

<p style="text-align: center;">AGENDA</p> <p style="text-align: center;">HISTORIC LANDMARK COMMISSION CITY OF MANSFIELD, TEXAS CITY HALL COUNCIL CHAMBERS THURSDAY, JUNE 13, 2019, 5:30 PM</p>

1. CALL TO ORDER

2. APPROVAL OF LAST MEETING MINUTES

3. OTHER AGENDA ITEMS:

- A. HLC#19-004: Consideration of a Historic Mansfield Preservation Grant for the Gaulden-Baskin House located at 301 W. Broad Street
- B. Consideration of an Application for Hotel/Motel Tax Funding for the Historic Mansfield Preservation Grant Program
- C. Appointment of a Preservation Month Coordination Sub-Committee
- D. Consideration of a Date and Method of Ceremony for the Official Recognition of Historic Properties

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 June 6, 2019, in accordance with Chapter 551 of the Texas Government Code.

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**

May 9, 2019

Chairman Smith called the meeting to order at 5:33 p.m. in the Council Conference Room 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
Houston Mitchell	Commissioner
Lynda Pressley	Commissioner
Mark Walker	Commissioner
Rick Weintraub	Commissioner

Absent:

Justin Gilmore	Commissioner
Ginny Graygor	Commissioner
Arnaldo Rivera	Commissioner

Staff:

Art Wright	Planner
Jessica Baber	Museum Manager
Delia Jones	Secretary

Approval of Last Meeting Minutes

Chairman Smith called for approval of the minutes of the April 11, 2019 meeting. Commissioner Pressley made a motion to approve the minutes as presented. Commissioner Mitchell seconded the motion which carried by a vote of 6 to 0.

Other Agenda Items

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

Chairman Smith called for a motion to consider HLC#19-002. Vice-Chairman Littlefield made a motion to recommend approval of the Historic Preservation Tax Exemption Program to the City Council. Commissioner Walker seconded the motion.

Mr. Wright presented Staff's revisions to the Historic Preservation Tax Exemption Policy document to clarify the penalty provisions if a property owner receiving a tax exemption removed the "H", Historic Landmark Overlay designation from a property before the expiration of the exemption period.

Chairman Smith asked Commissioner Weintraub if the revisions addressed Mr. Weintraub's concerns. Commissioner Weintraub stated that the revisions did.

Chairman Smith stated for the record that he and the members of his family, as owners of historic buildings, would not participate in the Historic Preservation Tax Exemption Program. He stated that as a member of the Historic Landmark Commission, it would not be proper to do so.

Commissioner Walker also stated that he, as the owner of a historic house, would not participate.

After discussion, the Commission voted 6 to 0 in favor of the motion.

Discussion Items:

Discussion on possible joint projects with the Historic Preservation Advisory Board

Mr. Wright introduced Ms. Jessica Baber, the new Museum Manager of the Mansfield Historical Museum. Ms. Baber is a member of City Staff under the Library Department and also provides staff support to the Historic Preservation Advisory Board. Ms. Baber was welcomed to the meeting by Chairman Smith.

Mr. Wright stated that the Board could not assume the Commission's duties and powers to designate landmarks, but that there might be mutual projects that both groups could work on together. Some ideas presented included updating the Historic Resources Survey, recommend properties that may be suitable for Historic Landmark Overlay designation, updating the City's Historic Preservation Plan from 1998, and cooperate on promotional events such as Preservation Month.

Mr. Wright also stated that the Man House would become a museum, and that the Board would likely advise on the management of museum activities. The Board could support a request that the Man House receive a Historic Landmark Overlay designation.

Commissioner Weintraub suggested that members from the Historic Landmark Commission meet with an equal number of members of the Board to discuss Preservation Month activities for May 2020.

After discussion, Chairman Smith asked Ms. Baber to propose two projects to the Advisory Board: 1) support for the Man House landmark designation; and 2) forming a planning committee of 2 members each from the Commission and the Board to consult on possible Preservation Month activities for 2020.

Discussion and possible consideration of Preservation Month activities

Mr. Wright stated that May was national Preservation Month, and although it was too late to celebrate this year, 2020 will mark the 130th anniversary of the City's incorporation which would be a good opportunity to celebrate Preservation Month.

