



Historic Landmark Commission - Regular Meeting

August 14, 2025 - 5:30 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

25-1110 Minutes - Approval of the July 10, 2025, Historic Landmark Commission Meeting Minutes

Attachments:

1. 07-10-25 Meeting Minutes

3. CITIZEN 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. ANNOUNCEMENT OF THE CHAIR

5. PUBLIC HEARINGS

25-1124 HLC#25-006: Public Hearing and Consideration of a Heritage Tree Designation for a Post Oak Tree at 604 West Broad Street

Attachments:

1. Location Map
2. Heritage Tree Nomination
3. Landscape Administrator Evaluation

6. DISCUSSION ITEMS

25-1114 HLC#25-001: Discussion and Possible Action on Measures to Assist with the Maintenance of Historic Landmarks and Resources

Attachments:

1. McKnight Building Photographs
2. Buttrill House Photographs

25-907 HLC#25-005: Discussion on the 2024 – 2025 Annual Report of the Mansfield Historic Landmark Commission

7. PRESERVATION EDUCATION SUB-COMMITTEE

25-1109 Minutes - Approval of the July 16, 2025, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 07-16-25 Sub-Committee Minutes

8. HISTORIC PRESERVATION OFFICER'S REPORT

9. COMMISSION ANNOUNCEMENTS

10. ADJOURN

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on August 7, 2025, prior to 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Art Wright, Historic Preservation Officer

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.



**City of Mansfield
Staff Report**

Item ID: 25-1110

Agenda Date: August 14, 2025

Title

Minutes - Approval of the July 10, 2025, Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the July 10, 2025, Historic Landmark Commission meeting are in DRAFT form and will not become effective until approved by the Commission at this meeting.

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

Art Wright, Planning Manager - (817) 276-4226



**Historic Landmark Commission - Regular Meeting Minutes
July 10, 2025 - 5:30 PM
Draft**

Council Chambers
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING 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 Present:

Art Wright, Planning Manager/HPO

Commissioners:

Present: Jennifer Johnston, David Littlefield, Robert Smith, Mark Walker, Anne Weydeck, Thomas Leach

Absent: Bob Klenzendorf

2. APPROVAL OF MINUTES

25-903 Minutes - Approval of the June 12, 2025, Historic Landmark Commission Meeting Minutes

Attachments:

1. 06-12-25 Meeting Minutes

Chairman Smith called for a motion on the minutes of the June 12, 2025, meeting.

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

Commissioner Weydeck seconded the motion, which carried by the following vote:

Aye: 5 Jennifer Johnston, David Littlefield, Robert Smith, Mark Walker, Anne Weydeck

Nay: 0 None

Abstain: 1 Thomas Leach

3. CITIZEN 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.

None.

4. PUBLIC HEARINGS

25-908 HLC#23-007: Public hearing to consider a request for exterior alterations to the Masonic Lodge Building, 1900, including floral wall decorations at 101 N. Main Street by Jennifer Heath, applicant

Attachments:

1. Location Map
2. Applicant's Original Proposal
3. Applicant's New Proposal
4. Applicant's Historical Examples

Mr. Wright made a brief presentation on the proposed decorations for the Masonic Lodge Building at 101 N. Main Street.

Jennifer Heath, 101 N. Main Street, applicant, presented the case and answered questions.

Chelsea Miller, 101 N. Main Street, business owner, spoke in favor of the request.

Chairman Smith opened the public hearing at 5:44 p.m. Seeing no one come forward to speak, Chairman Smith closed the public hearing at 5:45 p.m.

Chairman Smith called for a motion on the request.

Vice-Chairman Littlefield made a motion to approve the request with the following conditions:

- 1. Window boxes would be allowed under the three arched windows on the first floor facing West Broad Street;**
- 2. Artificial flowers would be permitted under the transom windows and on the left side of the display window on the corner; and**
- 3. The flowers and window boxes will be removed if the business leaves the building.**

The motion was seconded by Commissioner Johnston, which carried by the following vote:

Aye: 6 Jennifer Johnston, David Littlefield, Robert Smith, Mark Walker, Anne Weydeck, Thomas Leach

Nay: 0 None

Abstain: 0 None

5. DISCUSSION ITEMS

25-906 HLC#25-004: Discussion on the Vision and Annual Preservation Goals of the Historic Landmark Commission for 2025-2026

In light of the newly adopted Historic Mansfield Preservation Plan 2035, the Commission discussed whether there was a need to set annual preservation goals for the upcoming year. The Commissioners determined that annual goals were not necessary, but an annual review

should be made to determine which goals in the preservation plan have been met.

