



Historic Landmark Commission - Regular Meeting

March 17, 2026 - 5:30 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. WORK SESSION - 5:30 P.M.

A. First Street Initiative Community Asset Survey

3. IMMEDIATELY FOLLOWING WORK SESSION - RECONVENE INTO REGULAR SESSION

4. APPROVAL OF MINUTES

26-1969 Minutes - Approval of the February 17, 2026, Historic Landmark Commission Meeting Minutes

Attachments:

1. 02-17-26 Meeting Minutes

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

26-1994 HLC#25-007: Discussion and Possible Action on an Historic Preservation Outreach Program to Encourage Landmark Designation

Presenters:

Attachments:

1. Historic Preservation Outreach Plan

7. PRESERVATION EDUCATION SUB-COMMITTEE

26-1970 Minutes - Approval of the February 17, 2026, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 02-17-26 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 March 10, 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: 26-1969

Agenda Date: March 17, 2026

Title

Minutes - Approval of the February 17, 2026, Historic Landmark Commission Meeting Minutes

Description/History

The minutes of the February 17, 2026, 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
February 17, 2026 - 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 5:30 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, Thomas Leach, Mark Walker, Anne Weydeck, Eric Walraven*

Absent: *None*

2. APPROVAL OF MINUTES

26-1853 Minutes - Approval of the January 20, 2026, Historic Landmark Commission Meeting Minutes

Attachments:

1. 01-20-26 Meeting Minutes

Chairman Leach called for a motion on the minutes of the January 20, 2026, 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: 7 Jennifer Johnston, Bob Klenzendorf, David Littlefield, Thomas Leach, Mark Walker, Anne Weydeck, Eric Walraven

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. DISCUSSION ITEMS

26-1907 HLC#25-007: Discussion on an Historic Preservation Outreach Program to Encourage Landmark Designation

Attachments:

1. Draft Incentive Guide
2. Sample Walking Tour
3. Current Walking Tours

Mr. Wright made a presentation on Phase 3 of the Historic Preservation Outreach Program and showed examples of the materials being developed for the program.

5. PRESERVATION EDUCATION SUB-COMMITTEE

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

26-1854 Minutes - Approval of the January 21, 2026, Preservation Education Sub-Committee Meeting Minutes

Attachments:

1. 01-21-26 Sub-Committee Minutes

Commissioner Leach called for a motion on the minutes of the January 21, 2026, 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

26-1911 Historic Preservation Officer's Report for February 2026

Attachments:

1. Determination of Eligibility Email

Mr. Wright reported on the following items:

- *The Texas Historical Commission (THC) determined that the historic commercial block of Main Street are eligible for listing on the National Register.*
- *The City of Mansfield has been formally accepted into the First Street Initiative, which is the first step to applying to become a Main Street city.*
- *The Southland Ice Company Building was designated a Recorded Texas Historic Landmark by THC.*
- *An undersold story subject marker was approved for Thomas Mayfield Moody, which will be located in Moody Park.*
- *A Historic Texas Cemetery designation was approved for the Mansfield Cemetery.*
- *An estimate for a conditions assessment at the Buttrill-Nifong-Barnett House was submitted by Architexas.*

- *The Commission will have a booth at several events beginning in March 2026.*

7. COMMISSION ANNOUNCEMENTS

Commissioner Klenzendorf announced that he would be absent at the Commission's meeting in March.

Chairman Leach announced that there would be a presentation on the desegregation monument by the Mansfield Historical Society on February 21, 2026, at the Man House Museum.

8. ADJOURN

With no further business, Chairman Leach adjourned the meeting at 6:03 p.m.

Thomas Leach, Chair

ATTEST:

Art Wright, Historic Preservation Officer



**City of Mansfield
Staff Report**

Item ID: 26-1994

Agenda Date: March 17, 2026

Title

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

Description/History

Phase 4 transitions the preservation outreach initiative from active engagement to long-term sustainability by establishing permanent systems, partnerships, and educational resources. The objective is to maintain momentum, strengthen community collaboration, and ensure historic preservation remains an active and visible part of Mansfield's future.

This phase begins with the creation of an Annual Preservation Partners Network, convening local nonprofits, neighborhood associations, schools, and community stakeholders to identify shared goals and coordinate efforts. Deliverables include a partner roster, meeting summary, shared outreach calendar, and a draft collaboration plan to guide ongoing joint initiatives.

Concurrently, staff will update the Historic Preservation page on the City's website to serve as a centralized, accessible source of information. The hub will feature FAQs, design guidelines, incentives, application materials, success stories, and downloadable resources, with quarterly updates and performance tracking through usage analytics.

