

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).

POSTED ON 01/15/2026

AGENDA
HISTORIC PRESERVATION COMMISSION
JANUARY 20, 2026

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 November 25, 2025, or take other necessary action. (Brent Roberts)

- 2 Consider approval of the Special Call Historic Preservation Commission Minutes of December 9, 2025 or take other necessary action. (Brent Roberts)

- 3 Consider approval of the Historic Preservation Commission Minutes of December 19, 2025, or take other necessary action. (Brent Roberts)

- 4 Consider approval of the Certificate of Appropriateness for the property located at 620 West Broadway to replace and modify windows, or take other necessary action. (Brent Roberts)
MUSKOGEE OT LOTS 14 & 15 BLOCK 188 DARBY'S SUBDIVISION LOTS 3 THRU 11

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Historic Preservation Commission

1.

Meeting Date: 01/20/2026

Initiator: Brent Roberts, Deputy Director of Planning & Community Development

AGENDA ITEM TITLE:

Consider approval of the Historic Preservation Commission Minutes of November 25, 2025, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Historic Preservation Commission Minutes of November 25, 2025.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Meeting Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING IN COUNCIL CHAMBERS OF CITY HALL NOVEMBER 25, 2025

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Regular Session at 3:00 p.m., on NOVEMBER 25, 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: Commission Chair Diana Newton; Commission Co-Chair Freida Derrick; Commissioner Charles Crawford; Commissioner Mike Martin; Commissioner Coni Wetz; Commissioner Stacy Alexander

Absent: Commissioner Melony Carey; Commissioner Margaret Taylor

Staff Present: Sarah Winkle, Director of Planning; Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning, Office Administrator; Schuyler Carter, Associate Planner

Attendees: Sunday White, 301 W Broadway, Ben Hilfiger, 417 W Broadway

- 1 Consider approval of the Certificate of Appropriateness for the property located at 417 West Broadway to replace windows, or take other necessary action. (Sarah Winkle)

Ben Hilfiger provided an overview of the repairs requested within the Certificate of Appropriateness application.

Motion was made by Commissioner Mike Martin, seconded by Commissioner Coni Wetz that the Certificate of Appropriateness for the property located at 417 West Broadway to replace windows be approved.

AYE: Commission Chair Diana Newton, Commission Co-Chair Freida Derrick, Commissioner Charles Crawford, Commissioner Mike Martin, Commissioner Coni Wetz, Commissioner Stacy Alexander

Carried - Unanimously

- 2 Consider approval of the Certificate of Appropriateness for the property located at 301 West Broadway to modify and replace cosmetic fixtures and signage on the exterior of the building, or take other necessary action. (Sarah Winkle)

Sunday White provided an overview of the requested building alterations within the Certificate of Appropriateness application.

Motion was made by Commissioner Coni Wetz, seconded by Commission Co-Chair Freida Derrick that the Certificate of Appropriateness for the property located at 301 West Broadway to modify and replace cosmetic fixtures and signage on the exterior of the building be approved.

AYE: Commission Chair Diana Newton, Commission Co-Chair Freida Derrick, Commissioner Charles Crawford, Commissioner Mike Martin, Commissioner Coni Wetz, Commissioner Stacy Alexander

Carried - Unanimously

With no further business, the meeting was adjourned.

Maxine Slusser, Office Administrator

Diana Newton, Commission Chair

Historic Preservation Commission

2.

Meeting Date: 01/20/2026

Initiator: Brent Roberts, Deputy Director of Planning & Community Development

AGENDA ITEM TITLE:

Consider approval of the Special Call Historic Preservation Commission Minutes of December 9, 2025 or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Special Call Historic Preservation Commission Minutes of December 9, 2025.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Meeting Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING IN COUNCIL CHAMBERS OF CITY HALL DECEMBER 9, 2025

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Regular Session at 3:00 p.m., on DECEMBER 9, 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: Chairperson Diana Newton; Vice Chairperson Freida Derrick; Commissioner Melony Carey; Commissioner Stacy Alexander; Commissioner Charles Crawford

Absent: Commissioner Margaret Taylor; Commissioner Mike Martin; Commissioner Coni Wetz

Staff: Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning Office

Present: Administrator; Schuyler Carter, Associate Planner

- 1 Consider approval of the Special Call Historic Preservation Commission Minutes of August 14, 2025, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Stacy Alexander, seconded by Commissioner Charles Crawford that the Special Call Historic Preservation Commission Minutes of August 14, 2025 be approved.

