



CITY OF MANSFIELD

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

Meeting Agenda - Final

Historic Landmark Commission

Tuesday, May 11, 2021

5:30 PM

City Hall Council Chambers

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

https://mansfieldtexas.zoom.us/webinar/register/WN_DpyPE6YFRV6FSJVMJC-ybg

**by 5:30 pm on Tuesday, May 11, 2021 or join by telephone at 1-888-788-0099 (Toll Free).
When you call into the meeting, provide the Webinar ID number and password below:**

Webinar ID: 978 3543 1298

Passcode: 417203

**Citizen comments on any agenda item for the May 11, 2021 Historic Landmark
Commission meeting may be submitted by email at planning@mansfieldtexas.gov. All
comments must be received by 12:00 noon, Tuesday, May 11, 2021, for presentation to
the Commissioners prior to the meeting.**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

[21-4073](#) Minutes - Approval of the April 8, 2021 Historic Landmark Commission
Meeting Minutes

Attachments: [Meeting Minutes 04-08-2021.pdf](#)

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. CONSIDERATION ITEMS

[21-4078](#) HLC#21-001: Consideration of the Historic Mansfield Village Plan

Attachments: [Draft Historic Mansfield Village Plan.docx](#)
[Historic Village Concept Map.pdf](#)

[21-4079](#) HLC#21-002: CLG Training for NACP Commission Assistance and Mentoring Program

Attachments: [CAMP-Menu-1.pdf](#)

[Commission Self-Assessment - Mansfield Survey.pdf](#)

[CAMP Arlington Promo Information.pdf](#)

[21-4080](#) HLC#21-003: Consideration of the Historic Mansfield Façade Grant Program

Attachments: [Draft 2021 Facade Grant Program.pdf](#)

[21-4081](#) HLC#21-004: Consideration of a Request to Demolish the Branson-Curry House, 1895, located at 101 E. Kimball Street

Attachments: [Architect letter and photographs.pdf](#)

5. **OTHER AGENDA ITEMS**

A. **Preservation Month Update**

6. **COMMISSION ANNOUNCEMENTS**

7. **STAFF ANNOUNCEMENTS**

8. **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 6, 2021, in accordance with Chapter 551 of the Texas Government Code.

Jennifer Johnston, Development Coordinator

* 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: 21-4073

Agenda Date:

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Agenda Number:

Title

Minutes - Approval of the April 8, 2021 Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the April 8, 2021 Historic Landmark Commission meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.



CITY OF MANSFIELD

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Meeting Minutes - Draft

Historic Landmark Commission

Thursday, April 8, 2021

5:30 PM

City Hall Council Chambers

This meeting was open to the public and conducted by video conferencing with access to the public.

1. CALL TO ORDER

Chairman Smith called the meeting to order at 5:33 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, Planner II / HPO

Jennifer Johnston, Development Coordinator.

Commissioners:

Absent 1 - Lynda Pressley

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

2. APPROVAL OF MINUTES

[21-4025](#)

Minutes - Approval of the March 11, 2021 Historic Landmark Commission Meeting Minutes

Chairman Smith called for approval of the minutes of the March 11, 2021 meeting.

Commissioner Walker made a motion to approve the minutes as presented.

Commissioner Leach seconded the motion which carried by the following vote

Aye: 5 - Amanda Kowalski; Mark Walker; David Littlefield; Robert Smith and Thomas Leach

Nay: 0

Absent: 1 - Lynda Pressley

Abstain: 1 - Bob Klenzendorf

3. CITIZENS COMMENTS

None

4. DISCUSSION ITEMS

[21-3950](#)

HLC#21-001: Discussion on a plan for a potential Mansfield Historic Village

Mr. Wright gave a presentation on the Historical Village Plan and asked for the Commission's guidance on elements of the plan

After a short discussion the following recommendations were made:

- *A structure must have architectural uniqueness and be associated with a prominent person or event from Mansfield to be located in the village.*
- *Once relocated to the Historical Village all structures will be given a historic designation*
- *Permitted uses in the Village should include commercial, public functions, live/work units, and bed and breakfast. Single-family residential should not be permitted.*
- *Leasing or selling the structures in the Village was left undecided.*
- *Layout of the buildings in the Village was left undecided pending the selection of a property.*
- *Modifications or relief from the Design Guidelines should be allowed as necessary*
- *Funding should be sought from different sources, including city funds (HOT funds and General Fund), and private funds, grants, fundraising, and in-kind services.*
- *Incentives to participate in the Village program might include reduced or no fees for development permits, expedited application process, and sales tax rebates.*
- *Other preservation and non-profit entities should be enlisted to help assist with the Village.*
- *If historic structures are unable to be preserved or relocated to the Village, they should be documented and memorialized*

[21-4026](#)

HLC#21-003: Discussion on the Historic Mansfield Preservation Grant Program

Mr. Wright gave a presentation on the Historic Mansfield Preservation Grant Program.

After a short discussion the following recommendations were made:

- *Focus efforts on the commercial buildings on the historic block to align with other city goals*
- *Request \$100,000.00 from the hotel/motel tax for projects that improve facades of downtown buildings through the grant program.*
- *The City Council may waive any match requirement*

5. OTHER AGENDA ITEMS

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

Vice-Chairman Littlefield presented an overview of the events planned for Preservation Month 2021, including the following:

- *Acknowledged Mr. Wright for all time and hard work he has dedicated to Preservation Month.*
- *Mansfield Historical Museum will have a Special Exhibit from May 1-31.*
- *Guided Walking Tours of Historic Mansfield – Each Saturday in May.*
- *Man House will be open every Friday and Saturday in May.*

- *The winning poster from the Mansfield ISD Historic Poster Contest will be displayed at the Mansfield Public Library May 3-7.*
- *The Historic Recognition Day Ceremony will be held on May 8th.*
- *May 21-23 will be Shop Historic Mansfield Weekend*
- *At their April 26th 2021 meeting, the Mayor and City Council will make a proclamation for Preservation Month.*

6. **COMMISSION ANNOUNCEMENTS**

None

7. **STAFF ANNOUNCEMENTS**

None

8. **ADJOURNMENT OF MEETING**

With no further business, Chairman Smith adjourned the meeting at 7:30 p.m.

Dr. Robert A. Smith, Chairman

ATTEST:

Jennifer Johnston, Development Coordinator



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STAFF REPORT

File Number: 21-4078

Agenda Date: 5/11/2021

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: HLC Case

Agenda Number:

Title

HLC#21-001: Consideration of the Historic Mansfield Village Plan

Description/History

At the last meeting, the Commission discussed elements of the Historic Mansfield Village Plan and recommended the following:

- A structure must have architectural uniqueness, and be associated with a prominent person or event from Mansfield to be located in the village.
- Once relocated to the Village, all structures would be given a historic landmark designation.
- Permitted uses in the Village should include commercial, public functions, live/work units and bed and breakfasts. Single-family residential should not be permitted.
- Leasing or selling the structures in the Village was left undecided.
- Layout of buildings in the Village was left undecided pending the selection of a property.
- Modifications or relief from the Design Guidelines should be allowed as necessary.
- Funding should be sought from different sources, including city funds (HOT funds and General Fund) and private funds, grants, fundraising, and in-kind services.
- Incentives to participate in the Village program might include reduced or no fees for development permits, expedited application process, and sales tax rebates.
- Other preservation and non-profit entities should be enlisted to help assist with the Village.
- If historic structures are unable to be preserved or relocated to the Village, they should be documented and memorialized.

