



CITY OF MANSFIELD

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

Meeting Agenda - Final

Historic Landmark Commission

Thursday, February 9, 2023

5:30 PM

City Hall Council Chambers

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

[23-5168](#) Minutes - Approval of the December 8, 2022 Historic Landmark Commission Meeting Minutes

Attachments: [Meeting Minutes](#)

3. **CITIZENS COMMENTS**

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

4. **DISCUSSION ITEMS**

[23-5167](#) HLC#21-013: Update on the Design Guidelines for Historic Mansfield

[23-5172](#) HLC#23-001: Discussion on possible Historic Properties deemed deserving of official recognition although not designated as historic landmarks

Attachments: [Officially Recognized Properties.pdf](#)

[23-5171](#) HLC#23-002: Discussion and Possible Action on a Historic Downtown Mansfield Community Activation Grant Application for Historic Preservation Month 2023 Activities

Attachments: [Estimates.pdf](#)

[Community Activation Grant Program.pdf](#)

6. **Preservation Month Sub-Committee Report and Discussion**

[23-5169](#) Minutes - Approval of the December 8, 2022 Historic Landmark Commission Sub Committee Meeting Minutes

Attachments: [12.08.2022 Sub Committee Meeting Minutes.pdf](#)

[23-5170](#)

Minutes - Approval of the January 18, 2023 Historic Landmark Commission Sub Committee Meeting Minutes

Attachments: [01.18.2023 Sub Committee Meeting Minutes.pdf](#)

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

7. **COMMISSION ANNOUNCEMENTS**

8. **STAFF ANNOUNCEMENTS**

9. **ADJOURNMENT OF MEETING**

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on February 3, 2023, in accordance with Chapter 551 of the Texas Government Code.

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.



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STAFF REPORT

File Number: 23-5168

Agenda Date: 2/9/2023

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Agenda Number:

Title

Minutes - Approval of the December 8, 2022 Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the December 8, 2022 Historic Landmark Commission meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.



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1200 E. Broad St.
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Meeting Minutes - Draft

Historic Landmark Commission

Thursday, December 8, 2022

5:30 PM

City Hall Council Chambers

1. CALL TO ORDER

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

Staff:

Art Wright, Senior Planner/HPO

Jennifer Johnston, Development Coordinator

Commissioners:

Absent 1 - Allan Hudson

Present 6 - Amanda Kowalski; Mark Walker; David Littlefield; Robert Smith; Thomas Leach and Bob Kowalski

2. APPROVAL OF MINUTES

[22-5083](#)

Minutes - Approval of the November 10, 2022 Historic Landmark Commission Meeting Minutes

Chairman Smith called for approval of the minutes of the November 10, 2022 meeting.

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

Aye: 4 - David Littlefield; Robert Smith; Thomas Leach and Bob Kowalski

Nay: 0

Absent: 1 - Allan Hudson

Abstain: 2 - Amanda Kowalski and Mark Walker

Commissioner Hudson arrived at 5:32 p.m.

Present 7 - Amanda Kowalski; Mark Walker; David Littlefield; Robert Smith; Allan Hudson; Bob Kowalski and Thomas Leach

3. CITIZENS COMMENTS

None

4. PUBLIC HEARINGS[22-5085](#)

HLC#21-013: Public hearing on the Design Guidelines for Historic Mansfield

Mr. Wright provided a draft of the updated Design Guidelines for Historic Mansfield.

Chairman Smith opened the public hearing at 5:33 p.m. and called for anyone wishing to speak to come forward.

Seeing no one come forward to speak, Chairman Smith closed the public hearing at 5:33 p.m.

After a discussion, Commissioner Walker made a motion to approve the guidelines as presented. Commissioner Kowalski seconded the motion which carried by the following vote:

Aye: 7 - Amanda Kowalski; Mark Walker; David Littlefield; Robert Smith; Allan Hudson; Bob Kowalski and Thomas Leach

Nay: 0

Abstain: 0

5. OTHER AGENDA ITEMS[22-5095](#)

HLC#22-009: Update on amendments to Sections 155.069 and 155.116 of the Mansfield Code of Ordinances related to the regulations governing the Historic Landmark Overlay District and the Historic Landmark Commission

Mr. Wright provided an update on amendments to Section 155.069 and 155.116 of the Mansfield Code of Ordinance.

