

**LANDMARK COMMISSION****JUNE 1, 2026**

FILE NUMBER: COA-26-000183  
LOCATION: 3503 Meyers St.  
STRUCTURE: Contributing  
COUNCIL DISTRICT: 7  
ZONING: PD-595

PLANNER: Rhonda Dunn  
DATE FILED: May 17, 2026  
DISTRICT: Wheatley Place (H/100)  
MAPSCO: 46-U  
CENSUS TRACT: 0037.00

**APPLICANT:** Iris Martinez

**REPRESENTATIVE:** N/A

**OWNER:** BIG BEAR HOME INVESTMENTS LLC

**REQUEST(S)**

A Certificate of Appropriateness for exterior rehabilitation of main building to include window replacement (total 20) and enclosure, and exterior siding replacement.

**STAFF RECOMMENDATION:**

That the request for exterior rehabilitation of main building to include window replacement (total 20) and enclosure, and exterior siding replacement be approved in accordance with drawings and specifications dated 5/17/2026 with the following conditions: that windows on original structure not be enclosed or resized; that replacement windows be all aluminum (no cladding) with lite configuration of one over one (1 over 1); that replacement siding be all wood horizontal lap-siding novelty pattern #117 to match the existing; and that only deteriorated (i.e., cracked/broken) boards be replaced. Implementation of the recommended conditions would allow the proposed work to be consistent with preservation criteria Section 4.3 under Facades and Sections 5.1 and 5.3 under Windows and Doors; the standards in City Code Section 51-4.501(g)(6)(C)(i) for contributing structures; and the Secretary of the Interior's Standards for Rehabilitation.

**TASK FORCE RECOMMENDATION:**

No quorum – Comments only. Supportive with the following comment(s):

1. Need close up pictures of condition for replacement.

2. Contact permitting about the rear addition get inspector to come out.
3. Bring back with new colors for trim.
4. Siding should be #117.

## **BACKGROUND / HISTORY:**

Erected in 1925, the building sited at 3503 Meyers Street is a one-story, wood framed cottage; identified as contributing to the Wheatley Place Historic District.

There are **no** previous applications for Certificates of Appropriateness (or Demolition) filed for this property.

## **RELEVANT PRESERVATION CRITERIA:**

### **Wheatley Place Historic District (H-100), Ordinance No.: 24432**

#### SEC. 4. FACADES

4.3 Wood siding, trim, and detailing must be restored wherever practical. If wood siding is economically impossible, the Landmark Commission may consider other appropriate materials.

4.5 Historic materials must be repaired if possible; they may be replaced only when necessary.

#### SEC. 5. WINDOWS AND DOORS

5.1 Historic doors and windows must remain intact except when replacement is necessary due to damage or deterioration.

5.3 Replacement doors and windows must express profile, muntin and mullion size, light configuration, and material to match the historic. Wood windows should be retained and repaired. Replacement windows should be wood. If wood windows are economically impossible, the Landmark Commission may consider other appropriate materials.

## **RELEVANT SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES:**

### Standards for Rehabilitation

*2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic 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.*

5. *Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

## **RELEVANT DALLAS CITY CODE:**

### **Section 51A-4.501. Historic Overlay District**

(g) Certificate of Appropriateness.

(6) Standard certificate of appropriateness review procedure.

(C) Standard for approval. The landmark commission must grant the application if it determines that:

(i) for contributing structures:

(aa) *the proposed work is consistent with the regulations contained in this section and the preservation criteria contained in the historic overlay district ordinance.*

(bb) *the proposed work will not have an adverse effect on the architectural features of the structure.*

(cc) *the proposed work will not have an adverse effect on the historic overlay district; and*

(dd) *the proposed work will not have an adverse effect on the future preservation, maintenance and use of the structure or the historic overlay district.*

## **PROJECT DESCRIPTION & ANALYSIS:**

The applicant requests a Certificate of Appropriateness for exterior rehabilitation of the contributing structure located at 3503 Meyers Street in the Wheatley Place Historic District (H/100). The work includes the replacement of 20 windows, enclosure work, and replacement of exterior siding. The structure, built in 1925, is a one-story wood-framed cottage identified as contributing to the district.

