

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).

**AMENDED AGENDA**  
**HISTORIC PRESERVATION COMMISSION**  
**JULY 22, 2025**

*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 Historic Preservation Commission Minutes of May 20, 2025, or take other necessary action. (Sarah Winkle)
- 2 Consider approval of the Special Call Historic Preservation Commission Minutes of June 3, 2025, or take other necessary action. (Sarah Winkle)
- 3 Discuss and take action to nominate and appoint a Co-Chair of the Historic Preservation Commission, or take other necessary action. (Sarah Winkle)
- 4 Consider approval of the Certificate of Appropriateness for the property located at 510 N. 16th Street to replace a shingled roof with a metal roof, or take other necessary action. (Sarah Winkle)

**ADJOURN**

**Historic Preservation Commission**

**1.**

**Meeting Date:** 07/22/2025

**Initiator:** Schuyler Carter, Assoc. Planner/GIS Specialist

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**AGENDA ITEM TITLE:**

Consider approval of the Historic Preservation Commission Minutes of May 20, 2025, or take other necessary action. (Sarah Winkle)

**BACKGROUND:**

Consider approval of the Historic Preservation Commission Minutes of May 20, 2025.

**RECOMMENDED STAFF ACTION:**

Approve Minutes of May 20, 2025.

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**Fiscal Impact**

**Attachments**

Minutes

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# MINUTES

## **OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING IN COUNCIL CHAMBERS OF CITY HALL MAY 20, 2025**

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Regular Session at 3:00 p.m., on MAY 20, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

**Present:** Chair Diana Newton; Commissioner Mike Martin; Commissioner Melony Carey; Commissioner Freida Derrick; Commissioner Margaret Taylor

**Absent:** Commissioner Darzella Newton; Commissioner Marcie Thompson

**Staff Present:** Sarah Winkle, Acting City Planner; Schuyler Carter, Associate Planner; Morgan Waters, Secretary

- 1 Consider approval of the Historic Preservation Commission Minutes of March 18, 2025, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Margaret Taylor, seconded by Commissioner Freida Derrick to approve the Historic Preservation Commission Meeting Minutes from March 18, 2025.

AYE: Chair Diana Newton, Commissioner Mike Martin, Commissioner Melony Carey, Commissioner Freida Derrick, Commissioner Margaret Taylor

Carried - Unanimously

- 2 Discuss and take action to nominate and appoint a Co-Chair of the Historic Preservation Commission, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Melony Carey, seconded by Commissioner Mike Martin to table this item until the July 22, 2025, Historic Preservation Commission Meeting in order to give more time to consider a nominee.

AYE: Chair Diana Newton, Commissioner Mike Martin, Commissioner Melony Carey, Commissioner Freida Derrick, Commissioner Margaret Taylor

Carried - Unanimously

- 3 Discuss the progress on the 2025 History Fest, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Mike Martin, seconded by Commissioner Melony Carey to table this event until 2026.

AYE: Chair Diana Newton, Commissioner Mike Martin, Commissioner Melony Carey, Commissioner Freida Derrick, Commissioner Margaret Taylor

Carried - Unanimously

- 4 Discuss collaboration on the Muskogee Downtown Survey, or take other necessary action. (Sarah Winkle)

Commission had discussion about parameters for the Muskogee Downtown Survey, no other action was needed.

- 5 Discuss nominations for the Downtown Legacy Business Awards given in cooperation with Main Street Muskogee, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Mike Martin, seconded by Commissioner Margaret Taylor to nominate The Roxy Theatre, Bebb's Flowers, and First Baptist for the Downtown Legacy Business Awards.

AYE: Chair Diana Newton, Commissioner Mike Martin, Commissioner Melony Carey, Commissioner Freida Derrick, Commissioner Margaret Taylor

Carried - Unanimously

- 6 Discuss and vote on the consideration of the Katy District as a historic district, or take other necessary action (Sarah Winkle).

Motion was made by Commissioner Melony Carey, seconded by Commissioner Freida Derrick to table this item until the July 22, 2025 Historic Preservation Commission Meeting, in order to gather more information for further clarification on where the Katy District begins and ends.

AYE: Chair Diana Newton, Commissioner Mike Martin, Commissioner Melony Carey, Commissioner Freida Derrick, Commissioner Margaret Taylor

Carried - Unanimously

With no further business, the meeting was adjourned.

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DIANA NEWTON, CHAIRPERSON

  
MORGAN WATERS, SECRETARY

**Historic Preservation Commission**

**2.**

**Meeting Date:** 07/22/2025

**Initiator:** Schuyler Carter, Assoc. Planner/GIS Specialist

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**AGENDA ITEM TITLE:**

Consider approval of the Special Call Historic Preservation Commission Minutes of June 3, 2025, or take other necessary action. (Sarah Winkle)

**BACKGROUND:**

Approval of the Special Call Historic Preservation Commission Minutes of June 3, 2025.

