



Historic Landmark Commission - Regular Meeting

January 20, 2026 - 5:30 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

25-1740 Minutes - Approval of the December 11, 2025, Historic Landmark Commission Meeting Minutes

Presenters:

Attachments:

1. 12-11-25 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. DISCUSSION ITEMS

25-1742 HLC#25-007: Discussion on an Historic Preservation Outreach Program to Encourage Landmark Designation

Presenters:

Attachments:

1. Sample Personalized Information Packet

26-1796 HLC#26-001: Discussion and Possible Action on a Revision of the Historic Designation Impact Statement

Presenters:

Attachments:

1. Section 211.0165 Texas Local Government Code
2. Current Historic Landmark Impact Statement
3. Proposed Revised Impact Statement
4. Proposed English-Spanish Version

5. PRESERVATION EDUCATION SUB-COMMITTEE

25-1741 Minutes - Approval of the December 17, 2025, Preservation Education Sub-Committee Meeting Minutes

Presenters:

Attachments:

1. 12-17-25 Sub-Committee Minutes

6. HISTORIC PRESERVATION OFFICER'S REPORT

7. COMMISSION ANNOUNCEMENTS

8. ADJOURN

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on January 13, 2026, 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: 25-1740

Agenda Date: January 20, 2026

Title

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

Description/History

The minutes of the December 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
December 11, 2025 - 5:30 PM
Draft**

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

1. CALL MEETING TO ORDER

Chairman Leach called the meeting to order at 5:31 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, Thomas Leach, Mark Walker, Anne Weydeck

Absent: Eric Walraven

2. APPROVAL OF MINUTES

25-1659 Minutes - Approval of the November 13, 2025, Historic Landmark Commission Meeting Minutes

Attachments:

1. 11-13-25 Meeting Minutes

Chairman Leach called for a motion on the minutes of the November 13, 2025, meeting.

Commissioner Johnston made a motion to approve the minutes as presented. Vice-Chair Weydeck seconded the motion, which carried by the following vote:

Aye: 6 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Thomas Leach, Mark Walker, Anne Weydeck

Nay: 0 None

Abstain: 0 None

4. 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.

Chairman Leach moved Citizen Comments forward on the agenda before Public Hearings to

allow a resident to speak.

Dr. Robert Smith, 106 North Wisteria Street, wished the Commissioners happy holidays.

3. PUBLIC HEARINGS

25-1675 HLC#25-010: Public Hearing and Consideration of a Historic Property Deemed Deserving of Official Recognition although not Designated as a Historic Landmark

Attachments:

1. Location Map
2. Original Park Site Plan
3. Supporting Information
4. Park Renovations 2025

Mr. Wright made a presentation on the request for Official Recognition of Julian Feild Park as a historic resource of the City of Mansfield and was available for questions.

Chairman Leach opened the public hearing at 5:46 p.m. Seeing no one come forward to speak, Chairman Leach closed the public hearing at 5:46 p.m.

Commissioner Littlefield made a motion to approve the Official Recognition of Julian Feild Park. Commissioner Walker seconded the motion, which carried by the following vote:

Aye: 6 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Thomas Leach, Mark Walker, Anne Weydeck

Nay: 0 None

Abstain: 0 None

5. DISCUSSION ITEMS

25-1661 HLC#25-007: Discussion on an Historic Preservation Outreach Program to Encourage Landmark Designation

Attachments:

1. Infographic Examples
2. 5-Step Post
3. Myth-Fact Post

Mr. Wright made a presentation on Phase 1 of the Historic Preservation Outreach Program and showed examples of the materials being developed for the program. Mr. Wright said that he would report the progress of Phase 1 and an outline of Phase 2 at the next meeting.

25-1682 HLC#25-011: Discussion and Possible Action on an Incentive Program to Encourage Historic Preservation

Attachments:

1. Current NEZ Program Description
2. Historic Property Application Addendum
3. Preservation Program Description

Mr. Wright made a presentation on a program to use the existing downtown Neighborhood

Empowerment Zone as an incentive for historic preservation and was available for questions.

After discussion, Vice-Chair Weydeck made a motion to recommend the program to the city management. Commissioner Walker seconded the motion, which carried by the following vote:

Aye: 6 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Thomas Leach, Mark Walker, Anne Weydeck

Nay: 0 None

Abstain: 0 None

6. PRESERVATION EDUCATION SUB-COMMITTEE

25-1660 Minutes - Approval of the November 19, 2025, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 11-19-25 Sub-Committee Minutes

Commissioner Leach, chair of the Sub-Committee, called for a motion on the minutes of the November 19, 2025, Sub-Committee meeting.

