



Department of Community Development

City of Duncan, Oklahoma - March 2018

From the Director's Desk: Thank You to my Staff, Team and City of Duncan

I want to take a moment to thank my staff - I have a great team of individuals around me that work hard each day to make Duncan a better place to live and conduct business. My team consist of city staff members that are dedicated to Code Enforcement, Planning and Zoning, Parks and Recreation, Cemetery, and beautification efforts throughout the City of Duncan. Not a day goes by that these fine individuals work to serve our community to the best of their ability, and I am extremely proud of their efforts! Without them, I would not be able to accomplish half of what I do each and everyday.

I'm also proud of our other departments that work tirelessly to serve our community. Our men and women that work in the various utility departments and street department often are braving the inclement weather to restore services that we often take for granted - and they are able to accomplish this while working on an aging infrastructure network that is well past its prime. For this, I thank them all for their hard work and give them my sincerest appreciation!

I also need to express my gratitude to our firemen and police officers! These fine men and women put their lives on the line each and every day to make sure we, as citizens, are safe and sound. They are our first responders in time of need, and they have always been on the scene when I have asked for assistance doing my daily duties. I am honored to have met so many heroes in our community!

The administration also deserves a big thank you - they have made it possible for my departments to apply for grants that will better our community. They have had the difficult task brining our budget out of the red, but have done so by applying teaching methods that I can learn from in order to make more sound decisions while serving our taxpayers. I believe one of my duties as a department head is to be a good steward or your investment (tax dollars) in Duncan!

So if you see any of the representatives of our fine city out and about, remember that we all enjoy serving our community to make this a better place for current and future generations!

THANK YOU DUNCAN!

Review of the City of Duncan Comprehensive Plan

A Comprehensive Plan is a document that includes a series of visionary statements that is adopted by local governments that help guide future decision makers when it comes to land use, infrastructure improvements, community amenities, and can assist in economic development and community growth. Communities, like Duncan, adopt Comprehensive Plans and then prepare zoning ordinances to help implement the Plan. Plans are not policy, but are frequently used to assist in making decisions to requests made by our citizens.

The City of Duncan last adopted a Comprehensive Plan in 2011, and the Department of Community Development often references this document when looking at ordinance amendments and applying for grants. Most plans tend to be set for about 20 years, but really should be updated every five years because of changes in the economy and technology. For this, the City of Duncan Plan Commission will begin holding discussions at regularly scheduled meetings to review our current plan and set out a course for future amendments. Both the Commission and the Department want to make sure our Plan does not just sit on a shelf somewhere collecting dust but to make it a valuable resource for the community's future.

Department Activity for March 2018

The Department of Community Development issued 27 permits and collected \$2,765.90 in permit fees for the month of March 2018. The number of permits is down from 2017, but the fees collected were higher. The average fee collected in 2017 was \$47.73 while the average permit fee this year was \$102.44. This can be an indication of larger projects, such as commercial remodel or a major home renovations, are occurring in 2018.

During this same period, the Department issued 48 violation notices to property owners. Most of these violations were noted for being unlicensed or dilapidated vehicles sitting on the property and/or trash and debris in the yard. As notices were sent out, the Department monitored the properties and found that the majority of the property owners were bringing their yards into compliance with adopted codes and ordinances.

The City of Duncan Plan Commission met on March 20, 2018 to hear a request filed by Steven Ely to subdivide a residential lot. The subject property, located at 211 N 1st Street already has two homes on the single lot. The proposal would allow Mr. Ely to work on the properties with the intent to either sell or rent the properties once the structures are brought up to a habitable condition. The Plan Commission approved the request subject to Mr. Ely getting approval from the Board of Adjustments as the proposed lots did not meet the minimum lot size requirements. Ultimately, the Board of Adjustments approved the request.



211 N 1st Street - Plan Commission filed by Mr. Steven Ely

The Importance of Inspecting Your Home After Roof Repairs

The Department of Community Development would like to share with our citizens the importance of checking your mechanical components (heating, air, water heater, etc.) following any roof repairs that you might have done. Occasionally when a contractor is working on your roof, these mechanical components can get bumped and possibly have the venting components dislodged from the apparatus.