An Education and Training Series will further support long-term engagement by providing workshops for property owners, contractors, and design professionals on maintenance, adaptive reuse, and design standards. Sessions will be recorded for continued online access, ensuring lasting value beyond in-person events.

Finally, Phase 4 includes a Program Review and Planning process. Staff will evaluate participation metrics, designation activity, and outreach effectiveness across all four phases; gather feedback from property owners, Heritage Ambassadors, and partners; and prepare an Annual Summary Report and draft Year 2 Outreach Plan.

Strategic Initiative

Recommendation

If the Commission is satisfied with the outreach program, staff recommends that it proceed with a vote to adopt the plan.

Funding Source

N/A

Prepared By

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

HISTORIC PRESERVATION OUTREACH PLAN



Undated photograph taken in the 1920s or 30s. The four buildings in the center are landmarks.

The Historic Preservation Outreach Plan 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.

Plan 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.

OUTREACH PROGRAM PHASES

The phases of this plan include:

AWARENESS AND EDUCATION
(Months 1 - 3)

PERSONAL CONNECTION
(Months 4 - 6)

MOMENTUM AND RECOGNITION
(Months 7 - 9)

LONG-TERM ENGAGEMENT
(Months 10 - 12)



HISTORIC LANDMARK COMMISSION

PHASE 1

The first phase focuses on building public understanding of what landmark designation means and why it matters to the community.

Efforts will include developing and distributing accessible educational materials such as brochures, infographics, and FAQs in both print and digital formats.

A social media campaign, “Landmarking Myths vs. Facts”, will address common misconceptions and highlight the benefits of preservation.

Public information sessions will be held in person and virtually to give residents opportunities to ask questions and learn about the process directly from staff.

Partnerships with local media and community organizations will help share stories that emphasize the value of protecting Mansfield’s historic places.



First National Bank Building, 1904



Chorn House, 1913

AWARENESS AND EDUCATION

OBJECTIVE: Build public understanding of what landmark designation entails and why it matters.

1. Messaging and Materials Development (Month 1)

GOAL: Create consistent, accessible, and engaging materials that explain the landmark process.

ACTIONS:

- 1A. Draft clear, visually appealing brochures, infographics, and FAQs explaining:
 - *What landmark designation means*
 - *Benefits and responsibilities for property owners*
 - *Common misconceptions*
- 1B. Review and approve content with Communications and Historic Preservation staff.
- 1C. Prepare versions for print, website, and social media distribution.

DELIVERABLES:

- Finalized outreach materials (brochure PDF, FAQ sheet, infographics)
- Web content draft for City site and partner pages

2. Social Media Campaign: “Landmarking Myths vs. Facts” (Months 1 – 3)

GOAL: Correct misinformation and increase engagement.

ACTIONS:

- 2A. Develop 8–10 short posts using simple visuals and plain-language messaging.
- 2B. Schedule 2–3 posts per week across Facebook, Instagram, and other social media platforms.
- 2C. Monitor engagement and track recurring questions for inclusion in future FAQs.

DELIVERABLES:

- Content calendar
- Branded social media graphics and templates
- Monthly engagement summary

3. Public Information Sessions (Months 2 – 3)

GOAL: Offer residents direct opportunities to learn and ask questions.

ACTIONS:

- 3A. Schedule one in-person and one virtual session each quarter.
- 3B. Present overview of landmarking process, local examples, and Q&A.
- 3C. Record virtual session for later posting.

DELIVERABLES:

- Session presentation slides and script
- Attendance log and feedback summary

4. Media and Community Partnerships (Ongoing)

GOAL: Broaden reach and credibility through trusted local channels.

ACTIONS:

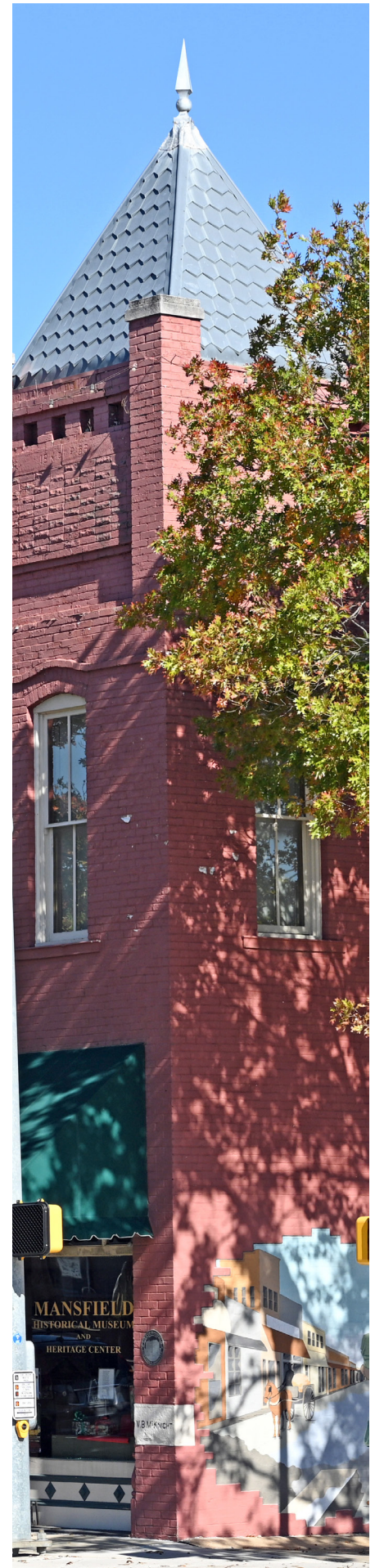
- 4A. Coordinate with local newspapers, radio, podcasts, and community blogs for feature stories.
- 3B. Provide interviews or op-eds highlighting preservation success stories.
- 3C. Share cross-promotional content with Downtown Association, Chamber of Commerce, and neighborhood groups.

DELIVERABLES:

- 2–3 media features or interviews
- Partner newsletter articles

OUTCOME:

By the end of Phase 1, residents will have a clear understanding of what landmark designation means, how the process works, and why preservation benefits the community. Through accessible materials, public sessions, and consistent messaging, the City will establish a strong foundation of awareness and credibility to support deeper engagement in later phases.



PHASE 2

This phase focuses on building trust and personal relationships with property owners.

Personalized letters will share research about each building's history, while a new Heritage Ambassadors network connects landmarked owners with those interested in the process.

Short "Why I Landmark" videos and one-on-one consultations will help make landmarking feel approachable, relatable, and rewarding.



Nugent-Hart House, 1892



R.S. Man House, c. 1865



Huitt Building, 1895

PERSONAL CONNECTION

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

1. Personalized Outreach (Month 4)

GOAL: Engage eligible property owners directly and make the process more personal.

ACTIONS:

- 1A. Send customized letters to property owners introducing the landmark program.
- 1B. Include a short historical summary or archival photo of each property.
- 1C. Include a simple "Landmarking Interest Form" for follow-up.

DELIVERABLES:

- Letter and insert templates
- Mailing list and tracking log
- Summary of responses and inquiries

2. Heritage Ambassadors Network (Months 4 – 5)

GOAL: Build peer-to-peer trust through mentorship and shared experience.

ACTIONS:

- 2A. Invite landmarked property owners to serve as volunteer Heritage Ambassadors.
- 2B. Host an introductory meeting to share experiences and discuss outreach goals.
- 2C. Pair Ambassadors with interested owners for informal guidance and support

DELIVERABLES:

- Ambassador roster and orientation materials
- Kick-off meeting notes and attendance
- Summary of Ambassador outreach activities

3. Storytelling Campaign: “Why I Landmark” (Months 5 – 6)

GOAL: Humanize the landmarking process through authentic local voices.

ACTIONS:

- 3A. Share stories through the City website, social media, and community newsletters.
- 3B. Share stories through the City website, social media, and community newsletters.
- 3C. Highlight themes of pride, stewardship, and neighborhood identity.

DELIVERABLES:

- 3–5 owner feature stories or videos
- Content calendar and posting plan
- Engagement summary report



Pyles-Hubbard House, 1880



Farr Best Theater, 1917

4. Direct Support and Consultation (Months 4 – 6)

GOAL: Provide individualized guidance and support to property owners considering landmark designation.

ACTIONS:

- 4A. Offer monthly “Landmark Office Hours” (in person and virtual) for one-on-one discussion.
- 4B. Provide customized information on each property’s eligibility, benefits, and next steps.
- 4C. Maintain follow-up communication to answer questions and build ongoing relationships.

DELIVERABLES:

- Office hours schedule and appointment log
- Summary of common questions and concerns
- Updated contact list of interested property owners



Masonic Lodge Building, 1900



State Bank of Mansfield Building, 1895

OUTCOME:

By the end of Phase 2, property owners will have a stronger sense of connection, trust, and understanding of the landmarking process through personal interaction and peer support.

