



CITY OF MANSFIELD

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

Meeting Agenda - Final

Historic Landmark Commission

Thursday, October 14, 2021

5:30 PM

City Hall Council Chambers

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

[21-4343](#) Minutes - Approval of the September 9, 2021 Historic Landmark Commission Meeting Minutes

Attachments: [MeetingMinutes 09.09.21.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. **PUBLIC HEARINGS**

[21-4344](#) HLC#21-011: Public hearing to consider a request for a Historic Landmark Overlay District designation for the 1894 Old Post Office Building located at 130 N. Main Street; Jeff Delavega Investments, LLC, owner

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

[Photograph of building.pdf](#)

[Section 155.069.pdf](#)

5. **OTHER AGENDA ITEMS**

[21-4345](#) HLC#21-012: Discussion and possible action on Historic Preservation Tax Exemptions for the 1894 Old Post Office Building located at 130 N. Main Street; Jeff Delavega Investments, LLC, owner

Attachments: [130 N Main Case Study.pdf](#)

[Estimated Tax Savings.pdf](#)

[Historic Preservation Tax Exemption Policy.pdf](#)

[21-4346](#) HLC#21-013: Discussion regarding revisions to the Design Guidelines for Downtown Mansfield

Attachments: [Infill Exhibit.pdf](#)

6. HISTORIC PRESERVATION OFFICERS REPORT[21-4347](#)

HLC#21-001: Presentation on the Historic Village Project

7. COMMISSION ANNOUNCEMENTS**8. STAFF ANNOUNCEMENTS****9. ADJOURNMENT OF MEETING**

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on October 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: 21-4343

Agenda Date: 10/14/2021

Version: 1

Status: Approval of Minutes

In Control: Historic Landmark Commission

File Type: Meeting Minutes

Title

Minutes - Approval of the September 9, 2021 Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the September 9, 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, September 9, 2021

5:30 PM

City Hall Council Chambers

1. CALL TO ORDER

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

Staff:

Art Wright, Planner/HPO

Jennifer Johnston, Development Coordinator

Commissioners:

Absent 3 - Amanda Kowalski; David Littlefield and Lynda Pressley

Present 4 - Mark Walker; Robert Smith; Bob Klenzendorf and Thomas Leach

2. APPROVAL OF MINUTES

[21-4250](#)

Minutes - Approval of the August 12, 2021 Historic Landmark Commission Meeting Minutes

Chairman Smith called for approval of the minutes of the August 12, 2021 meeting. Commissioner Leach made a motion to approve the minutes as presented. Commissioner Klenzendorf seconded the motion which carried by the following vote:

Aye: 4 - Mark Walker; Robert Smith; Bob Klenzendorf and Thomas Leach

Nay: 0

Absent: 3 - Amanda Kowalski; David Littlefield and Lynda Pressley

Abstain: 0

3. CITIZENS COMMENTS

None

4. OTHER AGENDA ITEMS

[21-4253](#)

HLC#21-009: Consideration of the 2020 - 2021 Annual Report of the Mansfield Historic Landmark Commission

Mr. Wright provided a copy of the updated report.

Commissioner Walker made a motion to send the report to City Council as presented. Commissioner Leach seconded the motion which carried by the following vote:

Aye: 4 - Mark Walker; Robert Smith; Bob Klenzendorf and Thomas Leach

Nay: 0

Absent: 3 - Amanda Kowalski; David Littlefield and Lynda Pressley

Abstain: 0

5. HISTORIC PRESERVATION OFFICER'S REPORT

The Historic Advisory Board has completed their windshield survey to help update the 1998 Historic Resources Survey.

At recent NAPC CAMP training, there were discrepancies noted between the City's approved design guidelines and the Commission's preservation goals. As part of the preservation program, Staff recommended that the Commission update the design guidelines.

Staff will present a update of the Historic Village Project at the next meeting.

