



CITY OF MANSFIELD

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

Meeting Agenda

Historic Landmark Commission

Thursday, July 9, 2020

5:30 PM

Multi-Purpose Room

**PARTICIPATION IN THIS MEETING WILL BE AVAILABLE IN PERSON OR
BY VIDEO CONFERENCING. To participate by video, please register at**

<https://mansfieldtexas.zoom.us/j/95780196751?pwd=a0lubHB2MTduSERTVIIHMFwQm9Hdz09>

**by 5:30 pm on Thursday, July 9, 2020 or join by telephone at
1-888-788-0099 (Toll Free). When you call into the meeting, provide the
Webinar ID number and password below:**

Webinar ID: 957 8019 6751

Password: 606645

**Citizen comments on any agenda item for the July 9, 2020 Historic
Landmark Commission meeting may be submitted by email at
planning@mansfieldtexas.gov. All comments must be received by 12:00
noon, Monday, July 9, 2020, for presentation to the Commissioners
prior to the meeting.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
20-3481 Minutes - Approval of the February 13, 2020 Historic Landmark Commission Meeting Minutes
Attachments: [02-13-20 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. OTHER AGENDA ITEMS**
20-3452 HLC#19-011: Consideration of Possible Changes to the City's Historic Markers

Attachments: [Photographs of the aluminum and zinc markers](#)

[20-3603](#) HLC#20-006: Consideration of an Application for Hotel/Motel Tax Funding for the Historic Mansfield Preservation Grant Program

Attachments: [Revised Preservation Grant Program 2020](#)

5. COMMISSION ANNOUNCEMENTS

6. STAFF ANNOUNCEMENTS

7. ADJOURNMENT OF MEETING

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on July 2, 2020, 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: 20-3481

Agenda Date: 7/9/2020

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Agenda Number:

Title

Minutes - Approval of the February 13, 2020 Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the February 13, 2020 Historic Landmark Commission Meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.

**HISTORIC LANDMARK COMMISSION
CITY OF MANSFIELD**

February 13, 2020

Chairman Smith called the meeting to order at 5:35p.m. in the Council Chambers 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.

Present:

Robert Smith	Chairman
David Littlefield	Vice-Chairman
Lynda Pressley	Commissioner
Mark Walker	Commissioner
Justin Gilmore	Commissioner
Rick Weintraub	Commissioner
Amanda Kowalski	Commissioner

Absent:

Houston Mitchell	Commissioner
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Staff:

Art Wright	Planner
Delia Jones	Secretary

Approval of Last Meeting Minutes

Chairman Smith called for approval of the minutes of the December 12, 2019 meeting. Commissioner Pressley made a motion to approve the minutes as presented. Commissioner Weintraub seconded the motion which carried by a vote of 7 to 0.

Citizen Comments

None

Public Hearing

HLC#20-001: Public Hearing to consider a request for a Historic Landmark Overlay District designation for the Ralph S. Man Homestead located at 604 W. Broad Street

Chairman Smith opened the public hearing and called for anyone wishing to speak to come forward.

Seeing no one come forward to speak, Chairman Smith closed the public hearing.

After discussion, Vice-Chairman Littlefield made a motion to approve the requested designation for 604 W. Broad Street. Commissioner Kowalski seconded the motion which carried by a vote of 7 to 0.

Discussion

HLC#20-002: Discussion and possible action regarding potential landmark status for the old Mansfield High School and Rock Gym located at 605 E. Broad Street

Mr. Wright stated that the High School was built in 1924 and the Old Rock Gym was built in 1940. These former educational facilities are now part of the MISD's administration complex.

After discussion, Vice-Chairman Littlefield made a motion to proceed with inviting MISD to designate the old High School and Old Rock Gym as Mansfield historic landmarks. Seconded by Commissioner Kowalski, the motion carried by a vote of 7 to 0.

Other Agenda Items

A. Preservation Month Sub-Committee Update

Vice-Chairman Littlefield and Commissioner Walker stated that Preservation Month is still scheduled for May 2020 and the sub-committee is working on several events to promote preservation.

Commissioner Gilmore made a motion to approve the sub-committee's Preservation Month program. Commissioner Pressley seconded the motion which carried by a vote of 7 to 0.

B. HLC#19-011: Consideration of Possible Changes to the City's Historic Markers

Mr. Wright stated that he has received estimates from the Award Center for two options for medallions; (1) 12 inch diameter aluminum for approximately \$750, and (2) 12 inch diameter for approximately \$558. He added that he has contacted Waxahachie's supplier to see if they are able to replicate the current marker design in aluminum.