Mr. Wright noted that in addition to working with the Historic Preservation Advisory Board on 2020 events, an event such as Preservation Month would require the participation of the Mansfield Historical Society, the Arts Commission and the Convention and Visitors Bureau.

Commission Announcements

Commissioner Mitchell asked about progress on the Man House restoration project. Mr. Wright stated that the City was seeking a qualified Construction Manager with preservation experience to oversee the project. Mr. Wright noted that the cost of the restoration work may exceed the allocated funds, that might result in the delay of some repairs.

Commissioner Mitchell asked if private donations might be helpful. Mr. Wright stated that the City does not usually solicit private funds, but that a non-profit organization such as the Mansfield Historical Society has fund-raising programs that could assist.

Commissioner Mitchell also asked about potential development on City property at the old Fire Station. Mr. Wright reported that the City has commissioned a new planning study for the downtown area, including recommendations on the best use of City property.

Staff Comments

Mr. Wright reported that the inscription for the state subject marker at the Man Homestead had finally been approved and that a new marker was being cast at the manufacturer.

Adjournment

With no further business, Chairman Smith adjourned the meeting at 6:28 p.m.

Robert A. Smith, Chairman

ATTEST:

Delia Jones, Secretary

HISTORIC LANDMARK COMMISSION COMMUNICATION

Agenda Date: June 13, 2019

Case Number: HLC#19-004

Applicant: Manuel and Elva Hernandez

Subject: Consideration of a Historic Mansfield Preservation Grant for the Gaulden-Baskin House located at 301 W. Broad Street

COMMENTS AND CONSIDERATIONS

The Arlington Board of Realtors (ARBORS) is in the process of making some repairs to the Gaulden-Baskin House at 301 W. Broad Street as part of the City's volunteer program. In addition to structural repairs and repainting being done by the ARBORS, the house also needs repairs to the front windows. The current windows are modern with aluminum frames, and some of the glass is broken.

The City's *Design Guidelines for Historic Residential Properties* recommends that new windows on a historic house be made of wood. Because of the expense of wood windows, the property owner is seeking a grant from the Historic Preservation Grant Program to replace the existing front facing windows with wood windows.

The house currently has three 1/1 windows and one 6/6 window facing W. Broad Street. There is another 6/6 window and an arched window facing S. 2nd Avenue. The owners have agreed to replace the arched window with a 6/6 window instead. The 1/1 windows are in most need of repair.

To have an idea of the costs for window replacements for this house, Staff consulted with Hull Historical in Fort Worth, a company that specializes in historic millwork. The estimate came back as follows:

- 6/6 - roughly \$3,550 per window
- 1/1 – roughly \$3,308 per window

This is a turn-key price and assumes removing existing window and reinstalling primed, restored window.

Staff is seeking other estimates from similar companies, but if this estimate is representative of the cost it may be necessary to replace the windows in stages, starting with the 1/1 windows. In light of the potential costs, Staff proposes that the Commission recommend a grant of up to \$10,000 for this project. The Commission may request additional funding for the remaining windows in the 2019-2020 hotel/motel tax cycle.

The owners of 301 W. Broad Street are willing to apply for a historic landmark designation as a condition of the grant. Because the owners are on a limited income, Staff proposes that the work being done by the ARBORS be considered the owners' share of the match. The Gaulden-Baskin House was added to the eligible grant recipients list on March 14, 2019.

In considering whether to recommend approval of the grant and the Historic Landmark Overlay District designation, the following should be considered:

1. Although the house has been altered, the simple gabled form is typical of the period.
2. The house is located on one of the historic blocks of W. Broad Street and is representative of buildings of its era.
3. The house is identified with a person or persons who contributed to the development of the City of Mansfield.

The house is described in the Tarrant County Historic Resources Survey, 1990, as follows, with additional information from “The History of Mansfield, Texas,” 1996, and the records of the Mansfield Historical Museum:

R.A. Gaulden bought this parcel in 1891 and constructed the house around 1900. J.N. Baskin, a farmer who moved to Mansfield from Webb, bought the property in 1917 and lived there until his death in 1939. The house may have been added to, and its simple gabled form is typical of the period.

