

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the Planning Department, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

AGENDA
CITY OF MUSKOGEE HISTORIC PRESERVATION COMMISSION
January 16, 2018

Members of the City of Muskogee Historic Preservation Commission are hereby requested to attend a Regular Meeting to be held on January 16, 2018, at 12:00 noon in the Council Chambers, 3rd Floor of the Municipal Building, Muskogee, Oklahoma, for the purpose of discussing the following items:

1. Roll Call.
2. Approval of the Minutes of the November 21, 2017 Regular Historic Preservation Commission meeting and the December 8, 2017 Special Call Historic Preservation Commission meeting.
3. Introduction of Lynda Ozan, Deputy State Historic Preservation Officer and Acting Director of the State's Certified Local Government Program for a presentation and training session on Historic Preservation and the Certified Local Government program.
4. Discuss and take any necessary action on the Request for Proposals received for the preparation of the four (4) National Register Nomination applications.

Adjournment

HPC

2.

Meeting Date: 01/16/2018

Initiator: Tish Callahan, Planning Asst.

Information

AGENDA ITEM TITLE:

Approval of the Minutes of the November 21, 2017 Regular Historic Preservation Commission meeting and the December 8, 2017 Special Call Historic Preservation Commission meeting.

LEGAL DESCRIPTION:

BACKGROUND:

RECOMMENDED STAFF ACTION:

Approval of the Minutes of the November 21, 2017 Regular Historic Preservation Commission meeting and the December 8, 2017 Special Call Historic Preservation Commission meeting.

Fiscal Impact

Attachments

11-21-2017 MINUTES

12-8-2017 MINUTES

MINUTES
CITY OF MUSKOGEE HISTORIC PRESERVATION COMMISSION
November 21, 2017

The Muskogee Historic Preservation Commission was called to order for a Regular Meeting to be held on November 21, 2017, at 12 noon in the Council Chambers, 3rd Floor of the Municipal Building, Muskogee, Oklahoma.

1. Roll Call was taken by Tish Callahan, Assistant City Planner. There was a quorum present.
Members Present: Joel Cousins, Glenda Elliott, Sue Tolbert and Edwyna Synar
Absent Members: Doug Buse, Pete Carson, Joshua M. Casarez, James E. Tolbert, IV and Brent Trout
Others Present: Tish Callahan, Assistant City Planner

2. The Minutes of the September 19, 2017 Regular Historic Preservation Commission meeting were approved by a unanimous vote following a motion by Glenda Elliott and second by Sue Tolbert.

3. Discussion was held on the facade renovations for the following listed properties that are located with the Downtown Muskogee Historic District. These properties are participating in the Downtown Incentive Grant Program.

- 107 - 111 North Main (Phan and Jessica Nguyen)
- 200 - 212 South Main (Stacy Burns)
- 315 Court (Marcy Hayes)
- 207 North 2 (Neighbors Building Neighborhoods)

A motion was made by Edwyna Synar and seconded by Joel Cousins to TABLE the facade renovations for 107-111 North Main and the 200-212 South Main properties until more details were presented such as materials, colors and in the case of South Main the design concept. The motion included the APPROVAL of the facade renovations for 315 Court and 207 North 2.

Motion carried unanimously.

4. Discussion was held on the request for local designation of 503 North 15 Street as submitted by Edwyna Synar. While the property is locally designated as being a part of the Founders' Place Historic District, the owners are requesting an individual listing for recognition and a sign to describe the history of the home and previous residents. Staff stated that this designation will be processed along with the National Register nominations when those are completed with the CLG grant funds. A motion was made by Joel Cousins and seconded by Sue Tolbert to proceed with the local designation of the Synar Home property located at 503 North 15th. Motion carried unanimously.

5. Discussion and an update was given on the organizing and presenting of an "Education Program" and any updates to the Historic Preservation page on the City's website. Suggestions presented were to educate the local realtors on a continuing basis and highlight the historic preservation accomplishments on the website, in the newspaper, social media or any other platform that will reach the citizens. The local Historic Districts have started educating the property owners with Founders Place Historic District walking door to door with informational brochures and also holding monthly meetings. Staff was asked to prepare a map showing the historic districts and their boundaries to be available for download from the website and for printing for handouts.
6. There was no old business discussed.
7. There was no new business presented.

With no other items on the agenda to discuss, the meeting was adjourned at 1:00 p.m.