C. Public Engagement:

1. This Is Us: A Mansfield History Project

Mr. Wright stated that this project is a joint effort of the Planning Department, the Mansfield Public Library and the Mansfield Historical Museum and Heritage Center. He noted that the program is designed to collect citizens' stories, memories and experiences about growing up, going to school, working and living in Mansfield. He encouraged Commissioners to add their stories to the program.

Commission Announcements

Commissioner Weintraub recommended changing the meeting dates for March due to Spring Break and April due to the First Day of Passover.

Chairman Smith made a motion to move the March 12 meeting to March 19. Vice-Chairman Littlefield seconded the motion which carried by a vote of 7 to 0.

Chairman Smith made a motion to move the April 9 meeting to April 16. Commissioner Gilmore seconded the motion which carried by a vote of 7 to 0.

Staff Announcements

Mr. Wright stated that the Patterson-Rydell home is now designated as #26 on the Historic Register and the Man House is designated as #27. Mr. Wright added that Texas Health Resources has donated \$20,000 to the Volunteer Program.

Adjournment

With no further business, Chairman Smith adjourned the meeting at 6:37 p.m.

Robert A. Smith, Chairman

ATTEST:

Art Wright, Planner II/HPO



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STAFF REPORT

File Number: 20-3452

Agenda Date: 7/9/2020

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Consideration Item

Agenda Number:

Title

HLC#19-011: Consideration of Possible Changes to the City's Historic Markers

Description/History

Based on the Commission's preference for a metal marker, Staff ordered a prototype 12 inch, .0125" thick Satin Silver Anodized Aluminum medallion for the Commission's consideration. The image has been laser cut and etched. The manufacturer is Identification Plates, Inc. from Mesquite, Texas. These plates will cost approximately \$175 a piece for an order of four markers.

The current plate is a 12 inch, .153" thick Zinc medallion. The last zinc marker ordered by Staff cost \$792.42 for a single medallion. Staff will have the zinc and aluminum markers at the meeting for comparison.

Staff recommends approval of the aluminum marker.

Attachments

Photographs of the aluminum and zinc markers

12" Aluminum



12" Zinc





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STAFF REPORT

File Number: 20-3603

Agenda Date: 7/9/2020

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: HLC Case

Agenda Number:

Title

HLC#20-006: Consideration of an Application for Hotel/Motel Tax Funding for the Historic Mansfield Preservation Grant Program

Description/History

Applications for the funding from the Hotel/Motel Tax are due July 15, 2020 for the FY2020-2021 funding cycle. If the Commission wishes to request funding for the Historic Mansfield Preservation Grant program, it will need to authorize the chairman to submit an application prior to the July 15 deadline.

Due to the effects of COVID-19 on the City's hotels, the hotel/motel taxes available for this cycle will not be as much as previous years. Staff recommends that the Commission's request not exceed \$10,000. It is possible that the Preservation Grant Program may be allocated a lesser amount or no funding this cycle.

Staff would like to propose a change to the program this year. At present, grant funding is only available to residential properties. The proposed change would allow a maximum \$5,000 grant with a full match for commercial properties fronting Main or Broad Streets within the historic downtown.

Eligible projects for commercial buildings include restoration of historic storefronts and repair or restoration of buildings or architectural elements. For example, a grant might be given to the owner of the 1890 Post Office Building (Hilltop Bikes) as part of a project to remove the slip cover from the front of the building.

With this change, the grant funds would be available as follows:

- Owner-occupant residential uses may apply for a grant up to \$10,000 maximum with a half match (2/1 match)

In cases of financial hardship where a match is not possible, the applicant may request a waiver from the matching requirement for an owner-occupied residential property. Said waiver will only be approved by the City upon the recommendation of the Mansfield Historic Landmark Commission.

- Rental residential uses may apply for a grant up to \$5,000 maximum with a full match (1/1 match)

- A commercial use in an historic building fronting on Main Street or Broad Street may apply for a grant up to \$5,000 maximum with a full match (1/1 match)

Priority in allocating Preservation Grant Program funds will be given to owner-occupied properties, and to residential properties before commercial properties.

Attachment:

Revised Preservation Grant Program



HISTORIC MANSFIELD PRESERVATION GRANT PROGRAM GUIDELINES

PURPOSE OF THE GRANT FUNDS:

The goal of the Historic Mansfield Preservation Grant Program is to preserve the City's cultural heritage through the preservation, restoration, rehabilitation and/or reconstruction of historic buildings.

APPLICATION PROCESS:

Applicants must complete a grant application form and meet with City Staff to discuss the proposed work.

Recommendations for grants will be presented to the City of Mansfield Historic Landmark Commission for consideration.

GENERAL CRITERIA:

1. Grant funding is available for:

- Owner-occupant residential uses may apply for a grant up to \$10,000 maximum with a half match (2/1 match)

In cases of financial hardship where a match is not possible, the applicant may request a waiver from the matching requirement for an owner-occupied residential property. Said waiver will only be approved by the City upon the recommendation of the Mansfield Historic Landmark Commission.

