



Department of Community Development

City of Duncan, Oklahoma - May 2017

From the Director's Desk:

I recently had the "privilege" of meeting some fine folks associated with the Duncan Regional Hospital Emergency Room - though I highly question if "privilege" is the correct term for this meeting (I'm fine for the most part but still a bit sore). I share this because we should all be extremely proud of the DRH Team and the resources they provide to our great community! We often take for granted what we have, until we need it, and having DRH here provides wonderful opportunities for community growth.

First, the DRH team is truly amazing and they really care about the Duncan community. They strive to assist those in need, educate on ways to live healthier lifestyles, and are there when we need them the most. They provide healthcare solutions that are unique for a community our size, making Duncan more attractive to potential developers and investors that want to make sure they are locating in a community that will help take care of their employees. DRH does this and more for our size!

So from my heart (and kidney stones) I thank the DRH team for being an important part of our community!



Duncan Farmer's Market Update

The Duncan Farmer's Market kicked off the 2017 campaign on Mother's Day this year and was very successful. There were several vendors on site, a food truck, and provided a great environment to bring the family out and enjoy the wonderful weather!

The Duncan Farmer's Market operates each Sunday from 1:00pm to 5:00pm in the Think Ability parking lot at 2103 Beech Avenue. So if you have not had the opportunity to enjoy the fresh produce, check out the locally made wares, or enjoy some tasty food from one of our local food truck vendors, then come on out this Sunday and enjoy fellowship with friends and family at the Duncan Farmer's Market!

Mowing Season is Officially Here!

The spring rains and warmer weather have lead to the sound of lawn mowers citywide to be heard. Hopefully, each and every yard gets mowed and maintained by the property owner and/or tenant that resides at the property. Sadly, based on the increased number of violation notices being sent out by the Department of Community Development, this is clearly not the case.

The Department wants to take this opportunity to remind everyone that City Code requires that yards be free of tall grass and weeds and that curb and gutters be clear of overgrowth. We also want to remind you that blowing cut grass into the street is a violation of City Code - this grass can cause our stormwater infrastructure to clog and cause unnecessary flooding throughout the City of Duncan.



So take a proactive approach to maintaining your property so that the Department of Community Development does not have to process your yard for violations!

Department Activity for Month of May

The Department issued 165 violation notices to properties throughout the City of Duncan during the month of May. The majority of these were for tall grass and weeds. Approximately 80% of those receiving this notice took it upon themselves, as property owners, to bring their property into compliance with adopted city codes and ordinances.

Also during the month of May, the Department issued 36 building permits and collected \$3,370.00 in permit fees. The Department also met with several developers that have expressed interest in bringing new businesses to our community. At this time, the Department is waiting for formal building permit applications to be made before making any further announcements on what these businesses might be.

The City of Duncan Plan Commission met in May and heard several applications pertaining to land use and land development. The Plan Commission heard a "Permitted Use on Review" for a propane dispensary to be located on the same property as the Tractor Supply Store, this request was approved. The Plan Commission also heard two requests brought to them from Halliburton Energy regarding property they own. The first Halliburton request was for subdivision of land while the second request was for the vacation of a platted road right-of-way that is developed as a parking lot. The final application the Plan Commission heard was for a proposal to join residentially zoned properties to form one lot from two.

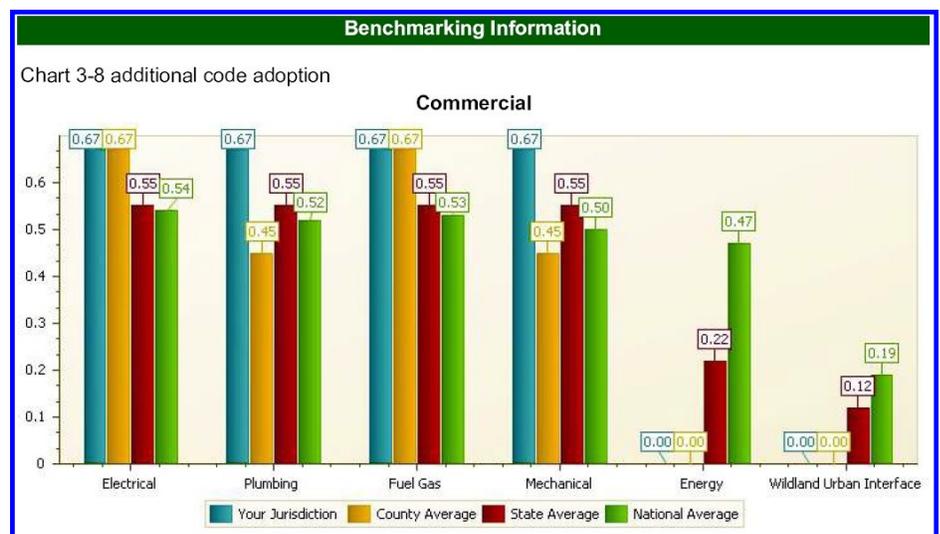
The Duncan Plan Commission will have a meeting scheduled for Tuesday, June 20th at 5:30pm in the City Council Chambers.

ISO Rating For Building Permit and Site Plan Review Completed for Duncan

ISO is an independent statistical, rating, and advisory organization that serves the property/casualty insurance industry. This organization collects information on a community's building code adoption and enforcement services, analyzes the data, and then assigns a Building Code Effectiveness Classification from 1 to 10 where a Class 1 represents exemplary commitment to building code enforcement practices. The concept behind this program and process is that municipalities with well-enforced, up-to-date codes demonstrate better loss experience, and their citizens' insurance rates can reflect that. The prospect of minimizing damage and ultimately lowering insurance costs gives communities, like Duncan, an incentive to enforce their building codes and regulations.

