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
SEPTEMBER 15, 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 Meeting Minutes of March 17, 2026, or take other necessary action. (Brent Roberts)

2 Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 9, 2026, or take other necessary action. (Brent Roberts)

3 Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 22, 2026, or take other necessary action. (Brent Roberts)

4 Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 30, 2026, or take other necessary action. (Brent Roberts)

5 Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of May 26, 2026, or take other necessary action. (Brent Roberts)

6 Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of June 30, 2026, or take other necessary action. (Brent Roberts)

7 Consider approval of the Certificate of Appropriateness for the property located at 1321 Boston, replacing the existing roof and installing new drip edge, or take other necessary action. (Brent Roberts)

The West 100 feet of Lot 142 in Block 150 of KENDALL PLACE, a subdivision of Blocks 150 and 151 in the City of Muskogee, according to the official plat thereof, Muskogee County, Oklahoma.

8 Consider approval of the Certificate of Appropriateness for the property located at 110 N 3rd Street to install a projecting non-lit sign on the exterior 2nd story of the structure, or take other necessary action. (Brent Roberts)

Lots 1 and 2 in Block 5 in the City of Muskogee, according to the official plat thereof, Muskogee County, State of Oklahoma.
And
The South 53 feet of Lots 24, 25, 26 and 27 in Block 5 in the City of Muskogee, according to the official plat thereof, LESS THE FOLLOWING DESCRIBED PARCEL OF LAND: Commencing at the Southeast corner of Lot 24; Thence North along the East line of said Lot 24 a distance of 53 feet; Thence West through Lots 24 and 25, parallel to the South line of said Lots a distance of 34.4 feet; Thence South along the center line of masonry wall through said Lot 25, a distance of 47.7 feet; Thence West along the center line of masonry wall, which wall runs through Lot 25 and is 5 feet North of the South line thereof, a distance of 3.3 feet; Thence South along center line of 2x4 stud and sheetrock wall to the South line of said Lot 25; Thence East along the South line of Lots 25 and 24 to the Point of Beginning, Muskogee County, State of Oklahoma.

9 Discuss the status of the CLG funds for the current year. (Brent Roberts)

10 Discuss the Downtown Legacy Awards, or take other necessary action. (Brent Roberts)

ADJOURN

Historic Preservation Commission **1.**

Meeting Date: 09/15/2026

Initiator: Maxine Slusser, Associate Planner

AGENDA ITEM TITLE:

Consider approval of the Historic Preservation Commission Meeting Minutes of March 17, 2026, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Historic Preservation Commission Meeting Minutes of March 17, 2026, or take other necessary action. (Brent Roberts)

RECOMMENDED STAFF ACTION:

Approve Minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A REGULAR MEETING IN COUNCIL CHAMBERS OF CITY HALL MARCH 17, 2026

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Regular Session at 3:00 p.m., on MARCH 17, 2026, 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:	Vice Chairperson Freida Derrick; Commissioner Melony Carey; Commissioner Stacy Alexander; Commissioner Charles Crawford
Absent:	Chairperson Diana Newton; Commissioner Mike Martin; Commissioner Margaret Taylor; Commissioner Coni Wetz
Staff Present:	Brent Roberts, Deputy Director of Planning; Maxine Slusser, Planning Admin; Schuyler Carter, Associate Planner

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

Motion was made by Commissioner Stacy Alexander, seconded by Commissioner Melony Carey that the Historic Preservation Commission Minutes of November 25, 2025 be approved.

AYE: 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 December 9, 2025, or take other necessary action. (Brent Roberts)

Motion was made by Commissioner Melony Carey, seconded by Commissioner Charles Crawford that the Historic Preservation Commission Minutes of December 9, 2025 be approved.

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

Carried - Unanimously

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

Motion was made by Commissioner Charles Crawford, seconded by Commissioner Melony Carey that the Historic Preservation Commission Minutes of December 19, 2025 be approved.

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

Carried - Unanimously

4 Consider approval of the Historic Preservation Commission Minutes of January 15, 2026, or take other necessary action. (Brent Roberts)

Motion was made by Commissioner Stacy Alexander, seconded by Commissioner Melony Carey that the Historic Preservation Commission Minutes of January 15, 2026 be approved.