AYE: Chairperson Diana Newton, Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Stacy Alexander, Commissioner Charles Crawford

Carried - Unanimously

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

Motion was made by Commissioner Stacy Alexander, seconded by Commissioner Charles Crawford that the Historic Preservation Commission Minutes of November 18, 2025 be approved.

AYE: Chairperson Diana Newton, Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Stacy Alexander, Commissioner Charles Crawford

Carried - Unanimously

- 3 Discuss and consider approval of the 2026 Historic Preservation Commission meeting schedule, or take other necessary action. (Sarah Winkle)

Motion was made by Commissioner Melony Carey, seconded by Vice Chairperson Freida Derrick that the 2026 Historic Preservation Commission meeting schedule be approved.

AYE: Chairperson Diana Newton, Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Stacy Alexander, Commissioner Charles Crawford

Carried - Unanimously

With no further business, the meeting was adjourned.

MAXINE SLUSSER, PLANNING ADMIN

DIANA NEWTON, CHAIRPERSON

Historic Preservation Commission

3.

Meeting Date: 01/20/2026

Initiator: Brent Roberts, Deputy Director of Planning & Community Development

AGENDA ITEM TITLE:

Consider approval of the Historic Preservation Commission Minutes of December 19, 2025, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Historic Preservation Commission Minutes of December 19, 2025.

RECOMMENDED STAFF ACTION:

Approve the minutes.

Fiscal Impact

Attachments

Meeting Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING IN COUNCIL CHAMBERS OF CITY HALL DECEMBER 19, 2025

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Regular Session at 3:00 p.m., on DECEMBER 19, 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: Chairperson Diana Newton; Vice Chairperson Freida Derrick; Commissioner Margaret Taylor; Commissioner Melony Carey; Commissioner Marcie Thompson; Commissioner Stacy Alexander; Commissioner Charles Crawford; Commissioner Coni Wetz

Staff Present: Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning Admin; Schuyler Carter, Associate Planner

- 1 Consider approval of the Certificate of Appropriateness for the property located at 620 West Broadway to replace and modify windows, or take other necessary action. (Sarah Winkle)

Schuyler Carter, Associate Planner, provided a description of the proposed improvements and informed the Commissioners that this item would need to be tabled as the property owner was not aware that the architect was submitting this request on their behalf and they have not had a chance to review the plans.

Commissioners discussed property and agreed to table the item to the next meeting, per the customer's request.

With no further business, the meeting was adjourned.

MAXINE SLUSSER, PLANNING ADMIN

DIANA NEWTON, CHAIRPERSON

Historic Preservation Commission

4.

Meeting Date: 01/20/2026

Initiator: Brent Roberts, Deputy Director of Planning & Community Development

AGENDA ITEM TITLE:

Consider approval of the Certificate of Appropriateness for the property located at 620 West Broadway to replace and modify windows, or take other necessary action. (Brent Roberts)

BACKGROUND:

The applicant is requesting the approval of a Certificate of Appropriateness to add and replace some of the old windows in the existing structure. The proposed changes include the following:

- add windows to the west side of the building and extend existing windows down to approximately 2'-0" AFF
- change and extend existing window opening down to approximately 1' -8" AFF
- windows will be storefront safety glass windows with frame color to match existing

Current Zoning & Use: CBD, Central Business District

Proposed Zoning & Use: No Change, Commercial

Quarter Section, Range, Township: NE27, R18E, T15N

Street Address: 620 West Broadway

RECOMMENDED STAFF ACTION:

Approval recommended with the exception of meeting the International Residential Code R312.2.1 Window Opening Height requirements.

