

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

AGENDA
HISTORIC PRESERVATION COMMISSION
MAY 21, 2024

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.

When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.

Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.

REGULAR SESSION - 3:00 P.M., 3RD FLOOR, COUNCIL CHAMBERS, MUNICIPAL BUILDING, 229 W. OKMULGEE, MUSKOGEE, OKLAHOMA

ROLL CALL

- 1 Consider approval of the minutes of the regular session meetings held on January 16, 2024, and April 16, 2024, or take other necessary action. (Jody King)

- 2 Consider approval of the Certificate of Appropriateness for the property located at 609 N 20th Street for demolition, or take other necessary action. (Jody King)
609 N. 20th Street, Muskogee, Oklahoma aka Lots 4, 5, and 6 in Block 6 in Muskogee Townsite Company's, First Addition, City of Muskogee, Muskogee County, Oklahoma

- 3 Discuss a signage campaign for Historic Preservation Month "People Saving Places" in the historic districts, or take other necessary action. (Chair, Andrea Chancellor; Board Member, Melony Carey)

- 4 Discuss a proposed educational mailer to the historic district residents and what to include in the mailer, and discuss how to create the mock-up of this mailer, or take other necessary action. (Chair, Andrea Chancellor; Board Member, Melony Carey)

ADJOURN

Historic Preservation Commission

1.

Meeting Date: 05/21/2024

Initiator: Jennifer Sharp, Admin II

AGENDA ITEM TITLE:

Consider approval of the minutes of the regular session meetings held on January 16, 2024, and April 16, 2024, or take other necessary action. (Jody King)

BACKGROUND:

RECOMMENDED STAFF ACTION:

Fiscal Impact

Attachments

January 16, 2024 minutes

April 16, 2024 Minutes

MINUTES

**OF THE HISTORIC PRESERVATION COMMISSION
OF THE CITY OF MUSKOGEE, OKLAHOMA,
MET IN A REGULAR MEETING
IN COUNCIL CHAMBERS OF CITY HALL
APRIL 16, 2024**

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Regular Session at 10:00 a.m., on APRIL 16, 2024, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order at 3:00 P.M. and the roll was called as follows:

Present: Chair Andrea Chancellor; Commissioner Marcie Thompson; Commissioner Melony Carey; Commissioner Diana Newton; Commissioner Freida Derrick

Absent: Commissioner Darzella Newton; Commissioner Julie Macomb

Staff Sarah Winkle, Associate Planner-GIS Specialist

Present:

Attendees: Julie Ledbetter, Honorary Member

- 1 Consider approval of the Historic Preservation Commission Minutes of December 14, 2023, March 6, 2024, and March 19, 2024, and take other necessary action.

Diana Newton made a motion to approve the minutes from December 14, 2023, March 6, 2024 and March 19, 2024 and the motion was seconded by Melony Carey.

AYE: Chair Andrea Chancellor, Commissioner Marcie Thompson, Commissioner Melony Carey, Commissioner Diana Newton, Commissioner Freida Derrick
Carried - Unanimously

- 2 Hold a discussion, and take possible action on Downtown Legacy Nominations, or take other necessary action. (Jody King)

Melony discussed the award explaining the goal of the award to recognize businesses remaining in downtown 35 years or more. Main Street Muskogee Board Meeting held on April 16, 2024, Grace Episcopal Church and Bank of Oklahoma/Severs Building nominations were approved. The voting forms were given to the Commission members to look over along with a list of past winners.

- 3 Hold a discussion on the National Historic Preservation Month event, or take other necessary action. (Chairperson Andrea Chancellor)

Melony directed Andrea to a website (National Preservation Alliance) to a pull down menu to download and use and the menu items go with the tagline “People saving places & spaces”. The committee discussed posting a picture package on social media with statements and captions of what the pictures are using different Historical Buildings and Homes that have been redone over time or just want to be highlighted. It would be up to the committee to take the pictures and upload them to the site.

Also in discussion for this it was brought up to put signs in front of these homes with the slogan “saving places and spaces” or something along those lines.

