



Historic Landmark Commission - Regular Meeting

October 9, 2025 - 5:30 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. ELECTION OF A CHAIR

3. ELECTION OF A VICE-CHAIR

4. APPROVAL OF MINUTES

25-1371 Minutes - Approval of the September 11, 2025, Historic Landmark Commission Meeting Minutes

Attachments:

1. Draft HLC Minutes 09-11-25

5. 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.

6. DISCUSSION ITEMS

25-1370 HLC#25-007: Discussion and Possible Action on an Historic Preservation Outreach Program to Encourage Landmark Designation

Attachments:

1. Sample Historic Preservation Outreach Program

25-1394 Discussion and Possible Action on a Change of the Commission's Regular Meeting Day Beginning January 2026

Attachments: None

7. HISTORIC PRESERVATION OFFICER'S REPORT

8. COMMISSION ANNOUNCEMENTS

9. ADJOURN

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on September 4, 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 ADA compliant. Accessible parking spaces are available. Requests for sign interpreter services must be made 48 hours ahead of the 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: 25-1371

Agenda Date: October 9, 2025

Title

Minutes - Approval of the September 11, 2025, Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the September 11, 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
September 11, 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, Bob Klenzendorf, David Littlefield, Robert Smith, Mark Walker, Thomas Leach

Absent: Anne Weydeck

2. APPROVAL OF MINUTES

25-1197 Minutes - Approval of the August 14, 2025, Historic Landmark Commission Meeting Minutes

Attachments:

1. 08-14-25 Meeting Minutes

Chairman Smith called for a motion on the minutes of the August 14, 2025, meeting.

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

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

Aye: 6 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Robert Smith, Mark Walker, Thomas Leach

Nay: 0 None

Abstain: 0 None

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. OTHER AGENDA ITEMS

- 25-1201 HLC#25-001: Consideration and Possible Action on Measures to Assist with the Maintenance of Historic Landmarks and Resources

Attachments:

1. Draft Report on Historic Building Maintenance

Mr. Wright made a brief presentation on a report from the Commission to the City Council regarding the maintenance of the McKnight Building at 102 North Main Street and the Buttrill-Nifong-Barnett House at 302 East Broad Street.

Chairman Smith called for a motion on the report.

Vice-Chairman Littlefield made a motion to approve the report as presented.

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

Aye: 6 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Robert Smith, Mark Walker, Thomas Leach

Nay: 0 None

Abstain: 0 None

- 25-1199 HLC#25-005: Consideration and Approval of the 2024 – 2025 Annual Report of the Mansfield Historic Landmark Commission

Attachments:

1. Draft 2025 Annual Report

Chairman Smith noted a correction of a date on Page 10 of the report and called for a motion.

Commissioner Johnston made a motion to approve the report as corrected.

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

Aye: 6 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Robert Smith, Mark Walker, Thomas Leach

Nay: 0 None

Abstain: 0 None

5. PRESERVATION EDUCATION SUB-COMMITTEE

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

- 25-1198 Minutes - Approval of the August 20, 2025, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 08-20-25 Sub-Committee Minutes

Commissioner Leach called for a motion on the minutes of the August 20, 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

6. HISTORIC PRESERVATION OFFICER'S REPORT

Mr. Wright reported on the following items:

- *A demolition permit has been issued for the Sells Service Station Building at 100 South Main Street.*
- *The Wallace-Hall Art House at 210 South Main Street has received over 2,000 visits since March 2025, and serves as an example of a successful adaptive reuse of a historic house.*
- *Promotion of the Heritage Tree Program will begin in October.*

7. COMMISSION ANNOUNCEMENTS

Commissioner Klenzendorf announced that he would be absent from the October 2025 meeting.

Chairman Smith made a farewell and gave his thanks to his fellow commissioners.

8. ADJOURN

With no further business, Chairman Smith adjourned the meeting at 6:08 p.m.

Chair

ATTEST:

Art Wright, Historic Preservation Officer



Agenda Date: October 9, 2025

Title

HLC#25-007: Discussion and Possible Action on an Historic Preservation Outreach Program to Encourage Landmark Designation

Description/History

In 2024, the Commission discussed the possibility of creating an outreach program to encourage property owners to landmark their historic buildings. The Commission deferred acting on a program until after a joint work session with the City Council and the adoption of the Historic Mansfield Preservation Plan 2035 in May.

With new development moving into the City's historic districts, it has become imperative to identify and preserve Mansfield's most significant historic buildings and sites through landmark designations. However, due to state law and city ordinance, the City cannot designate a landmark without the property owner's consent.

Many property owners believe that a landmark designation imposes restrictions on their property without providing any benefits. To address this perception, the Commission has established incentive programs for landmark status and created alternative designations, such as Official Recognition.

It is important to note that the alternative designations do not offer the same protection as a landmark designation. For instance, officially recognizing a historic resource does not prevent its demolition, whereas a landmark designation requires a review by the Historic Landmark Commission and a public process before any demolition can occur. When developers approach owners of historic properties, they may not fully grasp the significance of these properties to the City's heritage, potentially leading to the loss of valuable structures.

