



CITY OF MANSFIELD

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

Meeting Agenda - Final

Historic Landmark Commission

Thursday, June 10, 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_tQiX1yCSSCCq8TpPKxdp9w

by 5:30 pm on Thursday, June 10, 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: 962 7991 3244

Passcode: 583670

Citizen comments on any agenda item for the June 10, 2021 Historic Landmark Commission meeting may be submitted by email at planning@mansfieldtexas.gov. All comments must be received by 12:00 noon, Thursday, June 10, 2021, for presentation to the Commissioners prior to the meeting.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

[21-4120](#) Minutes - Approval of the May 11, 2021 Historic Landmark Commission Meeting Minutes

Attachments: [Meeting Minutes 05-11-2021.pdf](#)

2. 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.

3. PUBLIC HEARINGS

- [21-4121](#) HLC#21-005: Public hearing to consider a request to repaint the exterior of the J.H. Alexander House at 103 Van Worth Street by Felix Wong on behalf of Bob Neal, owner

Attachments: [Maps and Supporting Information.pdf](#)
[Applicant Exhibits.pdf](#)

5. OTHER AGENDA ITEMS

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

Attachments: [Draft Historic Village Plan.pdf](#)

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

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

A. Preservation Month Sub-Committee Report

B. Historic Preservation Officer's Report

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 June 3, 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: 21-4120

Agenda Date: 6/10/2021

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Title

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

Description/History

The minutes of the May 11, 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

1200 E. Broad St.
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Meeting Minutes - Draft

Historic Landmark Commission

Tuesday, May 11, 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 5:32 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 Present:

Art Wright, Planner/HPO

Jennifer Johnston, Development Coordinator

Commissioners:

Absent 2 - Amanda Kowalski and Lynda Pressley

Present 5 - Mark Walker; David Littlefield; Robert Smith; Bob Klenzendorf and Thomas Leach

2. APPROVAL OF MINUTES

[21-4073](#)

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

Chairman Smith called for approval of the minutes of the April 8, 2021 meeting.

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

Commissioner Klenzendorf seconded the motion which carried by the following vote:

Aye: 5 - Mark Walker; David Littlefield; Robert Smith; Bob Klenzendorf and Thomas Leach

Nay: 0

Absent: 2 - Amanda Kowalski and Lynda Pressley

Abstain: 0

3. CITIZENS COMMENTS

None

4. CONSIDERATION ITEMS[21-4078](#)

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

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

After discussion, Commissioner Littlefield made a motion to recommend that the City should maintain ownership of the Historical Village. Commissioner Leach seconded the motion which carried by the following vote:

Aye: 5 - Mark Walker; David Littlefield; Robert Smith; Bob Klenzendorf and Thomas Leach

Nay: 0

Absent: 2 - Amanda Kowalski and Lynda Pressley

Abstain: 0

[21-4079](#)

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

Mr. Wright gave a presentation outlining the NACP Commission Assistance and Mentoring Program.

After a short discussion, the Commission reviewed the following sessions for Mansfield's training program in August 2021:

- Legal Basics*
- Standards & Guidelines for Design Review*
- Preservation Planning*
- Infill Design*
- Alternative Materials*
- Public Outreach - with a focus on equity, inclusion and also helping communities understand the value of more humble homes.*

[21-4080](#)

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

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

After discussion the commission directed Mr. Wright to include provisions to allow for reimbursement of work done for emergency repairs.

Chairman Smith stated that he supports the program but as the owner of two historic buildings, he and his family would not apply or accept funds from a grant

[21-4081](#)

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

Mr. Wright gave an overview of the structure's current condition.

Debbie McGill, the property owner, also spoke about the condition of the property and answered the Commission's questions. Ms. McGill offered the house to the Commission for relocation to the Historic Village if possible.