- 4 Hold a discussion and take possible action on the remaining amount of money of the fiscal year 24 Certified Local Government (CLG) Grant, or take other necessary action. (Chairperson Andrea Chancellor)

The question of where we were in the process of printing the brochures was presented. Also in question, the group wanted a more detailed list of what the CLG funds had been spent on so far.

Melony also mentioned that the memberships that the purchases (National Trust for Historic Preservation) were not correct and should have been (National Association of Preservation Comm.). This membership would allow the committee to watch the webinars as well with a login.

With no further business, the meeting was adjourne at 3:24 P.M.

MELONY CAREY, CHAIRPERSON

TISH CALLAHAN, PLANNING DIRECTOR

MINUTES

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MELONY CAREY, CHAIRPERSON

TISH CALLAHAN, PLANNING DIRECTOR

Historic Preservation Commission

2.

Meeting Date: 05/21/2024

Initiator: Sarah Winkle, Deputy Director of Planning and Community Development

AGENDA ITEM TITLE:

Consider approval of the Certificate of Appropriateness for the property located at 609 N 20th Street for demolition, or take other necessary action. (Jody King)

BACKGROUND:

The application was submitted by the property owner requesting the approval of a Certificate of Appropriateness to demolish the current structure that has been burned out and is not repairable. They would like to rebuild in the future. Demolition waivers have been signed by all parties on the deed. While this property is located in the Historic "Y" District, the property itself is not registered on either the state or national registry.

RECOMMENDED STAFF ACTION:

Approve the request.

Fiscal Impact

Attachments

Staff Report

COA Application and Receipt

Planning & Community Development Staff Report

City of Muskogee Historic Preservation Commission

Tuesday, May 21, 2024 @ 3:00 P.M.

City of Muskogee City Hall, 229 W Okmulgee Ave., 3rd Floor Council Chambers

Consider approval of the Certificate of Appropriateness for the property located at 609 N 20th for demolition, or take other necessary action. (Jody King)

Planning Department Analysis

Current Zoning & Use: R-1; Single Family Residential

Proposed Zoning & Use: no change

Quarter Section, Range, Township: NW22, R18E, T15N

Street Address: 609 N. 20th Street

Legal Description: 609 N. 20th Street, Muskogee, Oklahoma aka Lots 4, 5, and 6 in Block 6 in Muskogee Townsite Company's, First Addition, City of Muskogee, Muskogee County, Oklahoma

Discussion: The application was submitted by the property owner requesting the approval of a Certificate of Appropriateness to demolish the current structure that has been burned out and is not repairable, and rebuild in the future. Demolition waivers have been signed by all parties on the deed. While this property is located in the Historic "Y" District, the property itself is not registered on either the state or national registry.

RECOMMENDATION: Approve the request.





 **CITY OF MUSKOGEE** 
HISTORIC PRESERVATION COMMISSION
Application for Certificate of Appropriateness

Type of Permit: Building _____ Demolition Moving _____ Sign/Mural _____

Street Address of Property: 609 N. 20th, Muskogee OK

Legal description of property: Please see attached

Existing Use of Property: Single Family Home Proposed Use: Rebuild Zoning: R-1

Name of property owner: Vernell & Shewonnah Bradley

Street address of Owner: 3754 E. 128th St. S., Muskogee OK

City: Muskogee State: OK Zip Code: 74403 Phone: (918) 380-4471

Name of Applicant (if different from owner): _____

Street address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Describe the proposed modifications to the structure(s) and site. Explain how the modifications will maintain the historic character of the structure and meet the intent of the Secretary of Interior's Standards for Rehabilitation (use additional sheets if necessary):

This home is burned out and not repairable.

I certify that the above information is correct:

Vernell Bradley Shewonnah Bradley 5-6-24
Signature of Owner(s) Date

See back of this form for instructions and information regarding the Certificate of Appropriateness process.

I. FOR PLANNING DEPARTMENT USE: Date Submitted: <u>5/6/24</u>	
Date of Historic Preservation Commission Meeting: <u>5/21/24 @ 3pm</u>	
Action of Commission:	Approved: _____ Denied: _____
Signature of Historic Preservation Commission Chairperson	Date

Instructions & Information for Certificate of Appropriateness

1. A Certificate of Appropriateness is the official document issued by the Historic Preservation Commission prior to the issuance of 1) a building permit for construction that affects the exterior architectural appearance, 2) a demolition permit, 3) a moving permit or 4) a sign/mural permit for any property designated as a historic property, or located within a historic district, or listed on the National Register of Historic Places. It shall be a violation for any person to begin construction, alteration or modification of any property which has been either designated as historic property or included in a district without first obtaining a Certificate of Appropriateness.