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

Carried - Unanimously

5 Consider approval of the Historic Preservation Commission Minutes of January 20, 2026, or take other necessary action. (Brent Roberts)

Motion was made by Commissioner Charles Crawford, seconded by Commissioner Stacy Alexander that the Historic Preservation Commission Minutes of January 20, 2026 be approved.

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

Carried - Unanimously

6 Consider approval of the Historic Preservation Commission Minutes of February 12, 2026, or take other necessary action. (Brent Roberts)

Motion was made by Commissioner Charles Crawford, seconded by Commissioner Melony Carey that the Historic Preservation Commission Minutes of February 12, 2026 be approved.

AYE: 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 **2.**

Meeting Date: 09/15/2026

Initiator: Maxine Slusser, Associate Planner

AGENDA ITEM TITLE:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 9, 2026, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 9, 2026, or take other necessary action. (Brent Roberts)

RECOMMENDED STAFF ACTION:

Approve Minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A SPECIAL CALL MEETING IN COUNCIL CHAMBERS OF CITY HALL APRIL 9, 2026

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Special Call Session at 3:00 p.m., on APRIL 9, 2026, 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:	Vice Chairperson Freida Derrick; Commissioner Melony Carey; Commissioner Stacy Alexander; Commissioner Coni Wetz
Absent:	Chairperson Diana Newton; Commissioner Margaret Taylor; Commissioner Mike Martin; Commissioner Charles Crawford
Staff Present:	Sarah Winkle, Director of Planning; 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 2217 Martin Luther King Street to demolish the existing structure and accessory structure, or take other necessary action. (Brent Roberts)

Motion was made by Commissioner Stacy Alexander, seconded by Commissioner Melony Carey that the Certificate of Appropriateness for the property located at 2217 Martin Luther King Street to demolish the existing structure and accessory structure be approved.

AYE: Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Stacy Alexander, Commissioner Coni Wetz

Carried - Unanimously

With no further business, the meeting was adjourned.

Maxine Slusser, Planning Admin

Diana Newton, Chairperson

Historic Preservation Commission **3.**

Meeting Date: 09/15/2026

Initiator: Maxine Slusser, Associate Planner

AGENDA ITEM TITLE:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 22, 2026, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 22, 2026, or take other necessary action. (Brent Roberts)

RECOMMENDED STAFF ACTION:

Approve Minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A SPECIAL CALL MEETING IN COUNCIL CHAMBERS OF CITY HALL APRIL 22, 2026

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Special Call Session at 3:00 p.m., on APRIL 22, 2026, 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:	Vice Chairperson Freida Derrick; Commissioner Margaret Taylor; Commissioner Melony Carey; Commissioner Coni Wetz
Absent:	Chairperson Diana Newton; Commissioner Mike Martin; Commissioner Stacy Alexander; Commissioner Charles Crawford
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 555 North 12th Street, or take other necessary action. (Brent Roberts)

Charles Crawford on behalf of Crawford Investment Management, LLC, property owner, provided a description of the repairs needed and answered questions regarding the repair from the Commission.

Motion was made by Commissioner Melony Carey, seconded by Commissioner Coni Wetz that the Certificate of Appropriateness for the property located at 555 North 12th Street be approved.

AYE: Vice Chairperson Freida Derrick, Commissioner Margaret Taylor, Commissioner Melony Carey, Commissioner Coni Wetz

Carried - Unanimously

With no further business, the meeting was adjourned.