Fiscal Impact

Attachments

Staff Report

Elevation Plans

Application

Planning & Community Development Staff Report

City of Muskogee Session Historic Preservation Commission

Tuesday, January 20, 2026 @ 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 620 West Broadway to replace and modify windows, or take other necessary action. (Brent Roberts)

Planning Department Analysis

Current Zoning & Use: CBD, Central Business District

Proposed Zoning & Use: No Change, Commercial

Quarter Section, Range, Township: NE27, R18E, T15N

Street Address: 620 West Broadway

Legal Description:

MUSKOGEE OT LOTS 14 & 15 BLOCK 188 DARBY'S SUBDIVISION LOTS 3 THRU 11

Discussion: The applicant is requesting the approval of a Certificate of Appropriateness to add and replace some of the old windows in the existing structure. The proposed changes include the following:

- add windows to the west side of the building and extend existing windows down to approximately 2'-0" AFF
- change and extend existing window opening down to approximately 1' -8" AFF
- windows will be storefront safety glass windows with frame color to match existing

RECOMMENDATION: Approval recommended.



A SOUTH DEMO ELEVATION

Scale: 1/8" = 1'-0"

SOUTH ELEVATION

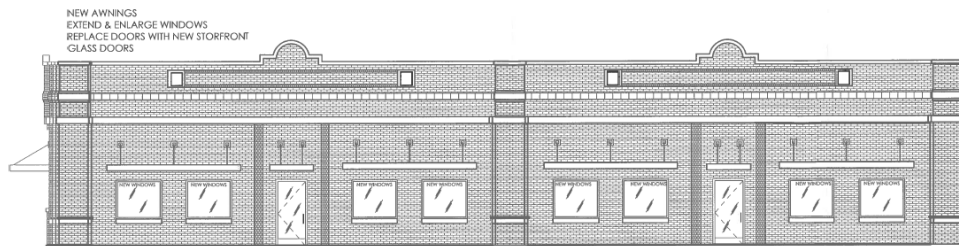
FEDERAL PUBLIC DEFENDERS OFFICE

12.02.2025

620 W BROADWAY ST, MUSKOGEE, OK 74401

FPDO

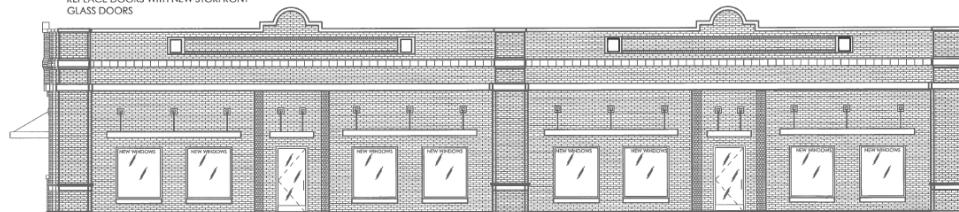
ETHOS
ARCHITECTS



A SOUTH ELEVATION OPTION 1

Scale: 1/8" = 1'-0"

NEW AWNINGS
EXTEND & ENLARGE WINDOWS
REPLACE DOORS WITH NEW STORFRONT
GLASS DOORS



B SOUTH ELEVATION OPTION 2

Scale: 1/8" = 1'-0"

SOUTH ELEVATION

FEDERAL PUBLIC DEFENDERS OFFICE

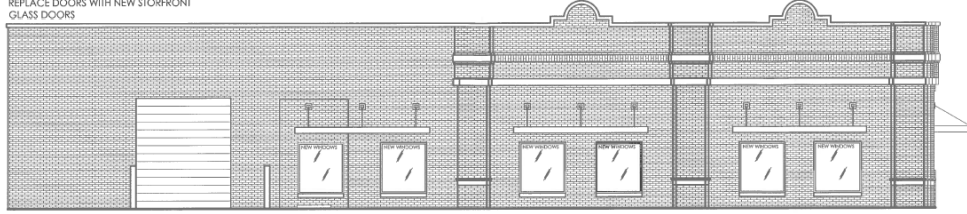
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620 W BROADWAY ST, MUSKOGEE, OK 74401