2. All of the following must be submitted to the Planning Department to initiate the Certificate of Appropriateness review:

Completed application form

\$50.00 application fee (nonrefundable regardless of outcome of request).

Site plan and/or construction drawings (floor plan, elevations) in sufficient detail to describe the modifications. Plans are not required for demolition or moving permits.

3. Within ~~5~~¹⁰ days after a Certificate of Appropriateness request is submitted to the Planning Department, a meeting of the Commission will be held. The Commission will use the Secretary of Interior's Standards for Rehabilitation as the review guidelines for a Certificate of Appropriateness.

The Commission may approve, approve with conditions or deny the request at the meeting. Any decision of the Commission can be appealed to the City Council. An appeal must be in writing stating the grounds for the appeal and submitted to the Planning Department within five (5) days of the Commission's decision. The appeal will be heard by the City Council at their next available meeting.

4. It is recommended that the applicant discuss their request with the Planning Department prior to submitting the application. If you have questions regarding the appropriateness of a request or the process, contact the Planning Department at (918) 684-6232.

City of Muskogee
Planning Department
P.O. Box 1927
Muskogee, Oklahoma 74402
Municipal Building, 229 W. Okmulgee St.
918-684-6232

City of Muskogee
*** CUSTOMER RECEIPT ***



Batch ID: KTERRELL 5/06/24 01 Receipt no: 134870

Type	SvcCd	Description	Amount
APFEE		APPLICATION FEE-REZONING	
	Qty	1.00	\$50.00

Trans number:

3642449

Tender detail
CC CREDIT CARD
Total tendered:
Total payment:

\$50.00
\$50.00
\$50.00

Trans date: 5/06/24 Time: 16:38:04

*** THANK YOU FOR YOUR PAYMENT ***

BE PROUD TO BE
AN OKIE FROM MUSKOGEE!!

CITY OF MUSKOGEE, OKLAHOMA
229 W OKMUGLE
MUSKOGEE, OK 74401
918 682 6602
32108/4913

Merchant ID: 3300 Store #: 0001
Term #: 0011 Ref #: 0001

Sale

XXXXXXXXXXXX5335
VISA Entry Method: Chip

Total \$ 50.00

05/06/24 16:26:05
Inv #: 000001 Appr Code: 945701
Transaction ID: 3841277166/595
Apprvd: Online Batch#: 000314

VISA DEBIT
AID: A0000000031010
TSI: 6800
TVR: 8000008000

I warrant that the above total amount according to card issuer agreement (Merchant agreement is credit card)

VERNE S. SMITH

Merchant Copy

DATE: 5/6/24

Historic Preservation Commission

3.

Meeting Date: 05/21/2024

Initiator: Sarah Winkle, Deputy Director of Planning and Community Development

AGENDA ITEM TITLE:

Discuss a signage campaign for Historic Preservation Month "People Saving Places" in the historic districts, or take other necessary action. (Chair, Andrea Chancellor; Board Member, Melony Carey)

BACKGROUND:

This topic was suggested for discussion by Andrea Chancellor.

RECOMMENDED STAFF ACTION:

Discuss the item or take other necessary action.

Fiscal Impact

Attachments

No file(s) attached.

Historic Preservation Commission

4.

Meeting Date: 05/21/2024

Initiator: Sarah Winkle, Deputy Director of Planning and Community Development

AGENDA ITEM TITLE:

Discuss a proposed educational mailer to the historic district residents and what to include in the mailer, and discuss how to create the mock-up of this mailer, or take other necessary action. (Chair, Andrea Chancellor; Board Member, Melony Carey)

BACKGROUND:

This topic was suggested by Andrea Chancellor to discuss.

RECOMMENDED STAFF ACTION:

Discuss or take other necessary action.

Fiscal Impact

Attachments

No file(s) attached.