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

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

Aye: 3 Jennifer Johnston, Thomas Leach, Mark Walker

Nay: 0 None

Abstain: 0 None

7. HISTORIC PRESERVATION OFFICER'S REPORT

Mr. Wright reported on the following items:

- *The house and remaining buildings at the Holland farmstead at 2804 Matlock Road were being demolished as substandard structures.*
- *The Commission's day for regular meetings will be the third Tuesday of each month beginning in January 2026.*
- *Beginning in January 2026, the Commission's meeting packets will be sent digitally by email. Paper copies will be available at the meeting.*
- *The City Manager is authorizing the Historical Services Department to engage Architexas to prepare a conditions assessment of the McKnight Building.*
- *A structural assessment will be needed for potential development of the Buttrill-Nifong-Barnett House at 302 E. Broad Street. An estimate for the assessment is being requested.*
- *The Commission had a booth at Hometown Holidays to help educate residents and visitors about historic preservation in Mansfield.*

8. COMMISSION ANNOUNCEMENTS

None.

9. ADJOURN

With no further business, Chairman Leach adjourned the meeting at 6:26 p.m.

Thomas Leach, Chair

ATTEST:

Art Wright, Historic Preservation Officer



**City of Mansfield
Staff Report**

Item ID: 25-1742

Agenda Date: January 20, 2026

Title

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

Description/History

At the last meeting, the Commission reviewed the elements for Phase 1 of the outreach program designed to encourage property owners to pursue historic landmark designation. At this meeting, staff will present the components, proposed timeline, and corresponding goals and action items for Phase 2, Personal Connection, for the Commission's review.

Phase 2, scheduled during months 4 through 6 of the program, focuses on building trust and personal engagement with property owners by moving beyond general education to individualized outreach.

During this phase:

- Eligible property owners will receive personalized information packets that include research on their building's history and clear information about potential benefits and next steps.
- A Heritage Ambassadors network will connect interested owners with peers who have experience with landmark designation, fostering informal mentorship and dialogue.
- Storytelling efforts, including "Why I Landmark" videos and articles, will highlight real owner experiences and humanize the process.
- Staff will offer office hours and one-on-one consultations to address property-specific questions and provide direct support.

Strategic Initiative

Recommendation

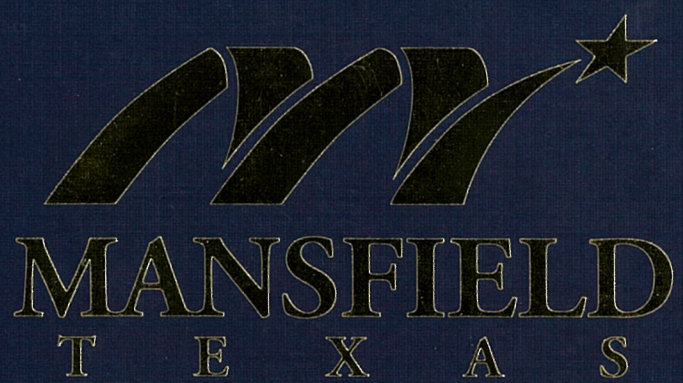
N/A

Funding Source

N/A

Prepared By

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





January 20, 2026

Property Owner Name
Property Address
Mansfield, TX 76053

Dear **[Property Owner Name]**,

The City of Mansfield is reaching out to share a bit of history about your property at **[property address]** and to invite you to learn more about our local historic landmark program.

Based on preliminary research, your property appears to have historical significance due to its **[age/architectural style/location/association]**. Properties like yours help tell the story of Mansfield's growth and character, and we believe it may be eligible for consideration as a local historic landmark.

Landmark designation is **entirely voluntary**. This letter is simply an invitation to share information about the process, potential benefits, and available support. No action is required unless you choose to explore this option further.

Enclosed you'll find a brief history of your property, along with easy-to-read information about landmark designation, common questions, and potential benefits. Our preservation staff are available to answer questions, review property-specific details, or walk through the process one-on-one at your convenience.

If you are interested in learning more, you are welcome to:

- Attend an upcoming public information session
- Schedule a one-on-one conversation with preservation staff
- Speak with a local property owner who has chosen landmark designation

Contact information and next steps are included in the packet.

Thank you for being a steward of a property that contributes to Mansfield's unique history. We appreciate your time and hope this information is helpful as you consider whether landmark designation is right for you.

Sincerely,

Art Wright, Historic Preservation Officer
Phone: 817-276-4226
Email: art.wright@mansfieldtexas.gov

The McKnight Building, 1895

102 N. Main Street

The structure, originally built for Dr. William B. McKnight, has had an interesting history from then until its present owners, the Mansfield Historical Society, purchased it.

