

<p style="text-align: center;"><b>AGENDA</b></p> <p style="text-align: center;"><b>HISTORIC LANDMARK COMMISSION</b> <b>CITY OF MANSFIELD, TEXAS</b> <b>CITY HALL COUNCIL CHAMBERS</b> <b>TUESDAY, SEPTEMBER 19, 2017, 5:30 PM</b></p>
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- 1. CALL TO ORDER**
- 2. APPROVAL OF LAST MEETING MINUTES**
- 3. DISCUSSION ITEMS:**
  - A. Update on exterior renovations at 200 W. Oak Street
  - B. Results of the 2017 Four-Year Evaluation under the National Historic Preservation Act of 1966, for the Certified Local Government program, City of Mansfield, Tarrant County, Texas
  - C. Training opportunity at the 2017 Texas Downtown Conference in McKinney, Texas
- 4. COMMISSION ANNOUNCEMENTS**
- 5. STAFF ANNOUNCEMENTS**
- 6. ADJOURNMENT OF MEETING**

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on September 14, 2017, in accordance with Chapter 551 of the Texas Government Code.

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Delia Jones, Secretary

- 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.

**HISTORIC LANDMARK COMMISSION  
CITY OF MANSFIELD**

**July 18, 2017**

Chairman Smith called the meeting to order at 5:30 p.m. in the Council Chambers of 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
Mark Walker	Commissioner
Julie Short	Commissioner
Justin Gilmore	Commissioner
Arnaldo Rivera	Commissioner
Cynthia Gardner	Commissioner
Brent Parker	Commissioner
Lynda Pressley	Commissioner

**Absent:**

None

**Staff:**

Lisa Sudbury	Interim Director of Planning
Art Wright	Planner
Delia Jones	Secretary
Shelly Lanners	Deputy City Manager

**Approval of Last Meeting Minutes**

Chairman Smith called for approval of the minutes of the January 31, 2017, meeting. Commissioner Parker made a motion to approve the minutes as presented. Commissioner Pressley seconded the motion which carried unanimously.

**HLC#17-003: Public hearing to consider a request for a mural on the side façade of the Mansfield Chamber of Commerce Building, historically known as the Big Daylight Store Building, located at 114 N. Main Street**

Lori Williams, representing the Chamber of Commerce, gave a brief overview of the request and was available for questions.

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 request as presented. Commissioner Short seconded the motion which carried unanimously.

**Commission Announcements**

Commissioner Parker stated that he is still awaiting RFP bids on the 4 acres downtown. Vice-Chairman Littlefield commended Commissioner Short on a recent recognition by the City of Arlington for her work in real estate. In response to a question by Commissioner Pressley, Ms. Lanners updated the Commission on the following: 1) Pond Branch Linear Trail will start at Kimbell Street and continue to Sycamore Street; 2) the trail is currently under construction with an estimated completion time of the end of the year or early January 2018, and 3) due to the Railroad denying a permit to use the historic culvert under the train tracks, the City is currently working on alternatives.

**Staff Comments**

Mr. Wright stated that the City has a Certified Local Government (CLG) designation and can apply for grants for training or updating the Historic Resources Survey that was last updated in 1997.

**Adjournment**

With no further business, Chairman Smith adjourned the meeting at 5:52 p.m.

\_\_\_\_\_  
Robert Smith, Chairman

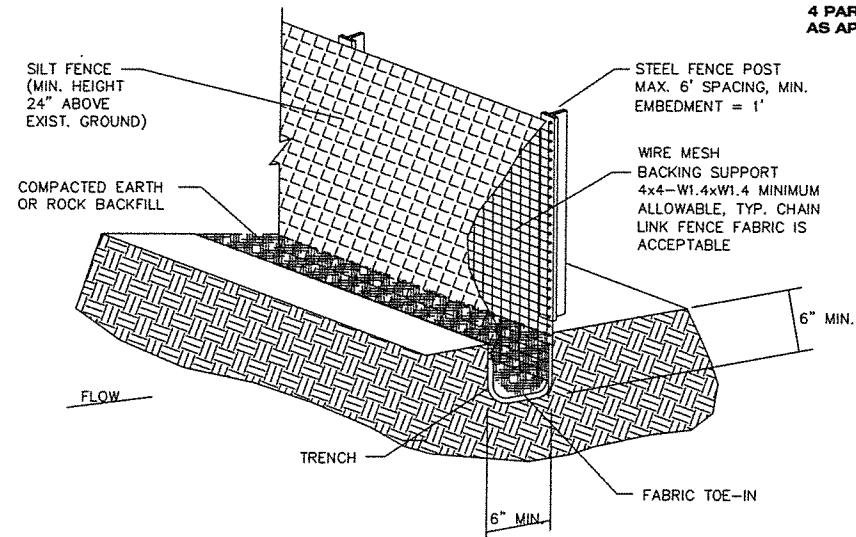
ATTEST:

\_\_\_\_\_  
Delia Jones, Secretary

NOTE: SUBJECT LOT DRAINS WELL AND DOES NOT REQUIRE ANY SITE DRAINAGE ALTERATION TO MAINTAIN POSITIVE DRAINAGE AWAY FROM BUILDING OR TO ADJACENT PROPERTY. CONTRACTOR TO MAINTAIN DRAINAGE AWAY FROM STRUCTURE AS WELL AS ADJACENT SITES.

CONTRACTOR TO SWEEP PAVEMENT ON A REGULAR BASIS IN ORDER TO PREVENT STORM WATER POLLUTION.

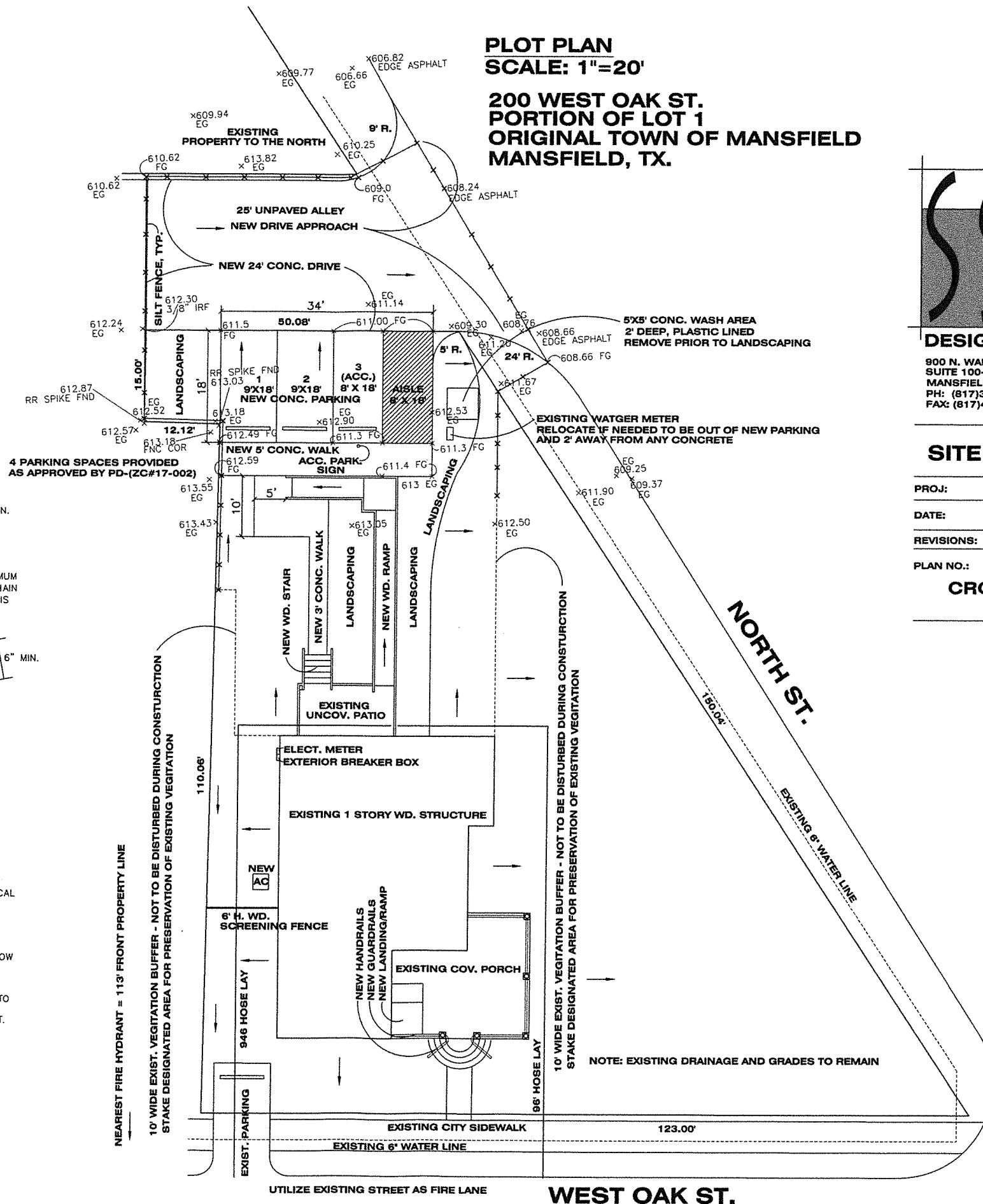
EXPOSED SOILS THAT ARE DISTURBED BY VEHICLES, GRADING OR CONSTRUCTION ACTIVITY TO BE STABILIZED AT THE COMPLETION OF CONSTRUCTION - WITH A UNIFORM, PERENNIAL VEGETATION COVER, AT LEAST 70% DENSITY OF THE NATIVE, BACKGROUND, VEGETATION.