After discussion, Commissioner Leach made a motion to allow the demolition of the Branson-Curry House. Commissioner Klenzendorf seconded the motion which carried by the following vote:

Aye: 5 - Mark Walker; David Littlefield; Robert Smith; Bob Klenzendorf and Thomas Leach

Nay: 0

Absent: 2 - Amanda Kowalski and Lynda Pressley

Abstain: 0

5. OTHER AGENDA ITEMS

A. Preservation Month Update

Mr. Wright presented an overview the events that had already happened for Preservation Month 2021 and events still to come:

- *At the April 26, 2021 meeting, the Mayor and City Council made a proclamation declaring May 2021 as Preservation Month.*
- *Mansfield Historical Museum displayed a special exhibit from May 1 through -31.*
- *Guided Walking Tours of Historic Mansfield were taking place each Saturday in May.*
- *The Man House Museum would have living history demonstrations in May.*
- *The winning posters from the Mansfield ISD Historic Poster Contest were displayed at the Mansfield Public Library on May 3 through-7.*
- *The Historic Recognition Day Ceremony was held on May 8.*
- *May 21-23 will be Shop Historic Mansfield Weekend*
- *Staff sponsored a new event, History on Run, a weekly historical challenge for runners, walkers and cyclist in Mansfield.*

Chairman Smith thanked everyone for their hard work with Preservation Month, especially Mr. Wright, Vice-Chairman Littlefield, and Commissioner Leach.

6. COMMISSION ANNOUNCEMENTS

Chairman Smith stated he would not be present at the June 10, 2021 meeting.

7. STAFF ANNOUNCEMENTS

None

8. With no further business, Chairman Smith adjourned the meeting at 7:09 p.m.

With no further business, Chairman Smith adjourned the meeting at 7:09 p.m.

Dr. Robert A. Smith, Chairman

ATTEST:

Jennifer Johnston, Development Coordinator



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STAFF REPORT

File Number: 21-4121

Agenda Date: 6/10/2021

Version: 1

Status: Public Hearing

In Control: Historic Landmark Commission

File Type: HLC Case

Title

HLC#21-005: Public hearing to consider a request to repaint the exterior of the J.H. Alexander House at 103 Van Worth Street by Felix Wong on behalf of Bob Neal, owner

Description/History

The owner of the J.H. Alexander House, c. 1870, repainted the exterior of the house in prior to obtaining a Certificate of Appropriateness. The owner's representative is requesting approval of the colors used to repaint the house. Although the house is currently used as an office, Section 3.10 of the *Design Guidelines for Historic Residential Properties* related to color design and paint apply to this building to ensure the house's residential character is retained.

Historically, the colors used at Folk Victorian and early homes were quite simple - a body color and one trim color. These colors were typically light in color, reflecting both the lack of availability of quality darker colors, and the desire for painted surfaces that required little maintenance.

The Commission should consider the following standards when approving paint colors:

- *Choose paint colors based on the building's historical appearance. Selection of paint and stain colors based on research of historic colors and finishes is encouraged.*
- *Body and trim colors should not be similar in hue or tone intensity (i.e. 2 shades of colors that are closely related like green and red or 2 dark or light shades of the same color). Paint colors should be complementary to each other and the overall character of the historic building and should be used to accentuate the building's significant features.*
- *A third color, commonly called an accent color, was quite often utilized to accentuate or highlight a particular feature of a house or building. Doors, window sashes, or special or decorative trim was typically painted an accent color.*
- *The articulation and details of exterior walls, window and doors and openings, trim, scale and texture of exterior materials can be enhanced or obscured by appropriate and inappropriate paint colors selected for a building.*

- *Paint replacement gutters, downspouts, metal frame screen and storm doors and windows, roof-vent assemblies and fire escapes to match the color of the wall, trim, cornice or roof color, whichever is the most effective in reducing the visibility of these elements.*
- *Paint color of skirting at residential buildings shall be appropriate to the structure; a very light color should not be used unless this matches the body color of the house.*

The paint scheme used on the house includes Renwick Heather for the body and a white paint for the trim on the porch, window frames and door frames. The three exterior doors on the house are painted in a color similar to Stratford Blue, a color suitable for Mid-Century homes.

The applicant is requesting that doors be permitted as a shade related to Rockwood Blue Green from the Sherwin Williams palette. The applicant has indicated the Buckland Blue color on the Benjamin Moore palette as a near match. Under the Commission's procedure, after selecting the base color from the Sherwin Williams palette, an applicant may select a shade adjacent to the same color on the Benjamin Moore palette. The applicant's selection is three rows away from the blue-green paint sample on the Benjamin Moore palette.

