

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, July 23, 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	Vice-Chairman
Theresa Anderson	Commissioner
Taylor Bunn	Commissioner
Janice Rhoda	Commissioner
David Ewbank	Commissioner
Curtis Ratliff	Commissioner
Paul Slechta Mayor Pro Tem	City Council Liaison
Larry Oliver	P&Z Liaison
Matthew Boyle	City of Grapevine Attorney

The above constitutes a quorum. Members absent:

Jana Garcia	Commissioner
Michael Reeder	Commissioner- Alternate

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

Vice Chairman Telford called the meeting to order at 6:01 p.m.

She recognized Sean Shope, recently appointed to the City Council. She thanked him for leading the Historic Preservation Commission meetings as Chairman for the past 8 years and done so with grace. He served on the commission for 26 years.

She welcomed and introduced Mayor Pro Tem Paul Slechta our City Council Liaison, Matthew Boyle the City Attorney, newly appointed Larry Oliver our Planning & Zoning Liaison, the Historic Preservation Officer David Klempin and new staff, Assistant Historic Preservation Manager Hugo Gardea.

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.

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

OATH OF OFFICE

Historic Preservation Secretary Kayce Vanderpool swore in reappointed Commissioners Dr. Taylor Bunn, Janice Rhoda, David Ewbank and newly appointed Dr. Curtis Ratliff. (newly appointed Alternate Michael Reeder was sworn in at an earlier date).

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Commissioner Ewbank proposed to elect Margaret Telford for Chairman. No other nominations were made.

the nomination and was followed with a vote of:

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

Nays: 0

Absent: 1(Garcia)

Appointment approved

Commissioner Bunn proposed to elect Theresa Meyer as Vice Chairman, Commissioner Ewbank seconded the nomination.

The nomination was followed with a vote of:

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

Nays: 0

Absent: 1(Garcia)

Appointment approved

WORK SESSION

David Klempin presented the most recent staff approved Certificates of Appropriateness for the Commission to review.

- A. Approved Certificates of Appropriateness as follows:
 - #CA25-23 for property located at 518 East Texas Street;
 - #CA25-39 for property located at 314 South Main Street;
 - #CA25-40 for property located at 326 East Texas Street;
 - #CA25-41 for property located at 530 South Main Street;
 - #CA25-42 for property located at 852 East Worth Street;
 - #CA25-43 for property located at 820 East Texas Street
 - #CA25-45 for property located at 808 East Wall Street;
 - #CA25-47 for property located at 211 East Worth Street.

WORKSHOP

David Klempin introduced Hugo Gardea as the Assistant Historic Preservation Manager and shared that Hugo was David Klempin's predecessor.

Hugo Gardea gave a small background on himself, he worked for the City of Grapevine in the late 90's and early 2000's for 6 years as the Historic Preservation Officer. He worked in Federal Government for 23 years with Historic Preservation in the department of the Army and General Services Administration.

Hugo Gardea presented the Workshop on the basics of Historic Preservation.

Introduction:

Grapevine's heritage is uniquely preserved in its Main Street and residential historic districts and properties. The Grapevine Historic Township and Historic Districts are a great asset to the city and have been protected by ordinances put in place by the City Council.

Historic preservation involves recognizing places from our past that are important to us as a community here in Grapevine and caring for those places and continuing to use them. This is accomplished, in part, by the work of the Historic Preservation Commission following procedures promulgated by the State of Texas.

Historic preservation is NOT about freezing places or buildings in time but instead using them in ways that enrich our lives while preserving those aspects that relay their historic significance.

The Basics:

- National Historic Preservation Act of 1966
Established the National Park Service Regulations 36 CFR 61 that governs the Certified Local Government Program (CLG)
- Created the National Register of Historic Places recognizing places of importance to the historic of our country.
- Section 106 reviews for federally owned historic property

State of Texas - Certified Local Government

Texas Administrative Code, Chapter 442 outlines the responsibilities of the Texas Historical Commission, which in part, include preservation at the local level
TAC Rule 15.6 establishes Rules and Procedures for Certified Local Governments
Compliance with Texas Open Meetings Laws

What is a CLG?