6. PRESERVATION MONTH SUB-COMMITTEE[22-5084](#)

Minutes - Approval of the November 16, 2022 Historic Landmark Commission Meeting Minutes

Vice-Chairman Littlefield called for approval of the minutes of the November 16, 2022 meeting.

Commissioner Leach made a motion to approve the minutes as presented. Vice-Chairman Littlefield seconded the motion which carried by the following vote:

Aye: 2 - David Littlefield and Thomas Leach

Nay: 0

Abstain: 1 - Mark Walker

Non-Voting: 4 - Amanda Kowalski; Robert Smith; Allan Hudson and Bob Kowalski

7. HISTORIC PRESERVATION OFFICER'S REPORT

Mr. Wright advised the Commission that a request had been made to add a pet cemetery as a Historical Landmark and why it does not meet the criteria for a landmark designation.

8. COMMISSION ANNOUNCEMENTS

None

9. STAFF ANNOUNCEMENTS

None

10. ADJOURNMENT OF MEETING

With no further business, Chairman Smith adjourned the meeting at 5:53 p.m.

Dr. Robert A. Smith, Chairman

ATTEST:

Jennifer Johnston, Development Coordinator



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STAFF REPORT

File Number: 23-5167

Agenda Date: 2/9/2023

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Discussion Item

Agenda Number:

Title

HLC#21-013: Update on the Design Guidelines for Historic Mansfield

Description/History

The Planning and Zoning Commission recommended approval of the Design Guidelines for Historic Mansfield on January 3, 2023, by a vote of 4 to 0. The City Council approved the Guidelines on January 23, 2023, by a vote of 6 to 0.

The approved Guidelines are included in the Commission's packet and should be referenced when reviewing any applications for exterior alterations or changes to commercial or non-residential landmark buildings.

Attachment

Approved Design Guidelines for Historic Mansfield



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STAFF REPORT

File Number: 23-5172

Agenda Date: 2/9/2023

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Discussion Item

Agenda Number:

Title

HLC#23-001: Discussion on possible Historic Properties deemed deserving of official recognition although not designated as historic landmarks

Description/History

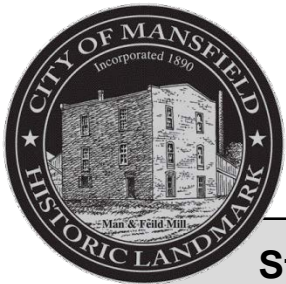
Section 155.069 of the Mansfield Code of Ordinances requires the Historic Preservation Officer to submit a list of structures and other features deemed deserving of official recognition, although not designated as historic landmarks, to the Historic Landmark Commission for public hearing and approval and take appropriate measures of recognition. The Commission must hold a public hearing before official recognition takes effect.

In addition to the public hearing, Section 155.069 requires that appropriate measures be taken to recognize these properties. This will be done at the Historic Mansfield Recognition ceremony on May 11, 2023.

Staff would like to discuss potential nominees for Official Recognition for 2023 at the meeting. A list of the current Officially Recognized properties is attached for the Commission's reference.

