

Exhibit A

**GRAPEVINE ECONOMIC DEVELOPMENT DEPARTMENT
HISTORIC GRAPEVINE COMMERCIAL FACADE PROGRAM
GUIDELINES
FY2025-2026 GRANT PROGRAM**

*****PLEASE NOTE*****

**ALL GRANT APPLICATIONS MUST BE SUBMITTED VIA US MAIL ONLY
CERTIFIED WITH RETURN RECEIPT OR HAND DELIVERED AND DATE STAMPED**

Purpose of the Grant Funds

The goals of the Historic Grapevine Commercial Façade Program are to promote economic development and vitality and preserve the cultural heritage of the City of Grapevine through the preservation, restoration, rehabilitation and/or reconstruction of historic commercial building facades* in the Grapevine Historic Township. This grant is for material and labor. When design services are used to reconstruct a building façade, design services will be eligible for the grant program.

Application Process

Applicants must complete a grant application form and meet with Historic Preservation Staff to discuss the proposed work.

Recommendations for grants will be presented to the Historic Grapevine Commercial Façade Grant Committee for approval. The Committee is comprised of the City of Grapevine City Manager, Director of Economic Development, Director of the Convention and Visitor's Bureau, Historic Preservation Manager and Building Official.

General Criteria

1. Grant funding is available for:
 - Property Owners 50% matching grant up to \$10,000 maximum on a reimbursement basis.
2. Grants are limited to exterior preservation, restoration, rehabilitation and/or reconstruction of building facades that are a minimum of 50 years of age within the Grapevine Historic Township, or Individually Landmarked commercial properties within the City of Grapevine.
3. Buildings 50 years of age or older within the Historic Township may be eligible for a grant if the proposed work restores and/or reconstructs missing facade features significant to its architectural integrity and/or adds architectural character from the period of significance or complementary to surrounding buildings.
4. Grant funding is **NOT** available for purchase or rental of tools, machinery, equipment or Owner's time and non-contracted labor spent on work. This grant is for materials and contracted labor only.
5. Each application will be evaluated on its merits as a viable project and on how it relates to the Historic Grapevine Commercial Façade Program goals. Applicants must describe the

* A historic building façade refers to the exterior face or public frontage of a building, particularly the principal or most prominent side and can be two different sides of a building on a corner property.

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project and include drawings, specifications, photographs (historic, where available), budgets and schedule. Priority is given to work that restores or repairs historic building facades. Reference Appendix H for a list of projects eligible for this grant program.

6. Owner agrees to sign a Building Owner Agreement (see attached Exhibit D), which contains a reimbursement requirement in the event of sale of the property within 1 year of the grant award.
7. The Applicant shall comply with all zoning and permitting requirements of the City of Grapevine Code of Ordinances and the Comprehensive Zoning Ordinance.
8. All proposed work shall comply with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*, refer to Exhibit B.
9. It is strongly recommended, but not required, the owner designates their property with "H" overlay zoning designation through a Historic Landmark Subdistrict (see attached application Exhibit F) in accordance with the City of Grapevine's Comprehensive Zoning Ordinance, Section 39.

Funds

1. Grant funding is handled on a reimbursement basis only. Funds will be disbursed when receipts of completed work are submitted for reimbursement and approved by the Historic Preservation Manager.

The Historic Grapevine Commercial Façade Program will observe and monitor the project through the Building Official and the Historic Preservation Officer.

2. Work awarded for grant funds must be completed within 12 months from the date of the award, or the grant becomes void.
3. One hundred percent (100%) payment of the grant will be disbursed only when:
 - there is evidence that the project is completed, such as receipts for work completed (including copies of paid receipts) are received and approved by the Historic Preservation Manager; and
 - the work passes inspection by the City of Grapevine Building Inspections Department (where required); and
 - after non-conforming work is corrected where required by the City of Grapevine Building Inspections Department (for achieving final inspection) and the Historic Preservation Officer.
4. Payment may be withheld if the work fails to meet the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*.
5. The City of Grapevine is obligated, by the Internal Revenue Service, to request a W-9 Form and to file a Form 1099 for all funds to grant recipients. Please contact your tax consultant to determine if any additional tax liability may be incurred as a result of funds received from the Historic Grapevine Commercial Façade Program.