#### SILT FENCE GENERAL NOTES

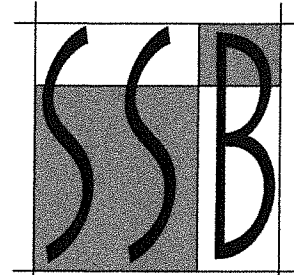
1. STEEL POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED RUNOFF SOURCE. POST MUST BE EMBEDDED A MINIMUM OF ONE FOOT.
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A SPADE OR MECHANICAL TRENCHER, SO THAT THE DOWN SLOPE FACE OF THE TRENCH IS FLAT AND PERPENDICULAR TO THE LINE OF FLOW. WHERE FENCE CANNOT BE TRENCHED IN (e.g. PAVEMENT), WEIGHT FABRIC FLAP WITH ROCK ON UPHILL SIDE TO PREVENT FLOW FROM SEEPING UNDER FENCE.
3. THE TRENCH MUST BE A MINIMUM OF 6 INCHES DEEP AND 6 INCHES WIDE TO ALLOW FOR THE SILT FENCE FABRIC TO BE LAID IN THE GROUND AND BACKFILLED WITH COMPACTED MATERIAL.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH STEEL SUPPORT POST OR TO WOVEN WIRE, WHICH IN TURN IS ATTACHED TO THE STEEL FENCE POST. THERE SHALL BE A 3 FOOT OVERLAP, SECURELY FASTENED WHERE ENDS OF FABRIC MEET.
5. INSPECTION SHALL BE MADE EVERY TWO WEEKS AND AFTER EACH 1/2" RAINFALL. REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN THE SITE IS COMPLETELY STABILIZED SO AS NOT TO BLOCK OR IMPEDE STORM FLOW OR DRAINAGE.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF HALF THE HEIGHT OF THE FENCE. THE SILT SHALL BE DISPOSED OF AT AN APPROVED SITE AND IN SUCH A MANNER AS TO NOT CONTRIBUTE TO ADDITIONAL SILTATION.

CONSTRUCTION OF A FILTER BARRIER  
N.T.S.



**PLOT PLAN**  
**SCALE: 1"=20'**

**200 WEST OAK ST.**  
**PORTION OF LOT 1**  
**ORIGINAL TOWN OF MANSFIELD**  
**MANSFIELD, TX.**



**DESIGNS, INC.**

900 N. WALNUT CREEK DR.  
SUITE 100-PMB 366  
MANSFIELD, TX 76063  
PH: (817)300-7052  
FAX: (817)477-3397

#### **SITE PLAN**

PROJ: CROCKER

DATE: 8-30-17

REVISIONS:

PLAN NO.:

**CROCKER**

**SITE PLAN/PAVING/SWPPP/EROSION CONTROL**  
**SCALE: 1"=30'-0"**

PROJECT  
NAME:  
**CROCKER OFFICE**

200 W. OAK ST. - MANSFIELD, TX.

OCCUPANCY LOAD

TOTAL A.C. AREA - 1355  
RESTROOMS: 58 S.F. - NO LOAD  
CIRCULATION: 241 S.F. - NO LOAD  
BREAK ROOM: 182 S.F. - NO LOAD  
BUSINESS: 874 S.F. - 1:100 = 9  
TOTAL OCCUPANCY LOAD: 9

BUILDING TYPE

VB

TDLR #

NOT SUBJECT

APPLICABLE CODES

ALL CONSTRUCTION TO BE FULLY COMPLIANT WITH ALL THE FOLLOWING CODES:  
ALL APPLICABLE STATE AND LOCAL CODES  
ALL CITY OF ARLINGTON CODES AND ORDINANCES  
2012 TAS  
2014 NEC  
2006 IMC  
2006 IBC  
2006 IPC  
2015 IEC  
2006 IFC

GENERAL ACCESSIBILITY NOTES:

1. ALL CONSTRUCTION TO COMPLY WITH THE 2012 TEXAS ACCESSIBILITY STANDARDS.

ACCESSIBLE ROUTE NOTES:

1. ALL INTERIOR FLOOR SURFACES AND EXTERIOR ACCESSIBLE ROUTE, ACCESSIBLE PARKING AND ACCESSIBLE AISLE ARE TO BE FIRM, STABLE AND SLIP RESISTANT.
2. THERE SHALL BE NO VERTICAL RISE OVER 1/4" IN ANY INTERIOR OR EXTERIOR ROUTE.
3. CONCRETE OR WD. AT ALL EXTERIOR PASSAGE DOORS TO HAVE NO VERTICAL DROP AT THE DOOR THRESHOLD AND A MAX. SLOPE OF 2% FOR THE WIDTH OF THE DOOR PLUS 18" ON THE PULL SIDE OF THE DOOR AND 60" OUT FROM THE DOOR.
4. CARPET SHALL HAVE A MAX. PILE HEIGHT OF 1/2" WITH NO PAD.
5. ALL ACCESSIBLE ROUTES TO HAVE A MAX. SLOPE OF 5% AND MAX. CROSS SLOPE OF 2%.
6. ACCESSIBLE PARKING AND AISLE TO HAVE A MAX. SLOPE OF 2% IN ALL DIRECTIONS.
7. PROVIDE A TAS COMPLIANT ACCESSIBLE PARKING SIGN WITH "VAN ACCESSIBLE" SIGN MOUNTED BELOW.

DOOR NOTES:

1. ALL DOOR HARDWARE TO BE LEVER TYPE.
2. DOOR HARDWARE TO BE MOUNTED 48" MAX. A.F.F.
3. DOOR CLOSERS SWEEP PERIOD TO BE 3 SECONDS AT A POINT 3" FROM LATCH (MEASURED TO THE LEADING EDGE OF THE DOOR) IN AN OPEN POSITION OF 70 DEG.
4. OPENING FORCE SHALL BE 5LBF MAX. FOR ALL INTERIOR DOORS.
5. DOOR THRESHOLDS SHALL BE 1/2" H. MAX. WITH A 1:2 BEVEL ON BOTH SIDES. THERE SHALL BE NO VERTICAL DROP AT ANY EXTERIOR DOOR THRESHOLD.

INTERIOR FINISH NOTES:

1. ALL INTERIOR FINISHES TO BE RATED CLASS B OR BETTER.

ALL TOILET ROOM FLOORS:

1. ALL FLOOR SURFACES TO SLOPE A MAX. OF 2% IN ALL DIRECTIONS (INCLUDING FLOOR DRAIN).

GRAB BAR NOTES:

1. MOUNT TO SUPPORT 250LBF. (PROVIDE WOOD BLOCKING)
2. MOUNT 1-1/2" FROM WALL.
3. DIAM. TO BE 1-1/2".
4. SURFACE TO BE SMOOTH.
5. MOUNT 34" A.F.F.

LAVATORY/SINK NOTES:

1. EDGE OF SINK TO WALL TO BE 17" MIN.
2. 19" MAX. FROM EDGE OF SINK TO PIPES.
3. ALL FAUCETS TO BE LEVER-TYPE.
4. ALL EXPOSED PIPES TO BE INSULATED.

WATER CLOSET NOTES:

1. ENSURE FLUSH CONTROL IS INSTALLED ON WIDE SIDE OF FIXTURE.
2. CENTER LINE OF ALL TOILETS TO BE 16"-18" FROM FINISHED SIDE WALL (NOT STUD).

ACCESSORY & HDWR. NOTES:

1. ENSURE ALL ACCESSORIES ARE MOUNTED A MAX. OF 48" A.F.F., A MAX. OF 4" FROM THE WALL (RECESS IF NEEDED) AND HAVE A CLEAR FLOOR AREA OF 30"x48" CENTERED ON THE ELEMENT.
2. ALL CONTROLS AND MECHANISMS SHALL BE ABLE TO OPERATE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST.

ENERGY CODE NOTES:

1. ALL EXTERIOR WALLS, DOORS AND WINDOWS ARE EXISTING. U.N.O. - NEW EXTERIOR DOOR TO BE SOLID (NO GLAZING).
2. ALL LIGHTING AND ELECTRICAL ARE EXISTING - NEW FIXTURES WHERE NOTED HAVE EXISTING WIRING.

PLUMBING NOTES:

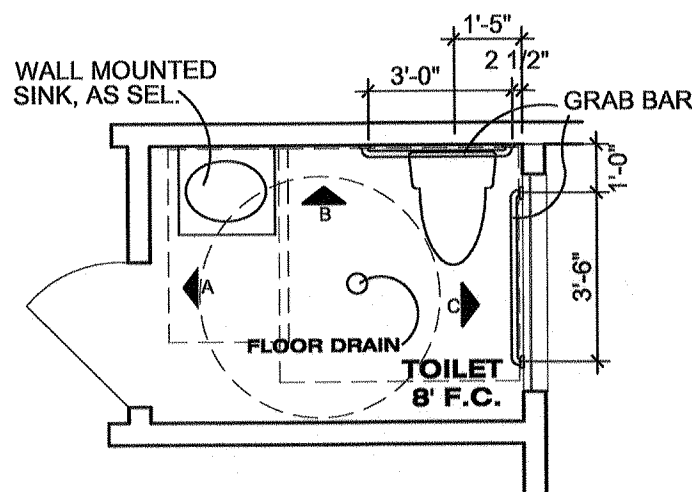
1. ALL PLUMBING TO REMAIN - FIXTURES TO BE REPLACED.
2. PROVIDE INSTA-HOT DEVICES FOR TOILET AND BREAK ROOM SINKS - BREAK ROOM SINK TO BE USED AS SERVICE SINK.
3. PROVIDE BACKFLOW PREVENTION IN LINE BETWEEN WATER METER AND SERVICE (ABOVE GROUND WITH A HOT BOX).
4. A WATER COOLER WILL BE PROVIDED IN LIEU OF A WATER FOUNTAIN.

