

MINUTES CITY PLANNING COMMISSION

Minutes of the City Planning Commission meeting held April 14, 2022, in the City Council Auditorium, City Hall, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 1:30 p.m. by Chairman David Denham.

MEMBERS PRESENT: Dave Davison
 David Denham
 Shelli Fox*
 Ron Jarvis
 Deborah Jones
 John Jones
 Michael Logan
 Darren Medders
 Neil Springborn

MEMBERS ABSENT:

ALSO PRESENT: Michael Cleghorn, City Manager
 Richard Rogalski, Deputy City Manager
 Kameron Good, Planner
 Paul Martin, Planning Administrator
 Greg Gibson, Assistant City Attorney
 Gary Brooks, Housing and Community Development
 Denise Ezell, Recording Secretary

*enter at 1:45 p.m.

2. **Verify posting of meeting.**

Meeting was posted on April 7, 2022, at 4:17 p.m.

3. **Establish Quorum.**

Denham stated I saw an email where Shelli does have plans on attending. Currently, we have seven (7) of the eight (8) members present.

4. **Approval of Minutes.**

Action: Motion to approve minutes from the March 10, 2022 meeting.

Motion by Jarvis Second by Medders, to approve the minutes of March 10, 2022 as written. **Aye:** Denham, Jarvis, D Jones, J Jones, Logan, Medders, Springborn, Davison. **Nay:** None. **Motion Passed.**

New Business

5. Review Funding Request Applications that have been submitted through the Housing & Community Development Office for the upcoming 2022 Annual Action Plan, receive presentations from non-profit organizations who have submitted a Funding Request Application, and provide a recommendation to the Housing & Community Development Administrator to include in the draft plan.

Recommended Action: Provide a recommendation to the Housing & Community Development Administrator to include in the draft plan.

Denham stated Mr. Brooks welcome.

Brooks stated I would like to thank all the organizations, who assist the citizens of Lawton, for coming today. Thanks for applying and speaking before this group. I really appreciate what each of you do. We are trying to serve them as well as we can. I would also like to thank my staff. They are the ones that make everything happen and are the experts. With me is Kristy Dement, Brodrick Jackson and Loimata Taito. I have heard there are questions about the scoring.

Denham asked did you rank all eight (8) agencies in order.

Brooks stated correct.

Denham stated what wasn't in our email is on the first page of the booklet. It lists our top ten (10) needs. Was everybody able to reconcile what our needs are and how the entities were scored. If you have questions now is the time to ask.

Brooks stated those needs came from a survey in late 2021.

Denham stated it was a long overdue needs assessment. That is awesome.

Brooks stated correct.

Denham asked are there any questions of Brooks before we get started. Gary, thank you and you may be called upon to help with questions. Per previous years we ask you to come to the podium to speak. We have received the packet of information, so we ask you hit on the highlights. We try to limit the presentation to three (3) minutes. Most of us have been here multiple years. We know you are very dedicated and devoted to your organization and cliental. If there is anything in addition you could provide, we would like to hear from you. I'm going to go in order of the book. Looks like Lawton Support Services is first.

Jackson stated good afternoon. My name is Jarvis Jackson and I'm with the Lawton Housing Authority/Lawton Support Services. Our program is called the Homeless Prevention and Re-Housing Program. There are three (3) basic components to our program. First is prevention. You cannot have an effectual homeless program without the ability to prevent homelessness. The prevention component is very important. We can provide rent and utility assistance to keep some

in their homes. Second is the housing component. This is the component that differentiates us from any other program. Lots of programs provide some sort of assistance in the way of prevention, but in the housing element we are unique in a sense. We are two (2) non-profits at Lawton Housing Authority, and we have housing assets. With the funds we receive through the Public Service grant we are essentially a one (1) stop shop. We use those funds to help in the relocation effort and the re-housing effort to pay for security and utilities deposits. That is the component that separates us. We are a one (1) stop shop because of the housing elements ranging from public housing, Section 8, tenant based rental assistance, and a voucher program for homeless veterans. The third element and one that isn't talked about much is the self-efficiency. Each of our housing components offers the ability of homeownership. Someone could come into our program homeless and over the course of time leave the program as a homeowner. We don't ask for much in the Public Service grant, but what we do ask for makes all the difference in the world for the programs we are able to offer and for the families we are able to assist.

Denham asked do you have a number of success stories. How many have graduated from homeless to owning their own home within the program.

Jackson stated I have seen five (5) from beginning to end. It doesn't happen every day, but when it does it is exciting for the families as well as us. It is particularly exciting when you see them come from the place of homelessness to achieving homeownership. It is a wonderful thing.