Agreement between local, state and federal government to promote preservation activity at the local level by empowering communities to protect historic resources:

- Adopt a preservation ordinance
- Establish a local preservation commission
- Appoint a historic preservation officer (HPO)

City of Grapevine - Certified Local Government

- Appendix G - Historic Preservation Ordinance (please read)
- Designation of Landmarks and Districts
- Certificates of Appropriateness
- Design Guidelines (please read)

HPC Procedures:

Appendix G - Historic Preservation Ordinance codifies the HPC Procedures

- Designation of Landmarks and Districts Designation Form
- HPC hearing on designation

- Must meet 1 of 7 criteria*
- Accompanied by Design Guidelines
- Filed in Tarrant County Real Property Records

* Criteria includes a variety of characteristics that closely parallel the NRHP designation criteria

- Certificates of Appropriateness
- Owner files a CA form
- Minimum submittal requirements
- HPC hearing on proposed alterations
- Formal CA issued by the Historic Preservation Officer

Why Design Guidelines:

- Standard for design decisions
- Uniform and consistent
- Educational and planning tool
- Convey the expectations to the public and property owners
- Reflects the goals for historic preservation

Commissioner Responsibilities:

Steps to Follow When Reviewing Applications:

1. Remember the purpose of the meeting is to make a decision.
2. Focus on the big issues, not on personal biases or petty details.
3. The Commission's role is to administer the designation criteria and the design standards, not to draft new ones at every meeting.
4. Actively listen to testimony from the applicant.
5. If you have questions, ask for clarity from the applicant or their representative.
6. Check that documentation is complete.
7. Evaluate the proposal following the criteria, standards and design guidelines.
8. Stay objective and transparent and do not base decisions on personal opinion.
9. When reviewing a project, ask yourself:
 - Have the criteria and guidelines been sufficiently met?
 - Which criteria and guidelines give you the basis for making this decision?
10. Avoid conflicts of interest and recuse yourself but also understand this is not a tool to avoid a difficult decision.
11. Finally, thank the applicant for participating in the process and for helping us preserve Grapevine's history.

Commissioner Responsibilities:

Do's and Don'ts:

- Don't forget the application is under review, *NOT* the applicant.
- Don't interrogate the applicant or any member of the public.
- Don't make assumptions about applications or the intent of the applicant.
- Do remember that all comments offered during the hearing are being added to the public record.
- Do recognize the public and make sure they understand the meeting procedures.

Grapevine's heritage is uniquely preserved in its Main Street and residential historic districts and properties. The Grapevine Historic Township and Historic Districts are a great asset to the city and have been protected by ordinances put in place by the City Council.

Historic preservation involves recognizing places from our past that are important to us as a community here in Grapevine and caring for those places and continuing to use them. This is accomplished, in part, by the work of the Historic Preservation Commission following procedures promulgated by the State of Texas.

David Klempin shared that the Grapevine Pattern Book was adopted by City Council to the Grapevine Code of Ordinances, approved on June 17, 2025. We plan to have an HPC Training session on the Grapevine Pattern Book in the near future.

MINUTES

Commission to consider the minutes of the May 28, 2025 Regular Meeting. Vice Chairman Meyer moved to approve the minutes as written; Commissioner Ewbank seconded the motion and was followed in a vote of:

Ayes: 6 (Telford, Meyer, Bunn, Ewbank, Rhoda, Ratliff)

Nays: 0

Absent: 1(Garcia)

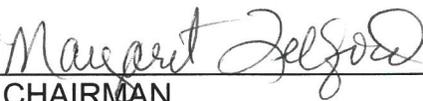
Minutes approved

ADJOURNMENT

Chairman Telford adjourned the meeting at 6:37 p.m.

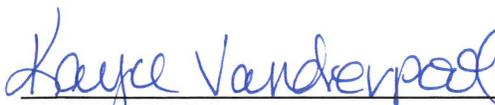
July 23, 2025 Minutes Passed and approved by the Historic Preservation Commission of the City of Grapevine, Texas, this the ~~27th day of August 2025.~~
22nd day of October 2025. *hr*

APPROVED:



CHAIRMAN

ATTEST:



SECRETARY