6. COMMISSION ANNOUNCEMENTS

Dr. Smith congratulated the Commissioners who participated in Founders Day.

7. STAFF ANNOUNCEMENTS

Commissioner Pressley informed staff that she is not seeking reappointment for another term.

Mr. Wright informed the Commission that the public hearings for the new Downtown Zoning District have been scheduled for the Planning and Zoning Commission and City Council.

8. ADJOURNMENT OF MEETING

With no further business, Chairman Smith adjourned the meeting at 6:22 p.m.

Dr. Robert A. Smith, Chairman

ATTEST:

Jennifer Johnston, Development Coordinator



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STAFF REPORT

File Number: 21-4344

Agenda Date: 10/14/2021

Version: 1

Status: Public Hearing

In Control: Historic Landmark Commission

File Type: HLC Case

Title

HLC#21-011: Public hearing to consider a request for a Historic Landmark Overlay District designation for the 1894 Old Post Office Building located at 130 N. Main Street; Jeff Delavega Investments, LLC, owner

Description/History

Jeff Delavega, owner of the Old Post Office Building (c. 1894) at 130 N. Main Street, has requested a Historic Landmark Overlay District classification. This designation will allow the Commission to review future alterations to the structure and protect the building's historic significance. The property is currently zoned D, Downtown District and is being used by the Hilltop Bicycle Center.

Mr. Delavega plans to remove the slipcovers from the second floor of the building on the front and south side facades. The north façade has been painted with a mural that the owner is obligated to maintain. Mr. Delavega would also like to apply for the applicable Historic Tax Exemptions. As a Mansfield Historic Landmark, the building will be eligible for the program. The tax exemptions will be discussed in the next case on the agenda.

Historic Background

According to the Tarrant County Historic Resources Survey, 1983, this two-story brick building was constructed by Dr. J.N. Thomas to house Mansfield's second post office on the ground floor and Dr. Thomas's office on the second floor. Dr. Thomas and his son, Dr. Raymond Thomas, moved their office to the back of the drugstore in 1929, and the second story hall was purchased by the Woodmen of the World Life Insurance Society, Walnut Creek Lodge No. 273, which was chartered in Mansfield on April 8, 1897. In 1956 the post office moved to a new building on the west side of the street. Although in poor condition and altered, the structure anchors the northern edge of the potential Main Street Historical District and possesses historical significance for its use as a post office.

Designation Criteria

The Historic Landmark Overlay District designation should be considered in light of the following:

1. *Character, interest or value as part of the development, heritage or cultural characteristics of the City of Mansfield, State of Texas, or the United States.* The 1894 Post Office served the community of Mansfield for 62 years, nearly half the age of the City.

2. *Relationship to other distinctive buildings, sites or areas which are eligible for preservation based on architectural, historic or cultural motif.* The two-story building anchors the north end of the historic buildings on Block 1 of the Original Town. The two buildings north of the Post Office are non-contributing structures in any potential Historic Downtown District.
3. *Identification with a person or persons who significantly contributed to the culture or development of the City.* The building was constructed by Dr. J.N. Thomas and used by Dr. Thomas and his son, Raymond, two prominent physicians in Mansfield. It also served as the meeting place for the Woodmen of the World Society.

