



# Pennsylvania **POTTER COUNTY**

## *Annual Report 2024*



### POTTER COUNTY PLANNING COMMISSION

**Mission Statement** - *To protect the health, safety and welfare of our residents, provide leadership in management of growth and change in the County and balance the desire to preserve the uniqueness and value of Potter County with the need to develop the economy, ecology, and community.*

# POTTER COUNTY PLANNING COMMISSION

The Potter County Planning Commission was created on May 29, 1961 and the first Potter County Subdivision and Land Development Ordinance (SALDO) was adopted January 12, 1971. An updated / revised SALDO was adopted January 12, 2023. The goal was to provide for clearer, more concise language and to promote and sustain the unique and exceptional character of Potter County, Pennsylvania.

The Planning Commission consists of seven members, which are appointed by the County Commissioners. Commission members serve four year terms and are appointed based on their willingness and commitment to participate effectively in fulfilling the responsibilities of the Planning Commission.

## 2023 MEMBERS

Michael Callahan, Chairman 2023  
(Term Expires January 1, 2026)

Charles R. Wicker, 1<sup>st</sup> Vice Chairman 2023 (Chairman 2024) (Term Expires January 1, 2028, reappointed on 11/30/2023)

Nicole Zaun (Term Expires 1/1/2027)  
(Resigned 11/30/2023)

Tim Walck (Term Expires 1/1/2027)

Katie Sasala, Secretary, Treasurer  
(Term Expires January 1, 2026)

Helen Turner—Vice Chair 2024 (Term Expires January 1, 2028, reappointed on 11/30/2023)

Candace Sturdevant  
(Term Expires January 1, 2026)

### Newly Appointed 2023 Members:

Kyle Miller (Term Expires 1/1/2027)  
(Appointed on 11/30/2023 to fill in Nicole Zaun's term)

Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nicole Zaun	V	E	V	V	V	E	N/A	V	V	V	E	N/A
Tim Walck	P	V	V	V	E	E	N/A	P	P	E	P	P
Helen Turner	P	P	E	P	E	P	N/A	P	P	P	P	P
Charles Wicker	P	P	V	P	P	P	N/A	P	P	P	P	P
Katie Sasala	P	V	V	V	V	P	N/A	P	P	E	P	P
Candace Sturdevant	P	E	V	V	V	P	N/A	P	P	P	P	P
Michael Callahan	P	P	P	P	P	P	N/A	P	P	P	P	P

