

<b>AGENDA</b>
<b>HISTORIC LANDMARK COMMISSION CITY OF MANSFIELD, TEXAS COUNCIL CONFERENCE ROOM THURSDAY, MAY 9, 2019, 5:30 PM</b>

- 1. CALL TO ORDER**
- 2. APPROVAL OF LAST MEETING MINUTES**
- 3. OTHER AGENDA ITEMS:**
  - A. HLC#19-002: Consideration of the Historic Preservation Tax Exemption Program
- 4. DISCUSSION ITEMS:**
  - A. Discussion on possible joint projects with the Historic Preservation Advisory Board
  - B. Discussion and possible consideration of Preservation Month activities
- 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 May 3, 2019, 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**

**April 11, 2019**

Chairman Smith called the meeting to order at 5:35 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
Lynda Pressley	Commissioner
Justin Gilmore	Commissioner
Ginny Graygor	Commissioner
Rick Weintraub	Commissioner

**Absent:**

Arnaldo Rivera	Commissioner
Houston Mitchell	Commissioner

**Staff:**

Art Wright	Planner
Delia Jones	Secretary

**Approval of Last Meeting Minutes**

Chairman Smith called for approval of the minutes of the March 14, 2019 meeting. Commissioner Weintraub made a motion to approve the minutes as presented. Commissioner Graygor seconded the motion which carried by a vote of 7 to 0.

**Public Hearing**

**HLC#19-001: Public hearing to consider a request to allow a 4-foot iron fence on three sides and an 8-foot masonry wall on the fourth side of the Perry Cemetery located at 2001 Ragland Road.**

Joe Bailey and Rosanna Simpson, applicant and descendants of the Perry Family, gave an overview of the request and were available for questions. Kirk Smith was also available for questions.

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

Lannie Lake stated that he supports the request and added that they will be going around a couple of 200 year old trees and hopes precautions will be used when installing the fence. Kirk Smith stated that the precast wall will be maintained by the development's Property Owners Association.

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

After discussion, Vice-Chairman Littlefield made a motion to approve the request with the condition that an 8-foot precast wall will be constructed to match the wall on the adjacent commercial property; the Home Owners Association will be responsible for maintenance of the wall; and Kirk Smith will add this to the HOA Bylaws. Commissioner Pressley seconded the motion which carried unanimously.

**Other Agenda Items**

**HLC#19-002: Consideration of the Historic Preservation Tax Exemption Program**

Mr. Wright stated that Jeff Law, Chief Appraiser for the Tarrant Appraisal District (TAD), has reviewed our draft historic preservation tax exemption ordinance and based on this review believes that TAD and the City will be able to work together to establish a preservation tax exemption program. The Commissioners directed Mr. Wright to revise the draft tax exemption policy document to clarify the penalty provisions if a property owner removes the "H" Historic Landmark Overlay District designation before the end of the 10-year exemption period and to bring the program back for further consideration at the Commission's next meeting.

### **HLC#19-003: Consideration of changes to the Historic Paint Color guidelines**

Mr. Wright gave an overview of the guidelines. He noted that paint selection for a landmark building should be determined by its original color scheme and/or the era in which the building was constructed. He added that by expanding the color palette, a property owner will have more color choices while keeping an appropriate color scheme.

After discussion, Commissioner Gilmore made a motion to approve the addition of the Benjamin Moore Historic Color Palette (in addition to the Sherwin-Williams palette), to the City's approved historic paint colors. Vice-Chairman Littlefield seconded the motion which carried unanimously.

### **Update on the Citizens Bank of Britton building**

Mr. Wright stated that the property owner had removed the front façade of the building. The owner had also agreed to lend the Mansfield Historical Museum the Citizens Bank sign and a brick from the building.

### **Commission Announcements**

Commissioner Walker stated that that the "time capsule" opening is still approximately a year out and he will keep the Commission informed as soon as he knows the date.

### **Staff Comments**

None

### **Adjournment**

With no further business, Chairman Smith adjourned the meeting at 6:55 p.m.

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Robert A. Smith, Chairman

ATTEST:

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Delia Jones, Secretary

## HISTORIC LANDMARK COMMISSION COMMUNICATION

**Agenda Date:** May 9, 2019

**Subject:** HLC#19-002: Consideration of the Historic Preservation Tax Exemption Program

### COMMENTS AND CONSIDERATIONS

At the last meeting, the Commission directed Staff to revise the Historic Preservation Tax Exemption Policy document to clarify the penalty provisions of the program. A new section has been added to the policy to read as follows:

#### **Penalty for Removal of Historic Landmark Designation**

- If a property owner receiving a tax exemption removes the “H”, Historic Landmark Overlay designation from a property before the expiration of the 10-year exemption period, the value received from the incentive must be repaid to the City.

