



Department of Community Development

City of Duncan, Oklahoma - September 2017

From the Director's Desk:

It is so exciting to see the great citizens of Duncan, Oklahoma become more and more involved with projects that will improve our way of life! Each week I have the opportunity to attend meetings, ribbon cutting events, and programs where I witness people coming together with the purpose of making a positive difference. Some of the groups that I am honored to work with on a regular basis, and I am sure I will miss several, include:

- Duncan Public Schools
- Duncan Regional Hospital
- Main Street Duncan
- Duncan Area Economic Development Foundation
- Duncan Chamber of Commerce
- Duncan Parks Board
- Duncan Enhancement Trust Authority
- Duncan Lakes Commission
- Inspire Duncan



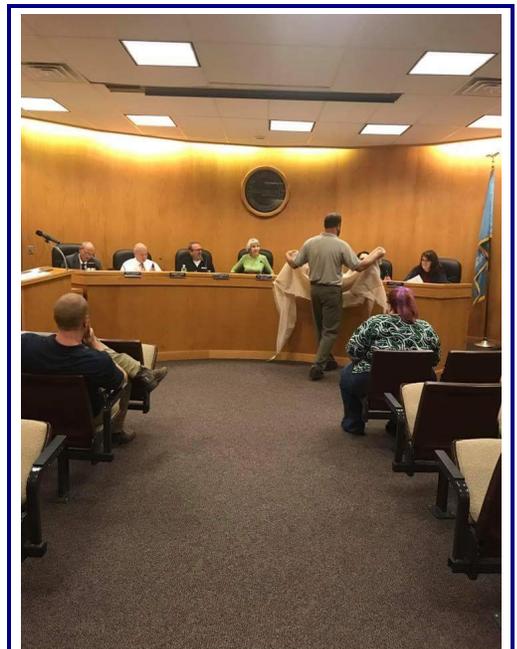
I share this list, because the folks that are involved with these organizations serve as an inspiration to me each and every day. They all want to see our community prosper, and we all work together to try and make that a reality. In addition to the above mentioned, the local churches and civic groups are equally important to our community. We see them come together on a regular basis to help the community through the difficult times and celebrate our successes!

All of this makes me proud to call Duncan, Oklahoma my home!

DETA to Host Ward Meetings in October

The Duncan Enhancement Trust Authority would like to invite you to attend our Year in Review Ward Meetings that will be occurring throughout the month of October. It has been one year since we last visited our Wards and heard the voices of many of our citizens as to how Duncan can be a better place to live. DETA took this information and comprised a work plan that allowed the organization to make recommendations to City Council and other city departments on how the overall quality of life and quality of space can be improved. Now, DETA wants to share with you what 2017 accomplished and how we move forward into 2018. Please join us and share in our successes - your voices are the motivation for a successful community!

- Ward 1 DETA Year in Review Meeting: October 5, 2017, 6:00pm at Woodrow Wilson Elementary School.
- Ward 2 DETA Year in Review Meeting: October 12, 2017, 6:00pm at Duncan Senior Citizens Center.
- Ward 3 DETA Year in Review Meeting: October 19, 2017, 6:00pm at the Simmons Center.
- Ward 4 DETA Year in Review Meeting: October 26, 2017, 6:00pm - location to be determined at a later date.

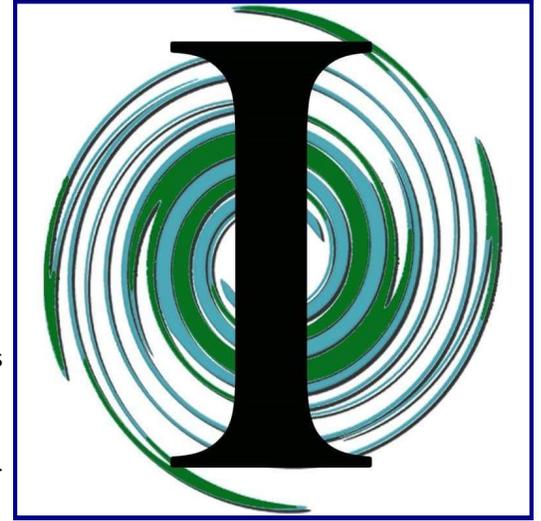


Community Development Director, Nate Schacht, discussing shade cover options that could be hung at our splash pads with DETA members.