ELECTRICAL NOTES:

1. ALL ELECTRICAL IS EXISTING - FIXTURES TO BE REPLACED.
2. PROVIDE AN EXTERIOR ELECTRICAL DISCONNECT.

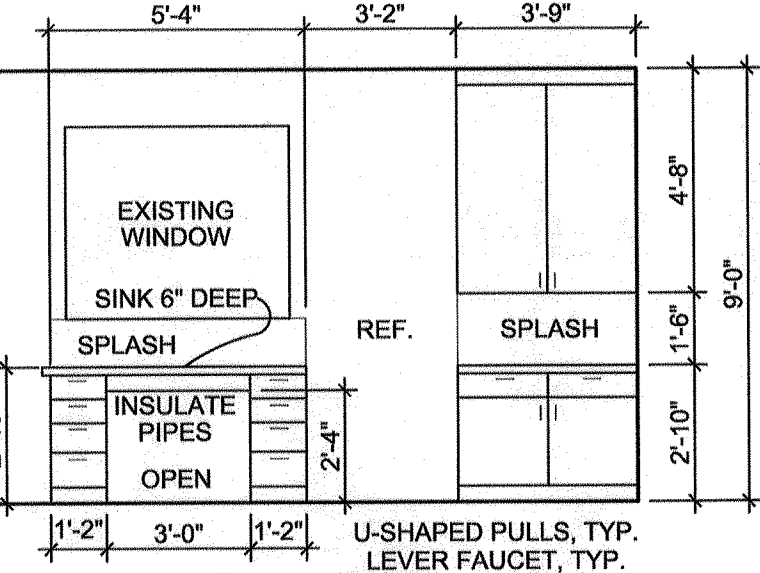
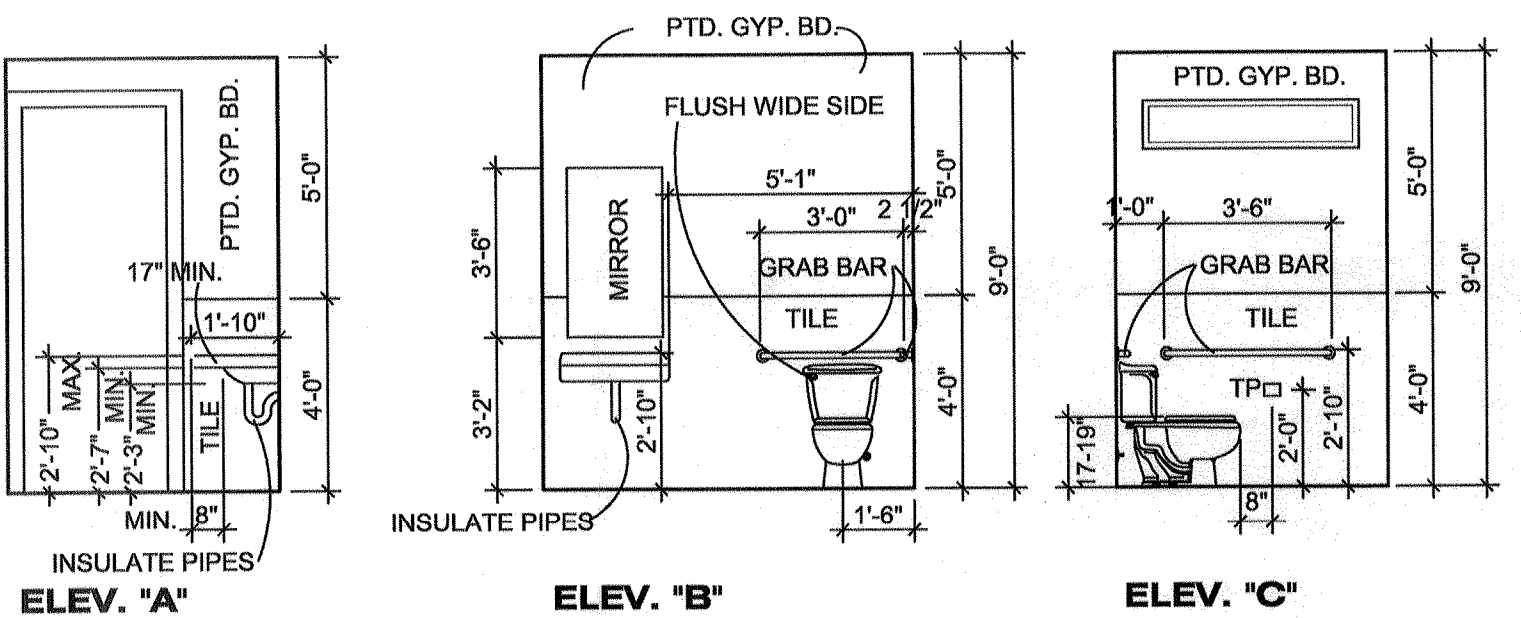
KNOX BOX:

1. PROVIDE AN APPROVED KNOX BOX - LOCATION TO BE DETERMINED BY THE FIRE MARSHALL.



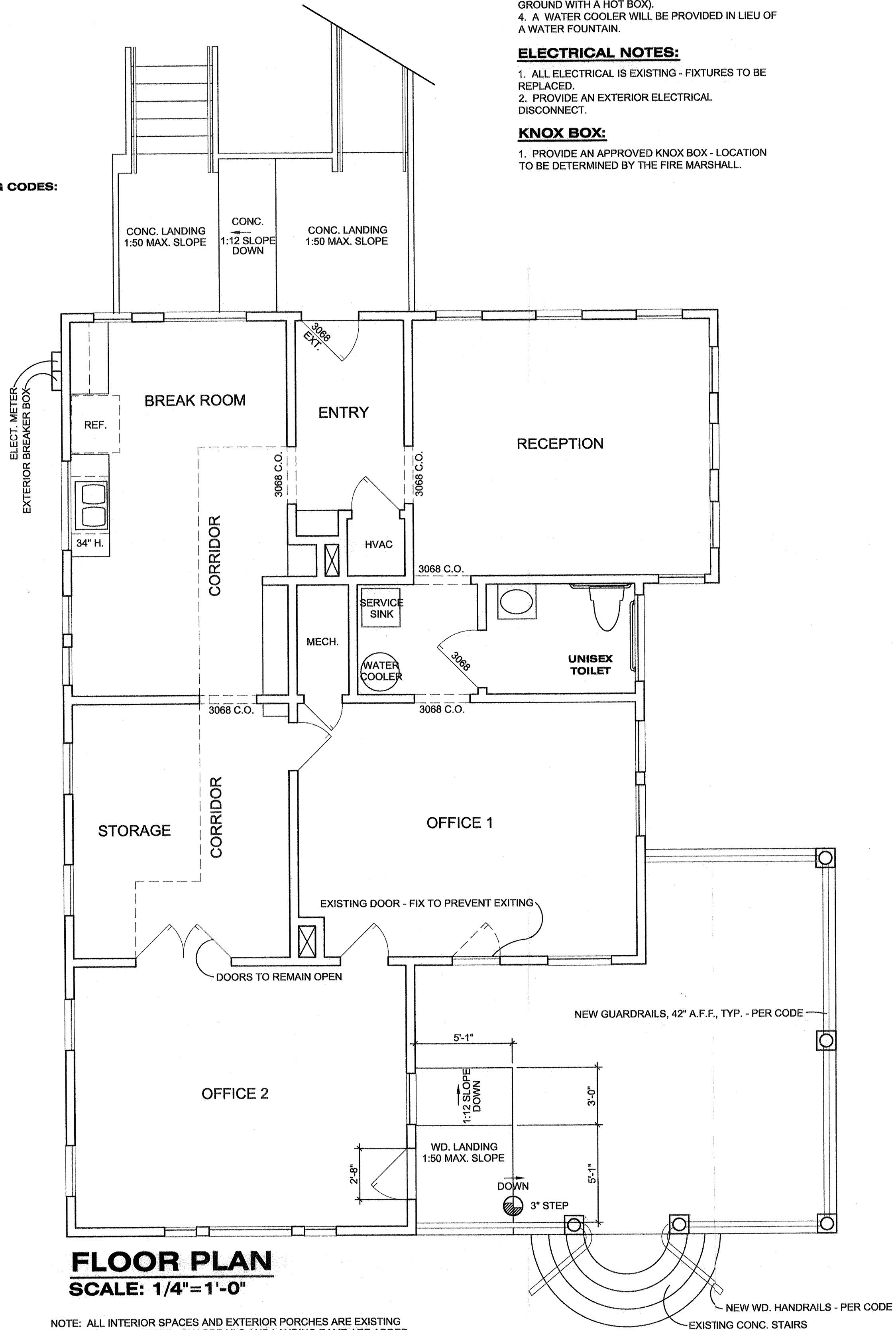
TOILET

SCALE: 1/4"=1'-0"

