

Agenda
Grapevine Historic Preservation Commission
City Hall 2nd Floor, Council Chambers
200 South Main Street
Grapevine, Texas 76051
Wednesday, November 19, 2025
6:00 pm

Welcome

1. Call to Order
2. Citizen Comments

Any person who is not scheduled on the agenda may address the Historic Preservation Commission under Citizen Comments or on any other agenda item by completing a Citizen Appearance Request form with staff. A member of the public may address the Historic Preservation Commission regarding an item on the agenda either before or during the Commission's consideration of the item, upon being recognized by the Chairman or upon the consent of the Commission. In accordance with the Texas Open Meetings Act, the Commission is restricted in discussing or taking action during Citizen Comments.

3. Work Session

Staff approve Certificates of Appropriateness as follows:

- #CA25-65 for property located at 510 Smith Street;
- #CA25-68 for property located at 326 East Texas Street;
- #CA25-69 for property located at 221 Austin Street;
- #CA25-70 for property located at 726 East Wall Street;
- #CA25-71 for property located at 619 South Church Street;
- #CA25-72 for property located at 701 South Main Street;
- #CA25-73 for property located at 321 Turner Road;
- #CA25-74 for property located at 413 South Main Street
- #CA25-75 for property located at 722 West College Street.
- #CA25-74 for property located at 722 West College Street
- #CA25-75 for property located at 722 West College Street.

4. Workshop

- A. Historic Preservation staff to conduct a Workshop on the Grapevine Pattern Book, adopted to the Appendix G of the Grapevine Code of Ordinances on June 17, 2025.

5. Minutes

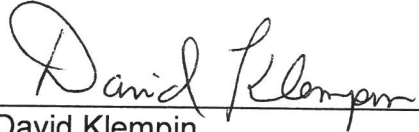
- A. Commission to consider the minutes of the October 22, 2025 Regular Meeting.

6. Adjournment

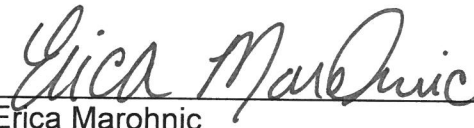
If you plan to attend this public meeting and have a disability requiring special arrangements at the meeting, please contact the Department of Historic Preservation at 817-410-3185 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.

The next meeting of the Grapevine Historic Preservation Commission will be held at 6:00 pm on December 17, 2025 in the 2nd Floor Council Chambers, Grapevine City Hall, 200 South Main Street, Grapevine, Texas 76051.

In accordance with Texas Government Code, Chapter 551.001 et seq acts of the 1993 Texas Legislature, the Grapevine Historic Preservation Commission agenda was prepared and posted on the 13th day of November, 2025 at 5:00 p.m.

A handwritten signature in cursive script, reading "David Klempin", written over a horizontal line.

David Klempin
Historic Preservation Officer

A handwritten signature in cursive script, reading "Erica Marohnic", written over a horizontal line.

Erica Marohnic
Director of Planning Services

MEMO TO: HISTORIC PRESERVATION COMMISSION

FROM: DAVID KLEMPIN, HISTORIC PRESERVATION OFFICER *WDK*
ERICA MAROHNIC, DIRECTOR OF PLANNING SERVICES *gm*
LARRY GRAY, BUILDING OFFICIAL

MEETING DATE: WEDNESDAY, NOVEMBER 19, 2025

SUBJECT: COMMISSION TO HOLD A WORKSHOP ON THE GRAPEVINE
PATTERN BOOK

BACKGROUND: Grapevine's heritage is uniquely preserved in its Main Street and residential historic districts and properties. Properties located in the Grapevine Historic Township District and Historic Districts; and individual Landmarked properties have been protected by Ordinances adopted by the Grapevine City Council.

Historic Preservation Staff will hold a Workshop on The Grapevine Pattern Book. The Grapevine Pattern Book, adopted on June 17, 2025 to the Grapevine Code of Ordinances Code of Ordinances provides design and material standards for all residential properties located within the boundary of the Grapevine Historic Township District.