Inspire Duncan!

You may not have heard about a fairly young organization in our community called Inspire Duncan yet - but you will as these young professionals continue to come together with a vision of a better community.

Inspire Duncan was created to serve as a platform for young professionals to communicate and collaborate to help move Duncan forward. Their goal is really to get people together to discuss topics in a "Think Tank" format that will networks with others to be formed, generate ideas that will improve our community, and create new opportunities for the community. The group notes that their group was formed for the young professional, they really want to engage everyone that is interested in making Duncan, Oklahoma a better community to live and conduct business. Inspire Duncan wants what is best for all of Duncan.



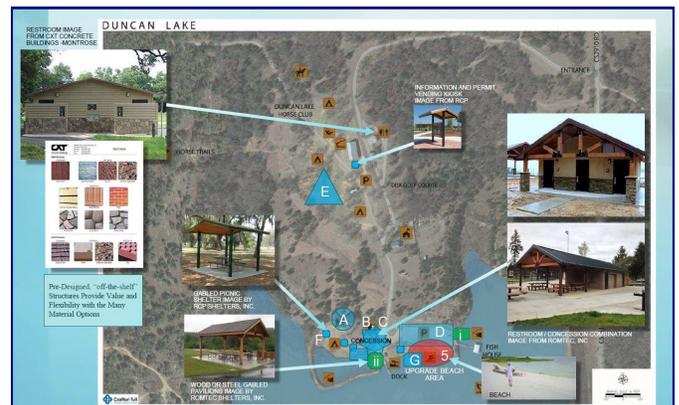
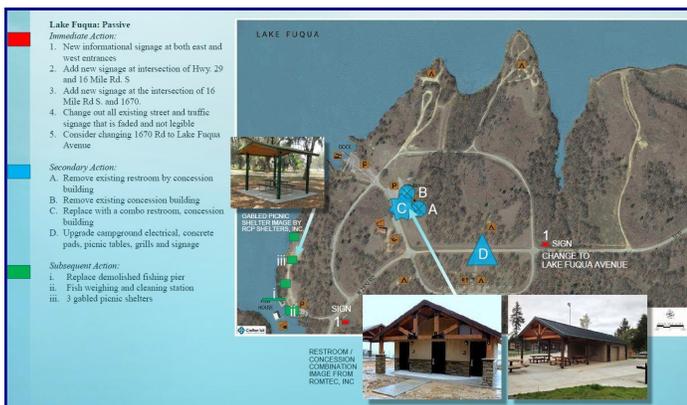
For more information about this group, feel free to visit their Facebook page Inspire Duncan. The group meets regularly each month and has opportunities for those that are free for both evening and lunch hour events. So if you want to be more involved with making Duncan a better community, and you are driven to make a positive difference, feel free to seek out an Inspire Duncan event and start getting involved!

Duncan Lakes Master Plan Approved by City Council

On September 26, 2017, during a regular City Council Meeting, council members voted to adopt the Duncan Lakes Master Plan. A resolution for this plan will be heard during the first City Council meeting in the month of October.

The Duncan Lakes Commission presented the Plan to City Council and shared that there is a lot of work that is needed to bring our four lakes back to their prime, and having this plan is the first step that is needed. The plan was prepared by Crafton Tull and extensive inventorying of our lakes, public meetings were held and surveys were conducted to put together a document that could be used by the City of Duncan as both a tool and a resource. The plan serves as a tool in that it provides potential projects that will provide new and improved lake opportunities for both citizens and visitors alike. The plan also acts as a resource in that there are avenues to seek funding that can help implement the proposed projects.