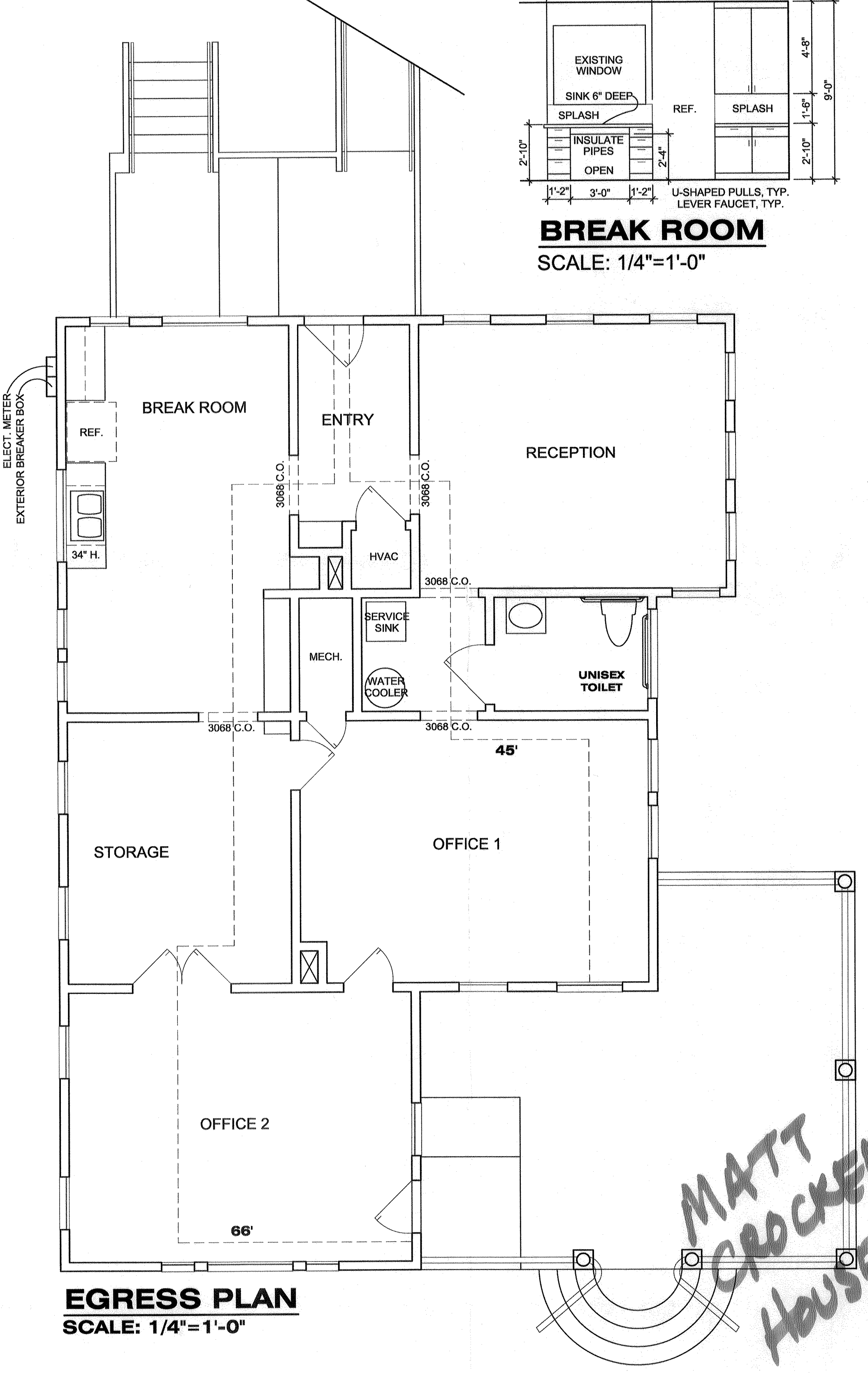


BREAK ROOM

SCALE: 1/4"=1'-0"



NOTE: ALL INTERIOR SPACES AND EXTERIOR PORCHES ARE EXISTING. FRONT HANDRAIL, GUARDRAILS AND LANDING RAMP ARE ADDED. REAR PARKING, RAMP, STAIRS, HANRAILS AND GUARDRAILS ARE ADDED. ALL CEILINGS ARE EXISTING, 9' HIGH SHEETROCK. BUILDING ENTRY IS RELOCATED TO THE BACK OF THE PROPERTY TO PROVIDE ACCESS AND RETAIN THE HISTORIC AESTHETIC OF THE STRUCTURE. ALL ELECTRICAL WIRING HAS BEEN PREVIOUSLY UPDATED - NO ELECTRICAL WORK IS PROPOSED OTHER THAN FIXTURE CHANGES IN EXISTING LOCATIONS. ALL PLUMBING IS EXISTING - ONLY FIXTURES ARE BEING UPDATE IN EXISTING PLUMBING LOCATIONS. THERE IS NO DEMOLITION NEEDED FOR THIS PROJECT. ALL WINDOWS AND DOORS ARE EXISTING U.N.O.



900 N. WALNUT CREEK DR.  
SUITE 100 - PMB 366  
MANSFIELD, TX. 76063  
PH: (817)300-7052  
FAX: (817)477-3397

CROCKER OFFICE  
200 W. OAK ST. - MANSFIELD, TX.

PROJECT NUMBER  
CROCKER

DATE: 8-30-17

REVISIONS:

SQ. FOOTAGE

EXISTING A.C. 1355  
EXIST. BACK PORCH 131  
EXIST. FRONT PORCH 453

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INC.

SHEET

A-1

RECEIVED  
SEP 05 2017

BY: .....



**CROCKER OFFICE**  
200 W. OAK ST. - MANSFIELD, TX.

**DATE:** 8-30-17

**REVISIONS:**

EXISTING A.C.	1355
EXIST. BACK PORCH	131
EXIST. FRONT PORCH	453

**SHEET**

**A-2**



**RAMP NOTES:**

1. ALL WD. TO BE REDWOOD, CEDAR OR TREATED - STAINED AND SEALED.
2. ALL SUPPORTS TO BE ANCHORED FIRMLY IN CONCRETE - 24" MIN. BELOW GRADE.
3. SIZES AND SPACING FOR STRUCTURAL SUPPORTS TO BE VERIFIED BY LUMBER COMPANY ENGINEER PRIOR TO ORDERING MATERIALS.
4. ALL NAILS AND ANCHORS TO BE EXTERIOR GRADE.
5. SIMILAR HANDRAILS AT EXIST. CONC. STAIRS.

TEXAS HISTORICAL COMMISSION

*real places telling real stories*

August 22, 2017

Lisa Sudbury, AICP  
Acting Director of Planning  
City of Mansfield  
1200 E. Broad St  
Mansfield, TX 76063

*Re: 2017 Four-Year Evaluation under Section 101(a)(7)(C) of the National Historic Preservation Act of 1966, for the Certified Local Government program, City of Mansfield, Tarrant County, Texas*

Dear Ms. Sudbury,

Thank you for our meeting in Mansfield on July 11, 2017, for the purpose of conducting the above-referenced evaluation. This letter presents the comments of the State Historic Preservation Officer, the Executive Director of the Texas Historical Commission (THC). As the state agency responsible for administering the Certified Local Government (CLG) program, these comments also provide recommendations on compliance with state rules and federal regulations.

The review staff, led by Laura Camayd, program specialist for the CLG program, has completed its review. Based on the information discussed at the meeting and submitted to date, it appears that Mansfield will fulfill its responsibilities pursuant to the terms of the original Certification Agreement.

The following are additional recommendations:

- The CLG must appoint an Historic Preservation Officer as soon as possible. In order to be in compliance with the Certified Local Government Program.
- THE CLG should contact THC's National Register staff to get a Determination of Eligibility for Mansfield's Historic Downtown. Consider applying for a CLG grant to prepare the National Register of Historic Places nomination.
- Ensure that the Historic Preservation Officer attends at least one training approved by the THC annually.
- Ensure that Historic Preservation Commissioners have access to annual training.
- Encourage the Historical Commission to continue working within the communities by conducting community outreach, education, historic resources surveys, and local district or landmark designation.



- Maintain an inventory of buildings which lists appropriate local, state, and federal designations.

Enclosed is a copy of the completed evaluation form for your files that outlines the aforementioned required improvements and recommendations in greater detail. Thank you for your cooperation in this federal and state review process, and for your efforts to preserve the irreplaceable heritage of Texas. **If you have any questions concerning our review or if we can be of further assistance, please contact me at 512-463-7812.**

Respectfully,

A handwritten signature in black ink that reads "Laura Camayd". The signature is fluid and cursive, with a period at the end.