While it is informative to know the historic paint colors used at a house, these colors may be considered inappropriate by today's standards or not be desired by the current owner. Paint, as a material finish on wood, is considered temporary and may reflect trends and preferences of the current owner or neighborhood.

Historic Background

The house at 103 Van Worth Street was constructed around 1870 and was the home of James H. Alexander (1827-1909), the first Justice of the Peace in Mansfield. He brought his family of nine children to Mansfield after the Civil War ended. He had owned a large plantation in Rome, Georgia when the War broke out, and he served the Confederate States as Assistant Adjutant General. He was at Vicksburg, Mississippi when it fell.

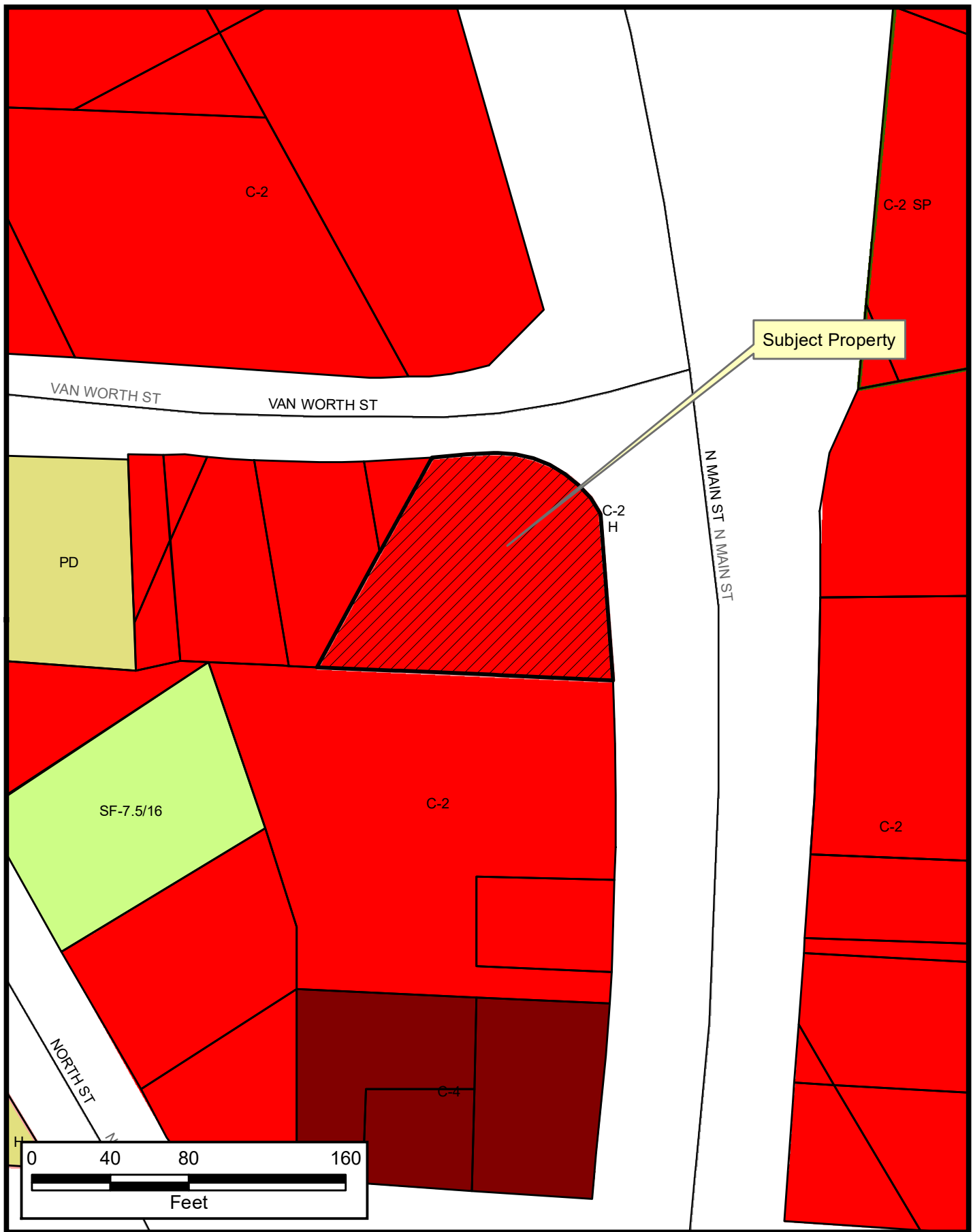
He settled on a farm east of Mansfield, but moved to the house on Van Worth Street around 1889. The house has been altered from its original condition. The building is a registered Mansfield Historic Landmark.

