

LYCOMING COUNTY PLANNING & COMMUNITY DEVELOPMENT



ANNUAL REPORT
2019



LYCOMING COUNTY COMMISSIONERS

Richard Mirabito, Secretary (left)
R. Jack McKernan, Chairman (center)
Tony R. Mussare, Vice Chairman (right)

2019 LYCOMING COUNTY PLANNING COMMISSION MEMBERS

Carl Nolan, Chairman
James Crawford, Vice-Chairman
Brett Taylor, Secretary
Christopher Keiser
Joe Reighard
Michael Sherman
James Dunn
Larry Allison, Jr.
Howard Fry, III

PLANNING & COMMUNITY DEVELOPMENT STAFF LIST

Shannon Rossman, AICP, Director
Frances McJunkin, CFM, Deputy Director
Mark Murawski, Assistant Transportation Planner PT
John Lavelle III, AICP, CFM, Transportation Supervisor
Deborah Bennett, Administrative Support Supervisor
Amy Fry, GIS Supervisor
Christine Gartelman, Clerk II PT
Jenny Picciano, AICP, Community Development/Lead Planner
Scott Williams, Transportation Planner
Salvatore Vitko, CFM, Transportation Planner
Joshua Billings, Subdivision & Land Development Administrator
Chelsea Blair, CFM, Hazard Reduction Planner
Tom Krajewski, Development Services Supervisor
David Hubbard, CFM, Zoning Administrator
Chris Musto, Zoning Officer
Austin Daily, Community & Economic Development Planner
Richard Murphy, Land Records Cartographer
Stacy Lewis, Assistant Land Records Cartographer
Dana Strunk, Land Records Database Coordinator
Edward Feigles, GIS Analyst
Jane Magyar, Clerk IV

THOSE WHO HAVE MOVED ON

Kurt Hausammann, Jr., AICP, Director, Special Projects PT
Kim Wheeler, AICP, Deputy Director Planning
Lynn Cunningham, Assistant Transportation Planner
Stacy Sweeting, Clerk II

INTERNS

Tyler Ulmer
Kelsey Green

Message from the Executive Director

It was with great excitement and anticipation that I accepted the position of Executive Director of the Lycoming County Planning and Community Development Department (PDC) and began this new adventure on October 14, 2019. Excitement to move back to Lycoming County, so well known for its many amazing businesses and variety of activities and anticipation to oversee such a great group of dedicated staff and work with so many motivated individuals interested in Lycoming County's future.

The Lycoming County Planning Commission and the PDC staff began, continued and finished many projects and programs in 2019.

Project Highlights for 2019 include:

- Partnership with STEP, Inc. for Homes In Need Program
- Muncy Library
- Brownfield Redevelopment Grants/Loans Program Development
- Greater Muncy Resilience Plan
- Susquehanna River Walk Extension Design
- Sylvan Dell Conservation Plan
- Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE)
 - * Master Leasing Program
 - * Supportive Housing Program
 - * Greater Lycoming Habitat for Humanity
- Hazard Mitigation Activities
- Levee Projects in the Williamsport Area
- Transportation Projects
 - * Update to the Unified Planning Work Program
 - * Central Susquehanna Valley Transportation Project Impact Study (CSVT)
 - * WATS Public Participation Plan
 - * County Farm Road Upgrades
 - * Cedar Run Bridge
 - * Bridge Bundling Project
- Municipal Services
 - * Subdivision and Land Development
 - * Development Advisory Assistance
 - * Proposed County Zoning Updates
 - * Zoning Hearing Board Activities
- Geographic Information Systems (GIS)
 - * GIS Assistance to Lycoming County Municipalities and Public
 - * GIS Assistance for County Projects and Programs
 - * Participation in the Sharing of Data in Pennsylvania
 - * Uniform Parcel Identifier (UPI) creation



Shannon L. Rosman

We look forward to continuing to provide a coordinated planning program and participating with many entities both within Lycoming County and beyond in 2020.

A MESSAGE FROM RETIRED DIRECTOR

When I assumed the helm of the Lycoming County Planning Department in September 2007, I had several goals for the Department. First and foremost, I wanted to create a leadership team. There was a wealth of experience held by the supervisors within the Department. I created a management team made up of the supervisors so that the vast years of experience could be tapped to provide advice and input on major decisions charting the future course of the Department.

The first thing the management team did was to identify the major issues confronting the Department. It was determined that we needed to cultivate a helping relationship with the County municipalities. We were successful in creating a helping relationship where County municipalities would seek our guidance and advice. A big part of this initiative was to form true partnerships with our zoning and subdivision municipal partners.

Secondly, we needed to become more user friendly to the residents of the County. Our team changed the mindset of the Department. We were not just

there to enforce the rules we were there to help our residents understand the rules and navigate the system.

Thirdly, we needed to make the ordinances living documents. We could no longer view the ordinances as cast in stone, if something did not make sense, we needed to change it. The zoning and subdivision ordinances had to be amended on a regular basis in order to keep them up to date and effective.

Lastly, but very importantly, we could not just be planners, we needed to deliver projects. During my tenure we delivered many projects, too many to list here. Suffice it to say that we earned a reputation as a department that not only planned but delivered major projects.

It is my hope that my legacy will be one of *doing* not just planning.



Kurt Hausammann, Jr.

Kurt Hausammann, Jr.

RETIRED DEPUTY DIRECTOR

Fran McJunkin retired from the County on December 20, 2019 with a total of 18.5 years. Her service with split between 1981-1984 and 2005 and 2019. Ms. McJunkin joined the department as the Hazard Reduction Planner, immediately managing the follow up to Topical Storm Ivan. In 2007, she became the GIS Supervisor earning her Post Baccalaureate Certificate in GIS from Penn State in 2008. In 2011 the County reintegrated the Assessment Office into the County and assigned the supervision of the reintegration to Ms. McJunkin and then Director Kurt Hausammann, Jr. With this reintegration Ms. McJunkin was assigned supervision and was promoted to Deputy Director of GIS and Assessment. Through the years Ms. McJunkin helped the GIS division develop streamlined work processes, helped to develop the extensive online mapping available through the County, designed Lyco-Online and the data subscription service, and managed a County Wide Risk Map Project with FEMA that became effective June 2016 with zero appeals. The capstone accomplishment for Ms. McJunkin was the coalition built to address the deficiencies of the Greater Williamsport Levee. “The broad partnership needed to move the levee project forward was the result of all of the work completed by the Planning Department over the years which started with the Comprehensive Plans and followed up with our work with FEMA and USACE in Hazard Mitigation. This teamwork is what I am most proud of”, said Ms. McJunkin



COMMUNITY DEVELOPMENT

Community Development Block Grant (CDBG)

In 2019, Lycoming County applied for **\$277,99179** in CDBG funds from the Department of Housing and Urban Development (HUD) through the PA Department of Community & Economic Development (DCED) to address infrastructure, housing, and community or public service needs throughout the County. The following projects were selected for funding:

- **STEP, Inc. Home in Need Program** - Homes-in-Need Program for owner-occupied housing rehabilitation.
- **Muncy Library** - Accessibility improvements.

Brownfield Redevelopment



Staff continued to work on setting up the Lycoming County Brownfield Revolving Loan Program (RLF). This program, funded by the U.S. Environmental Protection Agency (EPA) a grant of \$800,000 will establish a revolving fund loan for brownfields builds upon Lycoming County's successful brownfield program and prior EPA assessment grants. The program aims to cleanup brownfield sites, reduce environmental contamination, and spur economic development. Program funds are expected to be available for eligible cleanup projects in mid-2020.



Greater Muncy Resilience Plan

In 2019, work continued on the Greater Muncy Resilience Plan, a plan to establish long-term resilience for the Greater Muncy Area.

In 2019, the project team continued to gather project information, reaching out to local stakeholders, and work with the local Advisory Committee to develop the draft plan. The plan will be complete by the end of 2020 and will include projects that address economic development, housing, infrastructure, flood protection, quality of life, and green infrastructure.