Laura Camayd, Local Government Program Specialist  
Certified Local Government Program  
Texas Historical Commission

Enclosure

cc: Mayor David Cook, City of Mansfield, Texas  
Clayton Chandler, City Manager, City of Mansfield, Texas

**CERTIFIED LOCAL GOVERNMENT  
FOUR-YEAR REVIEW**

CERTIFIED LOCAL GOVERNMENT:	<b>Mansfield</b>
DATE OF VISIT:	<b>July 11, 2017</b>
DATE COMPLETED:	July 31, 2017
THC STAFF REVIEWER:	<b>Laura Camayd</b>

**PURPOSE**

In accordance with federal regulations and Texas Administrative Code Chapter 15.6, Rules and Procedures for Certified Local Governments, section (h) (1), the State Historic Preservation Officer (SHPO) shall conduct, at least once every 4 years, a review of Certified Local Governments (CLGs). The purpose of this is to assure that each government fulfills its responsibilities as provided for in the Certification Agreement, as follows:

- (1) To review the annual review reports submitted by the local governments and other documents as necessary;
- (2) To review reports and documents pertaining to the fiscal management of Historic Preservation Fund monies.
- (3) To review all relevant records and materials available to the State Historic Preservation officer, including copies of all documentation of expenses.
- (4) To review the performance of the Certified Local Government on the basis of recognized standards for historic preservation activities, such as the National Register Criteria for Evaluation, State survey grant requirements, the *Secretary of the Interior's Standards for Rehabilitation* and the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.

**PROCEDURE FOR REVIEW OF CLG PROGRAMS**

In Texas, the SHPO is the Executive Director of the Texas Historical Commission and his designee is responsible for carrying out this review. In order to make an objective review of the local CLG program, the SHPO or his designee will make an on-site visit for one to two days. The following schedule will apply:

1. The SHPO shall confer with the CLG on an appropriate on-site date to coordinate with the historic preservation review commission/board/committee regularly scheduled monthly meeting.

2. During or prior to the on-site visit, the SHPO will request that the CLG produce files, publications, minutes of local review commission meetings, and other materials necessary to accurately answer questions listed in the evaluation. Meetings with review commissions/boards/committees and special groups reviewing certificates of appropriateness also will be necessary.
3. A draft of the findings and recommendation of the SHPO staff will be provided to the CLG typically within 60 days after the on-site visit.
4. The CLG shall have 45 days from the receipt of the comments of the SHPO to submit a written response.
5. The SHPO and CLG shall consult to resolve any differences of opinion about the findings and recommendations presented in the report.
6. The CLG shall then take action to provide required documentation or perform other steps necessary to correct deficiencies noted in the report.
7. If all corrections required are not accomplished within the agreed upon time frame in accordance with the Rules and Procedures for Certified Local Governments, the SHPO may recommend to the National Park Service the decertification of the CLG.

#### PROCESS FOR REVOKING CERTIFICATION

The process for revoking the certification of a local government is outlined in Section (i) in the adopted Rules and Procedures for Certified Local Governments.

#### EVALUATION FORM FOR CERTIFIED LOCAL GOVERNMENTS

Attached is the evaluation form to be used by the SHPO during and on-site visit. Questions preceded by an “\*” must be answered with a “Yes” or the CLG will be considered deficient in that mandatory area. Negative answers to these items must be discussed in the “Required Improvements” section of the evaluation of the specific program area. These negative items must be corrected by the CLG in order to remain in good standing.

## EVALUATION FORM

## **I. SUMMARY OF CLG REVIEW MEETING**

## THC Staff

Laura Camayd

### Local CLG Representative

**Lisa Sudbury, AICP**

## Did THC Staff observe CLG Board Meeting?

☐ Yes☒ No

## II. CLG ADMINISTRATION AND ORGANIZATION

In this section, the SHPO will evaluate the administration and organization of the CLG. It is recognized that the CLGs will vary in their organization and means of administering a preservation program. This portion is intended to cover broad areas and general responsibilities.

\*A. Does the CLG have a designated city/county official, staff person, or other appropriate resident of the local government serving as preservation officer?

☐ Yes☒ No

**\*B. Does the appointed CLG Representative satisfy the requirements for serving as Historic Preservation officer, as outlined by local ordinance and the Secretary of the Interior's Standards for Professional Qualifications?**

☐ Yes☒ No

\*C. Did the CLG submit a complete and acceptable annual report in a timely manner as specified in the Certification Agreement?

☒ Yes☐ No

### SUMMARY OF SHPO FINDINGS:

Felix Wong, the City of Mansfield Historic Preservation Officer, retired on June 9, 2017. The City has not appointed a new HPO.

The acting Planning Director, Lisa Sudbury, would qualify under the Secretary of the Interior's Professional Qualifications Standards. However, Art Wright, a planner with the City of Mansfield, is more familiar with the Historic Preservation program and he has been assisting the former HPO with the administration of the program.

The CLG will keep the SHPO up-to-date with the selection and appointment process for the HPO position.

The CLG routinely submits annual reports on time.

REQUIRED IMPROVEMENTS:

The City shall appoint a qualified Historic Preservation Officer.

RECOMMENDATIONS:

Encourage staff to attend preservation related training.

The CLG shall continue to submit complete and timely annual reports.

### **III. HISTORIC PRESERVATION REVIEW** **COMMISSION/BOARD/COMMITTEE**

In this section, the SHPO will evaluate the existing historic preservation review commission/board/committee based on the Certification Agreement and the Rules and Procedures for Certified Local Governments.

\*A. Does the CLG maintain an adequate and qualified local historic preservation review commission/board/committee in accordance with the provisions of the Certification Agreement and Rules and Procedures for Certified Local Governments?

☒ Yes      ☐ No

\*B. Does the CLG's historic preservation review commission/board/committee maintain adequate written minutes of all meetings?

☒ Yes      ☐ No

\*C. Are the minutes kept on file and available for review by the public?

☒ Yes      ☐ No

\*D. Do the minutes appear to fully state the reasons for commission/board/committee decisions?

☒ Yes      ☐ No

\*E. Are copies of the minutes distributed to the members of the review commission/board/committee and to the Texas Historical Commission within sixty days of the date of a meeting?

☒ Yes      ☐ No

\*F. Is there evidence that all review commission/board/committee meetings are held in conformance with the Texas Open Meetings Act, Texas Civil Statutes, Article 6252-17?

☒ Yes      ☐ No

\*G. Does the local historic preservation review commission/board/committee meet at least monthly, unless no applications for work have been received, or unless no commission/board/committee action is required?

☒ Yes      ☐ No

H. Has it been necessary to fill vacancies on the local commission/board/committee since the execution of the Certification Agreement or the last annual review?

☒ Yes      ☐ No

\*I. If new members have been appointed since execution of the Certification Agreement or the last annual review, has the SHPO been provided copies of resumes (vitae) for each new member?

☒ Yes      ☐ No

\*J. Is there evidence that all commission/board/committee members are residents of the county or municipal entity for which they serve?

☒ Yes      ☐ No

\*K. Is there evidence that all commission/board/committee members represent the general ethnic make-up of that community?

☒ Yes      ☐ No

\*L. Do all review commission/board/committee members have a demonstrated interest, competence, or knowledge in historic preservation?

☒ Yes      ☐ No

\*M. Is there evidence that the local government made a reasonable effort to locate and appoint professional members from the disciplines of architecture, history, architectural history, planning, archeology, or other disciplines related to historic preservation such as American studies, American civilization, cultural geography, or cultural anthropology?

☒ Yes      ☐ No

*(This may be demonstrated through a public service announcement, newspaper advertisement, media story, or other appropriate form of public communication.)*

\*N. Has at least one member of the local historic preservation review commission/board/committee attended at least one informational or educational meeting sponsored or approved by the Texas Historical Commission, and which pertains to the current work and functions of the review commission/board/committee or to other related historic preservation topics during each of the three preceding fiscal years?

☒ Yes      ☐ No

Summary of Training:  
Texas Downtown Association Conference

### **SUMMARY OF SHPO FINDINGS:**

The City of Mansfield maintains an active review commission. The Historic Landmark Commission (HLC) is made up of individuals with varying interest and experience in the field of historic preservation.

The HLC does not meet monthly due to lack of projects that require a Certificate of Appropriateness (COA). A review of their last three meeting minutes show the HLC appears to comply with the State of Texas Open Meetings Act and that the commission is comfortable reviewing COA applications.

The HLC is made up of nine regular members, two of which are alternates who serve in the absence of a regular member. The commission is made up of professionals architects, real estate agent, and historic preservationists. All members are residents of the City.

The CLG routinely submits meeting minutes to THC as soon as they are reviewed and approved by the HLC.

### **REQUIRED IMPROVEMENTS:**

Currently there are nine commissioners serving on the HLC, however the Historic Preservation Ordinance calls for a 7 member commission with 1 alternative member. The Ordinance shall be updated to reflect the practice.

Continue to submit meeting minutes to the THC once they have been approved by the HLC.

### **RECOMMENDATIONS:**

The City should provide more training opportunities for the HLC members.

#### IV. NATIONAL REGISTER NOMINATIONS PROCESS

In this section, the SHPO will review the CLG's participation in the preparation, evaluation, and review of nominations to the National Register of Historic Places in accordance with the Certification Agreement, Rules and Procedures for Certified Local Government, and the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.

A. Has the CLG reviewed a National Register nomination during the last year?

☐ Yes      ☒ No

\*B. If the answer to "A" is "yes", did the CLG carry out the review of the National Register nominations in accordance with the Rules and Procedures for Certified Local Governments during the past year, including the following:

\*1. Did the review commission/board/committee and the chief elected official of the CLG separately notify the National Register Department, the owner of the property, and the applicant as to their opinions in regard to the proposed nomination within 60 days of the receipt of the nomination materials?

☐ Yes      ☐ No      ☒ Not Applicable

\*2. Did the CLG provide a reasonable opportunity during the 60 day period for public comment?