For example, an owner receives preservation exemptions valuing \$500 off the City property taxes for three years but decides to remove the “H” designation in Year 4. Because the owner did not complete the 10-year exemption period before removing the “H” designation, the owner must repay the \$500 value of the exemption to the City.

- **No repayment is required if the structure was destroyed by fire, storm, or other natural act not due to the property owner’s action.**

Staff is seeking the Commission’s recommendation on the proposed Historic Preservation Tax Exemption Program to present to the City Council.

#### **Attachments**

Revised Historic Preservation Tax Exemption Policy



# HISTORIC PRESERVATION TAX EXEMPTION POLICY

## Qualifications:

- Preservation incentives will be limited to historic properties that have an “H”, Historic Landmark Overlay District designation.
- An historic property officially recognized under Section 5400.J.4 of the Mansfield Zoning Ordinance but without an “H” designation may request a tax exemption provided that the property owner makes an application for an “H” designation at the same time.
- **If awarded, an exemption applies to the improvement value of historically significant structures only and does not include the land value. Non-contributing accessory buildings such as detached garages, sheds and swimming pools will not be exempt. The Mansfield Historic Landmark Commission determines which structures qualify for the exemption.**

## Application:

- In order to claim a preservation tax exemption, an application must be completed and submitted to the Planning Department before January 1st of the taxing year for which an exemption is requested.
- If the property ownership changes on a currently exempt property (but not the use of the property), the new owner may request an extension of the tax exempt status for the remainder of the year that has been approved. A new application will be required to be filed for the following assessment year.

## Exemption Levels:

- Level 1: Residential and commercial properties with an “H” designation are eligible to receive a one-time, 25% exemption of the City’s ad valorem taxes for a period of 10 years.
- Level 2: Property owners of residential properties with an “H” designation that make qualifying exterior improvements during the exemption period and that have a combined cost of \$5,000 or more may receive up to a 100% exemption for a period of 10 years.

- Exterior or structural improvements under Level 2 include: foundation repair, original frame and beam repair, restoration of historic porches or siding, and roof replacement associated with structural work or major rehabilitation projects.
- Only projects that retain or restore the historic integrity of the home through the use of proper materials and design, as determined by the Historic Landmark Commission, may qualify for the incentive.
- Level 3: Property owners of commercial buildings with an “H” designation that make qualifying exterior improvements during the exemption period and that have a combined cost of \$5,000 or more may receive up to a 50% exemption for a period of 10 years.
  - **A change in a residential use to a commercial use will result in a reduction in the exemption from 100% to 50% for the remaining years in the exemption period.**
- If a property owner receiving a tax incentive removes the “H” designation from a structure, the value received from the incentive must be repaid. No repayment is required if the historically significant structure was destroyed by fire, storm, or other natural act not due to the property owner’s action.

### Inspections:

- The recipient of a historic preservation tax exemption must agree to allow inspections of the historic structure to determine the condition of the structure and the eligibility/level for a tax exemption.
- Inspections will generally involve a review of the following:
  - Exterior surfaces of structures (main structure and accessory structures) must be clean, maintained, protected and weathertight. Surfaces that have been previously painted/stuccoed must be protected with paint and/or other appropriate finishes/coatings.
  - Repainting/paint touch-ups should closely match the existing paint colors and applied at reasonable intervals.
  - Damaged, loose, or rotted materials/details must be reestablished, repaired or replaced. All joints or cracks must be weatherproofed appropriately by proper maintenance.
  - Exterior facades should be clean from any graffiti, overgrown vegetation, and left over residues from previous work/installations.
  - Damaged or worn property elements must be repaired, restored or replaced and secured properly to remain operable.
  - Vacant structures must be securely closed and weathertight. Any unoccupied structure must be maintained and secured to avoid becoming a structure that may be considered demolished by neglect as defined in Section 5400.H of the Zoning Ordinance, “Historic Landmarks - Omission

of Necessary Repairs.”

- Exterior materials must be maintained to historic standards as outlined in the applicable historic landmark design guidelines and the Secretary of the Interior's Standards.
- Exterior plumbing, electrical and mechanical fixtures should be secured properly.
- Grounds must be maintained free of excessive rubbish, garbage, junk, refuse or debris.
- In addition to inspections, for Level 2 and Level 3 exemptions that involve repairs or restoration of a qualified historic structure, the recipient must agree to provide documentation, such as invoices or receipts, that the work for which the exemption is being granted has been completed.

### Penalty for Removal of Historic Landmark Designation

- If a property owner receiving a tax exemption removes the “H”, Historic Landmark Overlay designation from a property before the expiration of the 10-year exemption period, the value received from the incentive must be repaid to the City.