Staff has prepared a draft Village plan for the Commission's consideration. The plan contains placeholders for the items that the Commission needs to determine.

Staff continues to investigate the possibility of a cooperative project between the Parks and Planning Department to share space for the Village. A conceptual village layout has been included for discussion based on two adjacent properties on W. Oak Street. The conceptual village plan provides an idea of how a park trail and the buildings of the Village might interact.

The City Council is working through the budget process and will be considering funding for land acquisition. Although not every detail will be settled, Staff believes the Commission should prepare the plan as much as possible in case it needs to be presented to Council during the budget process.

Staff will discuss the details of the draft Historic Mansfield Village Plan at the meeting.

Attachments

Draft Historic Mansfield Village Plan

Historic Village Concept Map



HISTORIC MANSFIELD VILLAGE PLAN

PURPOSE

On July 27, 2020, the City Council adopted new development strategies for the revitalization of Historic Downtown Mansfield. These strategies build on previous planning efforts, including the 2008 Discover Historic Mansfield Vision and Action Plan.

Although the strategies encourage historic preservation, they also recommend methods for new development and redevelopment in the historic downtown. Some of these projects will involve property on which historic buildings are located.

Preservation of a historic building in place is preferred but not always possible. This plan provides for the creation of a Historic Village (“Village”), a site where historic buildings threatened with demolition can be relocated and rehabilitated for other uses. This preserves the historic value of a building while freeing up the original property for new development.

PROPOSED SITE

The Commission is seeking a property in the Original Town of Mansfield to locate at least four or more historic homes that may be threatened by redevelopment. The ideal site will have access to nearby public parking and the Park Trail system to encourage pedestrian activity.

BUILDINGS ELIGIBLE FOR RELOCATION

Historic buildings eligible for relocation must meet the following standards:

1. Residential buildings that can be rehabilitated for other uses are preferred for the Village.
2. The building must have been constructed within the Period of Significance established for the Village, 1870 – 1930. Buildings outside of the period of significance will be considered on a case-by-case basis;
3. The building must embody distinguishing characteristics of an architectural type or specimen, including elements of architectural design, detail, materials or craftsmanship; and
4. The building must be associated with a significant event or person who significantly contributed to the culture or development of the City.

The Historic Landmark Commission (“Commission”) will determine eligibility and

recommend to the City Council historic buildings to be located. The Commission proposes as its initial recommendation the following buildings in the event they cannot be preserved in place:

- Dr. Raymond Thomas House, c. 1913 at 106 E. Kimball Street
- Wallace-Hall House c. 1878 at 210 S. Main Street
- Gibson House, c. 1925 at 203 S. Main Street
- Jacob Back House, c. 1890 at 305 Smith Street

LANDMARK DESIGNATION

Buildings eligible for relocation also qualify for local landmark designation. The Village should incorporate the “H” Historic Landmark Overlay District, ensuring that the exterior of the buildings are protected. The designation does not apply to the use or interior spaces of a historic building.

A marker should also be displayed on or in front of each building with the history of the building to educate visitors on the importance of structure.

PERMITTED USES

The Village may be used for the following uses:

1. Retail Store
2. Professional or Medical Offices
3. Restaurants
4. Bed and Breakfast
5. Museum
6. Public events

OWNERSHIP

The Village offers the City two options for consideration:

1. City ownership with building rental: The City will own and maintain the buildings and property. Income is provided from rental fees and sales tax.
2. Private ownership: Private individuals or businesses will own the buildings and common property. Funds from the sale of the buildings may recoup some of the expenses from relocating and rehabbing the buildings. Income is provided from property and sales taxes.

Recommendation: Consider establishing a Public Improvement District as a funding source for maintenance of the Village.

SITE DEVELOPMENT STANDARDS

The intent of the Village is to recreate a block or blocks of the Original Town of Mansfield. To accomplish this, the following standards apply:

1. Lots must have a minimum width of not less than _____ feet.
(A typical residential lot in the Original Town is 50'x100')
2. Lots must meet the following minimum setbacks:
 - Front yard setback: _____ feet
 - Side yard setback: _____ feet
 - Street yard setback: _____ feet
 - Rear yard setback: _____ feet
3. Buildings, sidewalks, streets and other improvements must be sited in a manner to preserve heritage trees.
4. Open spaces must be oriented in the center of the Village, preferably with a connection to park trails.
5. No fence is required on any lot. Fences constructed in the Village must be wrought iron with a maximum height of four feet.
6. All dumpster enclosures must comply with Section 155.093(B) of the Zoning Ordinance.
7. Landscaping should comply with Chapter 3.14 of the Mansfield Residential Design Guidelines.
8. Lighting in the Village should be pedestrian-scale, shielded and directed away from abutting property. Light posts should be no taller than _____ feet, with a historic look and character.
9. Signage in the Village should be externally lit and have a historic look and character to match the building it serves. Monument signs may not exceed a height of five feet, a width of seven feet and a sign area of 25 square feet. Wall signs are not permitted except a name plate sign. All signage must be approved by the Commission.
10. Parking should be located at the perimeter of the Village, preferably on the street where possible.

MITIGATION OF NEGATIVE IMPACTS

Relocation of historic buildings entails some negative impact on the value of the resource. The original location is part of the history of the building and provides some context. When determining eligibility for relocation, the following must be considered:

1. National Register properties such as the Wallace-Hall House at 210 S. Main Street will lose that designation if relocated without the approval of the Texas Historical Commission. The approval process is lengthy and uncertain. The immediate threat to the building must be balanced against the loss of the designation.
2. Relocated landmark buildings are subject to the U.S. Secretary of the Interior's Standards for Rehabilitation and the City's design guidelines. Certain design standards may need to be relaxed; for example:
 - A pier and beam building might be placed on a concrete foundation
 - Exterior materials may need to be replaced with modern equivalents
 - ADA ramps and sidewalk connections

The Commission will allow modifications to the guidelines as needed to ensure the safety and stability of a relocated building.

POTENTIAL FUNDING SOURCES

Relocation of a historic building requires funding for the acquisition, relocation and rehabilitation of the building in its new location. Consider funding from the following:

1. City: HOT funds, General Fund
2. Private: grants and fundraising
3. In kind services: Donation of a building by the owner; relocation of the building paid for by the developer

INCENTIVES

To attract the active participation of a developer in the Village project, consider offering the following incentives as part of a developer agreement:

1. Financial incentives to develop the original property such as reimbursement from impact fees.
2. Eliminated or reduced development fees on the original property on applications for plats, zoning changes and building permits.

3. Expedited review process for development applications.
4. A sales tax rebate.

PUBLIC ENGAGEMENT

Engage with preservation and non-profit groups to assist with the Village, including:

1. Organize existing groups such as the Mansfield Historical Society and Heritage Foundation to fundraise.
2. Create a “Friends of the Historic Village” or similar organization to fundraise specifically for the Village.
3. Request volunteers from the Volunteer Program to perform basic work on buildings during rehabilitation such as painting.