Denham asked how long does that usually take or does it vary.

Jackson stated for those that have accomplished ownership it was over a period of three (3) to four (4) years. We have a self-sufficiently element as a part of our program where we sit down with the family and ask where they want to be over the course of the next four (4) to five (5) years. If that is homeownership, we will help them put together a service plan that allows them to do that. Anything from helping them to repair their credit or whatever to move towards that goal we will assist them in doing so.

Denham asked are there any questions of Mr. Jackson. Jarvis, thank you and we appreciate what you're doing. Next is Marie Detty/New Directions. It appears they are not here. Let's move to Roadback.

Erman stated my name is Christine Erman and I'm the director of programming for Roadback. We are a non-profit providing substance abuse and mental health care in this community for fifty-three (53) years. The program that we are asking for funds is for a recovery coach case manager. This program provides a variety of services that hits on three (3) of the top ten (10) needs according to the community needs survey. First is homelessness services. We provide prevention education and treatment to help folks that are in risk of losing their home or are currently homeless. We help them obtain and maintain housing. We provide mental health services on a variety of levels which include substance abuse and employment training. Those are three (3) of the top ten (10) needs we address through this program. Our main goal is helping to improve the stability of each program participant. Some need prevention, some need treatment some need a case manager to help navigate them to getting back to work or obtaining housing. Some of our regular programs we provide for includes recovery homes. We can temporarily house

someone while they navigate through a treatment program. That is the focus of our program we are seeking funding for. Those services will address those three (3) areas.

Denham stated thank you Christina. Are there any questions. Good job. Thank you. Next is Teen Court.

Frazier stated good afternoon. I'm Marsha Frazier the director of Teen Court. Teen Court is a first-time offender's program. We help adjudicate first time offenders that have been arrested. We have seen them as young as ten (10) years old. That is pretty young to be arrested. All our kids are mandated to attend educational classes. They must attend eighteen (18) hours of educational classes, that is written in our application, on the dangers of substance abuse, complex resolution, and anger management. Those classes are also taught during school hours in the Lawton Public Schools. It is imperative we get funding for the education program. The cost of substance abuse services is discounted for us by two-thirds (2/3). They charge us \$100 per child. We saw over a thousand (1,000) at risk kids last year in the school system and in the court system. They were educated on all these subjects. That is so important. In years past we have received \$22,000 to \$25,000. Last year we were cut to \$17,000. I understand there are more agencies, but I want you to know at \$100 per head every dollar we are cut is an at-risk juvenile. When we lost \$7,000 that was seventy (70) kids we could not educate. We applied for the Youth and Family Services through the CIP funds and unfortunately, we did not get that grant. We are back to our original funding and are requesting \$22,000 to educate two hundred twenty (220) juveniles. Thank you. Are there any questions.

Springborn stated I have twenty-eight years in law enforcement and several years on the board for Teen Court. I have seen what Teen Court does and it is an extremely worthwhile organization. What they do with kids is amazing. It deserves all our support.

Frazier stated thank you. I appreciate those comments. We had a 97% success rate in 2021. There were eight (8) juveniles that decided they were going to be defiant and have been suspended. Once they are suspended, they are headed from school to prison. They are home alone during the day and do whatever they want. Usually, the mother is a single head of household trying to make ends meet and there is no network for those kids. They end up on our streets. Thank you.

Jones D asked were you told what deficiencies you had. Was there an application for the at-risk program?

Frazier stated Sylvia Burgess told me it was because the measurement outcomes we were presenting at the end of the year. Those were done by our educational facilitator and the school system. We can't get the numbers without the school. They did not want the school involved. They want us to come up with a plan to do the measurements. When I come up with that plan we will reapply.

Jones D stated what I think you are telling me is you had a timing issue and could not get the application fulfilled.

Frazier stated no. The numbers we were getting at the end of the fiscal year would have been measured by Lawton Public School and they wanted those measurements from Teen Court. For the kids in school, I must get my information from the school. I can give you measurements for the court program because I run it. I don't run the school program. The Assistant Principle, Andrea Tray, was going to do the measurements and that didn't fly.

Jones D stated Gary, can you look into the criteria for the at-risk money and the CIP. Find out if there was a number of agencies that had external statics that somehow wasn't being counted or were not available due to timing.

Brooks stated yes ma'am.

Jones D stated thank you.

Frazier asked are there any other questions.

Denham stated thank you. Next will be Center for Creative Living.