### Windows

The Wheatley Place preservation criteria require that historic doors and windows remain intact except, when necessary, due to deterioration, and that replacements match the historic profile, muntin and mullion sizes, light configuration, and material. Replacement windows within the district should be wood, though the Landmark Commission may consider other appropriate materials if wood is economically infeasible. The applicant proposes to use aluminum (non-clad), one-over-one windows, which is permissible when wood is not viable. Staff recommends no resizing or enclosing of original window openings.

### Siding

The criteria direct that wood siding, trim, and detailing be restored wherever practical, and permits replacement only when deterioration justifies it. Replacement siding must match the historic in texture, pattern, and module size, specifically horizontal wood lap siding, novelty pattern #117. The staff's recommendation to replace only deteriorated boards is

consistent with district requirements and with the Secretary of the Interior's Standards emphasizing retention of distinctive materials.

#### Enclosure – Window 7 (Cornerside Elevation)

As clarified in the application materials and the Window Survey, the applicant proposes to enclose the paired window unit labeled “Window 7”, located on the cornerside (right) elevation. This elevation is a protected façade under the Wheatley Place Historic District ordinance, which specifies that front, cornerside, and interior side facades of contributing structures are protected and that their historic solid-to-void ratios must be maintained. Alterations to protected facades must retain the historic openings, preserve architectural features, and employ materials compatible with the historic appearance.

The applicant states that the purpose of enclosing Window 7 is to create additional wall space for upper-level kitchen cabinets. While interior functional needs may warrant reconfiguration, the Secretary of the Interior's Standards discourage the removal or enclosure of intact windows where they contribute to the building's historic character, and the district criteria prohibit altering historic openings on protected façades except where deterioration necessitates replacement.

Because Window 7 is intact and located on a protected elevation, enclosing it would eliminate a historic opening, alter the historic solid-to-void ratio, and adversely impact the architectural character of the structure. Staff therefore finds the enclosure inconsistent with the Wheatley Place Preservation Criteria and the Secretary of the Interior's Standards.

#### Recommended Alternatives to Enclosing Window 7

To address the applicant's storage needs without compromising protected historic fabric, staff recommends the following alternatives:

- **Reconfigure Cabinet Layout**  
Utilize alternative wall segments in the kitchen for upper cabinets to retain the historic window opening(s).
- **Use Shallow Cabinets or Open Shelving**  
Provides storage capacity while preserving window visibility and preventing enclosure.
- **Install Base Cabinets Only Beneath the Window**  
Maintains functional workspace without interfering with the window unit.
- **Integrate Window(s) into Kitchen Design**  
Treat the window(s) as a design element supporting daylighting, providing aesthetic value while maintaining historic integrity.

These alternatives would allow the applicant to meet functional needs while remaining consistent with district preservation criteria and best practices for contributing structures.

