

## Dallas Landmark Commission Landmark Nomination Form

### 1. Name

historic: B. Parks Bros. Storage Building

and/or common:

date: 8/28/90

### 2. Location

address: 2639 Elm St.

location/neighborhood: Deep Ellum

block: 286

lot: 1A

land survey:

tract size:

### 3. Current Zoning

PD No. 269

### 4. Classification

Category	Ownership	Status	Present Use	
<input type="checkbox"/> district	<input type="checkbox"/> public	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agricultural	<input type="checkbox"/> museum
<input checked="" type="checkbox"/> building(s)	<input checked="" type="checkbox"/> private	<input type="checkbox"/> unoccupied	<input checked="" type="checkbox"/> commercial	<input type="checkbox"/> park
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input type="checkbox"/> work in progress	<input type="checkbox"/> educational	<input type="checkbox"/> residence
<input type="checkbox"/> site	<b>Public</b>	<b>Accessibility</b>	<input type="checkbox"/> entertainment	<input type="checkbox"/> religious
<input type="checkbox"/> object	<b>Acquisition</b>	<input checked="" type="checkbox"/> yes:restricted	<input type="checkbox"/> government	<input type="checkbox"/> scientific
	<input type="checkbox"/> in progress	<input type="checkbox"/> yes:unrestricted	<input type="checkbox"/> industrial	<input type="checkbox"/> transportation
	<input type="checkbox"/> being considered	<input type="checkbox"/> no	<input type="checkbox"/> military	<input type="checkbox"/> other, specify

### 5. Ownership

Current Owner: Elm St. Partners J.V.

Contact: J.L. Northrup

Phone: 922-9742

Address: 1750 Allianz Center

City: Dallas

State:

Zip: 75201

### 6. Form Preparation

Date: 8/28/90

Name & Title: B.I. Miller

Organization:

Contact:

Phone: 421-1511

### 7. Representation on Existing Surveys

Alexander Survey (citywide)  local  state  national

H.P.L. Survey (CBD)  A  B  C  D

Oak Cliff

Victorian Survey

Dallas Historic Resources Survey, Phase   high  medium  low

National Register

Recorded TX Historic Ldmk

TX Archaeological Ldmk

*For Office Use Only*

Date Rec'd: \_\_\_\_\_ Survey Verified: Y N by: \_\_\_\_\_ Field Check by: \_\_\_\_\_ Petitions Needed: Y N

Nomination:      Archaeological      Site      Structure(s)      Structure & Site      District

**8. Historic Ownership**

original owner: A.C. Rick

significant later owner(s):

**9. Construction Dates**

original: 1926

alterations/additions: 1990

**10. Architect**

original construction: Unknown

alterations/additions:

**11. Site Features**

natural:

urban design: Part of a semi-continuous row of 2 &amp; 3 story brick industrial buildings

**12. Physical Description**

Condition, check one:

 excellent deteriorated unaltered

Check one:

 original site good ruins altered moved(date \_\_\_\_\_) fair unexposed

*Describe present and original (if known) physical appearance. Include style(s) of architecture, current condition and relationship to surrounding fabric (structures, objects, etc). laborate on pertinent materials used and style(s) of architectural detailing, embellishments and site details.*

The Parks Storage Warehouse is a three story brick and reinforced concrete structure built as a fireproof storage and transfer facility in 1926. Located mid-block between a surface parking lot and a contemporaneous two story brick building, the subject structure faces south and fills its entire site, reflecting a nearly continuous streetwall.

Although building records do not exist to document the exact date of construction, the Dallas City Directory in 1926 indicates the presence of a building for the first time. Further, the building's detailing reflects a very sturdy structure, meant to hold substantial weight, as well as having a facade that is typical of commercial structures of the early 1920s. Finally, an agreement exists that allows the property owner to use the west wall of the building next door as an integral part of the new building to be constructed.

The first floor has a fifteen foot clearance, the second floor, eleven and one half inches, and the third floor nine and one-half inches. The construction depends on reinforced concrete grade beam and piers, 24 inch columns with mushroom caps on all three floors, and eight inch floor and roof concrete plates poured on wood decking. The first floor appears to be a slab on grade. There are no beams connecting the columns except in the case of an elevator shaft.