Recommendation

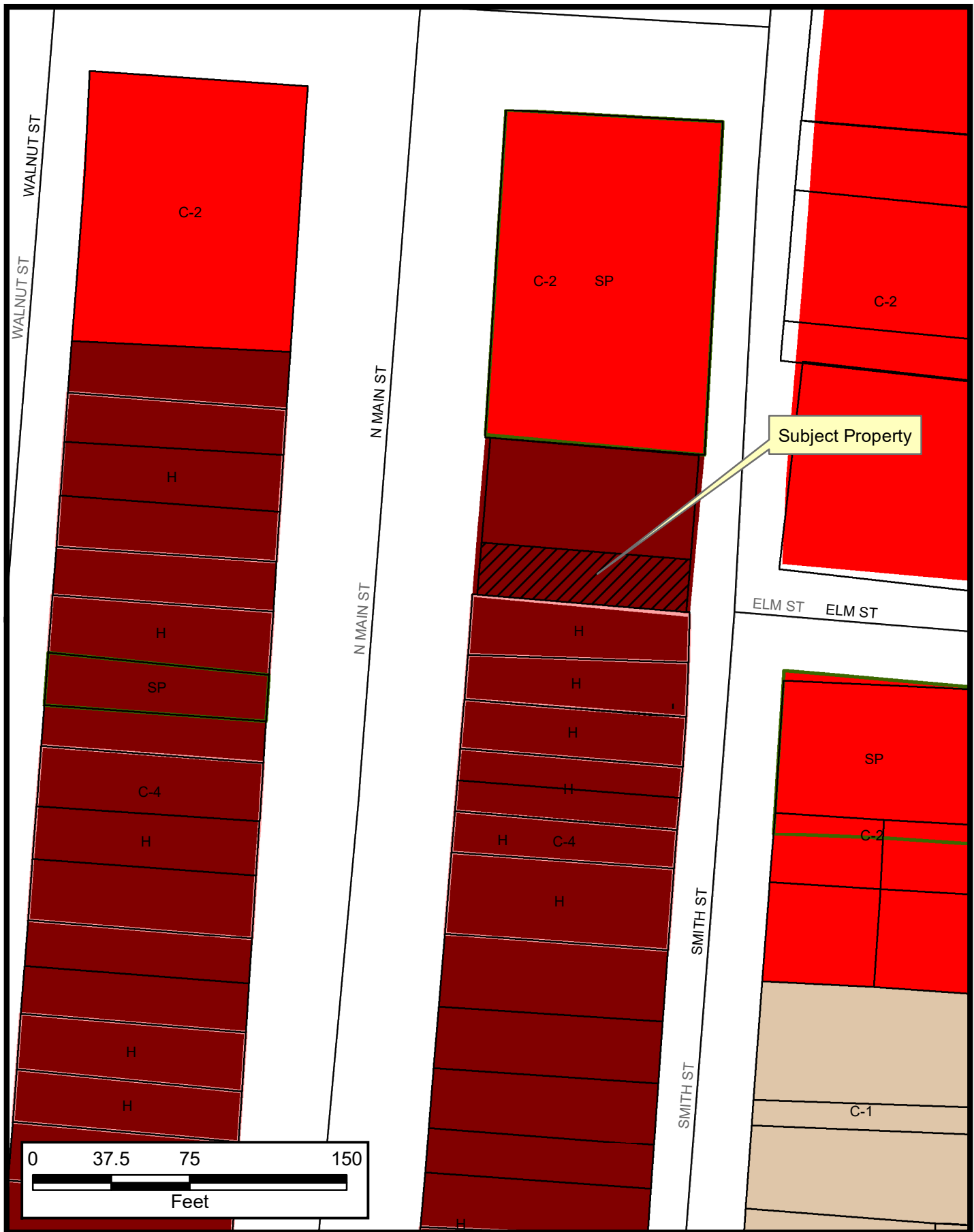
Staff recommends approval of the landmark designation. Staff also recommends that, after the designation, the owner be allowed to proceed with the initial stages of the project, such as determining whether the slipcovers can be removed and the condition of the bricks.

Attachments

Maps and supporting information

Photograph of building

Section 155.069(D) of the Code of Ordinances





HLC#21-011

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.

10/1/2021

Old Post Office, c. 1894

130 N. Main Street

This two-story brick building was constructed by Dr. J.N. Thomas to house Mansfield's second post office on the ground floor and Dr. Thomas' office on the second floor.

Dr. Thomas and his son, Dr. Raymond Thomas moved their office to the back of the Chorn Drugstore in 1929, and the second story hall was purchased by the Woodmen of the World Life Insurance Society, Walnut Creek Lodge No. 273, which was chartered in Mansfield on April 8, 1897.