P=Present | A=Absent without notice | E=Excused Absence | V=Present via Zoom

## 2023 Potter County Subdivision Activity

54 Subdivision Plans Submitted

47 Minor Subdivisions

3 Major Subdivisions

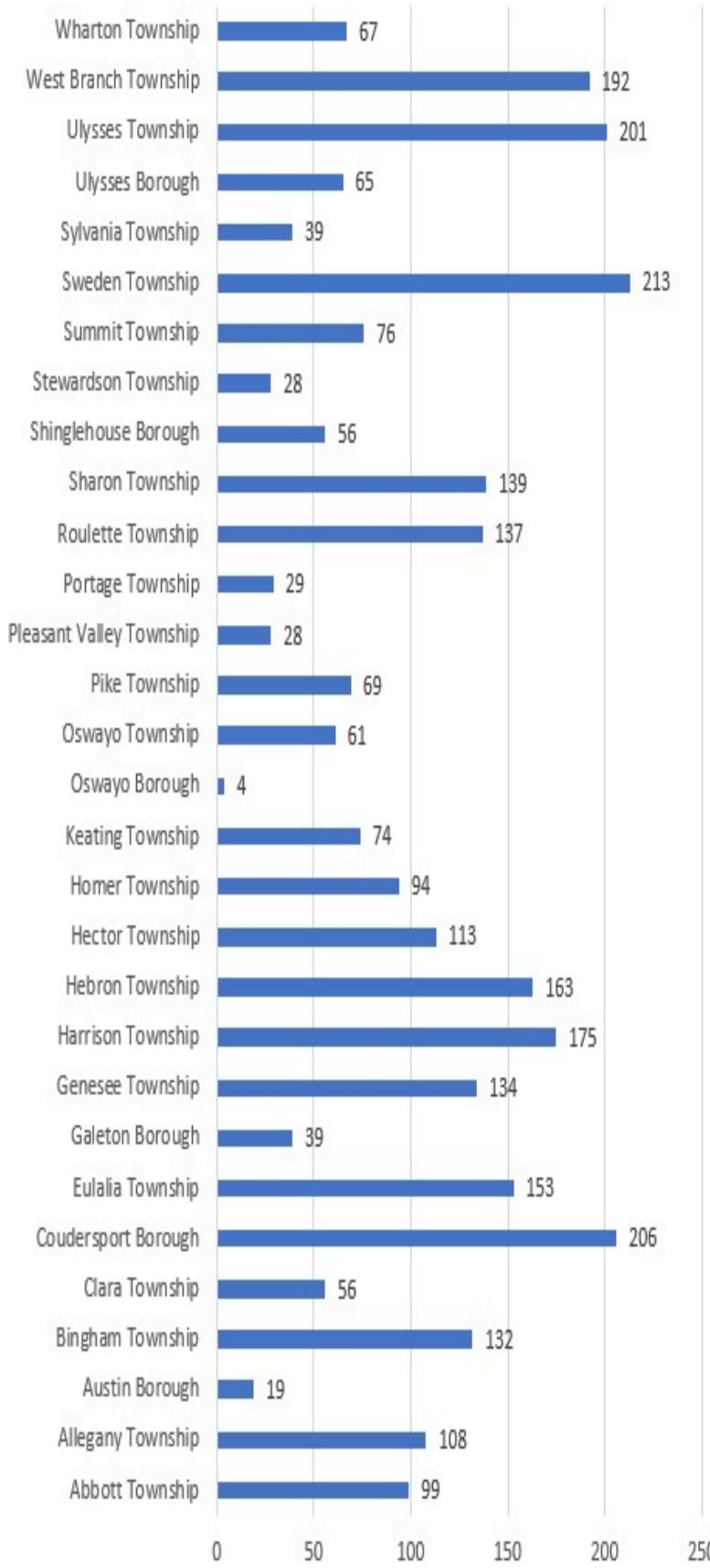
4 Land Developments

Total Fees Collected: **\$5,125**

### 2023 Potter County Land Development and Sub-Division By Municipality

Municipality	Land Development		Major Subdivision		Minor Subdivision		Total Counts	Total Fees
		Fees		Fees		Fees		
Abbott Township			1	\$215.00	3	\$240.00	4	\$455.00
Alleghany Township					5	\$390.00	5	\$390.00
Bingham Township					3	\$230.00	3	\$230.00
Clara Township			1	\$170.00			1	\$170.00
Coudersport Boro					1	\$70.00	1	\$70.00
Galetton Boro					1	\$70.00	1	\$70.00
Genesee Twp					2	\$150.00	2	\$150.00
Harrison Township					2	\$150.00	2	\$150.00
Hebron Township					1	\$80.00	1	\$80.00
Hector Township					1	\$70.00	1	\$70.00
Homer Township					1	\$80.00	1	\$80.00
Keating Township					1	\$90.00	1	\$90.00
Oswayo Township					2	\$170.00	2	\$170.00
Pike Township	2	\$500.00			2	\$170.00	4	\$670.00
Roulette Township					2	\$160.00	2	\$160.00
Sharon Township					3	\$250.00	3	\$250.00
Shinglehouse Boro	*2	\$400.00	1	\$170.00	1	\$70.00	4	\$640.00
Summit Twp					1	\$80.00	1	\$80.00
Sweden Township					1	\$70.00	1	\$70.00
Sylvania Township					1	\$70.00	1	\$70.00
Ulysses Twp					8	\$640.00	8	\$640.00
West Branch Twp					4	\$290.00	4	\$290.00
Wharton Township					1	\$80.00	1	\$80.00
Total	4	\$900.00	3	\$555.00	47	\$3,670.00	54	\$5,125.00
*Currently remains in Preliminary Status								

## Potter County Historical Totals by Municipality



A historical records scanning project now provides for quick access to information and cross-referencing for nearly 3,000 subdivisions throughout the county. We're able to quickly assist surveyors and land owners who are looking to accurately depict or understand parcel changes over time.