Windows were placed to provide aisle light from the front and rear of the building. The facade veneer, which hides the columns from street view, displays architectural detail in the form of square limestone blocks at the corners of the windows, with rowlocked brick around each window. This pattern was repeated 14 times on the second and third floor facade to break up the mass of uninterrupted wall resulting from the interior lighting scheme designed for aisles only. The facade contains a standard size brown brick, scored on three sides for exterior effect, but with no brickyard identification. The east and north wall and interior perimeter wall are of common Ferris, Texas cherry red brick. Two third floor wireglass skylights are positioned to facilitate the aisle lighting. The facade also contained two first floor office-retail storefronts with plate glass and large divided transoms. Between the two storefronts there is a 13 foot high freight door. Two other freight doors existed on in the rear and one on the east

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side. The west wall on the first two floors consists of the east wall of an adjoining two story masonry building. The third floor west wall is supported by a reinforced concrete beam resting on the west-side columns.

The property covers a 6,249 square foot lot which is two feet wider on the north, or back side, than the south. The eight columns on each floor are parallel, so that there is a difference in the distance between the columns and the side walls at each end of the building.

The structure was laid out diagonally across the City's original Cantegral Street, which had been rerouted in 1884 to run parallel with the east lot line of the new building. Portions of the old street were excavated while waterproofing the north grade beam during the 1990 renovation. July Alley, running east and west, stopped immediately behind the building and serviced the rear freight door. Further, when the building was sited on the lot it was found that the west line, adjoining the two-story building owned by Frank L. Austin, was not properly located on the boundary line. By agreement, the owner and developer of 2639 Elm Street agreed that the wall would be used as a common wall, and that the property on each side would accrue to the respective owners.

The upper floors are accessed by a stairwell in the northeast corner of the building, and a freight elevator along the north side of the stairwell. The elevator was a drum type, chain driven American Elevator Company model made in Louisville, Kentucky. The wooden rail, and car frame were made of maple wood, known in those days for strength and durability. The elevator could be accessed by a loading door on the east side of the building, as well as from the interior.

Storage of records and personal belongings was facilitated by 8' X 12' clay tile rooms with heavy wooden doors. Tracing mortar and lighting box patterns on the ceiling it is possible to see the configuration of these mini-warehouse-type rooms, which were unlit spaces with light coming from aisle windows and electric lights, and skylights on the third floor. The west side of the second and third floors appeared to be devoted to this personalized service, while the east side was available for more open storage as evidenced by the more amply window-lit spaces.

The fireproof nature of the building appears in the construction which contains no wood other than the retail facade and office trim. The brick walls contain no air pocket for insulation, and in fact the bricks interlock every fifth row from opposite directions. Further, the mortar used contained a higher than usual measure of concrete, making the building practically invulnerable to normal demolition methods. Steel firedoors with fusible links were placed at every passage from floor to stairwell to elevator to outside. Finally a standpipe with a firehose was located in the middle of the building servicing both upper floors.

At least three company signs were painted covering one another on the Elm Street facade. It is possible to trace 1) North American Van Lines, 2) Great Southwest Van Lines, and GSW Van Lines on the facade with the word "agents" painted beneath the signs immediately over the Elm Street freight door. "Agents" appears to be the only original sign. It is probable that these signs represent only the franchise relationship with a national moving company, and not, as noted in the following history, the name of any Dallas enterprise involved.

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Of the two storefronts, only the east one appears to have been used as an office, retail establishment, or for other non-storage use. There are no identifying marks on the concrete floor. On the west side the walls show no signs of plaster or other refinement. In fact, the original west brick wall of the building shows no improvement whatever. The east front contained an office with plastered walls and ceilings. A lathe and plaster wall divided the office from the warehouse. Large glass transoms in that wall and the facade provided summer ventilation for the office. The office also contained a small mezzanine, under which was a steel safe door (inserted in a clay tile secure room), a small restroom, and a small storage closet. Heating was provided with a small gas space heater as evidenced by the gas line that still exists.

