

**Design Guidelines**

**Recipients of  
Revitalization Grants**

**Grapevine Township Revitalization Project, Inc.**

City of Grapevine  
1 Liberty Park Plaza  
Grapevine, Texas 76051

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**PREFACE**

An architectural and historical description of the significance of your residence is described here.

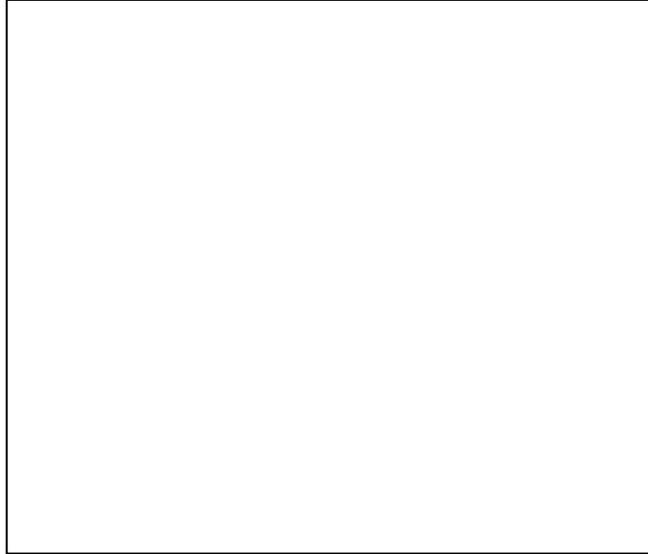


Photo of historic home.

## **I. INTRODUCTION**

### **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 or landmark 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?**

Design guidelines are needed to preserve the architectural and cultural integrity of a historic district or landmark. They 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 or landmark. 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 or landmark.

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.

### **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,

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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 should have to possess at least half 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 - 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 or landmark 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 or landmark. Buildings and structures built outside of the Period of Significance are generally considered "non-historic" and not contributing to the character of the district or landmark, however, there may be buildings which will have gained significance and considered historic.

The Period of Significance for the John A. Berry House is 1912.

### **Purpose of Design Guidelines**

Grapevine's cultural heritage is uniquely preserved in its Main Street, industrial and adjacent residential neighborhoods. The historic core of Grapevine has served as the center of the community for more than 100 years and retains many buildings that reflect its early character. The city's history remains alive in its preserved buildings and neighborhoods.

Historic preservation and economic development are partners in the success of downtowns throughout the country. Grapevine is no different. The historic districts and landmarks within Grapevine have strengthened the economic stability of our local Main Street commercial area and stabilized and improved the values of property in the historic residential neighborhood. The City of Grapevine also recognizes that the character of the historic districts and landmarks is of community interest. Design guidelines are written to ensure that preservation efforts and property investments are protected by providing appropriate guidance on the preservation/rehabilitation of historic landmarks and direction for their future development.

The City of Grapevine, in 1991, adopted the Historic Preservation Ordinance, Appendix G, Code of Ordinances, thus creating the Historic Preservation Commission and a historic overlay zoning ability in an effort to protect the city's rich, cultural and architectural heritage. The Commission, through the ordinance, was given the power to recommend specific Historic Districts and Landmarks within the city.

Any exterior alterations to buildings and properties within Grapevine's Historic Districts or to a designated Historic Landmark require a Certificate of Appropriateness (CA) prior to commencing work. 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 the review and approval by the Historic Preservation Commission, which meets monthly.

## **II. SITE**

This section of the design guidelines concentrates on the development of site planning and preservation of site features and their relationship to the property. The goal of this section is to encourage continued preservation of the property's site, while yet still allowing development and continued adaptive use.

In general, retain the historic relationships between buildings, landscaping features and open space. Avoid rearranging the site by moving or removing buildings and site features, such as walks, drives and fences, that

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help define the property's historic value.

### **SETBACKS**

The distance a building sets back from the front property line relays the visual continuity or presence of buildings and structures within a district and landmark, especially in a commercial or residential area. Buildings within a residential area were sited to provide front and side open spaces between neighbors, thus resulting in front, side and rear yards

The relationships between buildings, landscaping features and open space should be preserved. Avoid rearranging the site by moving or removing buildings and site features, such as walks, drives and fences, that help define the historic district and landmark. Also maintain building orientation pattern, with the front facade facing the street.

