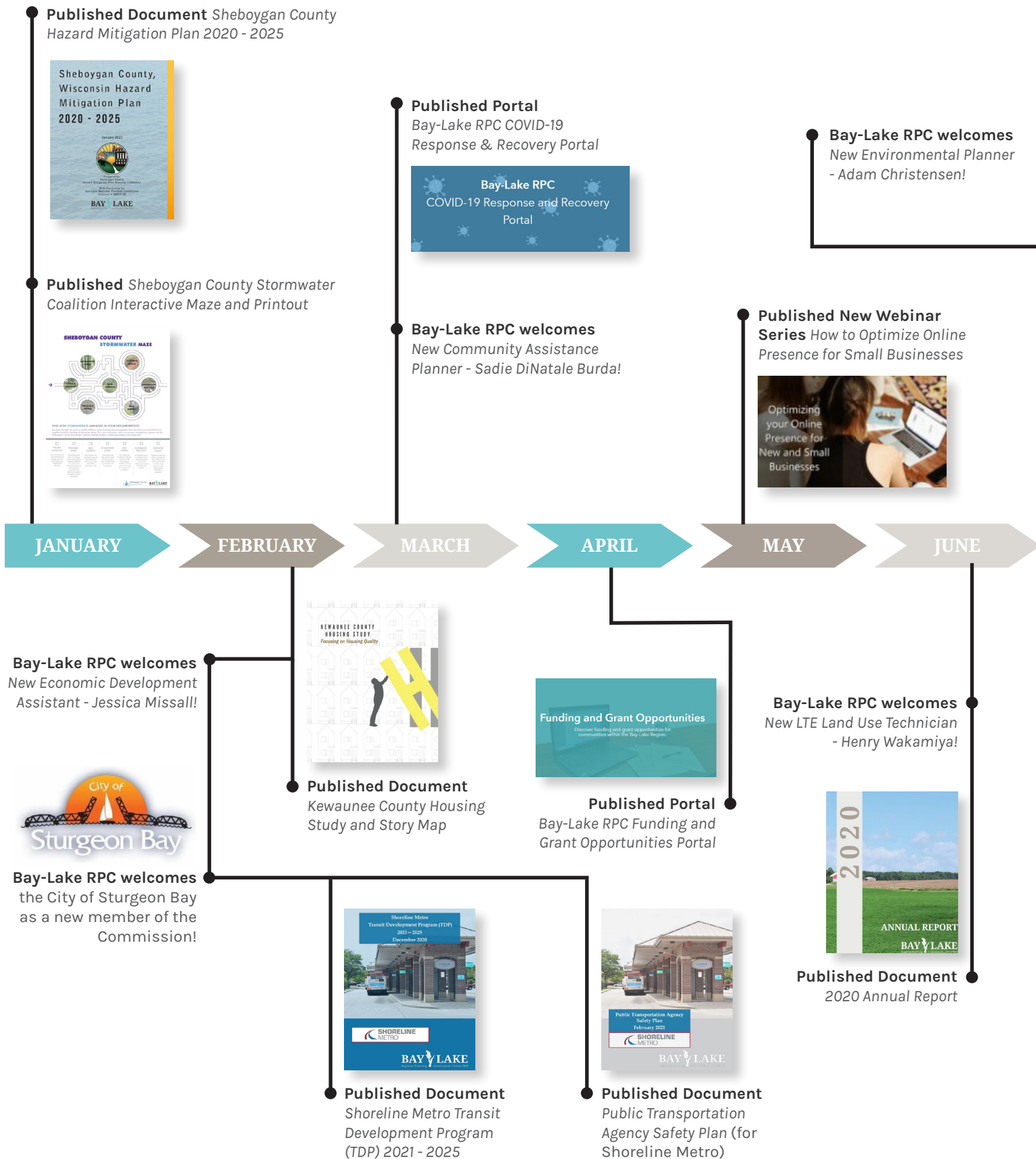
In 2021, Bay-Lake RPC contracted with multiple communities to fully administer six CDBG projects totaling over \$10 million. Additionally, Bay-Lake RPC conducted Environmental Reviews for two projects. Bay-Lake RPC also contracted with the Town of Goodman to write a CDBG application under the CDBG-Coronavirus (CV) program.