In 1956 the post office moved to a new building on the west side of the street. Although in poor condition and altered, the structure anchors the northern edge of the potential Main Street Historical District and possesses historical significance for its use as a post office.

This building is an officially recognized historic resource of the City of Mansfield.





Section 155.069

D. Landmark Designation Criteria: In making such designations as set forth in paragraph C above, the City Council shall consider, but shall not be limited to, one or more of the following criteria:

- a. Character, interest or value as part of the development, heritage or cultural characteristics of the City of Mansfield, State of Texas, or the United States.
- b. Recognition as a Recorded Texas Historic Landmark, a National Historic Landmark, or entered into the National Register of Historic Places.
- c. Appear to be eligible for the National Register and also may be eligible for designation as a Recorded Texas Historic Landmark as indicated in the 1983 Tarrant County Historic Resource Survey; included as an authoritative reference for this purpose.
- d. Embodiment of distinguishing characteristics of an architectural type or specimen.
- e. Identification as the work of an architect or master builder whose individual work has influenced the development of the City.
- f. Embodiment of elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation.
- g. Relationship to other distinctive buildings, sites or areas which are eligible for preservation as described in Section 8700, Paragraph E, "Powers and Duties", based on architectural, historic or cultural motif.
- h. Portrayal of the environment of a group of people in an area of history characterized by a distinctive architectural style.
- i. Archaeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest.
- j. Exemplification of the cultural, economic, social, ethnic, or historical heritage of the City, State, or United States.
- k. Location as a site of a significant historic event.
- l. Identification with a person or persons who significantly contributed to the culture or development of the City, County, State or Nation.
- m. A building, structure, or place that because of its location has become of historic or cultural value to a neighborhood or community.



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STAFF REPORT

File Number: 21-4345

Agenda Date: 10/14/2021

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Consideration Item

Title

HLC#21-012: Discussion and possible action on Historic Preservation Tax Exemptions for the 1894 Old Post Office Building located at 130 N. Main Street; Jeff Delavega Investments, LLC, owner

Description/History

Jeff Delavega, owner of the Old Post Office Building (c. 1894) at 130 N. Main Street, plans to remove the slipcovers from the second floor of the building on the front and south side facades. The north façade has been painted with a mural that the owner is obligated to maintain.

Mr. Delavega would like to apply for the applicable Historic Tax Exemptions. As the first step, he has applied for Historic Landmark status. A study of the project and estimated tax savings from the exemptions are attached.

Recommendation

Staff recommends approval with the following conditions depending on the applicant's schedule:

1. that the Commission recommend a Level 1 (25%) tax exemption for landmark designation, increased to a Level 3 (50%) tax exemption when the slipcovers are removed; or
2. a Level 3 tax exemption when the slipcovers are removed.

Attachments

130 N. Main Case Study
Historic Preservation Tax Exemption Policy
Estimated Tax Savings

HISTORIC TAX EXEMPTION CASE STUDY

The following is a project based on the restoration of the 1894 Old Post Office. The example is based on the current tax rate of 0.69 cents per \$100 of building valuation.

Property: Old Post Office (c. 1894) located at 130 North Main Street. The building is an Officially Recognized historic resource of Mansfield.

Project: The owner is seeking to remove two of the 1980s slipcovers from the 2nd floor. The third, on the north side of the building, currently has a mural the owner is obligated to keep.

The scope of this type of project includes:

- Inspection by a qualified contractor to determine if the slipcovers can be removed without damaging the historic masonry. If it cannot be removed without further damage to the building, it should remain in place.
- If the slipcover can be removed, the contractor would repoint any deteriorated brick mortar joints;
- Repair cracks in bricks and plaster;
- Repair any penetrations; and
- Restore upper level windows.