A digital database project created through ArcGIS—using Survey 123 applications—will soon be completed as well. The Planning and GIS Staff have been working together to provide a service that will allow for the County's subdivision application records and survey maps to soon be visible online through the Public Tax Parcel Viewer.

# Potter County Planning/GIS Department Activity

## 2024 PRIORITIES AND GOALS

**1. County Act 167 Plan Revision**—Work closely with the Conservation District Staff to revise The Stormwater Management Plan, Act 167. Tioga County is currently holding the grant for implementation and we're grateful for this opportunity to partner with them.

**2. God's Country Village and Farmer's Market**—Work with consultants to improve the site and ensure compliance with DCNR to continue securing the grant funding.

**3. Site Promotion Program**—Work on reaching the goals by the set dates on the Development and Implementation timeline that was developed by the department to help move along our strategic planning. This is an internal project only, no consultants or third parties are involved.

**4. Municipal Assistance Program Grant (Map)** — If awarded this Grant it will help to create and develop a Community and Economic Development Implementation Plan to lead us through the back half of the comprehensive plan. When and if awarded we will start working closely on this project starting Summer 2024 which will take the departments full priority over any other projects that come into the department, including the site promotion timeline that is set.

# **Community Development and CBDG Activity**

## **What is the Community Development Block Grant (CDBG)?**

- A federally funded program that allocates funds on a yearly basis to low-to-moderate income communities across the country. Potter County receives roughly \$220,000 per year and it is ultimately under the discretion of the Commissioners to decide which projects are funded based on community need, regulations, and project readiness. These projects must meet at least 1 of the 3 national objectives of Benefit Low/Moderate Income Households (LMI), Urgent and Immediate Need, or Eliminate of Slums or Blight. Majority of the communities in the county are LMI so there is plenty of interest in applying for these funds, so we have multiple projects going on concurrently. These projects are required to have a 3-to-5-year plan from application to completion of the project so within that timeframe the cost of the projects will fluctuate which allow us to move money around to accommodate projects based on the situation and project readiness.

### **2024 Projects**

- The SITES Tool will be an active creation throughout 2024 and we hope to have in production by the Winter of 2024.
- With project income of the allocated funds we have 4 projects concurrently being funded and two of them were under construction in 2023. The first project was the Genesee Water Main Replacement which should be fully completed in spring of 2024 with installation of the flow meters. The other project was the Ulysses Water Infrastructure Improvement which was mainly based around procurement. The beginning of the construction phase started at the end of 2023 and will continue during the spring of 2024.
- Looking into the future, 2024 will have two other awarded projects which are the Galeton Water Phase 2 Overhaul and 2 Austin Borough projects, the Sewer Plant Generator Purchase and Installation and Water Plant SCADA Software Purchase and Installation. Both projects will be under procurement and construction throughout 2024. Austin has another project that has not been awarded but is on the funding radar and is waiting for funds of at least 2 years worth of allocation for restoration of the Sewer Plant Holding tasks.

# Potter County Planning Commission Strategic Planning

## Organizational Four Year Strategic Planning Session 2023

### Why is it important? -

Strategic planning is an organization's process of defining its strategy or direction, and making decisions on allocating its resources to attain strategic goals. Defining control mechanisms for guiding the implantation of the identified goals.



### Time Line—

- March 14th  
Introduction to the Strategic plan concept and process in the Monthly planning meeting.
- March 20th  
Strategic plan survey was distributed via email to planning commission members, County Commissioners, Municipalities, and other stakeholders.
- April 28th  
Survey closed.
- May 9th  
Survey results were reviewed in detail at the regularly held Planning Commission meeting.
- June 13th  
Interactive in-person Strategic planning session.
- July 11th  
Present Planning report.
- September  
Changed the meeting time to 4:00 pm.
- October through December  
Reviewed, amended and updated the Board Bylaws.

# **Potter County Planning Commission Strategic Planning**

## **Organizational Four Year Strategic Planning Session 2023**

### **Survey results presented on May 9th 2023—**

- The dashboard helps show the results collected in the survey portion of the strategic plan. Elected officials, staff, planning commission members, and stake holders participated in the survey over a two month period.

### **Planning Commission, Strategic Plan Survey results**

**16**

Participants

Indicator

### **Planning Commission meeting survey results**

**10**

Participants

Survey Count

### **Strategic Planning session—**

As part of the strategic planning efforts in-person interactive planning session was held during the June 13, 2023 Planning Commission meeting, attended by majority of the planning commission members, staff, and stakeholders.

