

# 1. Introduction and General Information



## **1.1 INTRODUCTION**

In 1991, the City of Grapevine adopted an ordinance that created the city’s Historic Preservation Commission and a Historic District zoning overlay category in an effort to protect the city’s rich, unique, cultural and architectural heritage. This was followed by the adoption of additional preservation ordinances creating specific Historic Districts and Landmarks in the city.

Any exterior modifications to buildings and properties that are within Grapevine’s Historic Districts or to a designated Historic Landmark are required to conform to City of Grapevine’s preservation ordinances governing these buildings and properties and with the Secretary of the Interior’s Standards for the Rehabilitation of Historic Buildings. These Guidelines explain the preservation Design Criteria that has been

adopted by the City of Grapevine. The handbook’s contents also serve as a design guide for those thinking about making modifications to their properties and for those who may be planning new construction or additions to their historic properties in the Historic Districts or to a designated Historic Landmark.

## **1.2 HISTORY OF GRAPEVINE**

Older than Fort Worth, Grapevine was established in the mid-1840s as a rural, farming community on the banks of Denton Creek. As many pioneers were moving and settling the West, a group of settlers associated with the “Missouri Colony,” a Scotch-Irish clan from Platte County, Missouri, moved into the Grapevine area to begin their community.

The current township was first planned in 1854 when several property owners laid out the original town consisting of about six square blocks. The city soon developed into a regional agricultural center for a number of smaller, surrounding communities.

In 1888, the St. Louis and Southwestern Railway (also known as the Cotton Belt Railroad) came through Grapevine. It connected Fort Worth to the west, with St. Louis to the east and provided an inexpensive means of transportation for produce from the surrounding area farmers. The city then began to thrive as an agricultural trade center supplying goods to the area's farmers as well as serving as a shipping point for their produce. Cotton, in particular, thrived with the arrival of the railroad. Three gins were constructed on the West Side of Main Street to process the crop for market.

The railroad also brought with it the tremendous building resources previously not available in Grapevine. Milled lumber was no longer brought into Grapevine via oxen from the lumber mills of East Texas. Similarly with nails, roofs, lime, cement, etc. (One notable exception to this fact – Jake Waymire, a local mason who arrived in Grapevine at the turn of the century and started making bricks from local clay). As a result of the railroad and infusion of construction materials, the construction industry (and particularly Main Street) boomed in Grapevine from about 1890-1920, the same period from which most of the historic buildings in Grapevine date.

The land to the east and west of Main Street in the 1880s consisted primarily of large family land holdings. The large tracts of land allowed the families to grow and consume their own produce while also keeping poultry, dairy and other farm animals for their own use or for bartering (produce) with neighbors. In addition to the gardens, the tracts also contained small dwellings and outbuildings located in rear yards. The large tracts were gradually subdivided into residential lots for the construction of housing, first for relatives then for speculation. This would account for having 1930-50s homes between turn of the century homes.

Like other rural Texas communities (near major cities), Grapevine incurred a transformation from an agricultural based economy to one dependent on industry, manufacturing and professions. Of particular note, is that the change occurred fairly late in its history (primarily due to the advent of the automobile and subsequent highways) considering the proximity of Grapevine to Dallas and Fort Worth. Grapevine's economy has thus gone from one based on a cash crop (primarily cotton), to a more stable poultry, dairy, diversified farming (peanuts, watermelon, cantaloupe, etc.) and livestock economy during the Depression years to an economy consisting of brokers, speculators, businessmen and professionals required by federal projects (Lake Grapevine and DFW Airport).

Grapevine's heritage is uniquely preserved in its Main Street and residential historic districts. Unlike any of Grapevine's neighbors, the city's history remains alive in its preserved buildings and neighborhoods. The City of Grapevine, the Grapevine Historic Preservation Commission and hundreds of interested Grapevine citizens join the owners of Grapevine's historic properties in the effort of preserving and revitalizing an environment that promotes improved property values and enriches the quality of life for Grapevine's citizens and visitors.

