

**LANDMARK COMMISSION****April 6, 2026**

FILE NUMBER: COA-26-000125
LOCATION: 5603 Swiss Ave
STRUCTURE: Contributing

PLANNER: Christina Paress
DATE FILED: March 27, 2026
DISTRICT: Swiss Ave (H-1)
ZONING: PD-68

APPLICANT: Alexandra Watters

REPRESENTATIVE: N/A

OWNER: Alexandra Watters

REQUEST(S):

A Certificate of Appropriateness to install door and exterior staircase on side façade of rear accessory building.

STAFF RECOMMENDATION:

That the request for a Certificate of Appropriateness to install door and exterior staircase on side façade of rear accessory building be approved in accordance with drawings and specifications dated 4/6/2026 with the condition that project meets rear yard setbacks in the Development criteria. Implementation of the condition would all the proposed work to be consistent with preservation criteria Sec. 51P-63.116(1)(O) and Sec. 51P-115(f)(4); City Code Section 51A-4.501(g)(6)(C)(i) for contributing structures; and/or the Secretary of the Interior's Guidelines for Rehabilitation (District/Neighborhood).

TASK FORCE RECOMMENDATION:

That the request for a Certificate of Appropriateness to install exterior staircase to rear accessory building be approved with the conditions that complete drawings are submitted and the setbacks are adhered to.

BACKGROUND / HISTORY:

N/A

RELEVANT PRESERVATION CRITERIA:

1. Swiss Avenue Historic District (H-11); Ordinance No. 18563
2. Secretary of the Interior's Standards/Guidelines for Rehabilitation (District / Neighborhood)

- **Recommended:** Identifying, retaining, and preserving features of the building site that are important in defining its overall historic character. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site.
- **Not Recommended:** Removing or substantially changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.

3. City Code Section 51A-4.501(g)(6)(C)(i):

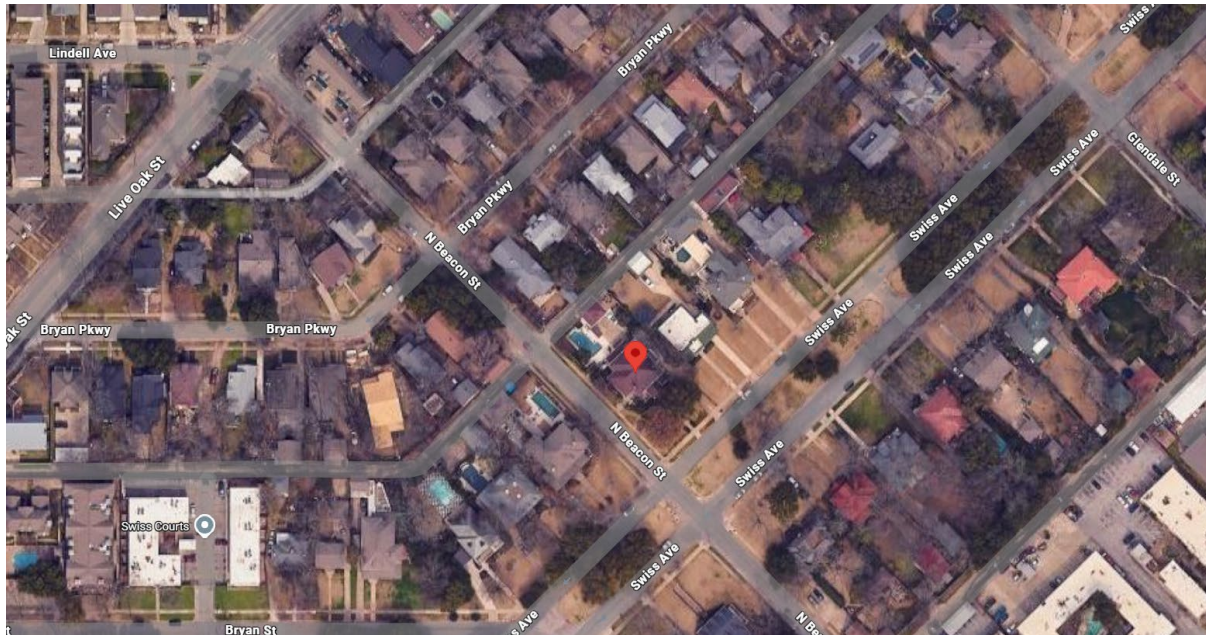
The landmark commission must grant the application if it determines that:

- (i) for contributing structures, the proposed work is compatible with the historic overlay district.*

LOCATION MAPS

5603 Swiss Ave

Source: Google Maps



CURRENT PHOTOS

5603 Swiss Ave



CONTEXT PHOTOS

5603 Swiss Ave



ATTACHMENTS:

- Task Force Recommendation Form
- Current Drawings

**TASK FORCE
RECOMMENDATION(S)**

TASK FORCE RECOMMENDATION REPORT
SWISS AVENUE/MUNGER PLACE

DATE: 3/24/2026
TIME: 12:00 pm
MEETING PLACE: Hybrid Virtual/1500 Marilla St

Applicant Name:
Address: 5603 Swiss Ave
Date of CA/CD/CR Request:

RECOMMENDATION:

Approve Approve with conditions Deny Deny without prejudice

Recommendation / comments/ basis:

recommend that applicant ^① supplement their application with complete drawings and ^② abide by the 5 foot setback required by the ordinance.

Task force members present

<input checked="" type="checkbox"/> Emily Stevenson (Chair)	<input type="checkbox"/> Kari Houston Osborn	<input checked="" type="checkbox"/> Aaron Trecartin
<input type="checkbox"/> Rhody Parrish (Prof)	<input checked="" type="checkbox"/> Bob Cox (Swiss Res)	<input type="checkbox"/> VACANT (Prof)
<input type="checkbox"/> Greg Johnston	<input checked="" type="checkbox"/> Sharon van Buskirk	<input type="checkbox"/> VACANT (Swiss alt)

Ex Officio staff members present: Christina Paress

Simply Majority Quorum: yes no (four makes a quorum)

Maker: *Emily*
2nd: *Aaron*
Task Force members in favor: *All*
Task Force members opposed: *none*
Basis for opposition:

CHAIR, Task Force *[Signature]* DATE *3-24-20*

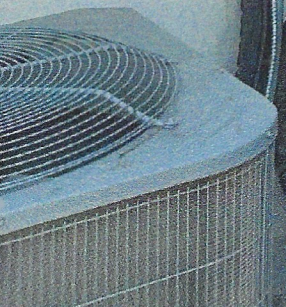
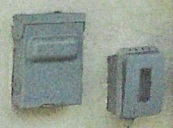
The task force recommendation will be reviewed by the Landmark Commission on Monday, April 6, 2026, via videoconference. The Landmark Commission public hearing begins at 1:00 P.M. via videoconference, which allows the applicant and citizens to provide public comment.

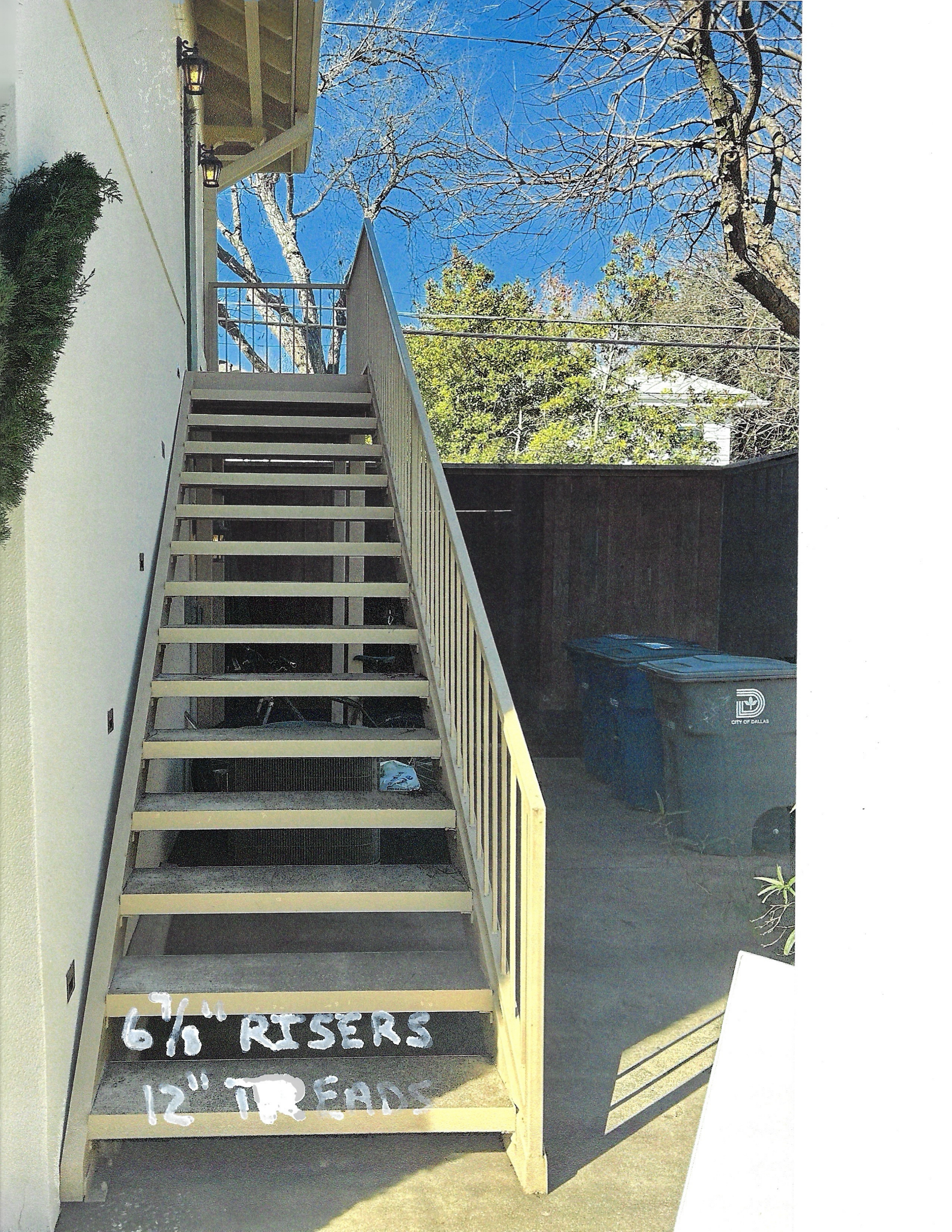
**APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS**