A second small restroom for warehouse workers with commode and lavatory was located on the first floor along the north wall.

The roof parapet is capped by standard ceramic coping tiles on all but the street side where there is face brick. The elevator penthouse located in the northeast corner is also capped.

The 1990 renovation providing for adaptive reuse of the structure has made a number of changes, but all with the thought in mind that this typical 1920 era warehouse exterior should remain intact despite the residential and retail use of the interior.

A rear freight door was moved to the east side to meet municipal traffic requirements, as the first floor interior now contains parking. The Elm Street freight door has been removed and a retail storefront substituted. This new storefront is framed differently than the other two storefronts, and remains divided in an overhead freight door configuration and retains the protective bollards on either side. New window holes have been cut, but remain in the geometric pattern that the original architect designed to provide detail on the facade. Wooden energy efficient double glazed replacement windows on the second and third floors are in a plain one-over-one style rather than divided with eighteen panes each, as those remaining on the first floor. The elevator has been removed. The freight access door from Cantegral Street has been converted to a pedestrian entrance for residential tenants. The door and canopy will remain intact. An interior wall and door will provide entry and security for the building.

The site places the building next to a two-story 1924 structure, originally used as commercial office and warehouse, now a restored office building of the Baylor University Medical Center in Dallas. There are numerous other single story former retail and commercial structures along Elm Street on either side of the site. Most of them date from 1900 - 1930, and many have been converted to contemporary shops, restaurants, and nightclubs.

A larger former storage and transfer building exists in Dallas in Dallas' West End named the Interstate Trinity (IT) Building. But 2639 Elm Street is unique in that it represents a small family run enterprise bridging the gap between the 19th century horse drawn freight carrier and the more modern organized moving and warehouse industry serving the mobility of a growing America and storing the rapidly growing accumulation of business records prior to electronic storage.

### 13. Historical Significance

*Statement of historical and cultural significance. Include: cultural influences, special events and important personages, influences on neighborhood, on the city, etc.*

The Parks Storage Warehouse, constructed in 1926, is significant as an extraordinarily well built example of a fireproof warehouse that served as a precursor to the contemporary "mini-storage"-type facility; and as a finely detailed contributor to the industrial history and distinctive streetscape of Dallas' Deep Ellum district.

Following the Civil War, in the area immediately east of Dallas' central business district, an early Freedman's town for freed slaves was established. With the coming of the railroad in 1872 and industrial development that followed, the area took on a rough and tumble atmosphere, as small houses and shanties mixed with new commerce. Between 1885 and 1910, the freedman's town gradually shrunk in size, and to the east, enterprises like the Continental Gin Company, the Lemp Brewery and the Ford Motor Co. Assembly Plant changed the area.

Streets like Commerce, Main and Elm were lined with small service companies in structures still standing today. A musical blues and jazz culture emerged from the profusion of nightclubs and bars servicing the swelling industrial economy. The name "Deep Ellum," which now identifies the neighborhood, stems from a blues song title, the lyrics of which embodied the trials of a poor man's existence in the south's evolution into an industrial economy.

Along with the large industrial plants, many small businesses survived, trading on the growing economy. One was the storage and transfer business. With the railroads carrying raw materials and manufactured goods, teamsters and their wagons were relied upon to shuttle to and from the railroad yards, and to service businesses and householders. Further, the movement west by many Americans was still managed by wagon in the late 19th century. Storage of business papers in fireproof warehouses, as well as household and commercial furniture and belongings became an organized business opportunity with the growth of Dallas. So many of Dallas' early commercial and residential structures were made of wood, due in large measure to the absence of nearby quarries and suitable brickyards, that having valuable goods stored in a fireproof building made sense. Several large storage and transfer companies opened in the downtown area; a number of smaller ones opened on the fringes of the city's center.