### **1.3 DISTRICTS AND LANDMARKS**

The Grapevine Commercial (Main Street), the College Street, and the Cotton Belt Railroad Industrial Districts are significant for the continuum of architectural periods and styles represented. The Main Street Historic District contains primarily late nineteenth-century and early twentieth-century commercial structures. Many of these structures have been maintained with little alterations, and the street maintains much of its original integrity. The primary building material within this district is brick. The College Street Historic District reflects every period in Grapevine's developmental history, from late nineteenth century vernacular cottages and high style Queen Ann residences

(c. 1870-c. 1900); to imposing Prairie/Arts and Crafts-era homes and vernacular bungalows (1900-1930); to pre- and post-World War II 'minimalist traditional' cottages and to 1950's and 60's ranch style homes. Primary building materials include wood, brick and stone. Roof pitches vary from steeply angled Victorian era shapes to low-slung ranch house versions; building massing ranges from regular to asymmetrical; and porch conditions include everything from wide, wrap-around versions to no porches at all.

The Cotton Belt Railroad Historic District acknowledges the importance of the Cotton Belt Railroad to the growth of Grapevine as a regional commercial center. The buildings within this district range from residential and commercial to industrial buildings that were associated with the Cotton Mill. With this variety of building types, the materials also vary w/ wood board and batten to corrugated steel industrial and utilitarian buildings.

In addition to these three historic districts, there are many individual landmarks within Grapevine; refer to section 2.4 for additional information on these.

All individual landmarks and the Cotton Belt Railroad Historic District have specific design guidelines; these guidelines ensure that modifications will be compatible with the architectural character of the historic district or landmark for which they apply. A copy of design guidelines for specific landmarks, the Cotton Belt Railroad Historic District or future landmarks and districts are available from staff with the Historic Preservation Commission in Development Services, City of Grapevine.

#### **1.4 HISTORIC PRESERVATION COMMISSION**

Historic Preservation Commission members, appointed by the Grapevine City Council, are Grapevine residents who have specialized professional, cultural, and business knowledge and background. The Commission's goal is to assist in the development of the most cost

effective, high quality, and historically appropriate project possible.

The Commission members are tasked with the responsibility of reviewing proposed modifications to historic buildings and ensuring such modifications are consistent and compatible with the architectural character of the building or district. The Commission also reviews the proposed changes against recommendations set forth in the district or landmark's design guidelines.

#### **1.5 CERTIFICATE OF APPROPRIATENESS PROCESS**

Any exterior alteration, demolition or new construction, including new exterior paint colors, changing windows or doors, signs, light fixtures, landscaping, to buildings or structures designated as historic or new buildings within a historic district or designated as a landmark individually require a Certificate of Appropriateness (CA) be approved before any modification can begin. Many modifications are simple and routine, and can be approved by city Staff within a few days after the CA application is made. More significant projects may require review and approval by the Historic Preservation Commission, which meets monthly.

Owners planning exterior alterations, demolition or new construction to such buildings or sites should first consult with the staff of the Historic Preservation Commission in the Development Services, City of Grapevine. In all cases, City of Grapevine professional staff with extensive preservation, construction and architectural design expertise is available, at no cost, to assist with design choices.

Owners will be required to file a completed Certificate of Appropriateness (CA) application. An application is required for ALL exterior projects, whether or not a building permit is also necessary. Applications must be accompanied by documentation (such as photographs, drawings, written specifications, color samples and other information) sufficient to illustrate the proposal and its impact on the

property. This will assist the owner, the staff and the Historic Preservation Commission in reaching a successful conclusion to the review, and provides a detailed record of the project for future reference. Documentation must be complete in order to begin review of an application.