Robert A. Gaulden (1829-1911) served as a private in the Union Army from 1864 to 1865. As a property owner in 1890, Mr. Gaulden was a signer of the Original Town of Mansfield plat to incorporate the City of Mansfield. He served as Mansfield’s postmaster from 1897-1905, and was an 1892 charter member of the Mansfield I.O.O.F. Lodge No. 138.

Mr. Gaulden’s son, Roy Sherman Gaulden, was shot and killed in the Post Office in 1899 by J.D. “Doke” Murphree. Roy Gaulden was owner of the Gaulden House at 301 E. Broad Street. According to newspaper accounts of the time, Robert A. Gaulden was wounded in the shoulder during the shooting.

Staff recommends approval of a Historic Mansfield Preservation Grant of up to \$10,000 for the replacement of the front-facing windows at the Gaulden-Baskin House.

Attachments

Maps and supporting information

Photos of the windows facing the street

Draft Preservation Agreement









Front 6/6 window

GAULDEN-BASKIN HOUSE, 301 W. BROAD STREET



Front 1/1 window



2 front 1/1 windows



Side 6/6 window

Side arched window
to be replace with
6/6 window



HISTORIC MANSFIELD PRESERVATION GRANT PROGRAM PRESERVATION AGREEMENT

Whereas this Preservation Agreement (Agreement) is entered into between the City of Mansfield, a Texas municipal corporation (City) and (Owner); and

Whereas the Owner will use funds made available through the Historic Mansfield Grant Program (Program) for exterior preservation, restoration, rehabilitation and/or reconstruction (Work) of the Historic House, which is owned by the Owner; and

Whereas the purpose of this agreement is to set forth the responsibilities of the City and the Owner in the payment, construction and reporting of the Work; and

Whereas the Owner has made application under the Program for financial assistance for Work to the Gaulden-Baskin House, located at 301 W. Broad Street, a property eligible for designation as a Mansfield Historic Landmark in the City of Mansfield; and

Whereas such application was recommended for \$_____ by the Mansfield Historic Landmark Commission on _____, 20____ and

Whereas the Owner will commence work on or about _____, 20____;

NOW THEREFORE, be it agreed by the City and the Owner as follows:

Term

The term of this Agreement shall commence on the latest date of execution shown hereon and shall terminate one (1) year following the date of completion of the Work.

Amount and Scope

The City shall pay directly to the Contractor \$_____ for the Work which shall consist of:

1. Purchase and replacement of windows on the historic house and associated work.

Any increase or decrease in the construction costs, including cost increases, change orders, and overruns shall be determined and assumed by the Contractor. Payment to the Contractor shall be made as follows:

- After the Work is completed (copies of paid receipts are received), and
- After the Work passes final inspection by the City Building Safety Department (where required), and
- After the property owner has submitted the Historic Landmark Overlay District application form, and

- After non-conforming work (if any) is corrected where required by the Mansfield Historic Landmark Commission and/or the City Development Services Department (for achieving final inspection).

Maintenance of Zoning

The Owner agrees to initiate and designate their property a City of Mansfield Historic Landmark in accordance with Section 5400 of the City of Mansfield Zoning Ordinance.

Repayment

The Owner shall promptly repay all amounts paid by the City in the event that during the term of this agreement:

1. The residence is not maintained to City of Mansfield building codes.
2. Historic Landmark designation is removed.
3. Property changes from residential use to another use.
4. Owner performs or arranges for other work (not under this Agreement) materially detracting from the historic character or fabric of the exterior of the house.

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.

Insurance, Liability and Indemnification

The Owner is prohibited from expending funds made available through the Program to purchase any insurance regarding the Work under this Agreement. The Owner shall carry casualty, fire and federal flood insurance (if applicable) at a level acceptable to the City, and shall provide proof of same to the City upon request.

The Owner acknowledges that he/she has read the guidelines for the grant program included with the application and agree to all of the terms and conditions contained in the guidelines and further agrees that any contractors hired for this project will hold contractors licenses for the City of Mansfield.