Maxine Slusser, Planning Admin

Diana Newton, Chairperson

Historic Preservation Commission **4.**

Meeting Date: 09/15/2026

Initiator: Maxine Slusser, Associate Planner

AGENDA ITEM TITLE:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 30, 2026, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of April 30, 2026, or take other necessary action. (Brent Roberts)

RECOMMENDED STAFF ACTION:

Approve Minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A SPECIAL CALL MEETING IN COUNCIL CHAMBERS OF CITY HALL APRIL 30, 2026

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Special Call Session at 3:00 p.m., on APRIL 30, 2026, 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 Mike Martin; Commissioner Stacy Alexander; Commissioner Coni Wetz
Absent:	Commissioner Margaret Taylor; Commissioner Charles Crawford
Staff Present:	Maxine Slusser, Planning Admin; Schuyler Carter, Associate Planner

1 Consider approval of the Certificate of Appropriateness for the property located at 315 West Broadway Street to replace and repair roofing, soffit, trim and paint on the exterior of the structure, or take other necessary action. (Sarah Winkle)

The agenda item was amended to read "Consider approval of the Certificate of Appropriateness for the property located at 315 West Broadway Street to replace and repair the damage to the front of the structure."

that the Certificate of Appropriateness for the property located at 315 West Broadway Street, as amended, be approved.

AYE: Chairperson Diana Newton, Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Mike Martin, Commissioner Stacy Alexander, Commissioner Coni Wetz

Carried - Unanimously

2 Consider approval of the Certificate of Appropriateness for the property located at 304 North 16th Street to demolish the existing structure and accessory structure, or take other necessary action. (Brent Roberts)

Motion was made by Commissioner Melony Carey, seconded by Commissioner Stacy Alexander that the Certificate of Appropriateness for the property located at 304 North 16th Street be approved.

AYE: Chairperson Diana Newton, Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Mike Martin, Commissioner Stacy Alexander, Commissioner Coni Wetz

Carried - Unanimously

With no further business, the meeting was adjourned.

_____ _____

Maxine Slusser, Planning Admin Diana Newton, Chairperson

Historic Preservation Commission **5.**

Meeting Date: 09/15/2026

Initiator: Maxine Slusser, Associate Planner

AGENDA ITEM TITLE:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of May 26, 2026, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of May 26, 2026, or take other necessary action. (Brent Roberts)

RECOMMENDED STAFF ACTION:

Approve Minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A SPECIAL CALL MEETING IN COUNCIL CHAMBERS OF CITY HALL MAY 26, 2026

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Special Call Session at 3:00 p.m., on May 26, 2026, 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:	Vice Chairperson Freida Derrick; Commissioner Melony Carey; Commissioner Charles Crawford; Commissioner Coni Wetz
Absent:	Chairperson Diana Newton; Commissioner Margaret Taylor; Commissioner Mike Martin; Commissioner Stacy Alexander
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 201 West Broadway to install a mural on the rear exterior of the photo studio structure, or take other necessary action. (Brent Roberts)

Charles Crawford, Commissioner, asked if the mural would run the entire length of the proposed side of the building. Schuyler Carter, Associate Planner, stated that it was proposed to cover the entire side of the building.

Motion was made by Commissioner Coni Wetz, seconded by Commissioner Melony Carey that the Certificate of Appropriateness for the property located at 201 West Broadway to install a mural on the rear exterior of the photo studio structure be approved.

AYE: Vice Chairperson Freida Derrick, Commissioner Melony Carey, Commissioner Charles Crawford, Commissioner Coni Wetz

Carried - Unanimously

With no further business, the meeting was adjourned.

Maxine Slusser, Planning Admin

Diana Newton, Chairperson

Historic Preservation Commission **6.**

Meeting Date: 09/15/2026

Initiator: Maxine Slusser, Associate Planner

AGENDA ITEM TITLE:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of June 30, 2026, or take other necessary action. (Brent Roberts)

BACKGROUND:

Consider approval of the Special Call Historic Preservation Commission Meeting Minutes of June 30, 2026, or take other necessary action. (Brent Roberts)

RECOMMENDED STAFF ACTION:

Approve Minutes.

Fiscal Impact

Attachments

Minutes

MINUTES

OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN A SPECIAL CALL MEETING IN COUNCIL CHAMBERS OF CITY HALL JUNE 30, 2026

The Historic Preservation Commission of the City of Muskogee, Oklahoma, met in Special Call Session at 3:00 p.m., on June 30, 2026, in Council Chambers, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

Melony opened the meeting to public hearing.