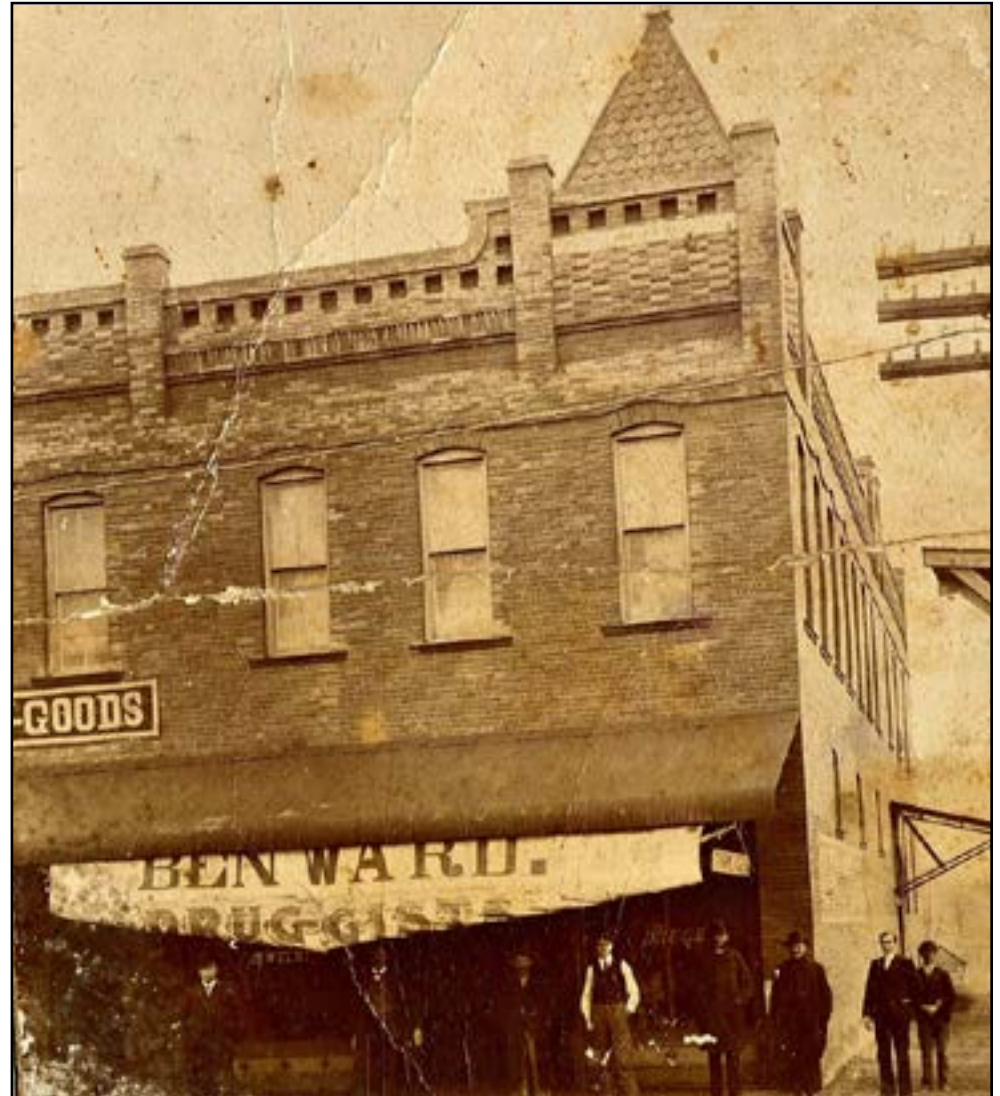
In 1899, Dr. McKnight deeded the second floor to the Knights of Pythias Lodge, who remained there until 1940. Dr. McKnight ran his practice from a three-room office on the mezzanine at the rear of the building. The front of the building was rented to Ben Ward Druggists owned by Newton Benjamin Ward until 1938, when the druggists moved to Fort Worth. After Dr. McKnight's retirement, his son James S. McKnight, operated an insurance company from the mezzanine. Sells Grocery moved into the first floor in 1938. During World War II, Lon Hubbard operated the store for Sells.

In 1940, James McKnight purchased the first floor from his father for the sum of "\$1.00 and love and affection". He purchased the second floor from the Knights of Pythias in the same year. James used part of second floor as an apartment until his death in 1986. The remainder of the second floor was a rental apartment.

Upon his death, James McKnight, showing his deep love for the city, deeded the ownership of the McKnight building to the City of Mansfield. He also set the stipulation that the Mansfield Historical Society be given use of the mezzanine level of the building for a period of 99 years. The city used the building as a rental property for various businesses. In January of 1997, the Historical Society purchased the building from the city.

The building is now the home of the Mansfield Historical Museum and Heritage Center.

The building is a registered Mansfield Historic Landmark.



PHOTOGRAPH AND DESCRIPTION COURTESY OF THE MANSFIELD HISTORICAL SOCIETY

LANDMARKING IN MANSFIELD

Protect our past.
Strengthen our future.



WHAT IS A LANDMARK DESIGNATION?

A landmark designation is a way to recognize and protect historic, architectural, and cultural resources that define Mansfield.