Susquehanna River Walk Extension

Work began in July for the design and engineering of the River Walk Extension, including survey work and environmental assessments. This 2.5 mile trail will extend the River Walk from its current terminus at Maynard Street to Susquehanna State Park and will also include a spur into Newberry. Design work is expected to be complete by the end of 2020. This project is funded by a DCNR grant and Lycoming County.

COMMUNITY DEVELOPMENT *continued*

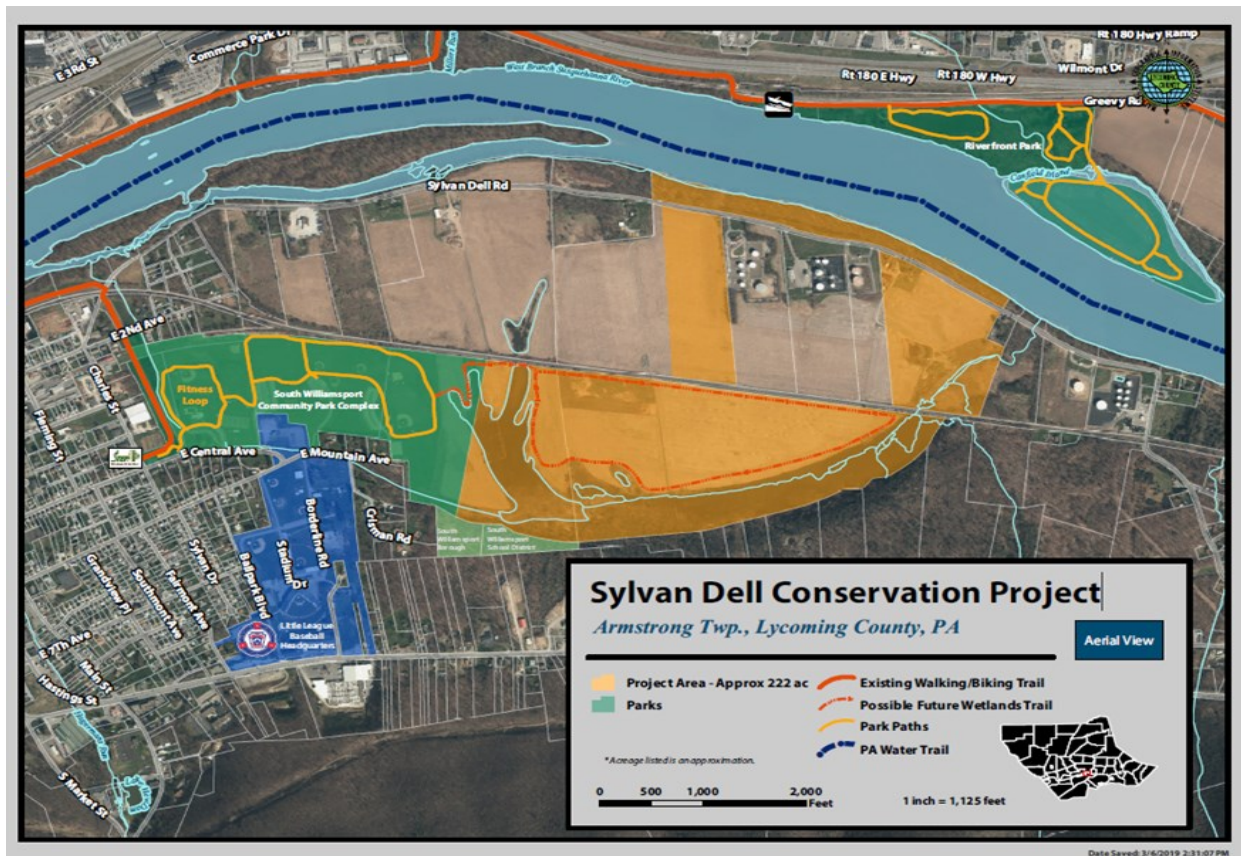
Sylvan Dell Conservation Project

In 2019, Lycoming County secured funding for Armstrong Township to purchase the 222-acre Sylvan Dell property. This project creates a new public nature preserve in Armstrong Township. The project preserves natural habitat, including high quality wetlands, and historical and cultural resources. This project was identified as a priority in the Greater Williamsport Area and Lycoming County Comprehensive plans.



The site will be owned and managed in the long term by the South Side Recreation Authority, a new park authority being formed by Armstrong Township, Duboistown Borough, and South Williamsport Borough. Funding for this project is provided by the PA Department of Conservation and Natural Resources (DCNR) (\$514,000), PennVEST (\$600,000), and Lycoming County (\$375,000).

By the end of 2019, the County was preparing Armstrong Township to purchase the property in the spring of 2020. The property is expected to be transferred to the new authority and opened to the public in mid-2020.



COMMUNITY DEVELOPMENT *continued*

PHARE FUNDED PROJECTS

Since 2012, Lycoming County has been awarded \$8.75 million from the PA Housing Affordability and Rehabilitation Enhancement Fund (PHARE) to support the creation, rehabilitation, and support of affordable housing throughout Lycoming County.

In 2019, the County received \$1,150,000 in funding through the PA Housing Finance Agency (PHFA). County partners continued to implement a variety of PHARE-funded affordable housing projects and initiatives in the County. County-sponsored highlights include:

Master Leasing Program:

The Master Leasing Program is designed to help hard-to-place persons, such as those re-entering from prisons, persons with serious mental illnesses, and those at-risk for homelessness, gain housing stability. The lead agency, Transitional Living Centers (TLC), leases units from local landlords to sublease out to the program clients. As of December 31st 2019 there were 17 enrolled clients working towards self-sustainability.

Once accepted into the Master Leasing Program, customers have a responsibility to maintain the tenant agreement they sign. Clients are expected to work with case managers weekly to ensure compliance. They are also required to participate in any mandatory courses such as Alcohol Anonymous or counselling. Clients also must agree to 3 months of aftercare following a successful completion of the program. This program is funded by 2018 PHARE fund award of \$200,000.

Supportive Housing Program:

The Supportive Housing Program provides comprehensive housing assistance to help individuals and families who are at risk to homelessness. The program provides eligible families and individuals with a path toward self-sufficiency, including moving to and maintaining stable housing, through supportive housing services. The program is managed by STEP, Inc. with oversight by Planning & Community Development (PCD) and an Advisory Committee consisting of members of the Lycoming County Housing Coalition and other local housing experts and stakeholders.

Since the program began in 2016, clients have received services through SHP. Supportive housing services include case management services and rental assistance.

Regional Homes-in-Need:

STEP, Inc. administers the Countywide program that renovates owner-occupied homes. To date, over 100 homes have been rehabilitated through this program using PHARE funds. Community Development Block Grant (CDBG) funds are also used to support this program. STEP, Inc. also operates a targeted Homes-in-Need program in the Brodart neighborhood of Williamsport as part of the overall Brodart Neighborhood Improvement Program. The program will expand into a targeted rural community, Cummings Township, in 2020.



COMMUNITY DEVELOPMENT *continued*

Project Spotlight – Greater Lycoming Habitat for Humanity – Scott Street Double Build

The Greater Lycoming Habitat for Humanity received a 2015 PHARE grant in the amount of \$65,000 to construct a new double home on Scott Street in Williamsport. As part of this program, the future homeowners are required to volunteer their efforts in building the home. Work was completed in the Summer of 2019 and a dedication was held to celebrate the occasion.



COMMUNITY DEVELOPMENT continued

Hazard Mitigation Buyouts, Mitigation, and Levee

Throughout 2019 the Hazard Reduction Planner managed a number of mitigation projects including buyouts, utility elevation, demo-rebuild, and the Greater Williamsport Area Levee Rehabilitation project.



This year, acquisition and demolition of 21 homes occurred primarily in Muncy Borough, Old Lycoming Township, McIntyre Township, and the Trout Run area. We are currently in the process of buying out another 5 homes in Muncy Borough and Old Lycoming Township. We were recently awarded another grant for 1 home in Loyalsock Township. In addition, we have another 7 homes in application review process from the 2018 flood events. These homes are in Old Lycoming Township and Trout Run area.