6'8"

8'7"





6 7/8" RISERS
12" TREADS





5603



Up to 40% off Select Online Vanities, Mirrors, Faucets & More >



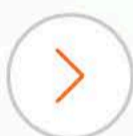
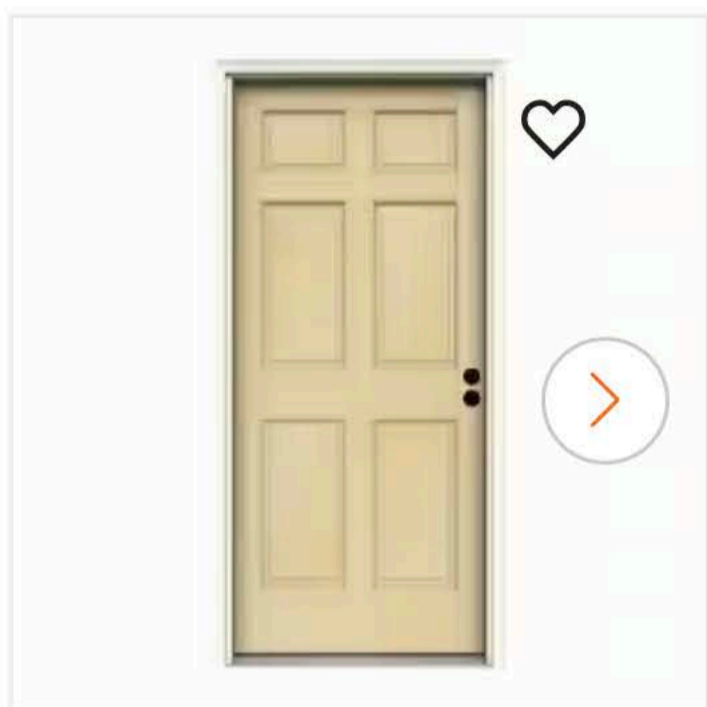
Search



Balch Springs 11PM

75180

Based on your search:



36 in. x 80 in. 6-Panel Unfinished Wood Prehung Left-Hand Inswing Front Door w/Primed Rot Resistant Jamb & Brickmould

Live Chat

by JELD-WEN >

(Brand Rating: 3.8/5) ⓘ

★★★★☆ (3)

\$988⁰⁰

Common Door Size (WxH) in.: 36 x 80

32 x 80

36 x 80



Shop All



Services



DIY



Log In



homedepot.com





2.67 TO DOOR

40" TALL RAILING

22.01 TO

5.01

HANDING FOR TO ACCOMMODATE PROPERTY REQUIREMENTS NO SET BACK

8.91

NO RAILING
11' 0" C. 12" RAILINGS