25-907 HLC#25-005: Discussion on the 2024 – 2025 Annual Report of the Mansfield Historic Landmark Commission

Attachments:

1. 2024 Annual Report

The Commissioners discussed which topics should be added to the Commission's Annual Report. The topics include the adoption of the Historic Mansfield Preservation Plan 2035, the contributions of volunteers to the preservation program, the activities of the Preservation Education Sub-Committee, the adoption of a Heritage Tree program, and the Commission's participation in last year's Founders' Day Festival. A draft of the report is being prepared for the Commission's review at the August meeting.

6. PRESERVATION EDUCATION SUB-COMMITTEE

Commissioner Leach, chair of the Sub-Committee, gave the Commission a brief report on the Sub-Committee's activities.

25-904 Minutes - Approval of the May 21, 2025, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 05-21-25 Sub-Committee Minutes

Commissioner Leach called for a motion on the minutes of the May 21, 2025, Sub-Committee meeting.

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

Commissioner Walker seconded the motion, which carried by the following vote:

Aye: 3 Jennifer Johnston, Mark Walker, Thomas Leach

Nay: 0 None

Abstain: 0 None

25-905 Minutes - Approval of the June 18, 2025, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 06-18-25 Sub-Committee Minutes

Commissioner Leach called for a motion on the minutes of the June 18, 2025, Sub-Committee meeting.

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

Commissioner Walker seconded the motion, which carried by the following vote:

Aye: 3 Jennifer Johnston, Mark Walker, Thomas Leach

Nay: 0 None

Abstain: 0 None

7. HISTORIC PRESERVATION OFFICER'S REPORT

Mr. Wright reported on the following items:

- *As part of the Certified Local Government (CLG) program, the Texas Historical Commission completed a review of Mansfield's preservation program for the last four years. The report concluded that Mansfield "...is strongly fulfilling its role and responsibilities in the CLG program."*
- *The detailed site plan for the first phase of the Water Mill project at Broad and Main Streets has been approved.*

8. COMMISSION ANNOUNCEMENTS

Commissioner Walker reported that an application for a Historic Texas Cemetery designation has been submitted by Raymond Meeks for the Mansfield Cemetery.

9. ADJOURN

With no further business, Chairman Smith adjourned the meeting at 6:24 p.m.

Dr. Robert A. Smith, Chair

ATTEST:

Art Wright, Historic Preservation Officer



Agenda Date: August 14, 2025

Title

HLC#25-006: Public Hearing and Consideration of a Heritage Tree Designation for a Post Oak Tree at 604 West Broad Street

Description/History

Section 155.069 of the Mansfield Code of Ordinances requires the Historic Preservation Officer to submit to the Historic Landmark Commission a list of structures and features considered worthy of official recognition, even if not formally designated as historic landmarks. The Commission must hold a public hearing and approve the list before any official recognition can take effect, after which appropriate measures of recognition may be taken.

Under the authority of Section 155.069, the Commission established the Heritage Tree program in 2024. As with Officially Recognized historic resources, participation in the Heritage Tree program is entirely voluntary and carries no legal or regulatory obligations.

The program focuses on recognition and support. Once designated, heritage tree owners receive expert guidance from the city's Landscape Inspections team, including a personalized care plan and tips for selecting qualified tree care professionals. Each honored tree will also be awarded a commemorative plaque.

Nomination

Staff has received the first nomination for a heritage tree, a post oak tree on the grounds of the Man House Museum at 604 West Broad Street. This nomination was made by Jessica Baber, the city's Museum Manager. This tree is most likely the largest post oak on the museum grounds.

Designation Criteria

While reviewing this application, please use the following criteria when determining if a tree qualifies for a Heritage Tree designation:

- The tree has unusual size, age, species significance or other distinguishing characteristics;
- The tree contributes to and strengthens significant community ties;
- The tree is located on an historic site or contributes to the history of the site;
- The tree enjoys notoriety; or
- The tree serves as a well-known landmark.

Based on the diameter of its trunk, the post oak is estimated to be approximately 280 years old, making it significantly older than the founding of Mansfield. This exceptional age not only reflects the tree's unusual size and age but also establishes its historical significance—the tree would have been around 120 years old when Ralph Man built his log house, a foundational moment in Mansfield's early history. Its longevity connects it directly to the early development of the community, contributing to both the history of the site and strengthening community ties

through its continued presence across centuries.

This tree appears to satisfy multiple criteria for Heritage Tree designation. An evaluation of the tree was made by Caleb Tandy, Landscape Administrator. His report is attached for the Commission's reference.

