

Certificate of Appropriateness Request

503 Mary Louise Dr (rear accessory unit) — Monticello Park Historic District

Purpose

Certificate of Appropriateness to demolish the existing rear accessory unit at 503 Mary Louise Dr and to build a new two-story accessory structure in its place. The primary residence is not part of this request. Ultimate purpose is to create a usable age appropriate ADU for primary residence parents.

Notes

- A licensed structural engineer inspected it on May 22, 2024 and concluded the structure “has been compromised to the point beyond repairs,” recommending it remain unoccupied and be scheduled for demolition (Hollingsworth Pack, Conan C. Bear, PE, Project 50-107162; letter dated June 25, 2024, attached).
- The unit is unoccupied.
- I understand the structure is considered contributing in the Monticello Park Historic District and that its removal is regulated.
- I am aware of the City's deconstruction requirements. The plan is a contractor-supervised deconstruction rather than a scrape, salvaging reusable material consistent with the engineer's safety guidance.
- The project went through a DRC pre-submittal consultation on May 12, 2026 (Commissioners Fetzer and Savino; OHP staff B. Morales). The attached plan set (June 9, 2026) reflects their guidance: standing-seam metal roofing to match the primary residence, traditional-proportion window openings on the alley wall, and removal of the existing driveway and second curb cut.
- The property is ready for an OHP staff site visit at any time.

Attachments

- Structural engineering letter — Hollingsworth Pack, June 25, 2024 (stamped)
- Architectural plan set / design presentation, June 9, 2026 (uploaded in two parts)
- Photographs of existing conditions
- DRC Pre-Submittal Consultation Report, May 12, 2026

Tim Clark
Owner — 503 Mary Louise Dr, San Antonio, TX 78201
timclarkg@gmail.com · July 6, 2026
512 803-3583