Attachment

Current Officially Recognized Properties



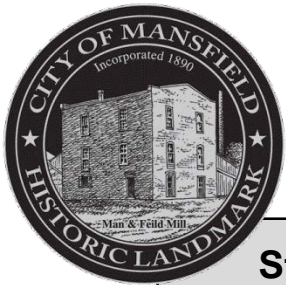
Officially Recognized Resources

Street Address	Historic Name	Year Built	Year Designated
202 W. OAK ST	PATTERSON-RYDELL HOUSE	1925	2019
204 W. OAK ST	GILSTRAP HOUSE	1921	2019
206 W. OAK ST	MUNCY HOUSE	1890	2019
302 W. BROAD ST	J.H. WRIGHT HOUSE	1904	2019
201 W. KIMBALL ST	AMERICA J. BELL HOUSE	1893, 1908	2019
315 S. MAIN ST	DR. PERCY COOK CLINIC	1953	2019
301 E. ELM ST	HOOD-GROW HOUSE	1910	2019
305 E. ELM ST	FOWLER-BOYD HOUSE	1900	2019
309 E. ELM ST	W.G. RALSTON HOUSE	1900	2019
302 E. BROAD ST	BUTTRILL-NIFONG-BARNETT HOUSE	1904	2019
310 E. BROAD ST	BRATTON HOUSE	1895	2019
405 E. BROAD ST	HARRISON-ELLIS HOUSE	1887	2019
105 N. 1ST AVE	FIRST METHODIST CHURCH PARSONAGE	1945	2020
106 N. 1ST AVE	MASSED PLAN PYRAMIDAL HOUSE	1915	2020
107 N. 1ST AVE	FIRST METHODIST CHURCH	1944	2020
108 N. 1ST AVE	FRONT GABLED BUNGALOW	1920	2020



Officially Recognized Resources

Street Address	Historic Name	Year Built	Year Designated
107 N. 2ND AVE	FRONT GABLED BUNGALOW	1925	2020
109 N. 2ND AVE	J.C. MCCALED HOUSE	1920	2020
130 N. MAIN ST	OLD POST OFFICE	1894	2020
203 S. MAIN ST	GIBSON HOUSE	1925	2020
210 S. MAIN ST	WALLACE-HALL HOUSE	1878	2020
302 S. 1ST AVE	CROSS GABLED BUNGALOW	1930	2020
400 S. 2ND AVE	CENTER PASSAGE HOUSE	1885	2020
408 NORTH ST	HENRY & VICTORIA HOGG HOUSE	1929	2020
506 E. BROAD ST	LOWE HOUSE	1924	2020
NORTH ST AT WALNUT CREEK	IRON TRUSS RAILROAD BRIDGE	1885, 1906	2020
NORTH ST AT WALNUT CREEK	CONCRETE AUTO BRIDGE	1922	2020
107 SYCAMORE ST	SIDE-GABLE BUNGALOW	1935	2022
108 N. MAIN ST	RAWDON BUILDING	1955	2022
110 N. MAIN ST	MCBRIDE-SEETON BUILDING	1955	2022
201 N. WALNUT CREEK DR	FOLK VICTORIAN HOUSE	1900	2022
205 NORTH ST	FRONT GABLED BUNGALOW	1925	2022



Officially Recognized Resources

Street Address	Historic Name	Year Built	Year Designated
213 SYCAMORE ST	R.D. MILLER HOUSE	1935	2022
301 E. BROAD ST	R.S. GAULDEN HOUSE	1895	2022
302 ELM ST	CANTRELL HOUSE	1946	2022
500 ELM ST	FRONT-GABLE BUNGALOW	1925	2022
503 E. BROAD ST	MAYFIELD HOUSE	1935	2022
506 W. BROAD ST	FRONT-GABLE BUNGALOW	1930	2022
750 W. KIMBALL ST	MANSFIELD CEMETERY	1868	2022
750 W. KIMBALL ST	MANSFIELD COMMUNITY CEMETERY	1874	2022



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STAFF REPORT

File Number: 23-5171

Agenda Date: 2/9/2023

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Discussion Item

Agenda Number:

Title

HLC#23-002: Discussion and Possible Action on a Historic Downtown Mansfield Community Activation Grant Application for Historic Preservation Month 2023 Activities

Description/History

As proposed by the Preservation Month Sub-Committee, the Historic Landmark Commission will be sponsoring three main events for Historic Preservation Month 2023. These events include a car show, a chalk art contest, and a downtown scavenger hunt.

These events will have associated costs for prizes, entertainment and supplies. Estimates for the expenses for each event have been attached. The Commission's budget does not have sufficient funds to cover the costs of these expenses.

If packaged as a Historic Preservation Month program, these events may be eligible for a Historic Downtown Mansfield Community Activation Grant from the City Council. The Activation Grant is intended for events or activities that draw visitors to the downtown area and promote commercial engagement with downtown merchants. The Commission's events may qualify as community events under the Art Shows or Events, Car Shows, and Community Education Events categories.