Tax Exemptions: To obtain historic tax exemptions, the owner must voluntarily designate the building as a Mansfield Historic Landmark. The owner has two tax exemption options:

- Level 1: Residential and commercial properties with an "H" designation are eligible to receive a one-time, 25% exemption of the City's ad valorem taxes for a period of 10 years; OR
- Level 3: Property owners of commercial buildings with an "H" designation that make qualifying exterior improvements during the exemption period and that have a combined cost of \$5,000 or more may receive up to a 50% exemption for a period of 10 years.
- Exemptions apply only to the improvement value, not the land value.

Staff has calculated an estimated tax savings for each of the exemption options. The exemptions will not cover the full amount of the restoration and will be spread out over 10 years. Staff also encourages the restoration of the storefront as well.

HISTORIC TAX EXEMPTIONS FOR 130 N. MAIN STREET (1894 Post Office)

25% Tax Exemption - Incentive for Historic Landmark Designation:

	2021						Estimated City Tax (0.69)	Ten Year Totals
	2021 Land Value	Improvement Value	Amount of 25% Tax Exemption	Improvement Value Less 25%	Total Assessed Value			
130 N. Main St.								
Without Exemption	\$ 7,500.00	\$ 339,568.00			\$ 347,068.00	\$ 2,394.77	\$ 31,627.21	
With Exemption	\$ 7,500.00	\$ 339,568.00	\$ 84,892.00	\$ 254,676.00	\$ 262,176.00	\$ 1,809.01	\$ 23,891.27	
Difference						\$ 585.75	\$ 7,735.94	

Up to 50% Tax Exemption - Incentive for Historic Landmark Designation:

		2021									
2021 Land Value		Improvement Value	Project Value - \$5,000 minimum	Less % Assessed Value	Total Assessed Value	Estimated City Tax (0.69)	Ten Year Totals				
130 N. Main St.											
Without Exemption	\$ 7,500.00	\$ 339,568.00			\$ 347,068.00	\$ 2,394.77	\$ 31,627.21				
With Exemption	\$ 7,500.00	\$ 339,568.00	\$ 20,000.00	\$ 169,784.00	\$ 177,284.00	\$ 1,223.26	\$ 16,155.33				
Difference						\$ 1,171.51	\$ 15,471.88				

Percentage:

Commercial	50%
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HISTORIC PRESERVATION TAX EXEMPTION POLICY

Qualifications:

- Preservation incentives will be limited to historic properties that have an “H”, Historic Landmark Overlay District designation.
- An historic property officially recognized under Section 155.069(J)(4) of the Mansfield C Code of Ordinances but without an “H” designation may request a tax exemption provided that the property owner makes an application for an “H” designation at the same time.
- **If awarded, an exemption applies to the improvement value of historically significant structures only and does not include the land value. Non-contributing accessory buildings such as detached garages, sheds and swimming pools will not be exempt. The Mansfield Historic Landmark Commission determines which structures qualify for the exemption.**

Application:

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

Exemption Levels:

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

- Exterior or structural improvements under Level 2 include: foundation repair, original frame and beam repair, restoration of historic porches or siding, and roof replacement associated with structural work or major rehabilitation projects.
- Only projects that retain or restore the historic integrity of the home through the use of proper materials and design, as determined by the Historic Landmark Commission, may qualify for the incentive.
- Level 3: Property owners of commercial buildings with an “H” designation that make qualifying exterior improvements during the exemption period and that have a combined cost of \$5,000 or more may receive up to a 50% exemption for a period of 10 years.
 - **A change in a residential use to a commercial use will result in a reduction in the exemption from 100% to 50% for the remaining years in the exemption period.**

Inspections:

- The recipient of a historic preservation tax exemption must agree to allow inspections of the historic structure to determine the condition of the structure and the eligibility/level for a tax exemption.
- Inspections will generally involve a review of the following:
 - Exterior surfaces of structures (main structure and accessory structures) must be clean, maintained, protected and weathertight. Surfaces that have been previously painted/stuccoed must be protected with paint and/or other appropriate finishes/coatings.
 - Repainting/paint touch-ups should closely match the existing paint colors and applied at reasonable intervals.
 - Damaged, loose, or rotted materials/details must be reestablished, repaired or replaced. All joints or cracks must be weatherproofed appropriately by proper maintenance.
 - Exterior facades should be clean from any graffiti, overgrown vegetation, and left over residues from previous work/installations.
 - Damaged or worn property elements must be repaired, restored or replaced and secured properly to remain operable.
 - Vacant structures must be securely closed and weathertight. Any unoccupied structure must be maintained and secured to avoid becoming a structure that may be considered demolished by neglect as defined in Section 155.069(H) of the Code of Ordinances, “Historic Landmarks - Omission of Necessary Repairs.”
 - Exterior materials must be maintained to historic standards as outlined in the applicable historic landmark design guidelines and the Secretary of the Interior's Standards.

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

Penalty for Removal of Historic Landmark Designation

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

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

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

Annual Application with the Tarrant Appraisal District

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

For More Details

- For more details about this program, contact the City’s Historic Preservation Officer at 817-276-4226 or art.wright@mansfieldtexas.gov.

Historic Preservation, Planning Department

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

● www.mansfieldtexas.gov/planning



HISTORIC PRESERVATION TAX EXEMPTION APPLICATION

Part 1: Information of the property for which you are seeking an exemption

Street Address		City	State	ZIP Code
Lot/ Tract	Block	Subdivision/Survey	Property ID	
BUILDING NAME: Historic/Common: _____		PRIMARY USE: Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/>		

Part 2: Information of the property owner and person preparing the application

_____	Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other <input type="checkbox"/>		
Property Owner Name			
Street Address	City	State	ZIP Code
Property Owner's Email		Property Owner's Phone	
Application Preparer's Name		Application Preparer's Phone	

Part 3: Application deadline and other important information

- In order to claim the Historic Preservation Tax Exemption, this application must be completed and submitted to the Planning Department by January 1st prior to the taxing year for which an exemption is requested.
- This application will be valid until the property is denied an exemption for current tax year or, the owner provides a written notice that he no longer wishes to participate in the program.
- If the property ownership changes on a currently exempt property, the new owner may request an extension of the tax exempt status for the remainder of the year that has been approved. However, a new application will be required to be filed for the following assessment year.
- The exemption applies to the **improvement value only** and does not include the land value. The percentage is based on the following classifications:
 - Level 1: Residential and commercial structures which have received an "H" designation: one-time exemption **25%** percent for a period of 10 years.
 - Level 2: Residential structures with an "H" designation: Up to **100%** percent for a period of 10 years for exterior restorations amounting to \$5,000.00 or more.
 - Level 3: Commercial structures with an "H" designation: Up to **50%** for a period of 10 years for exterior restorations amounting to \$5,000.00 or more.

Part 4: Read, sign and date

I hereby attest that the requirements of Sections 155.069 and Section 38.23 of the City Code of Ordinances concerning the preservation and maintenance of the subject structure were fully satisfied as of January first of the application year. Members of the Historic Landmark Commission and City staff may visit and inspect the historic structure and books and records as necessary to certify whether or not the structure is being preserved and maintained as required by City ordinance and determine what new construction or modifications have been completed. I have also read and fully understand the Historic Preservation Tax Exemption Policy and the implications therein stated for not adhering to the established maintenance standards.

