



LANDMARK COMMISSION

June 1, 2026

FILE NUMBER: CE256-014(CP)
LOCATION: 5020 Swiss Ave
COUNCIL DISTRICT: 14
SIZE OF REQUEST: 5,542

PLANNER: Christina Pares
DATE FILED: April 29, 2026
DISTRICT: Swiss Ave (H/1)

APPLICANT: William and Suzanne Munck

OWNER: William and Suzanne Munck

REQUEST:

A Certificate of Eligibility (CE) for a tax exemption on added value of land and improvements for a period of ten years and approval of an estimated \$1,228,061 in expenditures to be spent on rehabilitation prior to the issuance of the Certificate of Eligibility.

SUMMARY: This single-family house was built in 1928 and is a contributing structure in a historic district.

In Citywide Tax Exemption properties, property owners are eligible to receive an exemption based on the added value of the land and improvement value on the city portion of the property taxes for a period of 10 years. This exemption requires that rehabilitation completed on the property must be, at minimum, 50 percent of the pre-rehabilitation improvement value.

Improvement Value (2025):	\$ 1,995,120
Land Value:	\$ 698,290
Required Expenditures:	\$ 997,560
Estimated Expenditures:	\$ 530,000
Estimated Total Exemption:	\$ 1,236,415

Notes on the estimated exemptions:

**The estimated value after rehabilitation does not account for any increase in value due to appreciation.*

***Tax estimates are based on the new city tax rate of 0.6988%. Properties with homestead exemptions are assumed to increase in taxable value at the capped rate of 10% until they reach the "estimated new value after rehabilitation".*

STAFF RECOMMENDATION:

Approval of the Certificate of Eligibility and approval of an estimated \$1,228,061 in expenditures to be spent on rehabilitation prior to the issuance of the Certificate of Eligibility.



Historic Preservation Tax Incentive Program

Step 1 Application to the Landmark Commission

(Properties where part of the rehabilitation work has
been previously completed)

Address: 5020 Swiss Avenue

Applicant: William & Suzanne Munch

Contact info: [REDACTED]



Application Requirements

- Completed Step 1 Application..... All requested information must be provided, and where necessary forms should be signed and notarized
- List of expenditures to date..... Please provide a chart, as shown later in this packet, listing the receipts and expenditure documentation submitted. Copies of the receipts should be submitted as backup documentation with this chart. A blank chart is attached to this form for your convenience.
- Backup documentation of expenditures spent to date..... Receipts or other documentation, such as pay affidavits or schedules of value provided by a licensed architect or engineer proving that the required expenditure on rehabilitation has actually been made. Please do not provide original documents, copies only.
- Estimated costs of rehabilitation yet to be completed List of applicable expenses. Eligible expenses are listed in the General Information packet.
- Statement of Understanding Signed and notarized by the property owner; use the form included in this packet.
- DCAD Account Information Go to www.dallascad.org then search for appraisals, search by address, search for the address of the property in question, and attached a copy of the account information to this application.
- Photographs of existing conditions..... Pictures taken of the structure prior to rehabilitation. Be sure to document the areas that will be rehabilitated.

Additional Requirements

Check all statements that apply and please provide the information shown to the right for those items.

- Does the rehabilitation include any exterior work?..... Provide a copy of the front page of the Certificate of Appropriateness for the rehabilitation.
- Has the property has received any previous tax relief? Provide the documentation explaining the duration and amount of all previous tax relief.

Additional Requirements (cont).

- Is the property is in a TIF district? Documentation of any additional tax incentives the property is set to receive, such as tax credits from the county, National Trust, grants, Texas Historic Commission or other entities. If you are unsure if the property is in a TIF district, locate your property on the DCAD website's map and turn on the Tax Increment Zone layer.
- Is this an Urban Historic District exemption? Provide a breakdown of the square footage for residential, retail, commercial, and other nonresidential uses, number of jobs created, and residential units created in the proposed project.
- Has the property had past code violations? Contact the Code Compliance Department at 214-670-5708 if the property has had past code violations. An email from their department stating that the violations have been resolved will suffice.
- Is the owner not listed as the owner in DCAD records Provide a copy of the property deed.
- Is the lot is a divided lot or split between several lots? Provide a copy of the property deed.
- Is the property unplatted (no lot or block number)? Provide a copy of the property deed.
- Is it is owned by a partnership, LLC, or other entity? Provide a copy of the property deed or documentation that the signatory has the authority to sign on behalf of the entity.

Historic Tax Exemption Application

Step 1 – Application for a Certificate of Eligibility

Property Information

Property Address: 5020 Swiss Avenue

Legal description: Lot 13, 12 (30'), 14 (65') Block D/682

Provide a metes and bounds attachment if no lot and block can be determined.

Building name (if applicable): n/a

Historic district or pending historic district: SAHD

Year the historic structure was built: 1928

Is this a contributing structure? Yes

Owner Information

Please list all of the property owner(s): William A and Suzanne T. Munch

Mailing address: 5020 Swiss Avenue

City, state and zip code: Dallas, TX 75214

Phone number: [REDACTED] Fax number: _____

Email: [REDACTED]

Applicant Information (if different from the property owner)

Applicant name: _____

Mailing address: _____

City, state and zip code: _____

Phone number: _____ Fax number: _____

Email: _____

Rehabilitation Information

Estimated Rehabilitation Investment: ~~\$1,228,061.41~~ \$1,228,061.41

Current Use: Primary Residence Proposed Use: Primary Residence

For any exterior work, has a Certificate of Appropriateness (CA) been approved yet? Yes

If not, when will the application for a CA be considered? _____

Projected Construction Time and Estimated Date of Completion: Oct. 2026

Lien Holder Information (if applicable)

Primary mortgage company: _____

Contact person: _____

Correspondence address: _____

Secondary mortgage company: N/A

Contact person: _____

Correspondence address: _____

Other lienholder: N/A

Contact person: _____

Correspondence address: _____

Financial Information

The following information can be obtained from the Dallas Central Appraisal District website (www.dallascad.org and click search for appraisals). The City of Dallas will use the tax values for the year prior to the application beings made.