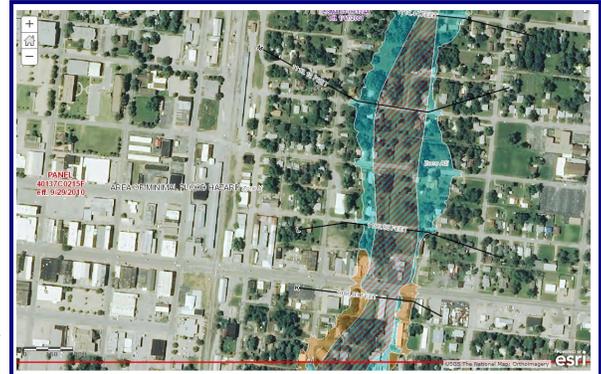
It will take time, but it is exciting to see that there is a strong future for the four lakes that serve our community.



"Love Your Lakes"

Why Does City Code Restrict the Coverage (Developed) Area of Residential Lots?

The Department of Community Development looks at several design regulations when determining status of a residential permit. One of these components is known as “coverage area.” Coverage area is the area of the property that is under roof, or developed. In residential districts, the maximum area of a lot of record that can be developed is 35% for a corner lot and 30% for internal lots. The basis of this requirement is to begin addressing the impacts of impervious surfaces and the impacts that development has on stormwater runoff. Without these guidelines, a residential property owner could develop the property 100% and thus create a stormwater runoff problem for neighboring lots. In commercial districts, the review process requires the creation of stormwater detention infrastructure - something that is not typically required to be installed by a residential property owner.



Flood maps, like the one above, can change as development occurs within a community. Hard surface, if not addressed with development guidelines, can expand the area known as the floodplain and therefore restricts future development.

The Department of Community Development Has a New Employee

Tera Mathis joined the Department of Community Development from the Duncan Police Department during September. Tera serves primarily as the E-911 Coordinator, a position that will help bring the City of Duncan into compliance with Federal mandates as they relate to addressing requirements. Tera’s work will allow the City of Duncan to continue to receive reimbursement from the Federal Government in the event of a natural disaster - it is important that our address system meets the same standards all across the United States in order to allow all first responders to do their jobs in saving lives. A failure to have this system in place does put our community at risk in getting reimbursed for the efforts made in saving lives and cleaning up properties following a disaster.

The Department of Community Development is happy to welcome Tera Mathis to our team!

Department Activity for September 2017

During the month of September, the Department of Community Development issued 26 permits and collected \$2,570.30 in permit fees. The overall permit numbers are down as compared to last year at this time, but a lot of that is that re-roofing permits is down considerably this year. The storms that hit Duncan during 2016 were more severe and the damage was greater to personal property as compared to what has occurred thus far in 2017.

During this same period, the Department has sent out 69 violation notices to property owners that failed to keep their personal property in compliance with City Code. This number is down compared to prior years during this same period. The Department has looked into this as we realize that grass is still growing from the wet August that we just had and have found the following reasons for the lower number of processed cases:

- Years past, the Department has had one Code Enforcement Officer and two Inspectors that would work together to write up violations. The past several months, due to staff changes, the Department has been relying on the Code Enforcement Officer to conduct these inspections while the one Inspector serving our office has been focusing more on office duties and providing inspections for our developers and citizens;
- The Department has heard the voices of our citizens - several citizens have called upon the Department to start issuing more tickets and make the property owner feel more responsible for maintaining their properties here in Duncan - during the month of September, the Department issued 17 citations (nearly 25% of all properties written up for the month) and also placed liens on each of these properties. This additional paperwork has to be completed by the Code Enforcement Officer which will take him off the street a bit. The hope is that with property owners receiving tickets and paying off liens that eventually more citizens will become aware of the consequences of not abiding by City Code

The Department appreciates your understanding as we go through our restructuring process. Also, if you have a property that you are concerned about please contact the Department at (580) 251-7711. We will send our Code Enforcement Officer out and see if there are violations that can be processed under City Code.