As part of the Greater Muncy Resilience initiative, two projects have been under development. These projects include utility elevation and demo-rebuild. Utility elevation is a project that relocates utilities and mechanicals from the basement to above the base flood elevation level. This project will focus in areas of 100 year flood water depths of 5 feet or less. On the Lycoming County Flood Maps, this is indicated in areas of light green to white. Although this project does not reduce flood insurance, this program will reduce flood insurance claims.



COMMUNITY DEVELOPMENT continued

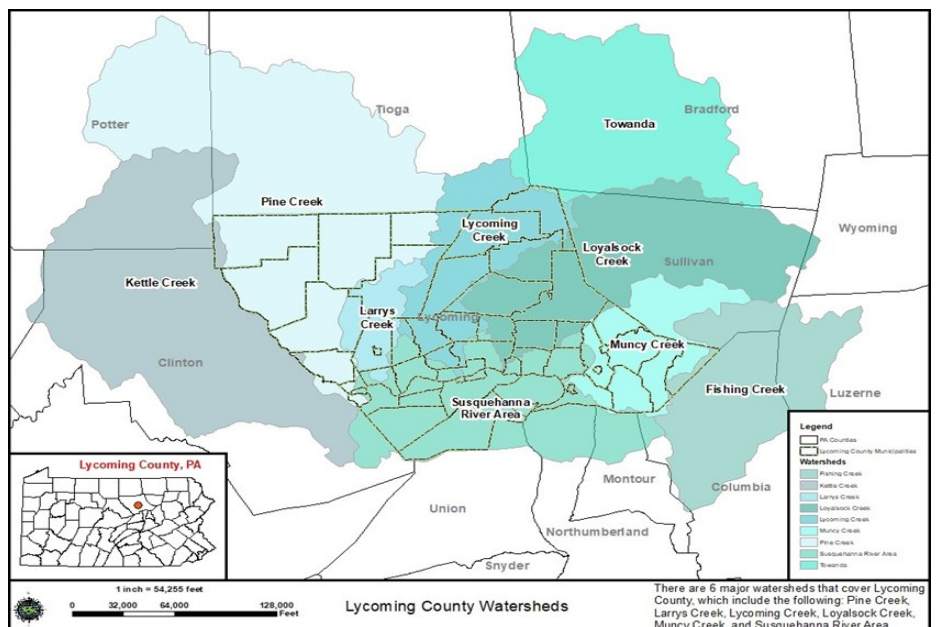
Demo-Rebuild is a project that demolishes an old home and will rebuild a new home which will be flood and code compliant. The County PCD has been working with local stakeholders on how this program can work and function. The project will focus in areas of 100 year flood water depths of 10 feet to 5 feet. On the Lycoming County Flood Maps this is indicated in areas of medium blue to light green. These Demo-Rebuild homes will receive the preferred risk rate flood insurance. This pilot project has been recently recognized by the National Hazard Mitigation Association as the 2020 Excellence in Mitigation Innovation Award.



The Greater Williamsport Area Levee Rehabilitation project had several activities occur in 2019. We submitted applications for several grants including an EDA grant of \$5.6 million dollars. We have developed procurement documents for the Relief Wells and anticipate construction work beginning in the late fall 2020. Relief Well construction work can be done year round, weather permitting. We will hopefully receive good news during the summer of 2020 for other grants.

For 2020, anticipated work is the continuation of the buyout program. We are still waiting on a few approvals from granting agencies to move forward with 12 more acquisition/demolition properties. The County will continue to move forward in the development and potential implementation of a full roll out utility elevation program using PHARE funds. The goal for 2020 with Demo-Rebuild is to develop a full working program to apply for funds in 2021. Work for the levee will be a transition from reactive to proactive work. The County anticipates construction to begin this year and to begin development of an Operational and Funding Strategy, moving forward to maintain compliance with USACE PL 84-99 program and FEMA Certification in the future.

The other major work in 2020 includes the 2021 Multi-Jurisdictional Multi-Hazard Mitigation Plan Update due to FEMA on April 8, 2021. All municipalities in Lycoming County will be contacted for input on Hazard Mitigation issues and potential projects municipalities would like to see in their areas. The Hazard Mitigation Plan will include a regional approach, focusing on the six primary watersheds in Lycoming County which are similar in the County Comprehensive Planning Area Teams.



Near the end of the process, in 2021, the County will reach out to municipalities for the adoption of this plan.

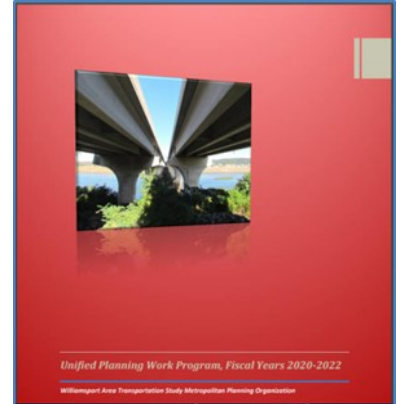
TRANSPORTATION PLANNING

Transportation Planning Achievements

WATS MPO Products and Studies

2020 – 2022 Unified Planning Work Program (UPWP)

The Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO), housed within the Lycoming County Department of Planning and Community Development (PCD), in coordination with River Valley Transit (RVT) is responsible for administering the UPWP. The planning activities completed by the MPO/PCD are fully funded by the Federal Highway Administration through an 80% reimbursement, and PennDOT through a 20% reimbursement. The budgeted amount for the PCD to complete these tasks is \$410,000 across the 2 years of the UPWP.



The UPWP defines the set of required core responsibilities, products, and activities that the PCD and RVT will perform within Lycoming County in State Fiscal Years 2020-2022. These responsibilities, products, and activities include the updating and implementation of the [Long Rang Transportation Plan \(LRTP\)](#), the [Transportation Improvement Program \(TIP\)](#), the [Public Participation Plan \(PPP\)](#), and completing the work activities listed within the UPWP. The PCD and RVT staffs worked jointly to develop the work program.

The PCD staff substantially updated the WATS UPWP in 2019. In June and July 2019 the MPO held coordination meetings with PennDOT and the Federal Highway Administration (FHWA) staffs to determine work tasks for the 2020 – 2022 UPWP. A summary of the WATS 2020 - 2022 UPWP anticipated work activities includes:

- ◆ **Task 1-A Transportation Partnerships for Economic Stimulus:** the purpose of this task will be to continue to foster transportation partnership arrangements involving the public and private sectors to accelerate funding of transportation projects that combine high local priority for economic development purposes.
 - ◇ Major tasks to be completed in the FY 2020-2022 UPWP:
 - Work with PennDOT to promote public/private partnerships (P3s) and incentive/innovative financing opportunities in support of community and economic development.
 - Continue to identify and implement innovative financing mechanisms for major capital projects such as the Pennsylvania Infrastructure Bank (PIB).
 - Work with the Williamsport-Lycoming Chamber of Commerce to identify and advance transportation infrastructure projects and initiatives to promote economic development.
- ◆ **Task 1-C Coordination:** the purpose of this task is to coordinate regional transportation issues and needs with the SEDA-COG MPO, Northern Tier Regional Planning Organization (RPO), Williamsport-Lycoming

TRANSPORTATION PLANNING *continued*

Chamber of Commerce, local municipalities, The PA Wilds, the PA Lumber Heritage Region, and other key partners.