STATE OF TEXAS
COUNTY OF TARRANT
CITY OF GRAPEVINE

The Historic Preservation Commission for the City of Grapevine, Texas met in a Public Hearing on Wednesday, October 22, 2025 at 6:00 p.m. in the Grapevine City Hall, 2nd floor Council Chambers located at 200 South Main Street, Grapevine Texas with the following members present:

Margaret Telford	Chairman
Theresa Meyer	Vice-Chairman
Jana Garcia	Commissioner
Taylor Bunn	Commissioner
David Ewbank	Commissioner
Janice Rhoda	Commissioner
Curtis Ratliff	Commissioner
Michael Reeder	Commissioner- Alternate
Paul Slechta Mayor Pro Tem	City Council Liaison
Larry Oliver	P&Z Liaison
Matthew Boyle	City of Grapevine Attorney

The above constitutes a quorum.

with the following City staff present:

David Klempin	Historic Preservation Officer (HPO)
Hugo Gardea	Assistant Historic Preservation Manager
Kayce Vanderpool	Historic Preservation Secretary

CALL TO ORDER

Chairman Telford called the meeting to order at 6:00 p.m.

The Chairman welcomed and introduced Paul Slechta Mayor Pro Tem our City Council Liaison, Matthew Boyle City Attorney, Larry Oliver our Planning & Zoning Liaison, Kayce Vanderpool Historic Preservation Secretary, David Klempin Historic Preservation Officer and Hugo Gardea Assistant Historic Preservation Manager.

CITIZEN COMMENTS

Any person who is not scheduled on the agenda may address the Historic Preservation Commission under Citizen Comments by completing a Citizen Appearance Request form. In accordance with the Texas Open Meetings Act, the Commission is restricted in discussing or taking action during Citizen Comments.

Chairman Telford called for any citizen comments; No citizen comments were registered.

WORK SESSION

Hugo Gardea presented the most recent staff approved Certificates of Appropriateness for the Commission to review.

- A. Approved Certificates of Appropriateness as follows:
- #CA25-46 for property located at 526 East Worth Street;
 - #CA25-50 for property located at 518 East Texas Street;
 - #CA25-51 for property located at 413 South Main Street;
 - #CA25-52 for property located at 336 South Main Street;
 - #CA25-53 for property located at 840 East Texas Street;
 - #CA25-54 for property located at 401 South Main Street;
 - #CA25-55 for property located at 852 East Worth Street;
 - #CA25-56 for property located at 523 East Texas Street;
 - #CA25-58 for property located at 317 Jenkins Street;
 - #CA25-59 for property located at 336 South Main Street;
 - #CA25-60 for property located at 406 South Main Street;
 - #CA25-61 for property located at 112-126 East Texas Street;
 - #CA25-62 for property located at 221 Austin Street;
 - #CA25-63 for property located at 406 South Main Street.

Chairman Telford asked for a moment of silence in the memory of Former Historic Preservation Commissioner Paula Wilbanks who passed away last week.

PUBLIC HEARING

Historic Preservation Officer David Klempin presented the Public Hearing cases.

- A. Commission to conduct a public hearing relative to an application for a Certificate of Appropriateness **#CA25-57** for property located at 508 East Worth Street, legally described as Block 110, Lot East 37 ½' 2 & W 32 ½' 3, College Heights Addition, City of Grapevine and take any necessary action.

BACKGROUND:

Certificate of Appropriateness application #CA25-57 was submitted by the applicant Nick Heitz on August 8, 2025 to renovate the existing 1,317 square foot house and construct a new 1,683 square foot two-story addition to the house resulting in 3,000 square feet of living area; and construct a new connecting walkway from the house to the garage.