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Repayment

Grant recipients must repay all of the funds if any of the following circumstances occurs within one (1) year of completion of the project:

- The building is not maintained to City of Grapevine Building Code.
- Property is sold or conveyed to another within one year from the grant approval date.
- Owner performs or arranges for other work (not under this Agreement) materially detracting from the historic character or fabric of the exterior of the building without obtaining approval.

Required Submittals

1. A completed Historic Grapevine Commercial Façade Program application with necessary signatures and budget where required on the application.
2. A completed Historic Landmark Subdistrict Application form (if desired), with necessary signatures, notarized where required. A Notary Public is available, at no charge, at City Hall and the Convention & Visitors Bureau.
3. Proof of ownership, copy of deed.
4. Proof of insurance, casualty, fire and federal flood insurance is required.
5. Plans and specifications (if available or needed) of proposed work.
6. Historic documentation. Historic photographs (if available) or other documentation (i.e. drawings, sketches). Identify approximate date of documentation.

Miscellaneous

The Historic Grapevine Commercial Façade Program begins on October 1 and ends on September 30 of each year. Applicants may reapply for funding for a project in a subsequent year if funds were unavailable during the current grant year.

Those who have projects published agree to acknowledge the support of the City of Grapevine and the Historic Grapevine Commercial Façade Program. It is also understood that the Historic Grapevine Commercial Façade Program may seek public recognition for its contribution to any grant funded project.

Applications are available from David Klempin, Historic Grapevine Commercial Façade Program, 636 South Main Street, Grapevine, Texas 76051. TELEPHONE: 817-410-3197. Email: dklempin@grapevinetexas.gov . All materials submitted become the property of the City.

THE SECRETARY OF THE INTERIOR'S
Standards for the Rehabilitation of Historic Properties

REHABILITATION IS DEFINED *as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.*

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Exhibit C

**GRAPEVINE ECONOMIC DEVELOPMENT DEPARTMENT
HISTORIC GRAPEVINE COMMERCIAL FACADE PROGRAM
GUIDELINES
FY2025-2026 GRANT PROGRAM
PLEASE NOTE
ALL GRANT APPLICATIONS MUST BE SUBMITTED VIA US MAIL ONLY
CERTIFIED WITH RETURN RECEIPT OR HAND DELIVERED
AND DATE STAMPED**

Owner Applicant: _____ Date: _____
Owner Address: _____ Zip: _____
Owner Telephone(s): _____
Current Tenant: _____ Tenant Tel: _____

Historic Building Name (if known): _____
Address: _____ Zip: _____
Date building was built (if known): _____
Please check, if located in one of the below:

____ National Register Historic District ____ Other _____

Brief Description of the Project: Applicant must summarize the proposed Historic Commercial Building Façade project in this space. (If desired, applicant may also attach an additional sheet more fully explaining the reason for the grant request or if available, drawings indicating the scope of work).

Description of Project Expenses

TOTAL

Exhibit C

Anticipated Project Start Date: _____

Anticipated Project Completion Date: _____

Is this a phase of a larger project(s)? Please explain: _____

Have you entered into any contracts relative to this project? Please list: _____

Is your property mortgaged? _____ Yes _____ No

If yes, provide information on mortgage holder.

Do liens exist on the property? _____ Yes _____ No

If yes, describe the liens and amounts.

Please provide information regarding your current tenant at the property.

Phone: _____ Fax: _____

Return this application to: Historic Grapevine Commercial Façade Program
Attn: David Klempin, Historic Preservation Manager
636 South Main Street
Grapevine, Texas 76051

I certify that all information contained in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance in the form of a grant and is true and complete to the best of my knowledge and belief.