When venting becomes loose, or even completely dislodged, there is a risk that the house can fill with carbon monoxide and make your family sick, or worse, perish in an accident that could have been avoided. You are encouraged to check your systems throughout your home or business to make sure components are in proper working order. If you have questions, you can always call the Department at 580-251-7711 and schedule an inspection of these items following your roof repairs.

You are also encouraged to purchase a carbon monoxide alarm. These are similar to a fire alarm but should be installed or placed low to the ground. Carbon monoxide is a heavy gas that sits low to the ground as it fills a room. It is ideal to place these alarms below the level where your head is while you sleep so that you do not fall victim to carbon monoxide poisoning.

The Department does not regularly inspect roofing or re-roofing projects throughout the community, but permits are required as documentation so in the event there is an issue the contractor can be contacted - hopefully you have selected a company that is reputable enough to have their registration and pull a local permit.



Keep Oklahoma and Duncan Beautiful!

As noted in the February Newsletter, the Duncan Enhancement Trust Authority was granted supplies to help clean up our community through the Keep Oklahoma Beautiful organization. This is the second year that DETA has been granted supplies to make a lasting impact on our community. In 2017, DETA hosted a clean up event that saw 22 citizens gather at Fuqua Park Swimming Pool to help pick up trash in the area. That day, these citizens picked up 42 bags of trash along trails, within playgrounds, and within a creek bed!

The event was so successful in 2017 that several groups started helping maintaining areas within the City of Duncan - one such group gathered weekly to edge the sidewalks and parking lot of Fuqua Park while also making sure that trash was picked up in the area on a regular basis. This group really made a difference in our community by volunteering a few hours each week, and it was obvious that they had a lot of fun meeting and socializing as they left a positive mark on Fuqua Park!

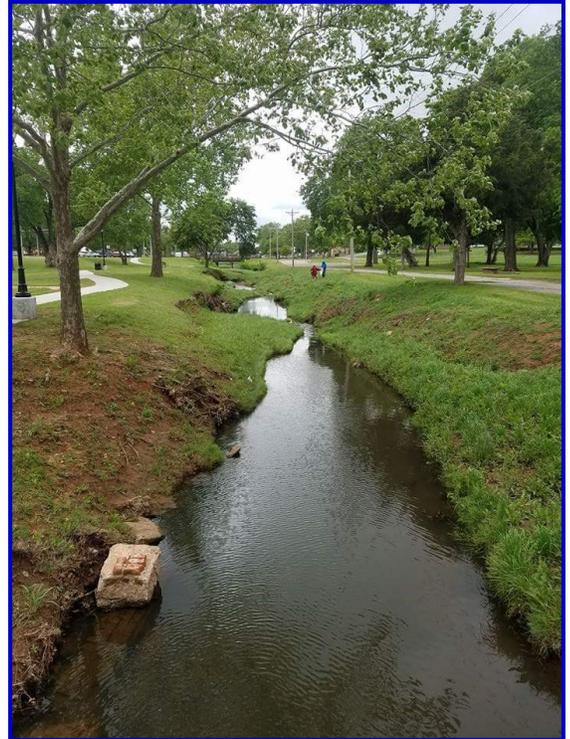
For 2018, the following events are proposed for clean up during the month of April:

- Sunday, April 22, 2018: Duncan Moose Lodge will be meeting at 2:00pm at the Moose Lodge
- Saturday, April 28, 2018: DETA will meet at 9:00am at Fuqua Park behind the swimming pool
- Sunday, April 29, 2018: First Baptist Church will meet at 9:00am at First Baptist Church

All are welcome to volunteer at any of these events as we work to make Duncan Beautiful!

DETA, the City of Duncan Parks Board and the Department of Community Development encourages citizens to volunteer around the community. If you would like to assist, but are not sure where to begin, feel free to contact the Department of Community Development at 580-251-7715. There is always a project or non-profit organization that needs attention!

Through the efforts of DETA and Keep Oklahoma Beautiful, the City of Duncan will be a much cleaner place to live for years to come. A big thank you goes out to our volunteers that want to make a difference!