☐ Yes      ☐ No      ☒ Not Applicable

\*3. Did the CLG verify the accuracy of the nomination including the names of all owners of properties included in the nomination?

☐ Yes      ☐ No      ☒ Not Applicable

\*4. Did the CLG hold public information meetings concerning the proposed nomination?

☐ Yes      ☐ No      ☒ Not Applicable

\*5. Were appropriate professionals, meeting the Secretary of the Interior's Professional Qualifications Standards, available when the review commission/board/committee considered the National Register nomination?

☐ Yes      ☐ No      ☒ Not Applicable

*(This should be demonstrated through the minutes from the meeting in which the nomination was reviewed.)*

### **SUMMARY OF SHPO FINDINGS:**

In the past four years, there have been no National Register of Historic Places (NRHP) nominations for properties located in the City of Mansfield. Therefore, the HLC has not had the opportunity to review a NRHP nomination.

The HLC does review and nominate properties to the NRHP. However, the HLC has not reviewed or designated any properties to the NRHP since 2002-2003 when they reviewed five properties for nomination.

### **REQUIRED IMPROVEMENTS:**

The HLC shall play an active role in reviewing all future NRHP nominations.

### **RECOMMENDATIONS:**

The CLG should pursue National Register nominations for properties within their jurisdiction. National Register nominations are eligible for funding through the CLG grant program.

Remind property owners that income-producing properties listed on the National Register are eligible to take advantage of the federal and state historic rehabilitation tax credit.

## V. SURVEY AND INVENTORY

In this section, the SHPO will evaluate the CLG based on the Certification Agreement, Rules and Procedures for Certified Local Governments, and the *Secretary of the Interior's Standards for Archeology and Historic Preservation*.

\*A. Does the CLG maintain a system for the survey and inventory of historic properties which is coordinated with and complementary to the historic sites inventory of the SHPO?

☒ Yes      ☐ No

\*B. Is all inventory material maintained securely and accessible to the public, with the exception of the location of archeological sites?

☒ Yes      ☐ No

\*C. Is the inventory used in the process of designating local landmarks and in the review of National Register nominations?

☒ Yes      ☐ No

\*D. Is there evidence that the CLG periodically updates the inventory to reflect changes, alterations, and demolitions?

☒ Yes      ☐ No

E. Has a building-by-building survey been made for each locally designated historic district and an inventory file accessible to the public organized?

☐ Yes      ☒ No

List each local district, if any, and percentage completed:

N/A

### SUMMARY OF SHPO FINDINGS:

The City of Mansfield does not have any locally designated districts.

The last historic resource survey update was conducted in 1998 to re-evaluate properties identified in a 1982-83 survey. This past year, city staff created a digital survey form using Iforms—the program used to conduct other city inspections. Staff started testing the form in the field using Blocks 1 and 2 of the Original Town of Mansfield—about 15 buildings. They were able to upload the previous survey information into the program and update the information on-site to reflect any changes that have occurred over time, fill in the blanks

in the form, and add new photographs. They started to update the historic downtown and will be going block by block from there.

The digital survey form is based on the THC's Historic Resources Survey Form. The information collected can be downloaded in to an Excel file.

**REQUIRED IMPROVEMENTS:**

No required improvements at this time.

**RECOMMENDATIONS:**

Consider sharing the historic resources surveys online so that members of the public may access the information. This can be done through the Downtown, TX website, or listed as a pdf on the city's website.

The CLG should continue to update sections of the survey that are out-of-date. Visit our Historic Resource Survey website (<http://www.thc.texas.gov/preserve/projects-and-programs/historic-resources-survey>) for more information and useful tools for conducting a survey.

## **VI. DESIGNATION OF LOCAL PROPERTIES** (Cities only)

In this section, the CLG will be evaluated on the basis of the Certification Agreement, Rules and Procedures for Certified Local Governments, and the *Secretary of the Interior's Standards for Archeology and Historic Preservation*.

\*A. Does the CLG enforce provisions of the local historic preservation ordinance for the designation of local landmarks and districts?

☒ Yes      ☐ No      ☐ Not Applicable

### **SUMMARY OF SHPO FINDINGS:**

The City of Mansfield has approximately 24 individually designated local landmarks. Staff has identified 14 additional potential landmarks that are eligible for designation. The local historic preservation ordinance requires 100% owner consent to designate, therefore the city has been unable to establish a local historic district.

The local Historic Preservation Ordinance does not give the Historic Landmark Commission authority to initiate designation without owner consent. However, the City started a "Historic Properties Designation Program" to nominate individual properties or areas in the Historic Downtown for local landmark designation.

### **REQUIRED IMPROVEMENTS:**

The local preservation commission shall have the authority to designate local historic districts and individual landmarks or recommend such designation to the jurisdiction's governing body, which may retain final approval.

### **RECOMMENDATIONS:**

Consider modifying the owner consent requirements for designating districts. Most cities in Texas do not specify whether owner consent is required or not. When they do specify, the majority require between 20%-50% owner consent or a super majority.

## **VII. PROTECTION OF LOCALLY DESIGNATED PROPERTIES** (Cities only)

In this section, the CLG will be evaluated on the basis of the Certification Agreement, Rules and Procedures for Certified Local Governments, and the *Secretary of the Interior's Standards for Archeology and Historic Preservation*.

\*A. Does the CLG enforce the protective features of the local historic preservation ordinance?

☒ Yes      ☐ No      ☐ Not Applicable

\*B. Do the decisions of the local historic preservation review commission reflect a general understanding and use of the *Secretary of the Interior's Standards for Rehabilitation*?

☒ Yes      ☐ No      ☐ Not Applicable

### **SUMMARY OF SHPO FINDINGS:**

The HLC acts in accordance with the preservation ordinance and routinely reviews Certificate of Appropriateness (COA) applications at monthly meetings. The HLC utilizes both the *Secretary of Interior's Standards for Rehabilitation* and local design guidelines when making decisions on Certificate of Appropriateness.

### **REQUIRED IMPROVEMENTS:**

Commissioners should cite the *Secretary of Interior's Standards for Rehabilitation* and local design guidelines in motions regarding Certificate of Appropriateness.

### **RECOMMENDATIONS:**

None at this time.

## **VIII. PUBLIC PARTICIPATION AND COMMENT**

In this section, the CLG will be evaluated on the basis of the Certification Agreement, Rules and Procedures for Certified Local Governments, and the *Secretary of the Interior's Standards for Archeology and Historic Preservation*.

\*A. Can the CLG demonstrate encouragement, to the maximum extent possible, of public participation in the local preservation program?

☒ Yes      ☐ No

### **SUMMARY OF SHPO FINDINGS:**

The CLG encourages public participation in the local historic preservation program by helping property owners identify eligible properties for designation. The CLG also conducted a Historic Downtown Mansfield Business Survey for recommendations regarding improvements to downtown to support businesses in the historic downtown.

Local landmarks receive a historic marker with a commemorative plaque upon designation at no cost to the property owner.

### **REQUIRED IMPROVEMENTS:**

None at this time.

### **RECOMMENDATIONS:**

Consider updating the CLG website to include more information about the local historic preservation program such as the benefits of designation, maps or list of landmark properties, and links to the Design Guidelines for Downtown Mansfield and Design Guidelines for Historic Residential Properties.

## **IX. CERTIFIED LOCAL GOVERNMENT GRANTS-IN-AID MANAGEMENT**

In this section, the CLG will be evaluated on the basis of the Certification agreement, Rules and Procedures for Certified Local Governments Section (j), and the National Register Programs Manual.

A. Did the CLG receive a CLG subgrant during the last four fiscal years?

☐ Yes      ☒ No      ☐ Applied but not funded

\*B. If the answer to "A" is yes, did the CLG demonstrate the existence of an adequate financial management system in accordance with the Certified Local Government grant contract?

☐ Yes      ☐ No      ☒ Not Applicable

\*C. If the subgrant exceeded \$20,000, did the CLG have a financial audit of the CLG grant-in-aid fiscal management?

☐ Yes      ☐ No      ☒ Not Applicable

D. If the answer to "C" is yes, has the SHPO received a copy of the audit?

☐ Yes      ☐ No      ☒ Not Applicable

E. Does the CLG appear knowledgeable of allowable and unallowable costs in accordance with the "Guidelines for Survey and Planning Grants?"

☐ Yes      ☐ No      ☒ Not Applicable

\*F. Does the CLG insure compliance with provisions of Title VI, as required under the terms of the Certified Local Governments grants contract?

☐ Yes      ☐ No      ☒ Not Applicable

### **SUMMARY OF SHPO FINDINGS:**

The CLG has not applied for a CLG grant in the past four years.

### **REQUIRED IMPROVEMENTS:**

The CLG should pursue a CLG grant in the next round to assist with the survey update or to prepare a National Register nomination for Downtown Mansfield. This would allow property owners access to the Federal and State tax-credit program for income producing properties.

**RECOMMENDATIONS:**

Pursue a CLG grant to promote preservation throughout the city.

## **X. REVIEW AND COMPLIANCE**

In this section, the CLG will be evaluated only if it is currently performing all or part of the SHPO's review and compliance responsibilities and if an agreement among the parties concerned is complete. The basis for evaluation will be the Programmatic Agreement, the *Secretary of the Interior's Standards for Archeology and Historic Preservation*, and National Register criteria.

A. Does the CLG determine eligibility for the National Register of Historic Places for properties part of a federal undertaking?