Miller stated my name is Loreen Miller and I'm the executive director for The Center For Creative Living. We have been here since 1981 and serve senior citizens as a day center. We have a little over six thousand (6000) citizens we offer service to. They not only live in Comanche County, but in southwest Oklahoma from I-35 west and I-40 south and some that come from Texas. We have started a nutrition program and we are serving almost five hundred (500) meals a week three (3) days a week. We serve Monday, Wednesday, and Friday. One hundred (100) of those meals are served to homebound citizens. These citizens cannot get out of their homes for one (1) reason or another. Some are temporary and other will use the program forever. We have a congregate setting for their meals. Tomorrow seventy-seven (77) will receive a meal and yesterday fifty-five (55). It depends on the menu as to how many eat. Tomorrow we will have our Easter meal, and lots are coming to eat. The home deliveries stay around one hundred (100) meals. It has increased recently. To meet the criteria, you have to be fifty-five (55) and older. There are no other questions asked. We do ask they fill out demographics on where they live and their income. About sixty-six (66) percent are low income. It isn't mandatory to fill out the questioner. Some are hesitant and that is okay. This is a service to our senior citizens with no charge. We do ask for donations. Unfortunately, the cost of food is skyrocketing, and we are in need. The cost of packaging has gone up for our home deliveries. Those are served in an aluminum foil packet almost like a tv dinner. They have a cardboard lid that sits on top, and you can seal them closed. The reason that is important is when being delivered it is jostled a lot. Community Access has partnered with us. They are disabled Oklahomans with a job coach. They deliver our meals at no cost. There are seven (7) routes. They come to the center, pick up their routes and deliver them. We are blessed by them and in turn we provide them with a type of employment. If we had to provide the delivery service, we probably wouldn't be able to do so. Are there any questions.

Denham stated thank you Loreen. Next is Christian Family Counseling Center.

Diley stated good afternoon my name is Tim Diley. I am the executive director for the Christian Family Counseling Center. The center has been operating since 1985 and part of our

mission statement is to provide a certain amount of professional counseling to lower income families at no cost. The program overview is exactly that. Counseling is very expensive. A normal fee is \$110. We absorb most of that and charge \$60 for that session. We use the monies from the CDBG grant to pay for the \$60. That is one hundred (100) percent the salary of the counselor. This is not a glad path program. What I mean by that is it is a first come first served. We don't keep a number of sessions back. If we have forty (40) people that come in every month and we go through the funding, which we have the past two (2) years, then so be it. We supplement the rest and carry those individuals through the entire counseling journey. We do not end their sessions due to funding. We supplement that from other revenues we receive from the community. We have a fund-raising banquet and most of the funds helps our CAPS Program. We have done that the past two (2) years. We have funding for about nine (9) months, and we continue the cycle. Are there any questions.

Springborn stated I spent eleven (11) years as police chief at Cameron. There were times we had students that were having problems and we all know students have no money. This was a life saver for those students. Again, I thoroughly support what you do. You fill a big need in this community.

Diley stated thank you. We provide services from seven (7) years of age to adult. We have license professional counselors, licensed family marriage therapist and play therapy for the children and adolescent. We see all these in the CAPS program.

Denham stated great job. Thank you, Tim. Finally, Great Plains Improvement Foundation/C Carter Crane Homeless Shelter.

Hoke stated my name is Jennifer Hoke. I'm the Donation Specialist at C Carter Crane a program of the Great Plains Improvement Foundation. We are first and foremost a homeless shelter with twenty-eight (28) bed capacity. We take men, women, and families with children into our shelter. There isn't any qualification they have to meet except they cannot be a violate offender. We also offer prevention and rehousing assistance that helps with past due rent and utilities, so they don't become homeless. For the homeless we can help pay with their first month rent and deposits, so they have permanent housing. Are there any questions.

Denham stated very good. Thank you very much we appreciate it. I spoke in error, I apologize, Janet saved me. Family Promise we are not forgetting you. I apologize.

Saveck stated my name is Sara Saveck the executive director for Family Promise. We are a homeless shelter that specializes in keeping families together. This is a different model in Lawton and most of the state. We keep families together as one unit. We try to make the shelter like a house where they have their own space. It is very individualized. We help them become sustainable to include getting a house, working with many of the people in this room to help with other resources to be successful and to maintain their success. We are so individualized it is hard to tell you exactly what service the grant money goes to. We go over it by saying case management hours. The more hours we work with each family the more resources we can give them to make sure they are successful in maintaining housing. Our case manager, ____ Tucker, is very experienced, knows everyone and she knows how to get families situated. Any questions.

Denham stated now that you have a facility have you stopped going into the churches.

