

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
March 20, 2018

Members of the City of Muskogee Historic Preservation Commission are hereby requested to attend a Regular Meeting to be held on Tuesday, March 20, 2018, at 12 noon in the Council Chambers, 3rd Floor of the Municipal Building, Muskogee, Oklahoma, for the purpose of discussing the following items:

1. Roll Call and introduction of newly appointed Commission member Justin O'Neal.
2. Approval of the minutes of the January 16, 2018 Historic Preservation Commission meeting.
3. Discussion and take any necessary action on facade renovations for the property addressed as 200 - 212 South Main (Stacy Burns) which are located with the Downtown Muskogee Historic District.
4. Discuss and take any necessary action on the FY 18 Certified Local Government (CLG) grant application, due April 30, 2018.
5. Discuss and take any necessary action on the request from Founders' Place Historic District to expand the boundaries of the Founders Place Historic District.
6. Discuss and take any necessary action on the request from Founders' Place Historic District to proceed with the process (per City of Muskogee Policy 10-3) to request the honorary street name of the historic Fondulac Street along Martin Luther King Blvd from Main to North 24th Street.
7. Discuss and take any necessary action on the Historic Preservation Commission participating in the Fire Hydrant Art Project.
8. Old Business
9. New Business - Any matter not known about or which could not be reasonably foreseen 24 hours before the meeting.

Adjournment

Historic Preservation Commission

2.

Meeting Date: 03/20/2018

Initiator: Tish Callahan, Planning Asst.

Information

AGENDA ITEM TITLE:

Approval of the minutes of the January 16, 2018 Historic Preservation Commission meeting.

LEGAL DESCRIPTION:

BACKGROUND:

RECOMMENDED STAFF ACTION:

Fiscal Impact

Attachments

1-16-2018 HPC Minutes

MINUTES
CITY OF MUSKOGEE HISTORIC PRESERVATION COMMISSION
January 16, 2018

The Muskogee Historic Preservation Commission was called to order for a Regular Meeting to be held on January 16, 2018, 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: Doug Buse, Pete Carson, Edwynna Synar, Sue Tolbert, Brent Trout.
Absent Members: Joshua M. Casarez, Joel Cousins, Glenda Elliott, James E. Tolbert, IV
Others Present: Tish Callahan, Assistant City Planner, Lynda Ozan, Deputy State Historic Preservation Officer and Mike Elswick, Muskogee Phoenix reporter.
2. The Minutes of the November 21, 2017 Regular Historic Preservation Commission meeting and the December 8, 2017 Special Call Historic Preservation Commission meeting were approved after a motion by Sue Tolbert and second by Edwynna Synar.
3. Lynda Ozan, Deputy State Historic Preservation Officer was introduced to make a presentation and to provide a brief training session on Historic Preservation and the Certified Local Government program. Ms. Ozan confirmed what Commission members had been discussing, that educating the community, City Council, real estate professionals and property owners about the importance of historic preservation is the key factor in making it work and continue within the community.
4. Discussion was held on the Request for Proposals for the preparation of the four (4) National Register Nomination applications. Staff published the request for proposal in the Daily Oklahoman and mailed the proposal to consultants approved by the State Historic Preservation Office. On Friday, December 8, 2017 five (5) proposals were received with two of those proposals submitting the same proposal amount for the preparation of all four of the nominations. The City of Muskogee has worked with Dr. Everett in the past and staff had high recommendations.
A motion was made by Sue Tolbert and seconded by Pete Carson to award the contract for the preparation of the four (4) National Register Nomination applications to Dianna Everett, Ph.D. in the amount of \$6,400. The motion carried unanimously.

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

Historic Preservation Commission

3.

Meeting Date: 03/20/2018

Initiator: Tish Callahan, Planning Asst.

Information

AGENDA ITEM TITLE:

Discussion and take any necessary action on facade renovations for the property addressed as 200 - 212 South Main (Stacy Burns) which are located with the Downtown Muskogee Historic District.

LEGAL DESCRIPTION:

BACKGROUND:

The property owner has submitted applications for facade improvements on their properties located with the Downtown Muskogee Historic District. While some of the facade improvements do not require a building permit or Certificate of Appropriateness request, all applications requesting to participate in the Downtown Incentive Grant program for facade improvements are being sent to the Historic Preservation Commission for review.

RECOMMENDED STAFF ACTION:

Fiscal Impact

Attachments

No file(s) attached.