John Parks Sr. moved to Dallas with his family in 1907 at age 55. In 1908 he established the Parks Transfer and Storage Company at 2503 Elm Street. The business was served by horse draw wagons. His son Grover was a teamster. Another son, John Jr. worked as clerk for a similar enterprise named Central Transfer and Storage. The family lived not too far away on Chestnut Street. By 1917 John Sr. retired. Grover managed the business then relocated to 2615 Elm Street. John Jr. worked as bookkeeper for a commercial auction house. John Sr. died in 1918, and his sons determined to go into business together. They took over John's earlier employer, Central Transfer and Storage Company (that had by this time changed from horses to motor trucks, advertising "The largest automobile trucks and vans in the city"). They set up the new business within a block of all previous Parks' locations at 2513 Elm Street. Their Dallas City Directory advertisements proclaim they operated "the world's largest moving vans". No record of the type of storage facility they maintained now exists.

A. C. Rick of Dallas County is described according to County records as the first fee owner of the site at 2639 Elm Street previously used to handle the overflow of a lumber yard. In 1924 the property's title was transferred to Mrs. Frances Fretz. Then in 1925 it was sold again to

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Nora Janette Gunn. In 1926 William M. Gunn, Nora's husband, the Secretary-Treasurer of a local cotton brokerage firm, settled a boundary dispute regarding the east wall of the two year old two-story building to the west of the property. They agreed to use the existing wall as common boundary during Gunn's construction of a new three-story fireproof warehouse on the family property. The Parks brothers were the first tenants. The Gunns owned the building until Nora sold it to the S & S Soap Company during the 1930s.

The new building was completed in 1926 and the Parks brothers moved in under the name Central Transfer and Storage Company. The facility featured rows of fireproof mini-warehouses for individual businesses and householders along with open storage. For a fee, records and other belongings could be held and locked separately from other customers' property.

The company continued to operate in the same way until the depression of 1930 when it went out of business. Grover retired, left Dallas, and died in 1938 at age 51. John Jr. continued to work as a salesman for the Dallas Transfer and Storage Company, and died in 1942 at the age of 50.

Central Storage and Transfer continued under the management of others until the 1950s. The company operated under franchise to North American Van Lines and Great Southwest Storage Company. One of the new operators, Forrest Cannon also operated a bottled water business for a number of years. The building remained mostly vacant during the 1960s. There were occasional uses as art galleries and studios as the Deep Ellum area's industrial nature declined following World War II, and the large empty spaces became haven for a growing arts community. Odd Fellows Joint Venture purchased the building from Florence M. Marks, owner of the S & S Soap Company in 1982 in an effort to develop its potential for residential use. Interest in center city revitalization, the desire of local government and many young people to live near downtown, and Dallas' real estate boom of the 1980s caused property prices to soar. A city and neighborhood sponsored Deep Ellum Planned Development District Ordinance was proposed and passed by the City Council in 1985. This enabled a more orderly growth pattern to prevail and set standards for development. With that effort it became feasible to sell the building to parties who would develop it. Elm Street Partners, a joint venture of James L. Northrup and David Boyett purchased the building in 1990, rehabilitated it, and converted it to mixed use occupancy. They have retained the integrity of the original appearance as one of the few examples of an aspect of Dallas' mercantile past now left within the city limits.

## 14. Bibliography

Dallas County Deed Records

Dallas City Directory 1907 - 1980

U.S. Census, 1910

*Dallas Morning News*: 8/25/38, 2/8/42

*Dallas Times Herald*: 2/8/42

Greene, A.C., *Dallas, the Deciding Years*

Payne, Darwin, *Dallas, An Illustrated History*

<b>Designation Merit</b>
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- |   |   |
|---|---|
| <p>A. Character, interest or value as part of the development, heritage or cultural characteristics of the City of Dallas, State of Texas or the United States. _____</p> <p>B. Location as the site of a significant historical event. _____</p> <p>C. Identification with a person or persons who significantly contributed to the culture and development of the city. _____</p> <p>D. Exemplification of the cultural, economic, social or historical heritage of the city. _____</p> <p>E. Portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural style. _____</p> <p>F. Embodiment of distinguishing characteristics of an architectural style or specimen. _____</p> <p>G. Identification as the work of an architect or master builder whose individual work has influenced the development of the city. _____</p> | <p>H. Embodiment of elements of architectural design, detail, material or craftsmanship which represent a significant architectural innovation. _____</p> <p>I. Relationship to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historic, cultural or architectural motif. _____</p> <p>J. Unique location of singular physical characteristics representing an established and familiar feature of a neighborhood, community or the city. _____</p> <p>K. Archaeological value in that it has produced or can be expected to produce data affecting theories or historic or prehistoric value. _____</p> <p>L. Value as an aspect of community sentiment of public pride. _____</p> |
|---|---|