- ◇ Major tasks to be completed in the FY 2020-2022 UPWP:
 - Provide technical assistance to PennDOT and other transportation providers as necessary. Assistance may come from non-traditional technical resources, such as county planning, academia, or other public or private planning expertise.
 - When appropriate or where reasonable WATS MPO capacity exists, assist PennDOT with outreach to County or local governments and other planning partners.
 - Participate in Williamsport-Lycoming Chamber of Commerce “Grow Lycoming” initiative to assist in identifying and advancing transportation infrastructure improvements as a component of local quality of life enhancements.
- ◆ *Task 4-A WATS MPO Administration:* the purpose of this task will be to ensure the timely and effective administration of the WATS transportation planning program.
 - ◇ Major tasks to be completed in the FY 2020-2022 UPWP:
 - Submit all documents required for contract execution and authorizing signature resolutions.
 - Submit progress reports and invoices to PennDOT no later than 30 days following the reporting period.
 - Provide meeting notices, agendas and meeting materials to WATS Committee members not less than 5 working days prior to meetings and distribute the meeting minutes within 30 working days after the meetings. Continue using electronic distribution of materials to WATS membership/meeting attendees and post on the county website www.lyco.org.
- ◆ *Task 5-B: Special Study on the Central Susquehanna Valley Transportation (CSVT) Project Impacts on Land Use and Transportation:* To evaluate the overall land use and transportation system impacts resulting from the completion of the Central Susquehanna Valley Transportation Project on the growth areas of Lycoming County, Union County, and Northumberland County, PA.
 - ◇ Major tasks to be completed in the FY 2020-2022 UPWP:
 - Review existing land use patterns and demographic trends in the study area.
 - Identify and map available vacant land parcels or redevelopment opportunities for future development.
 - Forecast anticipated CSVT induced future traffic impacts for the study area and analyze impacts on transportation systems.

The 2020 – 2022 UPWP underwent two review periods: the August 5, 2019 WATS MPO Technical Committee meeting and August 26, 2019 MPO Coordinating Committee. The draft 2020 – 2022 UPWP went out for both the MPO and FHWA public comment periods from August – October 2019. No substantive changes were required based on comments received during the public comment period. The final draft of the 2020 - 2022 UPWP was presented to the MPO Technical Committee on November 4, 2019, and was adopted by the MPO Coordinating Committee on November 18, 2019. The 2020 – 2022 UPWP will become effective on July 1, 2020.

TRANSPORTATION PLANNING *continued*

Central Susquehanna Valley Transportation (CSVT) Project Impact Study

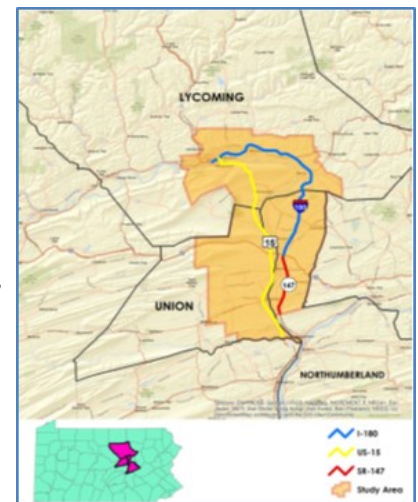
The CSVT Project involves phased construction of 12.4 miles of new four lane limited access highway from the end of the Selinsgrove Bypass (US 11/15) in Snyder County to SR-147, just south of the SR-45 inter change in Montadon, Northumberland County. Once fully constructed the CSVT is anticipated to impact traffic patterns that may have significant impact on the communities to the north, specifically along the I-180 and US 15 corridors. The CSVT Impact Study budget was originally structured as \$70,000 in PennDOT State Planning and Research funds matched with \$30,000 in Lycoming County Act 13 funds for a total project budget of \$100,000. The original scope included studying the I-180 and US 15 corridors only in Lycoming County. In coordination with PennDOT, the PCD staff was able to acquire \$67,940 in additional funding with no required additional match, to increase the study area to include corridors in Northumberland and Union counties and also implement valuable supplements to the scope proposed by the successful proposing firm.



The goal of the CSVT Impact Study is to create an action plan that will ensure orderly land development patterns, smart growth, and a safe and efficient multi-modal transportation system that will be responsive to the anticipated changes in traffic patterns resulting from the completion of the CSVT project.

Some key deliverables from the CSVT Impact Study are:

- ◆ Anticipated future traffic patterns changes within the study area due to the completion of CSVT
- ◆ Anticipated land use changes as a result of traffic pattern changes, especially impact to the demand for commercial, mixed use and industrial development
- ◆ Maps of any suggested overlay districts or suggested zoning boundary changes
- ◆ Identified transportation infrastructure improvements across all modes needed to accommodate anticipated traffic pattern changes.



TRANSPORTATION PLANNING *continued*

The CSVT Impact Study request for proposals was issued in August 2019 and the contract was awarded to Michael Baker International with a total value of \$167,940.00. Michael Baker International will begin ordinance reviews, data collection, and preliminary work in Spring 2020 with the final CSVT Impact Study report issued in Spring 2021.

2019 WATS MPO Public Participation Plan (PPP)

In 2019, the WATS MPO staff within the PCD substantially updated the MPO’s Public Participation Plan. Federal law (SAFETEA-LU and MAP-21) requires that *“...a MPO shall develop and use a documented public participation plan that defines the process for providing citizens, affected public agencies...and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.”*

The MPO staff began the Public Participation Plan by coordinating a desk audit with staff from the Pennsylvania Department of Human Services, Bureau of Equal Opportunity (BEO) in May 2019. The BEO desk audit determined that while the current MPO PPP was sufficient, there were additions that could be made to enhance the PPP during this update. A summary of the additions to the 2019 PPP include:

- ◇ Incorporating the Environmental Justice (EJ), Limited English Proficiency (LEP), and Title VI plans into the Public Participation Plan to allow for future efficient plan updates
- ◇ Update the Title VI complaint procedures and update the Title VI Discrimination Complaint form to an electronic version
- ◇ Update the Interested Party Organizations list to include organizations and groups that provide services to underrepresented individuals
- ◇ Utilize other methods of communication such as social media accounts to foster greater feedback and public participation.

The 2019 PPP underwent two review periods, the August 5, 2019 WATS MPO Technical Committee meeting and the August 26, 2019 MPO Coordinating Committee. The draft 2019 PPP went out for the MPO public comment period from November – December 2019. No substantive changes were required based on comments received during the public comment period. The final draft of the 2019 PPP was presented to the MPO Technical Committee on January 6, 2020, and was adopted by the MPO Coordinating Committee on January 27, 2020.

MONTH	PLANNING TASK
NOVEMBER 2019	<ul style="list-style-type: none"> Develop Management Team in coordination with Lycoming County Kick-off Meeting Steering Committee Meeting #1 Review of scope, roles and responsibilities, field tour of study corridors.
DECEMBER 2019 – MARCH 2020	<ul style="list-style-type: none"> Data Collection Calls with District Executives; county planning directors; modal operators. Listening sessions in each of the member counties. Steering Committee #2 Review of existing conditions; initial look at potential study recommendations.
APRIL - JUNE 2020	<ul style="list-style-type: none"> Develop Draft Recommendations Project team develops draft action strategies based on outcomes of prior tasks, including data collection, Steering Committee input, and professional judgment. Steering Committee Meeting #3 Review of draft implementation plan.
JULY - SEPTEMBER 2020	<ul style="list-style-type: none"> Consultations with Implementing Agencies The project team will meet one-on-one with representatives from agencies charged with implementing proposed study recommendations. Action items will be revised and fine-tuned based on these consultations.
OCTOBER 2020	<ul style="list-style-type: none"> Steering Committee Meeting #4 Members will review a revised implementation action plan, along with an overall draft study report.
NOVEMBER 2020	<ul style="list-style-type: none"> Presentation to the Williamsport MPO The final study report will be presented to MPO members at a meeting to be scheduled. Recommended changes to the LRTP from the study process will be presented.
DECEMBER 2020	<ul style="list-style-type: none"> Produce Final Study Report 20 copies will be prepared on CD or USB drives. Mapping products will be provided as an ArcGIS Geodatabase project file with all corresponding data provided. Study report will be transmitted to Lycoming County, PennDOT, and other agencies as directed by Lycoming County.



TRANSPORTATION PLANNING *continued*

Construction Projects

County Farm and Beach Road Maintenance

In 2019 the PCD was tasked by the County Commissioners to organize and manage maintenance work on the County Farm Road network which include both County Farm Road and Beach Road.