For example, an owner receives preservation exemptions valuing \$500 off the City property taxes for three years but decides to remove the “H” designation in Year 4. Because the owner did not complete the 10-year exemption period before removing the “H” designation, the owner must repay the \$500 value of the exemption to the City.

- **No repayment is required if the structure was destroyed by fire, storm, or other natural act not due to the property owner's action.**

### Annual Application with the Tarrant Appraisal District

- State law requires that a property owner must file an application for a preservation exemption with the **Tarrant Appraisal District** for each year of the exemption period to maintain the exemption. If a property owner does not make the annual application, the Tarrant Appraisal District will not deduct the preservation exemption from the assessed value of the property.
- The property owner does not need to make an annual application with the City.

### For More Details

- For more details about this program, contact the City's Historic Preservation Officer at 817-276-4226 or [art.wright@mansfieldtexas.gov](mailto:art.wright@mansfieldtexas.gov).

Historic Preservation, Planning Department

1200 E. Broad Street • Mansfield, TX 76063 • 817-276-4226

● [www.mansfieldtexas.gov/planning](http://www.mansfieldtexas.gov/planning)

## **HISTORIC LANDMARK COMMISSION COMMUNICATION**

**Date:** May 9, 2019

**Subject:** Discussion on possible joint projects with the Historic Preservation Advisory Board

### **COMMENTS AND CONSIDERATIONS**

At the April 11, 2019, meeting, the Commission requested a discussion on possible historic preservation projects that the Commission could work on with the recently established Historic Preservation Advisory Board. After determining a project list, it was the Commission's desire to invite the Advisory Board members to a joint work session.

Jessica Baber, the Mansfield Historical Museum Director, serves as City staff for the Advisory Board and will be at the May 9<sup>th</sup> meeting to assist the Commission in this discussion. Staff believes that the two groups working together can provide additional resources for ongoing and future preservation programs.



## **HISTORIC LANDMARK COMMISSION COMMUNICATION**

**Date:** May 9, 2019

**Subject:** Discussion and possible consideration of Preservation Month activities

### **COMMENTS AND CONSIDERATIONS**

The National Trust for Historic Preservation celebrates May as Preservation Month to promote preservation efforts at the national level. In addition to the Trust, many cities sponsor local Preservation Month activities to help promote preservation.

One of the goals of Mansfield's Historic Preservation Plan is to increase public awareness of preservation benefits by sponsoring workshops and disseminating information. As a project for Preservation Month in May 2020, Staff is requesting that the Commission consider sponsoring one or more preservation-related events during that month.

Preservation events may include:

- An official proclamation of Preservation Month by the Mayor and City Council;
- Host building tours, open houses, living history events, and special exhibits;
- Sponsor a photography contest and post the photos on the City website;
- Ask folks to send in letters about their favorite local landmark;
- Hold demonstration projects on restoration techniques and new products. Consider hosting lectures, workshops, or demonstrations for historic home owners. Topics might include how to select appropriate paint colors, proper methods to repair older windows, plant choices for historic garden styles, or ideas for improving energy efficiency in older homes.
- Sponsor a community service project such as a clean-up day.
- Consider a Scavenger Hunt, Trivia Contest, Poster Contest or Essay Contest based on historic events or landmarks.

These types of activities also provide opportunities for the Commission to partner with other preservation groups such as the Historic Preservation Advisory Board and the Mansfield Historical Society, as well as the Arts Commission and the Convention and Visitors Bureau.

Staff has included some events recommended by the Texas Historical Commission and Preservation Texas. There is also a flyer from San Antonio listing events celebrating their Preservation Month.

### **Attachments**

Preservation Month events

## Project Ideas from the THC Markers Staff

THC Historical Markers Program staff shares some ideas to help you celebrate Preservation Month in May.

- **Marker Refinishing Project** - Over time, the harsh sun can fade historical markers. Start a marker refinishing project in your town or county. Ask your local Boy Scout troop or other organizations to help. THC can provide written or video instructions on how to refinish a marker (<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers/refinishing-official-texas-historical>). Several CHCs have refinished markers in their county in the last year. Below is a before and after photo of a marker refinished by Runnels CHC.



- **Historical Marker/Historic properties pamphlet or map** – To boost tourism in your area, you may want to consider creating a pamphlet of historic properties or historical markers. Some CHCs have partnered with local organizations (such as the Chamber of Commerce or the Visitor's Bureau) to print brochures or maps of historic properties and local attractions for visitors.

McLennan CHC and the Waco Convention Center produced this [map](#).

Gregg County produced this historical [marker guide](#).