Owner Signature

Date

April 21, 2026

**GRAPEVINE ECONOMIC DEVELOPMENT DEPARTMENT
HISTORIC GRAPEVINE COMMERCIAL FACADE PROGRAM
BUILDING OWNER AGREEMENT
FY2025-2026 GRANT PROGRAM**

Whereas this Agreement (Agreement) is entered into between the Historic Grapevine Commercial Facade Program and _____ (Owner) ; and

Whereas the Owner will request for reimbursement using funds made available through the Historic Grapevine Commercial Facade Program (Program) to purchase materials and labor for exterior preservation, restoration, rehabilitation and/or reconstruction (Work) of the historic _____ building façade; and

Whereas the purpose of this agreement is to set forth the responsibilities of the Historic Grapevine Commercial Facade Program and the Owner or Tenant in the payment, construction and reporting of the Work; and

Whereas the Owner has made application under the Program for financial reimbursement for Work to the _____ building facade, which is located at _____ an officially designated landmark or property eligible for designation as a Historic Landmark Subdistrict in the City of Grapevine (if agreed to do so); and

Whereas such application was recommended for \$ _____ by the Historic Grapevine Commercial Facade Program Committee on _____, 20__ and

Whereas the Owner or Tenant will commence work on or about _____, 20__ now therefore,

Be it agreed by the Historic Grapevine Commercial Façade Program and the Owner as follows:

Term

The term of this Agreement shall commence on the latest date of execution shown hereon and shall terminate one (1) year following the date of completion of the Work.

Amount and Scope

The Historic Grapevine Commercial Facade Program shall reimburse the Owner who applies up to \$10,000 for the Work which shall consist of:

- _____
- _____
- _____

Any increase or decrease in the construction costs, including cost increases, change orders, and overruns shall be determined by the Owner or Tenant. Payment to the Owner shall be made as follows:

- after the Work is completed (copies of paid receipts are received), and

Exhibit D

- after the Work passes final inspection by the City of Grapevine Buildings Inspections Department (where required), and
- after the property Owner has submitted the Historic Landmark Subdistrict application form (if agreed to do so), and
- after non-conforming work (if any) is corrected where required by the Township and/or the City of Grapevine Building Inspections Department (for achieving final inspection).

Maintenance of Zoning

The Owner agrees to consider initiating and designating their property a City of Grapevine Historic Landmark Subdistrict in accordance with Section 39 of the City of Grapevine Comprehensive Zoning Ordinance. If the building is already a Historic Landmark, the Owner shall maintain the Historic Landmark status of the _____ building.

Repayment

The Grant Recipient shall promptly repay all amounts paid by the Historic Grapevine Commercial Facade Program in the event that during the term of this agreement:

1. The building is not maintained to City of Grapevine Building Code.
2. Property is sold or conveyed to another Owner or Tenant within one year of the grant approval date.
3. Owner or Tenant performs or arranges for other work (not under this Agreement) materially detracting from the historic character or fabric of the exterior of the building façade.

Insurance, Liability and Indemnification

The Owner or Tenant shall carry casualty, fire and federal flood insurance (if applicable) at a level acceptable to the Historic Grapevine Commercial Facade Program and shall provide proof of same to the Historic Grapevine Commercial Facade Program upon request.

The Owner acknowledges that he/she has read the guidelines for the grant program included with the application and agree to all of the terms and conditions contained in the guidelines and further agrees that any contractors hired for this project will hold contractors' licenses for the City of Grapevine.

The Owner acknowledges that the Historic Grapevine Commercial Facade Program is merely granting funds in connection with the work or project, and that neither the Historic Grapevine Commercial Facade Program, the Grapevine Historic Preservation Commission or the City of Grapevine is or will be responsible for satisfactory performance of the work, or payment for the same beyond the grant by the Historic Grapevine Commercial Facade Program. The Owner or Tenant also acknowledges that he/she is solely responsible for selecting any contractors hired in connection with the project and in requiring satisfactory performance by such contractor.