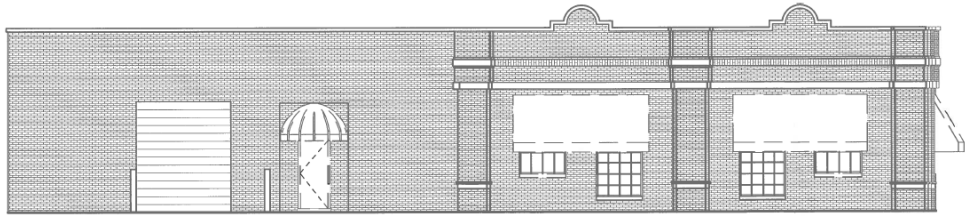
FPDO

ETHOS
ARCHITECTS

NEW AWNINGS
EXTEND & ENLARGE WINDOWS
REPLACE DOORS WITH NEW STORFRONT
GLASS DOORS



B WEST PROPOSED ELEVATION
Scale: 1/8" = 1'-0"



A WEST DEMO ELEVATION
Scale: 1/8" = 1'-0"

WEST ELEVATION

FEDERAL PUBLIC DEFENDERS OFFICE

12.02.2025

620 W BROADWAY ST. MUSKOGEE, OK 74401

FPDO

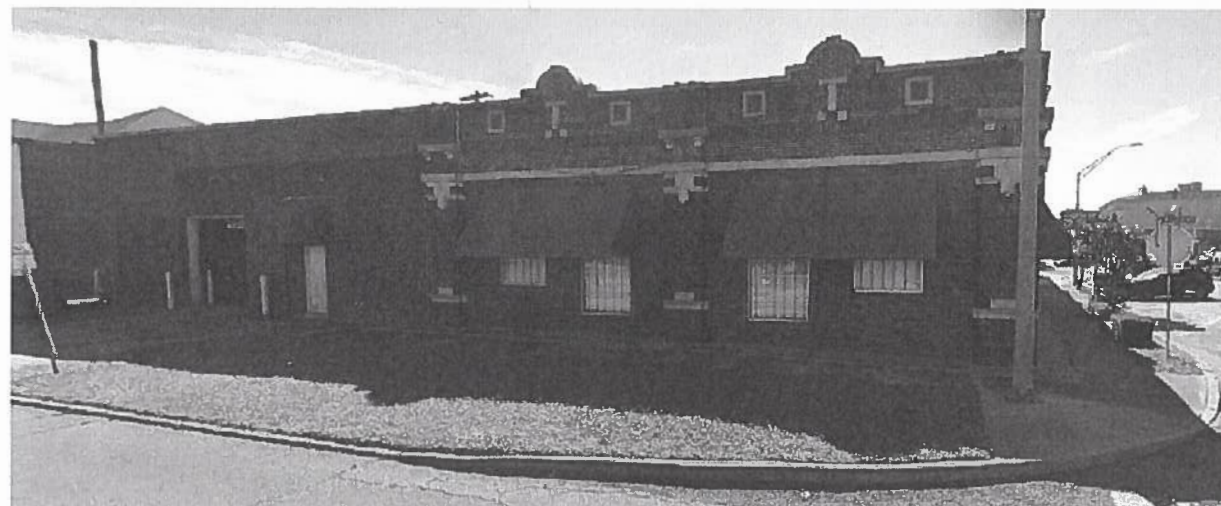
ETHOS