This road network is County owned infrastructure that provides access to various offices including the County Pre-Release Center, County Department of Public Safety, County 911 Call Center, and The Meadows Personal Care Facility.

The PCD confirmed with the PennDOT Engineering District 3-0 Municipal Services division and verified that this project qualified for the Liquid Fuels program. Through that process PCD determined that the County was able to utilize the Liquid Fuels allocation to repair all driving surfaces (excluding parking lots). Additionally, stormwater/drainage improvements were also eligible provided that those improvements are a component to the road system itself. The PCD informed the Commissioners of the findings and the Commissioners decided to pay separately for 3 parking lot refurbishments so that the parking lots could be included in the project.

The PCD then engaged Larson Design Group to review the current condition of the road network and establish a scope of work/opinion of probable cost for the resurfacing, stormwater improvements, and parking lot refurbishment. With the assistance of Larson Design Group the project contract was put out to bid in August 2019 and the contract was awarded to HRI, Inc. in September 2019 with a total value of \$292,221.50.

All paving for the project was completed in 2019. Due to weather conditions, the stormwater improvements have been delayed. However, those improvements are still scheduled to be completed in 2020. An additional task of adding subbase to build up various sections of road shoulder was added to ensure safe driving surfaces and for protection of the cartway edges.

Cedar Run Bridge Maintenance

The PCD coordinated with Larson Design Group on the replacement of both expansion joints on Cedar Run Bridge (County Bridge 101). Cedar Run Bridge is a single lane bridge that has only adequate access to Cedar Run Village; the bridge provides access to multiple businesses such as Cedar Run General Store, Cedar Run Inn, and Pettecote Junction Campground, which would be significantly impacted by a bridge closure.



TRANSPORTATION PLANNING *continued*

The PCD engaged Larson Design Group to review the current condition of the expansion joints and establish a scope of work/opinion of probable cost for repair work. With the assistance of Larson Design Group the project contract was put out to bid in March 2019 and the contract was awarded to Minichi, Inc. in July 2019, with a total value of \$174,000.00. Work began in September 2019 and was completed in October 2019.



In order to lessen the impact of the repair work, the PCD worked with both Larson Design Group and Minichi, Inc. to close Cedar Run Bridge for repair work from 10:00 p.m. – 6:00 a.m. This allowed for access to Cedar Run Village and lowered impacts to residents and visitors. The PCD also coordinated with the Brown Twp. Supervisors, local emergency management personnel, and local businesses to ensure the work was as non-invasive as possible.

Transportation Initiatives for the Remainder of 2020

The WATS MPO staff will be working on a number of projects for the remainder of 2020. In May 2020 the MPO staff will work with Michael Baker International to hold the *CSV T Impact Study Project Management Team Kick-off Meeting*. The MPO staff will also be working towards completing and receiving approval for the FFY 2021-2024 WATS MPO Transportation Improvement Program. Currently, the 2021-2024 TIP is on track to be adopted by the WATS MPO Technical and Coordinating committees in June 2020.

The MPO staff is also in the process of selecting an engineering firm to begin work on the Lycoming County Bridge Bundling program which will enable the repair/replacement of 17 municipal bridges in Lycoming County. The MPO staff is on track to have an engineering firm selected by the end of May 2020. Another bridge related project the MPO staff will be working on in 2020 is to begin studying the ability to restart the County small bridge inspection program.

In addition to these transportation related projects, the MPO staff will be assisting in the development of the updated Lycoming County Hazard Mitigation Plan as well as providing assistance for the BUILD Grant application.

TRANSPORTATION PLANNING *continued*

Retirements

On May 3, 2019 Lynn Cunningham retired from the Department of Planning & Community Development (PCD) after over 40 years of service to Lycoming County and the Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO). Since 1977, Lynn was the longest continuously serving PCD staff member. Lynn had many notable achievements during his career with the PCD and the WATS MPO.



Lynn was instrumental in updating the Lycoming County Planning Commission mapping system, converting the previous paper system to a digital system. This included extensive work on digitizing parcel boundaries for parcels throughout Lycoming County. Lynn was also heavily involved in the creation of the HPMS program in Pennsylvania allowing the MPO and municipalities to conduct traffic counts and road samples to meet federal and state requirements. During Lynn's 42 years of service he maintained a perfect safety record! Lynn also holds a 100% perfection rate on Federal, State, and PennDOT audits.

In addition to Lynn's transportation duties, he also served as the Flood Coordinator for the Lycoming County Emergency Operations Center (EOC). In that capacity Lynn monitored flood gauges and data throughout Lycoming County during flooding events and provided critical data to first responders and public safety officials during those events.

Lynn's attention to detail and commitment to quality work made him invaluable as a PCD and WATS MPO staff member. We congratulate Lynn on an impressive career, and wish him the very best in his well-deserved retirement.

MUNICIPAL SERVICES

County Subdivision & Land Development Ordinance Administration

The Lycoming County Subdivision and Land Development Ordinance (SLDO) was enacted on December 26, 1972 and the County Commissioners enacted a complete SLDO rewrite in January 2014. The purpose of the County SLDO is to provide for the coordinated subdivision and land development of the County and its municipalities. Proposed developments should meet the standards of the Ordinance for the protection of the public health, safety, and welfare.

Anthony	Mill Creek
Bastress	Moreland
Brown	Muncy
Cogan House	Penn
Cummings	Piatt
Gamble	Pine
Jackson	Porter
Jordan	Shrewsbury
Limestone	Watson
McHenry	Hughesville Borough
McIntyre	Picture Rocks Borough
McNett	Salladasburg Borough
Mifflin	

The Lycoming County Planning Commission (LCPC) provides full-time, professional administration and legal support for the SLDO through the County Planning and Community Development Department.

This service is currently being utilized by 25 municipalities:
22 Townships and 3 Boroughs (as shown to the left).

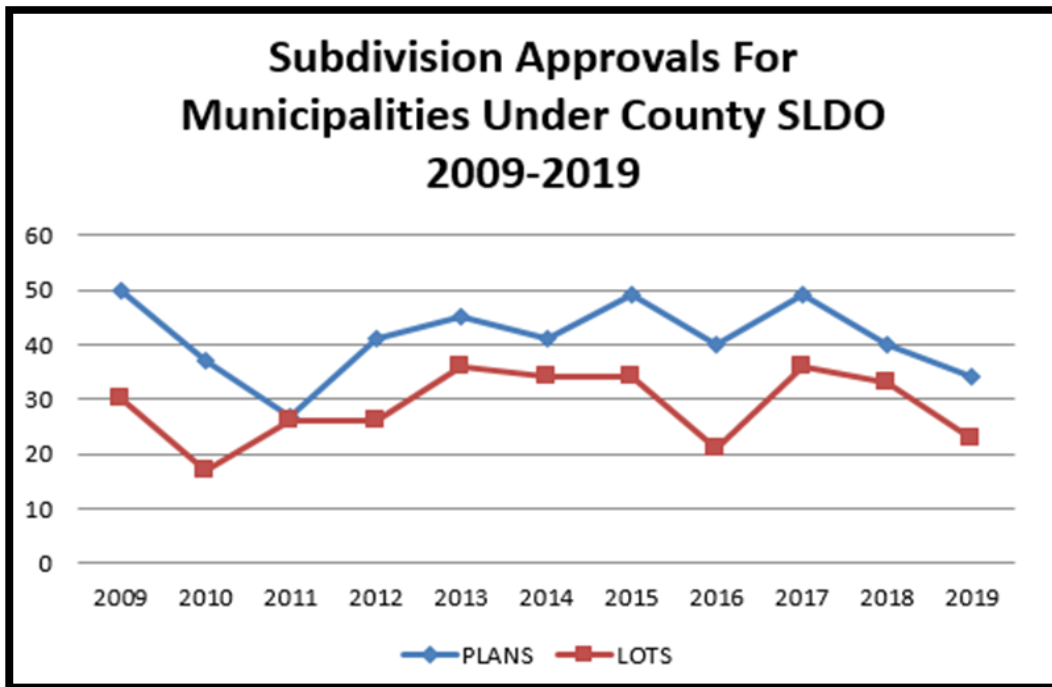
Staff Activity in 2019

- LCPC Staff accepted 50 new applications with 7 submissions carrying over from 2018. There was \$8,674.36 collected in subdivision & land development fees.
- The LCPC granted final approval for 34 subdivisions and 5 land development plans. One plan was withdrawn.
- Subdivision plan approvals decreased by 6 from 2018.
- Land Development Plan approvals decreased by 4. Approved Land Development Plans included: 1 Commercial, 1 Institutional, 1 Agricultural and 1 Industrial (Natural Gas related).