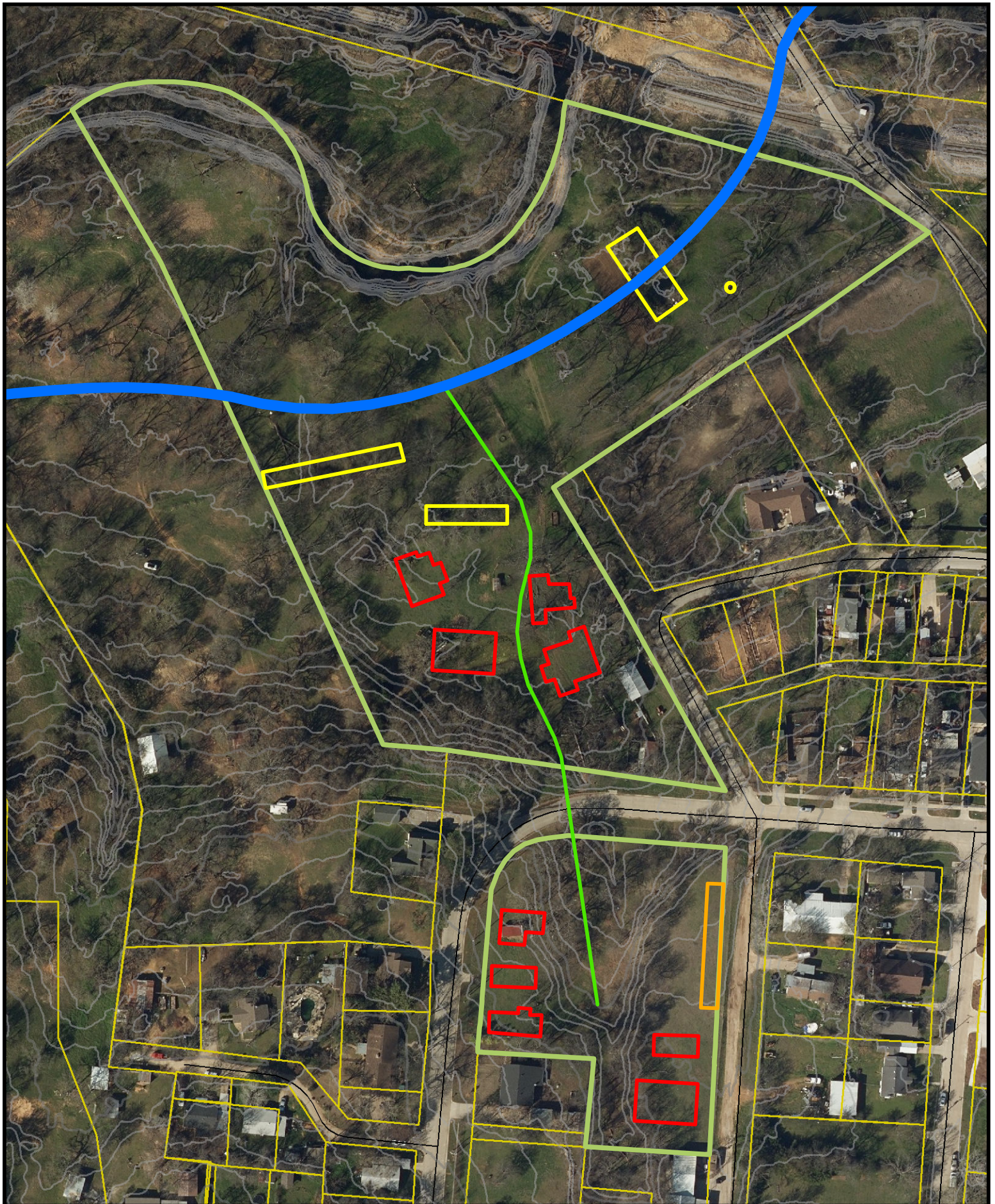
HISTORIC BUILDINGS THAT CANNOT BE RELOCATED

There will be circumstances where a building cannot be moved due to condition of the building, the timing of development or some other reason. In these cases, the following steps should be taken:

1. Work with the developer to preserve the building in place.
2. Create incentives to keep the building as part of the overall development and to assist with the building’s rehabilitation.
3. Encourage a design in which the historic building facades could be incorporated into a new building.
4. If a building must be demolished:
 - Document the structure as much as possible before removal;
 - Request that the developer donate any historic fixtures or building materials from the house for use in other historic buildings; and
 - Provide an informational marker on the property describing the building and its history.

EXHIBITS

Historic Village concepts from other cities
Conceptual layout of a Mansfield Historic Village





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STAFF REPORT

File Number: 21-4079

Agenda Date: 5/11/2021

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: HLC Case

Agenda Number:

Title

HLC#21-002: CLG Training for NACP Commission Assistance and Mentoring Program

Description/History

Mansfield has been awarded a Certified Local Government (CLG) grant to host a virtual two-day Commission Assistance and Mentoring Program (CAMP) regional training event with six sessions. As a host city, we are working with the Texas Historical Commission (THC) and the National Alliance of Preservation Commissions (NAPC) to support the training.

The City of Arlington's CAMP event will be held during the first week of June. So as not to duplicate efforts in the same month, Mansfield's CAMP dates are set for August 26 and 27, 2021. We are coordinating with Arlington to avoid holding the same sessions at both CAMPs. Our training will be made available to all CLGs statewide. A copy of Arlington's program has been attached.

As part of our hosting duties, we must assist with the selection of training topics. Two of the standard training courses are Legal Basics and Standards & Guidelines for Design Review. These courses have been recommended by the THC.

The following are other sessions that are available. These can be tailored to include issues important to Mansfield:

1. Preservation Planning
2. Infill Design
3. Alternative Materials
4. Public Outreach - with a focus on equity, inclusion and also helping communities understand the value of more humble homes.

To help choose training topics, we have received the CAMP Training Menu with descriptions of the courses. Also, the CAMP Program Manager has requested that the Commission complete an online Commission Self-Assessment Survey to help focus the training. The survey may be accessed online here:

<https://www.surveymonkey.com/r/T2NMFVR>.

A hardcopy of the survey is attached to give the Commission an idea of what information is being sought.

Attachment

CAMP Training Menu

Commission Self-Assessment Survey

Arlington CAMP Sessions





What is CAMP®?

The Commission Assistance and Mentoring Program (CAMP) is the signature training offered by National Alliance of Preservation Commissions (NAPC). CAMP® is led by qualified preservation professionals in support of local preservation commissions and the NAPC mission to *“build strong local preservation programs through education, advocacy, and training.”*

The goal of CAMP® is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentations, hands-on exercises, group discussions and networking (mentoring) opportunities. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.

Who Attends CAMP?

CAMP is designed to provide continuing education and support to local design review commissions and Main Street organizations, their staff and partners, such as neighborhood organizations, local and statewide non-profits, community leaders and public officials. Sessions are customized for the state or local community, where applicable.