Staff will review the estimates and the application criteria with the Commission at the meeting.

Attachment:

Estimates
Grant Program Packet

Scavenger Hunt

ITEM	QUANTITY	Per Item	COST
Prizes	8	See list	\$ 750.00
Tents	3	\$ 350.00	\$ 1,050.00
Bottled water	4 (40 bottle pack)	\$ 5.36	\$ 21.44
Musicians	1	\$ 750.00	\$ 750.00
Total			\$ 2,571.44

Family Grand Prize
Young Adult Prize
Group of Friends Prize

\$ 8,934.32

CHALK ART CONTEST

ITEM	QUANTITY	Per Item	COST
Prizes	8	See list	\$ 1,200.00
Water-based chalk	5	\$ 27.99	\$ 139.95
Bottled water	4 (40 bottle pack)	\$ 5.36	\$ 21.44
Painters tape	2 (pack of 6)	\$ 15.79	\$ 31.58
Baby wipes	1 (4-pack)	\$ 12.98	\$ 12.98
Total			\$ 1,392.97

AWARDS

Best in Show: \$350

People's Choice Award: \$200*

Best Art Reproduction: \$100

Best Original Piece: \$100

Best 3D Piece: \$100

Best Use of Color: \$100

Best Youth Piece: \$100 & \$50

Best Children's Piece: \$50 & \$25

Car Show

ITEM	QUANTITY	Per Item	COST
Prizes	8	See list	\$ 1,250.00
Tents	3	\$ 350.00	\$ 1,050.00
Bottled water	4 (40 bottle pack)	\$ 5.36	\$ 21.44
Musicians	1	\$ 750.00	\$ 750.00
Info Boards	6	\$120	\$ 720.00
Total			\$ 3,791.44

AWARDS

Best in Show: \$350

People's Choice Award: \$200

Merchants Choice: \$200

Mayors Choice: \$200

Best in Decade: \$50 each



HISTORIC DOWNTOWN MANSFIELD COMMUNITY ACTIVATION GRANT

Approved May 24, 2021

Program Purpose

To subsidize the fees associated with producing special events, live entertainment production through AV/sound equipment upgrades, programs that promote local artists, and other community activation efforts within the Historic Downtown Mansfield area.

Assistance from the City of Mansfield on any event, fundraiser, or community function is intended and expected to help create more walkability and to encourage unique visitors to the downtown area. Funded events are expected to provide unique opportunities for business promotion and experiences for visitors and residents to support the community as a whole.

This program provides grant assistance for organizations, individuals, and/or businesses to incentivize successful events within the Historic Downtown Mansfield area by (1) establishing mutually beneficial partnerships between the City and the community; (2) equitably controlling how the City provides event contributions to eligible organizations; (3) creating visibility for downtown through event publicity and promotion during event activities; and (4) supporting the Downtown Development Strategies adopted by the Mansfield City Council on July 27, 2020.

Grant awards are available to a wide variety of community activation events including sporting, tourism, arts and cultural, general, health and human services, and major community events. Only events/activities hosted within the Historic Downtown Mansfield area may participate in this program.

How will projects be chosen?

Applications can also be accepted on a rolling basis throughout the year within the identified timeframe that is appropriate to the date of the event.

City Staff will determine eligibility based on information provided in the application package, comments from other City departments, and in accordance with the Community Activation Grant Program expectations.

Each applicant may apply for grant funding for the same project no more than three (3) years total. A project is 1) a single event, performance, and/or activity; or 2) a series of events, performances, or activities that are related. All grant monies must go directly to the activities associated with the project.