<b>Recommendation</b>
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The Designation Task Force requests the Landmark Commission to deem this nominated landmark meritorious of designation as outlined in Chapter 51 and Chapter 51A, Dallas Development Code.

Further, the Designation Task Force endorses the Preservation Criteria, policy recommendations and landmark boundary as presented by the Department of Planning and Development.

Date:

\_\_\_\_\_  
Mamie McKnight, Chair  
Neighborhood Designation Task Force

\_\_\_\_\_  
Beth Hennessy, Urban Planner  
Historic Preservation



## EXHIBIT A

### PRESERVATION CRITERIA

#### Parks Bros. Warehouse Building

All public and right-of-way improvements, renovation, repairs, demolition, maintenance, site work, and new construction on the building site shall conform to the following guidelines and be approved through the certificate of appropriateness review process prior to commencement.

Unless otherwise specified, preservation and restoration materials and methods used shall conform to those defined in the Preservation Briefs published by the United States Department of the Interior, copies of which are available at the Dallas Public Library.

#### 1. DEFINITIONS

1.1 **ACCENT COLOR** means color used in small amounts to trim and accentuate detailed architectural features such as narrow decorative moldings and window sashes.

1.2 **APPLICANT** means the property owner (s) or the owner's duly-authorized agent.

1.3 **BUILDABLE AREA** means the area of the site that can contain new construction.

1.4 **BANNER** means a sign attached to or applied on a strip of cloth and temporarily attached to a building or structure. Canopy signs and political flags are not banners.

1.5 **CANOPY SIGN** means a sign attached to or applied on a canopy or awning.

1.6 **CERTIFICATE OF APPROPRIATENESS** means a certificate issued by the city to authorize the alteration of the physical character of real property in this district, of any portion of the exterior of a structure on the property, or the placement, construction, maintenance, expansion, or removal of any structure on or from the property.

1.7 **COLUMN** means the entire column including the base and capital, if any.

1.8 **COMMISSION** means the landmark commission.

1.9 **DIRECTOR** means the director of the Department of Planning and Development or his representative.

1.10 **EFFECTIVE AREA**, for detached signs, means the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contains all extremities of the sign, exclusive of its supports. This rectangle is to be calculated from an orthographic projection of the sign viewed horizontally.

1.11 **FENCE** means a structure or hedgerow that provides a physical barrier, including a fence gate.

1.12 HEIGHT means the vertical distance measured:

- a. for a structure, from grade to the highest point of the structure
- b. for a sign, between the highest part of the sign or its supporting structure, whichever is higher, and a level plane going through the nearest point of the vehicular traffic surface of the adjacent improved public right-of-way, other than an alley.

1.13 LOT means a building site, as defined in the Dallas Development Code, as amended.

1.14 MINOR EXTERIOR ALTERATION means the installation of or alterations to awnings, fences, gutters and downspouts; incandescent lighting fixtures, landscaping that comprises less than 25 percent of the yard; restoration of original architectural features, banners, and the removal of immature trees visible from any street.

1.15 PAINTED APPLIED SIGN means a sign painted directly onto the exterior facade of a building, not including doors and windows.

1.16 PRESERVATION CRITERIA means the standards considered by the director and commission in determining whether a certificate of appropriateness should be granted or denied.

1.17 PROTECTED FACADE means a facade that must maintain its original appearance, as near as practical, in all aspects.

1.18 ROUTINE MAINTENANCE AND REPLACEMENT means the process of cleaning, including water blasting and stripping; stabilizing deteriorated or damaged architectural features, including repainting an item the same color; or substituting a duplicate item for an item that is deteriorated or damaged.