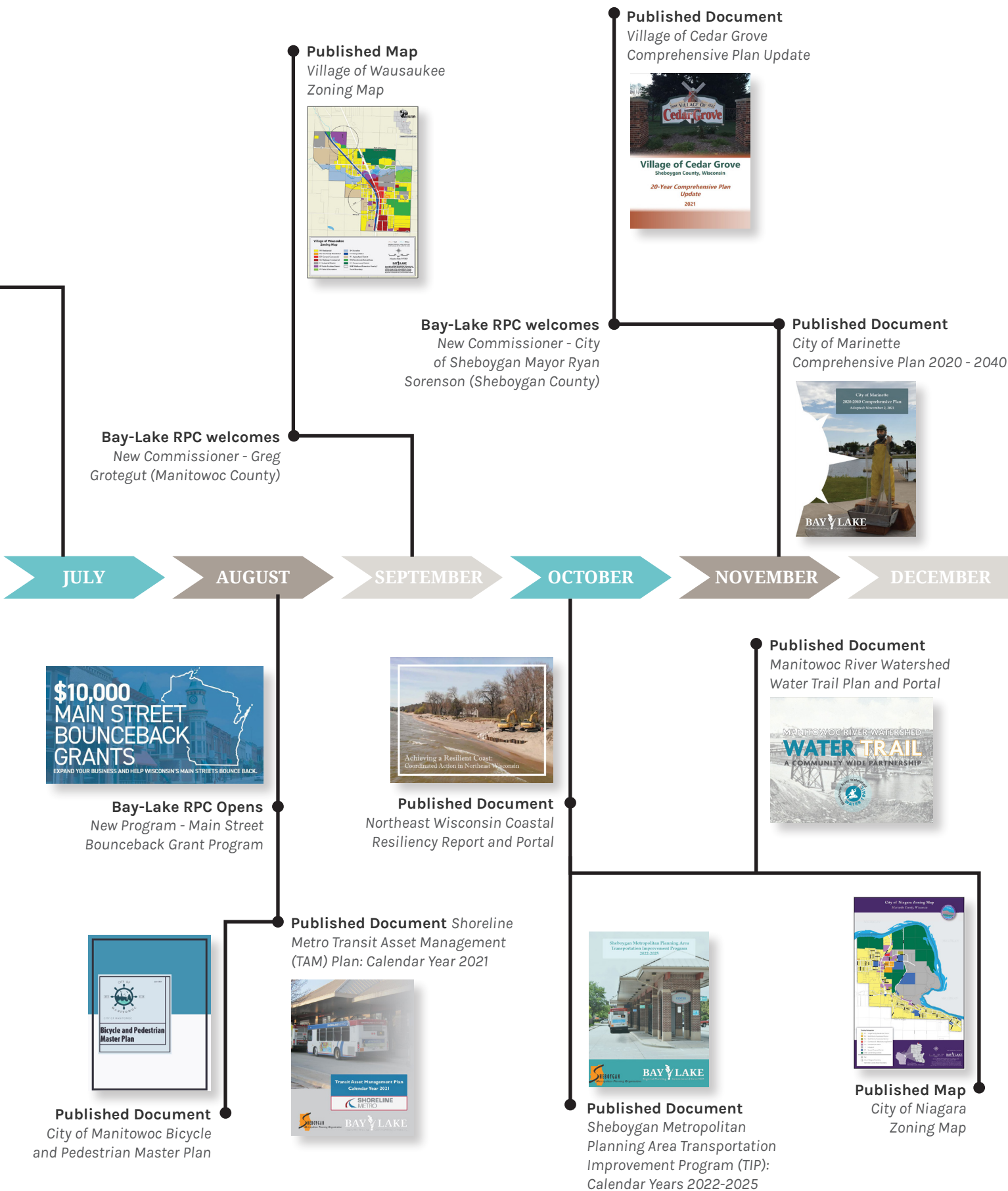
In addition to administering CDBG grants for various communities, staff also continued to provide wage rate monitoring services for two projects undertaken by Sheboygan County and three HUD funded projects in the City of Sheboygan.