It honors historic properties with special significance while providing guidelines for their appropriate care and change over time.

5 STEPS TO LANDMARKING



INITIAL INTEREST

Talk with City staff about eligibility.



FIRST REVIEW

Staff reviews for historic significance.



OWNER APPLIES

Property history, photos and supporting info



PUBLIC MEETINGS

Review by city boards, and City Council



OFFICIAL LANDMARK

Property becomes a Mansfield Historic Landmark

WHY LANDMARKING MATTERS



Protects Local History



Protects Property Values



Builds Community Pride



Supports Sustainability

Protecting our past
is an investment in our future.

Landmarking Facts



Landmarking doesn't require you to restore or improve your building, but any new exterior changes must be reviewed by the Historic Landmark Commission to ensure they are appropriate.



Studies show that landmarked areas retain or increase property values and encourage reinvestment.



Landmarking can apply to modest homes and commercial buildings – any place that tells our story.



Landmarking does not affect the ownership of the property or your property rights.

How to Get Started

1. Learn

Visit the Historic Preservation page for FAQs, maps, and application forms at the QR code below.

2. Attend

Come to a Historic Landmark Commission meeting or meet the Commissioners at an outreach event.

3. Ask

Contact the Historic Preservation Officer at 817-276-4226 or planning@mansfieldtexas.gov.





HISTORIC LANDMARK IMPACT STATEMENT

This statement is provided to help property owners understand what a historic landmark designation means. It does not replace the full regulations, but highlights the most important points in clear, plain language.

WHAT IS A HISTORIC LANDMARK?

A historic landmark is a property recognized by the City for its historic, architectural, or cultural significance. The goal of designation is to protect the exterior character of the property while allowing it to continue to be used, occupied, sold, or leased.

WHAT DOES THIS MEAN FOR ME?

If your property is designated as a historic landmark:

- Only exterior changes are regulated. The City does not regulate the interior of the building or how the property is used.
- Approval by the Historic Landmark Commission is required before making exterior changes, such as additions, major alterations, or demolition.
- Ordinary maintenance and repairs are allowed as long as they do not change the building's historic appearance.
- The exterior of the building must be maintained in a safe and structurally sound condition.

WHAT THIS DOES NOT MEAN

Historic landmark designation does *not* mean:

- The City controls the interior of your building
- You must open your property to the public
- You must restore the building immediately
- You cannot sell, lease, or pass the property to heirs

HOW DOES THE REVIEW PROCESS WORK?

If you want to make an exterior change:

1. Submit a permit application
2. The Historic Landmark Commission holds a public meeting
3. A decision is issued within 45 days
4. Decisions may be appealed to City Council

Demolition requests may be delayed for a limited time to explore alternatives, as allowed by state law.

ARE THERE ANY BENEFITS?

Yes. Property owners may qualify for City historic preservation tax exemptions, including:

- A one-time 25% City tax exemption for 10 years
- Up to a 100% City tax exemption for qualifying residential improvements
- Up to a 50% City tax exemption for qualifying commercial improvements

Participation in tax exemption programs is optional.

IS HISTORIC DESIGNATION VOLUNTARY?

Yes. Historic landmark designation is voluntary.

- The City cannot designate your property without your written consent.
- You may withdraw your consent at any time before City Council takes final action.

WHERE CAN I GET MORE INFORMATION?

For questions or assistance, contact the Historic Preservation Officer:

Phone: 817-276-4229

Email: planning@mansfieldtexas.gov

www.mansfieldtexas.gov/Historic-Preservation

This document is provided pursuant to Section 211.0165(d) and (e) of the Texas Local Government Code.



What Happens Next?

Nothing – unless you want it to.

Landmark designation is *voluntary* and
owner-driven.

City of Mansfield | Historic Preservation



Your Options:

- ✓ Learn more on your own
- ✓ Ask a question
- ✓ Schedule a one-on-one conversation
- ✓ Talk with a local landmark owner
- ✓ Or take no action at all



*Scan to
learn more*

No obligation. No pressure.

This information is provided so you can decide what's right for you.

Preserving Mansfield's history starts with conversation.



**City of Mansfield
Staff Report**

Item ID: 26-1796

Agenda Date: January 20, 2026

Title

HLC#26-001: Discussion and Possible Action on a Revision of the Historic Designation Impact Statement

Description/History

Section 211.0165 of the Texas Local Government Code requires municipalities to provide a Historic Designation Impact Statement to a property owner prior to the first public hearing on a proposed local landmark designation. The statement must explain how the designation may affect the property and the property owner.

State law requires the statement to include information on the following:

1. Regulations that would apply to the property after designation;
2. The procedures for designation;
3. Any tax benefits that may be available; and
4. Rehabilitation or repair programs offered by the City.

