



CITY OF MANSFIELD

1200 E. Broad St.
Mansfield, TX 76063
mansfieldtexas.gov

Meeting Agenda

Historic Landmark Commission

Thursday, July 11, 2024

5:30 PM

City Hall Council Chambers

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

[24-6094](#) Minutes - Approval of the June 13, 2024, Historic Landmark Commission Meeting Minutes

Attachments: [06-13-24 Meeting Minutes](#)

3. **CITIZENS COMMENTS**

Citizens wishing to address the Commission on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to five (5) minutes.

4. **DISCUSSION ITEMS**

[24-6091](#) HLC#24-005: Discussion on the Vision and Annual Preservation Goals of the Historic Landmark Commission for 2024-2025

5. **PRESERVATION EDUCATION SUB-COMMITTEE**

[24-6096](#) Minutes - Approval of the June 19, 2024, Preservation Education Sub-Committee Meeting Minutes

Attachments: [06-19-24 Sub-Committee Minutes](#)

6. **PRESERVATION PLAN ADVISORY COMMITTEE**

[24-6095](#) Minutes - Approval of the June 12, 2024, Preservation Plan Advisory Committee Meeting Minutes

Attachments: [06-12-24 Committee Minutes](#)

7. **HISTORIC PRESERVATION OFFICER'S REPORT**

8. **COMMISSION ANNOUNCEMENTS**

9. ADJOURNMENT OF MEETING

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on July 3, 2024, prior to 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Art Wright, Historic Preservation Officer

* This building is wheelchair accessible. Disabled parking spaces are available. Request for sign interpreter services must be made 48 hours ahead of meeting to make arrangements. Call 817 473-0211 or TDD 1-800-RELAY TX, 1-800-735-2989.



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STAFF REPORT

File Number: 24-6094

Agenda Date: 7/11/2024

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Title

Minutes - Approval of the June 13, 2024, Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the June 13, 2024, Historic Landmark Commission meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.



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Meeting Minutes - Draft

Historic Landmark Commission

Thursday, June 13, 2024

5:30 PM

City Hall Council Chambers

1. CALL TO ORDER

Chairman Smith called the meeting to order at 5:30 p.m. in the Council Chamber at City Hall, 1200 East Broad Street, with the meeting being open to the public and notice of said meeting, giving date, place, and subject thereof, having been posted as prescribed by Chapter 551, Texas Government Code.

Staff Present:

Art Wright, Planning Manager/HPO

Commissioners:

Absent 1 - Mark Walker

Present 6 - David Littlefield; Robert Smith; Bob Klenzendorf; Thomas Leach; Jennifer Johnston and Anne Weydeck

2. APPROVAL OF MINUTES

[24-6034](#)

Minutes - Approval of the May 9, 2024, Historic Landmark Commission Meeting Minutes

Chairman Smith called for a motion on the minutes of the May 9, 2024, meeting.

Commissioner Johnston made a motion to approve the minutes as presented.

Commissioner Leach seconded the motion, which carried by the following vote:

Aye: 6 - David Littlefield; Robert Smith; Bob Klenzendorf; Thomas Leach; Jennifer Johnston and Anne Weydeck

Nay: 0

Absent: 1 - Mark Walker

Abstain: 0

3. CITIZENS COMMENTS

None.

4. PRESERVATION EDUCATION SUB-COMMITTEE

Commissioner Leach, chair of the Sub-Committee, gave the Commission a brief report

on Historic Preservation Month and stated that the Sub-Committee would begin focusing on events for fall and winter.

[24-6033](#)

Minutes - Approval of the May 15, 2024, Preservation Education Sub-Committee Meeting Minutes

Commissioner Leach called for a motion on the minutes of the May 15, 2024, Sub-Committee meeting.

Commissioner Johnston made a motion to approve the minutes as presented. Commissioner Leach seconded the motion, which carried by the following vote:

Aye: 2 - Thomas Leach and Jennifer Johnston

Nay: 0

Absent: 1 - Mark Walker

Abstain: 0

Non-Voting: 4 - David Littlefield; Robert Smith; Bob Klenzendorf and Anne Weydeck

5. PRESERVATION PLAN ADVISORY COMMITTEE

Commissioner Johnston, chair of the Advisory Committee, reported that the Advisory Committee had begun work on establishing goals and recommendations for the updated Historic Preservation Plan.