Community Activation Grant Requirements

In the case of the Community Activation Grant, recipients must meet the following requirements:

- ❑ Agree to create visibility for the Historic Downtown Mansfield area through prominent acknowledgement of its support and assistance, using event publicity at the event itself (will utilize City-provided logos in all marketing materials). Promotional opportunities will be provided as detailed in the application and require approval from City Staff.
- ❑ Applications must be submitted at least **thirty (30) days prior** to the event, but **no more than one hundred and eighty (180) days prior**.
- ❑ Applicants are required to submit an event summary (proposed event activities, needs, and expected outcomes such as financial goals and estimated attendance), a budget from the prior year's event (if applicable), and a proposed event budget for the current event.
- ❑ All recipients receiving grant awards are required to complete an Event Recap Report within 30 days of the event's end. Any organization which does not comply with this will be ineligible for future requests.
 - ❑ The Event Recap Report is a full written Financial Accounting and Evaluation Report. The Report will describe the project and will include copies of programs, brochures, flyers, original press releases, news clippings, photos of events, and related documents. The report will also include a final itemized budget of costs incurred and description of foot traffic/customers served. If after 30 days recipients fail to submit the Event Recap Report, any remaining funds will be automatically forfeited.
 - ❑ If extenuating circumstances occur, it is the responsibility of the organization to contact the City of Mansfield to request a 30-day grace extension.
- ❑ Recipients for community events/activities are required to offer in-kind event participation and other contributions of goods, services, or programs that will benefit Historic Downtown Mansfield and support its mission to provide for unique opportunities for businesses and experiences for visitors and residents.
 - ❑ Examples of such contributions may include: vendor booth/table space at the event, VIP seating, event tickets, etc.
- ❑ Must be open to the public.
- ❑ Provide an economic benefit to the Historic Downtown Mansfield area.
- ❑ May recur annually.
- ❑ For businesses/property owners in the Historic Downtown area, recipients are eligible to use grant funding to reimburse the purchase of site-specific, installed equipment which provides them the opportunity to provide live entertainment (ex: professional quality audio-entertainment systems).
- ❑ For art grants, artists may apply to receive project-based funding, and will be required to include City-provided logos on their website sponsor page, onsite (sponsor signage), and any collateral associated with the grant award.

Eligible Community Activation Grant Projects List

The following is a list of eligible expenditures for reimbursement, including but not limited to:

- Equipment rental (AV, stage, traffic control, etc)
- Expendable supplies/materials (for example: paint supplies for an art exhibition)
- Marketing, Printing, Publications (which promote the event to the City and surrounding areas)
- Public Safety/Policing

The Community Activation Grant program supports community events, such as, *but not limited to:

<ul style="list-style-type: none"> • Music festivals • Concerts • Parades • Expos • Art shows or events 	<ul style="list-style-type: none"> • Food festivals and events • Holiday events • Community education events • Rodeos • Car Shows
--	--

*An applicant may apply for grant funding for an event other than those listed above. The eligibility of the event for program funds will be determined by City Council. Additionally, an applicant will not be eligible to receive funding for a project that is receiving Hotel Occupancy Tax Fund Incentives.

Ineligible Community Activation Projects

- ☐ Private functions that are not open to the public
- ☐ Lobbying, legislative efforts, political action committees, causes, campaigns or candidates or projects/programs promoting a political agenda
- ☐ Programs, projects, or events promoting a religious doctrine
- ☐ Organizations that discriminate based on race, ethnicity, color, sex, religion, age, national origin, ancestry, citizenship, sexual orientation, gender identity and/or expression, disability, marital status, genetic information, veteran status, or other legally protected factors
- ☐ Multi-year commitments
- ☐ Events that are completed or conducted before the date of the application
- ☐ Projects or organizations that have not satisfactorily fulfilled their obligations to the City
- ☐ Permit fees, media services (for private purposes), and liquor license fees do not qualify for grant reimbursement

Helpful questions to consider when applying for the Community Activation Grant:

1. Is the event located in Historic Downtown Mansfield?
2. Does the event meet or support the Downtown Development Strategies?
3. Will the event provide a unique experience and be a benefit to the visitors and residents of the City?
4. Is the event open to the public?
5. Will the event proceeds, if any, benefit the community as a whole?
6. If successful, will the event have a meaningful economic impact?
7. Is this the best possible use of the program's limited resources?
8. Has the applicant been awarded an incentive payment in the previous twelve (12) months?