- Rental residential uses may apply for a grant up to \$5,000 maximum with a full match (1/1 match)
- A commercial use in an historic building fronting on Main Street or Broad Street may apply for a grant up to \$5,000 maximum with a full match (1/1 match)

2. Priority in allocating Preservation Grant Program funds will be given to owner-occupied properties, and to residential properties before commercial properties.

3. The City may increase the above stated amount in cases where existing conditions of the building require additional assistance or where the proposed work exceeds the goals and objectives of this grant program. The increase must receive final approval from the City Council prior to becoming effective.

4. After grant award, any increase or decrease in construction expenses, including cost increases, change orders and overruns shall be determined and assumed by the Owner.
5. Grants are limited to exterior preservation, restoration, rehabilitation and/or reconstruction of buildings in existing historic districts or buildings determined eligible for Historic Landmark designation by the Mansfield Historic Landmark Commission. The building must be located within the boundaries of the Original Town of Mansfield. All proposed work must comply with the City's *Design Guidelines for Historic Residential Properties* and the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*.
6. Grant funding is **NOT** available for purchase or rental of tools, machinery, equipment or Owner's time spent on work.
7. Each application will be evaluated on its merits as a viable project and on how it relates to the City's goals. Applicants must describe the project and include drawings, specifications, photographs (historic, where available), budgets and schedule.
8. Owner agrees to sign a Preservation Agreement that embodies the terms of the grant and contains a reimbursement requirement in the event of sale or change in use of the property from owner-occupied to rental.
9. Owner agrees to designate their property with "H", Historic Landmark Overlay District zoning through a Historic Landmark zoning change in accordance with Section 5400 of the Mansfield Zoning Ordinance. A Historic Landmark property will be subject to the City's *Design Guidelines for Historic Residential Properties* for future exterior modifications.
10. The Applicant shall comply with all zoning and permitting requirements of the City and the Zoning Ordinance.

FUNDS:

1. Grant funds must be used within six (6) months from the date of the Preservation Agreement or the grant becomes void.
2. Grant funding is handled on a reimbursement basis. Funds will only be disbursed when receipts of completed work are submitted for reimbursement and approved by the City Manager or his designee.

The City reserves the right to observe and monitor the project prior to payment and/or to make payment directly to a Contractor (where a grant has been awarded without a matching requirement).

3. One hundred percent (100%) payment of the grant will be disbursed only when:

- there is evidence that the project is completed, such as receipts for work completed (including copies of paid receipts) are received and approved by the City; and
- the work passes inspection by the Development Services Department (where required); and
- after the property owner has submitted the application for Historic Landmark designation; and
- after non-conforming work is modified where required by the Mansfield Historic Landmark Commission and/or the Development Services Department (for achieving final inspection).

4. Payment may be withheld if the work fails to meet the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*.

REPAYMENT:

Grant recipients must repay all of the funds if any of the following circumstances occurs within one (1) year of completion of the project:

- The building is not maintained to City Building Codes.
- Historic Landmark designation is removed.
- Property changes from residential use to another.
- Owner performs or arranges for other work (not under this Agreement) materially detracting from the historic character or fabric of the exterior of the building without a Certificate of Appropriateness.
- Property is sold or conveyed to another.

Grant recipients who receive grant funding based on owner-occupied residential use of the property must repay twenty five percent (25%) of the grant amount if the owner-occupied status of the property changes to rental.

REQUIRED SUBMITTALS:

1. A completed Grant Application with necessary signatures and budget where required on the application.
2. A completed Historic Landmark Application form with necessary signatures, notarized where required. A Notary Public is available, at no charge, in City Hall.

3. Proof of ownership, copy of deed. If application is submitted by someone other than Owner, please submit documentation establishing permission to work on property.
4. Proof of insurance, casualty, fire and federal flood insurance, if applicable.
5. Plans and specifications (if available or needed) of proposed work.
6. Historic documentation. Historic photographs (if available) or other documentation (i.e. drawings, sketches). Identify approximate date of documentation.

MISCELLANEOUS:

The Grant Program begins on October 1 and ends on September 30 of the year. Applicants may reapply for funding for a project in a subsequent year if funds were unavailable during the current grant year.

Those who have projects funded by a preservation grant agree to acknowledge the support of the City of Mansfield. It is also understood that the City of Mansfield may seek public recognition for its contribution to any grants funded project.

Applications are available from:

Art Wright, Historic Preservation Officer
City of Mansfield
1200 E. Broad Street
Mansfield, Texas 76063

Telephone: 817-276-4226.
Email: art.wright@mansfieldtexas.gov.

All materials submitted become the property of the City of Mansfield.