

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, November 19, 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
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, members absent:

Jana Garcia	Commissioner
Taylor Bunn	Commissioner
David Ewbank	Commissioner

with the following City staff present:

Paul W. McCallum	Executive Director Convention & Visitors Bureau
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 and our City Council Liaison, Matthew Boyle City Attorney, P. W. McCallum Convention and Visitors Bureau Executive Director, 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

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

- A. Approved 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;
- #CA25-76 for property located at 722 West College Street;
- #CA25-77 for property located at 722 West College Street.

WORKSHOP

David Klempin introduced:

***The Grapevine Pattern Book
Principles and Standards for Residential
Additions and New Builds Within the
Grapevine Historic Township Boundary***

He shared that this book took two years to produce with the hard work of many different consultants and specialists along the way. The Grapevine Pattern Book can be found online at the City of Grapevine's Website under Historic Preservation.

This book would help residential property owners design new homes or additions to existing homes resembling historic property styles from the 1880's through the 1940's. The building styles should fit into the neighborhood.

There are 4 basic styles:

- Folk Victorian 1870-1910
- Queen Ann Victorian 1880–1910
- Arts and Craft Bungalow 1905–1930
- Prairie Style 1900-1920

Mr. Klempin handed it over to the Assistant Historic Preservation Manager Hugo Gardea to conduct the rest of the Workshop on the Grapevine Pattern Book, adopted to the Appendix G of the Grapevine Code of Ordinances on June 17, 2025.

***The Grapevine Pattern Book
Principles and Standards for Residential
Additions and New Builds Within the
Grapevine Historic Township Boundary***

adopted to the Appendix G of the Grapevine Code of Ordinances on June 17, 2025.

Section 1 – Standards and Conditions of Application

- The Pattern Book applies to all of the residential homes in the Township
- Following the standards will create a more compatible building with the spatial requirements of modern living
- Allow encroachments into the setbacks and full height 2nd floor walls

- Table of Conditions/Applications which will make certain patterns/principles/standards applicable (or not applicable) to different types of projects.

Section 2 – How to Apply the Pattern Book

Five steps for design development:

1. Identify the building space (zoning classification setbacks)
2. Identify the buildable spatial lot envelope (40% by ordinance)
3. Develop the building form (massing components)
4. Choose the facade style (relationship between solid and void)
5. Incorporate the building construction standards

Section 3- Standards & Features of Architectural Style

Identifies the 4 primary architectural styles and their attributes predominant in the Township during the development of the historic districts.

1. Folk Victorian (one of the oldest styles in Grapevine)
2. Queen Anne Victorian (one of the oldest styles in Grapevine)
3. Arts and Crafts Bungalow (moral/ethical movement away from industrialization celebrating the true work of craftsmanship)
4. Prairie Style (many attribute this style to FLW and his interpretation of the midwestern prairie-horizontal and low), also known as “Foursquare”

Section 4 – Adjacency and Encroachment

- Patterns of Lot Occupancy
- Primarily determined by the applicable zoning to include maximum building area
- This Ordinance Establishes:
 1. variances and standards that ensure lot occupancy does not adversely affect block or architectural continuity
 2. acknowledge conventions of construction and building design
- Conventions of construction and design include:
 1. Continuous wall plane and plate height at front yard and side yard when common plate height facing the property is 14 feet or less.
 2. Identifies structures permitted in the front yard and rear yard spaces
 3. Identifies permitted encroachments over the front yard and rear yard setbacks

Section 5 – Public and Private Domain, Block Continuity

- Refers to the thematic relationships that exist between the public and private domain of a property that collectively create a fabric of identity
- General description of zoning categories R-7.5 and R-12.5
- Block Continuity: the lot width and setbacks regulated by the Pattern Book are the average lot width and setback dimensions found among historic lots of any particular block. The steps in applying this:
 1. Identify lot measurements of historic properties within the block (of a project) and determine average
 2. Identify the four zones of block continuity:

- Façade
- Interface
- Promenade
- Corner Recognition

Section 6 – Building Form

- The complexity of building forms (of historic homes) resulted in smaller architectural masses is a dominant pattern within the Historic Grapevine Township.
- The pattern book recognizes the lifestyle preferences of present-day owners wanting to construct larger homes on historic Township lots
- To accommodate larger sizes, the Grapevine Pattern Book recognizes and identifies form elements that could meet larger homes:
 1. Primary Mass
 2. Sub-Mass (must have at least one cross gable projecting towards the street)
 3. Adjunct Mass (form to reduce two-story wall plane on a side yard)
 4. Accessory Mass (e.g. porches, patios, porte-cocheres)
 5. Engaged Mass (detached structures, e.g. garage, shed, pergola)
- The chapter ends with principles for combining the five elements of the building form and when they are to be utilized

Section 7 – Wall and Openings

- Discusses the patterns and compositions of voids and solids on an elevation. Where the voids represent openings while the solids represent an opaque wall plane
- Following principles apply:
 1. Association with a form element (pattern of void to solid and uniformity of headers and vertical alignments)
 2. Arrangements that convey compositional logic (pattern of regulating lines)
 3. Defined by architectural style
 4. Preserve the legibility of architectural forms to avoid modern day framing that makes it possible to locate a window close to a corner (1.5 feet)

Section 8 – Standards of Building Quality

- Quality standards prevent lower end materials and promote higher building standards.
- Architectural features:
 1. Chimneys
 2. Materials (by Architectural style)
 3. Prohibited Materials
 4. Construction details

<ul style="list-style-type: none"> ○ Masonry: brick, stone, stucco ○ Siding ○ Architectural relief/articulation ○ Wood exterior trim 	<ul style="list-style-type: none"> ○ Material changes ○ Wall construction ○ Window details ○ Cornice details ○ Roof screening
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- o Gutters, downspouts, scuppers and collection boxes
- o Glazing systems
- o Front yard fences
- o Street visible gates
- o Wrought iron
- o Prohibited fence materials

The Grapevine Pattern Book seeks to mitigate potential visual conflicts between historic residential structures and new structures through the introduction of patterns and principles that will assure a visual historic continuity throughout the Historic Grapevine Township.

In conclusion of the presentation, Chairman Margaret Telford thanked the Historic Preservation staff, Paul McCallum, David Klempin and Hugo Gardea for the development and carrying of the Pattern Book project to competition and adoption. This training session will be very beneficial and will help when applying the book during upcoming cases. It is very informative and well written.

Commissioner Reeder asked for a list of addresses that would indicate the different styles for the commissioners to review and study.

MINUTES

Commission to consider the minutes of the October 22, 2025 Regular Meeting. Vice Chairman Meyer moved to approve the minutes as written; Commissioner Ratliff seconded the motion and was followed in a vote of:

Ayes: 5 (Telford, Meyer, Rhoda, Ratliff, Reeder)
Nays: 0
Absent: 3 (Garcia, Bunn, Ewbank)
Minutes approved

ADJOURNMENT

Vice Chairman Garcia moved to adjourn the meeting, Commissioner Rhoda seconded the motion.

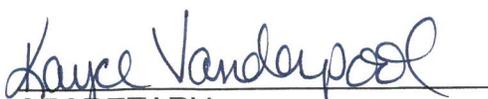
Chairman Telford adjourned the meeting at 6:42 p.m.

November 19, 2025 Minutes Passed and approved by the Historic Preservation Commission of the City of Grapevine, Texas, this the 28th day of January 2026.

APPROVED:


CHAIRMAN

ATTEST:


SECRETARY