How to Plan a CAMP:

For more information please email us at director@napcommissions.org or call NAPC at 757-802-4141. Call us to customize your CAMP®. Tell us a little about you, your community and local issues and we'll help you decided which CAMP and which individual sessions will work best for you. CAMP® is offered in the following formats:



CAMPCore®: This is a daylong, or two consecutive half-days, event with three trainers who cover the basics that every commission needs to be effective. Topics may include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards & Guidelines, and Hands on Design Exercise.

CAMPCustom®: This is a daylong, or two consecutive half-days, event with three trainers who cover the sessions of your choice. This is for clients who either have already had CAMPCore® or receive this training locally and need more “advanced” topics. Clients choose any 5 general sessions and 1 workshop from the CAMP Menu with the guidance of the NAPC staff and trainers.

CAMPOne®: One Presenter, One Focus. This is a 1 to 3 hour session with one trainer. Choose any one topic from the CAMP Menu or request a specific topic and/or speaker. This is ideal for those looking for a conference speaker or for a community that has a burning issue that needs to be addressed quickly.



General Sessions

1. DESIGN REVIEW

1.1 Envisioning Infill Design

The Secretary of Interior Standards call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility and most communities fall somewhere between these two extremes. This session will help you to find your community's place on this spectrum. It is especially useful for commissions that have few architects/designers, do not have frequent infill applications or are struggling with infill review.

Learning Objectives

Participants will:

1. Understand how to mentally translate flat plans into 3D buildings.
2. Be aware of common pitfalls with infill designs.
3. Break down historic building design to understand what makes for appropriate infill design.
4. Begin to create your own infill philosophy.

1.2 Standards and Guidelines

This workshop gives participants an understanding of the relationship between Federal Standards and local design guidelines. Workshop leaders will guide participants through the origin and development of a variety of preservation-based review standards and guidelines. Through case studies, participants will distinguish between the four treatments under Secretary of the Interior's Standards and understand how the treatments work within the framework of local design guidelines. Participants will also compare the application and the inherent flexibility of the Secretary of the Interior's Guidelines for Rehabilitation.

Learning Objectives

**If you don't see what you need here. Call us! We are constantly updating our offerings and can customize sessions.*



Participants will:

1. Have a working knowledge of the evolution of design guidelines in preservation theory.
2. Understand the four treatments under Secretary of the Interior's Standards and how they can influence design guidelines.
3. Apply the inherent flexibility of the Rehabilitation Standards and understand where there is discretion.
4. Discover where to locate additional design guideline resources.

2. PROCEDURES & PROCESSES

2.1 Legal Basics

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. Workshop leaders will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

Learning Objectives

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Be familiar with common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

2.2 Legal Ethics

Accountable for their actions in the communities they serve, commissioners are routinely faced with ethical dilemmas. Workshop leaders will address commissioner responsibilities to the community and to the profession, as well as standards of professional conduct. The discussion will focus on widely accepted standards and practices for accurate, honest and forthright interactions with other commissioners, elected officials, staff, applicants, and the general public.

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Learning Objectives

Participants will:

1. Recognize a commissioner's role. Identify and discuss ethical issues encountered by commissions.
2. Identify and utilize widely accepted standards and practices for interactions with other commissioners, elected officials, staff, applicants, and the general public.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

2.3 Meeting Procedures

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. In this session, participants will learn to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Beyond legal considerations, participants will learn how professionalism, courtesy and consistency build support for the commission and its work.

Learning Objectives

Participants will:

1. Operate a meeting consistent with state and local statutes, ordinances and regulations which govern meeting procedures in their community.
2. Conduct meetings with professionalism, consistency and courtesy to all persons involved to maintain the reputation and credibility of their community's preservation program.
3. Adopt, adhere to and amend as needed rules of procedure to accomplish a clear and defensible decision-making process.
4. Recognize the need for regular reevaluation of their commission's meeting procedures.

3. ESSENTIAL STRATEGIES

3.1 Preservation Planning for Local Commissions

A preservation commission is most effective when its work is a part of the larger local planning process. Good planning can also strengthen



grant applications and bring in money to the community. Using successful plans from around the country, this workshop covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. The workshop will involve an overview of Certified Local Government benefits and responsibilities for preservation planning. Working with various types of plans and data requirements, participants will learn innovative techniques to involve the community and stakeholders; explore successful implementation techniques to assign responsibilities and to track performance measures.

Learning Objectives

Participants will:

1. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates.
2. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
3. Define data requirements for planning efforts and identify opportunities for data sharing.
4. Discover innovative techniques to involve the community and stakeholders.
5. Explore successful implementation techniques to assign responsibilities and track performance.

3.2 Identifying and Designating Historic Resources

Every preservation commission faces issues of determining what resources can and should be protected through local designation. This session deals with all aspects of identifying and designating resources. Topics include conducting historic resource surveys and using the information collected to determine eligibility for designation, drawing and defending district boundaries, and the legal aspects of the designation process.

Learning Objectives

Participants will:

1. Understand why documenting historic resources is the critical foundation for a successful local historic preservation program.
2. Understand how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
3. Understand the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value" to individual buildings within the district, and making the case for designation to various constituencies.
4. Understand that the designation process must follow the legal requirements set forth in the local ordinance.

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3.3 Preservation Incentives & Benefits

The days of grants are essentially gone, so how can commissions assist owners of historic properties? Tax incentives continue to be a major incentive for rehabilitation in many communities. Learn the basics of the Federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. Participants will also learn about other programs and how to develop and establish local incentives for historic properties.

Learning Objectives

Participants will:

1. Discuss the importance of setting clear goals when developing local incentives.
2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
3. Explore innovative local programs in other communities, including zoning and process-incentives.
4. Learn about opportunities for local funding or incentive programs and how to advocate for them.

3.4 Building Public Support

Historic preservation commissions tend to get bogged down in the day-to-day administration of its local ordinance and forget that one of its major responsibilities is to be effective spokesmen for historic preservation in its community. This session helps participants communicate effectively with a wide range of audiences, build support for designations, defend sometimes unpopular decisions and deal with reluctant elected officials. Workshop leaders will also offer creative suggestions for promoting historic preservation in the community.

Learning Objectives

Participants will:

1. Communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
2. Speak knowledgeably about their own preservation program, including the application review process, ordinance review standards, and benefits and responsibilities of designation.
3. Identify and capitalize on opportunities to promote historic preservation in their community.

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3.5 Mid Century Resources for Local Commissions

Across the country, construction from the 1950's and 1960's is now eligible for designation, yet many communities struggle with how to understand and manage these resources. However, recent resources may be the key to engaging new audiences and revitalizing preservation efforts as well as building better local government and planning. Receive an introduction to the architecture & design of the Era and gain the tools to engage new audiences.

Learning Objectives

Participants will:

1. Receive a general overview of why the Mid-Century Architecture and social history is significant from urban centers to small towns.
2. Understand and articulate effective cases for saving these resources.
3. Learn how to craft local government preservation projects focused on the Mid-Century era and how to incorporate them into your preservation planning.
4. Learn how to utilize these resources to engage underrepresented and diverse audiences.