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

Present:	Commissioner Mike Martin; Commissioner Charles Crawford; Commissioner Melony Carey; Commissioner Coni Wetz; Commissioner Stacy Alexander
Absent:	Chairperson Diana Newton; Vice Chairperson Freida Derrick; Commissioner Margaret Taylor
Staff Present:	Brent Roberts, Deputy Director of Planning
Attendees:	Marla Foster, Item 2

1 Consider approval of the Certificate of Appropriateness for the property located at 220 Elgin Avenue to install a mural on the exterior of a permanent storage container, or take other necessary action. (Brent Roberts)

Courtney Graham, Main Street Muskogee Director, provided details on the project.

Charles Crawford asked the approximate cost of the relocation and painting of the exhibit and if the future plans for the covered seating area had been estimated yet. Courtney indicated that the current project was estimated to be around $7,000.00 and that they had not yet received an estimate for the covered seating area which will be done in a future phase. They plan to start the work as soon as the mural is approved.

Melony Carey asked for the location in relation to the train and the Bass Reeves statute to ensure that landmarks were not being covered. Courtney provided a site plan rendering within her presentation that showed the proposed location and stated that none of the landmarks of the area will be blocked by the relocation of the shipping container.

Charles Crawford asked if the area with the shipping container would be a publicly accessible space for the public to enjoy without needing to pay a museum fee. Courtney indicated that it is intended to be public gathering place and will not require any payment to enjoy the park.

Motion was made by Commissioner Stacy Alexander, seconded by Commissioner Coni Wetz that the Certificate of Appropriateness for the property located at 220 Elgin Avenue to install a mural on the exterior of a permanent storage container be approved.

AYE: Commissioner Mike Martin, Commissioner Charles Crawford, Commissioner Melony Carey, Commissioner Coni Wetz, Commissioner Stacy Alexander

Carried - Unanimously

2 Discussion covering overall local and national designation criteria, maintenance requirements and de-listing qualifications.. (Brent Roberts)

Marla Foster spoke on her locally registered home on Capitol Place and the hardships she was having with upkeep. She requested some background regarding why there was a difference in local versus national registry and why the local requirements for historic preservation are the same as national requirements.

Mike Martin stated that local designation is for locally significant historic buildings, while national registration is generally for more widely significant historic buildings.

Melony Carey added that her home would be a great candidate for national registration due to the historic significance of the property.

Charles Crawford indicated that national registration was completed through the National Parks Service and that the Planning Department could provide that information after the meeting concluded.

Marla also requested a resource on finding historic pictures of her home. Coni Wetz stated that the Genealogy department at the Muskogee Public Library should be able to assist her with this. Charles Crawford also referenced social media being a great tool for research and public resource.

Melony closed the meeting to public hearing.

With no further business, the meeting was adjourned.

_____ _____

Maxine Slusser, Planning Admin Diana Newton, Chairperson

Historic Preservation Commission **7.**

Meeting Date: 09/15/2026

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

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AGENDA ITEM TITLE:

Consider approval of the Certificate of Appropriateness for the property located at 1321 Boston, replacing the existing roof and installing new drip edge, or take other necessary action. (Brent Roberts)

BACKGROUND:

R & R Roofing and Construction, on behalf of Edward & Dora Elliott, is requesting approval to replace the roof using laminated asphalt shingles and install new drip edging for the property located at 1321 Boston Street, Muskogee, OK 74401. The property owner signed the application indicating their approval of this request. The proposed changes are similar in nature to the surrounding properties. The roof replacement will also help protect the structural integrity of the home as the current roof is deteriorating and missing in some places as indicated by the applicant's report.

RECOMMENDED STAFF ACTION:

Approve the request.

Fiscal Impact

Attachments

Staff Report

Roof Report

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Planning & Community Development Staff Report

City of Muskogee Historic Preservation Commission

Tuesday, September 15, 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 1321 Boston replacing the existing roof and installing new drip edge, or take other necessary action. (Brent Roberts)

Planning Department Analysis

Current Zoning & Use: R-1, Single family

Proposed Zoning & Use: No Change

Quarter Section, Range, Township: NW26, 15, 18

Street Address: 1321 Boston

Legal Description:

The West 100 feet of Lot 142 in Block 150 of KENDALL PLACE, a subdivision of Blocks 150 and 151 in the City of Muskogee, according to the official plat thereof, Muskogee County, Oklahoma.