The Owner acknowledges that the City is merely granting funds in connection with the work or project, and that neither the Mansfield Historic Landmark Commission nor the City of Mansfield is or will be responsible for satisfactory performance of the work, or payment for the same beyond the grant by the City. The Owner also acknowledges that he/she is solely responsible for selecting any contractors hired in connection with the project and in requiring satisfactory performance by such contractor.

The Owner agrees to indemnify and hold harmless the Mansfield Historic Landmark Commission and the City of Mansfield, its agents, servants, employees, and officers against losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from or arising out of or relating to the City's acceptance, consideration, approval or disapproval of this agreement and the issuance or non-issuance of a grant, or any work performed in connection with this Agreement.

Notice

The Owner shall provide the City with at least two (2) weeks' notice of any intended transfer of title, any encumbrance on title or pending legal action which may result in foreclosure of property. Notice or correspondence shall be sent to:

City of Mansfield
Planning Department
1200 E. Broad Street
Mansfield, Texas 76063

Acknowledgement

The Owner shall, at City's expense, allow for installation of a durable sign visible to the passing public that identifies the house and acknowledges that assistance has been provided through the City of Mansfield.

Assignment

The terms of this agreement shall be binding on the Owner's successors and assigns and shall run with the property for the term of the agreement.

Executed this _____ day of _____, 20____.

Clayton Chandler, City Manager
City of Mansfield

Owner,
Address

Approved as to Form:

City Attorney

HISTORIC LANDMARK COMMISSION COMMUNICATION

Agenda Date: June 13, 2019

Subject: Consideration of an Application for Hotel/Motel Tax Funding for the Historic Mansfield Preservation Grant Program

COMMENTS AND CONSIDERATIONS

Applications for the funding from the Hotel/Motel Tax are due July 15, 2019 for the FY2019-2020 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 15th deadline.

The Commission will also need to determine what amount of funds to request. The Commission's request for FY2018-2019 was \$10,000. Based on the estimate to complete the window replacements in the Gaulden-Baskin House, Staff recommends a request of \$12,000 to \$15,000, as the replacement of the arched window may require additional structural supports for the wall in which it is mounted.

Attachment:

Hotel/Motel Tax Application



CITY OF MANSFIELD
APPLICATION
HOTEL/MOTEL OCCUPANCY TAX FUNDS

Application Year: October 1, _____ thru September 30, _____

Return Application To: City Secretary's Office
City of Mansfield
1200 E. Broad Street
Mansfield, TX 76063
Phone 817-276-4203; Fax 817-473-2925

Thank you for your interest in promoting tourism and the hotel industry in Mansfield through the use of Hotel/Motel Occupancy Tax funds. The use of funds is regulated by law (Chapter 351 of the Tax Code) which includes the use of funds for the direct enhancement and promotion of tourism AND the convention and hotel industry. To determine eligibility, the following section of this tax code which pertains to advertising and promotion must apply to your application: "Advertise and conduct solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity, any of which may be conducted by the municipality or through contracts with persons or organizations selected by the city."

A. CONTACT INFORMATION

Name of Organization: _____

501c3 or c6 non-profit organization? Yes No (circle one)

Contact Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Website: _____

B. TELL US ABOUT YOUR EVENT (Use separate page if not enough room)

1. What specific event or activity is being promoted or marketed? _____

2. What is your primary purpose of this event? _____
3. How will your event help promote the hotel industry in Mansfield? _____

4. Total amount of funds requested to promote this event or activity: _____
5. Date(s), Time, Location of Event: _____
6. Total number of days of the event: _____ Consecutive: Yes No (circle one)
7. Has the organization applied for funds for this event before? Yes No (circle one)
8. Is this a *one-time-only* event or a *recurring* event? (circle one)
9. Is one of the goals of this event to raise funds for charity/scholarship? Yes No (circle one)
If so, what percentage of the funds raised will be donated or given away? _____

Choose the category(ies) that applies to your event or activity:

- ☐ Visitor Information Center
- ☐ Furnishing of Facilities and Registration of Visitors
- ☐ Advertising and Promotional Programs and Activities
- ☐ Arts Promotion
- ☐ Historical Restoration and Preservation
- ☐ Tourist Transportation Systems