ARCHITECTS



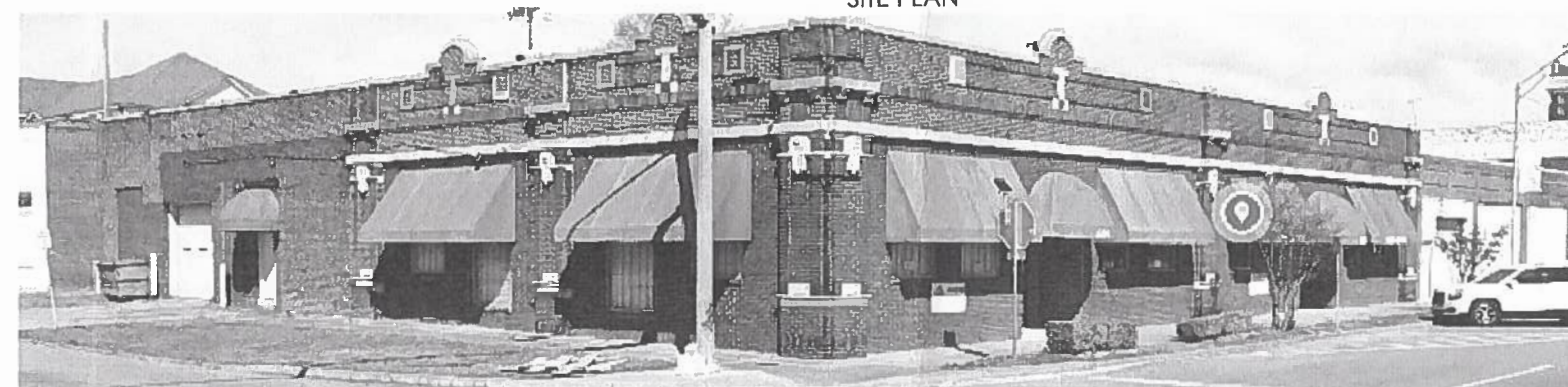
SOUTH PICTURE ELEVATION



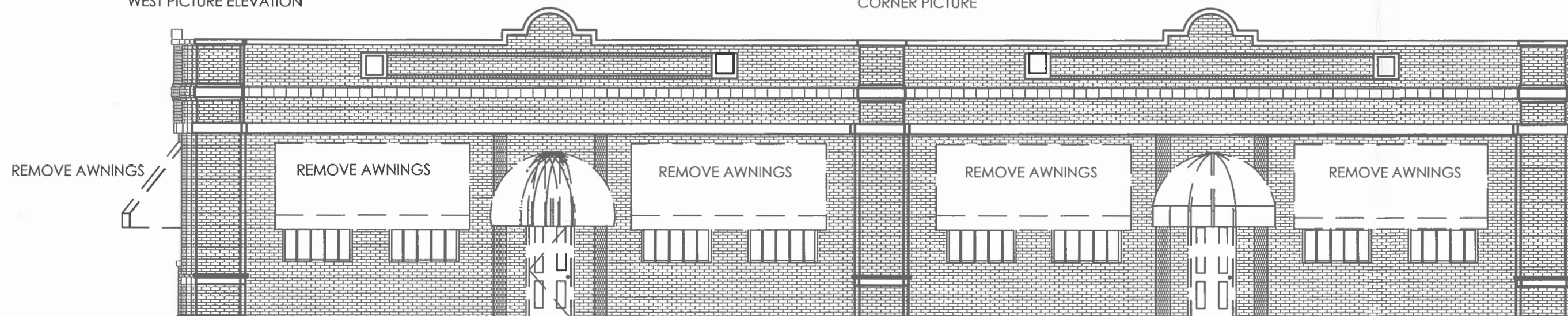
SITE PLAN



WEST PICTURE ELEVATION



CORNER PICTURE



A SOUTH DEMO ELEVATION

Scale: 1/8" = 1'-0"

SOUTH ELEVATION

FEDERAL PUBLIC DEFENDERS OFFICE

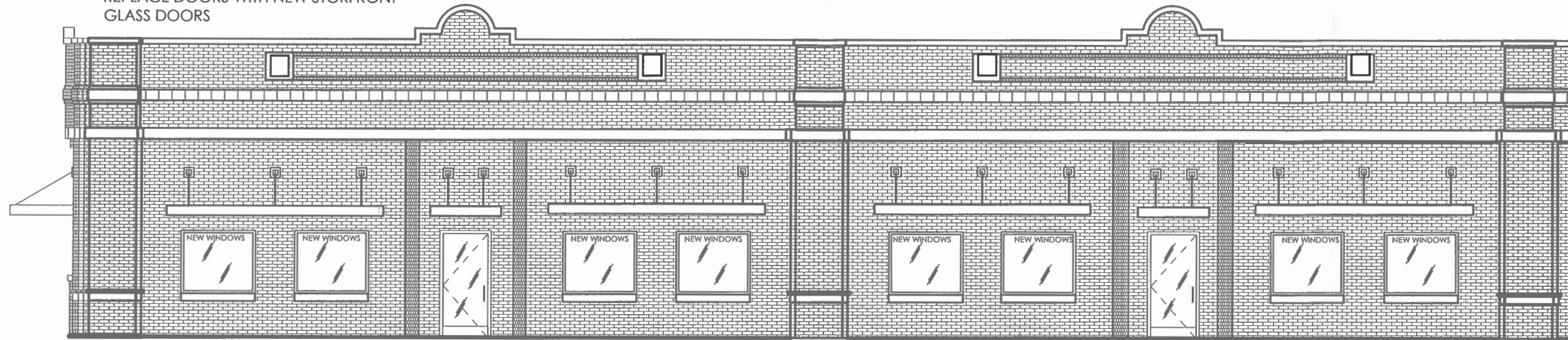
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620 W BROADWAY ST, MUSKOGEE, OK 74401