Building setbacks should be consistent with adjacent buildings or with the style of the building. Setbacks are an important ingredient in creating an attractive streetscape. Buildings should be set back to a line that is consistent with their neighbors and land use. For example, a residential setback should retain the setback of adjacent and nearby structures, with landscaping along the street right-of-way.

### **DRIVEWAYS AND PARKING LOTS**

Driveways should be located perpendicular to the street; circular drives should not be allowed (unless proven with historic documentation) in front or corner side yard, so that the character of the landscaped yard can be reinforced.

The visual impression of a parking lot has the potential to impact a historic landmark. Parking lots should be located such that they are considered secondary to other features and in those spaces that were customarily open spaces between and around buildings. New parking lots should not be allowed to interrupt the continuity of landscaped front or corner side yards. This is important to both the preservation of historic character, and to the strengthening of the residential district and landmark.

Their visual impact of a parking lot may be minimized through various methods, which may include a softening of the ground surface (in lieu of asphalt or concrete) and breaking up of parking into different areas between and around buildings. Also, screen existing or new parking lots from streets and pedestrian areas. Existing or new parking lots located adjacent to streets and sidewalks should be screened to the height of car hoods.

### **FENCES AND WALLS**

Historically, fences and walls around historic houses defined yards and the boundary around property and gardens. Wood picket fences, wood rail fences and barbed wire or decorative wire fences were the common fence types in Grapevine's early residential neighborhoods. Traditionally, picket fences surrounded the front of the house while rail and wire fences surrounded the agricultural portions of the property. Existing historic fences should be maintained.

New fences and walls. Simple wood picket fences, wood and wire, wrought iron fences and stone walls are appropriate for this historic property. Avoid chain-link fences, privacy fences and concrete block fences along the front of property. Wood privacy fences may be allowed when installed in the rear yard and behind the front façade of a residence. Utilitarian/privacy fences should not be installed in front of a historic building or beyond the line of the front façade of a historic building.

Replacing fences and walls. If replacement is required due to deterioration, remove only those portions of historic fences and walls that are damaged beyond repair and replace in-kind, matching the original in material, design and placement. If replacement is necessary for non-historic fences, or new fences are proposed, locate and design the fence in such a way that will compliment the historic boundary of the property

without concealing the historic character of the property.

### **SERVICE AND MECHANICAL AREAS**

Service and mechanical areas and equipment should be screened from the viewshed of the street and other pedestrian areas. This includes garbage and equipment storage areas.

Mechanical equipment, including satellite dishes, should not be located in front or corner side yards or should be set back from the edges of roofs, and screened so that they are not visible to pedestrians and do not detract from the historic character of buildings.

### **III. BUILDING FABRIC**

This section of the design guidelines concentrates on recommendations for the preservation of original building materials within this property. The goal of this section is to encourage continued preservation of the building materials, while yet still allowing necessary repair/replacement where required.

The use of inappropriate treatments in repair and restoration work can seriously damage historic buildings. These guidelines present general directions for appropriate action.

### **PRESERVATION**

The Preservation, Restoration, Rehabilitation and Reconstruction philosophy adopted by these design guidelines are the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. The following treatment philosophy should be considered for improvements or alterations to this property.

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 a residence into a Bed & Breakfast Inn would be considered a compatible new use.
2. Each historic building within this district and landmark 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 included, 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

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feature or element should match the old in design, color, texture and other visual qualities and where possible, materials. Ensure that roof, window, porch and cornice treatments are preserved, or when preservation is not possible duplicate the original building element.

### **EXTERIOR MATERIALS**

Original wood finishes should be maintained and painted or, when necessary, replaced in kind. Modern synthetic siding materials such as vinyl or metal bear little resemblance to historic siding materials. The application of such modern synthetic materials often involves the removal of original decorative elements such as cornice, corner boards, brackets, window and door trim, etc. New synthetic siding shall not be installed; removal of existing such materials is not required, but strongly encouraged, to restore historic patina, finish and appearance.

Original asbestos siding should be maintained and painted, or when necessary, replaced with synthetic siding to match the existing asbestos siding. The removal of asbestos siding over existing and original wood siding is not required, but strongly encouraged, to restore historic patina, finish and appearance.