Historic Preservation Commission

4.

Meeting Date: 03/20/2018

Initiator: Tish Callahan, Planning Asst.

Information

AGENDA ITEM TITLE:

Discuss and take any necessary action on the FY 18 Certified Local Government (CLG) grant application, due April 30, 2018.

LEGAL DESCRIPTION:

BACKGROUND:

The Certified Local Government Grant, \$5,625 CLG funds/\$3,750 City Match (\$9,375 total) is due April 30, 2018. If agreed upon to apply, a project needs to be discussed and agreed upon by the Historic Preservation Commission to submit to the State Historic Preservation Office by April 30, 2018. Founders' Place Historic District stated they would like to have their district nominated to be listed on the National Register. A way in which to accomplish this is to apply for the CLG funds with the project being the hiring of a consultant to prepare the application for the National Register nomination.

RECOMMENDED STAFF ACTION:

Fiscal Impact

Attachments

FY 18 CLG ALLOCATION LTR



Oklahoma Historical Society

Founded May 27, 1893

State Historic Preservation Office

Oklahoma History Center • 800 Nazih Zuhdi Drive • Oklahoma City, OK 73105-7917
(405) 521-6249 • Fax (405) 522-0816 • www.okhistory.org/shpo/shpom.htm

February 2, 2018

The Honorable Bob Coburn
City of Muskogee
PO Box 1927
Muskogee, OK 74402

RE: Fiscal Year 2018 Certified Local Governments Fund Allocation and Application

Dear Mayor Coburn:

We are pleased to inform you that the City of Muskogee has been allocated \$5,625 from the State Historic Preservation Office's (SHPO) Federal Fiscal Year 2017 Certified Local Governments Fund (CLGF) to foster development of your local historic preservation program. Further information about the CLG program is found in Certified Local Governments Program for Oklahoma (state procedures). The CLGF pass-through subgrants are from the SHPO's share of the U.S. Department of Interior's Historic Preservation Fund (HPF). Because Congress has not completed the appropriations process, partially funding the federal government through continuing resolutions, your CLGF allocation could change, and we cannot be certain when the funds will be available to you.

To request your city's CLGF allocation, complete the Certified Local Governments Fund annual application, now available at <http://www.okhistory.org/shpo/clg.htm>, and submit it to the SHPO by 5:00pm, Friday, April 30, 2018. If we do not receive your application by the deadline, we will assume you do not wish to receive funding this year, and your allocation will be awarded to other CLGs. If you know you will not apply for funding this year, we ask that you notify us in writing or by e-mail to lozan@okhistory.org at your earliest possible convenience.

In accordance with the state procedures, CLGF-assisted projects must produce tangible results. We encourage you to include projects and activities in your application that concern the identification and documentation of historic properties associated with underrepresented communities and/or that help build their capacity to use the full range of historic preservation tools and incentives (e.g. investment tax credits). Also, we encourage you to consider ways to increase the effective use of technology in your local preservation program and to use the CLGF to support these initiatives. These issues and other matters associated with the application process are on the agenda for our annual roundtable discussion with city staff from Oklahoma's CLGs on March 28, 2018 at 1:00 PM in the OK/SHPO conference room.

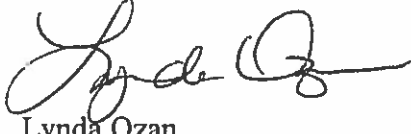
In accordance with federal program requirements and the state procedures, the CLGF subgrant must be matched from nonfederal sources on a 60% federal/40% nonfederal basis. Because funding from our program is limited, you may decide to overmatch the grant in order to accomplish your project(s) for this year. Because some CLGs may not apply for all or only a portion of their allocation, additional funds may become available to you.

Mayor Coburn
February 2, 2018
Page 2

If you have questions about the CLGF, or if we can be of assistance in any way, please do not hesitate to contact me at 405/522-4484 or lozan@okhistory.org.

We look forward to our continued working relationship in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lynda Ozan', with a stylized flourish at the end.

Lynda Ozan
Deputy State Historic
Preservation Officer

LO:jm

cc: Ms. Tish Callahan

Historic Preservation Commission**5.****Meeting Date:** 03/20/2018**Initiator:** Tish Callahan, Planning Asst.

Information**AGENDA ITEM TITLE:**

Discuss and take any necessary action on the request from Founders' Place Historic District to expand the boundaries of the Founders Place Historic District.