Owner/Application Preparer's Signature

Date

Application for Historic or Archeological Site Property Tax Exemption

Appraisal District's Name

Phone (area code and number)

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This application is for use in claiming a property tax exemptions pursuant to Tax Code Section 11.24.**FILING INSTRUCTIONS:** You must furnish all information and documentation required by this application so that the chief appraiser is able to determine whether the statutory qualifications for the exemption have been met. This document and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. Do not file this document with the Texas Comptroller of Public Accounts. A directory with contact information for appraisal district offices may be found on the Comptroller's website.**APPLICATION DEADLINES:** You must file the completed application with all required documentation beginning Jan. 1 and no later than April 30 of the year for which you are requesting an exemption.**ANNUAL APPLICATION REQUIRED:** You must apply for this exemption each year you claim entitlement to the exemption.**OTHER IMPORTANT INFORMATION**

Pursuant to Tax Code Section 11.45, after considering this application and all relevant information, the chief appraiser may request additional information from you. You must provide the additional information within 30 days of the request or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the additional information by written order for a single period not to exceed 15 days.

State the tax year for which you are applying for this exemption.

Tax Year

STEP 1: Property Owner/Applicant

Name of Property Owner

Mailing Address

City, State, ZIP Code

Phone (area code and number)

Property Owner is a(n) (check one):

☐

Individual

☐

Partnership

☐

Corporation

☐

Other (specify):

Name of Person Preparing this Application

Title

Driver's License, Personal I.D. Certificate
or Social Security Number*

If this application is for an exemption from ad valorem taxation of property owned by a charitable organization with a federal tax identification number, that number may be provided in lieu of a driver's license number, personal identification certificate number or social security number:

* Unless the applicant is a charitable organization with a federal identification number, the applicant's driver's license number, personal identification certificate number or social security number is required. Pursuant to Tax Code Section 11.48(a), a driver's license, personal I.D. certificate or social security number provided in an application for an exemption filed with a chief appraiser is confidential and not open to public inspection. The information may not be disclosed to anyone other than an employee of the appraisal office who appraises property, except as authorized by Tax Code Section 11.48(b).

STEP 2: Property Information

Describe the property for which you are seeking this exemption.

Address, City, State, ZIP Code

Legal Description (if known)

Appraisal District Account Number (if known)

STEP 3: Taxing Units that have Granted an Exemption

List the taxing units that have granted an exemption pursuant to Tax Code Section 11.24. For each taxing unit identified, attach copies of documents reflecting official action of the governing body that provides for an exemption.

STEP 4: Official Historical and Archeological Designations

1. Has the property been designated as a Recorded Texas Historic Landmark under Government Code Chapter 442 or as a state archeological landmark under Natural Resources Code Chapter 191 by the Texas Historical Commission?

☐ Yes ☐ No

If yes, attach copies of documents reflecting designation.
2. Has the property been designated as a historically or archeologically significant site in need of tax relief to encourage its preservation pursuant to an ordinance or other law adopted by the governing body of the unit?

☐ Yes ☐ No

If yes, attach copies of documents reflecting designation.

STEP 5 Read, Sign and Date

By signing this application, you certify that the information provided in this application is true and correct.

print
here

Print Name

Title

sign
here

Authorized Signature

Date

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.



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STAFF REPORT

File Number: 21-4346

Agenda Date: 10/14/2021

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Consideration Item

Title

HLC#21-013: Discussion regarding revisions to the Design Guidelines for Downtown Mansfield

Description/History

The Design Guidelines for Downtown Mansfield were written in 1991 and intended mainly for use by the historic commercial buildings of N. Main Street. There have been many changes over the last 30 years and the downtown area has expanded beyond the original two blocks on Main Street. In addition, there are discrepancies between the guidelines and the desired outcomes for preservation projects.

For example, Section 5(E) on new construction states “Do not duplicate, replicate, or copy a historic architectural style in new construction. Use compatible contemporary architectural designs. Ornaments and details should be simple.” Following this standard, an infill project on Main Street could look like the building on the right in the attached exhibit.

Staff recommends that the Design Guidelines be updated to meet the needs of today’s historic property owners and infill developers. A review of other cities’ guidelines presents some elements to consider in an update, including:

- Updated introduction
- Using the guidelines
- Project planning
- New construction
- Updated glossary
- Emphasize the 3 steps in the review of restoration projects:
 - Can it be repaired?
 - Can it be repaired through an in-kind replacement?
 - Is there an acceptable substitute and alternative material?