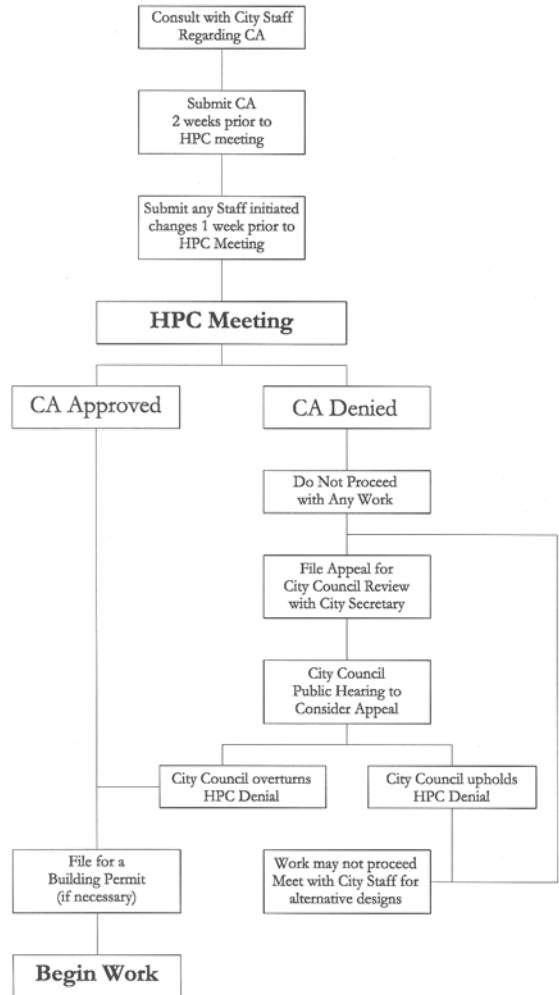
Applications must be filed no later than 2 weeks prior to a Historic Preservation Commission hearing in order for the completed CA to be checked for completeness. It is recommended, however, that property owners discuss their proposals with staff well before the filing deadline. Please check with staff regarding specific filing deadlines and hearing dates.

The application will be reviewed by city staff, and concerns, problems or proposed revisions will be discussed with the applicant prior to the Historic Preservation Commission hearing.

Hearings usually occur the fourth Wednesday of each month in City Hall, City Council Conference Room, Second Floor, 200 S. Main Street, Grapevine. At the hearing, the applicant and any other interested parties are invited to speak about the proposed project. At the end of the discussion, the Commission votes whether to approve the application as submitted, to approve with conditions, or to deny the application.

When a favorable decision is issued, applicants may proceed with the project, pending issuance of any necessary building permits from the appropriate city department. It is the applicant's responsibility to find out whether a building permit is needed and to obtain one. If a CA application is approved, all the conditions of the approval must be met by the applicant throughout the project.

If an application is denied, the applicant may, within 30 calendar days of receipt of the written decision, file a written appeal with the City Council through the Office of the City Secretary for review of the decision. If the denial is upheld, the project may not proceed. Applicants may reapply for the same request after one year.



**CERTIFICATE OF APPROPRIATENESS (CA)  
FLOW CHART**

## 1.6 PRESERVATION PRINCIPLES

Allowing each existing property to authentically tell the story of its own period in time, while reinforcing the historical period of significance with infill construction, is the goal of these historic district designations. The preservation and conservation of original architectural features is preferred, rather than “modernization” or “updating” of older properties, or imposing a false “historical look” on newer properties.



**Preservation of a historic building**

The historic character of existing buildings and the districts as a whole can best be preserved by the repair of original materials, rather than their replacement. Repair and restoration is often more cost effective than replacement, conserves energy and reduces the amount of trash added to landfills.

New, infill construction in the district should reflect the character of the district during its historic period of significance.



**New infill residential construction**



**Relocated historic building**

Buildings constructed for residential use should have massing, roof shapes, porch configurations and materials that reflect the architectural styles of houses built in Grapevine during the historic period. Commercial buildings in the Main Street Historic District and in those commercial structures adjacent to Main Street in the College Street Historic District may reflect existing Main Street historic commercial structure design elements. The design of any new buildings shall have key elements of a primary historic style already existing in the district and shall be clearly compatible with and complimentary to its neighbors, but may not be a reproduction. Only when a previously demolished Grapevine building can be accurately replicated may a reproduction be considered.



**Reconstruction of a historic building**

Infill construction shall be similar in front and side yard setback to nearby historic, contributing buildings, in order to retain and reinforce the consistent setbacks that characterize the historic district.

The authenticity of Grapevine's Main Street and its buildings sets the community apart from our neighbors. Grapevine's unique quality of life will be protected with thoughtful rehabilitation and restoration of our historic resources. These preservation criteria for the Main Street Historic District and the College Street Historic District will assist property owners in making cost effective choices when planning an exterior rehabilitation or renovation.

### **1.7 BASIC PRESERVATION THEORY AND INTEGRITY**

What makes a property historically significant?

On a national level, and locally, properties must generally be at least 50 years old before they may be considered or evaluated for historic significance. However, exceptions do exist for properties less than 50 years old when the property is clearly significant.