GRANT FUNDS

Determination on the funding amount and matching requirement (if any) will be determined upon approval of the application by the Mansfield City Council. Awards will be reimbursed upon receipt of proof of expenditures. Awards are intended for the eligible costs/activities outlined in the Eligible Community Activation Grant Projects list.

Organizations are allowed to request the award in advance of the event when funds are to be used for marketing and promotional purposes. In this instance, an invoice for payment must be submitted to the City of Mansfield, who may make the payment to the payee/vendor on behalf of the organization.



HISTORIC DOWNTOWN MANSFIELD COMMUNITY ACTIVATION GRANT APPLICATION

The Historic Downtown Mansfield Community Activation Grant Program is designed to help subsidize the fees associated with producing special events, live entertainment production through AV/sound equipment upgrades, programs that promote local artists, and other community activation efforts within the Historic Downtown Mansfield area. The applications are submitted to the Historic Downtown Coordinator, and upon qualification of eligibility requirements applications will go to City Council for approval. Please contact staff if you have any questions about eligibility or documentation.

Submit Applications to:

Mansfield City Hall
Attn: Nicolette Allen
1200 East Broad St.
Mansfield, Texas 76063

Office: 817-276-4264

Email: historicdowntown@mansfieldtexas.gov

Date of Application	
Business/Organization Name	
Applicant's Name	
Address	
Phone Number	
Email	
Website	
Tell us about your event (use a separate page if additional space is needed.)	
What specific event or activity is being promoted or marketed?	

How will your event help promote community activation in Historic Downtown Mansfield?	
Total amount of funds requested to promote this event or activity	
Date(s), Time, Location of Event	
Total Number of Days of the Event	<p>_____ day(s)</p> <p>Consecutive? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Has the Organization/Applicant applied for fund for this event before?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Is this a one time only event or a recurring event?	<p><input type="checkbox"/> Singular <input type="checkbox"/> Recurring</p>
Is one of the goals of this event to raise funds for charity/scholarship?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, what percentage of funds raised will be donated or given away?</p> <p>_____</p>
Choose the category(ies) that applies to your event or activity:	<p><input type="checkbox"/> Music festivals</p> <p><input type="checkbox"/> Concerts</p> <p><input type="checkbox"/> Parades</p> <p><input type="checkbox"/> Expos</p> <p><input type="checkbox"/> Art shows or events</p> <p><input type="checkbox"/> Food festivals and events</p>

	<input type="checkbox"/> Holiday events <input type="checkbox"/> Community education events <input type="checkbox"/> Rodeos <input type="checkbox"/> Car Shows <input type="checkbox"/> Other: _____												
Projected Attendance													
Previous Year's Attendance <i>(put N/A if not applicable)</i>													
Describe your attendance goals for this event and identify steps used to achieve these goals.	<i>(use a separate page if additional space is needed)</i>												
Registration/Entrance fee per visitor (if any)													
FUNDING AND 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 promote your event to residents and visitors.													
Describe your budget . Please provide a budget list that includes any current expenditures as well as all projected event costs (rentals, entertainment, traffic control, safety, marketing, etc.).													
<table border="1"> <thead> <tr> <th>Item/Description</th><th>\$ Amount</th></tr> </thead> <tbody> <tr> <td><i>I.e. Promotions (brochures, social media ad boosting, posters)</i></td><td><i>\$3,000</i></td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Item/Description	\$ Amount	<i>I.e. Promotions (brochures, social media ad boosting, posters)</i>	<i>\$3,000</i>								
Item/Description	\$ Amount												
<i>I.e. Promotions (brochures, social media ad boosting, posters)</i>	<i>\$3,000</i>												
<i>(use a separate page if additional space is needed)</i> Do you have the prior year's event budget attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable													
Applicants are expected to obtain at least 50% of the expected costs.													

Total costs for period of use	\$
Funding requested from Council	\$
Confirmed funds from other sources	\$

Describe your **marketing plan**. Please provide a detailed list of the media used, amount spent, type of product used (brochure, website, print ads, etc). Be prepared to identify the promotional opportunities which will create publicity for the Historic Downtown Mansfield area.