The Owner agrees to indemnify and hold harmless the Historic Grapevine Commercial Facade Program, the Historic Preservation Commission and the City of Grapevine, its agents, servants, employees, and officers against losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from or arising out of or relating to the Historic Grapevine Commercial Facade Program acceptance, consideration, approval or disapproval of this agreement and the issuance or non-issuance of a grant, or any work performed in connection with this Agreement.

Exhibit D

Notice

The Owner shall provide the Historic Grapevine Commercial Facade Program with at least two (2) weeks notice of any intended transfer of title, any encumbrance on title or pending legal action which may result in foreclosure of property. Notice or correspondence shall be sent to:

Historic Grapevine Commercial Facade Program
636 South Main Street
Grapevine, Texas 76051

Acknowledgement

The Owner shall, at Historic Grapevine Commercial Facade Program's expense, allow for installation of a durable sign visible to the passing public that identifies the building façade and acknowledges that assistance has been provided through the Historic Grapevine Commercial Facade Program and City of Grapevine.

Assignment

The terms of this agreement shall be binding on the Owner's successors and assigns and shall run with the property for one year from the grant approval date.

Executed this _____ day of _____, 20__.

Property Owner Signature

Address

Email and Phone

Approved as to Form:

Bruno Rumbelow, President
Historic Grapevine Commercial Facade Program

City Attorney

Exhibit D

THE STATE OF _____

COUNTY OF _____

BEFORE ME _____ ON THIS DAY PERSONALLY APPEARED

_____ KNOWN TO ME (OR PROVED TO ME ON THE OATH OF CARD OR OTHER DOCUMENT) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

(SEAL) GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF

_____, A.D. _____.

NOTARY IN AND FOR STATE OF TEXAS

DATE OF LICENSE EXPIRATION

THE STATE OF _____

COUNTY OF _____

BEFORE ME _____ ON THIS DAY PERSONALLY APPEARED

_____ KNOWN TO ME (OR PROVED TO ME ON THE OATH OF CARD OR OTHER DOCUMENT) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

(SEAL) GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF

_____, A.D. _____.

NOTARY IN AND FOR STATE OF TEXAS

DATE OF LICENSE EXPIRATION

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CITY OF GRAPEVINE

HISTORIC LANDMARK SUBDISTRICT APPLICATION

SUMMARY OF HISTORIC LANDMARK SUBDISTRICT REQUIREMENTS

- A. Complete application with notarized signatures of owner and applicant.
- B. Address and legal description of property.
- C. Two copies of Design Guidelines recommended by the Historic Preservation Commission.

DIRECT QUESTIONS TO HISTORIC PRESERVATION STAFF AT (817) 410-3586
FAX NUMBER (817) 410-3125

Delivery Address

Heritage Programs and Preservation
636 South Main Street
Grapevine, Texas 76051

Correspondence Address

Heritage Programs and Preservation
636 South Main Street
Grapevine, Texas 76051

Exhibit F

CITY OF GRAPEVINE

HISTORIC LANDMARK SUBDISTRICT APPLICATION

1. APPLICANT/AGENT NAME _____
COMPANY NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
WORK PHONE _____ FAX NUMBER _____
2. APPLICANT'S INTEREST IN SUBJECT PROPERTY _____

3. PROPERTY OWNER(S) NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
WORK PHONE _____ FAX NUMBER _____
4. ADDRESS OF PROPERTY FOR HISTORIC LANDMARK DESIGNATION _____

LEGAL DESCRIPTION: LOT _____, BLOCK _____, ADDITION _____
SIZE OF SUBJECT PROPERTY _____ ACRES _____ SQUARE FEET
METES & BOUNDS MUST BE DESCRIBED ON 8 1/2" X 11" SHEET
5. PRESENT ZONING CLASSIFICATION _____
6. PRESENT USE OF PROPERTY _____

7. SIGNATURE TO AUTHORIZE A ZONE CHANGE REQUEST AND PLACING A HISTORICAL LANDMARK SUBDISTRICT REQUEST SIGN ON THE SUBJECT PROPERTY.