Mr. Heitz has developed plans to update the house for modern living to serve as a family home. The Farrington House was the home of E. S. Farrington, Grapevine's Superintendent of Schools. Farrington later became athletic director and Superintendent of the Fort Worth School District. He was honored with the naming of the Works Progress Administration's (WPA) concrete stadium, Farrington Field, in his honor in 1939.

The plans for the house were developed by architect Russell Moran following the Design Guidelines established for the 1917 Farrington House.

The house is set back from the street and steps back deep into the site, creating a spacious front lawn area. The house would be renovated and a new two-story addition constructed to the rear of the house. The addition placement allows for retaining of the

large pecan tree in the rear yard. The original two-car garage would be lifted and a new concrete foundation installed beneath it. A connecting covered walkway would be constructed between the house and the garage.

The lot is 7,784 square feet in size and the building coverage would be 37%, (maximum 40% lot coverage). The size of the house with additions would be 3,000 square feet, with the existing 610 square foot garage totals 3,610 square feet, which is within the Preservation Ordinance maximum allowed of 4,100 square feet. The covered outdoor living areas do not count toward the maximum allowed square footage. The Building height is 25'- 8".

Staff recommends the Commission approve #CA25-57 to renovate the existing 1,317 square foot house and a new 1,683 square foot two-story addition to the rear of the house resulting in 3,000 square feet of living area; renovate the original two car garage, lifting and placing it on a new concrete foundation in same location; construct a new connecting covered walkway from the house to the garage; as per the attached plans with the conditions that the Board of Zoning Adjustment approve a special exception to allow for the original detached two-car garage to remain in its existing location; that all exterior materials, windows, doors and door hardware, and light fixtures be approved under a separate Certificate of Appropriateness; and that a building permit is obtained from the Building Department.

RECOMMENDATION:

Staff recommends the Historic Preservation Commission approve with conditions Certificate of Appropriateness #CA25-57 for the property located at 508 East Worth Street, legally described as Block 110, Lot: East 37 ½' 2 & W 32 ½' 3, College Heights Addition, City of Grapevine, to the Grapevine Historic Preservation Ordinance 91-73 (Appendix G – Grapevine Code of Ordinances), as amended for the following items:

1. Renovate the existing 1,317 square foot house and construct a new 1,683 square foot two-story addition to the rear of the house resulting in 3,000 square feet of living area;
2. Renovate the original two-car garage, lifting and placing it on a new concrete foundation in same location;
3. Construct a new connecting covered walkway from the house to the garage;

as per the attached plans with the conditions that the Board of Zoning Adjustment approve a special exception to allow for the original detached two-car garage to remain in its existing location; that all exterior materials, windows, doors and door hardware, and light fixtures be approved under a separate Certificate of Appropriateness; and that a building permit is obtained from the Building Department.

The property owner Nick Heitz came forward to answer any questions. He shared that this house was his grandfather's, Hal Heitz. Then it was passed to his aunt and uncle and now they have sold the house to him. The garage needs some work. He will replace some rotted wood and fix any issues it may have.

Terri Meyer asked if the garage is salvageable. Mr. Heitz said the garage will be lifted and placed higher on a new foundation.

Vice-Chairman Meyer moved to close the public hearing, Commissioner Garcia seconded the motion.

The vote to close the public hearing approved with a vote:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)

Nays: 0

Absent: 0

Commissioner Ewbank moved to approve Certificate of Appropriateness #CA25-57, the motion was seconded by Commissioner Ratliff prevailing in a vote of:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)

Nays: 0

Absent: 0

- B. Commission to conduct a public hearing relative to an application for a Certificate of Appropriateness #CA25-64 for property located at 510 Smith Street, legally described as Block 31, Lot 3B, City of Grapevine and take any necessary action.

BACKGROUND:

Historic Preservation staff was driving by the house at 510 Smith Street, which is a landmarked property located in the College Street Residential Historic District, and noticed a new installation of wood casement windows in the house which originally had single-hung aluminum windows. Staff verified with the Building Department that no permit had been applied for to replace the windows and no Certificate of Appropriateness had been applied for or obtained from the Grapevine Historic Preservation Commission. A Code Enforcement staff member notified the owner that he would need to apply for a building permit and a Certificate of Appropriateness would be required.