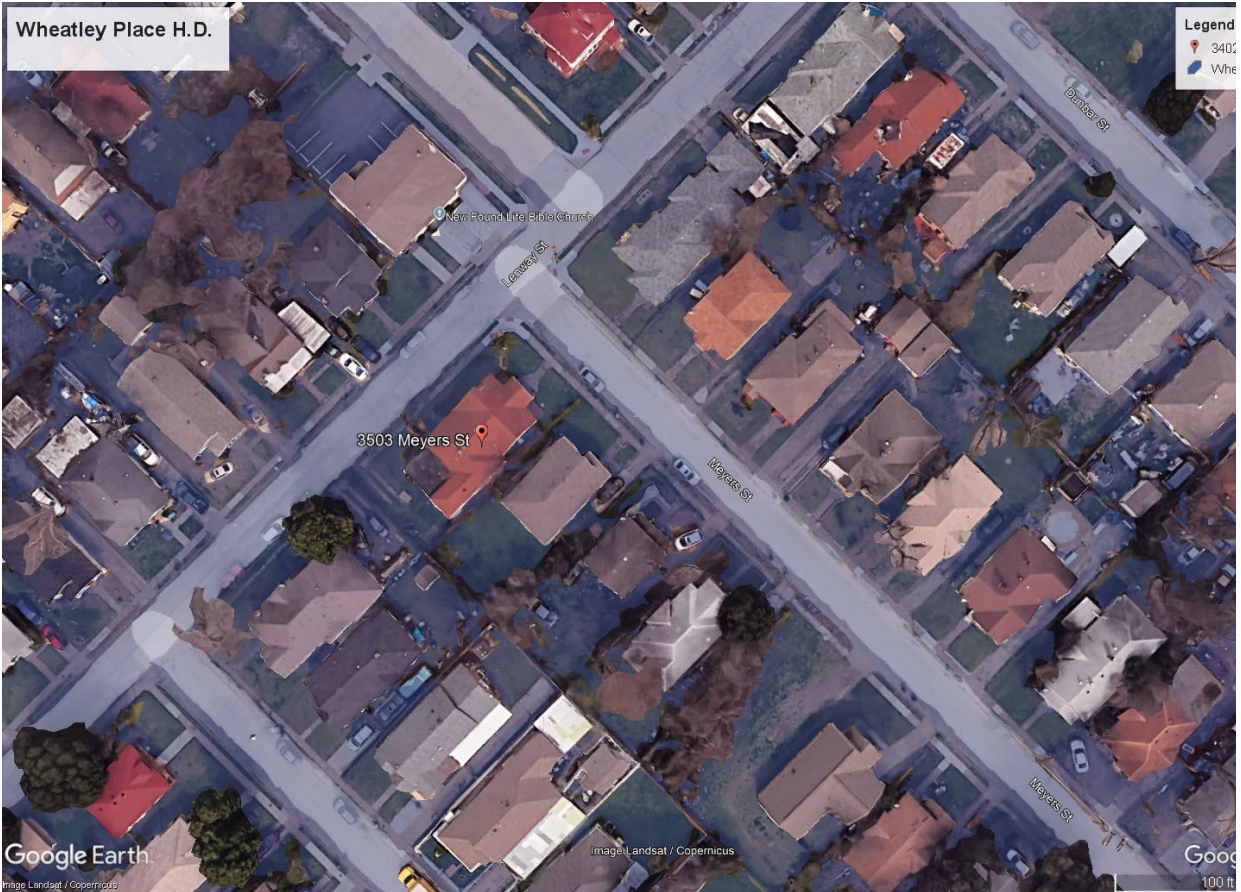
### Overall Determination

With the implementation of recommended conditions—specifically, retaining all historic window openings, using aluminum one-over-one replacement windows consistent with district criteria, and utilizing wood siding matching novelty pattern #117 only where deterioration is demonstrated—the proposed rehabilitation is consistent with:

- Wheatley Place Preservation Criteria (Sections 4.3, 4.5, and 5.1–5.3);
- Dallas Development Code Section 51A-4.501(g)(6)(C)(i) applicable to contributing structures; and
- Secretary of the Interior’s Standards for Rehabilitation, including Standards 2, 3, and 5.

The overall impact of the proposed work will NOT have an adverse effect on the architectural features of the structure; the historic overlay district; and/or the future preservation, maintenance and use of the structure or the historic overlay district.

**SITE MAP**  
**3503 Meyers St.**



The small red balloon delineates the subject property. The blue shading indicates Wheatley Place Historic District coverage. *Basemap Source: Google Earth*

**CURRENT PHOTOS**  
**3503 Meyers St.**



**Subject property: Front, northeast elevation. Source: Google Maps -- Streetview.**



**Subject property: Right, northwest elevation. Source: Google Maps -- Streetview.**



**Subject property: Rear, southwest elevation (shows addition with entrance). Source: Google Maps -- Streetview.**

**CONTEXT PHOTOS**  
**3503 Meyers St.**



**Left (southeast) of subject property on the same blockface. Source: Google Maps -- Streetview.**



**Right (northwest) of subject property. Source: Google Maps -- Streetview.**



**Across the street from subject property. Source: Google Maps -- Streetview.**

**ATTACHMENTS:**

- **Task Force Recommendation Form**
- **Certificate of Appropriateness Application**

**TASK FORCE RECOMMENDATION REPORT**  
**WHEATLEY PLACE / TENTH STREET / QUEEN CITY**

DATE: 05/12/2026

TIME: **4:00 pm**

MEETING PLACE: **Preservation Dallas/Videoconference**

Applicant Name: A. Martinez

Address: 3503 Meyers St. (Wheatley Place)

(Wheatley Place/ Tenth St Neighborhood

HD / Queen City)

Date of CA/CD/**CR** Request: 04/27/2026

**RECOMMENDATION:**

Approve  Approve with conditions  Deny   
 Deny without prejudice

Recommendation / comments / basis:

Need close up pictures of condition for replacement, contact permitting about the rear

addition get inspector to come out, bring back with new colors for trim, siding 117