Discussion:

R & R Roofing and Construction, on behalf of Edward & Dora Elliott, is requesting approval to replace the roof using laminated asphalt shingles and install new drip edging for the property located at 1321 Boston Street, Muskogee, OK 74401. The property owner signed the application indicating their approval of this request.

The proposed changes are similar in nature to the surrounding properties. The roof replacement will also help protect the structural integrity of the home as the current roof is deteriorating and missing in some places as indicated by the applicant's report.

RECOMMENDATION: Approve the request.

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Current Roof Condition



MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

City of Muskogee Zoning Map



8/28/2026

Historic Districts
Kendall Place Historic District
Zoning Districts
R-1
C-1
World Imagery
Low Resolution 15m Imagery
High Resolution 60cm Imagery
High Resolution 30cm Imagery
Citations
30cm Resolution Metadata

1:1,690
0 0.01 0.02 0.04 mi
0 0.02 0.04 0.07 km

Microsoft, Vantor, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,

R&R ROOFING
AND CONSTRUCTION

Roof Report

Prepared by Roofr

1321 Boston Street, Muskogee, OK 74401
Steve Rice
info@rnrroofingok.com
9187702400

3844 sqft
36 facets
Predominant pitch 8/12

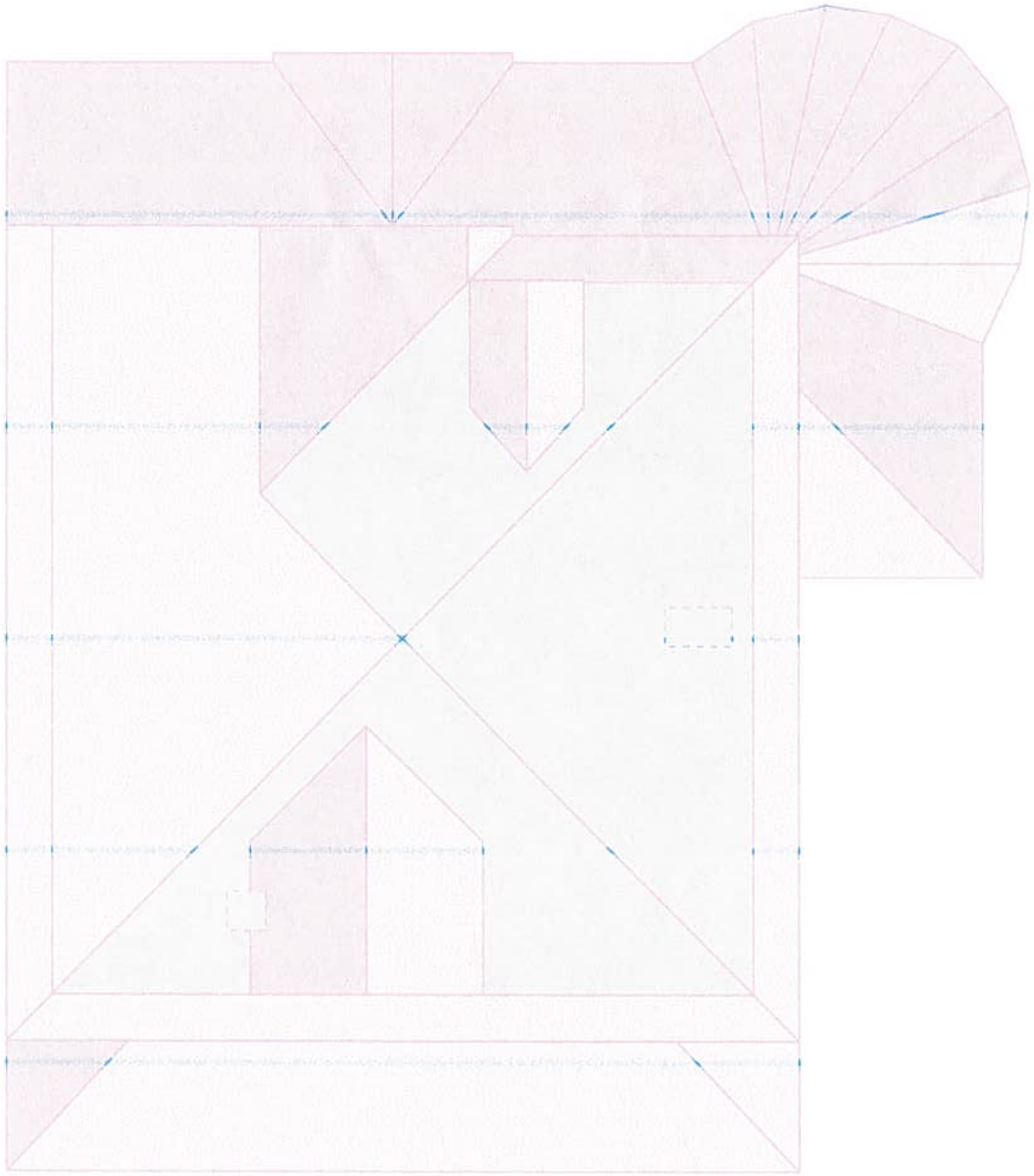


Nearmap Jul 19, 2024

This report was prepared by Roofr. Copyright © 2026 Roofr.com | All rights reserved.

Diagram

1321 Boston Street, Muskogee, OK 74401



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Historic Preservation Commission **8.**

Meeting Date: 09/15/2026

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

AGENDA ITEM TITLE:

Consider approval of the Certificate of Appropriateness for the property located at 110 N 3rd Street to install a projecting non-lit sign on the exterior 2nd story of the structure, or take other necessary action. (Brent Roberts)

BACKGROUND:

Highway Man Signs, on behalf of Dixie Finance and KW Premier Properties, LLC, is requesting approval to install a projecting non-lit sign on the exterior west-facing wall located at 110 N 3rd Street, Muskogee, OK 74401. The property owner signed the application indicating their approval of this request.

