

## Process for Designating a Local Historic District in Mansfield

1. Public Hearing
2. Historic Preservation Commission makes recommendation: The Commission meets to vote on the proposal to designate the Historic District and make its recommendation to City Council.
3. Ordinance is prepared: An ordinance designating the historic district is prepared and submitted by the Clerk of Council to the City Planning Commission for review.
4. City Planning Commission review: The City Planning Commission has 30 days to review the ordinance and submit its recommendation to City Council.
5. City Council Public Hearing: A public hearing before City Council is scheduled at least 30 days after the Planning Commission report is received. City Council gives consideration to the recommendations of the Historic Preservation Commission and the City Planning Commission, plus any comments from the first public hearing. City Council then votes on the ordinance.
6. Property owner notification: Property owners within the historic district boundaries are notified by mail of City Council's action.
7. Continuing meetings with the District's Historic Preservation Committee: The Historic Preservation Commission of Mansfield will work closely with this committee to ensure that the local historic district designation works to benefit the neighborhood in every way possible.