FPDO

ETHOS
ARCHITECTS

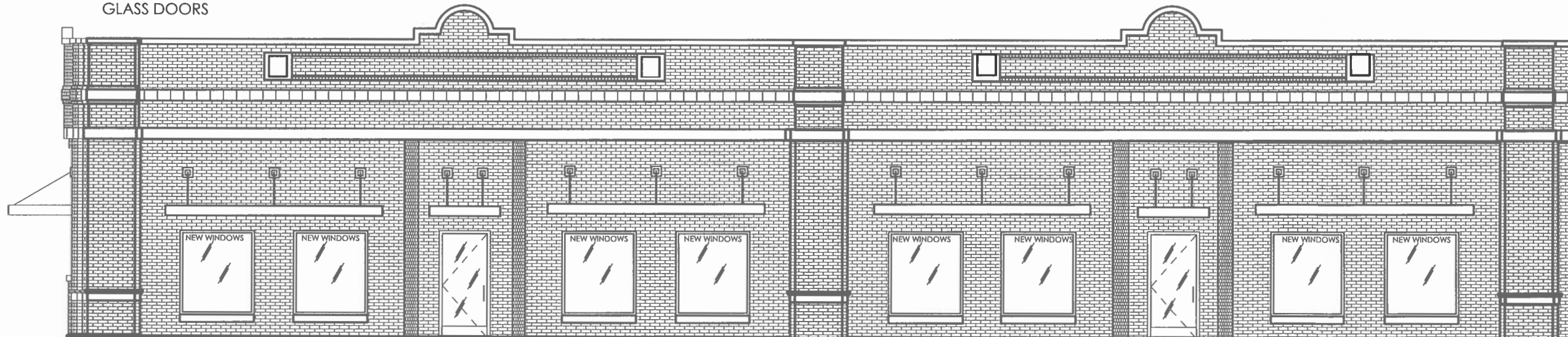
NEW AWNINGS
EXTEND & ENLARGE WINDOWS
REPLACE DOORS WITH NEW STORFRONT
GLASS DOORS



A SOUTH ELEVATION OPTION 1

Scale: 1/8" = 1'-0"

NEW AWNINGS
EXTEND & ENLARGE WINDOWS
REPLACE DOORS WITH NEW STORFRONT
GLASS DOORS



B SOUTH ELEVATION OPTION 2

Scale: 1/8" = 1'-0"

SOUTH ELEVATION

FEDERAL PUBLIC DEFENDERS OFFICE

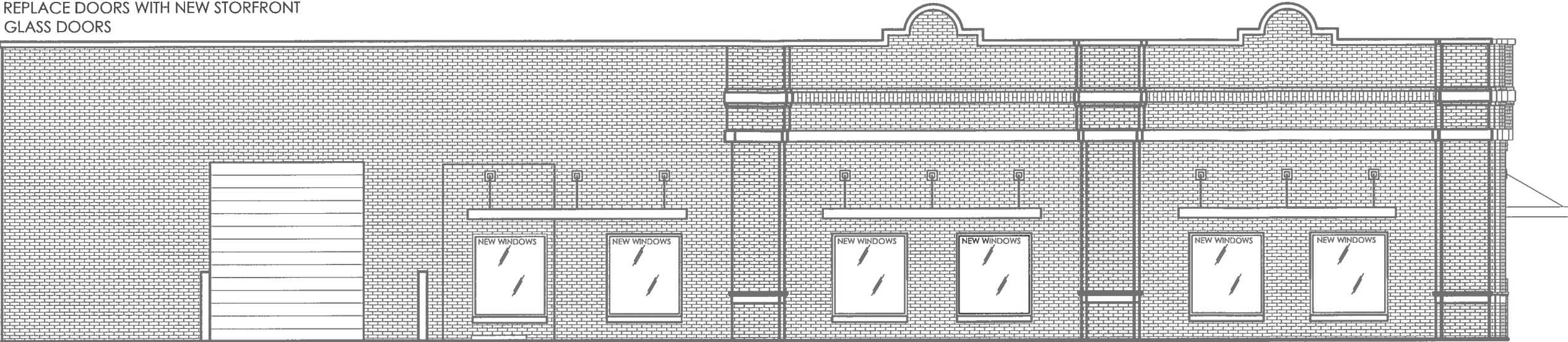
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620 W BROADWAY ST, MUSKOGEE, OK 74401