Media/Product Type	Site/Location	Target Audience	\$ Amount	Will the Downtown Program be included in this promo?
<i>I.e. 3,000 brochures</i>	<i>Bicycle shops in DFW</i>	<i>Cycling pros</i>	<i>\$2,000</i>	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

(use a separate page if additional space is needed)

Total advertising/promotion budget for the specific activity/event for which you are applying:

What is your organization's direct contribution to the activity/event budget?

What other sources of funding are being used for this activity/event?

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

What impact will funds from the Community Activation Grant Program have on the viability of this event:

Recipients for community events/activities are required to offer in-kind event participation and other contributions of goods, services, or programs that will benefit the Historic Downtown Program and support its mission to provide for unique opportunities for business promotion and experiences for visitors and residents to support the community as a whole. Examples of such contributions may include: free vendor booth/table space at the event, VIP seating, event tickets, etc.

Describe the **in-kind event participation opportunity** you will provide.

Item	Quantity	Cost Equivalent
<i>I.e. 10x10 booth space at event</i>	<i>1</i>	<i>\$50</i>

SPECIAL NOTE: Grants from the Historic Downtown Mansfield Community Activation Grant Program must be used only for applicable reimbursements related to community activities. Expenditure of funds for unauthorized reimbursements will impact funding decisions and an applicant's future funding eligibility.

Applicants agree that they are responsible for ensuring that they comply with all licenses, health and safety considerations, planning regulations, insurance, rents, rates, and other operational requirements. If the applicant will be hosting vendors or selling merchandise on-site, they agree to utilize a Sales Tax I.D. Certificate within the City of Mansfield Zip Code 76063 sales boundary.

Applicants agree to indemnify and hold harmless the City of Mansfield/Historic Downtown Mansfield staff, volunteers, its employees and its agents, and City Council, in connection with any action, claim, lawsuit, charge, or proceeding, including but not limited to any civil action, based upon and/or arising out of the recipient's use of the funds provided by the City of Mansfield pursuant to this contract.

If approved, an offer will be made to the applicant in writing. Funding will be subject to a formal agreement to be signed by both parties. This will include the requirement for robust account-keeping

and monitoring of the impact on the business. Applicants should retain evidence of costs/expenses incurred in the form of receipts.

Failure to comply with these requirements may result in forfeiture of final payments, required reimbursements and/or disqualification from consideration of future applications. If you have any questions regarding any aspect of the Historic Downtown Mansfield Community Activation Grant Program, call 817-276-4264.

APPLICANT

Organization Name

Date

Signature of Authorized Representative

Printed Name of Authorized Representative

Application Attachments

In addition to this completed and signed application, include the following attachments when you submit your grant request:

- ☐ Itemized budget for proposed project
- ☐ Letter from the property owner providing approval for the proposed project
- ☐ Any other information deemed necessary by City of Mansfield staff in order to fully understand the project

Please note, any modifications or alterations to the proposed project(s) must be submitted in writing to the City of Mansfield, and is subject to approval by the Mansfield City Council.

Helpful Guidance

Regarding the **marketing plan**, if your project is selected, Historic Downtown Mansfield may require to be listed as an EVENT SPONSOR of your event or activity. Organizations shall comply with the following request for acknowledgement of sponsorship:

1. Include the line "This project was made possible, in part, by a grant from Historic Downtown Mansfield" in press releases and other literature.
2. All use of official logos shall be submitted in writing to Historic Downtown Mansfield.
3. Promotional pieces submitted to media outlets should be submitted simultaneously to Historic Downtown Mansfield. Historic Downtown Mansfield may be reached at 817-276-4264.
4. Each promotional piece must have a telephone number that can be called for more information.
5. Provide a website address for those seeking information.
6. Follow other/additional requirements as put forth in the award notification letter.



CITY OF MANSFIELD

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

STAFF REPORT

File Number: 23-5169

Agenda Date: 2/9/2023

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Agenda Number:

Title

Minutes - Approval of the December 8, 2022 Historic Landmark Commission Sub Committee Meeting Minutes

Description/History

The minutes of the October 26, 2022 Historic Landmark Commission Sub Committee meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.