Exhibit F

THE DEVELOPMENT SERVICES STAFF WILL DETERMINE THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES. BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION MAY BE RESCHEDULED TO A LATER DATE.

APPLICANT (PRINT) _____

APPLICANT SIGNATURE _____

OWNER (PRINT) _____

OWNER SIGNATURE _____

Exhibit F

The State of _____

County of _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.

SEAL

Notary Signature

The State of _____

County of _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.

SEAL

Notary Signature

Exhibit G

Design Guidelines

**Recipients of
Grants**

Historic Grapevine Commercial Façade Grant Program

City of Grapevine
636 South Main Street
Grapevine, Texas 76051

April 21, 2026

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PREFACE

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

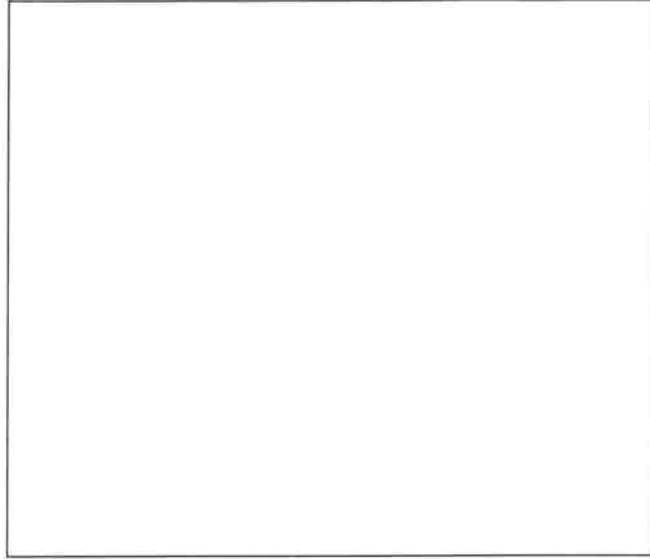


Photo of historic business building.

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

Exhibit G

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 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.

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

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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 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. Historic Commercial Buildings were typically constructed with minimal setbacks, creating a continuous street wall that defined Main Street's character. Preservation efforts should maintain this visual continuity.

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 building setback should retain the setback of adjacent and nearby structures, with landscaping along the street right-of-way.

DRIVEWAYS AND PARKING LOTS

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 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 defined yards and the boundary around property and gardens.

Exhibit G

Historic Commercial properties along Main Street rarely included front yard fences. Where side or rear fencing exists, materials should be consistent with the historic commercial 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 compatible with the original commercial design, such as retail, restaurant, or office space that maintains active street-level engagement.
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

Exhibit G

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.

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. 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 were common materials for Grapevine's historic commercial buildings, particularly storefronts. Preservation efforts should focus on maintaining original masonry and repairing with historically consistent materials.

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.

Exhibit G

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. Historic windows and doors contribute to the architectural character of buildings and should be preserved and maintained.

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

Exhibit G

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 to a building's appearance. Appropriate light fixtures consistent with the historic character the properties are recommended. Avoid exposed lighting of any kind unless it is part of a 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 19th and early 20th 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

Exhibit G

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.

**GRAPEVINE ECONOMIC DEVELOPMENT DEPARTMENT
HISTORIC GRAPEVINE COMMERCIAL FAÇADE PROGRAM
EXAMPLE PROJECT TYPES
FY2025-2026 GRANT PROGRAM**

The Historic Grapevine Commercial Façade Program will only fund certain types of projects that will further the City of Grapevine’s goals to preserve, restore, rehabilitate or reconstruct historic building facades in the Historic Grapevine Township. The following chart, although not inclusive of all eligible work, provides examples of the types of projects eligible (and not eligible) for the grant program.