PHASE 3

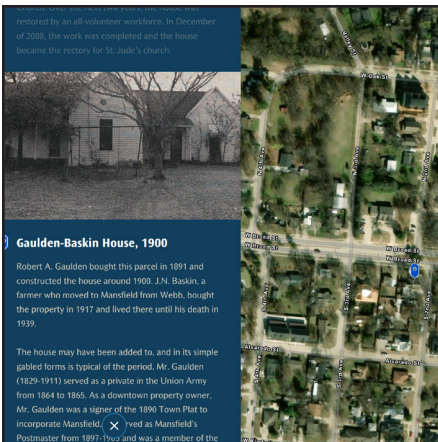
This phase focuses on sustaining the enthusiasm built during the earlier stages by celebrating progress and showcasing results.

Through recognition events, storytelling, and visible promotion of designated landmarks, the City will highlight preservation as a source of community pride and identity.

This phase also introduces practical resources and incentives to encourage new applications while evaluating program outcomes to guide future outreach efforts.



Historic Recognition Day, Nov. 9, 2019



Mansfield Historic Properties Map

MOMENTUM AND RECOGNITION

OBJECTIVE: Celebrate early successes, showcase designated properties, and sustain community enthusiasm for preservation.

1. Recognition and Celebration Event (Month 7)

GOAL: Publicly recognize new landmarks and reinforce the community's pride in local preservation efforts.

ACTIONS:

- 1A. Host a recognition ceremony honoring newly designated landmarks and their owners.
- 1B. Present certificates or plaques and share short remarks about each property's significance.
- 1C. Invite media, Heritage Ambassadors, and community organizations to attend.
- 1D. Install "DID YOU KNOW" yard signs highlighting landmarked properties.

DELIVERABLES:

- Event program and presentation script
- List of honorees and attendees
- Media coverage summary and photographs

2. Landmark Showcase Campaign (Months 7 – 9)

GOAL: Increase public awareness by highlighting Mansfield's designated landmarks.

ACTIONS:

- 2A. Create an online "Landmark Map" with photos, descriptions, and stories of designated sites.
- 2B. Share one featured landmark per week on social media and in newsletters.
- 2C. Display posters or banners downtown and at community facilities.

DELIVERABLES:

- Interactive web map and accompanying social media posts
- Promotional materials (graphics, flyers, signage)
- Engagement analytics

3. Incentive & Support Resources (Months 8 – 9)

GOAL: Encourage new applications for designation by clarifying benefits and assistance options.

ACTIONS:

- 3A. Publish a clear guide summarizing local and state incentives for landmarked properties.
- 3B. Provide sample cost-saving case studies, use of incentives, and testimonials from owners.
- 3C. Coordinate with Economic Development and Planning staff to identify grant opportunities.

DELIVERABLES:

- Incentives guide and case study handouts
- Coordination notes with partner departments
- Updated interest list of potential applicants

4. Program Evaluation and Next Steps (Month 9)

GOAL: Measure progress and prepare for the next outreach phase.

ACTIONS:

- 4A. Collect feedback from participants, Ambassadors, and staff.
- 4B. Review attendance, engagement, and designation activity from Phases 1–3.
- 4C. Identify areas for improvement and outline priorities for the next program cycle.

DELIVERABLES:

- Phase 3 summary report
- Evaluation metrics dashboard
- Recommendations for Phase 4

OUTCOME:

By the end of Phase 3, the community will see visible results of the preservation program through recognized landmarks, public celebrations, and shared success stories. Increased visibility, recognition, and access to incentives will strengthen community pride, encourage new participation, and build lasting momentum for future landmark designations.



The 1890 Dennis Mahoney Building was awarded a \$25,000 grant to restore its historic storefront.



The 1900 Gaulden-Baskin House was awarded a \$14,268 grant to replace six deteriorated aluminum windows with new wood ones.

PHASE 4

This phase focuses on maintaining long-term engagement and ensuring the preservation program's sustainability beyond its first year.

This phase transitions from active outreach to building systems that keep the community informed, connected, and empowered.

By establishing partnerships, creating permanent resources, offering ongoing education, and evaluating results, the City will strengthen its preservation network and ensure that landmarking remains an active, visible, and supported part of Mansfield's future.



A.J. Dukes Building, 1904



I.O.O.F. Building, 1892

LONG-TERM ENGAGEMENT

OBJECTIVE: Maintain momentum, strengthen partnerships, and establish lasting systems that support ongoing preservation efforts.

1. Annual Preservation Partners Network (Month 10)

GOAL: Build collaboration among organizations and individuals supporting historic preservation.