In 2021, staff developed and released an interactive database of funding opportunities known as the Funding and Grant Opportunities Portal. The Funding and Grant Opportunities Portal provides communities and businesses with key information on various federal, state, and local funding opportunities. The portal is organized into six broad categories of funding (Bay-Lake RPC Grants, Community/Economic Development, Businesses, Environmental, Housing, and Transportation), which are then organized into subcategories. Each funding opportunity listed in the portal contains a description of the program, eligible uses and applicants, application deadline, and more. Additionally, the Funding Opportunities Portal contains a grant deadline calendar that is a useful tool that can be used to prioritize grants that are nearing their deadline. The portal is updated weekly as funding opportunities close or become available. The portal has become known around the region as the place to go for grant and funding opportunities. Since publishing the portal in April, the site has received a total of over 8,000 views averaging over 30 views per day shown on the chart below.



2021 Notable Milestones

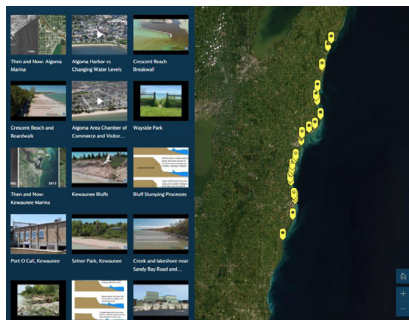




Bay-Lake RPC's Environmental Planning program provides ongoing technical assistance to member municipalities to preserve, protect, and enhance the Region's natural environment and recreation opportunities. The program is funded in part by the Wisconsin Coastal Management Program (WCMP), and the U.S.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

Northeast Wisconsin Coastal Resiliency Study

In 2021, Bay-Lake RPC finalized the Northeast Wisconsin Coastal Resiliency Study for Sheboygan, Manitowoc, and Kewaunee counties. The Commission teamed up with Wisconsin Sea Grant to detail the importance of coastal resiliency, identify coastal hazard challenges in northeast Wisconsin, and to develop strategies for future action. In addition to the document, an online portal site was created that includes community resources, maps and data related to the coastline, a virtual field trip, and additional funding opportunities. The virtual field trip illustrates a snapshot in time of the issues affecting Lake Michigan's coast and includes photos, current and historical imagery, aerial drone imagery, and other visualizations. The online portal can be found at <https://ne-coastal-resiliency-study-baylakerpc.hub.arcgis.com/>.

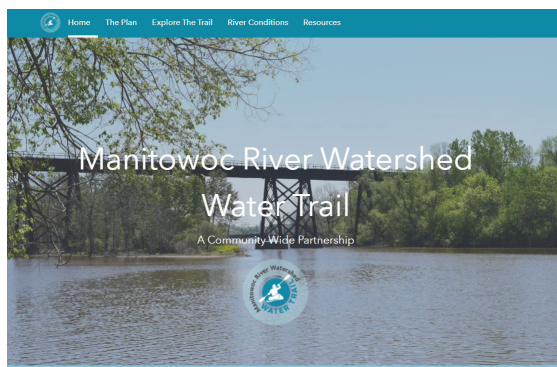


Manitowoc River Watershed Water Trail

In 2021, Bay-Lake RPC worked with the City of Manitowoc to create the groundwork for the creation of a recreational water trail from the Manitowoc River and Little Manitowoc River to Lake Michigan. Bay-Lake RPC and the city worked with Manitowoc County in a collaborative effort that extended the scope from the Manitowoc city limits upriver through the County's jurisdiction to Cato Falls Dam. The water trail will create connectivity with the Lake Michigan Water Trail, Twin Rivers Water Trail, and even the Sheboygan Water Trail.



The inventory conducted as part of the project involved a review of parcel records, and town and city platting records to identify roads and other public access sites to the Manitowoc River Watershed. A field inventory and photographic survey was conducted to assess the physical characteristics of each site. Photos were acquired for each site in order to develop an online database, as well as an ArcGIS Online Story Map detailing the characteristics of each site. The accompanying plan offers recommendations for improving water access, water quality, and supporting amenities. Each site was also evaluated for opportunities to incorporate art, history, and cultural significance to the water trail. An online portal was created housing information from the plan and also has a historic guide for anyone wishing to have a history lesson as they paddle. The online portal can be found at: <https://mrw-water-trail-baylakerpc.hub.arcgis.com/>. The plan and online portal were adopted in October of 2021 and proposals to implement recommendations in the plan are already underway.