The proposed sign complies with all requirements for the Central Business District sign regulations set forth in 90-16-08 as follows:

The following on-premises signs shall only be allowed in the "CBD" Central Business District:

1. One wall or projection sign per facade on every side of the building with exposed illumination will be permitted for each individual business – only one projection sign is proposed on this building and the sign will not be illuminated.
2. The outline area of each wall sign shall not exceed twenty-five (25%) percent of the wall area of the business on which the sign is attached. No sign may exceed 150 square feet in total display surface area – this is not a wall sign, and the sign is less than 150 square feet in total display area.
3. No sign shall extend above the second story of any building or exceed thirty (30) feet in height, whichever is less, unless it is an integral part of the building – the sign will be installed on the 2nd story of the building, just over 15 and a half feet from the ground and the total height will not exceed 26 feet from the ground.
4. Except for clocks and dial temperature signs, all signs shall be stationary. Portable signs shall be prohibited – this sign will be stationary and is not portable.
5. A sign which has been designated as a landmark or is of historical significance may be continued in use – not applicable to this sign.
6. Signs may project up to five (5) feet into any portion of the right-of-way. Signs which overhang a sidewalk shall be a minimum of eight (8) feet above said sidewalk – the sign will project 5 feet from the wall and will be just over 15 and a half feet above the sidewalk.
7. No sign may illuminate or cause to be illuminated any portion of this property designated as residential usage – the sign will not be illuminated.
8. All signs are subject to the requirements of existing building codes. Any such requirement which is more restrictive shall prevail – the sign meets all other requirements of existing building codes.

RECOMMENDED STAFF ACTION:

Approve the request.