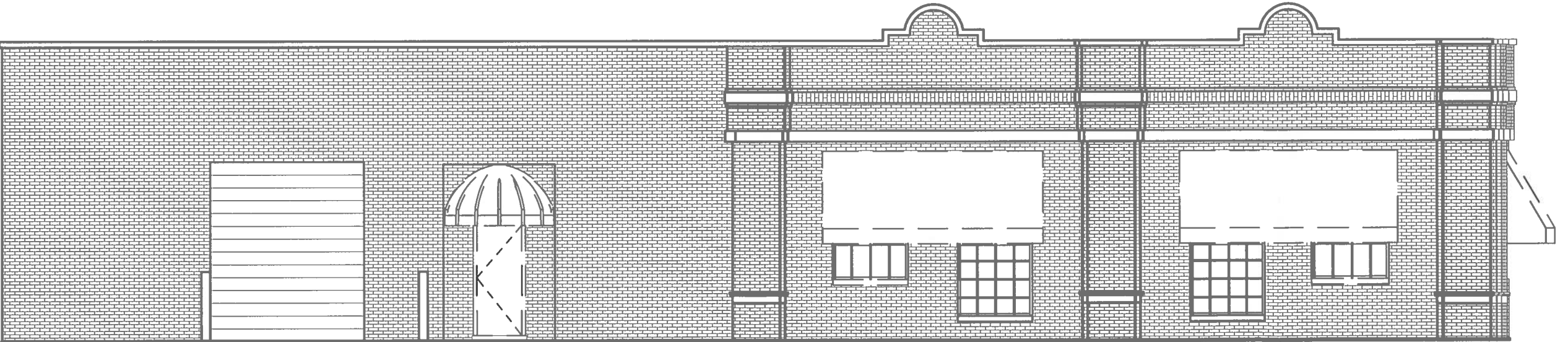
FPDO

ETHOS
ARCHITECTS

NEW AWNINGS
EXTEND & ENLARGE WINDOWS
REPLACE DOORS WITH NEW STORFRONT
GLASS DOORS



B WEST PROPOSED ELEVATION
Scale: 1/8" = 1'-0"



A WEST DEMO ELEVATION
Scale: 1/8" = 1'-0"

WEST ELEVATION

FEDERAL PUBLIC DEFENDERS OFFICE

12.02.2025

620 W BROADWAY ST, MUSKOGEE, OK 74401

FPDO

ETHOS
ARCHITECTS

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

Type of Permit: Building ☒ Demolition ☐ Moving ☐ Sign/Mural ☐

Street Address of Property: 620 W Broadway St., Muskogee, OK 74401

Legal description of property: MUSKOGEE OT LOTS 14 & 15 BLOCK 188 DARBY'S SUBDIVISION LOTS 3 THRU 11

Existing Use of Property: Business Proposed Use: Business Zoning: _____

Name of property owner: Roger & Sara Hilfiger

Street address of Owner: 4301 Denison

City: Muskogee State: OK Zip Code: 74401 Phone: 918.683.4445

Name of Applicant (if different from owner): Ethos Architects, Inc.

Street address: 2200 S Utica Place, Suite 200

City: Tulsa State: OK Zip Code: 74114 Phone: 918.744.4270

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):

Propose to add windows to west side of buildig and extend existing windows down to approximantely to 2'-0" AFF.

Propose to change and extend existing window opening down to approximantely to 1'-8" AFF

Windows to be storefront safety glass windows with frame color to match existing

I certify that the above information is correct:



Signature of Owner(s)

12/2/2025

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