HANDS-ON WORKSHOPS

W.2 Design Review Exercise

Working in small groups, participants will practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities to learn from each other in a lively and fun format.

Learning

Objectives

Participants
will:

1. Recognize the roles and objectives of the participants in the design review process: commissioner, property owner, staff, members of the public and design professional.
2. Articulate an appropriate design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the review standards.
4. Develop confidence in future decision-making and in building a defensible record.

**If you don't see what you need here. Call us! We are constantly updating our offerings and can customize sessions.*



**If you don't see what you need here. Call us! We are constantly updating our offerings and can customize sessions.*

1. Commission Name:

2. Please rate the Commission's performance in the following areas (with 1 being the lowest and 5 being the highest)

	1	2	3	4	5	N/A
Following Policies and Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preventing Demolition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design Review/Using Design Guidelines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enforcement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with Elected Body/Other Departments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoiding Conflict of Interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach to Public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Please list the top three *weaknesses* of the Commission.

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

4. Please list the top three *strengths* of the Commission.

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

5. Please list the top three threats to the Commission.

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>


6. What do you think is the single most important issue facing the Commission today?

7. How do you believe the general public perceives the Commission?

8. What do you believe should be the Commission's top priority over the next twelve months?

Done

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The Commission Assistance and Mentoring Program (CAMP®) is the signature training offered by the National Alliance of Preservation Commissions (NAPC). CAMP® is led by qualified preservation professionals in support of local preservation commissions and the NAPC's mission to build strong local preservation programs through education, advocacy, and training.

The goal of CAMP® is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentations, hands-on exercises, group discussions and networking (mentoring) opportunities via live training. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.

The City of Arlington, Texas will be hosting a two-day virtual CAMP and an optional in-person watch party on June 4th (9am-12:45pm) and 5th, 2021 (9am-12:45pm). This training opportunity will qualify for six continuing education credits through the American Institute of Architects and the American Planning Association. Certificates of completion will also be available by request. In addition, all first-time CAMP attendees will receive a complimentary one-year membership to NAPC.

Watch Party Location:

George W. Hawkes Downtown Library
100 S. Center Street
Arlington, Texas 76010

*Coffee and refreshments will be provided. Attendees will be expected to wear a mask and social distance for the duration of the training. All three trainers will be conducting the training virtually and will be broadcast on projector screens in the Library space that has been reserved.

Virtual Attendees will receive a zoom link before the training date.

Event Registration

Included in the registration is all training materials & on demand access to a playback recorded video of the training. The training will be held free on a first come first serve basis with a total of 20 spots available.

To sign up please register here: <https://www.surveymonkey.com/r/ArlingtonCAMRegistration>

The following is a list of topics to be covered, along with biographies for the trainers that will be leading this CAMP.

Legal Basics

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. Workshop leaders will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

Standards and Guidelines for Design Review

This workshop gives participants an understanding of the relationship between Federal Standards and local design guidelines. Workshop leaders will guide participants through the origin and development of a variety of preservation-based review standards and guidelines. Through case studies, participants will distinguish between the four treatments under Secretary of the Interior's Standards and understand how the treatments work within the framework of local design guidelines. Participants will also compare the application and the inherent flexibility of the Secretary of the Interior's Guidelines for Rehabilitation.

Preservation Planning for Local Commissions

A preservation commission is most effective when its work is a part of the larger local planning process. Good planning can also strengthen grant applications and bring in money to the community. Using successful plans from around the country, this workshop covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. The workshop will involve an overview of Certified Local Government benefits and responsibilities for preservation planning. Working with various types of plans and data requirements, participants will learn innovative techniques to involve the community and stakeholders; explore successful implementation techniques to assign responsibilities and to track performance measures.

Identifying and Designating Historic Resources

Every preservation commission faces issues of determining what resources can and should be protected through local designation. This session deals with all aspects of identifying and designating resources. Topics include conducting historic resource surveys and using the information collected to determine eligibility for designation, drawing and defending district boundaries, and the legal aspects of the designation process.

Building Public Support

Historic preservation commissions tend to get bogged down in the day-to-day administration of its local ordinance and forget that one of its major responsibilities is to be effective spokesmen for historic preservation in its community. This session helps participants communicate effectively with a wide range of audiences, build support for designations, defend sometimes unpopular decisions and deal with reluctant elected officials. Workshop leaders will also offer creative suggestions for promoting historic preservation in the community.

Mid-Century Resources

Across the country, construction from the 1950's and 1960's is now eligible for designation, yet many communities struggle with how to understand and manage these resources. However, recent resources may be the key to engaging new audiences and revitalizing preservation efforts as well as building better local government and planning. Receive an introduction to the architecture & design of the Era and gain the tools to engage new audiences.

Trainer Biographies & Experience



As the Architectural Historian for the State of Washington for almost 20 years, **Michael Houser** has a long record of helping owners understand the architecture and history of their buildings. Houser has a common sense, down-to-earth approach about historic preservation issues and prides himself on simplifying the often complex issues of preserving historic resources. Currently he manages the State and National Register programs for Washington State; as well as Washington's unique Heritage Barn Program. Houser helped bring post WWII resources into the states focus by establishing the "Nifty-from-the-Last 50 Initiative" in 2003 which initially documented over 300 mid-century modern buildings across the state. As the state's go-to expert, he has reviewed numerous post WWII resources as part of the Section 106 process, from small ranch houses to cold war military facilities. His current pet project includes creating biographies of architects and designers who practiced Washington state, and he has recently developed a study of

the Seattle area Parade of Homes.

Houser holds a bachelor's degree from the University of Idaho and a Master of Science Degree in Historic Preservation from Eastern Michigan University. A native of Vancouver, Washington, Michael returned to Washington state via Bend, OR where he served as the Historic Preservation Planner for six years managing the CLG programs for the County and three incorporated cities. His previous work experience includes time at the Henry Ford Museum in Dearborn, MI; survey work for the Historic Landmarks Foundation of Indiana; and historic home inspections and architectural work for Thomas Hickey Architects in Chicago.



Kate Singleton, consultant with Post Oak Preservation, has over 40 years' experience in historic preservation, downtown revitalization and economic and community development. Kate is the former

Executive Director for Preservation Austin. She has served as Chief Preservation Planner for the City of Dallas, Executive Director of the West Fort Bend Management District, Planning Manager for Downtown Dallas, Inc. and State Coordinator of the Arizona Main Street program as well as Main Street Manager in Waxahachie and

Grapevine. She has extensive experience in cultural resources management.

Kate has offered professional consulting services in the areas of historic preservation, downtown revitalization, economic development, financial incentives, strategic planning, community development, municipal planning, zoning, urban design, and project implementation. She has written preservation plans, design standards for commercial and residential historic districts, downtown redevelopment plans and preservation ordinances. Kate has also developed financial incentives for cities including the highly successful City of Dallas Historic Tax Incentive Program. She also wrote amendments to the Dallas building code some of which were codified into the International Existing Building Code. Kate has also completed over \$150 million in Federal Historic Tax Credit projects.

Kate has conducted training for numerous historic preservation commissions and downtown associations around the state of Texas and has presented at several state preservation and downtown conferences in Texas, Arizona and Arkansas as well as the National Trust for Historic Preservation Conference and National Main Street Conference on subjects including advocacy, financial incentives, preservation design standards, downtown authenticity.