☐ Yes      ☒ No      ☐ Not Applicable

\*B. If the answer to "A" is yes, then the following are to be considered:

\*1. Are the records for determining eligibility of properties clear, accurate, and accessible?

☐ Yes      ☐ No      ☒ Not Applicable

\*2. Is there documentation on the evaluation of each property in question?

☐ Yes      ☐ No      ☒ Not Applicable

\*3. Is there evidence that the CLG used the existing inventory of surveyed properties and its recommendations for eligibility in the evaluation process?

☐ Yes      ☐ No      ☒ Not Applicable

\*4. Did the CLG respond to all requests for eligibility within 30 days and forward a copy to the SHPO within the same period?

☐ Yes      ☐ No      ☒ Not Applicable

\*5. Does the CLG maintain a full-time staff person who meets the Secretary of the Interior's Professional Qualifications Standards and determines the eligibility for above-ground properties?

☐ Yes      ☐ No      ☒ Not Applicable

### **SUMMARY OF SHPO FINDINGS:**

The CLG does not participate in the review of any federal undertakings through Section 106 Federal Review Process.

### **REQUIRED IMPROVEMENTS:**

The CLG should maintain a list individual properties or groups of properties (districts) that are eligible for National Register designation. This practice is helpful when reviewing Section 106 projects. The City of Mansfield can be a consulting party to Section 106 reviews and mitigation.

### **RECOMMENDATIONS:**

Continue to conduct the Historic Resource Survey update and identify individual properties and districts that are eligible for designation. National Register nominations should be the next step for eligible individual landmarks or districts.

The CLG should request to become a consulting party on Section 106 projects. In some cases, the CLG itself may initiate a Section 106 project. In these cases, the CLG should be consulted on any projects that trigger Section 106 review or impact historic resources.

## **XI. SUMMARY**

The City of Mansfield maintains an active local preservation program. The CLG strengths include proactive preservation practices such as survey updates, the "Historic Properties Designation Program," and updated site improvements to Mansfield's downtown district.

Each Certified Local Government (CLG) is required to appoint a qualified staff member to serve as the Historic Preservation Officer (HPO). The CLG shall appoint an HPO or an interim HPO within 60 days.

The CLG should work on promoting preservation in their community and continue to promote designation.

The CLG should seek training for staff and for the Historic Landmark Commissioners.

The CLG should continue to update their historic resource survey in accordance with THC standards. Survey projects are eligible for CLG grants.

The CLG should contact National Register staff, Greg Smith, to get a Determination of Eligibility for Downtown Mansfield. NRHP nominations are also eligible for CLG grants. Contributing structures to the National Register District are eligible for Federal and State tax-credits.

Local designation of historic districts such as their downtown district.

Overall, the City of Mansfield is doing a good job managing their local preservation program.



## Texas Downtown Association | Texas

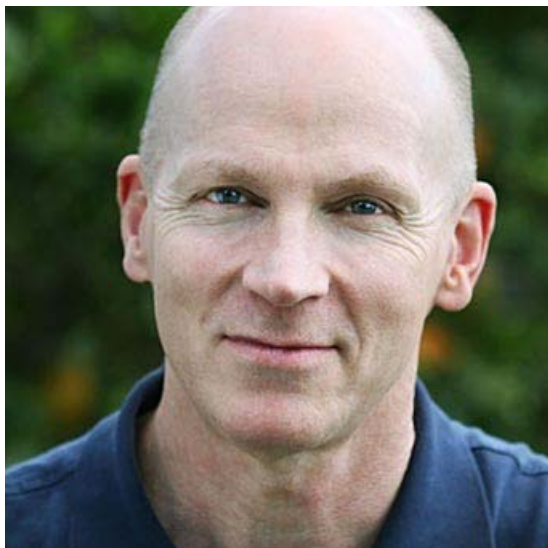


### 2017 Texas Downtown Conference

The 2017 Texas Downtown Conference will be held November 7-10 in beautiful McKinney.

Since 1986 we have partnered with the [Texas Main Street Program](#) of the Texas Historical Commission to present this opportunity for educational sessions, networking opportunities with downtown professionals, and field sessions that allow you to explore and learn about an amazing, historic downtown. The conference is open to the public and everyone is welcome to attend.

Our opening and closing keynote speakers are sure to deliver great information, strategies, and inspiration for your downtown.



**Ian Lockwood, Toole Design Group**

We're thrilled to welcome Ian Lockwood of Toole Design Group as our opening keynote speaker. Ian's session will focus on strategies for turning vision into reality, designing for walkability, attracting people to your downtown, and measures of effectiveness.



**Daron K. Roberts**

Our closing session features Daron K. Roberts, an inspirational speaker with a powerful message. In this riveting talk, Daron will share the leadership lessons that he has learned as a fifth generation Texan, NFL coach and university professor. Daron is a former NFL coach and author.

# TDA Conference Schedule



## 2017 Texas Downtown Conference Schedule

### Tuesday, November 7

12:30 PM - 5:00 PM | Registration for Attendees and Exhibitors

Sheraton McKinney

1:00 PM - 5:00 PM | Historic Tax Credit Workshop

This 4-hour workshop will provide in-depth training on all major aspects of the Federal Historic Investment Tax Credits and the Texas Historic Preservation Tax Credit. Texas Historical Commission tax credit program staff will teach you about National Register listings and common issues related to historic designation; the Secretary's Standards for Rehabilitation and what the THC looks for in a rehabilitation project; and how to properly complete and submit applications to speed your project along. An additional panel of successful tax credit users will share their experiences in coordinating with the THC and local property owners; planning appropriate rehabilitation work; and using or selling the credits. This workshop is designed for property owners and developers who are considering using the tax credits; Main Street Managers, historic preservation and economic development officers, or other local officials who would like to assist with tax credit projects in their communities; and architects, historians, and consultants who wish to better assist their clients.

[Alyssa Gerszewski](#), Texas Historical Commission

[Christine Huber](#), Texas Historical Commission

[Valerie Magolan](#), Texas Historical Commission

[Caroline Wright](#), Texas Historical Commission

Included with full conference registration. \$50.00 fee for non-conference attendees.

1:30 PM - 4:30 PM | Downtown 101

Overview of downtown and commercial district development and revitalization. Great information for new professionals and communities just getting started with downtown programs.

[Debbie Charbonneau](#), City of Huntsville and 2017 TDA Board President

2:00 PM - 5:00 PM | Anice Read Fund Silent Auction & Wine Pull donations accepted.

Drop off your donations for the Anice Read Fund Silent Auction & Wine Pull. Thank you for your support of

Texas downtowns!

5:00 PM - 5:30 PM | Newcomers Reception McKinney Performing Arts Center (MPAC)

First time conference attendees and new TDA members are invited to attend this reception to meet other downtowners and the TDA Board of Directors. Included with full conference registration.

5:30 PM - 7:00 PM | Opening Reception McKinney Performing Arts Center (MPAC)

All conference attendees are invited to join us for networking and heavy appetizers before exploring beautiful Downtown McKinney. Included with full conference registration.

Sponsored in part by Burditt Consultants

### **Wednesday, November 8**

7:30 AM - 8:30 AM | Continental Breakfast

Sponsored by Pacheco Koch

7:30 AM - 5:00 PM | Registration

Sheraton McKinney

8:00 AM - 12:00 PM | Anice Read Fund Silent Auction & Wine Pull donations accepted

Drop off your donations for the Anice Read Fund Silent Auction & Wine Pull. Thank you for your support of Texas downtowns!

8:30 AM - 10:00 AM | Welcome and Keynote: Designing for Successful Downtowns in Cities of All Sizes

Ian has worked with communities across the country and is recognized as a national leader in sustainable transportation policy and urban design. As our opening keynote speaker he'll share strategies for turning vision into reality, designing for walkability and attracting people to your downtown, and measures of effectiveness.

[Ian Lockwood](#), P.E., Toole Design Group

10:00 AM - 10:30 AM | Networking Break & Opening of Exhibition Hall

Connect with other TDA members and learn about products, services, and places from our exhibitors.

Sponsored by City of Bastrop

10:30 AM - 11:00 AM | TDA Member Services

Join us for a session on updates to programs and services we've made based on member feedback. This is a great opportunity to learn more about what resources are available for your downtown.

[Catherine Sak](#), Texas Downtown Association

10:30 AM - 12:00 PM | City Managers Panel: Supporting Downtown Development & Revitalization

A successful downtown program has to have strong city support. In this session we'll hear from TDA city managers that believe in downtown development and have developed effective partnerships with community organizations.

[Paul Grimes](#), City of McKinney

[Marc Maxwell](#), City of Sulphur Springs

[Paul Stevens](#), City of Waxahachie

11:00 AM - 1:00 PM | Lunch

Downtown McKinney has a number of restaurants and shops. Go explore downtown like a local!

1:15 PM - 2:15 PM | The Downtown McKinney Story

Join the City of McKinney planners and development service team for an in-depth exploration of downtown McKinney's revitalization. From creation of the vision to the steps to bring the vision to life - learn all about the people, the process and the funding that transformed Historic Downtown McKinney into a nationally recognized destination. This session will feature a companion Field Session for an opportunity to discuss some of these elements on site.

1:15 PM - 2:15 PM | Planning for Place: Implementing Urban Design to Strengthen Community Brand & Place

This sessions covers best planning practices for design standards, wayfinding, landscaping, public plazas, pedestrian oriented design and public art to create a sense of place and strengthen a community's brand.