**Task force members present**

<input type="checkbox"/>	Barbara Wheeler (Chair)	<input type="checkbox"/> Alonzo Harris
<input type="checkbox"/>	Larry Johnson (Vice Chair)	<input checked="" type="checkbox"/> Benje Feehan
<input checked="" type="checkbox"/>	Shaní Dixon	
<input checked="" type="checkbox"/>	Jarod Fancher	
<input type="checkbox"/>	VACANT	
<input type="checkbox"/>	VACANT	

Ex Officio staff members Present:  Dr. Rhonda Dunn

Simple Majority Quorum:  yes  no

Maker:

2<sup>nd</sup>:

Task Force members in favor:

The task force recommendation will be reviewed by the landmark commission in Briefing Room 6ES, starting with a Staff briefing. The Landmark Commission public hearing begins at 1:00 pm in Room 6ES, which allows the applicant and citizens the opportunity to provide public comment(s).

Task Force members opposed:  
Basis for opposition:

CHAIR, Task Force:

DATE: 05/12/2026

## Window Survey Form

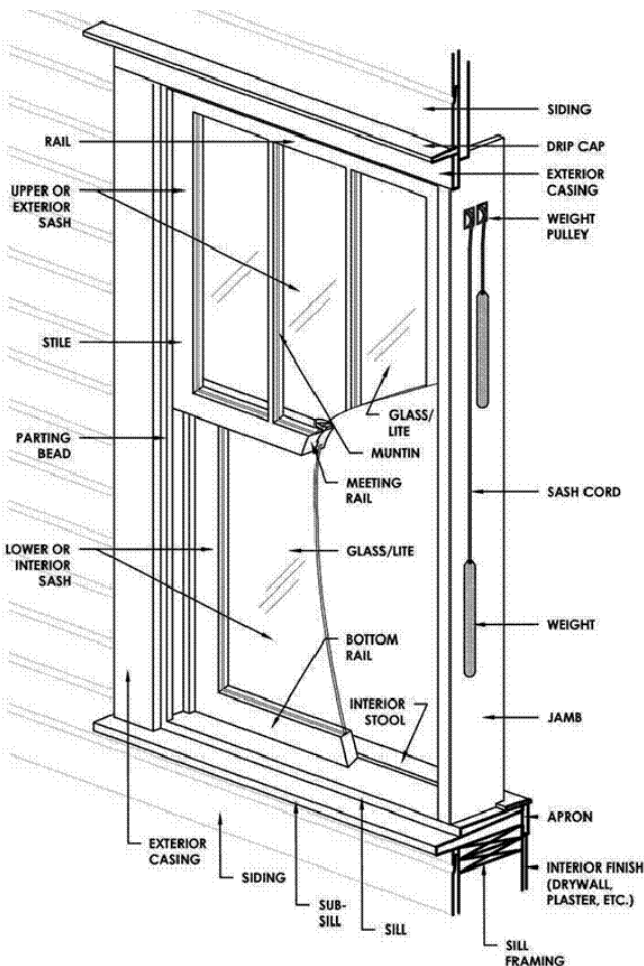
Have	Basic Requirements
<input type="checkbox"/>	1. Photographs or drawing of each elevation of the structure, with all the window openings on each elevation numbered.
<input type="checkbox"/>	2. Photographs of each window opening <i>numbered</i> corresponding to the photographs or drawings from #1.
<input type="checkbox"/>	3. Condition Evaluation of each window (see reverse).
<input type="checkbox"/>	4. Proposed window design (casement, fixed, etc.) , pattern (3/1, 6/6, 1/1, etc.) , materials (wood, vinyl, clad, etc.), etc. Specify if different for certain openings.
<input type="checkbox"/>	5. Proposed window product brochure/information that includes the company's depiction or photograph (not wind load information) of actual windows. We need to know what they look like on the exterior.
<input type="checkbox"/>	6. Other _____

**ALL window openings** on the structure should be assigned a **number** and **described** under the same number on the back of this sheet. Even those not being replaced should be assigned a number, however a photograph of those windows is not necessary, note on the second page that you aren't looking to replace that window number.

Windows in **pairs** or **groupings** should be assigned **separate** numbers. Windows in dormers and small fixed windows *should* also be included, but *not* door sidelights or transoms associated with a door.

On the second page, describe the issues and conditions of *each* window in detail, referring to the specific parts of the window (see diagram to the left). The photographs can be from the interior, exterior, or both. *Additional close-up photographs*, showing evidence of window condition, **MUST** be provided to better document problem areas.