[24-6032](#)

Minutes - Approval of the May 8, 2024, Preservation Plan Advisory Committee Meeting Minutes

Commissioner Johnston called for a motion on the minutes of the May 8, 2024, Committee meeting.

Commissioner Weydeck made a motion to approve the minutes as presented. Commissioner Leach seconded the motion, which carried by the following vote:

Aye: 3 - Thomas Leach; Jennifer Johnston and Anne Weydeck

Nay: 0

Abstain: 0

Non-Voting: 4 - Mark Walker; David Littlefield; Robert Smith and Bob Klenzendorf

6. HISTORIC PRESERVATION OFFICER'S REPORT

[24-6047](#)

Historic Preservation Officer's Report for June 2024

Mr. Wright reported on the following items:

- *Demolition permits were issued for three houses listed on the Historic Resources*

Survey due to the poor condition of the buildings.

- *A presentation was made on Historic Preservation Month.*
- *A presentation was made on the condition on the exterior of the Buttrill-Nifong-Barnett House.*
- *Mr. Wright stated that the owner of the E.O. Driskell House at 106 Pond Street was pleased at receiving official recognition in May and just had the house repainted to improve its appearance.*

7. COMMISSION ANNOUNCEMENTS

Chairman Smith announced that long-time Mansfield resident and local historian Bill Beard had passed away on June 12, 2023. He also reported that the new storefront on the C.A. Smith & Son Building was proceeding and that the new awning would be installed soon.

8. ADJOURNMENT OF MEETING

With no further business, Chairman Smith adjourned the meeting at 6:14 p.m.

Dr. Robert A. Smith, Chair

ATTEST:

Art Wright, Historic Preservation Officer



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STAFF REPORT

File Number: 24-6091

Agenda Date: 7/11/2024

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Discussion Item

Title

HLC#24-005: Discussion on the Vision and Annual Preservation Goals of the Historic Landmark Commission for 2024-2025

Requested Action

To discuss the Commission's goals for 2024-2025.

Description/History

Each year, the Commission approves a vision and preservation goals for the fiscal year beginning October 1 and ending September 30. The goals include items the Commission would like to accomplish during the year.

The 2023/24 adopted vision and annual preservation goals were as follows:

- Vision: "The Historic Landmark Commission exists to preserve the past and educate the public on the uniqueness of Mansfield."
- Goals:
 - 1) *Identify and prioritize Mansfield's historic resources.*
 - a) Work with the Tarrant County Historic Preservation Commission on updating the Historic Resources Survey as part of a county-wide effort.
 - b) Expand on the windshield surveys taken by the Volunteer Program and HPAB.
 - c) Request funding from Council for a formal Downtown Historic Resource Survey in conjunction with a CLG grant.
 - d) Integrate survey information into the City's Geographic Information System (GIS).
 - 2) *Develop incentives for historic preservation in conjunction with the City Council.*
 - a) Formulate a proposal for incentives such as tax abatements, low-interest loans, and grants to promote the restoration, rehabilitation and reuse of historic resources and discourage the demolition of these resources.

- b) Request a joint work session with the Downtown Revitalization Subcommittee and City Council to discuss the historic preservation program.
- 3) *Promote the work of the Historic Landmark Commission.*
 - a) Produce an annual report of the Commission's activities to educate the public on the Commission's role and the need for historic preservation.
 - b) Keep other City departments and boards abreast of the Commission's policies and actions so they may act in a mutually supportive fashion.
 - c) Seek recognition for the City's preservation efforts through programs such as Preserve America.
- 4) *Increase the Commission's public engagement programs.*
 - a) Promote events to celebrate Historic Preservation Month.
 - b) Inform owners of historic properties of the benefits and incentives for becoming a designated historic landmark.
 - c) Work with the Museum on educational programs for adults and youth to connect them with Mansfield's history.
 - d) Support a heritage tourism program for Mansfield.