MUNICIPAL SERVICES *continued*

The graph below depicts the subdivision approval trends over the last ten years.

In municipalities that are under County SLDO jurisdiction, a total of 23 new lots were created, which is a decrease of 10 lots from 2018's total. Included in the total subdivision approvals, but not in the new lot tally, are 31 lots that were added to existing adjacent properties.



Approved Land Development Plans

Municipality	Applicant	Development/Type of Use
Jackson Township	Aqua Infrastructure, LLC (on Marshall	Water Metering Facility/Natural Gas Industrial LD
Limestone Township	Hutchinson Realty Development LLC	Retail Store/Commercial LD
Muncy Township	Muncy Township Officials	Municipal Building Addition/Institutional LD
Moreland Township	Toby & Michelle Wagner	Poultry Barn/Agricultural LD

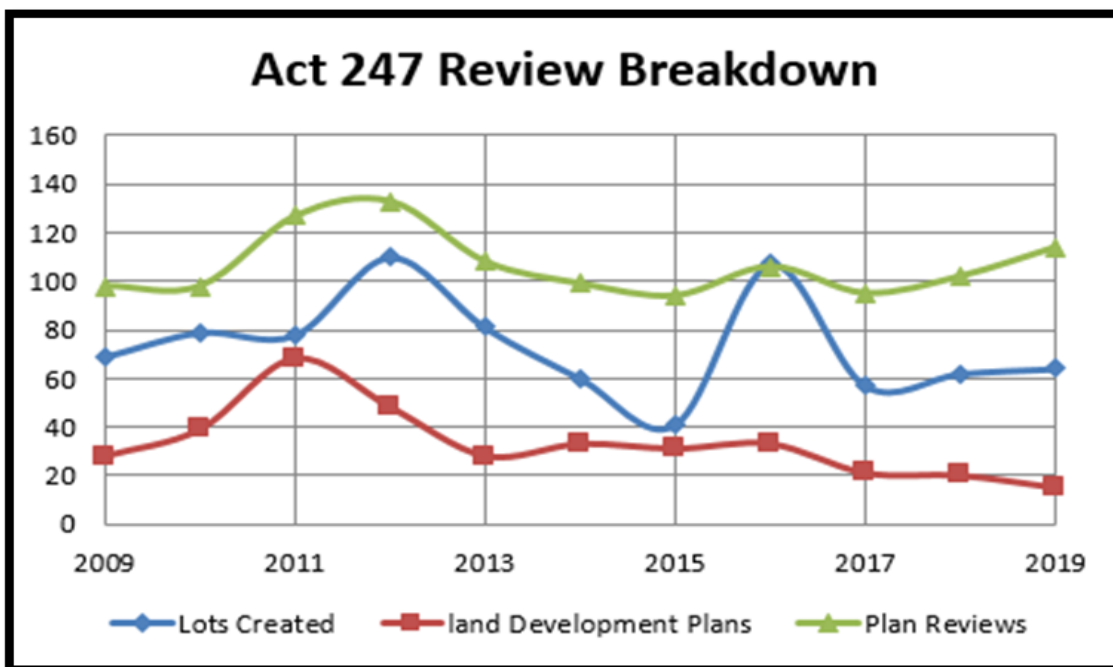
MUNICIPAL SERVICES *continued*

Development Advisory Assistance

In addition to the 25 municipalities covered by the County Subdivision and Land Development Ordinance (SLDO), the Planning Department staff also provides advisory review letters for subdivision and land development plans located within the 27 municipalities that retain their own SLDO approval authority. These advisory letters provide the municipalities with a description of the project, and on occasion, a list of potential revisions that could be made to the submitted plans prior to being granted final plan approval. These letters are commonly referred to as “Act 247” letters because that is the Act which established the PA Municipalities Planning Code (MPC) and affords the County Planning Agency an opportunity to provide constructive review comments.

During 2019, the County provided “advisory” comments on 114 subdivision and land development plans. This figure reflects an increase from the 102 plans reviewed in 2018. A breakdown of the 114 reviews PCD performed includes 15 land development plans, 29 lot-addition plans, 16 lot consolidation plans, 45 single-lot plans, and 8 multi-lot plans. Below are the general trends of lot creation, land developments, and plan submissions since 2009. It is the County’s goal to not only provide a thorough review upon which the municipalities can base a well-reasoned recommendation, but also produce this review in a timely manner. The County is afforded 30 days to review each submission by the MPC, but the average turnaround time per plan submission in 2019 was well under that threshold at approximately 19 days per review.

The Planning Department staff also provides advisory review letters for local Zoning Ordinances located within 31 municipalities. The county reviewed two Zoning Ordinance updates, Limestone and Nippenose Townships, four Zoning Text Amendments, and one Zoning Map Amendment.



MUNICIPAL SERVICES continued

County Zoning

County Zoning Ordinance Administration

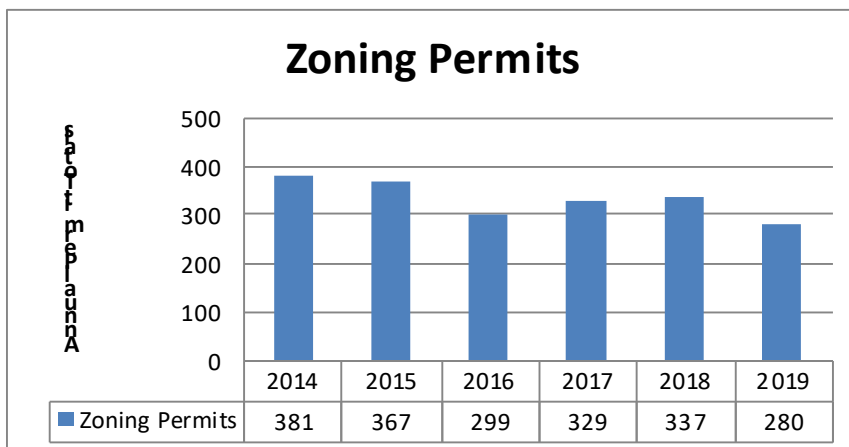
Departmental Emphasis 2019: The Zoning department in coordination with the County Hazard Planner has continued a focus and effort on working with our municipal partners and their constituents regarding floodplain management. Community safety through the NFIP is essential countywide. Our dedicated staff members continue expanding their knowledge base by taking advantage of educational opportunities through federal, state and municipal organizational training sessions. They will always be available to provide assistance and direct support to all municipalities within the County, upon request.

The 21 member municipalities listed below participate in the Lycoming County Zoning Partnership. PCD staff administers the County Zoning Ordinance in these municipalities.