The Planning and Development Department's evaluation and recommendation is based on deterioration/damage to the window unit, and associated trim. Broken glass and windows that are painted shut are not necessarily grounds for approving replacement.



Total Number of Window Openings on the Structure	20
Number of Historic Windows on the Structure	0
Number of Existing Replacement/Non-Historic Windows	20
Number of Windows Completely Missing	
Total Number of Windows to be Replaced	19

COA— \_\_\_\_\_  
 Applicant Name: IRIS MARTINEZ

Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_

## Window Survey Form—Window Condition Report

Window #	Window Condition
1	Aluminum. Not Original. Poor Condition
2	Aluminum. Not Original. Poor condition.
3	Wood. Not original. In poor condition and unable to open..
4	Wood. Not original. In poor condition and unable to open..
5	Aluminum. Not Original. Poor condition.
6	Aluminum. Not Original. Poor condition.
7	Wood. Not original. In poor condition and unable to open.
8	Wood. Not original. In poor condition and unable to open.
9	Wood. Not original. In poor condition and unable to open.
10	Wood. Not original. In poor condition and unable to open..
11	Aluminum. Not Original. Poor condition & broken.
12	Aluminum. Not Original. Poor condition.
13	Aluminum. Not Original. Poor condition.
14	Aluminum. Not Original. Poor condition.
15	Aluminum. Not Original. Poor condition.
16	Aluminum. Not Original. Poor condition.
17	Vinyl. Not Original. Poor condition.
18	Aluminum. Not Original. Poor condition. Missing part
19	Aluminum. Not Original. Poor condition.
20	Vinyl. Poor condition.

Window #	Window Condition
21	
22	
23	
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To the Historic Preservation Commission,

I am submitting this request for approval of exterior repairs, structural restoration, and selective window removal at my property. The home is in poor condition due to long-term deterioration, water damage, and structural failure in several areas. Our goal is to restore the house to a safe, stable condition while maintaining the historic character visible from the street.

Below are images of the house and a detailed description of the work we intend to complete.

Front of the house



**Right Side of the house (lenway St)1**



Right Side of the house (lenway st) 2



Back of the house



Picture #4

**Left Side (no street side/ towards back of the house) 1 Inaccessible at the time**



Windows 11,12, 13, 14, 15 & 16 are located in side but unable to access -See the diagram below.

Left Side (no street side/ towards front of the house) 1 Inaccessible at the time