ACTIONS:

- 1A. Convene representatives from local nonprofits, neighborhood associations, and schools to identify shared goals.
- 1B. Develop a contact list and communication channel (e.g., quarterly e-newsletter).
- 1C. Explore opportunities for joint projects, educational programs, or volunteer initiatives.

DELIVERABLES:

- Partner roster and meeting summary
- Shared outreach calendar
- Draft plan for ongoing collaborations

2. Preservation Resource Hub (Months 10–11)

GOAL: Create a permanent, accessible source of preservation information for the community.

ACTIONS:

- 2A. Review the Historic Preservation page on the City website to launch a “Preservation Resource Hub” featuring FAQs, design guidelines, incentives, application materials, and success stories.
- 2B. Include printable resources and links to partner organizations.
- 2C. Maintain and update content quarterly.

DELIVERABLES:

- Online resource hub with staff management plan
- Updated preservation materials and downloadable forms
- Usage analytics report

3. Education & Training Series (Months 11–12)

GOAL: Equip property owners, contractors, and design professionals with knowledge and tools for sensitive rehabilitation.

ACTIONS:

- 3A. Host workshops on maintenance, adaptive reuse, and design standards.
- 3B. Collaborate with local architects, preservation consultants, and the Texas Historical Commission.
- 3C. Record sessions for online viewing and future reuse.

DELIVERABLES:

- Workshop agenda and materials
- Participant roster and feedback summary
- Recorded sessions for web archive



Window Restoration Workshop



Information on the Preservation website

4. Program Review and Planning (Month 12)

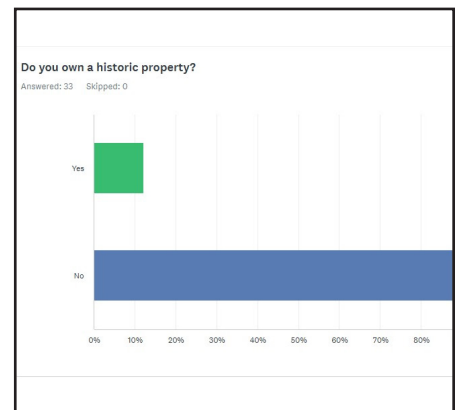
GOAL: Assess program outcomes, capture lessons learned, and set goals for the next outreach cycle.

ACTIONS:

- 4A. Evaluate participation, designations, and media reach from all four phases.
- 4B. Conduct surveys with property owners, Ambassadors, and partners.
- 4C. Draft a Year 2 Outreach Plan focusing on continued engagement and expanded incentives.

DELIVERABLES:

- Annual summary report
- Survey findings and metrics dashboard
- Year 2 Outreach Plan draft



Stakeholder survey

OUTCOME:

By the end of Phase 4, Mansfield's preservation program will have established enduring systems for communication, education, and collaboration. The City will be positioned to sustain community engagement, support new designations, and continue promoting preservation as a vital part of Mansfield's identity and growth.

Performance Indicators:

- Number of brochure downloads or print copies distributed
- Social media reach and engagement metrics
- Number of one-on-one meetings with staff, Commissioners, and Heritage Ambassadors
- Attendance at public sessions
- Media coverage obtained

Expected Plan 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: 26-1970

Agenda Date: March 17, 2026

Title

Minutes - Approval of the February 17, 2026, Preservation Education Sub-Committee Meeting
Minutes

Description/History

The minutes of the February 17, 2026, 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
February 17, 2026 - 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 4:15 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, America 250 events, educational videos for the Mansfield Independent School District, and the Decade Days festival for 2027.

The sub-committee discussed the following items:

- *Alternatives for the car show awards were discussed. A license plate design with antique wrought iron holder was proposed.*
- *The Chalk the Walk on Historic Main Street event will be held on May 2, 2026, from 12:00 p.m. to 4:00 p.m., before Music Alley begins on Walnut Street.*
- *The Mansfield History Hunters Scavenger Hunt will have stops representing different decades of Mansfield's history.*
- *Promotional materials for events had to receive approval from the state for any items that used the state or federal America 250 logos. Approval for Mansfield's materials was received and promotional materials can now be distributed.*
- *The history video for the school district is currently on hold.*
- *Planning for the Decade Days festival is in early stages. Mr. Wright reported that the Farr Best Theater had been booked for September 17 through 19, 2027, for the*

festival's use.

The next meeting is scheduled for March 17, 2026, at 4:15 p.m.

3. ADJOURN

With no further business, Chairman Leach adjourned the meeting at 5:15 p.m.

Thomas Leach, Chair

ATTEST:

Art Wright, Historic Preservation Officer