C. VISITOR IMPACT

1. Projected Use of Overnight Rooms: _____
Will the Applicant be paying for these hotel room expenses? Yes No (circle one)
If yes, what percentage? _____
2. Projected Attendance: _____
3. Previous Year's Attendance: _____ (put N/A if not applicable)
4. Describe your **attendance goals** for this event and identify steps used to achieve these goals on a separate sheet.
5. Registration/Entrance fee per visitor: _____ (if any)
6. Estimated amount to be spent with local Mansfield area merchants or rental or transportation facility(ies): _____

D. FUNDING & MARKETING

The organization applying for the grant is expected to make every effort to develop a viable budget and an effective marketing plan that is designed to reach out of area visitors:

1. Describe your **marketing plan**. Please provide a detailed list of the media used, amount spent, type of product used (brochure, website, print ads, etc.):

The City of Mansfield acknowledges that some tourists may read local newspapers and listen to local radio station; however, as these media outlets generally provide PSA opportunities for local events, we prefer that grant funds for projects be spent in OUT OF AREA advertising that is most likely to attract overnight tourists to our community. Local and regional newspapers and magazines are not specifically excluded from reimbursement.

Media/Product Type	Site/Location	Target Audience	\$ Amount
<i>ie 3,000 brochures</i>	<i>bicycle shops in Denton</i>	<i>Cycling Pros</i>	<i>\$2,000</i>

2. a. Total advertising/promotion budget for the specific activity/event for which you are applying

- b. What is your organization's direct contribution to the advertising/promotion budget?

- c. What are other sources of funding used for the advertising/promotion of this activity/event?

- d. Provide a specific line item accounting description use of funds being requested. Total should match amount being requested. If more space is needed, use attachments.

Payee/Vendor	Description of Expense	\$ Amount
<i>ie. Austin Statesman News</i>	<i>1/4 page ad week of Sep 14</i>	<i>\$540</i>

3. a. Describe your **financial goals** for this event and identify steps used to achieve these goals:

- b. What impact will the funds have on the viability of this event: _____

SPECIAL NOTE: Grants of hotel/motel occupancy tax revenues may statutorily be used only for the promotion of tourism and tourism-related activities. Expenditure of funds for unauthorized purposes will impact funding decisions and future funding cycles.

APPLICANT:

Organization Name

Signature of Authorized Representative

Printed Name of Authorized Representative

Date _____

ATTEST:

Signature

Printed Name

FOR CITY SECRETARY'S OFFICE USE ONLY

Original Received in City Secretary's Office _____

Copy Sent to Business Services Department _____

Copy Sent to Applicant _____

Copy Sent to Legal Department _____

Copy to Tourism Department _____

HISTORIC LANDMARK COMMISSION COMMUNICATION

Date: June 13, 2019

Subject: Consideration of a Date and Method of Ceremony for the Official Recognition of Historic Properties

COMMENTS AND CONSIDERATIONS

At the Commission's January 10, 2019, meeting, the Commission nominated the following properties for official recognition under Section 5400.J.4 of the Mansfield Zoning Ordinance:

202 W. Oak Street	301 E. Elm Street
204 W. Oak Street	305 E. Elm Street
206 W. Oak Street	309 E. Elm Street
302 W. Broad Street	302 E. Broad Street
201 W. Kimball Street	310 E. Broad Street
315 S. Main Street	405 E. Broad Street

Section 5400 requires that the Historic Preservation Officer submit a list of structures and other features deemed deserving of official recognition, although not designated as historic landmarks, to the Historic Landmark Commission for public hearing and approval, and take appropriate measures of recognition.

Staff sent notices to the owners of the properties listed above regarding participation in the recognition program in April 2019. We have been contacted by some of the property owners interested in the program.

Because the ordinance requires that the Commission hold a public hearing before official recognition takes effect, Staff is requesting that the Commission set a date for the public hearing. Additionally, Staff is seeking the Commission's guidance on the type of ceremony, location, and any special guests the Commission would like to include.

Once these arrangements are made, Staff will send invitations to the property owners with the selected meeting date and other pertinent details.