EXAMPLE PROJECT TYPES

ELIGIBLE

NOT ELIGIBLE

Masonry.
Repointing historic mortar and limited masonry replacement where individual units are damaged beyond repair. Masonry work may also include removal of paint from a historic façade.

Pressure washing a façade with high pressure equipment, applying water repellent sealants and painting of unpainted masonry.

Doors.
Rehabilitation of historic doors to include limited replacement where historic doors are damaged beyond repair and/or do not exist.

Replacing historic doors that can be restored or installation of doors not appropriate to a building’s architectural integrity.

Windows.
Rehabilitation of historic windows to include limited replacement where historic windows are damaged beyond repair or do not exist.

Replacing historic windows that can be restored or installation of windows not appropriate to a building’s architectural integrity.

Glazing.
Restoration or replacement of glazing elements such as historic glass and glazing points and putty.

Removal and replacement of historic glass.

Lighting.
Preservation and restoration of historic lighting to include limited replacement with period appropriate lighting where historic lighting does not exist. This will include lighting such as goose neck lights for a façade and/or sign.

Removal of historic lighting and installation of lighting inappropriate to a building’s historic period.

Metal Awnings.
Restoration of existing metal awnings. Eligible work will also include reconstruction of permanent metal awnings that historically existed on Main Street and appropriate to a building’s architectural integrity and period of significance.

Metal awnings that are not appropriate to a building’s period of significance. Painting or otherwise applying an inappropriate weather barrier and/or a sign on a metal awning.

EXAMPLE PROJECT TYPES

ELIGIBLE

Wood Awnings.

Restoration of existing wood awnings. Eligible work will also include reconstruction of permanent wood awnings that historically existed on Main Street and appropriate to a building's architectural integrity and period of significance.

Canvas Awnings.

Reconstruction of historic canvas awnings. Eligible work will also include reconstruction of canvas awnings documented to have existed on Grapevine historic buildings.

Roofs.

Restoration of roof and parapet edges necessary to preserve facades and prevent water intrusion into a building's exterior enclosure.

Signs.

Restoration of historic signs to include painted historic signs and replacement of historic signs that are missing or damaged beyond repair.

Paint.

This will include painting of previously painted surfaces in addition to painting wood (or metal) components such as doors, windows, siding, trim and bulkheads.

Hardware.

Restoration or replacement (where missing or deteriorated beyond repair) of historic door and window hardware.

Design Services.

This will include Architectural services required to design and reconstruct a façade's missing features to a point in a building's history.

Conservation Maintenance.

This includes low pressure washing (with or without chemicals) a historic façade to eliminate and remove harmful atmospheric deposits that degrade building materials.

NOT ELIGIBLE

Wood awnings that are not appropriate to a building's period of significance.

Replacement of contemporary canvas awnings.

Replacement of flat and low slope roofing over a building when it is out of view of the public.

Replacement of non-historic signs and/or new tenant signs.