Saveck stated we have. We stopped that during COVID. Before we had a rotation system where we worked with thirteen (13) local churches where they housed the family during the week, and we provided a day center. Before COVID we had a five (5) year plan to turn Jay Roy Dunning's old building into a shelter where we would house them forever. After COVID our five (5) year plan turned into a ten (10) minute plan. We have been trying to make certain the building is efficient. We had a lot of donations from the community, and we have a better situation. We are starting to house more families than we previously have.

Denham stated awesome. Good job Sara. Thank you very much. Okay, I have been informed that New Directions/Marie Detty is here.

Kipper stated my name is Latisha Kipper. I'm the program director at Marie Detty/New Directors. We are a thirty-six (36) bed shelter and provide services to men, women, children, victims of domestic violence, sexual assault, and stalking. They have to be in one of those categories to use our services. We also offer counseling and a court advocate who works closely with the Comanche County Courthouse. They help with filing a protective order or if they are not certain that is what they want to do the advocate will go over their rights and options. She helps with the paperwork and advocates for them before a judge. This can be really intimidating for some, so we provide that additional support. We have a case manager that works closely with our ladies. You do not have to be in our shelter to use our services. Our services are free whether you are a resident of our shelter or not. The case manager works closely with them to get them connected to community resources such as Lawton Community Health Center, jobs, and housing. Sometimes Lawton is not a safe place for the victim to stay. We have funds to send them to a safe place. We relocate them back to relatives, close friends, or another shelter. It could be within Oklahoma or another state. We are also the only shelter in southwest Oklahoma that has a pet shelter. This has been a tremendous help for a lot of victims. We have had calls from victims that wanted to seek safety but didn't want to leave their pets. Their partner may have threatened or hurt their pets. This has help to get the victim and pet to safety. If we cannot board the breed, we have a MOU with the animal shelter to board them for us. We have a sexual assault response team with six (6) of our staff members. If a sexual assault victims wants an advocate, we will send one to meet with the victim, nurse, law enforcement or family members. We provide whatever support the victim needs. A lot of times we are holding hands, wiping tears, safety planning, giving out information or whatever the victim needs. Your funding helps us to continue helping others the way we do.

Denham stated you said they didn't have to be a resident to seek advocacy. Surely victims aren't still with their abuser and still seeking help.

Kipper stated some are not ready to leave or they need help leaving safely. The most dangerous time for the victims is when they are trying to get out. We provide the emotional support and a safety plan so hopefully they get out safely.

Denham stated thank you very much. Staff has recommended that we provide a recommendation to Housing and Community Development Administrator on this draft plan. It is different this year because the scoring has been tabulated for us. Looking at some of the changes from last year's recommendation, the needs assessment and what they are addressing I have some questions. I'll defer to the committee to see what you have.

Jones D stated I would like to ask Gary two (2) questions. Did you have any problems or issues with reporting on time the information reported or the financial statements of any of the agencies.

Brooks stated no ma'am.

Jones D stated do you have any potential for reprogramming funds. Funds from previous years that you haven't been able to go back to Council and propose what those funds might be reprogrammed into.

Brooks stated I'm not sure I understand the question.

Jones D stated in the past you have had funds that were not expended in that fiscal year. So, you would go back to Council, and you would reprogram them maybe for another priority or another agency. Do you have any available funds to be reprogrammed from previous fiscal years?

Brooks stated we do have funds that we can direct after the fact. The Public Service Organization portion of the grants are limited to fifteen (15) percent per year, and we expend all of those.

Denham stated one of the new things on this presentation we are only dealing with the Community Organization. We are not dealing with all the other HUD money.

Jones D stated right. I guess what I'm trying to say is if it is a previous fiscal year can it be reprogrammed to the current fiscal year.

Denham stated right, but as I recall I don't know that these groups have ever not spent their money.

Jones D stated there is reprogrammed money every year.

Brooks stated there is money left in most years. We spend those on projects and activities that are approved by HUD. The PSO portion is a fifteen (15) percent portion of the entire funding that is never unspent. That part is directed. I'm not sure that fully answers your question.

Jones D stated I think it does. Here is my concern. We have hundreds of thousands of dollars each year in the CIP for at risk youth. I maybe a little slanted on this, but I think that Teen Court has proven over the years that if anybody represents at risk youth it is that program. They have been very successful. I'm not sure about the criteria from LPS. It seems to me that statics

from any source, as long as they are reliable statics, should be counted towards evaluating an agency or application. I'm very concerned that they went down \$11,000.

Brooks stated that was due to the needs assessment that was done last year. I fully intend to address futures needs.