Historic properties must meet certain criteria that demonstrate their significance. This criteria is different from the national level to a local level. Generally speaking, a property must meet at least one of the following criteria to be considered historically significant:

- Associated with events that have made a significant contribution to the broad pattern of our history; or
- Associated with the lives of persons significant in our past; or
- They embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic value, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- They have yielded, or may be likely to yield, information important in prehistory or history.

In addition to meeting one of the criteria above, a property must also possess integrity of location, design, setting, materials,

workmanship, feeling and/or association. Integrity is the ability of a property to convey its significance and to retain historic integrity, a property will have to possess several and usually most of the seven aspects of integrity. A district or landmark's integrity will come from the district or landmark having a substantial number of significant structures (that retain integrity) within its boundaries and for when they were significant, or their Period of Significance.

**Period of Significance:** Each historic district or landmark is significant during a period in its history, which it represents or is associated with, thus a Period of Significance. The period usually begins when the district was first constructed to when it reached its peak activity in construction.

Buildings and structures that date within the Period of Significance are considered "historic" and contribute towards the character of the district. Buildings and structures built outside of the Period of Significance are generally considered "non-historic" and not contributing to the character of the district, however, there may be buildings which will have gained significance and considered historic.

### **1.8 TREATMENT OF HISTORIC BUILDINGS**

The Preservation, Restoration, Rehabilitation and Reconstruction philosophy adopted by these design guidelines and incorporated herein by reference are the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see appendix). The following treatment philosophy should be considered for improvements or alterations to this industrial district.

1. If a new use is required for a historic building, consider uses that are compatible with the original use of the building and that would require minimal change to the defining characteristics of the property. Converting the former lumberyard into the Visitor's Information Center would be considered a compatible new use.



2. Each historic building within this district is a product of its time (when constructed). The original design of each building should be respected for what it is and not altered to something it was not or giving it an “older” period look. Preserve, stabilize, and restore the original building form, ornament and materials. However, when rehabilitating, removal of non-historic or unsympathetic additions is encouraged.
3. Most properties change over time; those changes that have acquired historic significance on their own right shall be preserved. Older structures or additions may have, at some time, been renovated with such care and skill that the renovation itself is worthy of preservation.

Reconstruction of building elements should reflect the size, scale, material and level of detail of the original design. Where replication of original elements is not possible, a new design consistent with the original style of the building may be used.

4. Preserve and maintain original character defining features and architectural styles of historic buildings and structures. Key architectural features of a building or structure are those that help convey the integrity and significance of the property to the Period of Significance. They may include, but are not limited to, doors, windows, siding, roofs, structural systems and decorative ornamentation.
5. Original character defining features and elements should be repaired where needed and replaced only when repair of original materials is not possible because they are deteriorated beyond repair. Repair elements and features using the gentlest means possible.

Any missing or severely deteriorated elements may be replaced with replicas of the original. The new feature or element should match the old in design, color, texture and other visual qualities and where possible, materials.

### ***1.9 WHAT ARE DESIGN GUIDELINES?***

Design guidelines are written documents that help ascertain the cultural and architectural importance of a Historic District or Landmark within the City of Grapevine. They provide for a common ground for making educated decisions for proposed alterations to property (including new construction) and ensuring those modifications will be compatible with the architectural character of the historic district for which they apply.

Design guidelines are also intended to be recommendations and not rigid or direct interpretation of work to be executed on a property. Although appropriate, they do not require that buildings be restored to a historical period or style. They are intended to be flexible and used to promote communication about how appropriate design alterations can blend into and enhance the architectural character of the historic district or landmark.

#### ***Why do we need Design Guidelines?***

These design guidelines are needed to preserve the architectural and cultural integrity of a historic district and are intended for the property owner(s), their architects or designers and the Grapevine Historic Preservation Commission to use as a base reference for proposed exterior modifications to property within the historic district. They will serve as a basis for decisions about appropriate treatments and compatible new construction. The Historic Preservation Commission, the Planning and Zoning Commission and the Grapevine City Council have approved these design guidelines for this historic district.

The Historic Preservation Commission, through the Certificate of Appropriateness review process, will use these guidelines for making informed, consistent decisions about design alterations. The Commission, however, realizes that there is more than one solution to a historic preservation design objective, and as such, will use these guidelines for a base reference only.