1.19 STORY means the portion of a building between any two successive floors, or between the top floor and the ceiling above it.

1.20 TRIM COLOR means a paint color other than the dominant color. Wood colored translucent stains are not trim colors. Furthermore, trim color does not include the color of screen and storm doors and windows, gutters, downspouts, porch floors, and ceilings.

## 2. SITE AND SITE ELEMENTS

2.1 All existing original historic structures must be retained and protected.

2.2 New sidewalks, walkways, steps and driveways must be brush finish concrete, brick, stone or other material approved through the certificate of appropriateness process. No exposed aggregate, artificial grass, carpet, asphalt or artificially-colored monolithic concrete paving is permitted.

2.3 Landscape and exterior lighting installed after the passage of this ordinance are subject to the certificate of appropriateness review process. They must enhance the structure and its surroundings and must not obscure significant views to or from the buildings. It is recommended that any landscaping reflect the industrial nature of the original building.

Cantegral Street elevations. Interior mounted burglar bars of appropriate color and design are permitted, but must be reviewed through the certificate of appropriateness process. Awnings are permitted only below the second story.

3.10 No new door and window openings are permitted on the Elm Street facade. No new door openings are allowed in the Cantegral Street facade; new window openings on that elevation shall be reviewed in the certificate of appropriateness process.

3.11 Glass and glazing shall match original materials as practicable. No tinted, opaque or reflective glazing is permitted.

3.12 On non-protected facades, new windows must match originals in material and must relate to the mullion and muntin size and the light configuration of original windows.

3.13 The original Em Street freight door must be represented by a similarly sized and configured opening which may be adapted for other uses.

3.14 Refer to the Department of the Interior standards for acceptable techniques to improve the energy efficiency of historic fenestrations.

#### Roofs

3.15 The slope, massing, configuration and materials of the roof shall be preserved and maintained. Existing parapets, cornices and coping must be retained and when repaired, must be done so with material matching in size, finish, module and color.

3.17 Rooftop decks, solar panels, skylights and mechanical equipment shall not be visible from the ground level on the opposite side of any adjacent public right-of-way.

#### 4. NEW CONSTRUCTION AND ADDITIONS

4.1 The form, materials and general exterior appearance of new construction, accessory buildings and vertical extensions to the existing structure must be compatible with the existing building in terms of massing, roof form, shape, materials, detailing, color and window mullion and muntin pattern, as determined through the certificate of appropriateness review process.

4.2 Vertical extensions must not be visible from ground level on the opposite side of any adjacent public right-of-way, except for the fire exit and associated fencing on July Alley.

4.3 New construction and connections between new and existing construction must be designed so that new construction is clearly discernible from the existing historic structure.

4.4 Where new construction abuts an existing facade, a clear definition of the transition between new and existing construction shall be established and maintained.

#### 5. SIGNS

5.1 Except as otherwise provided in these criteria, all sign must conform to Article VII of the Dallas Development Code, as amended, and be reviewed through the special provision sign district process prior to review through the certificate

of appropriateness process. In the event of a conflict, these Preservation Criteria control.

5.2 All signs must be compatible with the architectural qualities of the historic structure as determined through the certificate of appropriateness process. Sign must not obscure window or door openings or the architectural details of the building, and must not obscure views of or from the building.

5.3 No sign may be placed within the public right-of-way.

5.4 No attached sign may exceed 30 square feet in effective area.

5.5 No lower level flat attached sign may exceed six square feet in effective area.

5.6 The maximum permitted effective area for all upper level flat attached signs combined is 30 square feet.

5.7 No new painted applied sign is permitted on a protected facade. The historic painted applied "ghost" sign above the first story on the Elm Street elevation shall be preserved. Any alteration or restoration of the sign shall be reviewed and approved through the certificate of appropriateness process.

5.8 The maximum letter height for window signs is eight inches. No painted background is permitted on window signs.

5.9 Projecting attached signs must not:

- a. project vertically above the second story of the building;
- b. exceed 20 square feet in effective area; or
- c. extend lower than 10 feet above grade.