Florence County Land and Water Resource Management Plan

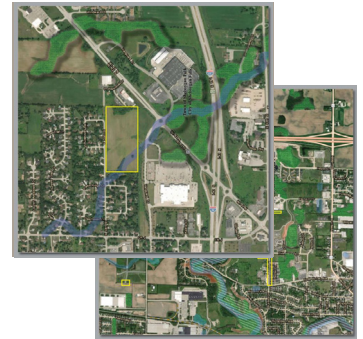
In 2021, Bay-Lake RPC worked with the Florence County Land Conservation Department to complete the Florence County Land and Water Resource Management Plan. Land and Water Resource Management Plans inventory soil and water resources in the county, identify soil and water issues, set goals and objectives to mitigate issues, and outline the local state and federal regulations that will assist in the enforcement of the plan. The final draft of the plan has been completed and will be reviewed by the Land and Water Conversation Board and approved by the Wisconsin Department of Agriculture, Trade, and Consumer Products in the first quarter of 2022.



Environmental Planning Cont.

Sewer Service Area Plan and Other Environmental Reviews

The Commission conducts environmental assessments/reviews, as required by 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 nine review letters for sanitary sewer extension plans, completed two amendments to the *Village of Luxemburg Sewer Service Area Plan*, and initiated one amendment to the *Sheboygan Urbanized Area Sewer Service Plan* in 2021. Funding was secured in 2021 to update the *Village of Luxemburg Sewer Service Area Plan* in 2022, and a proposal was also prepared to update the *Sheboygan Urbanized Area Sewer Service Plan*.

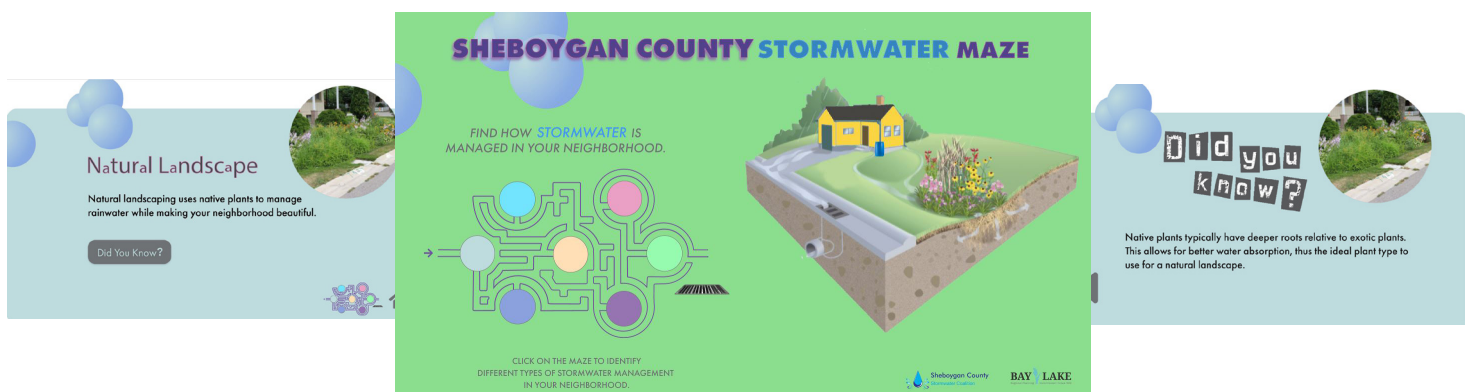


Environmental reviews for the Manitowoc County courthouse restroom renovations, and the Manitowoc County park three-pier and two new restroom construction projects were completed. Both of these projects are CDBG projects.

Stormwater Education

Bay-Lake RPC assists the Sheboygan County Stormwater Coalition by providing education and outreach on stormwater issues and best practices. In 2021, the Commission created an interactive online maze highlighting different areas of stormwater. The maze was also presented in a printable format and can be used as a scavenger hunt to encourage members of the public to get outside and learn more about stormwater. Both the interactive maze and the printout are located on the Commission's website, as well as the Sheboygan County Stormwater Coalition's website.

A presentation on stormwater issues has been created and will be presented to seven 6th grade classes at Horace Mann Middle School in January of 2022.