The City's current Historic Designation Impact Statement is three pages in length and provides detailed explanations of each required item. Due to its length and technical language, some property owners may find the document difficult to read or understand.

Staff proposes a revised Historic Designation Impact Statement that presents the required information in a shorter, more accessible format. Staff also recommends providing the statement in both English and Spanish to improve clarity and accessibility.

Attached for the Commission's review are Section 211.0165 of the Texas Local Government Code, the existing Historic Designation Impact Statement, the proposed revised statement, and the proposed English and Spanish versions of the summary statement.

Strategic Initiative

Recommendation

N/A

Funding Source

N/A

Prepared By

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

LOCAL GOVERNMENT CODE CHAPTER 211

Sec. 211.0165. DESIGNATION OF HISTORIC LANDMARK OR DISTRICT. (a) Except as provided by Subsection (b), a municipality that has established a process for designating places or areas of historical, cultural, or architectural importance and significance through the adoption of zoning regulations or zoning district boundaries may not designate a property as a local historic landmark or include a property within the boundaries of a local historic district unless:

- (1) the owner of the property consents to the designation or inclusion; or
- (2) if the owner does not consent, the designation or inclusion of the owner's property is approved by a three-fourths vote of:
 - (A) the governing body of the municipality; and
 - (B) the zoning, planning, or historical commission of the municipality, if any.

(a-1) If a municipality has more than one commission described by Subsection (a)(2)(B), the municipality shall designate one of those commissions as the entity with exclusive authority to approve the designations of properties as local historic landmarks and the inclusion of properties in a local historic district under that paragraph.

(b) If the property is owned by an organization that qualifies as a religious organization under Section [11.20](#), Tax Code, the municipality may designate the property as a local historic landmark or include the property in a local historic district only if the organization consents to the designation or inclusion.

(c) The municipality must provide the property owner a statement that describes the impact that a historic designation or inclusion in a local historic district of the owner's property may have on the owner and the owner's property. The municipality must provide

the statement to the owner not later than the 15th day before the date of the initial hearing on the historic designation or inclusion in a local historic district of the property of:

- (1) the zoning, planning, or historical commission, if any; or
- (2) the governing body of the municipality.

(d) The historic designation impact statement must include lists of the:

- (1) regulations that may be applied to any structure on the property after the designation;
- (2) procedures for the designation;
- (3) tax benefits that may be applied to the property after the designation; and
- (4) rehabilitation or repair programs that the municipality offers for a property designated as historic.

(e) The municipality must allow an owner to withdraw consent at any time during the designation process.

Added by Acts 2019, 86th Leg., R.S., Ch. 231 (H.B. [2496](#)), Sec. 1, eff. May 25, 2019.

Amended by:

Acts 2021, 87th Leg., R.S., Ch. 405 (S.B. [1585](#)), Sec. 1, eff. September 1, 2021.

Acts 2021, 87th Leg., R.S., Ch. 405 (S.B. [1585](#)), Sec. 2, eff. September 1, 2021.



HISTORIC LANDMARK IMPACT STATEMENT

In accordance with state law, this statement is provided to property owners applying for historic landmark designation. It outlines the regulations, procedures, and benefits associated with the designation.

Applicable Regulations

Historic landmarks are protected under Section 155.069 of the Mansfield Code of Ordinances, known as the "H, Historic Landmark Overlay District." These regulations focus on preserving the exterior and premises of the landmark to maintain its historic character. They do not apply to the interior of the building or its use. Section 155.069 includes the following requirements:

Section 155.069(F) - Procedure to authorize erection, construction, reconstruction, alterations of structures in a Historic Landmark Overlay District or site.

- Any change to the exterior appearance of a historic landmark or property in a Historic Landmark Overlay District—such as alterations, demolition, construction, or remodeling—requires a Certificate of Approval. All certificate applications must be sent to the Historic Landmark Commission ("Commission"). The City Building Official cannot approve any changes without a Certificate of Approval from the Commission.
- The Commission must hold a public hearing for all Certificate of Approval applications. A decision will be sent to the Building Official within 45 days. If no action is taken within that time, the permit must be issued.
- When reviewing any proposed changes to a building, the Commission will consider factors such as: the goals of Chapter 155 of the Code of Ordinances, the building's historical and architectural value, approved design guidelines, the materials and colors used, how the building compares to others in the district, and its position relative to the street and surrounding structures.
- If the Commission finds the proposed changes meet preservation criteria, it will issue a Certificate of Approval. If not, the Commission will work with the property owner for up to 90 days to explore preservation options. If no solution is found, the Certificate will be denied, and the applicant will be notified in writing. The applicant can appeal the decision to the City Council within 20 days. After a public hearing, the City Council may change the decision if it finds the applicant made reasonable efforts to comply and denying the Certificate would cause undue hardship due to special property conditions.
- The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings are the minimum guidelines that the Commission must use to evaluate each landmark or Historic Landmark Overlay District.