# Potter County Planning Commission Strategic Planning

## Organizational Four Year Strategic Planning Session 2023

The Planning Commission reviewed the results of the survey and narrowed the five priorities down to three topics. "Communities," "Economic Base," and "Infrastructure and Environment".

- From each topic the action items were narrowed down to survey results that were 50% or greater. The survey participants felt these action items should be a priority to the Planning Commission. From this list of action items the participants in the meeting were asked to identify one action item they felt was more important to them in each category by placing the provided sticker dots on action item of their choice. Below are the results of this group exercise.

### Communities:

1. Advocate for County/Community characteristic preservation.
2. Develop Strategies to address blight across the county.

### Steps to consider implementing identified action items.

- Conducts a Community Assessment
- Establish Preservation Priorities
- Develop Preservation Guidelines
- Engage Stakeholders
- Raise Awareness
- Identify Preservation Funding Sources
- Implement Preservation Projects
- Support Local Initiatives
- Foster Collaboration
- Monitor and Evaluate Progress While Documenting and Celebrate Success.

### Communities

- Advocate for County/Community Characteristics Preservation



- Develop Strategies to Promote & Support Home Maintenance & Community Pride



- Develop Strategies to Address Blight Across the County



- Investigate a program to Enhance & reimagine Town Centers Across the County



- Further investigate Short term rentals across the County



# Potter County Planning Commission Strategic Planning

## Organizational Four Year Strategic Planning Session 2023

### Economic Base:

1. Identify & Promote Sites for Business Growth.
2. Support Agriculture & Forestry Programs.

### Steps to consider implanting identified action items.

- Define Objectives
- Assess Existing Assets
- Conduct Market Analysis
- Engage Stakeholders
- Site Selection Criteria
- Site identification
- Site evaluation
- Prepare Marketing Materials
- Develop Partnerships
- Market Promotion
- Streamline Permitting and Approvals
- Follow-up and Tracking

### Economic Base

- Identify & Promote Sites for Business Growth
- Support Agriculture & Forestry Programs
- Support & Advocate for Expansion of Tourism

# Potter County Planning Commission Strategic Planning

## Organizational Four Year Strategic Planning Session 2023

### Infrastructure & Environment:

1. Work with municipal officials to organize & prioritize capital improvement projects.
2. Further develop strategies to build out Broadband access.

### Steps to consider implementing identified action items.

- Organize and define capital improvement projects.
- Assess Current Infrastructure and Environmental Needs
- Establish Evaluation Criteria
- Gather Project Proposals
- Evaluate and Score Projects



### Infrastructure/Environment

- Further Develop Strategies to build out Broadband access
- Work with Municipal Officials to Organize & Prioritize Capital improvement projects
- Develop Tools to prioritize poor condition of Municipal Bridges
- Develop & Organize municipal authority Project Priority Plan

Investigate tool to further protect the drinking water across the County

- Prioritize projects
- Allocate or identify resources including funding opportunities.
- Develop Project plans
- Establish Implementation Framework
- Communicate and Engage
- Continual Evaluation and Adjustment

## **Boards and Committees we Serve on or Lead**

- Regional Transportation Board RPO - Chair
- PA Wilds Planning Team - Chair of Planning Team
  - Potter County Water Quality Working Group
    - PA Route 6 Alliance - Board Member
      - ATV Taskforce
      - CEDS Committee
      - PA GIS Professionals
    - PA Planning Directors Group
      - Head Waters RC&D
  - Leadership Potter County Steering Committee
    - Pine Creek Watershed Council
    - SEDA – Council of Governments (SEDA-COG)
  - Pennsylvania Economic Development Association (PEDA)

## Welcome to Our New Staff

Karielle Johnston joined the Planning/GIS/Community Development Office, as the Department Secretary, in early-October, 2023. She's a lifelong Potter County resident and currently resides in Oswayo Boro. Karielle just graduated from Oswayo Valley High School and is committed to learning more about Potter County and explore everything that happens in it. Karielle has been active in Government as she has been an Auditor for the Oswayo Borough and has voted in elections for the last two years.