Contractor and Trade Registration

Per adopted City Code, tradesmen (electrical, mechanical, and plumbing), roofers, and residential contractors are required to be registered at the local level. In many instances, the contractor must also be registered with the State of Oklahoma prior to being able to work in our community. The registration process helps ensure that the contractors doing work on your property are knowledgeable in their field as well as holding current liability insurance - accidents can happen.

For several years, the Department has not fully enforced the requirements of our codes that state these trades and contractors will hold current registration with the City of Duncan, though most of the trades have been very good to provide their documentation of insurance, state approvals and obtain their local registration. These contractors are proud of their work in their fields, as they should be, and having a local process of registration helps protect them from outside "companies" that may not have the interest in our community at heart. These companies that we often refer to as "fly-by-night" often take advantage of our citizens and also leave a bad example of what the trades really mean.

The Department believes that our local registration process, which will be enforced as written and adopted years ago, will be fully enforced. This will provide reassurance and protection to both our citizens as well as those working in the trades. Speaking with several representatives of the trades, the Department has received 100% positive feedback to those obtaining their registrations. This also allows our citizens an opportunity to ask the Department if a company is registered in hopes we can begin eliminating those situations where citizens are taken advantage of. Questions can be directed to the Department at 580-251-7711.

Inflow and Infiltration Study for Duncan, Oklahoma

The City of Duncan has contracted Tetra Tech Inc., Consulting Engineers to perform an evaluation of the sanitary sewer system in a portion of the City of Duncan. The evaluation is being performed to identify inflow and infiltration (I/I) or other sanitary sewer collection system conditions which contribute to heavy wet weather flows and or/ collection system overflows. The project involves the inspection of 800 manholes and smoke testing of approximately 200,000 feet of sewer line.

Inflow and infiltration causes dilution in sanitary sewers. Dilution of sewage decreases the efficiency of the treatments and often causes volumes to exceed the design capacity of the system. Being able to identify areas in the community that inflow and infiltration is occurring will help the City of Duncan work towards addressing those areas and improve the capacity and efficiency of our treatment facilities.

The goal of this project is to identify defects for rehabilitation that will reduce the amount of storm water that gets into the sanitary sewer system causing sanitary sewer system to overload during rain storms. As you observe these crews working throughout your neighborhood, remember they are there helping your community to improve your sanitary sewer service and making your city a better place to live.



Help Protect Against Home Repair Scams!

The Department of Community Development is working closely with the Construction Industries Board (CIB) of Oklahoma to help protect against home repair scams throughout the City of Duncan.

All too often, the Department will get a report from a concerned citizen that has hired a company to make repairs to their home, perform plumbing or electrical work, or replace the roof on their home - and then find out that the work was not done to proper codes, or worse, not done at all. Sadly, these citizens have fallen victim to a scam where the "contractor" made promises but only wanted to take money from unsuspecting citizens.

CIB of Oklahoma has been kind enough to provide signs, as seen to the left, that are being placed throughout the community to help prevent these scams from occurring. As the Department of Community Development, we encourage you to contact us at 580-251-7711 to inquire if your contractor is registered and/or licensed to be doing the work on your property. Both the state and city have policies regarding the various trades and many of these need to be registered at both the state and local levels.

The registration process helps both the tradesmen and citizens alike. The trades appreciate the process as they know inspectors will inquire workers if they have proof that shows they are a company that has abided by laws. As citizens, the registration process means that these contractors carry liability insurance and the company knows that complaints can be filed against them at the state level. These safeguards are welcomed by our trades, and again as a citizen you are encouraged to see if they are registered. At no time will the Department suggest one company over another, but we will let you know their status and a registered and/or licensed contractor.

CIB STATE OF OKLAHOMA
Construction Industries Board

Help protect against home repair scams!
BEFORE hiring a contractor,
Verify valid registration or license
at: <http://www.ok.gov/cib/>

State law requires registration or license for roofing, heat & air, plumbing and electrical work.
Email roofing complaints: roofingcomplaints@cib.ok.gov
All other complaints, leave feedback: <http://www.ok.gov/cib/>
or call: 405-521-6550