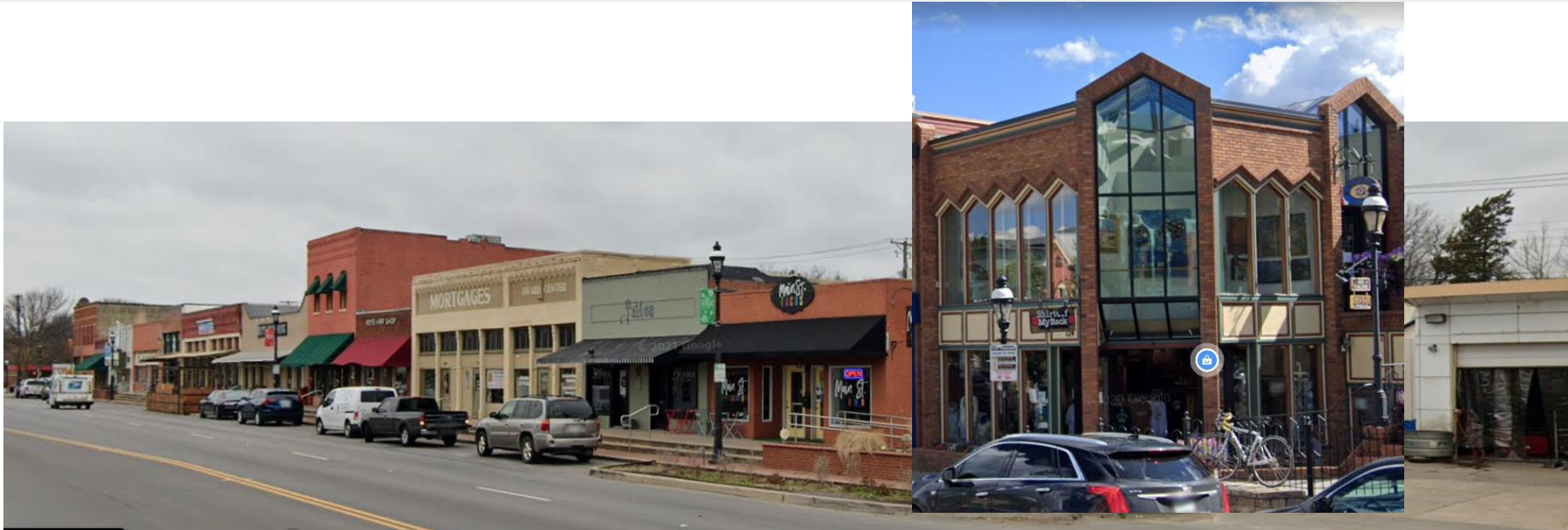
While many of the current principles of the Design Guidelines are still applicable, they can be emphasized using new graphics and photographs to show appropriate and inappropriate treatments. The guidelines should be written in clear, concise and user-friendly language.

Staff will discuss the update process with the Commission at the meeting.

Attachments

Infill Exhibit

Design Review Exercise: Commercial Infill



Hypothetical: Commercial downtown, protected by a local ordinance.



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STAFF REPORT

File Number: 21-4347

Agenda Date: 10/14/2021

Version: 1

Status: Consideration

In Control: Historic Landmark Commission

File Type: Consideration Item

Agenda Number:

Title

HLC#21-001: Presentation on the Historic Village Project

Description/History

The City Manager's Office has approached Mansfield ISD regarding the use of Geyer Field as the site of the proposed Historic Village. The site layout has been revised to include mixed use areas and pedestrian walks and plazas.

At present, City staff and MISD have not met to discuss the project in detail, but the plan includes features to alleviate some of the District's concerns. Staff will present the preliminary renderings of the Village for the Commission's review at the meeting.