Kate has her Master's in Public Administration from the University of North Texas. She has served on the Dallas Landmark Commission, on the Tourism Commission for the City of Austin, Austin Creative Alliance Board, the boards of Texas Downtown Association, Preservation Texas and Preservation Action.



Amber E. Stimpson holds a Bachelor of Arts in Socio-Cultural Anthropology and a Minor in Native American Studies from Brigham Young University and a Master of Arts from The George Washington University in American Studies/Historic Preservation.

After completing her graduate studies, Amber worked as a preservation consultant for Dewberry in Fairfax, Virginia and was deployed to work for the Federal Emergency Management Agency (FEMA) in Biloxi, Mississippi following Hurricane Katrina and in Birmingham, Alabama from May to November 2011. From 2014-2016, Amber was the Environmental Review Specialist for the North Carolina State Historic Preservation Office (NC HPO) and subsequently served as the Local Preservation Commission/Certified Local Government Coordinator for North Carolina from November 2016-November 2019. As the CLG Coordinator she offered technical guidance and training to staff and commissions located throughout North Carolina. Following a move to Atlanta, Georgia, Amber accepted a position with Edwards-Pitman, Inc., as a Senior Architectural

Historian in February 2020. Her duties at Edwards-Pitman, Inc., include offering technical guidance in matters of regulatory review and compliance to Georgia's largest power company for undertakings that have the potential to affect cultural and historic properties in Georgia and Alabama.



CITY OF MANSFIELD

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

STAFF REPORT

File Number: 21-4080

Agenda Date:

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: HLC Case

Agenda Number:

Title

HLC#21-003: Consideration of the Historic Mansfield Façade Grant Program

Description/History

In preparation for the Hotel/Motel Tax applications in July, Staff recommended that the Commission consider changes to the preservation grant program to complement the City Council's proposed economic incentive program for the historic downtown. Attached is a draft of the new Historic Mansfield Façade Grant Program. To fund the grant program, staff recommends that the Commission request \$100,000 from the Hotel/Motel Tax.

The new grant program focuses on the visual improvement of the historic downtown through the repair and restoration of commercial storefronts on North Main Street. Grants will be considered for the historic buildings on Blocks 1 and 2 of the Original Town.

The grant is a single payment reimbursement to property owners on an 80/20 matching basis up to \$100,000 from City funds. For example, for a project costing \$100,000, the City will reimburse the application \$80,000 from city funds; the applicant must provide \$20,000 in private funds. The City Council may waive the matching requirement at their discretion.

Grant funds must be used for the following improvements:

1. All costs directly attributable to the improvements to the principal façade of a building including:
 - Façade restoration;
 - Window, door or awning replacements;
 - Exterior painting; and
 - Other exterior storefront improvements including incidental improvements associated with achieving a completed project to include: exterior cleaning, removal of old signs, awnings and other exterior clutter.
2. Additional improvements determined to be eligible on a case-by-case basis for those properties that:
 - Have a rear facade which contains a primary entrance for the public;
 - Have a non-principal façade which is visible from a major street; and
 - Satisfy other determinations approved by the Commission.

Grant funds may not be used for projects such as the following:

- New construction or additions;
- Interior improvements;
- Improvements completed or started prior to application approval for this program;
- Security systems, fire alarms/systems, structural upgrades, vinyl or aluminum siding;
- Removal of physical or visually architectural features of the building; and
- Paving, sidewalk repair or replacement.

At present, the program only reimburses projects that are started after the grant application is approved. The Commission may wish to allow reimbursement of funds spent on restoration before the application is approved.

Staff will discuss the program in detail at the meeting.

Attachment:

Draft 2021 Façade Grant Program



HISTORIC MANSFIELD FAÇADE GRANT PROGRAM

INTRODUCTION

The Historic Mansfield Façade Grant Program seeks to preserve the City's cultural heritage through the restoration, rehabilitation and/or reconstruction of historic buildings. The program offers economic incentives to owners in the City's historic core to maintain and improve their buildings.

The grant program focuses on the visual improvement of the historic downtown through the repair and restoration of commercial storefronts on North Main Street. Grants will be considered for the historic buildings on Blocks 1 and 2 of the Original Town.

The grant is a single payment reimbursement to property owners on an 80/20 matching basis up to \$100,000 from City funds. Grants are available until total funds are depleted. No grants will be awarded for work that has already been done.

APPLICATION INSTRUCTIONS

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

Prior to any work being initiated, a grant application must be submitted with required supporting documents to Planning Department for presentation to the Historic Landmark Commission ("Commission"). The Commission will recommend grant awards to the City Council for approval.

ELIGIBLE PROPERTIES AND OWNERS

Applicants for the grant must meet the following criteria:

1. An applicant must be the property owner of a building on Block 1 or 2, Original Town of Mansfield, within the boundary shown on the attached map;
2. Only non-residential, commercial, retail or office buildings are eligible;
3. No application will be accepted for any project from a property owner who is in arrears in the payment of property taxes, special assessments, or other liabilities due the City;
4. Property must have an active/current business status (a business in operation) OR that will be occupied by an owner-operated business within one hundred eighty (180) days of completion of the façade improvement;

5. Property owner must have insurance equal to or greater than the appraised value of the building based upon the Tarrant County Appraisal District most recent tax assessment; and
6. Property owner must have had no reported incidence involving the authority of the Police or Fire Departments in the most recent twelve (12) months prior to application submittal.

ELIGIBLE IMPROVEMENTS AND COSTS

1. Eligible façade improvements include all costs directly attributable to the improvements to the principal façade of a building. Examples of eligible façade improvements include:
 - Façade restoration;
 - Window, door or awning replacements;
 - Exterior painting; and
 - Other exterior storefront improvements including incidental improvements associated with achieving a completed project to include: exterior cleaning, removal of old signs, awnings and other exterior clutter.
2. Additional improvements may be determined to be eligible on a case-by-case basis for those properties that:
 - Have a rear facade which contains a primary entrance for the public;
 - Have a non-principal façade which is visible from a major street; and
 - Satisfy other determinations approved by the Commission.
3. Ineligible Improvements include, but are not necessarily limited to:
 - New construction or additions;
 - Interior improvements;
 - Improvements completed or started prior to application approval for this program;
 - Security systems, fire alarms/systems, structural upgrades, vinyl or aluminum siding;
 - Removal of physical or visually architectural features of the building; and
 - Paving, sidewalk repair or replacement.

GRANT GUIDELINES AND REQUIREMENTS

1. Minimum Improvement Standards. Applicants receiving a grant must have façade improvements that conform to the Secretary of the Interior's Standards for Rehabilitation, the Design Guidelines for Downtown Mansfield and all applicable city ordinances.
2. Maximum Grant. The grant is a single payment reimbursement on an 80/20

matching basis (80% City funds/20% property owner funds) with a maximum grant of \$100,000 from City funds unless the match is waived by the City Council.