21 Member Municipalities	
BASTRESS TOWNSHIP	McNETT TOWNSHIP
BROWN TOWNSHIP	MIFFLIN TOWNSHIP
CASCADE TOWNSHIP	MORELAND TOWNSHIP
COGAN HOUSE TOWNSHIP	MUNCY TOWNSHIP
GAMBLE TOWNSHIP	PENN TOWNSHIP
JACKSON TOWNSHIP	PIATT TOWNSHIP
JORDAN TOWNSHIP	PINE TOWNSHIP
LEWIS TOWNSHIP	PLUNKETTS CREEK TWP.
LIMESTONE TOWNSHIP	PORTER TOWNSHIP
McHENRY TOWNSHIP	SALLADASBURG BOROUGH
McINTYRE TOWNSHIP	

Partnership Activity

There were a total of 280 Zoning Development Permits issued during 2019, as compared to 337 in 2018. In addition, the County Zoning Dept. has been working on text amendment packages meant to clarify requirements and make ordinance administration more efficient. A 2019 text amendment providing for Hunting Preserves in the Agricultural, Resource Protection, and Countryside zoning districts had been proposed for adoption. Updated permitted land use categories and noise performance standards are being researched and considered for proposal next year. Plunketts Creek Township adopted the Lycoming County Zoning Ordinance and joined the Municipal Partnership. Welcome aboard!



MUNICIPAL SERVICES *continued*

Zoning Hearing Board

In 2019, 11 matters were brought before the County Zoning Hearing Board:

- ◆ 8 Variances
- ◆ 3 Special exceptions

Among the 8 variances, there were:

- ◆ 1 Non- residential Intensity Standards
- ◆ 3 Single family residence, setbacks
- ◆ 1 Minimum Tract Size
- ◆ 3 Accessory structure, setbacks

Special exception cases consisted of:

- ◆ 1 Light Industry
- ◆ 2 Agricultural Uses



The **mission** of the Lycoming County Zoning Hearing Board is “to promote the health, safety, and general welfare of the present and future inhabitants of the County by providing for a rational and orderly pattern of land use, preserving and protecting the County’s natural resources, creating an environment that is reasonably safe from floods and other dangers, and stabilizing the property values of land and buildings.”

Zoning Hearing Board Members

William Klein, Chairman
Lloyd B. Forcey, Vice-Chairman
Leslie Whitehill, Member
Christopher A. Logue, Member
David Hines, Member
Dan Clark, Alternate
Romuald "Ray" Andraka, Alternate

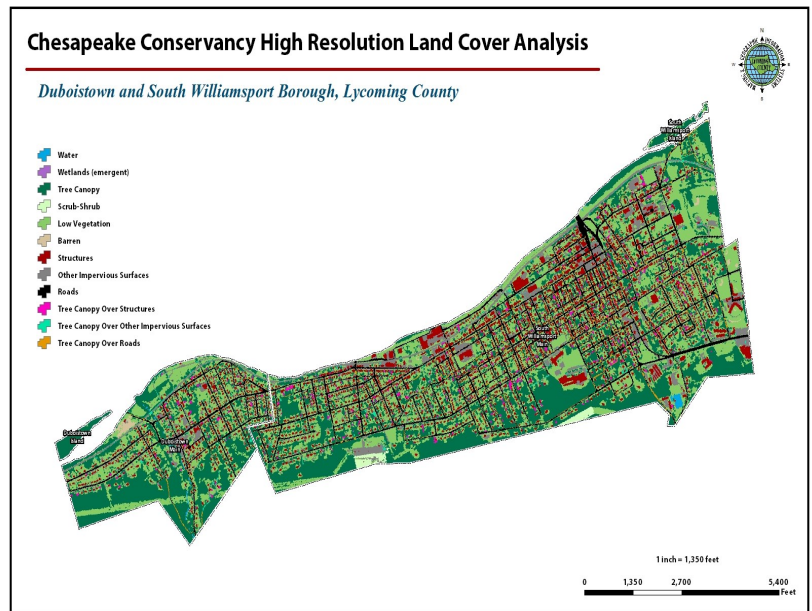
GIS & LAND RECORDS

2019 Notable Accomplishments

GIS Supervisor, Amy Fry, completed her post-baccalaureate **Certificate in GIS** from Penn State University's World Campus with a 4.0 GPA.



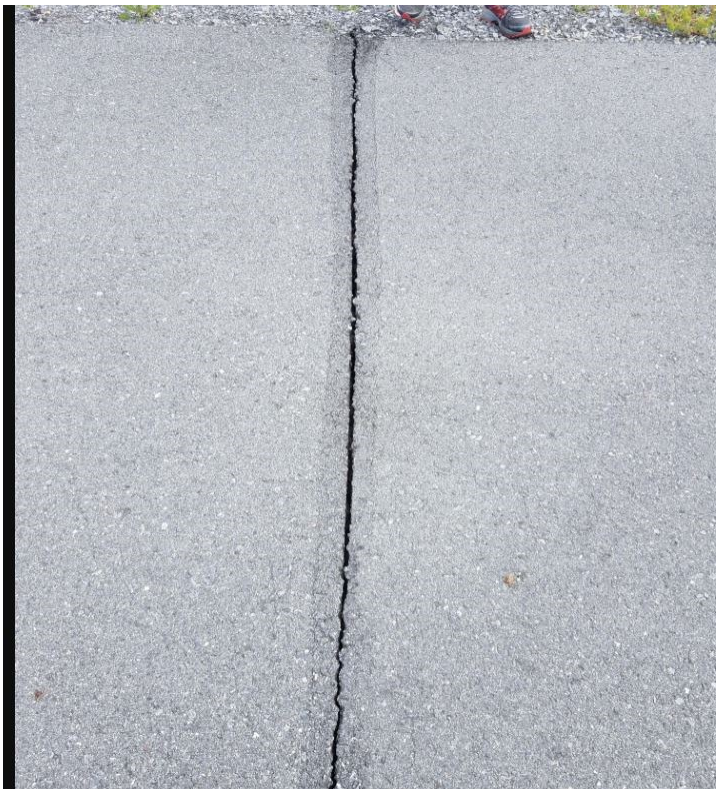
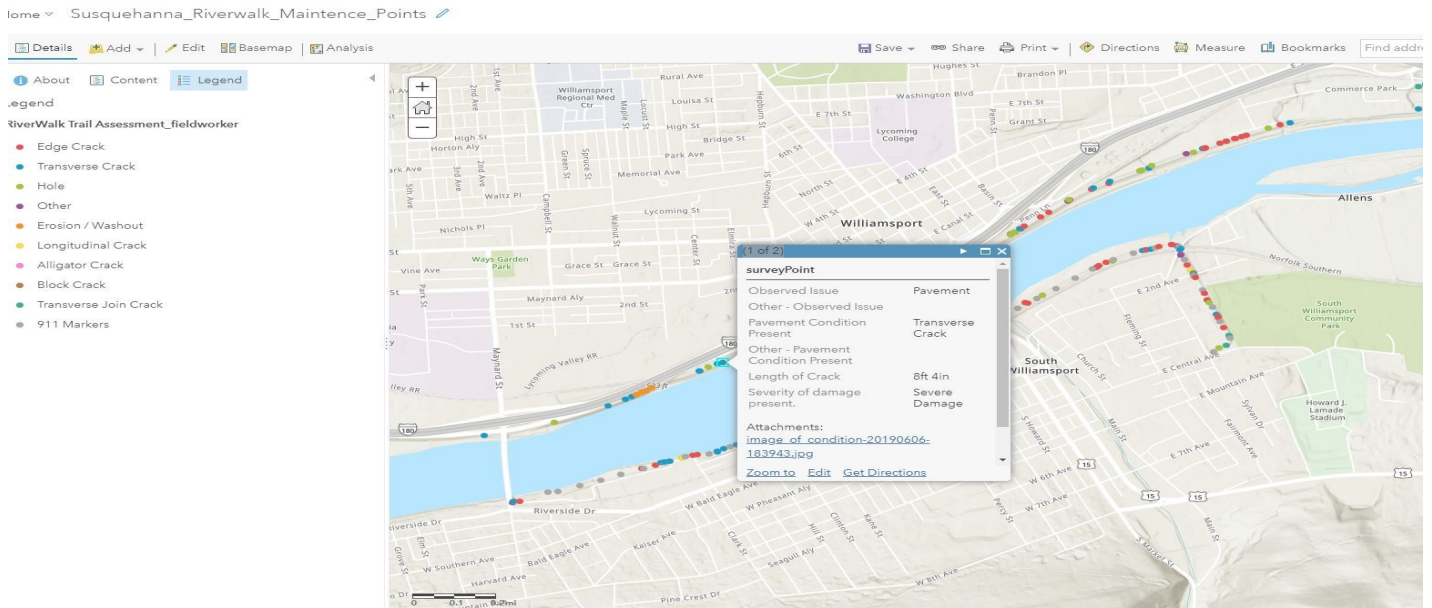
Skills acquired in coursework, particularly with raster analysis, have proven useful in providing Lycoming County Water and Sewer Authority with useful statistics stemming from **land cover raster analysis** for the boroughs of South Williamsport and Duboistown.