Fiscal Impact

Attachments

Staff Report
Sign Rendering

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Planning & Community Development Staff Report

City of Muskogee Historic Preservation Commission

Tuesday, September 15, 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 110 N 3rd Street to install a projecting non-lit sign on the exterior 2nd story of the structure, or take other necessary action. (Brent Roberts)

Planning Department Analysis

Current Zoning & Use: CBD, Central Business District, Office

Proposed Zoning & Use: No Change

Quarter Section, Range, Township: NW26, 15, 18

Street Address: 110 N 3rd Street

Legal Description:

Lots 1 and 2 in Block 5 in the City of Muskogee, according to the official plat thereof, Muskogee County, State of Oklahoma.
And
The South 53 feet of Lots 24, 25, 26 and 27 in Block 5 in the City of Muskogee, according to the official plat thereof, LESS THE FOLLOWING DESCRIBED PARCEL OF LAND:
Commencing at the Southeast corner of Lot 24; Thence North along the East line of said Lot 24 a distance of 53 feet; Thence West through Lots 24 and 25, parallel to the South line of said Lots a distance of 34.4 feet; Thence South along the center line of masonry wall through said Lot 25, a distance of 47.7 feet; Thence West along the center line of masonry wall, which wall runs through Lot 25 and is 5 feet North of the South line thereof, a distance of 3.3 feet; Thence South along center line of 2x4 stud and sheetrock wall to the South line of said Lot 25; Thence East along the South line of Lots 25 and 24 to the Point of Beginning, Muskogee County, State of Oklahoma.

Discussion:

Highway Man Signs, on behalf of Dixie Finance and KW Premier Properties, LLC, is requesting approval to install a projecting non-lit sign on the exterior west facing wall located at 110 N 3rd Street, Muskogee, OK 74401. The property owner signed the application indicating their approval of this request.

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

The proposed sign complies with all requirements for the Central Business District sign regulations set forth in 90-16-08 as follows:

The following on-premises signs only shall be allowed in the "CBD" Central Business District:

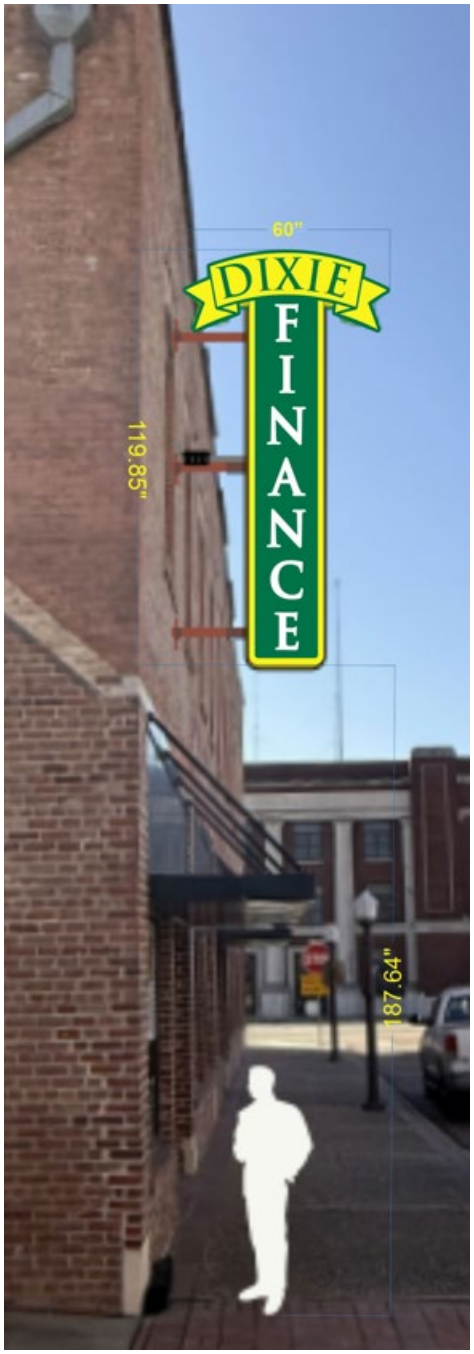
A. One wall or projection sign per facade on every side of the building with exposed illumination will be permitted for each individual business – only one projection sign is proposed on this building and the sign will not be illuminated.
B. The outline area of each wall sign shall not exceed twenty-five (25%) percent of the wall area of the business on which the sign is attached. No sign may exceed 150 square feet in total display surface area – this is not a wall sign, and the sign is less than 150 square feet in total display area.
C. No sign shall extend above the second story of any building or exceed thirty (30) feet in height, whichever is less, unless it is an integral part of the building – the sign will be installed on the 2nd story of the building, just over 15 and a half feet from the ground and the total height will not exceed 26 feet from the ground.
D. Except for clocks and dial temperature signs, all signs shall be stationary. Portable signs shall be prohibited – this sign will be stationary and is not portable.
E. A sign which has been designated as a landmark or is of historical significance may be continued in use – not applicable to this sign.
F. Signs may project up to five (5) feet into any portion of the right-of-way. Signs which overhang a sidewalk shall be a minimum of eight (8) feet above said sidewalk – the sign will project 5 feet from the wall and will be just over 15 and a half feet above the sidewalk.
G. No sign may illuminate or cause to be illuminated any portion of this property designated as residential usage – the sign will not be illuminated.
H. All signs are subject to the requirements of existing building codes. Any such requirement which is more restrictive shall prevail – the sign meets all other requirements of existing building codes.