Section 155.069(G) - Approval for demolition or removal of a landmark.

- If an application is received by the Planning Department for demolition or removal of any designated historic landmark, it will be forwarded to the Historic Landmark Commission upon receipt of the application.

- If the Commission determines that the proposed changes involve non-historic features that do not affect the landmark's integrity, it may approve the demolition or removal of the features, provide that the owner follows the established guidelines for the landmark or district.
- If the Commission determines that demolition or removal would harm a historic, architectural, or cultural feature of the landmark, it will recommend restrictions or conditions to the application to ensure it aligns with the intent of Section 155.069.
- The Commission may recommend suspending the demolition application if it believes preserving the structure is important. In that case, the application will be suspended for up to 90 days. The Commission can ask the City Council to extend the suspension for up to 120 more days, for a period no longer than 240 days. During the suspension, no demolition or removal can occur. If the City Council takes no action within 240 days, the demolition permit must be issued, and the Building Official will notify the applicant.
- This process gives the City, the owner, and private parties time to explore alternatives to demolition, including new uses for the property and different ownership or use strategies.

Section 155.069(H) - *Historic landmarks and omission of necessary repairs.*

- The exterior of a historic landmark must be maintained to ensure its structural safety.
- If the Building Official or Historic Landmark Commission believes the building is structurally unsafe, the owner will be notified in writing.
- After 10 days' notice, the Historic Landmark Commission will hold a public hearing to assess if the building is unsafe. A report from the Building Official will be considered, including evidence of neglect or financial hardship.
- After the hearing, if the Commission finds the building is structurally unsound or at risk, and there is no valid reason the owner can't make repairs, the Commission will notify the owner in writing. The owner of a historic landmark notified that the building is unsafe must prove to the Commission that necessary repairs were made within 90 days of receiving the notice.
- If the Commission finds the building is unsafe but there are valid reasons the owner cannot make repairs, it will send a recommendation to the City Council on what action, if any, should be taken.
- The owner or any interested party can appeal the Commission's decision to the City Council within 30 days of the ruling.

Section 155.069(I)(4) - *General maintenance and repair of landmarks.*

- Ordinary repairs or maintenance that do not affect the building's historical or architectural value are exempt from these rules. The Commission will clarify what activities qualify as ordinary repairs for landmark owners or those in a Historic Landmark Overlay District.

The full text of Section 155.069 is available at the Planning Department or online at:
https://codelibrary.amlegal.com/codes/mansfieldtx/latest/mansfield_tx/0-0-0-30332

Designation Procedure

- Only the property owner can request designation as a Historic Landmark Overlay District. The owner must apply to the Planning Department for the Overlay District, including all required information for the Historic Landmark Commission.
- Each application will be reviewed by the Historic Landmark Commission after a public hearing. The Commission must decide within 60 days of the hearing. The City will send notice of the hearing details to neighboring property owners at least 10 days before the hearing.
- When recommending approval, denial, or modification of an application, the Commission must ensure the proposed designation aligns with the City of Mansfield's comprehensive plan and the standards in Section 155 of the Code of Ordinances.
- The recommendation of the Historic Landmark Commission will be considered by the Planning and Zoning Commission in the same manner as an application for rezoning. Both commissions' recommendations will be considered by the City Council for approval or denial of the request.

Historic Preservation Tax Exemptions

The City offers a Historic Preservation Tax Exemption program with three 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 on the improvement value of the landmark building.
- 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 on the improvement value of the landmark building.
- 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 on the improvement value of the landmark building.
- Penalties may apply to recipients of tax benefits for withdrawal of a landmark designation.
- Details of the tax exemption program are available from the Planning Department at: www.mansfieldtexas.gov/DocumentCenter/View/2371/Planning---Historic-Preservation-Tax-Exemption-Policy-and-Application

Withdrawal of Landmark Application

The owner may withdraw consent for landmark designation at any time during the designation process. Instructions to withdraw a landmark designation application must be made in writing and submitted to the City's Historic Preservation Officer.

For More Details

For more details about this program, contact the 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 LANDMARK IMPACT STATEMENT

The following section provides the full regulatory explanation required by Section 211.0165(d) of the Texas Local Government Code.

APPLICABLE REGULATIONS

Historic landmarks are protected by Section 155.069 of the Mansfield Code of Ordinances, known as the Historic Landmark Overlay District (“H”). These regulations apply only to the exterior of a designated landmark and its premises to preserve and maintain historic character. The regulations do not apply to a building’s interior or its use.

CERTIFICATE OF APPROVAL REQUIREMENTS

No exterior alteration, construction, reconstruction, restoration, remodeling, demolition, or other material change in appearance may occur without a permit and a Certificate of Approval issued by the Historic Landmark Commission.

The Commission must hold a public hearing on each application and issue a decision within 45 days of receipt. If no action is taken within that period, the permit must be issued.