Name	Water	Tree Canopy	Scrub-Shrub	Low Vegetation	Barren	Structures	Other Impervious Surfaces	Roads	Tree Canopy Over Structures	Tree Canopy Over Other Impervious Surfaces	Tree Canopy Over Roads
South Williamsport Main	1.83	341.96	7.74	436.83	1.66	133.68	104.08	122.85	20.14	10.64	19.56
South Williamsport Island	0.13	6.40	0.00	3.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Duboistown Main	1.09	137.43	0.00	116.44	2.37	23.01	26.47	21.61	3.55	4.43	2.60
Duboistown Island	0.48	10.04	0.00	0.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00

GIS & LAND RECORDS CONTINUED

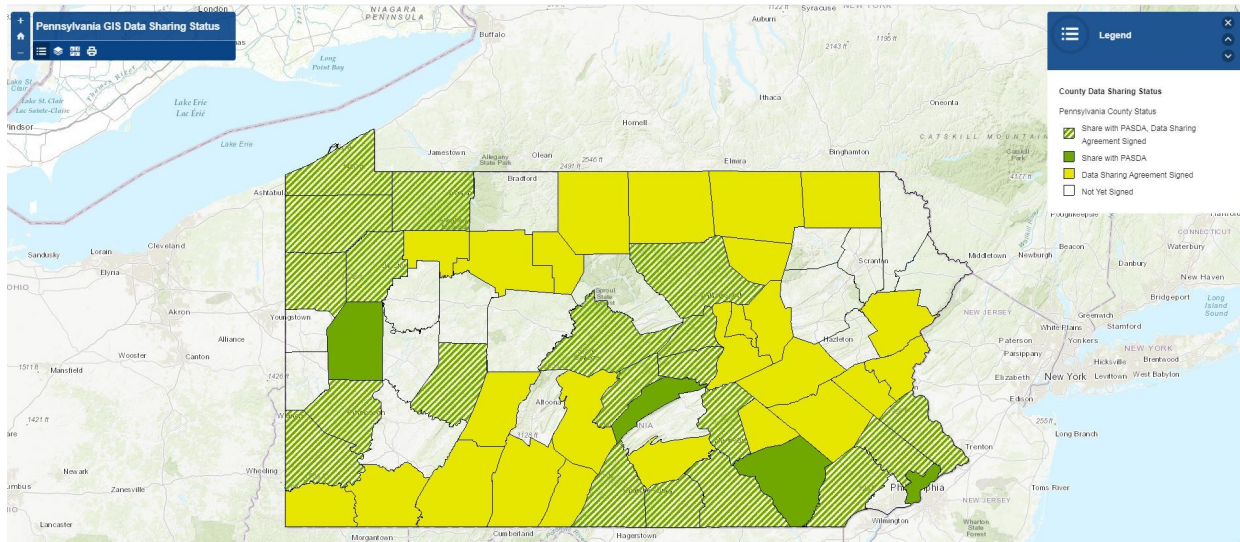
GIS staff and the 2019 summer intern, Tyler Ulmer, worked with expanded ESRI applications, including Survey123 and ArcGIS Online, to develop data **collection surveys** for the Susquehanna River Walk conditions. Similar applications were utilized in Muncy for part of the Muncy Resilience initiatives.



Susquehanna River Walk conditions

GIS & LAND RECORDS CONTINUED

The GIS staff was also successful in adding Lycoming County to the growing list of counties that have signed **The Commonwealth of Pennsylvania Multi-Party Geospatial Data-Sharing Agreement**. This agreement was created by the Pennsylvania State Geospatial Coordinating Board (GeoBoard), and serves to encourage and simplify data sharing throughout the commonwealth.



This Signature Page is attached to, made a part of and incorporated into the Commonwealth of Pennsylvania Multi-Party Geospatial Data-Sharing Agreement (the "Agreement"), and the execution hereof, by the party identified below, signifies that such party agrees to be part of and bound by the Agreement as a Participating Party. The Parties agree that this Agreement may be executed electronically, and such electronic signature shall be deemed to be genuine and legally binding for all purposes.

IN WITNESS WHEREOF, the authorized signee for the party identified below has executed this Agreement:

Lycoming County
Name of the Participating Party

R. Jack McKernan
Signature

R. JACK MCKERNAN
Printed Name of the Authorized Agent

10/29/19
Date

GIS & LAND RECORDS CONTINUED

UPI statistics provided

Request Type	2019 Total Instruments (including O&G)	2019 of Oil & Gas Instr.	2019 UPI on O&G instr.	2019 Total UPI Pre-reviewed	2019 Total UPI Completed	2018 Compl UPIs	2017 Total Instrs	2016 Total Instr
Agreement	219	98	622	856	850	1088	*	*
Article of Agreement	10	1	1	10	10	8	8	*
Assignment of Rents	408	1	1	548	546	654	421	428
Assignment of Rents – Termination	225	1	2	323	323	361	35	*
Clean & Green	129	0	0	148	147	246	31	*
Clean & Green - Breach	6	0	0	6	6	17	*	*
Clean & Green - Termination	2	0	0	2	2	3	*	*
Corrective Deed	1	1	2	2	2	2	2	7
Deed	2963	158	276	3260	3204	3280	2843	2755
Deed - Corrective	50	8	8	53	52	56	33	41
Deed - Dedication	1	1	2	2	2	3	5	2
Deed - Easement	165	8	8	184	182	180	129	170
Deed - Quit-Claim	126	48	52	136	135	75	94	72
Deed - Right Of Way	101	12	20	119	119	102	168	97
Deed - Sheriff	77	2	2	80	80	93	92	125
Deed - Tax Claim	39	0	0	39	39	21	21	18
Lease	311	292	422	447	445	444	199	7
Lease – Amendment	23	23	34	34	30	40	7	*
Lease - Assignment	100	85	129	1299	1298	319	31	*
Lease – Release/Surrender	39	34	44	54	53	768	30	*
Mortgage	4093	27	1142	5500	5492	5462	4331	4422
Mortgage - Assignment	689	5	543	1830	1828	767	865	679
Mortgage – Modification	72	2	1286	1745	1745	86	21	*
Mortgage - Release	160	13	284	2342	2281	499	180	162
Mortgage - Satisfaction	4162	7	18	5627	5622	4976	4576	4565
Other	294	73	812	1806	1686	2046	437	312
Power of Attorney	29	0	0	33	33	32	2	*
Subdivision – Land Development	27	0	0	34	34	56	9	*
Subdivision - Survey	8	0	0	10	10	10	*	*
Subdivision/Add Lot	114	4	15	141	140	147	33	*
Trust	62	1	2	70	61	117	*	*
UCC Financing Statement	51	0	0	59	58	604	18	*
UCC Financing Statement – Amendment	56	4	1806	1919	1918	680	7	*
Total	14812	909	7533	28718	28433	23242	14628	13862

Total Instruments (including O&G)

All instruments for the month/year

of Oil & Gas Instruments

are the instrument we note as being Oil & Gas (included in Completed Total if brought in for the stamp)

of UPI's on O&G instruments

there can be more than 1 UPI on an instrument, so this # is higher

Total # of UPI's Pre-review

Pre-review means they could have been emailed or faxed us the document ahead of time

Total # of UPI's Completed

All the documents that were brought in for the UPI Stamp

*

Was not tracking these documents