[Mark Hicks](#), Councilmember & Downtown Business Owner in Lufkin

[Sarah Korpita](#), Burditt Consultants

[Diana Wilson](#), Burditt Consultants

1:15 PM - 2:15 PM | Field Session: The Impact of the McKinney Performing Arts Center (MPAC)\*\*

In 1979, Collin County moved its court operations to a new facility and left a 100 year old courthouse vacant in the center of McKinney's downtown square. The abandoned courthouse sat empty for 25 years - a deteriorating black hole, draining the energy of a dusty downtown. Through the passionate support of community volunteers, the building was transformed to McKinney Performing Arts Center. MPAC's operations, with an emphasis on night and weekend activity, helped breathe new life to Historic Downtown McKinney and helped build sense of place. Tour the facility and learn about its users and programs.

2:15 PM - 2:45 PM | Networking Break

Connect with other TDA members and learn about products, services, and places from our exhibitors.

Sponsored by City of Clifton

2:45 PM - 3:45 PM | Funding Downtown Development & Revitalization: TIRZ, TIFs, 380 Agreements and More

Ideas for downtown development can only get you so far unless you have funding sources. This session will offer ideas about encouraging and financing your downtown vision.

[Megan Henderson](#), City Center Waco

[William Myers](#), Denison EDC

[Tony Rutigliano](#), Urban Alchemy

2:45 PM - 3:45 PM | Simple Solutions for Irritating Issues: 25 Tips for Downtown Professionals

Longtime downtown directors share their BEST low effort/high impact tools and solutions for issues that impact every downtown.

[Anita Brown](#), City of Waxahachie

[Sarah O'Brien](#), City of Bastrop

2:45 PM - 4:00 PM | Field Session: The Downtown McKinney Story\*\*

Join the City of McKinney development service and planning team for an on-site exploration of elements discussed at the Educational Session. Examine in person the concepts and plans behind McKinney's Town

Center Study with reference to signs, sidewalk leases and traffic improvements.

5:30 PM - 6:45 PM | Anice Read Fund Fundraiser

The Anice Read Fund, founded in 1999, is a grant program of the Texas Downtown Association that has awarded over \$100,000 in funding to Texas communities and organizations. During this event we will honor the legacy of Anice Read, announce 2016 grant recipients, and host a silent auction benefitting the Fund.

Included with full conference registration.

7:00 PM - 10:00 PM | President's Awards Gala

Join us for dinner and help us recognize winners of the President's Awards Program and the People's Choice Awards.

Included with full conference registration.

## **Thursday, November 9**

7:30 AM - 12:00 PM | Registration

Sheraton McKinney

8:00 AM - 8:00 AM | Continental Breakfast

Sponsored by City of Denison

8:00 AM - 12:00 PM | Exhibition Hall Open

9:00 AM - 10:15 AM | The Importance of Parking Planning and How to Incorporate it Into Your Downtown

Parking challenges plague most of our downtown areas, either there is too much parking or, most commonly, there is not enough. When planning for future growth and development parking is often overlooked and an afterthought. Join us in learning why planning for parking is important and the common challenges experienced in downtown areas. We will explore three Texas downtowns case studies, all with different challenges and outcomes. You will leave this session with an understanding of the parking planning process and why it is important to your downtown.

[Jaime Snyder](#), CAPP, Walker Parking

9:00 AM - 10:15 AM | Downtown Turnaround: Making a Master Plan Matter

This case study will focus on the past 10 years of downtown revitalization in Tyler. The heart of this community of 100,000 was center stage in Tyler's comprehensive plan, created in 2007. Come to this session and learn how Tyler made those plans happen, how the plans have evolved over time, and how the city tracks progress. Since adoption of Tyler 1st, the downtown has seen major public improvements and more than \$200 million in private reinvestment, many awards and gains in businesses and residents.

[Beverly Abell](#), City of Tyler

9:00 AM - 10:15 AM | Field Session: Downtown Renovations\*\*

Join this field session for a hands on session about renovations. Get behind the scenes and learn about a Downtown McKinney project.

10:15 AM - 10:45 AM | Networking Break

Connect with other TDA members and learn about products, services, and places from our exhibitors.

Sponsored by City of Canyon

#### 10:45 AM - 12:00 PM | Great Main Street Adventures

Every Main Street has a story. Travel with Shanta and Shelly while they rediscover the traditional downtowns of America and the memorable spots in between through a travel show, Great Main Street Adventures. Come along as they share their personal experiences in irreplaceable Main Street districts and one-of-a-kind destinations while uncovering local personalities, hometown events, small businesses and downtown attractions that showcase the heart of America. The show aims to encourage more local engagement, increase tourism and spur economic reinvestment in Main Street districts by telling authentic downtown stories through local voices. Attendees will get a sneak peek at the series and learn how they can get their Main Street involved.

[Shelly Hargrove](#), Great Main Street Adventures

[Shanta Kuhl](#), Great Main Street Adventures

Sponsored by City of Canyon

#### 10:45 AM - 12:00 PM | Corsicana: How Pop Up Retail Helped Revitalize a Small Texas Town

Corsicana is a quintessentially-Texan small town with a rich architectural and cultural heritage. As the Downtown revitalized, stakeholders realized that it needed more gathering spaces and active storefronts to reach its full potential. Amanda Popken Development led a comprehensive approach to add new energy to Downtown. It included a dozen popup retail stores, two temporary public spaces, events throughout the weekend, and a marketing program for for-sale and for-lease properties. Within months, nearly a dozen new businesses, new public spaces, and strong stakeholder collaboration demonstrated the effectiveness of this strategy. The team will discuss how this cost-effective approach can be tailored to any town.

[Rik Adamski](#), Ash+Lime Strategies

[Karie Denny](#), City of Corsicana

[Amanda Popken](#), Amanda Popken Development

#### 10:45 AM - 12:00 PM | Field Session: Heritage Tourism Stronger Together\*\*

Join McKinney CVB and three downtown McKinney museums to learn about how partnerships helps strengthen reach and promotion to the Heritage Tourist. The McKinney Heritage Alliance Membership is a joint membership providing free membership, tours and discounts. Discuss the benefits of collaboration and technology for heritage tourism.

#### 12:15 PM - 1:30 PM | Lunch & TDA Annual Meeting

The TDA Annual Meeting is the one time each year we come together to take care of organizational business and share updates. The agenda includes election of board members for terms beginning in 2018, along with general organizational business. Included with registration.

#### 1:30 PM - 2:30 PM | Roundtable Discussions

Roundtables are back! Join in discussions with your downtown peers on a variety of topics and issues.

#### 1:30 PM - 2:45 PM | Field Session: Sense of Time & Place: Walking Tour with McKinney's Historic Preservation Officer\*\*

Join Guy Giersch, the City of McKinney's Historic Preservation Officer, for a glimpse into the history that shaped McKinney. Learn about parts of the square that visitors typically don't experience. Learn about the downtown's rich past, and how it continues to influence McKinney continued development.

Guy Giersch, City of McKinney

### 2:30 PM - 3:00 PM | Networking Break

Connect with other TDA members and learn about products, services, and places from our exhibitors.

Sponsored by Another Time Soda Fountain & Café

### 3:00 PM - 4:00 PM | Closing Keynote Session: Leadership is a Contact Sport

Our closing session is an inspirational speaker with a powerful message. In this riveting talk, Daron will share the leadership lessons that he has learned as a fifth generation Texan, NFL coach and university professor.

Daron is a former NFL coach and author of, "Call an Audible: Let My Pivot from Harvard Law to NFL Coach Inspire Your Transition" (Greenleaf 2017). He serves as founding director of the Center for Sports Leadership and Innovation (CSLi) at the University of Texas, created in the fall of 2014. After graduating from Harvard Law School (2007), Roberts served coaching stints with the Kansas City Chiefs, Detroit Lions, West Virginia Mountaineers and Cleveland Browns. He holds a B.A. in Plan II Honors and Government from the University of Texas (2001) and an M.P.P. from Harvard's Kennedy School (2004).

[Daron K. Roberts](#)

### 5:30 PM - 9:00 PM | A Night in McKinney

The event will begin with a tour of The Cotton Mill, an impressive adaptive reuse project that houses event space and offices for local small business, and is an amazing backdrop for photo shoots. Next we'll head to Tupp's Brewery, founded by two friends six years ago who decided they wanted to learn how to brew beer and now have a presence across the DFW region, including big box chains. Join us to learn more about these local landmarks and their links to downtown. Dinner included. Ticketed event. Transportation provided.

## Friday, November 10

### 8:30 AM - 1:00 PM | Downtown Eventzee Scavenger Hunt

Gather your team of 2-4 players and get ready to put the information you learned during conference to use! Use your teambuilding and problem solving skills to complete missions and score points while exploring downtown McKinney.

**ONE lucky team will win the GRAND prize of \$1000!** Other non-cash prizes will be awarded in various categories. To play, download the Eventzee app (links to iTunes & Google Play stores can be found in the navigation bar on the right) and create a team account, and you will also need a QR code reader app on your phone to participate. The event code will be released at 8:50 am on game day. Game starts at 9 am. Prize ceremony at 12:30 pm at MPAC.

**\*\*Field sessions are included with registration and do not require ticket purchase and are filled first come first served. Transportation is provided. Space is limited.**