EVALUATION CRITERIA

In reviewing applications, the Commission considers:

- The purposes of Chapter 155
- The historic and architectural significance of the property
- Adopted design and landmark guidelines
- Materials, texture, color, and architectural features
- Relationship to surrounding properties
- Compliance with the Secretary of the Interior’s Standards for Rehabilitation

APPEALS

Applicants may appeal Commission decisions to the City Council, which may reverse or modify decisions following a public hearing.

DEMOLITION OR REMOVAL

Applications for demolition or removal of a designated landmark are subject to additional review. The Commission may approve, condition, delay, or recommend denial of demolition to explore alternatives to preservation, consistent with state law time limits.

MAINTENANCE OBLIGATIONS

The exterior of a designated historic landmark must be maintained to ensure structural soundness. Procedures are established for notice, hearings, and corrective action if a structure becomes unsafe.

DESIGNATION PROCESS

- Applications may be submitted only by the property owner
- Public notice and hearings are required
- Recommendations are reviewed by the Planning and Zoning Commission
- Final approval or denial is made by City Council

HISTORIC PRESERVATION TAX EXEMPTIONS

The City offers three levels of historic preservation tax exemptions, subject to program requirements and conditions. Penalties may apply for withdrawal from the program.

WITHDRAWAL OF CONSENT

The property owner may withdraw consent for historic designation at any time during the designation process by submitting written notice to the Historic Preservation Officer.

The full text of Section 155.069 is available from the Planning Department or online through the City's Code of Ordinances. This document is provided pursuant to Section 211.0165(d) and (e) of the Texas Local Government Code.



HISTORIC LANDMARK IMPACT STATEMENT

This statement is provided to help property owners understand what a historic landmark designation means. It does not replace the full regulations, but highlights the most important points in clear, plain language.

WHAT IS A HISTORIC LANDMARK?

A historic landmark is a property recognized by the City for its historic, architectural, or cultural significance. The goal of designation is to protect the exterior character of the property while allowing it to continue to be used, occupied, sold, or leased.

WHAT DOES THIS MEAN FOR ME?

If your property is designated as a historic landmark:

- Only exterior changes are regulated. The City does not regulate the interior of the building or how the property is used.
- Approval by the Historic Landmark Commission is required before making exterior changes, such as additions, major alterations, or demolition.
- Ordinary maintenance and repairs are allowed as long as they do not change the building's historic appearance.
- The exterior of the building must be maintained in a safe and structurally sound condition.

WHAT THIS DOES NOT MEAN

Historic landmark designation does *not* mean:

- The City controls the interior of your building
- You must open your property to the public
- You must restore the building immediately
- You cannot sell, lease, or pass the property to heirs

HOW DOES THE REVIEW PROCESS WORK?

If you want to make an exterior change:

1. Submit a permit application
2. The Historic Landmark Commission holds a public meeting
3. A decision is issued within 45 days
4. Decisions may be appealed to City Council

Demolition requests may be delayed for a limited time to explore alternatives, as allowed by state law.

ARE THERE ANY BENEFITS?

Yes. Property owners may qualify for City historic preservation tax exemptions, including:

- A one-time 25% City tax exemption for 10 years
- Up to a 100% City tax exemption for qualifying residential improvements
- Up to a 50% City tax exemption for qualifying commercial improvements

Participation in tax exemption programs is optional.

IS HISTORIC DESIGNATION VOLUNTARY?

Yes. Historic landmark designation is voluntary.

- The City cannot designate your property without your written consent.
- You may withdraw your consent at any time before City Council takes final action.

WHERE CAN I GET MORE INFORMATION?

For questions or assistance, contact the Historic Preservation Officer:

Phone: 817-276-4229

Email: planning@mansfieldtexas.gov

www.mansfieldtexas.gov/Historic-Preservation

This document is provided pursuant to Section 211.0165(d) and (e) of the Texas Local Government Code.



Declaración de Impacto de Monumento Histórico

Este resumen se proporciona para ayudar a los propietarios a comprender qué significa una designación como monumento histórico. No reemplaza las regulaciones completas, pero destaca los puntos más importantes en un lenguaje claro y sencillo.

¿Qué es un Monumento Histórico?

Un monumento histórico es una propiedad reconocida por la ciudad debido a su importancia histórica, arquitectónica o cultural. El objetivo de la designación es proteger el carácter exterior de la propiedad, permitiendo que continúe siendo utilizada, ocupada, vendida o arrendada.

¿Qué Significa Esto para Mí?

Si su propiedad es designada como monumento histórico:

- Solo se regulan los cambios exteriores. La ciudad no regula el interior del edificio ni el uso de la propiedad.
- Se requiere aprobación antes de realizar cambios exteriores, como ampliaciones, alteraciones importantes o demolición.
- El mantenimiento y las reparaciones ordinarias están permitidos, siempre que no cambien la apariencia histórica del edificio.
- El exterior del edificio debe mantenerse en condiciones seguras y estructuralmente sólidas.