Environmental Outreach and Assistance

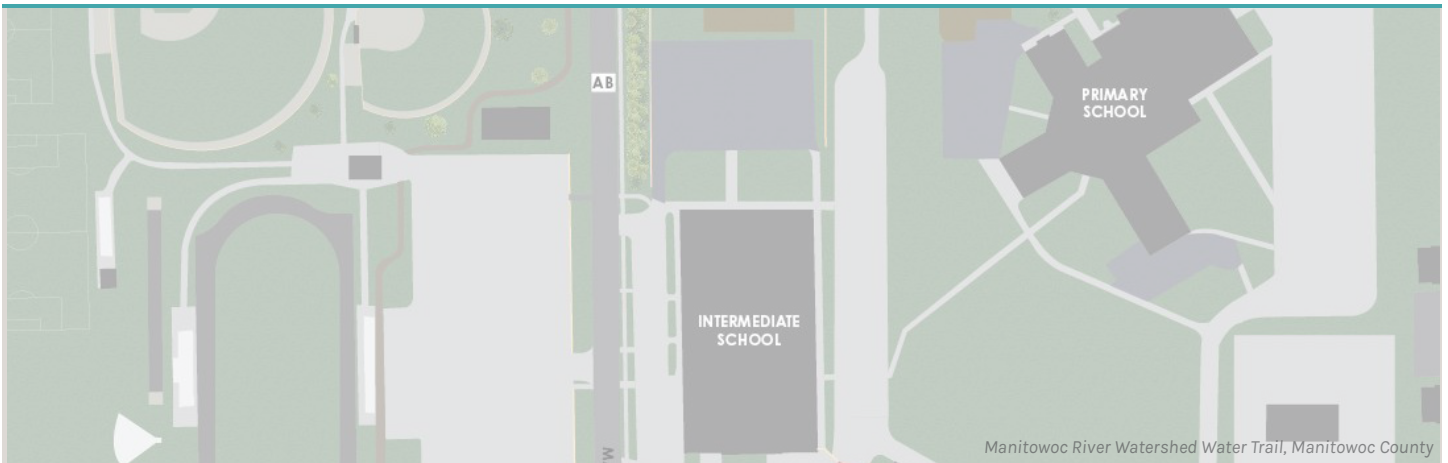
There are several governmental and non-governmental organizations that Bay-Lake RPC assists by either providing expertise and local knowledge, attending meetings, or by sitting on committees.

In 2021 Bay-Lake RPC assisted with three ongoing initiatives:

- ▶ 2022 Sustainable Forestry Conference Committee
- ▶ Collaborative Action for Lake Michigan Coastal Resilience (CALM)
- ▶ Lake Michigan Coastal Resilience Initiative



Mapping & Visualization



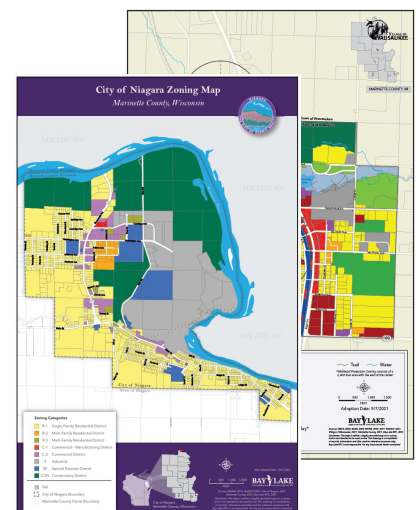
The Commission's Mapping and Visualization program provides mapping and GIS technical assistance to the Bay-Lake region. Utilizing ArcGIS Online, Commission staff have greatly improved the planning process with interactive maps and applications for community leaders and members. The program also supports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

Custom Maps and Applications

The Commission continues to help member communities by creating custom maps and online applications. In total, staff created nearly 80 static maps that were included in final planning documents, while dozens more were created for presentations and working documents. Commission staff also assisted the Village of Wausaukee and the City of Niagara in updating their zoning maps.