MINUTES
CITY OF MUSKOGEE SPECIAL CALL
HISTORIC PRESERVATION COMMISSION MEETING
December 8, 2017

Members of the City of Muskogee Historic Preservation Commission are hereby requested to attend a Regular Meeting to be held on December 8, 2017, at 9:00 a.m. in the Council Chambers, 3rd Floor of the Municipal Building, Muskogee, Oklahoma, for the purpose of discussing the following items:

1. Roll Call was taken by Tish Callahan, Assistant City Planner. There was a quorum present.
Members Present: Joel Cousins, Edwynna Synar, Sue Tolbert, James E. Tolbert, IV and Brent Trout.
Absent Members: Doug Buse, Pete Carson, Joshua M. Casarez and Glenda Elliott
Others Present: Tish Callahan, Assistant City Planner, Phan and Jessica Nugyen, Mike Eslick with Muskogee Phoenix.
2. Discussion was held and a presentation made by Phan and Jessican Nugyen on the proposed facade renovations for their properties addressed as 107-111 North Main. These properties are located within the Downtown Muskogee Historic District. The Nugyen's explained that they had difficulty in finding contractors that would do the wood facade. There were two bidders for the aluminum facade and this renovation would not only be more cost effective but be done in a more timely manner. The colors were a dark bronze. They were hoping to still do the wood facade but the worse case scenario would be the aluminum facade. They also stated they did not want all three (3) of the properties to be in the same color in order to make them distinguishable from one another to look like stand alone properties. They did express their concern with the upkeep problems with wood in having to paint every 3-5 years but understood it would be the most historically correct. They also stated they were not going to do tinted windows, they would have low E windows.
A motion was made by Sue Tolbert and seconded by Joel Cousins to approve the facade renovations as presented by the Nugyen's. The motion carried unanimously.

As there were no other items on the agenda the meeting was adjourned.

HPC

4.

Meeting Date: 01/16/2018

Initiator: Tish Callahan, Planning Asst.

Information

AGENDA ITEM TITLE:

Discuss and take any necessary action on the Request for Proposals received for the preparation of the four (4) National Register Nomination applications.

LEGAL DESCRIPTION:

BACKGROUND:

The Request for Proposal, as approved the State Historic Preservation Office was published in the Daily Oklahoman on November 8-10, 2017, available for download from our website and sent to approximately eighteen SHPO approved consultants. The requests were to be submitted to the City of Muskogee by 5:00 p.m. on Friday, December 8, 2017. The City received five (5) proposals with two of those proposals submitting the same proposal amount for the preparation of all four of the nominations. Due to the closeness of these proposals, staff is requesting the Commission review the proposals for their recommendation.

RECOMMENDED STAFF ACTION:

Fiscal Impact

Attachments

RFP Results

**Results on
Request for Proposal
National Register Nominations
Muskogee Certified Local Government**

December 8, 2017 5:00 p.m.

Consultant's Name	Proposal Amount
Gray & Pape, Inc. Heritage Management 110 Avondale Street Houston, TX 77006 713-541-0473	Preparation for all four (4) \$31,500 Preparation for a single nomination \$11,500
Metcalf Archaeological Consultants, Inc. Astrid Liverman, Ph.D. 11495 West 8 th Ave., Suite 104 Lakewood, CO 80215 303-425-4507 aliverman@metcalfarchaeology.com	Preparation for all four (4) \$26,358 Preparation for a single nomination \$8,000 Add a second nomination total \$13,867 Add a third nomination total \$20,183
Rosin Preservation 1712 Holmes St Kansas City, MO 64108 816.472.4950 rosinpreservation.com	Preparation for all four (4) \$17,400 Option 1: \$2,500 Muskogee Hotel Option 2: \$8,000 Muskogee Hotel + 1 additional NRHP nomination Option 3: \$4,700 per additional NRHP nomination beyond those in option 2
Dianna Everett, Ph.D. Public Historian 2510 Countrywood Lane Edmond, OK 73012-6433 405-348-4679 weaver25@cox.net	Preparation for all four (4) \$6,400 Preparation per property: Muskogee's Carnegie Library \$1,700 First Church of Christ Scientist \$1,500 Sinclair Gas Station \$1,500 Muskogee Hotel \$2,000
Preservation and Design Studio Catherine Montgomery AIA 616 NW 21 st Street, Suite 114 Oklahoma City, OK 73103-1860 405-601-6814 pandddstudio.com	Preparation for all four (4) \$6,400 Preparation per property \$1,600