To encourage property owners to seek landmark designation for their historic properties, the Commission could consider implementing an outreach program that emphasizes tangible benefits, such as tax credits, grants, increased property value, community recognition, and the preservation of local history. Additionally, the program should address concerns about restrictions and maintenance costs by providing clear information about preservation guidelines. Engaging property owners through personal outreach, community events, and educational campaigns can help convey the value of historic preservation.

Staff would like to discuss ideas for creating a preservation outreach program with the Commission during the meeting. Attached is reference information that the Commission may find useful for the discussion.

Preservation Plan Goals

This program supports the following goals of the Historic Mansfield Preservation Plan 2035:

- *GOAL (Education and Awareness):*

Recognize and foster understanding and appreciation of Mansfield's history, architecture, and cultural heritage.

1A. Promote public awareness and understanding of the city's history.

The Historic Landmark Commission and its partners should enhance awareness of Mansfield's history to help residents stay connected to the community's heritage. This can be achieved by developing a public communication and education strategy focused on preservation.

- *GOAL (Education and Awareness):*

Increase public awareness of preservation through educational programs, workshops, and dissemination of information.

3A. Create new tools to educate and engage the community.

Use new tools to educate the community, engage new groups, and increase awareness of Mansfield's history and its historic resources.

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

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

SAMPLE - Historic Preservation Outreach Program

Purpose

The Historic Preservation Outreach Program is designed to encourage voluntary landmark designation of eligible historic properties within the community. By combining education, incentives, and community pride, the program seeks to strengthen the city's identity, protect its cultural resources, and provide property owners with tangible benefits.

Goals

- Educate property owners on the process and benefits of landmark designation.
- Dispel common misconceptions about restrictions and property rights.
- Provide recognition and support to owners of landmarked properties.
- Build a culture of community pride around historic preservation.

Target Audience

- Property owners of potentially eligible historic buildings (residential and commercial).
- Neighborhood associations and community groups.
- Local real estate professionals and preservation-minded contractors.

Program Phases

Phase 1: Awareness & Education (Months 1–3)

Objective: Build understanding of what landmark designation entails.

Key Activities:

- Develop and distribute brochures, infographics, and FAQs in print and online.
- Launch a social media campaign: "*Landmarking Myths vs. Facts.*"
- Host quarterly public information sessions (in-person and virtual).
- Partner with local media for feature stories on the value of preservation.

Phase 2: Personal Connection (Months 4–6)

Objective: Humanize the process and build trust with property owners.

Key Activities:

- Send personalized letters to eligible property owners, including research on their building's history.
- Establish a *Heritage Ambassadors* network: landmarked property owners mentoring interested peers.
- Produce short video interviews and articles featuring owners: "*Why I Landmark.*"
- Offer office hours and one-on-one consultations for property-specific questions.

Phase 3: Recognition & Incentives (Months 7–9)

Objective: Demonstrate the tangible benefits of landmark designation.

Key Activities:

- Provide bronze or enamel plaques for newly designated properties.
- Host an annual Preservation Awards event in May (National Preservation Month).
- Promote financial incentives such as state and federal tax credits, local tax abatements, and grant programs.
- Publish a vetted contractor directory to assist owners with preservation projects.

Phase 4: Community Pride & Visibility (Months 10–12)

Objective: Position landmark designation as a source of civic pride.

Key Activities:

- Organize historic home tours showcasing newly designated properties.
- Create printed and digital walking tour maps of landmarked buildings.
- Install “*Did You Know?*” yard signs or banners highlighting landmarked properties.
- Collaborate with neighborhood associations to include preservation updates in newsletters and meetings.

Ongoing Efforts

- Maintain a comprehensive preservation resource hub on the city website.
- Publish a quarterly e-newsletter with stories, resources, and upcoming deadlines.
- Track performance metrics including the number of new designations, workshop attendance, owner inquiries, and social media reach.

Expected Outcomes

By the end of the program’s first year, the city will:

- Increase the number of voluntary landmark designations.
- Improve public understanding of preservation tools and incentives.
- Build stronger partnerships with neighborhoods and property owners.
- Establish landmark designation as a visible and celebrated aspect of community identity.



**City of Mansfield
Staff Report**

Item ID: 25-1394

Agenda Date: October 9, 2025

Title

Discussion and Possible Action on a Change of the Commission's Regular Meeting Day
Beginning January 2026

Description/History

Beginning in 2026, several City boards and commissions (excluding City Council) may shift their regular meeting days to align with development process improvements and to comply with the State's updated agenda posting requirements. These adjustments are expected to affect the Historic Landmark Commission's current meeting date on the second Thursday of each month.

Staff is seeking input on members' availability for a new regular meeting day starting in January 2026. For scheduling predictability, Tuesdays are recommended, as they generally avoid conflicts with regularly observed Monday and Thursday holidays.

The following are possible meeting days for the Commission:

- 1st Mondays
- 3rd Mondays
- 2nd Tuesdays
- 3rd Tuesdays
- 4th Tuesdays
- 4th Thursdays

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

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