Back of the house

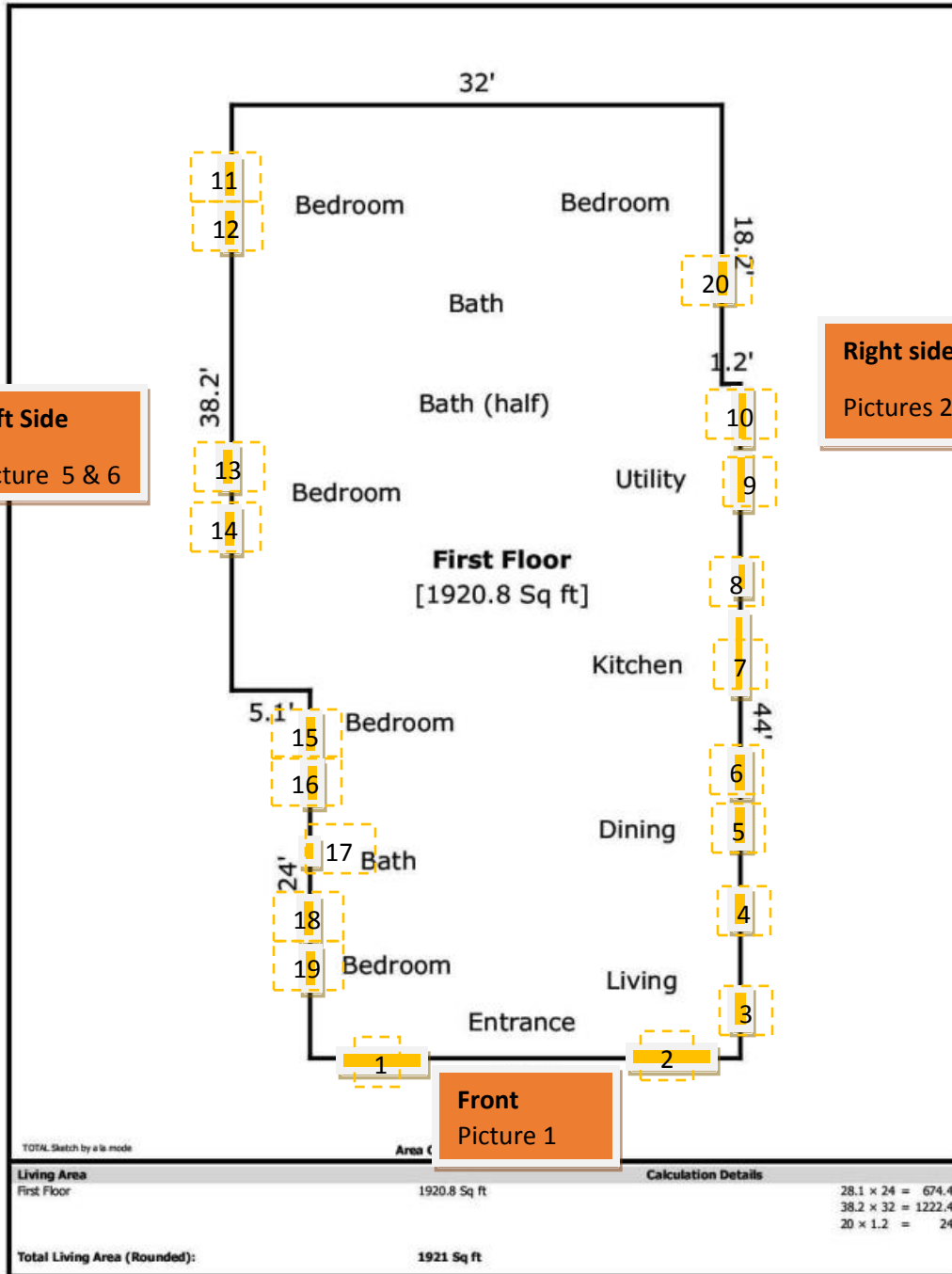
Picture 4

Left Side

Picture 5 & 6

Right side

Pictures 2 & 3



TOTAL Sketch software by a la mode technologies, llc. 1-800-alamode

# Window Removal Request (9 Windows Total)

We are requesting approval to **cancel/remove nine (9) existing windows**. This request is based on:

- **Budget limitations**
- **Safety concerns**
- **Privacy needs**
- **Functional use of small rooms**
- **Structural reinforcement requirements**
- **The fact that several windows are not visible from the street**

All bedrooms will continue to have windows, maintaining the historic appearance and ensuring compliance with safety and egress requirements.

## A. Left Side of the House (4 Windows)

- These four windows are located on the **left side**, which is **not visible from the street**.
- They can only be seen from the neighboring property.
- Removing them will not alter the home's appearance from any public right-of-way.
- These rooms are small, and having two windows significantly reduces usable wall space.
- Removing the additional windows will create a more private bedroom environment. Privacy in a bedroom is **essential for comfort, health, and the practical use of the space**.
- It will also help reduce exterior noise, improving livability without altering the home's historic character.

## B. Right Side of the House (5 Windows Total)

### 1. Living Room – 2 Windows (34" x 30")

- These two small windows are located on the right side (Lenway St).
- We propose removing them to install **structural support**
- The living room will retain its main front-facing window, preserving the historic look.

### 2. Kitchen Area – 3 Windows (38" x 30")

- These three small windows are located on the right side toward the rear.
- Removing them will allow us to build a **functional kitchen layout**, including wall cabinets and proper appliance placement.
- These windows are not original and do not contribute to the historic façade.

## Preservation of Historic Character

Even with the removal of the nine windows, the home will maintain its historic appearance:

- All **bedrooms will retain windows**, consistent with the neighborhood.
- All visible exterior materials (siding, trim, paint, roofing) will be replaced with historically appropriate wood and neutral colors.
- 4 of the window removals will occur on **non-street-facing side**.

Our intention is to preserve the home's historic character while ensuring safety, privacy, and functional use of the interior spaces.

# Siding & Trim Replacement

## Siding:

- **Replacement Required:** 100%
- **Material:** Wood, using either **105** or **117** horizontal millwork patterns
  - The most cost-effective option will be selected at the time of purchase
- **Existing Condition:** Poor

## Trim:

- **Replacement Required:** 100%
- **Material:** Wood
- **Existing Condition:** Poor