5.10 No bill boards or rooftop signs of any kind, including parapet signs, are permitted.

5.11 No sign may move or rotate. With the exception of banners and flags, no wind devices are permitted.

5.12 No sign may be illuminated by fluorescent or back-lighting. The use of indirect lighting is permitted. With the exception of neon, no fluorescent color is permitted. A lighted marquee sign is permitted.

5.13 No plastic is permitted on the exterior of a sign.

5.14 No lights may be attached to or placed underneath a canopy sign.

## 6. REVIEW PROCEDURES FOR CERTIFICATES OF APPROPRIATENESS

6.1 Unless in conflict with this section, the standard review procedure outlined in Section 51A-4.501 of the Dallas Development Code, as amended, applies to this site.

6.2 Upon receipt of an application for a certificate of appropriateness, the director shall categorize the request as one of the following: (A) routine maintenance and replacement; (B) minor exterior alteration; or (C) work

requiring review by the commission.

6.3 The director shall review and grant or deny certificates of appropriateness for proposed work that falls into either category A or B listed in subsection 6.2 within ten days of receipt of a completed application for a certificate of appropriateness. To be considered complete, an application must include any exhibits or attachments deemed necessary by the director.

6.4 No decision by the director to approve a certificate of appropriateness for proposed work falling within category A or B may be appealed. A decision to deny a certificate of appropriateness in such instances may be appealed by the applicant or property owner. Appeal is made to the landmark commission by submitting a written request for appeal to the director within ten days after the decision to deny.

6.5 Proposed work falling into either category A or B shall be reviewed by the commission following the standard review procedure outlined in Section 51A-4.501 of the Dallas Development Code, as amended.

## 7. APPEAL TO THE CITY PLAN COMMISSION

7.1 Certificates of appropriateness denied by the landmark commission may be appealed to the city plan commission in accordance with Section 51A-4.501 of the Dallas Development Code, as amended.

- 2.4 Existing mature trees will be protected. Unhealthy or damaged trees may be removed as determined through the certificate of appropriateness review process.

### 3. STRUCTURE

#### Facades

3.1 The Elm Street and Cantegral Street facades of the building are protected facades.

3.2 Reconstruction, renovation or repair of the opaque elements of the building facades shall employ materials similar to the original materials in texture, color, pattern, grain and module size as much as practical. However, stucco is permitted surrounding the pedestrian entry at Cantegral Street.

3.3 Brick must match in color, texture, module size and bond pattern. Original face brick may not be painted; however, original structures that have previously been painted may remain painted. Exterior cleaning shall be accomplished in accordance with Department of Interior standards. No sandblasting or other mechanical abrasive cleaning processes are permitted.

3.4 Stone, cast stone and concrete elements must be renovated or repaired only with materials similar in size, grain, texture and color to the original materials.

3.5 Wood trim and detailing must be carefully restored wherever practical. Historic materials may be replaced only when necessary as determined through the certificate of appropriateness process. Badly deteriorated paint should be removed in accordance with Department of the Interior standards prior to refinishing. All exposed wood must be painted, stained or otherwise protected. No resurfacing with vinyl or aluminum siding or stucco is permitted, except as provided in subsection 3.2.

3.6 The original color of original materials must be preserved and maintained whenever practical. Paint and other color schemes should be based upon any available documentation as to original conditions and must be reviewed through the certificate of appropriateness process.

3.7 Exposing and restoring original historic finish materials is encouraged.

#### Embellishments and Detailing

3.8 The following architectural elements are considered special features and will be protected and preserved unless otherwise determined by the landmark commission: the Elm Street cornice and facade brick detailing.

#### Fenestration and Openings

3.9 Unless otherwise specified in these criteria, original doors and windows and their openings shall remain intact and be preserved. Where replacement is necessary due to damage or structural deterioration, replacement doors and windows shall express mullion size, light configuration, and material to match original doors and windows. Replacement of windows and doors which have been altered and no longer match the historic appearance is strongly recommended. Exterior storm windows and doors may be permitted if they are sensitive additions and match in frame width and proportion, glazing material, and color. No decorative ironwork or burglar bars are permitted over doors and windows. Original exterior mounted burglar bars are permitted on the rear and