CITY OF MANSFIELD

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

Meeting Minutes - Draft

HLC - Preservation Month Sub-Committee

Thursday, December 8, 2022

4:00 PM

City Hall Planning Conference Room

1. CALL TO ORDER

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

Staff Present:

Art Wright, Senior Planner / HPO

Amanda Brown, Museum Education and Engagement Specialist

Jennifer Johnston, Development Coordinator

Commissioners:

Present 3 - David Littlefield; Thomas Leach and Mark Walker

2. DISCUSSION ITEM

Discussion Regarding Preservation Month Activities for May 2023.

The Sub-Committee discussed the following activities for Preservation Month 2023:

- Mansfield Historical Museum Display
- Guided Walking Tours of Historic Mansfield including themed tours
- Man House Museum Tours and Demonstrations
- Developing a "History How To" program in conjunction with the Mansfield Historic Museum and Heritage Center.
- Historic Mansfield Recognition Day at the Man House Information Center to held on Thursday, May 11, 2023.
- Conducting a meeting with the Historic Mansfield Business Association and downtown property/business owners to request support and cooperation for the planned events in May.
- Historic Downtown Scavenger Hunt/Mansfield Historic Museum
- Historic Preservation Month Information Table locations

The Sub-Committee also discussed the following events:

- Chalk Art Contest
- Cook-Off
- Classic Car Display
- City Bike Race

3. ADJOURNMENT OF MEETING

With no further business, Chairman Littlefield adjourned the meeting at 5:41 p.m.

David Littlefield, Chairman

ATTEST:

Jennifer Johnston, Development Coordinator



CITY OF MANSFIELD

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

STAFF REPORT

File Number: 23-5170

Agenda Date: 2/9/2023

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Agenda Number:

Title

Minutes - Approval of the January 18, 2023 Historic Landmark Commission Sub Committee Meeting Minutes

Description/History

The minutes of the January 18, 2023 Historic Landmark Commission Sub Committee meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.



CITY OF MANSFIELD

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

Meeting Minutes - Draft

HLC - Preservation Month Sub-Committee

Wednesday, January 18, 2023

4:15 PM

City Hall Planning Conference Room

1. CALL TO ORDER

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

Staff Present:

Art Wright, Senior Planner / HPO

Jessica Baber, Museum Manager

Amanda Brown, Museum Education and Engagement Specialist

Jennifer Johnston, Development Coordinator

Commissioners:

Present 3 - David Littlefield; Thomas Leach and Mark Walker

2. DISCUSSION ITEM

Discussion Regarding Preservation Month Activities for May 2023.

The Sub-Committee discussed the following activities for Preservation Month 2023:

- Mansfield Historical Museum Display
- Guided Walking Tours of Historic Mansfield including themed tours.
- Mansfield Historic Museum Display will continue on a Tuesday-Saturday/10:00 a.m. - 4:00 p.m. schedule.
- Developing a "History How To" program in conjunction with the Mansfield Historic Museum and Heritage Center.
- Historic Mansfield Recognition Day at the Man House Information Center to held on Thursday, May 11, 2023 from 6:30-8:30 p.m.
- Conducting a meeting with the Historic Mansfield Business Association and downtown property/business owners to request support and cooperation for the planned events in May.
- Historic Downtown Scavenger Hunt/Mansfield Historic Museum tentatively scheduled for Sunday, May 21, 2023 form 1:00-5:00 p.m.
- Historic Preservation Month Information Table locations
- Chalk Art Contest tentatively scheduled for Saturday, May 13, 2023.
- Classic Car Show to take place Saturday, May 6, 2023.
- Additional thought has been given to set up "This Place Matters!" signs on tripods to highlight some 31 key historical buildings throughout the city.

3. ADJOURNMENT OF MEETING

With no further business, Chairman Littlefield adjourned the meeting at 5:21 p.m.

David Littlefield, Chairman

ATTEST:

Jennifer Johnston, Development Coordinator