Jones D stated we had an election and the public said that youth at risk is a priority. It is a category.

Brooks stated yes.

Denham stated and it is number two (2) on our needs assessment.

Jones D stated it is number two (2) and we can't find \$10,000. I'm going to talk like a Councilman. Go find me \$10,000.

Brooks stated yes ma'am.

Denham stated that is my chief concern. I'm not seeing ten (10), but I do see them going from \$15,000 to just under \$10,700. They have the second highest needs, yet they scored almost at the bottom. That is why I'm concerned on how our scoring went when they have the most priority.

Brooks stated we will review this.

Denham stated okay, so we are not to the point that we are sending any recommendation to Council.

Brooks stated no, not at this time. I do want to point out that these funds are projected. The HUD money has not been identified fully. We are going off last year's money and that doesn't necessarily vary from year to year much.

Denham stated it goes down year after year after year. Last year was the first we saw an increase in a long time. Hopefully you can at least maintain that.

Brooks stated that is our hope.

Denham stated I tell them every year to look for other sources. This money will eventually go away. I don't see how it is going to be sustainable and we have eight (8) organizations. It has been higher, and it has been lower. The more we help the more the pie shrinks. I appreciate you addressing our questions.

Brooks stated when I was watching the budget this year there was an increase to CDBG funding nationwide. I believe it was somewhere around \$4,000,000. Hopefully some of that will trickle down.

Jones D stated I would say the opposite. I think it is based on population.

Jackson stated Family Home Shelter/Family Promise only requested \$15,000 and they were awarded \$18,000. That is the only one on the list that was awarded more than they asked for.

Brooks stated this is due to the formula we use.

Jackson stated I don't doubt that they can't use the money, but the rest was awarded less than they asked for and Family Promise was awarded more. They all can use the money that was awarded to them.

Brooks stated we are going to review all of these.

Jackson stated thank you.

Denham asked are there any other questions. Gary, we appreciate it.

Brooks stated thank you.

Denham stated okay, commissioners what is your preference.

Jones D stated we have heard the presentations and Gary is going to rework the numbers. Do we need to make a recommendation?

Denham stated one of our recommendations could be to re-evaluate the proposed allocation and bring it back. We will meet on the other monies as well. Have you scheduled the next meeting? I believe we get the money in October.

Brooks stated it usually shows up around then. Last year we new the amounts in February, but we haven't seen them yet. (Can't hear)

Denham stated okay, late May or June for the follow up meetings. If you have concerns get with Janet and she can forward those to Gary and his team. I want to thank all of you for coming back this year. I would like to reiterate the great work that all of you are doing. Please keep it up. I'm sorry that you have to be in the business but unfortunately, we have great needs and not enough resources. Keep up the good work and hopefully we will get some numbers allocated soon. More importantly the numbers will come in from the government that will support it. Thank you again. I will ask each of the commissioners to get with Janet before the next meeting with any feedback on the allocations. Then we will revise the proposal and take action at another meeting.

Jackson asked do we need to table this item.

Denham stated I don't believe so. They are coming back with the overall budget of CDBG and HOME Program. This is just fifteen (15) percent of the overall allocation. It is locked in. That money is spent before they get it.

6. Commissioner's Reports or Comments.

None

7. Secretary's Report.

Smith stated good afternoon. I would like to update you on a couple of things the planning department is working on. First is the URP. Our Urban Renewal Plan was approved by the public some fifty (50) years ago. We are working on a few minor revisions. According to the state guidelines we can offer minor amendments. We want to address some concerns that has been brought to my attention. Next is an ordinance relating the lot size you can build on. This allows development on some of the smaller lots in the older areas of town. You will see those at our upcoming LURA meeting.

Jones D stated would you, Kameron and Paul have time to meet with me. I would like to talk about the small lot ordinance. I have some thoughts I would like to talk to staff about.

Smith stated yes ma'am, I'll be happy to do that. The discussion we had with CPC was very helpful. A couple of major concerns were trailers and manufactured homes. We have a very stringent ordinance in place regarding those. We have the ability to refer to that in the ordinance we bring to you. Yes, I'll be happy to set up a time. Thank you.

8. Comments from the Public.

Denham stated thank you for your hard work. It is tough and a lot of sweat equity goes into it. We look forward to working with you further on this project.

9. Adjournment.

There being no other business the meeting adjourned at 2:25 p.m.

Motion by Jarvis, **Second** by Medders, to adjourn. **Aye:** Fox, Jarvis, Jones D, Jones J, Logan, Medders, Springborn, Davidson, Denham. **Nay:** None. **Motion Passed.**