### **MASONRY**

Brick and stone masonry as a residential building material was not used very much in Grapevine. The primary use of this masonry was as a veneer for a residence, garage, and/or several outbuildings

Original masonry should be preserved and maintained. Preserve the original mortar joints and masonry sizes, tooling and bonding patterns. Repointing of mortar joints where there is evidence of deterioration is encouraged. New repointing should match the existing in materials, color, size, and hardness.

Clean historic masonry walls carefully. Do not use abrasive cleaning methods for historic masonry, such as sand blasting and high-pressure wash as they can damage the surface of stone. Additionally, some chemical cleaners, which are designed to remove paint from different masonry surfaces, may be used if caution is exercised and the manufacturer's recommendations for particular stone is followed.

Original masonry surfaces should be maintained and not be painted, unless severe deterioration of the stone can be shown to require replacement. The color or texture of replacement brick or stone should be matched with the existing masonry.

### **METAL SIDING AND ROOFS**

Metal as an exterior building material was traditionally used on industrial or agricultural buildings within Grapevine. The metal of choice was either natural (unfinished) steel or steel with a galvanized protective coating.

Preserve and maintain all original architectural metal that contributes to the character of the buildings and structures on this property. Protect metal from corrosion by maintaining protective coatings and provide proper drainage of water to discourage accumulation, which may lead to rust and corrosion.

Repair historic metal by patching or splicing where necessary. This will allow the greater overall character of buildings and structures to remain. Also use the gentlest means possible when cleaning historic metal or when removing rust (in preparation of a new coating).

### **WINDOWS AND DOORS**

Windows and doors are arguably the most important character defining feature of buildings. This property contains different windows and doors. Historic windows and doors contribute to the architectural character of buildings and should be preserved and maintained.

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Windows varied from original wood, double hung windows to non-historic aluminum replacement windows. Doors consist of wood stile and rail doors with vision panels (glass) to overhead wood doors.

Original window and door (including framing and lights or panes of glass) configurations, orientation, and proportions should be preserved and maintained. Any new windows and doors should be designed, located and sized to compliment existing historic windows and doors.

If requiring replacement (or new where previous originals removed), replace in kind. When replacement is necessary, do so within the existing historic opening size and matching the original design. Use same size to avoid filling in or enlarging the original opening. Where existing windows and doors were constructed of wood, replacements should also be wood, likewise with steel windows and doors. Clear or very slightly tinted glass may be used. No reflective or heavily tinted glass shall be used.

Should the owner wish to install security bars, they should be installed on the interior of windows and doors.

Storm windows. The use of interior storm windows is encouraged where needed. Storm windows are available which can be installed on the interior of windows. This helps to preserve the exterior historic character of the building.

Should storm windows need to be installed on the exterior of the historic wood windows, storm windows constructed of wood and configured to match the historic sashes (i.e. one over one sashes) are recommended. If metal storm windows are installed, paint to blend with surrounding elements.

### **PAINT**

Traditionally, paint was used to protect underlying building materials (typically wood) from deterioration. Paint was also used for decorative purposes on wood and metal and brick masonry in the Main Street Historic District.

Plan (re)painting carefully. Good preparation is always the key to successful painting of historic buildings. The substrate should always be cleaned from dirt and residue and washed down using the simplest means possible, no power washing on soft substrates. The substrate, especially if wood, should be given plenty of time to dry out.

Paint colors should be complimentary to each other and the overall character of the house. When possible, research the original paint color and finishes of the building's historic period; the right colors respect the historic building.

The Historic Preservation Commission has adopted four historic paint palettes appropriate to city Historic Districts or Landmark's character, which may be proposed and approved through the Minor Exterior Alteration application process. The Historic Preservation Commission, through the regular Certificate of Appropriateness process, should review any proposed colors that not within the adopted palettes.

### **IV. EMBELLISHMENTS**

#### **AWNINGS-CANOPIES**

New awnings and canopies should not be installed above windows or doors.

#### **EXTERIOR LIGHTING**

Lighting is an important element in residential areas. Appropriate light fixtures consistent with the historic character the properties are recommended. Avoid exposed lighting of any kind unless it is part of a

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historic fixture.

### **BUILDING AND GROUND SIGNS**

Signs are critical to the success of commercial property. They provide pertinent retail or merchant information for a potential shopper or critical tourist information for visitors to Grapevine.