3. City Permit and Approval. The applicant is required to obtain all required City permits and City approvals prior to the commencement of any work.
4. No Prior Obligations. Applicants must have all property (real and personal) taxes, utilities obligations and other obligations to the City paid in full at the time of application submittal.
5. Inspection. City staff will inspect the project site for code compliance and will also inspect the work performed by the contractor, as required by State or local building codes and/or ordinances, at the completion of the project. These inspections will ensure compliance with all components of the grant program.
6. Grants per Applicant. A maximum of \$100,000 will be awarded under this program to an applicant each Fiscal Year (October 1 to September 30). Priority will be given to applicants who have not yet received a façade improvement grant.
7. Cost Evaluation. The Historic Preservation Officer (“HPO”) and/or the Commission will examine the total cost of any proposed façade improvement to ensure that a grant is warranted.
8. Façade Maintenance. Grant recipients hereby agree to properly maintain the improvements for a period of five years from completion. Grant funds must be replaced if the terms of the grant are not satisfied.
9. Code Compliance. The applicant, by submitting a grant application, represents the construction described within the application will be used in a building which is in compliance with all codes and ordinances.

APPLICATION PRIORITY

Applications will be evaluated based on the funds available and the priority given to the following project types. Type 1 projects have highest priority, followed by Type 2 and Type 3 projects in descending order. The award of a grant is discretionary; not every application may be approved.

- Type 1. Projects that bring windows or other façade elements into compliance with the Design Guidelines for Downtown Mansfield and applicable city ordinances.
- Type 2. Projects that substantially enhance the visible appearance of the façade to pedestrians and the traveling public.
- Type 3. Projects that include new façade improvements whose owners wish to upgrade the appearance of the storefront.

APPLICATION PROCESS

The following steps will help guide you through the façade grant process.

1. Determine Eligibility. Review the guidelines in this application packet and set up an appointment with the HPO to discuss project plans before applying for a permit or commencing the work. All applicants are required to present their grant reimbursement project to the HPO for review. No grants will be awarded for work that has already been initiated or completed. Contact the HPO at (817) 276-4226 with any questions.
2. Documentation. Complete the Façade Improvement Grant Application and submit following items:
 - Scale drawing or photographs of proposed work;
 - Final color samples and materials to be used; and
 - At least three (3) contractor quotes.
3. Quotes. Quotes must meet the following requirements:
 - All quotes must be current and dated no earlier than sixty (60) days prior to the application submittal.
 - Quotes must be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number.
 - Quotes must be itemized in a manner that will allow the City staff to determine the quote components and authenticity of the quote. Any grant awarded is limited to the amount of the City's participation (80% match) based on the lowest responsible estimator's quote.
 - If an applicant chooses to select a contractor that is not the lowest responsible estimator, as determined in the City's sole discretion, the applicant is advised, and, by the submission of an application, hereby agrees that the City's participation shall not exceed 80% of the lowest responsible estimator's amount. All work above the lowest responsible estimator's amount will be assumed by the applicant.
 - Self-contracted work may be reimbursed for legitimate expenses, excluding labor and the cost of previously acquired materials/equipment.
4. Application Review. Submit the grant application with all required items to the Planning Department at 1200 East Broad Street. Applications with all required items will be reviewed by the Historic Landmark Commission, which will recommend grant awards to the City Council.
5. Approval Process. The approval process includes the following steps:
 - The HPO will review the application form and submitted items, request revisions to project components and submit the application to the Commission. All grant applications must be approved and a permit must be issued prior to the initiation

- of any work, including construction and/or installation of any improvement.
 - Only applications that have been properly and fully completed and that contain all information required in the application or additional information requested by City staff or the Commission will be considered.
 - No applicant has a right to receive façade grant funds, and the City hereby expressly denies the creation or existence of any perceived property right to the same unless and until an application is approved in accordance with terms of the grant program. The Commission will recommend applications to the City Council, who, utilizing their sole discretionary authority, will determine whether approval of a grant and the grant amount would be in the best interest of the grant program and the City. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall redevelopment of Historic Downtown Mansfield.
 - Notwithstanding any provision in this Applicant to the contrary, final approval for any façade grant shall be vested in the Mansfield City Council, at its sole discretion.
 - An applicant who submits an application that was denied by the Commission and/or the City Council shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was finally denied.
 - If the proposed project is deemed inappropriate or incompatible with the Design Guidelines for Downtown Mansfield or other applicable City ordinances, the HPO will advise the applicant accordingly and may recommend changes to the design. If the applicant submits a project design based upon the HPO's recommendations, the application will be reviewed a second time. If the Applicant disagrees with the HPO on any issue, the HPO shall refer the application to the Commission for resolution.
6. Funding Commitment Letter. Upon approval of the façade grant application, the City will issue a Funding Commitment Letter (If you have not received a Funding Commitment Letter from the Planning Department advising that your application has been approved, your proposed improvements are not approved for funding or have been determined to be out of compliance with the City's design standards).
 7. Permit. Following the issuance of the Funding Commitment Letter, the applicant must obtain a permit from the Building Safety Department through the City's online permit portal at <https://www.mansfieldtexas.gov/1315/Online-Permit-Application-Plan-Review>. Complete and submit the permit application to the Building Safety Department. You will receive notice at such time the permit receives approval.
 8. Construction. Arrange for façade improvement construction with the selected contractor after receiving the Funding Commitment Letter and City permit. Any changes to the approved façade improvements, materials, or other considerations must be approved by the HPO in advance, in writing, or the City may withdraw the funding commitment and disqualify the applicant. Approved façade improvement grant funds are available to the applicant for six (6) months after grant approval, as indicated by the date of the Funding Commitment Letter. If no request for payment

has been received following this period, the applicant forfeits any claim to the grant and may not reapply for another grant for one year.

9. Reimbursement. After the entire grant project has been completed, the applicant must notify the Planning Department that construction is complete. The applicant must submit proof of payment through a paid receipt from the contractor, including copies of cancelled checks and/or credit card receipts. This begins the process of reimbursement to the applicant. The City will inspect the property to verify that the façade improvements are consistent with the approved grant application plans and is in full compliance with the permit before issuing a single payment reimbursement.

MISCELLANEOUS:

The Historic Mansfield Façade Grant Program begins on October 1 and ends on September 30 of the year. Subject to the terms of the grant, applicants may reapply for funding for a project in a subsequent year if funds were unavailable during the current grant year.

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

Applications are available from:

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

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

ELIGIBLE PROPERTY MAP



ELIGIBLE PROPERTIES

12/14/2017

This information is for illustrative purposes only. Not for design or development purposes. Site-specific studies may be required to obtain accurate feature locations. Every effort is made to ensure the information displayed here is accurate; however, the City of Mansfield makes no claims to its accuracy or completeness.