Online story maps, surveys, and applications continue to grow in popularity, as there were over 25,000 views of Commission published story maps and applications in 2021. This number is significantly higher than the 5,000 views of the previous year. New story maps and applications that the Commission published in 2021 included:

- ▶ Bay-Lake RPC COVID-19 Response & Recovery Portal
- ▶ Bay-Lake RPC Funding & Grant Opportunities Portal
- ▶ Northeast Wisconsin Coastal Resiliency Study Portal
- ▶ Manitowoc River Watershed Water Trail Portal
- ▶ City of Marinette Comprehensive Plan Story Map
- ▶ Kewaunee County Housing Story Map
- ▶ Sheboygan County Stormwater Coalition Interactive Maze



City of Sheboygan Falls Cemetery Application

The Commission continued to work with the City of Sheboygan Falls to convert old cemetery record books into an online digital cemetery database. Commission staff provided training and guidance to the city on how to effectively digitize grave site records found in the old record books. These entries were saved in an Excel spreadsheet to not only preserve the entries but also to provide easy transition to the GIS database. Spatial data entry was performed to create a GIS database of the grave sites within the cemetery. Commission staff will continue working with the city in 2022 to complete the project.

Once completed, internal staff and members of the public will be able to view all cemetery records in an online mapping application. Not only will viewers be able to search through the records of individuals buried, but they will also be able to search for available gravesites within the cemetery. The final online application will not only be a benefit to the public, but will also provide a more efficient way to maintain cemetery records for city staff.

Regional Environmental Corridor Update

With funding from WCMP, the Commission began to update its regional environmental corridor GIS dataset in 2021. The project involves updating its primary corridors consisting of the 100-year floodplain, steep slopes, wetlands, and surface water for the entire Bay-Lake region. Secondary corridors will also be added to the dataset consisting of other significant natural features within the region such as state natural and wildlife areas, habitat preserves, state parks, etc. The data will be presented in an interactive online format that will assist planning decisions and allow residents and local leaders to visualize where these environmental corridors are within their community.



GIS Technical Assistance

The Commission provides GIS technical assistance to member communities within the Bay-Lake region. In 2021, Commission staff continued to work with the City of Algoma to capture utility field assets and create an city-wide GIS database using ArcGIS Online. Commission staff also assisted the Manitowoc County Highway Department and the Village of Cleveland in updating project maps for their communities. Lastly, Commission staff worked with the Niagara Escarpment Resource Network to create and populate a geotourism story map. The story map will eventually act as a platform to provide users with an overview of natural, recreation, cultural and educational sites to learn about the Niagara Escarpment.



Transportation



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

Regional Transportation Work Program

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

Bicycle and Pedestrian Planning

The Commission completed the *City of Manitowoc Bicycle and Pedestrian Master Plan* in the summer of 2021. The purpose of this bicycle and pedestrian plan is to create a seamless and interconnected multi-modal transportation and recreation system for residents and visitors. The project inventoried existing facilities and identified physical and other impediments to walking and biking in the city. It also detailed strategies for bicycle and pedestrian safety, facility improvements, and connectivity within the city and to other active transportation networks. The plan was well received by the public and should lead to major improvements in bikeability and walkability throughout the city.



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 2022 application for federal and state assistance to operate the transit system.

Safe Routes to School

In 2021, the Commission began work on the Luxemburg-Casco School District Safe Routes to School project. The project, which aims to provide opportunities for more children to walk or bike to school in a safe, efficient manner, is funded through the Wisconsin Department of Transportation 2020-2024 Transportation Alternatives Program (TAP). A task force was assembled to advise commission staff. An online portal containing information about the project, as well as other resources were created to educate the public and school leaders about the project. Walking and biking audits were conducted in the fall to analyze current drop-off and pick-up trends at the different district schools and determine recommended safety improvements. Community outreach was performed by creating an online survey, as well as an online mapping exercise to allow members of the public an opportunity to identify areas of concern within the community. The online public input opportunities were well received and resulted over 280 responses in the year 2021. Commission staff also attended a Luxemburg-Casco high school football game to further outreach and public participation efforts. This project will continue in 2022 with an estimated completion in spring 2023.



Pavement Management

The Commission aided communities in meeting the pavement rating requirements under Wisconsin State Statutes Section 86.302(2). In 2021, the Commission utilized ArcGIS Online and the Collector App for field collection to create online maps for each community that allowed Bay-Lake RPC staff to edit via an iPad out in the field. This GIS field data was then downloaded as a spreadsheet back in the office and used to populate necessary forms needed to report the collected ratings.