For businesses located in residential buildings, which have a generous setback, appropriately scaled monument signs are encouraged. In general, building signs should be small (in relation to the size of the building) and limited to one per business.

Off premise signs, flashing signs and plastic backlit signs should not be allowed. Roof top signs should be avoided as they can detract from the architectural character of a historic roof or profile of a building.

Signs may be constructed of painted wood or metal. Lighting of signs should be done externally with incandescent bulbs or ground lighting using appropriate fixtures to the style of the building. Avoid garish colors or patterns, avoid a clutter of signs and limit the number and size of signs. Neon signs are not recommended.

Sandwich board signs are typical of historic commercial and retail areas and may be appropriate for this property. They should be maintained and removed after business hours. Chalkboards are encouraged for daily changing messages. Sandwich board signs, which are directed towards pedestrians should be limited to 24 inches wide by 36 inches high and no more than one per tenant.

Sign lettering should be consistent with the architectural style of the building. Generally, serif styles may be used for commercial and retail uses within late 19<sup>th</sup> and early 20<sup>th</sup> century buildings. San serif styles may be used for commercial and retail uses within buildings dating from the 1930-50s.

### **V. NEW BUILDING CONSTRUCTION**

This section of the design guidelines concentrates on recommendations for the construction of new buildings within this property. New buildings are considered additions to historic buildings or new, stand alone construction. The goal of this section is to encourage appropriate and compatible new construction for this property, while still retaining the historic architectural character.

#### **NEW CONSTRUCTION INFILL**

The Secretary of the Interior's guidelines for new buildings in historic districts or landmarks encourage similarity of form and materials, but not actual replication. Review of proposed designs will be based on the compatibility of the design within the context of the property's adjacent and nearby historic buildings.

The design of new buildings should have key elements of the building's historic period of significance including massing, scale, fenestration and materials.

Infill buildings should not be absolute reproductions, and appear as clearly contemporary. Only when a previously demolished historic Grapevine building can be accurately replicated may a reproduction be considered.

Infill buildings between historic buildings should be similar in setback, roof form, cornice line and materials, to one of the adjacent buildings. Relate height of new building to the heights of adjacent structures. Avoid new buildings that tower over existing ones.

## **ADDITIONS TO HISTORIC BUILDINGS**

Additions to historic buildings should compliment the style of the main building if possible; otherwise they should adhere to the general style with simplified details. New additions should be designed in a manner that makes clear what is historic and what is new and done in such a manner that the least amount of historic materials or character defining features are not obscured, damaged or destroyed.

A new addition should, if at all possible, be located at the rear of the historic building. If this is not possible, the addition may be added to the side but recessed from the front line of historic building facade or if a connection is used to separate old from new. New vertical additions should be set back from primary facades so as not to be readily apparent from the facing street.

When reproducing elements that were originally part of a historic building they should be replicated when evidence of the actual detail has been documented by photographs, drawings, or remaining physical evidence. If no evidence exists, elements typical of the architectural style may be used. Historic photographs can provide information on the original elements of the building.

## **NEW BUILDING FORM, MASS AND SCALE**

Traditionally, mass and scale are building patterns, particularly on Main Street and in the adjacent residential areas, that defined an edge and height for a historic district.

New construction forms, massing and scale should incorporate or compliment the existing mass and scale found within this property. The new work should be differentiated from the old, while yet clearly contemporary buildings. At a minimum, new construction should reflect the forms, massing, roof shapes, cornice lines and building materials of the primary structures within the district and landmark.

## **NEW BUILDING MATERIALS**

New building materials should be visually compatible with the predominate building materials for this property. This property was primarily built with 3 building materials: stone, wood and steel. Wood siding and stone are appropriate exterior building finishes for this property. Metal siding would be appropriate for detached accessory outbuildings. Fake brick or stone or gravel aggregate finished materials are not recommended.

New building construction should, as best as possible, be representative of these primary materials. Secondary materials on new construction could be those used in other buildings within this property.

Modern synthetic siding materials, such as vinyl or composite hardboards bear little resemblance to historic materials on this property and should thus be avoided. Newer contemporary synthetic materials, such as fiber cement, may considered for new construction and in a location where they appear similar in character, texture and profile to traditional building materials.

All new wood or metal materials should have a painted finish except on some building buildings where the use of unpainted aluminum or galvanized steel was part of the original design and should be maintained.