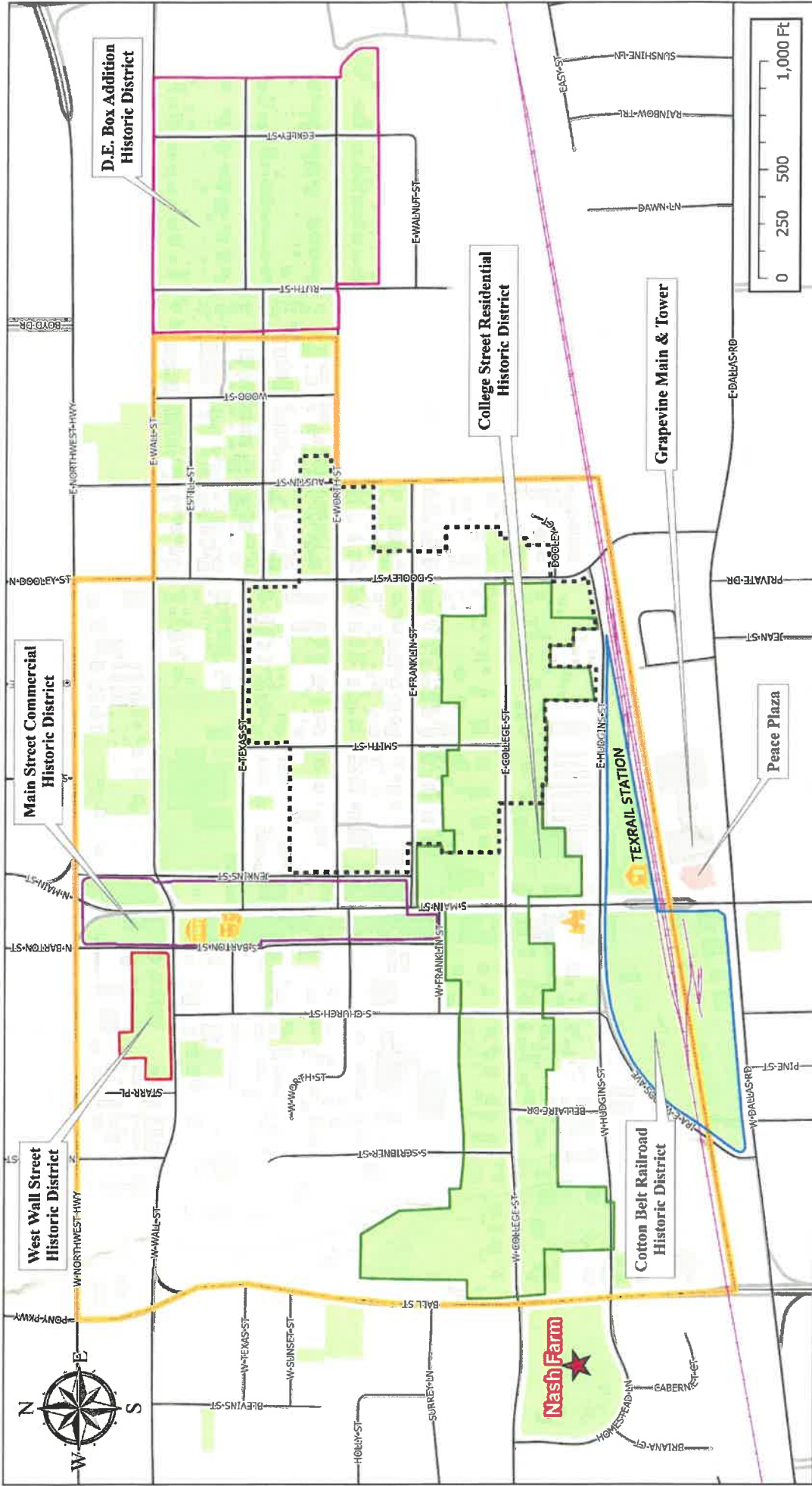
Painting of unpainted masonry nor glass.

Installation of hardware not appropriate to a building's architectural integrity nor to comply with the Texas Accessibility Standards.

Architectural design for interior renovations.

High pressure washing with aggressive chemicals that are detrimental to a historic façade's building materials.

Grapevine Historic Township 2026



- Cottonbelt Depot
- Grapevine City Hall
- Grapevine Convention & Visitors Bureau
- Palace Arts Center Theatre
- College Street Residential Historic District
- Cotton Belt Railroad Historic District
- D.E. Box Addition Historic District
- Main Street Commercial Historic District
- West Wall Street Historic District
- Township Boundary
- Historic Landmark Properties
- Peace Plaza
- Original Town Residential National Register Historic District
- Railroads
- Streets