Recommendation

Staff recommends approval of the body and trim paint colors. Staff defers to the Commission's decision on the door color.

Attachments

Maps and Supporting Information
Applicant's Exhibits





HLC#21-005

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.

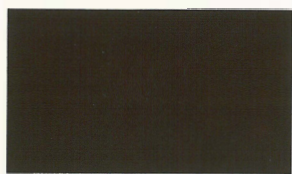
6/1/2021



J.H. Alexander House, c. 1870



VICTORIAN ROMANTICISM



Rookwood Dark Red
SW 2801*



Rookwood Shutter Green
SW 2809



Rookwood Amber
SW 2817



Rookwood Red
SW 2802*



Rookwood Sash Green
SW 2810



Renwick Heather
SW 2818



Rookwood Terra Cotta
SW 2803



Rookwood Blue Green
SW 2811



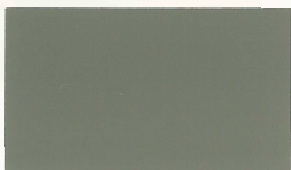
Downing Slate
SW 2819



Renwick Rose Beige
SW 2804



Rookwood Jade
SW 2812



Downing Earth
SW 2820*



Renwick Beige
SW 2805



Downing Straw
SW 2813



Downing Stone
SW 2821



Rookwood Brown
SW 2806



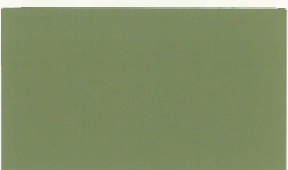
Rookwood Antique Gold
SW 2814



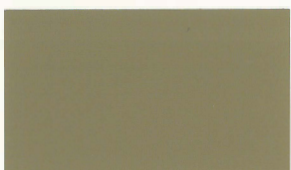
Downing Sand
SW 2822



Rookwood Medium Brown
SW 2807



Renwick Olive
SW 2815



Rookwood Clay
SW 2823



Rookwood Dark Brown
SW 2808




Rookwood Dark Green
SW 2816



Renwick Golden Oak
SW 2824



 HC-122 Great Barrington Gree...
#7a8165


 HC-123 Kennebunkport Green
#929e83

 HC-124 Caldwell Green
#637168

 HC-125 Cushing Green
#697767


 HC-126 Avon Green
#74806b

 HC-127 Fairmont Green
#64856a

 HC-128 Clearspring Green
#769b81

 HC-129 Southfield Green
#88ac94

 HC-130 Webster Green
#65816d

 HC-131 Lehigh Green
#76967e

 HC-132 Harrisburg Green
#8bac99



HC-133 Yorktowne Green
#475b5e



HC-134 Tarrytown Green
#425853



HC-135 Lafayette Green
#496156



HC-136 Waterbury Green
#6d9288



HC-137 Mill Springs Blue
#7ea29b



HC-138 Covington Blue
#94b6ad



HC-139 Salisbury Green
#b1bba5



HC-140 Prescott Green
#bfcab8











HC-141 Hollingsworth Green
#cdd5c5



HC-142 Stratton Blue
#94aaa1



HC-143 Wythe Blue
#abbfb5

	HC-144 Palladian Blue #c2d2ca
	HC-145 Van Courtland Blue #87999f
	HC-146 Wedgewood Gray #adc0be
	HC-147 Woodlawn Blue #c2d1cb
	HC-148 Jamestown Blue #83a1a7
	HC-149 Buxton Blue #9eb7bb
	HC-150 Yarmouth Blue #b6c9ca
	HC-151 Buckland Blue #628798
	HC-152 Whipple Blue #779fb1
	HC-153 Marlboro Blue #96bac7
	HC-154 Hale Navy #444c57