The request for whole house window replacement for a landmarked property must be reviewed by the Grapevine Historic Preservation Commission, approved by a vote and be in compliance with the Design Guidelines for the College Street Residential Historic District. The Design Guidelines for the College Street Residential Historic District require that replacement windows match the appearance of the original windows and window framing and lites configurations be preserved and maintained or replaced in kind.

Casement windows are an inappropriate replacement option for the house as they open outward from one side, and do not match visually the original single hung windows of the house which slide up and down.

The casement windows installed in the house have one outward opening sash with one panel of glass while the original window sash had two panels of glass divided by a "meeting bar". There are nine street facing windows that are visible that impact the Street View (See attached photos).

Historic Preservation staff contacted homeowner John Gentry and notified him of the Preservation Ordinance violation and the required building permit. Mr. Gentry said he did not think that he needed a building permit to change the windows of the house or that a Certificate of Appropriateness would be required. He said he would apply for a building permit and would work with Historic Preservation staff for a solution.

In conversations with Historic Preservation staff, he offered to place a bronze anodized metal horizontal bar in the center portion of each street facing casement window, to resemble the "meeting bar" of the original single hung windows. In your packet is a mockup of how this simulated "meeting bar" would appear on the street facing windows.

Historic Preservation Staff recommends the Historic Preservation Commission **deny** **#CA25-64** submitted after the inappropriate casement windows were installed, as follows:

1. Remove all of the 16 aluminum single hung double-pane windows approved by Historic Preservation staff from the house;
2. Install 16 Pella metal-clad wood casement windows on the house; as per the attached window schedule, elevations and current photos.

However, Historic Preservation staff after reviewing the mockup provided by the applicant recommends the Commission approve a Certificate of Appropriateness **#CA25-67** to modify the casement windows by installing a simulated "meeting bar" that would be applied to the exterior of each of the nine street facing casement windows, to resemble the "meeting bar" of the original single hung windows.

RECOMMENDATION:

Staff recommends the Historic Preservation Commission **deny** Certificate of Appropriateness **#CA25-64** for the property located at 510 Smith Street, legally described as Block 31, Lot 3B, City of Grapevine to the Grapevine Historic Preservation Ordinance 91-73 (Appendix G – Grapevine Code of Ordinances), as amended for the following items:

1. Remove all of the 16 aluminum single hung double-pane windows, previously approved in 2009 by Historic Preservation staff;
2. Install 16 new Pella metal-clad wood casement windows on the house; as per the attached window schedule, elevations and current photos.

Property owner John Gentry come forward to speak. He said he didn't realize he needed a Certificate of Appropriateness because he wasn't changing anything structural or mechanical, it never crossed his mind. Mr. Klempin informed him he needed a permit from the building department and they had told him it required a HPC Certificate of Appropriateness approval.

David Ewbank asked if this remedy would allow the current windows to work. Mr. Gentry said with this remedy the window would still roll out, and they are custom metal clad wood windows with the blinds mounted inside the panes. The main reason he replaced the windows was for energy efficiency.

Commissioner Ratliff made a motion to close the public hearing. Vice Chairman Meyer seconded the motion. Vote to close the public hearing approved with a vote:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)
 Nays: 0
 Absent: 0

Commissioner Rhoda moved to deny Certificate of Appropriateness #CA25-64, the motion to deny was seconded by Commissioner Bunn prevailing in a vote of:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)
 Nays: 0
 Absent: 0
 #CA25-64 was denied.

- C. Commission to conduct a public hearing relative to an application for a Certificate of Appropriateness **#CA25-67** for property located at 510 Smith Street, legally described as Block 31, Lot 3B, City of Grapevine and take any necessary action.