HISTORIC MANSFIELD FAÇADE GRANT APPLICATION

PART 1: BUILDING INFORMATION

Physical Address	City	State	ZIP Code
Lot/ Tract	Block	Subdivision/Survey	Property ID
Year of Construction	Number of Stories		
BUILDING TYPE (check one): <input type="checkbox"/> Commercial/Retail/Restaurant <input type="checkbox"/> Office <input type="checkbox"/> Other _____			

Building Insurance Information	9a. Insurance Agent Name:	9b. Agent Telephone Number:
	9c. Policy Number:	9d. Policy Effective Date:

PART 2: APPLICANT INFORMATION

Property Owner Name ☐ Individual ☐ Partnership ☐ Corporation ☐ Other

Mailing Address	City	State	ZIP Code
Contact Name	Contact Phone Number		
Contact Email			

PART 3: PROJECT DETAILS

Details of Planned Improvements: *(attach additional paper if necessary)*

ATTACH THE FOLLOWING REQUIRED DOCUMENTS

- ☐ Scaled drawings/plans of proposed work/color samples/description of materials to be used.
- ☐ Contractor Quotes/Bids *(attach a minimum of three original proposals unless the work is self-contracted).*

(1) Contractor's Name _____	Cost Estimate \$ _____
(2) Contractor's Name _____	Cost Estimate \$ _____
(3) Contractor's Name _____	Cost Estimate \$ _____

Quotes/bids submitted by an applicant must be current and dated no earlier than sixty (60) days prior to the Application request. Quotes/bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, and telephone number.

Total Cost of Proposed Façade Project: \$ _____
Total Grant Amount Requested: \$ _____

PART 4: GRANT PROGRAM AGREEMENT FORM

I have met with the Planning Department, and I fully understand the Historic Mansfield Façade Grant procedures and details established by the City of Mansfield. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and heritage preservation program.

I affirm and understand that:

- a) The information submitted herein is true and accurate to the best of my knowledge.
- b) I have read and understand the Grant Program Guidelines and the Design Guidelines for Downtown Mansfield and agree to be bound by and abide by these conditions.
- c) I understand that receipt of a Façade Grant Funding Commitment Letter from the City does not constitute application or approval for a building permit.
- d) I understand that construction of proposed improvements cannot begin until the Historic Landmark Commission and/or the City Council acts upon this grant program application and issues a Funding Commitment Letter.
- e) I understand that any changes made to the approved façade improvements without the approval of the HPO or the Commission will be cause for the City to withdraw its funding commitment.
- f) I understand that the owner/applicant will be obligated to maintain the building improvements, assisted through this program for a period of five (5) years from the date of project completion.
- g) The Owner hereby agrees, as the grant program applicant and property owner ("Owner"), that if a façade grant is awarded, a demand for repayment shall be made and a lien securing the interest of the City funds will be placed on the real property requiring repayment of the City funds invested unless: 1) an active and legal commercial business is occupying and operating from the project site address within six (6) months of the date of the reimbursement payment from the City to the Owner; and 2) an active legal commercial business is operating on the project site for a period of five (5) years. In the event of lapses in active commercial activity at the project site due to business failure, lease termination or similar or unforeseen causes during this period, the time period shall be tolled and the owner shall take all measures reasonably necessary including, without limitation, advertising and actively seeking new tenants, to ensure that a replacement legal commercial business commences operation on the project site as soon as possible following cessation of the same. Upon business recommencement, the time period will again begin to lapse.

Business/Organization Name

Applicant's Signature (Building Owner's representative)

Date

Building Owner's Signature

Date

Historic Preservation Officer Approval

Date

Chairman, Mansfield Historic Landmark Commission Approval

Date



CITY OF MANSFIELD

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

STAFF REPORT

File Number: 21-4081

Agenda Date: 5/11/2021

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: HLC Case

Agenda Number:

Title

HLC#21-004: Consideration of a Request to Demolish the Branson-Curry House, 1895, located at 101 E. Kimball Street

Description/History

Staff met with the owners of the Branson-Curry House and their architect regarding the conversion of the house into the Crescent Moon Drink Café, a wine and coffee bar. The project was approved by the City Council in January 2019. The architect reports that the house is in poor condition, including wood rot and termite damage, and would be very expensive to restore. The house is not a designated landmark.

Staff received the attached letter from Terry Hawkins, the project architect. The letter describes the condition of the house, together with photographs of the damage.

Although the house is not a landmark, the Commission may temporarily delay a demolition permit for a historic resource to consider alternatives to demolition. In deciding a delay, the condition of the building and economic resources available to the property owner should be considered. Unlike the Man House, where the majority of the historic building materials were still intact or could be restored, the Branson-Curry House will require the following:

- Substantial replacement of the interior paneling and exterior siding due to termite and water damage;
- Installation of proper piers for the foundation. One of the photographs shows a section of floor that has detached from the wall;
- Water damage from the roof; and
- Rot in the window sills and frames.

In view of the damage and the owner's lack of funding for proper repairs, Staff believes that building qualifies for demolition. If the Commission wishes to discuss this property in more detail, a discussion item can be added to the May agenda.

The house is listed on the Historic Resources Survey update as a **Medium** priority resource. **Medium** priority resources usually have less architectural and physical integrity than High priority or Selected Medium priority properties. They are almost always

characterized by alterations or deterioration of materials that removed, changed or obscured original design features, or by less significant associations with the historic context. They are not usually eligible for listing as an RTHL. If included in a National Register historic district, they are almost always considered contributing resources to the district.

The house is described in the 1990 Tarrant County Historic Resources Survey as follows:

W.G. Branson had this house built for himself around 1895, the year after his father, Alfred P. Branson, purchased the Mansfield Milling Company. Isaac Curry, a partner in the Curry Bros. Grocery, purchased it in 1908 and lived there until his death in 1925. The house, with hipped central mass and projecting gabled wings, is largely intact. Two porches have been enclosed and an attached garage projects to the east.

Recommendation

Based on the poor condition of the house, Staff recommends that the demolition be allowed to proceed with the following requests:

- 1) That Staff be allowed to document the house prior to demolition; and
- 2) That the owners donate such architectural elements, fixtures, windows, doors and other historic materials that can be reasonably removed from the Branson-Curry House prior to demolition for use in other historic homes.

Attachment

Architect Letter and Photographs



Date: April 1, 2021

Subject Property: 209 S. Main St., Mansfield Texas

To: Art Wright, City of Mansfield, Texas

Art,

Regarding the above property, I have inspected the building and found significant damage from termites and construction insufficiencies.

There is significant damage to the exterior cladding (siding, fascia, soffits), apparent water damage to the underside of the roof decking, wooden floor support columns that appear to be sitting directly on grade (without footings), and water/termite damage to the exterior sills in areas. I was unable to completely access the crawlspace, but in my experience, the substantial termite damage to the walls would indicate that there is damage to the surrounding sub structure as well.

There are other issues with changes in the interior floor elevations that will make it difficult and expensive to bring up to ADA standards for TDLR.

I have met with and discussed remediation with my contracting consultant, Todd Dennis and we both feel that the cost to repair this facility and bring it to both code and ADA compliance will make the project unfeasible financially.

I realize that this building is in the historic register and thus a protected structure, but the reality is that the cost to rehabilitate this structure will prevent the owner proceeding with the project.

I have attached a link to numerous photos I took of damage that I observed.

Thanks for your consideration Art.

Link: <https://share.icloud.com/photos/0TF7tVDvIhClXSACdskgffOqA>

A handwritten signature in black ink, appearing to read "Terry Hawkins". The signature is stylized with a large, sweeping "T" and a long horizontal stroke at the end.

Terry Hawkins, Architect #13649























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