### ***1.10 HOW TO USE THESE GUIDELINES***

These design guidelines describe certain criteria and recommendations by which the Grapevine Historic Preservation Commission and Staff evaluate proposed exterior modifications for Commercial and Residential properties. They are intended to serve as a reference and a resource for property owners to preserve the architectural and cultural integrity of a historic district.

A preservation objective is to achieve a balance that best serves the architectural building, owner and the character of the district or landmark. The guidelines provide general recommendations for alterations so that the architectural integrity of the property is preserved and any new modifications are compatible with the character of the property.

As noted previously, all individual landmarks and the Cotton Belt Railroad Historic District have specific design guidelines. Please refer to these additional guidelines for properties in these areas.

For further information about Grapevine's Design Guidelines for all historic properties, Historic Preservation Programs, or to obtain the necessary Certificate of Appropriateness application package, please contact staff with the Historic Preservation Commission in the Development Services, City of Grapevine at 817/410-3197.



# 1.11 MAIN STREET, COLLEGE STREET, THE COTTON BELT RAILROAD HISTORIC DISTRICTS AND INDIVIDUAL HISTORIC LANDMARKS.





**CITY OF GRAPEVINE**  
HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION

**SUMMARY OF HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

**APPLICATION REVIEW REQUIREMENTS**

- A. MEET WITH THE DEVELOPMENT SERVICES STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST
- B. COMPLETE THE APPLICATION - INCLUDE SIGNATURES OF PROPERTY OWNER OR APPLICANT
- C. LIST THE ADDRESS, THE LOT, BLOCK AND SUBDIVISION OF THE SUBJECT PROPERTY
- D. PROVIDE PLANS OR DRAWINGS ON 8 ½ X 11 OR 11 X 17 PAPER DRAWN TO SCALE AND DIMENSIONED (WHERE REQUIRED) WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE
- E. PROVIDE MATERIAL AND COLOR SAMPLES OF PROPOSED WORK

**THE APPLICATION MUST BE COMPLETED AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS CAN BE SCHEDULED FOR A PUBLIC HEARING**

**SUBMISSION/APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPARATELY.**

**DELIVER TO:**  
DEVELOPMENT SERVICES DEPARTMENT  
HISTORIC PRESERVATION  
200 S. MAIN STREET  
GRAPEVINE, TX 76051

**DIRECT QUESTIONS TO HISTORIC PRESERVATION STAFF AT (817) 410-3197  
FAX NUMBER (817) 410-3125**

City of Grapevine – P O Box 95104 – Grapevine, Texas 76099 - (817)410-3197 - fax (817)- 410-3125

041703

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

<p><b>Date</b> _____</p> <p><b>Property Owner Name, Address &amp; Phone Number</b></p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p><b>Property Address (include any suite number)</b></p> <p>_____</p> <p>_____</p>	<p><b>Number</b> _____</p> <p><b>Applicant Name, Address &amp; Phone Number</b></p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p><b>Legal Description</b></p> <p>Block _____ Lot _____</p> <p>Subdivision _____</p>
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**Tenant Name/Occupancy/Use** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request/Description of Work to Be Done**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>Drawings/Sketches Attached</b></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>Photographs Attached</b></p> <p><input type="checkbox"/> Current    <input type="checkbox"/> Historic</p>
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**Material Sample(s) Attached (please list)**

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth, and in compliance with the City of Grapevine's Historic Overlay District Ordinances and Building Codes. **APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF OTHER REQUIRED BUILDING PERMITS.***

<p><b>Signed</b> x _____</p> <p align="center"><i>Owner or Contractor</i></p>	<p><b>Print Name</b> _____</p>
<i>Office Use</i>	
<p><input type="checkbox"/> <b>Approved</b>    <input type="checkbox"/> <b>Approved with Conditions:</b> _____</p> <p>_____</p>	
<p><input type="checkbox"/> <b>Denied</b> _____</p>	
<p>x _____</p> <p align="center"><i>Chair – Historic Preservation Commission</i></p>	<p>x _____</p> <p align="center"><i>Historic Preservation Officer</i></p>
<p>x _____</p> <p align="center"><i>Building Official</i></p>	<p><b>Date</b> _____</p>