In 2021, the Commission conducted pavement ratings for the following towns:

- ▶ Ahnapee (Kewaunee County)
- ▶ Gardner (Door County)
- ▶ Lincoln (Kewaunee County)
- ▶ Long Lake (Florence County)
- ▶ Montpelier (Kewaunee County)
- ▶ Pierce (Kewaunee County)
- ▶ Sevastopol (Door County)
- ▶ Sheboygan Falls (Sheboygan County)

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 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 2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program was approved, and one amendment to the 2021 MPO Work Program was also approved. The Sheboygan MPO Technical and Policy Advisory Committees met jointly seven times in 2021, and Commission staff presented or reviewed MPO items at seven of the eight full Commission and Executive Committee meetings in 2021. Commission staff participated in quarterly MPO/RPC Director meetings facilitated by WisDOT; the annual MPO/RPC/WisDOT/USDOT transportation planning conference; and two work program review meetings with WisDOT and FHWA staff. Commission staff prepared an MPO orientation narrative for presentation to new members of the MPO advisory committees in late April. The Commission joined the Association of Metropolitan Planning Organizations (AMPO) in March, and participated in AMPO membership and other webinars throughout the year. Commission staff prepared MPO e-newsletters and contributed MPO articles to the Commission's e-newsletter throughout 2021.



Long-Range Transportation Planning

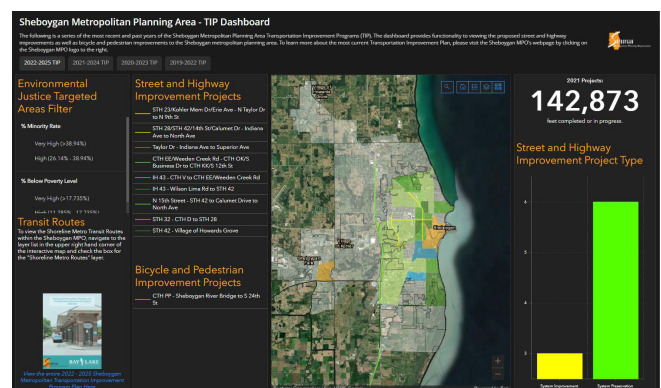
Commission staff reviewed and updated the long-range transportation plan multi-year development schedule. Commission staff participated in a peer exchange regarding the Strategic Highway Safety Plan (SHSP) update under development by WisDOT in late March and in meetings of the Northeast Wisconsin Intermodal Study Steering Committee in April and July. Commission staff participated in a Model and Data Coordination Workshop sponsored by WisDOT and FHWA in April and May and in FHWA webinars regarding implementation of the ADA in June and July. Commission staff also participated in a meeting of the WisDOT Northeast Region Travel Demand Model Users' Group in April. Traffic analysis zone (TAZ) adjustments took place in the second quarter. A land use inventory of the Sheboygan metropolitan planning area took place in the summer months, with a report on the findings presented to the MPO advisory committees in late October. Commission staff collected socioeconomic data for the new base year (generally 2020) in the travel forecast model. Commission staff coordinated with WisDOT regarding MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to the Year 2045 SATP with USDOT performance management rules. Commission staff also participated in quarterly meetings of the WDNR Transportation Conformity Work Group.

Short-Range Transportation Planning

Short-range transportation planning activities in 2021 included: establishment of performance targets in the areas of public transit agency safety, transit asset management, and highway safety; completion of the 2020 transportation system performance indicators report and work on a similar report for 2021; and technical assistance to Shoreline Metro, WisDOT, and local units of government. The updated Shoreline Metro Transit Development Program (TDP) was approved by the City of Sheboygan Common Council in early March after being approved by the city's Transit Commission in February. Commission staff participated in meetings of the NEWRATC in January, April, July and October (Commission staff currently chairs this committee), as well as in quarterly meetings of the Sheboygan County Transportation Coordinating Committee (TCC). Commission staff participated in the FTA triennial review entrance/exit conference for Shoreline Metro in early June. Finally, Commission staff participated in several meetings of Sheboygan County's American Rescue Plan Act (ARPA) Transportation Taskforce in late 2021.

