



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 4/14/26

REQUESTER: Anaïs Starr, Historic Preservation Officer

PRESENTER: Jane Hudson, Planning and Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2026-2027 APPLICATION FOR FUNDING IN THE AMOUNT OF \$8,875 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

BACKGROUND:

On April 14, 1998, City Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for the development and support of local historic preservation programs. Since its initial participation in 1999, the City of Norman has received an allocation of CLG grant funds. In the 27 years of participation in the CLG program, the City has received over \$250,000 in funding.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO annually. Funding is intended for historic research, public education, and outreach programs. Over the past 27 years, Norman's CLG funding has created historic preservation educational materials, conducted historic architectural surveys, hosted free historic home repair workshops, and provided training for staff and the Commission.

In March, SHPO notified the City of Norman that it was eligible to apply for \$18,750 in CLG funding for the 2026-2027 program year. City staff determined that for the year 2026-2027, a basic CLG grant application to cover membership renewals, conference attendance, software maintenance fees, routine printing and postage charges, and two historic Lunch and Learn Programs should be proposed. The Historic District Commission recommended approval of the projects and budget at the April 6, 2026, Commission meeting. The CLG grant application covers routine preservation activities in the amount of \$8,875 for the projects outlined in the CLG 2026-2027 Projects and Budget section of this memo.

DISCUSSION:

The attached CLG application contains proposed preservation projects for the FY 26-27 Program for consideration by the City Council and the State Historic Preservation Office.

The CLG Program requires a 60/40 in-kind match. To receive \$8,875 in CLG grant funds, the City must document a minimum of \$5,917 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived from in-kind contributions of staff time and the annual \$2,644 (account 10440380-44003) contribution from the City of Norman General Fund.

CLG 2026-2027 PROJECTS AND BUDGET:

PROJECT 1: Educational Training - \$3,000

SHPO strongly encourages training for staff and commissioners of all CLG participant cities through attendance at an annual preservation/planning conference. Usually, staff and commission attend a national or regional one- to three-day conference. Staff is anticipating in-person conference attendance in 2026-2027. A total budget of \$3,000 includes registration fees and, if needed, travel expenses and lodging.

PROJECT 2: Memberships Dues for NAPC - \$200

Membership dues for Historic District Commissioners and staff to the National Alliance of Preservation Commissions. Total budget of \$200 would provide membership for Commissioners and staff.

PROJECT 3: Maintenance of Historic Tour Mobile App - \$1,725

This project covers the maintenance fee associated with the Historic Norman Mobile Tour currently available through the STQRY app. The Historic Norman Mobile Tour comprises structures listed on the National Register of Historic Places in downtown Norman and the OU Campus area. A second mobile tour, comprised of the Southridge Historic Addition, was made available in July 2025. An annual maintenance fee is required to continue hosting both historic mobile tours on the STQRY app. A total budget of \$1,725 is proposed for this project.

PROJECT 4: Lunch and Learn Historic Exterior Materials Programs - \$1,950

This project will offer two Lunch and Learn Historic Exterior Material Programs for residents and Historic Commissioners. The two-hour presentations will provide historic exterior materials repair information, including proper maintenance practices, and an overview of do-it-yourself repair versus professional repairs. Each two-hour Lunch and Learn program is anticipated to cost \$875 for a consulting contractor to develop the curriculum and present. A budget of \$1,750 is proposed for the development of two Lunch and Learn Programs. An additional \$200 is allocated for this project for any software or hardware needs for the Lunch and Learn Programs. A total budget of \$1,950 is proposed for this project.

PROJECT 5: Biannual Education Postcard - \$2,000

Educational postcards will be mailed biannually to each property owner in the three designated Historic Districts. The postcards will remind property owners that they live in a historic district, which requires that exterior modifications and repairs adhere to Preservation Guidelines. This will also provide an opportunity to pass along any current information that impacts the Historic Districts, such as available workshops. QR codes and website links to the Historic

Preservation webpage will be included on the postcards along with staff contact information. A total budget of \$2,000 would cover the cost of designing, mailing, and printing for this project.

TOTAL BUDGET OF CLG FUNDS - \$8,875

RECOMMENDATION:

The Historic District Commission reviewed and approved the proposed projects for the CLG 2026-2027 Grant Application for Funding. Staff reviewed the proposed CLG 2026-2027 Grant Application for Funding and recommends authorizing the submission of the Certified Local Government Program application to the State Historic Preservation Office in the amount of \$8,875. Upon notification of funding award, staff will forward any associated contract documents to the City Council for approval, including a request to appropriate the approved contract amount. CLG funds are anticipated to be available on September 1, 2026.