RECOMMENDATION: Approve the request.

MUSKOGEE
Planning Department

229 W. Okmulgee
Muskogee, OK 74401
(918) 684-6232

Proposed Sign Design



MUSKOGEE
Planning Department

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Muskogee, OK 74401
(918) 684-6232

City of Muskogee Zoning Map



8/28/2026

Historic Districts

Downtown Muskogee Historic District

Zoning Districts

CBD

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

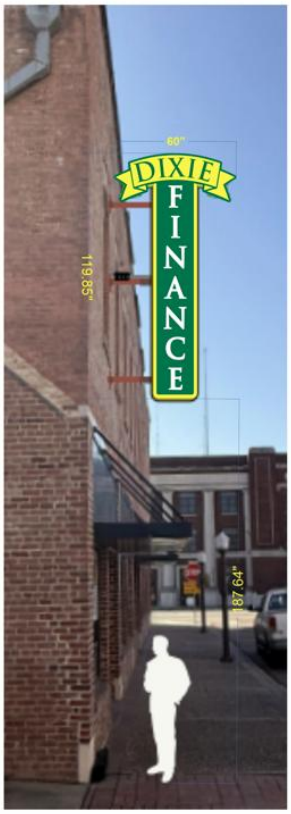
30cm Resolution Metadata

1:1,690

0 0.01 0.02 0.04 mi

0 0.02 0.04 0.07 km

Microsoft, Vantor, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph,



Customer:	Dixie Finance Office
Project:	Projecting Non Lit Sign
Address:	110 N 3rd St. Muskogee, OK 74403

HIGHWAYMANsigns 918.534.9100 • www.highwaymansigns.com

Historic Preservation Commission **9.**

Meeting Date: 09/15/2026

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

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AGENDA ITEM TITLE:

Discuss the status of the CLG funds for the current year. (Brent Roberts)

BACKGROUND:

The CLG contract for the 2027 year will run from September 1, 2026, through June 30, 2027. The money received ($12,500) from this grant will cover the following expenses for the year:

1. Printing or re-printing of Historic Preservation related educational materials.
2. An in-house update of the Muskogee Historic Preservation Plan
    - This will be done by staff in the Planning Department.
3. An in-house preparation of a Historic Context
    - This will be done by staff in the Planning Department.
4. Development and upkeep of the Historic Preservation Website on the City hosted page.
    - This will be done by city staff.
5. Educational/Training Opportuities

RECOMMENDED STAFF ACTION:

Discussion

Fiscal Impact

Attachments

No file(s) attached.

Historic Preservation Commission **10.**

Meeting Date: 09/15/2026

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

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AGENDA ITEM TITLE:

Discuss the Downtown Legacy Awards, or take other necessary action. (Brent Roberts)

BACKGROUND:

Discussion between commission members to be held regarding the Downtown Legacy Awards.

RECOMMENDED STAFF ACTION:

Discussion.

Fiscal Impact

Attachments

No file(s) attached.