Staff would like to discuss recommendations for goals for the upcoming year at the meeting. The next fiscal year begins October 1, 2024, and ends September 30, 2025.



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STAFF REPORT

File Number: 24-6096

Agenda Date: 7/11/2024

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Title

Minutes - Approval of the June 19, 2024, Preservation Education Sub-Committee Meeting Minutes

Description/History

The minutes of the June 19, 2024, Preservation Education Sub-Committee meeting are in DRAFT form and will not become effective until approved by the Sub-Committee at this meeting.



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Meeting Minutes - Draft

HLC - Preservation Education Sub-Committee

Wednesday, June 19, 2024

4:15 PM

City Hall Planning Conference Room

1. CALL TO ORDER

Chairman Leach called the meeting to order at 4:15 p.m. in the Planning and Zoning Conference Room of City Hall, 1200 East Broad Street, with the meeting being open to the public and notice of said meeting, giving the date, place, and subject thereof, having been posted as prescribed by Chapter 551, Texas Government Code.

Staff Present:

Art Wright, Historic Preservation Officer

Jessica Baber, Museum Manager

Amanda Brown, Museum Education and Engagement Specialist

Preservation Volunteer:

Amanda Kowalski

Carolyn Wright

Commissioners:

Absent 1 - Mark Walker

Present 2 - Thomas Leach and Jennifer Johnston

2. DISCUSSION ITEMS

The Sub-Committee discussed the following items:

1) Founder's Day will be on the first Saturday in October. Among the demonstrations and vendors, a scavenger hunt will be held at the Man House Museum on the theme of domestic life in the early days of Mansfield;

2) A review of the main Preservation Month events and some possible changes for next year;

3) Possible projects for the Mansfield Youth Council, including recording informational videos for the Man House Museum and a survey and marketing project to interest Mansfield's youths in historic preservation; and

4) Holiday at the House will be on December 7, 2024, following Hometown Holidays on December 6, 2024.

The next meeting is scheduled for July 17, 2024, at 4:15 p.m. in the Planning Department Conference Room.

3. ADJOURNMENT OF MEETING

With no further business, Chairman Leach adjourned the meeting at 5:47 p.m.

Thomas Leach, Chair

ATTEST:

Art Wright, Historic Preservation Officer



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Title

Minutes - Approval of the June 12, 2024, Preservation Plan Advisory Committee Meeting Minutes

Description/History

The minutes of the June 12, 2024, Preservation Plan Advisory Committee meeting are in DRAFT form and will not become effective until approved by the Committee at this meeting.



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Meeting Minutes - Draft

HLC – Preservation Plan Advisory Committee

Wednesday, June 12, 2024

4:30 PM

City Hall Planning Conference Room

1. CALL TO ORDER

Jennifer Johnston, Committee chair, called the meeting to order at 4:30 p.m. in the Planning and Zoning Conference Room of City Hall, 1200 East Broad Street, with the meeting being open to the public and notice of said meeting, giving the date, place, and subject thereof, having been posted as prescribed by Chapter 551, Texas Government Code.

Staff present:

Art Wright, Historic Preservation Officer

Jessica Baber, Museum Manager

Preservation Volunteers present:

Linda Leddy

Chris Ohan

Commissioners:

Present 3 - Anne Weydeck; Jennifer Johnston and Thomas Leach

2. DISCUSSION ITEMS

The Committee reviewed the Goals, Objectives and Policies of the current Preservation Plan and the formatting used in other cities. After discussion, Committee reviewed policies and recommendations that supported the goals selected at the last meeting. After discussion, the Committee revised the sections of the plans as follows:

- *General Goals*
- *Education and Awareness*
- *Growth and Redevelopment*
- *Identification and Survey*
- *Incentives and Benefits*
- *Emerging Trends*

At 5:30 p.m., Chair Johnston left the meeting. The Committee appointed Chris Ohan as acting chair to continue the meeting.

The next meeting is scheduled for July 10, 2024, at 4:30 p.m. in the Planning Department Conference Room.

3. ADJOURNMENT

With no further business, Acting Chair Ohan adjourned the meeting at 6:09 p.m.

Jennifer Johnston, Chair

ATTEST:

Art Wright, Historic Preservation Officer