Strategic Initiative

Recommendation

Staff recommends approval of the Heritage Tree designation for the nominated tree at 604 West Broad Street.

Funding Source

N/A

Prepared By

Art Wright, Planning Manager - (817) 276-4226





HERITAGE TREE NOMINATION FORM

PART 1: Nomination Information

Nomination Type (Check one): ☒ Individual Tree ☐ Group of trees

Species:

Common name of tree(s): Post Oak Scientific name, if known: Quercus stellata

Nomination Criteria (Check all that apply):

The tree(s):

- ☒ Has unusual size, age, species significance or other distinguishing characteristics.
- ☐ Contributes to and strengthens significant community ties.
- ☒ Is located on an historic site or contributes to the history of the site.
- ☐ Enjoys notoriety.
- ☐ Serves as a well-known landmark.

Reason for the Nomination:

Please describe why you are nominating this tree(s). Include two (2) to five (5) pictures supporting your narrative. Use an additional sheet if more space is needed.

This tree is located on the Ralph Man Homestead, home of the town founder. Based on the estimated age of the tree, it was on the property when Ralph Man built his log house in 1865.

Details: 35" dbh, estimated 280 years old, 38' tall with a 40' average spread

DISCLAIMER: Photos and other support materials will become the property of the City of Mansfield and will not be returned. Submission of photos gives the City permission to use them in any and all of its publications, including website entries, without payment or any other consideration. The City may edit, alter, copy, exhibit, publish or distribute submitted photos for the purpose of publicizing its programs or for any other lawful purpose.

PART TWO: Location

Address of the nominated tree(s): 604 W Broad St
Include a location map if available.

The tree(s) is located on: ☒ public property OR ☐ private property

Property Owner Information:

Name: City of Mansfield - Historical Services Dept.

Address: 1200 E Broad St
Mansfield, TX 76063

Email: planning@mansfieldtexas.gov

Phone: 817-276-4226

Applicant's Information:

Name: Jessica Baber, Museum Manager

Address: 102 N. Main Street
Mansfield, TX 76063

Email: jessica.baber@mansfieldtexas.gov

Phone: 817-473-4250

Does the owner agree to the tree(s) being selected for recognition in this program? ☒ Yes ☐ No

Does the owner agree to allow city staff or volunteers to inspect the tree? ☒ Yes ☐ No

Please mail or email the form to Historic Preservation, Planning Department
1200 E. Broad Street • Mansfield, TX 76063 • 817-276-4226 • planning@mansfieldtexas.gov



TO: Art Wright, Planning Manager/HPO/Gas Well Coordinator

FROM: Caleb Tandy, Landscape Administrator

Date: August 6th, 2025

Re: Heritage Tree Program nomination for the Man House Museum

I have reviewed the application to nominate a tree at the Man House Museum and evaluated the tree. It is a post oak (*Quercus stellata*) with a dbh of 35 inches, height of 38 feet, and average spread of 40 feet. The tree at one point was much taller as it is broken off midway toward the top. The tree is otherwise in overall great shape. Based on tree ring data for the area and local site conditions, I estimate the tree age to be approximately 280 years.

Based on that approximation, the tree could have been around 15 inches dbh in 1865 and 23 inches in 1930. That would still be a significant size tree in the time frame cabin/house was occupied by the family.

I would recommend the HLC to approve nomination of the tree for both its age, species, and historical ties to the Man family.





Agenda Date: August 14, 2025

Title

HLC#25-001: Discussion and Possible Action on Measures to Assist with the Maintenance of Historic Landmarks and Resources

Description/History

Section 155.069 of the Mansfield Code of Ordinances requires the exterior of any designated historic landmark to be properly maintained to preserve its structural integrity. However, when maintenance is delayed, necessary repairs can become prohibitively expensive for some property owners.

In recent years, the McKnight Building, a designated historic landmark, has exhibited visible signs of deterioration. Similarly, the exterior condition of the Buttrill-Nifong-Barnett House, an officially recognized historic resource, has continued to decline.

The Commission's authority to require repairs only applies to designated local landmarks, and only to the exterior of the building. The following is a summary of the regulations related to repairs:

1. **Maintenance Required:** Owners must maintain the exterior of designated historic landmarks to ensure structural soundness.
2. **Inspection & Notification:** If the Building Official or Historic Landmark Commission believes a landmark is or may become structurally unsound, the owner will be notified in writing.
3. **Public Hearing:** After a 10-day written notice, the Historic Landmark Commission will hold a public hearing to assess the building's structural condition, with input from the Building Official. Economic hardship or neglect may be considered.
4. **Findings & Notification:** If the Commission determines the building is structurally unsound and the owner has no valid reason not to make repairs, the owner will be notified in writing.
5. **Repair Deadline:** The owner must make necessary repairs within 90 days of receiving the notice.
6. **Exception & Recommendation:** If the owner has a valid reason for not making repairs, the Commission will recommend a course of action to the City Council.
7. **Appeal Process:** Any aggrieved party may appeal the Commission's ruling to the City Council within 30 days.