HC-155 Newburyport Blue
#475667



HC-156 Van Deusen Blue
#495c6f



HC-157 Narragansett Green
#445256



HC-158 Newburg Green
#455a63



HC-159 Philipsburg Blue
#637986



HC-160 Knoxville Gray
#5f6d6d



HC-161 Templeton Gray
#788787



HC-162 Brewster Gray
#8b9797



HC-163 Duxbury Gray
#808780



HC-164 Puritan Gray
#98a09c



HC-165 Boothbay Gray
#abb3b1

	HC-166 Kendall Charcoal #686763
	HC-167 Amherst Gray #767771
	HC-168 Chelsea Gray #87857d
	HC-169 Coventry Gray #b9bbb7
	HC-170 Stonington Gray #cbccc6
	HC-171 Wickham Gray #d5d9d3
	HC-172 Revere Pewter #ccc7b9
	HC-173 Edgecomb Gray #dad4c5
	HC-174 Lancaster Whitewash #e7e2cc
	HC-175 Briarwood #a1998a
	HC-176 Annapolis Gray #cabfb0



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STAFF REPORT

File Number: 21-4078

Agenda Date: 6/10/2021

Version: 2

Status: Consideration

In Control: Historic Landmark Commission

File Type: Consideration Item

Title

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

Description/History

Staff has completed the draft of the Historic Mansfield Village Plan with the Commission's revisions. More specific details for the development will be added once a location for the village has been determined.

Staff continues to investigate the potential for a joint Parks/Planning project W. Oak Street. Staff has also contacted MISD regarding Geyer Field as a possible site. Geyer Field is located at the eastern edge of the Original Town plat and was the site of the Cumberland Presbyterian Church, Dr. Collier's College and the Mansfield Academy.

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 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.

Recommendation: The Historic Landmark Commission recommends that the City retain ownership of the Village with rental of the facilities.

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. On regular city blocks, lots must have a minimum width of 50 feet.
(A typical residential lot in the Original Town is 50'x100')
2. On regular city blocks, lots must meet the following minimum setbacks:
 - Front yard setback: 15 feet
 - Side yard setback: 5 feet
 - Exterior side yard setback: 15 feet
 - Rear yard setback: 10 feet
3. In special circumstances, more than one building may be allowed on single lot.
4. Buildings, sidewalks, streets and other improvements must be sited in a manner to preserve heritage trees.
5. Open spaces must be oriented in the center of the Village, preferably with a connection to park trails.
6. No fence is required on any lot. Fences constructed in the Village must be wrought iron with a maximum height of four feet.
7. All dumpster enclosures must comply with Section 155.093(B) of the Zoning Ordinance, except that a wood fence may be used with a top rail.
8. Landscaping should comply with Chapter 3.14 of the Mansfield Residential Design Guidelines.
9. Lighting in the Village should be pedestrian-scale, shielded and directed away from abutting property. Light posts should be no taller than 11 feet with a historic look and character.
10. 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.
11. Parking should be located at the perimeter of the Village.