Lo Que Esto No Significa

La designación como monumento histórico no significa que:

- La ciudad controle el interior de su edificio
- Deba abrir su propiedad al público
- Deba restaurar el edificio de inmediato
- No pueda vender, arrendar o heredar la propiedad

¿Cómo Funciona el Proceso de Revisión?

Si desea realizar un cambio exterior:

1. Presente una solicitud de permiso
2. La Comisión de Monumentos Históricos tendrá una reunión pública
3. Se emite una decisión dentro de los 45 días
4. Las decisiones pueden apelarse ante el Ayuntamiento (City Council)

Las solicitudes de demolición pueden retrasarse por un tiempo limitado para explorar alternativas, según lo permite la ley estatal.

¿Existen Beneficios?

Sí. Los propietarios pueden calificar para exenciones fiscales municipales por preservación histórica, que incluyen:

- Una exención única del 25% de los impuestos municipales por 10 años
- Hasta un 100% de exención fiscal municipal para mejoras residenciales que cumplan con los requisitos
- Hasta un 50% de exención fiscal municipal para mejoras comerciales que cumplan con los requisitos

La participación en los programas de exención fiscal es voluntaria.

¿La Designación Histórica es Voluntaria?

Sí. La designación como monumento histórico es voluntaria.

- La Ciudad no puede designar su propiedad sin su consentimiento por escrito.
- Usted puede retirar su consentimiento en cualquier momento antes de que el Ayuntamiento tome una decisión final.

¿Dónde Puedo Obtener Más Información?

Para preguntas o asistencia, comuníquese con el Oficial de Preservación Histórica:

Teléfono: 817-276-4229

Correo electrónico: planning@mansfieldtexas.gov

www.mansfieldtexas.gov/Historic-Preservation

Esta Declaración de Impacto de Monumento Histórico se proporciona conforme a las Secciones 211.0165(d) y (e) del Código de Gobierno Local de Texas y debe entregarse al propietario antes de que se apruebe una designación de monumento histórico.



**City of Mansfield
Staff Report**

Item ID: 25-1741

Agenda Date: January 20, 2026

Title

Minutes - Approval of the December 17, 2025, Preservation Education Sub-Committee Meeting
Minutes

Description/History

The minutes of the December 17, 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
December 17, 2025 - 4:15 PM
Draft

Development Services Conference Room
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

Chairman Leach called the meeting to order at 4:20 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 Volunteer:

Carolyn Wright

Commissioners:

Present: Jennifer Johnston, Thomas Leach, Mark Walker

Absent: None

2. DISCUSSION ITEMS

Discussion regarding preservation activities, educational events, outreach events and other programs for 2025-2026, events for Historic Preservation Month 2026, educational videos for the Mansfield Independent School District, and the Decades Day festival for 2027.

The sub-committee discussed the following items:

- The history video for the school district may need to be produced using city resources and student actors. The videos could accompany the history trunks being prepared by the museum staff.*
- Planning for the Decade Days festival in 2027 began. A schedule of events and entertainers is needed to prepare a budget. The festival may include a World War II reenactors' camp, Victory gardens with the help of the Garden Club, 1940s movies at the Farr Best Theater, a dance band, a stage production of a radio show, a costume contest, and a paper airplane contest.*
- Mr. Wright reported that the sub-committee would be responsible for the "Letters to 2076" time capsule and presented a project description and schedule. The sub-committee discussed requesting space at the library for a table to allow people to write*

letters for the capsule and promoting the program at city events.

- *The Historic Photo Re-Creation Contest, where residents re-create photographs from the museum's collection, will be promoted during Historic Preservation Month in May and run through August 2026.*
- *An America 250 theme was discussed for the Mansfield History Hunters Scavenger Hunt. The hunt may feature stations based on America's history, not just Mansfield's history.*
- *The Chalk the Walk on Historic Main Street event would have a special America 250 theme, "From Sea to Shining Sea." Artwork should feature scenes celebrating America's landscapes, people, and cultures.*
- *In addition to the regular prizes, the Historic Downtown Mansfield Car Show will include special awards for the best Americana displays. A mustache contest will also be part of the event.*
- *Mr. Wright proposed creating a portable history exhibit featuring retractable banners that highlight the different eras of Mansfield's history. The exhibit could be displayed in public buildings, schools, and at community events. Ms. Baber noted that the museum could fund and manage the project.*

The next meeting is scheduled for January 21, 2026, at 4:15 p.m.

3. ADJOURN

With no further business, Chairman Leach adjourned the meeting at 5:40 p.m.

Thomas Leach, Chair

ATTEST:

Art Wright, Historic Preservation Officer