LEGAL DESCRIPTION:**BACKGROUND:**

The Founders Place Historic District has requested to expand their historic district boundaries to include the area from Court Street to Okmulgee Avenue from North 12th Street to North 17th Street. The expansion process will include a public hearing be held to discuss and take any necessary action on the District expansion proposal. A notification of the public hearing must be sent to the property owners within the area proposed to be expanded and a public hearing notice published at least twenty days prior to the public hearing. If approved, the proposal will be presented to City Council for approval and a Resolution approving the expansion executed.

RECOMMENDED STAFF ACTION:

Fiscal Impact**Attachments**

No file(s) attached.

Historic Preservation Commission

6.

Meeting Date: 03/20/2018

Initiator: Tish Callahan, Planning Asst.

Information

AGENDA ITEM TITLE:

Discuss and take any necessary action on the request from Founders' Place Historic District to proceed with the process (per City of Muskogee Policy 10-3) to request the honorary street name of the historic Fondulac Street along Martin Luther King Blvd from Main to North 24th Street.

LEGAL DESCRIPTION:

BACKGROUND:

The Founders' Place Historic District is proposing to submit a request, per City of Muskogee Policy 10-3 to add the honorary street name of the historic name Fondulac Street along Martin Luther King Blvd from Main to North 24th Street. The Founders' Place Historic District wanted to present this to the Historic Preservation Commission for their approval and support.

RECOMMENDED STAFF ACTION:

Fiscal Impact

Attachments

10-3 Honorary Street Sign Policy

Policy 10-3 HONORARY STREET NAME SIGN POLICY

COUNCIL POLICY NO. 10-3

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: HONORARY STREET NAME SIGN POLICY

PURPOSE: This method of honoring individuals or groups is reserved for those having city wide impact or fame. Individual family tribute or commercial and corporate related recognition does not qualify.

BACKGROUND: Honorary street name signs are signs posted above standard city street name signs which are intended to recognize and honor certain individuals or groups without changing the official name of the street or the official addresses of residences and businesses on the street.

POLICY/PROCEDURES:

- A. This policy applies only to public streets located within the city limits of the City of Muskogee.
- B. Requests shall be made in a letter form to the Public Works Director setting out the location or locations of the intersection(s) where the honorary street name sign is desired. The letter of request must include the following:
 - 1. Justification for the honorary designation shall be provided in detail establishing that the individual or group meets the requirement that the individual or group has had city wide impact or fame. Individual family tribute to a family member or corporate related recognition does not qualify for Honorary Street designation recognition.
 - 2. The person, group or organization that will be responsible for payment of the costs associated with the design, fabrication, installation and maintenance of the sign if approved.
- C. The request will then be submitted to a committee consisting of the City Manager, Public Works Director, and Traffic Foreman for recommendation to the City Council.
- D. If approved by the City Council the requestor shall pay all costs set out in Appendix A of the City Code prior to the design, fabrication, installation and maintenance of the sign. If multiple sign locations are requested and approved the cost for each location shall be paid prior to design, fabrication, installation and maintenance of the sign. The cost as set out in Appendix A is to cover the costs that the City is expected to incur over the ten (10) year period approved for the Honorary Street Sign Designation.
- E. This fee will be deposited in the City's General Fund upon receipt to cover costs that the City is expected to incur over the life of the sign.
- F. The City will maintain the sign after the installation.

- G. The honorary sign is of a similar size and shape as a standard street name sign but it will be black to differentiate it from the green-and-white for public street sign and blue-and-white sign used for private streets.
- H. Only one honorary sign will be allowed at an intersection because of the physical limitations of stacking a third sign on top of the original two.
- I. If more than one honorary street sign is approved for an individual or group the locations must be on the same street.
- J. The approval of the request by the City Council shall be for a period of ten (10) years from the date of approval. Installation of the honorary sign designation shall be within a reasonable time but no later than ninety (90) days from the date of approval.
- K. A renewals, if desired at the end of the ten year period, will be handled like new requests with all applicable rules and fees in effect at that time. If a renewal is not arranged the honorary designation will be discontinued at the end of the ten years.

REFERENCES: N/A

EFFECTIVE: May 11, 2010

RESPONSIBLE DEPARTMENT: Public Works

ATTEST:

PAMELA S. BUSH, City Clerk



JOHN TYLER HAMMONS, MAYOR

APPROVED as to form and legality this 11th day of May, 2010.

John H. Vincent
City Attorney

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