- **Historical Marker/historic properties online map** – Similar to the idea above, your CHC may have the resources to create a website with a map and list of historic properties. Some CHCs have created amazing websites that allow the user to map out their visit. Many of the sites have a table inventory but also feature maps and links to more information. The best part about an online inventory is that it can be updated! There are many good examples, but be sure to visit the Harris CHC Historical Marker Inventory (<http://www.historicalcommission.hctx.net/markerinventory.aspx>) and the Denton County Historical Markers website (<http://www.dentoncounty.com/historicalmarkers/default.asp>).

#### Other ideas to promote historical markers/properties:

- Scavenger Hunt
- Trivia Contest
- Poster Contest
- Essay Contest

*At right, Bell CHC sponsors clean up day at Mesquite Grove Cemetery with help from 26 local college students. Photo courtesy of Joe and Dorothy Button.*



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# Preservation Month

## May is National Preservation Month

Since the National Trust for Historic Preservation created Preservation Week in 1971 -to spotlight grassroots preservation efforts in America, it has grown into an annual celebration observed by small towns and big cities with events ranging from architectural and historic tours and award ceremonies, to fundraising events, educational programs and heritage travel opportunities. Now, there are celebrations all over the country during the month of May. This year's theme is "See! Save! Celebrate!" Click [here](#) to download high-res versions of the logo for use in your local marketing efforts.

Preservation Texas wants to promote your event, so be sure and send me your event links and photos to [terri@preservationtexas.org](mailto:terri@preservationtexas.org). Here are a few promotional ideas from National Trust to get you started:

**Community Service Opportunities:** Possible projects might include a clean-up day at a local house museum or along a historic Main Street. Consider partnering with other local nonprofit organizations in your area to sponsor the event. This will allow you to forge new relationships to build on in the future and will also provide an opportunity to attract new volunteers that may not be familiar with your organization or site.

**Demonstration Projects:** Many people who own a historic property enjoy learning more about restoration techniques and new products. Consider hosting lectures, workshops, or demonstrations for historic home owners. Topics might include how to select appropriate paint colors, proper methods to repair older windows, plant choices for historic garden styles, or ideas for improving energy efficiency in older homes.









**Special Events:** Host building tours, open houses, living history events, and special exhibits for your members and potential new members or supporters. Sponsor a photography contest and post the photos on your website or ask folks to send in letters about their favorite local landmark. Don't forget to take advantage of social media. (Use Instagram, Pinterest, and Twitter – hashtag for Preservation Month 2013 is **#presmonth**).

Email us at [terri@preservation.org](mailto:terri@preservation.org) and tell us what is happening in your Texas community!



## May is National Historic Preservation Month!

In San Antonio, May is a celebration of the built heritage, cultures, ideas, and traditions that make our city unique.

<div data-bbox="451 842 526 919">MAY 2</div>  <div data-bbox="391 1123 591 1146">KICK-OFF AT KRESS</div>	<div data-bbox="792 842 867 919">MAY 4</div>  <div data-bbox="686 1123 964 1146">AMAZING PRESERVATION RACE</div>	<div data-bbox="1123 842 1198 919">MAY 11</div>  <div data-bbox="1073 1123 1224 1146">REHABARAMA</div>
<div data-bbox="451 1184 526 1262">MAY 18</div>  <div data-bbox="358 1453 623 1501">AMAZING PRESERVATION RACE FOR KIDS</div>	<div data-bbox="792 1184 867 1262">MAY 20</div>  <div data-bbox="699 1453 964 1501">ARCHAEOLOGY IN SAN ANTONIO PUBLIC LECTURE</div>	<div data-bbox="1123 1184 1198 1262">MAY 21</div>  <div data-bbox="1011 1453 1281 1501">DISCOVER THE GENEALOGY OF YOUR HOUSE</div>
<div data-bbox="451 1535 526 1612">MAY 23</div>  <div data-bbox="380 1795 599 1818">DIY MINI MAKERS FAIRE</div>	<div data-bbox="669 1577 732 1633"> </div> <div data-bbox="743 1577 971 1633"> <b>LEGACY BUSINESS PHOTO CHALLENGE!</b> </div> <div data-bbox="683 1648 954 1745"> <p>Tag your favorite legacy businesses all month long using the hashtag <b>#LegacyBizSA</b> to be entered to win fun prizes!</p> </div> <div data-bbox="699 1759 938 1843"> </div> <div data-bbox="1000 1570 1287 1780"> <div data-bbox="1029 1648 1279 1732"> <p>Check out additional events and details on our website!</p> </div>  </div>	

[www.SApreservationmonth.com](http://www.SApreservationmonth.com)