The date this application is submitted to the city: 4/29/2026

Improvement Value: \$1,995,120

Land Value: \$698,290

Has the Property Received Any Previous Tax Relief? If so, Please Explain: _____

Is this in a TIF District? No

** Please attach a copy of the dallascad.org account information for the property to this application**

If Applying for an Urban Historic District Conversion Exemption

Total Building Square Footage: _____

Retail Square Footage: _____

Office Square Footage: _____

Residential Square Footage: _____

Number of Jobs Created: _____

Type of Exemption that is being applied for:

Category		Type	Required Expenditures (% of pre-rehab value of structure only)	Amount (portion of land and structure)	Duration	Renewable (façade expenditures only)
Urban Historic Districts Includes all properties located within the Urban historic district area shown on the last page of the Information packet	<input type="checkbox"/>	Based on Rehab	75%	100%	10 years	Yes
	<input type="checkbox"/>	Based on Rehab	50%	Added Value	10 years	Yes
	<input type="checkbox"/>	Residential / ground floor conversion	50% must be converted to residential and 65% of ground floor must be converted to retail	100%	5 years	No
** A Residential / Ground Floor Conversion exemption may be applied for in addition to an exemption Based on Rehab						

Category		Type	Required Expenditures	Amount	Duration	Renewable (façade expenditures only)
Revitalizing Historic Districts Includes properties located in: <ul style="list-style-type: none"> • Junius Heights • Lakecliff • Peak's Suburban • South Blvd. / Park Row • Winnetka Heights 	<input type="checkbox"/>	Based on Rehab	25%	100%	10 years	Yes

Category		Type	Required Expenditures	Amount	Duration	Renewable (façade expenditures only)
Endangered Historic Districts <ul style="list-style-type: none"> • 10th Street • Wheatley Place 	<input type="checkbox"/>	Based on Rehab	25%	100%	10 years	Yes

Category		Type	Required Expenditures	Amount	Duration	Renewable (façade expenditures only)
Citywide Includes properties located in: <ul style="list-style-type: none"> • Munger Place • State Thomas • Swiss Avenue • All properties not located within the Urban, Endangered or Revitalizing historic districts 	<input checked="" type="checkbox"/>	Based on Rehab	50%	Added Value	10 years	Yes
	<input type="checkbox"/>	Endangered Property (Landmark Commission must find that this property is endangered.)	25%	100%	10 years	Yes

Category		Type	Required Expenditures	Amount	Duration	Renewable
Citywide – maintenance Includes properties in all historic districts	<input type="checkbox"/>	Maintenance	3%	Added Value	3 years	Yes

Category		Type	Required Expenditures	Amount	Duration	Renewable
Ownership by a non-profit entity open to the public	<input type="checkbox"/>	Non-profit	Be a designated historic landmark that is open to the public and is owned by a non-profit with	100%	As long as the building is owned by a non-profit entity and is open to the public	Annually

PLEASE NOTE: All tax exemption approvals that accumulatively (new applications and renewals) will receive exemptions totaling in excess of \$50,000 will have to be approved by both the Landmark Commission and the City Council.

Date	Company	Category of work	Receipt Page Number	Amount
2026	English Heritage Homes	Painting and Finishing	1	\$ 117,900.00
2026	English Heritage Homes	Plumbing Labor	1	\$ 66,700.00
2026	English Heritage Homes	HVAC	3	\$ 85,504.00
2026	English Heritage Homes	Electrical Labor	1	\$ 116,785.00
2026	English Heritage Homes	Carpentry Materials	1	\$ 24,484.76
2026	English Heritage Homes	Carpentry Labor	1	\$ 78,610.00
2026	English Heritage Homes	Architectural Woodwork	1	\$ 98,980.00
2026	English Heritage Homes	Roofing	1	\$ 32,750.00
2026	English Heritage Homes	Sheetrocking	1	\$ 42,750.00
2026	English Heritage Homes	Masonry Labor	1	\$ 92,370.00
2026	English Heritage Homes	Demolition	1	\$ 36,910.00
2026	English Heritage Homes	Timber Material	1	\$ 115,222.22
2026	English Heritage Homes	Metal work - Structural	1	\$ 13,340.00
2026	English Heritage Homes	Doors	1	\$ 44,477.00
2026	English Heritage Homes	Windows	1	\$ 58,873.00
6/27/25	Captain Rons Plumbing	Completed Plumbing	4	\$ 25,475.00
9/3/25	Alpha Foundation Repair	Completed Foundation Repair	5 & 6	\$ 25,000.00
6/23/25	Scottie Ballantyne Roofing	Completed Roofing	7	\$ 7,480.00
2026	Combine Contractors	Masonry work (repairs)	8	\$ 11,300.00
2026	English Heritage Homes	Tile floors and walls	1	\$ 61,556.00
2026	English Heritage Homes	Weatherstripping	1	\$ 4,500.00
2026	English Heritage Homes	Wood flooring	1	\$ 45,681.25
8/15/25	Kelltech	Security/alarm system	9	\$ 21,413.18
2026			Total	\$ 1,228,061.41