Duncan was previously reviewed in 2009 by ISO. At that time, in 2009, the scores reflected were less than impressive with no data being provided or deficiencies in the review and inspections of buildings throughout the community. This recent review has the City of Duncan earning points in several categories that ultimately improved our overall score allowing us to achieve a 6 rating for commercial buildings - there is always room for improvement as has been shown from the 2009 review to the 2017 review. The Department of Community Development is committed in taking the information from this report and working to make improvements that can ultimately lower insurance rates community-wide.

The Departments scoring did very well compared to the county average, the state average, and federal average in a majority of the scoring categories. Our deficiencies are reflected in the lack of new residential plan review, adoption and enforcement of energy codes, and adoption and enforcement of "wildlife urban interface" categories. The Department also has some deficiencies in total training hours for staff members, but much of that is a reflection of the limited years of service that our current staff members have with the City of Duncan. Again, the Department will work to take reasonable steps to improve these areas while balancing the needs and desires of our citizens.



CDBG - Small Cities Grant Project Update

The Department of Community Development continues to make progress on the CDBG - Small Cities Grant application! The focus of this program will begin addressing the number of dilapidated and unsafe structures that are located throughout the project area as well as begin making improvements to the fire protection infrastructure that is 60 to 70 years old.

As part of the documentation process, the Department of Community Development estimates that it will cost about \$6,000 to remove a single-family structure and approximately \$4,500 to install a new fire hydrant. The Department hopes to remove about 15 structures and hopefully replace 15 to 20 fire hydrants throughout the proposed project area.

Citizen Participation Plan

The Department of Community Development had to revise the Citizen Participation Plan to be eligible for this source of funding. The Citizen Participation Plan acts as a “playbook” in how the Department and the City of Duncan will hold public meetings to provide information to the citizens as well as receive citizen input on the proposed project. The Department must hold at least two public meetings in order to be in compliance with the requirements of this grant opportunity.

The first public meeting will be held on Tuesday, June 20th at 5:30 pm in the City Council Chambers. This meeting will allow citizens to hear about the proposed project, how funding has been made available, and why the area designated was determined to be the area of greatest need for the 2017 fiscal year.

The second meeting will be at the end of the grant cycle, if Duncan has been awarded funds. At this public meeting, the project completion documents will be presented showing that the Department of Community Development and the City of Duncan were successful in utilizing the funds that have been made available.

Income Survey Required

A key component of this process is the completion of an Income Survey as required to determine if the project area truly contains 51% or more of the population as classified as “low-to-moderate income” households. The process began with the Department of Community Development working with the Water Billing Department to determine the number of “active” residentially used properties within the proposed project area.

The Department found that there were approximately 800 residentially used properties (properties with residential structures on site) within the area by reviewing County Assessor information. This was then cross-referenced, with the assistance of the Water Billing Department, to determine those properties with active accounts. This totaled approximately 600 properties within the proposed project area.

Household Size – Number of People that Live Here	Household Income - Estimate
___ 1	___ less \$33,250 ___ more
___ 2	___ less \$38,000 ___ more
___ 3	___ less \$42,750 ___ more
___ 4	___ less \$47,500 ___ more
___ 5	___ less \$51,300 ___ more
___ 6	___ less \$55,100 ___ more
___ 7	___ less \$58,900 ___ more
___ 8+	___ less \$62,700 ___ more

Address: _____ Date: _____

This information was then sent to the Oklahoma Department of Commerce who then indicated that the Department of Community Development must complete 250 income surveys. A random selection of properties was also provided to the Department to send out surveys - the Department has opted to conduct this surveying on a door-to-door basis in hopes of getting a quicker response. It is imperative that these surveys are completed in order to receive matching funds to make improvements throughout the project area!

Resolutions to City Council

The Department of Community Development has prepared several Resolutions that will need to be adopted by City Council. These proposed Resolutions are slated to be heard at upcoming City Council regularly scheduled meetings that will be held in the month of June.

CDBG - Small Cities Grant Proposed Project Area



The proposed project area (map above) for the 2017 CDBG - Small Cities Grant consists of approximately 800 residentially used properties. Of these properties, and as of May 24, 2017, there were approximately 600 residential properties that were being used as such. The other 200 +/- residential properties were either vacant of tenants, or were in such a state of disrepair that they were uninhabitable.

This area was selected by the Department of Community Development as primary focus for the 2017 fiscal year of funding as the area is considered to be a gateway to the City of Duncan for those traveling north on Highway 81 and west on Highway 7. With efforts to improve the quality of life by utilizing these federal funds that have been made possible through the Oklahoma Department of Commerce, and to utilize programs through groups like DETA to help improve the quality of space, the Department of Community Development hopes to make a positive impact on those that live, work and play in this area of our community.

The Department of Community Development will be holding a public meeting on Tuesday, June 20, 2017 at 5:30pm in the City Council Chambers to discuss the proposed project area, how funds have been made available to our community, and how the Department is planning on using the funds that have been made available. It is important to hear from our citizens, especially those that live, work and play within the proposed project area, in order to properly allocate funding for projects that are intended to improve the quality of life and quality of space. If you have any questions about this project, or would like more information, please contact Mr. Nate Schacht, Director of Community Development at (580) 251-7715 or by email at nschacht@duncanok.gov.