This discussion is intended to review information on the challenges associated with maintaining historic buildings. This will help the Historic Landmark Commission develop strategies and

recommendations to better support property owners in preserving these important community assets.

The item supports the Historic Mansfield Preservation Plan 2035, General Goals, Recommendation 1B., Establish mitigation measures when significant resources need repair or will be demolished, removed or irrevocably altered.

- Identify historic resources in disrepair and work with property owners to encourage rehabilitation and prevent further deterioration or demolition by neglect.

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

Art Wright, Planning Manager - (817) 276-4226



























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**City of Mansfield
Staff Report**

Item ID: 25-907

Agenda Date: August 14, 2025

Title

HLC#25-005: Discussion on the 2024 – 2025 Annual Report of the Mansfield Historic Landmark Commission

Description/History

One of the Commission's Preservation Goals is to promote the Commission's work by producing an annual report of the Commission's activities to educate the public on the Commission's role and the need for historic preservation.

In preparation for the end of the fiscal year in September, staff has prepared a first draft of the report for the Commission's review. Please review the draft and have any comments ready at the meeting. The final draft report may be approved by the Commission at the September meeting and released to the City Council and the public in October.

The Annual Report supports the Historic Mansfield Preservation Plan 2035, Education and Awareness Goals, Recommendation 1A, Promote public awareness and understanding of the city's history.

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

Art Wright, Planning Manager - (817) 276-4226



**City of Mansfield
Staff Report**

Item ID: 25-1109

Agenda Date: August 14, 2025

Title

Minutes - Approval of the July 16, 2025, Preservation Education Sub-Committee Meeting
Minutes

Description/History

The minutes of the July 16, 2025, Preservation Education Sub-Committee meeting are in DRAFT form and will not become effective until approved by the Sub-Committee at this meeting.

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

Art Wright, Planning Manager - (817) 276-4226



HLC - Preservation Education Sub-Committee - Meeting Minutes
July 16, 2025 - 4:15 PM
Draft

Planning Department Conference Room
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

Chairman Leach called the meeting to order at 4:30 p.m. in the Planning Department Conference Room of City Hall, 1200 East Broad Street, with the meeting being open to the public and notice of said meeting, giving the date, place, and subject thereof, having been posted as prescribed by Chapter 551, Texas Government Code.

Staff Present:

*Art Wright, Historic Preservation Officer
Jessica Baber, Museum Manager
Amanda Brown, Museum Education and Engagement Specialist*

Preservation Volunteers:

Carolyn Wright

Commissioners:

Present: Thomas Leach, Mark Walker
Absent: Jennifer Johnston

2. DISCUSSION ITEMS

Discussion regarding preservation activities, educational events, outreach events and other programs, and educational videos for the Mansfield Independent School District.

The Sub-Committee discussed the following items:

- *To date, the Poster Contest has 48 entries. The Sub-Committee discussed making a request to the Public Art Manager to display the winning posters at the Wallace-Hall Art House.*
- *The Sub-Committee discussed the MISD video project. A real lantern is needed to provide continuity between the live action sequences and the cartoon character Lantern Jack.*
- *Mr. Wright reported that one of the Commission's preservation volunteers was a former escape room designer and was working on the museum escape room project for October 2025.*
- *The Sub-Committee discussed the Founders' Day Festival, including the Heritage Tree giveaway. Arrangements will be made to allow visitors to pick up their trees at the Man House Museum.*
- *The Sub-Committee discussed a new event for 2027 to be called Decade Days. The event would be held at Geyer Commons, if available, and celebrate the 1940s in Mansfield. Mr. Wright was asked to invite staff from the Community Engagement and Parks Departments to assist with organizing the event.*
- *Chairman Leach reported a request from Bethlehem Baptist Church for assistance with a monument honoring the 75th anniversary of the Mansfield desegregation incident.*

The next meeting is scheduled for August 20, 2025, at 4:15 p.m.

3. ADJOURN

With no further business, Chairman Leach adjourned the meeting at 6:00 p.m.

Thomas Leach, Chair

ATTEST:

Art Wright, Historic Preservation Officer