BACKGROUND:

To address the inappropriate metal-clad wood casement windows that were installed in the house at 510 Smith Street, a landmarked property located in the College Street Residential Historic District without a building permit or approved Certificate of Appropriateness, the home owner John Gentry has offered to modify the casement windows.

The Design Guidelines for the College Street Residential Historic District require that replacement windows match the appearance of the original windows and window framing and lites configurations be preserved and maintained or replaced in kind. Casement windows are an inappropriate replacement option for the house as they open outward from one side, and do not match visually the original single hung windows of the house which slide up and down.

The casement windows installed in the house have one outward opening sash with one panel of glass, while the original window sash had two panels of glass divided by a "meeting bar". There are nine street facing windows that are visible that impact the Street View of the house (see attached photos).

Mr. Gentry proposes to affix a bronze anodized metal horizontal bar in the center portion of the glass, on the exterior of each street facing casement window, to resemble the "meeting bar" of the original single hung windows.

Historic Preservation Staff recommends the Historic Preservation Commission **approve with conditions** Certificate of Appropriateness **#CA25-67** to install a bronze anodized metal horizontal bar in the center portion of the glass on the exterior of each of the nine street facing casement windows, to resemble the “meeting bar” of the original single hung windows; as per the attached mock-up and photos with the condition a building permit be obtained from the Building Department.

RECOMMENDATION:

Staff recommends the Historic Preservation Commission **approve with conditions** Certificate of Appropriateness **#CA25-67** for the property located at 510 Smith Street, legally described as Block 31, Lot 3B, City of Grapevine to the Grapevine Historic Preservation Ordinance 91-73 (Appendix G – Grapevine Code of Ordinances), as amended for the following items:

1. Install a bronze anodized metal horizontal bar in the center portion of the glass on the exterior of each of the nine street facing casement windows, to resemble the meeting bar of the original single hung windows;

as per the attached mock-up and photos with the condition a Building Permit be obtained from the Building Department.

The homeowner came forward and spoke regarding the mockup of the modification to the window.

Commissioner Rhoda shared that this is a great illustration of all of us coming together for an ultimate goal. She is pleased that the Commission and the community members could work together to find a solution that is affordable.

David Klempin mentioned he would be crafting and sending a letter to the Historic Township residents to remind them to contact the Historic Preservation staff before starting any projects to avoid some of these problems that arise. Some residents have forgotten the process. The Pattern Book would be addressed in the letter as well, the book can be found online at the city website under HPC. New requirements would be addressed as well.

Ewbank asked if Pella Windows, the company who installed the windows were required to get the Building Permit. Yes, Pella would have found out from the building department that a HPC approval would be required and would have sent them to HP Staff for review of the casement windows, this step never happened.

Vice Chairman Meyer made a motion to close the public hearing. Commissioner Garcia seconded the motion. Vote to close the public hearing approved with a vote:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)

Nays: 0

Absent: 0

Commissioner Ewbank moved to approve Certificate of Appropriateness #CA25-67, the motion to approve was seconded by Commissioner Garcia prevailing in a vote of:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)

Nays: 0

Absent: 0

#CA25-67 was approved.

MINUTES

Commission to consider the minutes of the July 23, 2025 Regular Meeting. Commissioner Rhoda moved to approve the minutes as written; Commissioner Ratliff seconded the motion and was followed in a vote of:

Ayes: 7 (Telford, Meyer, Garcia, Bunn, Ewbank, Rhoda, Ratliff)

Nays: 0

Absent: 0

Minutes approved

ADJOURNMENT

Chairman Bunn moved to adjourn the meeting, Chairman Rhoda seconded the motion. Chairman Telford adjourned the meeting at 6:45 p.m.

October 22, 2025 Minutes Passed and approved by the Historic Preservation Commission of the City of Grapevine, Texas, this the 19th day of November 2025.

APPROVED:

CHAIRMAN

ATTEST:

SECRETARY