Commercial Permit Applications and the Review Process

The City of Duncan and the Department of Community Development requires permits for any and all commercial projects that occur within the city limits. As part of this review process, developers/contractors are required to fill out a permit application and submit full sets of plans and design specifications to be reviewed by the City of Duncan Land Development Review Committee. This committee comprises of individuals that work for the City of Duncan and represent the trades, fire department, addressing, health department, planning and zoning, utilities, and public works.

As part of the application, developers/contractors are required to submit the following information:

- Documents that have been prepared by a registered design professional;
- Site plan documents including, but not limited to: project location, existing and proposed streets, finished grades, dimensions of lot, square footage of buildings, location of all utilities, parking areas, landscaping proposals, etc.;
- Construction documents that include, but not limited to: building structural elements, electrical systems, plumbing systems, mechanical systems, fire protection/life safety systems, and ADA compliance documents; and
- Engineering document, if applicable may include: design of civil engineering elements, drainage impact analysis and statement, FEMA floodplain documents

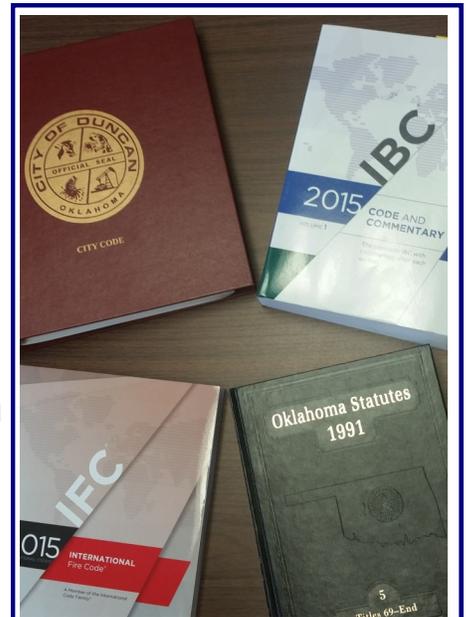
These documents are necessary for the review by the Land Development Review Committee so that the City of Duncan can determine if the proposal meets the adopted State and local building codes, provide adequate fire protection, and ultimately show that steps have been taken to preserve both life and property to the greatest extent possible.

The Land Development Review Committee meets weekly, typically on Thursday mornings unless otherwise noted, and are available to answer questions that developers might have and to also provide guidance in understanding the adopted codes and ordinances that relate to building design and fire/life safety. The committee also encourages that developers/contractors attend these meetings so if there are questions from the City of Duncan regarding the review then there will be someone available that might be able to address the questions/concerns. If questions or concerns that the committee members might have go unanswered during the review process then delays will occur in getting a construction permit into the hands of the developer.

More often than not, the Land Development Review Committee receives incomplete plans and/or no one attends the meeting to answer questions. As this happens, the committee members are often left seeking contact by phone and/or email to gather the additional information. Just getting in touch with a developer/contractor may take days to occur and then everyone must wait for clarification of the submittal or new drawing prepared by a design professional.

The Land Development Review Committee is fully aware that "Time is Money" for developers/contractors and therefore do not wish to see delays in a project. However, when the application is incomplete or there may be design deficiencies, the committee is not prepared to make any assumptions about the proposal and hope for the best. The committee's first commitment is to all citizens of Duncan and to ensure that codes that have been adopted to protect life and property are fully adhered to by the developer/contractor.

The Department of Community Development and the Land Development Review Committee understands the frustrations that are caused by review delays. In hearing the complaints, the Department is taking steps to hopefully correct this by altering the application to require a signature of completeness to hold the developer/contractor accountable for the completeness of the items submitted for review and to require the developer/contractor, or a suitable representative to be in attendance of the Land Development Review Committee meetings. Many of the projects that have occurred in the last few years have had very little, if any, representation at these review meetings - only after several reviews of a proposal and indicating the deficiencies of the items submitted will a contractor/developer start taking interest in these meetings.



The City of Duncan has adopted several codes and ordinances that are used in the review of permit applications. These documents require certain standards to be met by a developer or contractor before the structure can be occupied. The review process by the Land Development Review Committee works to make sure that the design of the structures are compliant with these codes.