**RECOMMENDED STAFF ACTION:**

Approve Minutes of June 3, 2025.

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**Fiscal Impact**

**Attachments**

Minutes

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## **MINUTES**

### **OF THE SPECIAL CALL HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING IN COUNCIL CHAMBERS OF CITY HALL JUNE 3, 2025**

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in a Special Call Session at 3:00 p.m., on JUNE 3, 2025, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

**Present:** Commissioner Mike Martin; Commissioner Darzella Newton; Chair Diana Newton; Commissioner Freida Derrick; Commissioner Melony Carey; Commissioner Coni Wetz; Commissioner Margaret Taylor

**Absent:** Commissioner Marcie Thompson

**Staff Present:** Sarah Winkle, Planning Director; Morgan Waters, Secretary; Schuyler Carter, Associate Planner

**Attendees:** Ana Denson, Property Owner for 430 N 15th

- 1 Consider approval of the Certificate of Appropriateness for the property located at 430 N.15th Street to renovate, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Mike Martin, seconded by Commissioner Margaret Taylor to approve the Certificate of Appropriateness for the property located at 430 N. 15th Street under the conditions that the wood that was replaced around the windows be painted to match the current color of the home; and the new windows need to be framed to match the original windows.

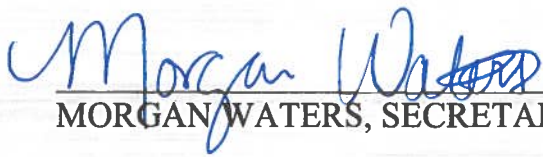
**AYE:** Commissioner Mike Martin, Commissioner Darzella Newton, Chair Diana Newton, Commissioner Freida Derrick, Commissioner Coni Wetz, Commissioner Melony Carey, Commissioner Margaret Taylor

**Carried - Unanimously**

With no further business, the meeting was adjourned.

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DIANA NEWTON, CHAIRPERSON

  
MORGAN WATERS, SECRETARY



**Historic Preservation Commission**

**3.**

**Meeting Date:** 07/22/2025

**Initiator:** Schuyler Carter, Assoc. Planner/GIS Specialist

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**AGENDA ITEM TITLE:**

Discuss and take action to nominate and appoint a Co-Chair of the Historic Preservation Commission, or take other necessary action. (Sarah Winkle)

**BACKGROUND:**

Discuss the appointment of a Co-Chair to the Historic Preservation Commission. This appointment is open right now as our previous co-chair, Diana Newton, was appointed Chairperson.

**RECOMMENDED STAFF ACTION:**

Discuss and appoint the Co-Chair, or take other necessary action.

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**Fiscal Impact**

**Attachments**

*No file(s) attached.*

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**Historic Preservation Commission**

**4.**

**Meeting Date:** 07/22/2025

**Initiator:** Schuyler Carter, Assoc. Planner/GIS Specialist

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**AGENDA ITEM TITLE:**

Consider approval of the Certificate of Appropriateness for the property located at 510 N. 16th Street to replace a shingled roof with a metal roof, or take other necessary action. (Sarah Winkle)

**BACKGROUND:**

The applicant is requesting the allowance to replace a leaking shingled roof in need of repair with a metal roof.

**RECOMMENDED STAFF ACTION:**

Approval not recommended.

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**Fiscal Impact**

**Attachments**

Application

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

Type of Permit: Roofing Building X Demolition \_\_\_\_\_ Moving \_\_\_\_\_ Sign/Mural \_\_\_\_\_

Street Address of Property: 510 N 16<sup>TH</sup> ST

Legal description of property: \_\_\_\_\_

Existing Use of Property: Res Proposed Use: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of property owner: Sally Stokes Weiesnbach

Street address of Owner: 510 N 16<sup>TH</sup> ST

City: Muskogee State: OK Zip Code: 74401 Phone: 918-329-8975

Name of Applicant (if different from owner): Garry Weiesnbach

Street address: 515 N 13<sup>TH</sup> ST

City: Muskogee State: OK Zip Code: 74401 Phone: 918-329-8975

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):

Roof Needs Replaced P.P.P

I certify that the above information is correct:

Sally Weiesnbach  
Signature of Owner(s)

7-11-2025  
Date

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

**I. FOR PLANNING DEPARTMENT USE:** Date Submitted: \_\_\_\_\_

Date of Historic Preservation Commission Meeting: \_\_\_\_\_

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 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