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

HISTORIC VILLAGE CONCEPT

FOUNDERS ROW
MIDLOTHIAN



HISTORIC VILLAGE CONCEPT

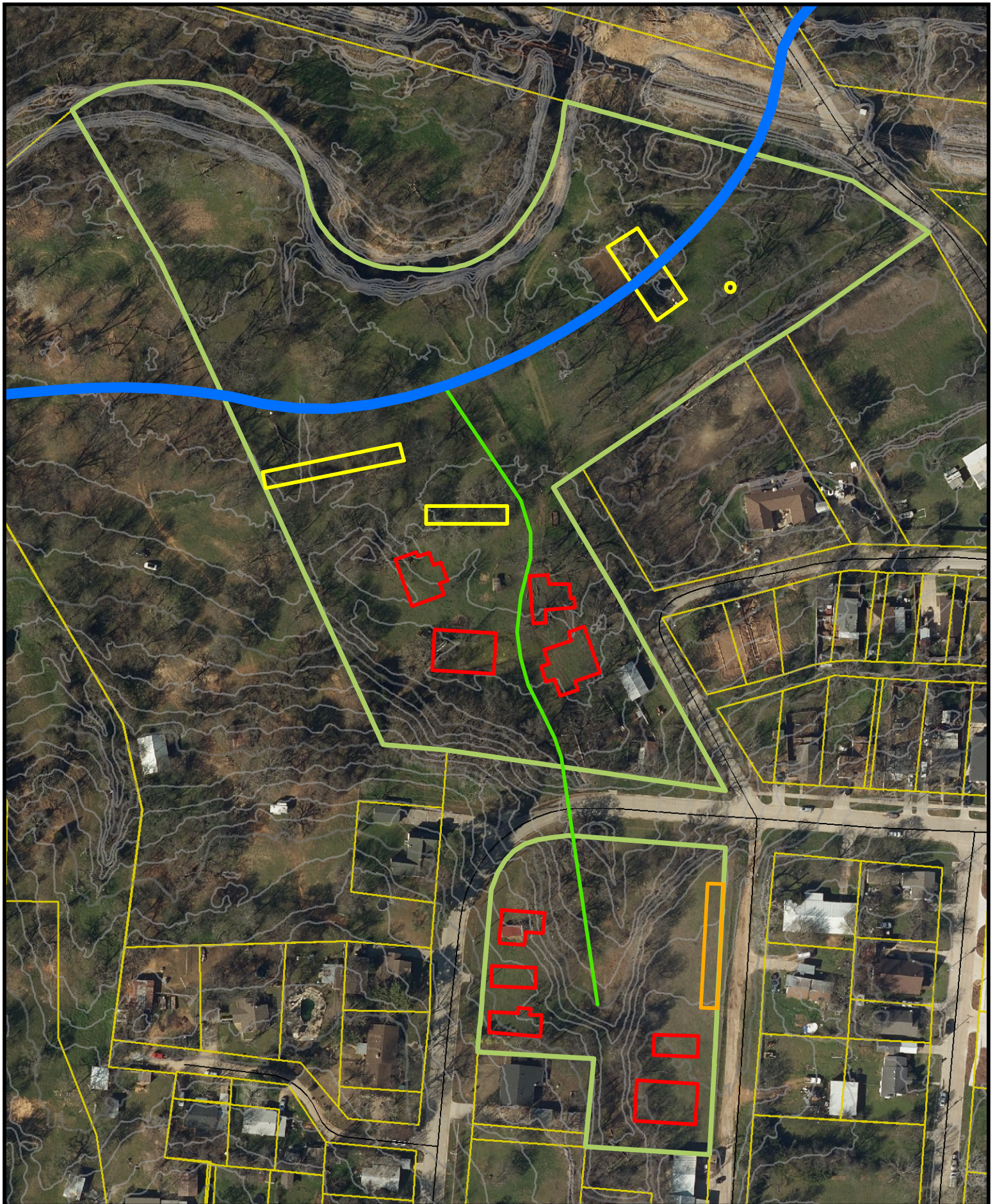
DALLAS HERITAGE PARK



HISTORIC VILLAGE CONCEPT

DENTON HISTORICAL PARK







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STAFF REPORT

File Number: 21-4080

Agenda Date: 6/10/2021

Version: 2

Status: Consideration

In Control: Historic Landmark Commission

File Type: Consideration Item

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.

As discussed at the last meeting, Staff has revised the program to include a process to reimburse a property owner for emergency repairs made prior to filing a grant application. Emergency repairs are repairs that, if not made in a timely manner, will likely result in immediate and substantial damage to a historic building or structure.

Recommendation

Staff recommends approval of the grant program and requests that the Commission authorize the Chairman to sign the Hotel/Motel Tax application.

Attachment

2021 Preservation 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 grant applications will be considered for work that has already been initiated or completed unless the work is necessary for emergency repairs. Contact the HPO at (817) 276-4226 with any questions.
 - Emergency repairs means any repair that, if not made in a timely manner, will likely result in immediate and substantial damage to a historic building or structure.
 - Emergency repairs must be approved by the Commission (or by the HPO if there is insufficient time) before the repairs begin.
 - If an applicant selects a contractor for emergency repairs, the City will evaluate the total cost of the repairs to ensure that the contractor has provided the lowest responsible estimate. If the City determines the estimate exceeds the reasonable cost of repair, the City's participation shall not exceed 80% of the work. All work above the lowest responsible estimate will be assumed by the applicant.
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 selects 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