Transportation Improvement Program

Activities related to the TIP in 2021 included development and approval of the Sheboygan Metropolitan Planning Area TIP: Calendar Years 2022 - 2025 (which included a new air quality conformity analysis on the Update to the Year 2045 SATP and on the 2022 - 2025 TIP); four sets of minor amendments to the 2021 - 2024 TIP; and preparation and posting of the *Annual Listing of Obligated Projects for Calendar Year 2020*. Other TIP-related activities in 2021 included participation in a virtual meeting hosted by WisDOT regarding potential changes to the local road program and participation in WisDOT's Local Program Symposium. Commission staff continued to monitor WisDOT and other grant programs and produced grant opportunities for the Commission's Funding and Grant Opportunities Portal.



2021 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 2021.

OPERATING REVENUES

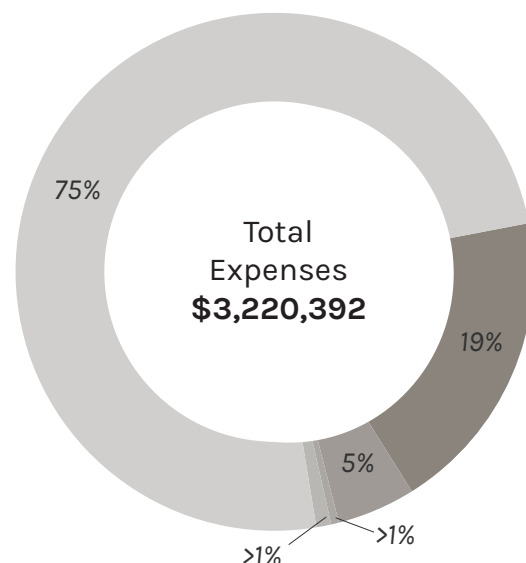
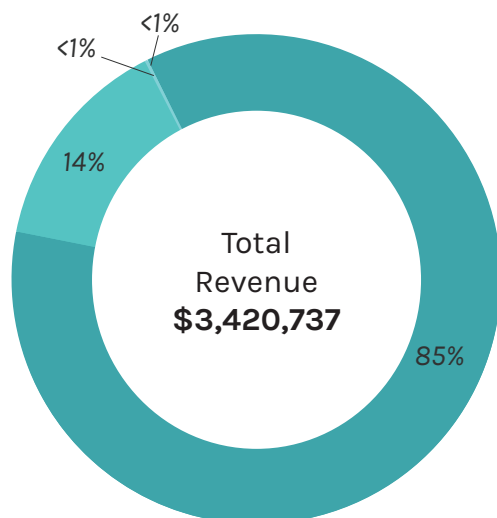
	2021
■ Intergovernmental grants	2,922,583*
■ Intergovernmental charges for services	490,942
■ Public charges for services	6,400
■ Other operating revenues	812
Total Operating Revenues	3,420,737

OPERATING EXPENSES

■ Salaries and wages	615,659
■ Employee fringes and benefits	157,597
■ Subcontracted project consultants	15,759
■ Depreciation	29,823
■ All other	2,401,554*
Total Operating Expenses	3,220,392

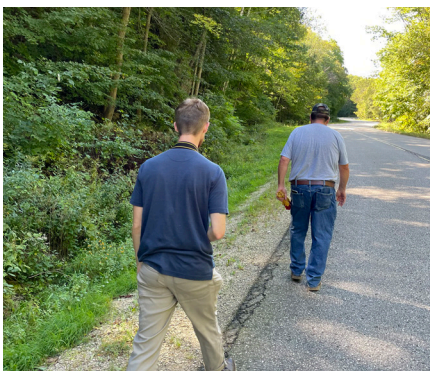
Operating Income	200,345
Nonoperating Revenues (Expenses)	(20,346)
Change in Net Position	179,999
Net position - January 1	134,590
Net Position - December 31	314,589

*Note: \$2,260,000 consists of pass through money for the Main Street Bounceback Program.



Looking Ahead

In 2022, the Bay-Lake RPC will celebrate 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 looks forward to another year working with the great communities of the Bay-Lake region!





1861 Nimitz Dr
De Pere, WI 54115
Phone: 920-448-2820
Email: letsplan@baylakerpc.org
www.baylakerpc.org