

# HISTORIC AND DESIGN REVIEW COMMISSION

January 15, 2025

**HDRC CASE NO:** 2024-416  
**ADDRESS:** 331 W ELSMERE PLACE  
**LEGAL DESCRIPTION:** NCB 3966 BLK 1 LOT 4 & E 10 FT OF 3  
**ZONING:** R-5 CD, H  
**CITY COUNCIL DIST.:** 1  
**DISTRICT:** Monte Vista Historic District  
**APPLICANT:** Alexander Zgardowski  
**OWNER:** Alexander Zgardowski  
**TYPE OF WORK:** Historic Tax Verification  
**APPLICATION RECEIVED:** December 13, 2024  
**60-DAY REVIEW:** February 11, 2025  
**CASE MANAGER:** Rachel Rettaliata

## REQUEST:

The applicant is requesting Historic Tax Verification for 331 W Elsmere.

## APPLICABLE CITATIONS:

*UDC Section 35-618 Tax Exemption Qualifications:*

*(e) Verification of Completion.* Upon completion of the restoration and rehabilitation, together with a fee as specified in Appendix "C" of this chapter, the owner, who may not be the same as at the time of application, shall submit a sworn statement of completion acknowledging that the historically significant site in need of tax relief to encourage preservation has been substantially rehabilitated or restored as certified by the historic and design review commission. The historic and design review commission, upon receipt of the sworn statement of completion, but no later than thirty (30) days thereafter, shall make an investigation of the property and shall recommend either approval or disapproval of the fact that the property has been substantially completed as required for certification. If the historic and design review commission recommends that it has not been substantially completed as so required, then the certified applicant may be required by the historic preservation officer to complete the restoration or rehabilitation in order to secure the tax exemption provided herein. If the verification of completion is favorable, the historic and design review commission shall recommend approval and the historic preservation office may notify the tax assessor-collector in writing of compliance. Thereafter, the tax assessor-collector shall provide the property with the historic tax exemption.

## FINDINGS:

- a. The structure located at 331 W Elsmere is a 2-story structure constructed circa 1930. The structure features a red clay barrel tile hip roof, stucco cladding, a 2-story side porch with arched openings, and one-over-one wood windows. The property is contributing to the Monte Vista Historic District. The applicant received Historic Tax Certification on February 15, 2023. The applicant is requesting Historic Tax Verification.
- b. The scope of work includes a comprehensive interior remodel, plumbing, electrical, and mechanical upgrades, original wood window repair, and landscaping modifications. Staff completed a site visit on January 10, 2025, and verifies that the scope of work has been completed and there are no existing violations on the property.
- c. The applicant has met all requirements of the City's tax verification process as described in Section 35-618 of the UDC and has furnished evidence to that effect to the Historic Preservation Officer, including the submission of an itemized list of costs that meets the threshold to be eligible for the Substantial Rehabilitation Tax Incentive.
- d. Approval of Tax Verification by the HDRC for work that was completed in 2024 means that the property owner will be eligible for the Substantial Rehabilitation Tax Incentive beginning in 2025. The Substantial Rehabilitation Tax Incentive applies to the City of San Antonio tax entity line only.

## RECOMMENDATION:

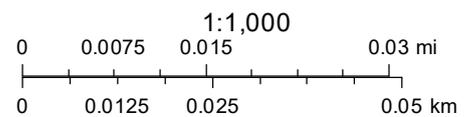
Staff recommends approval based on findings a through d.

# City of San Antonio One Stop



January 10, 2025

 User drawn lines



331 West Elsmere Pl

Detailed narrative explaining the completed work

Upon purchasing the property in December 2022 from the original owner's family estate,###!

We assessed what would be needed to bring the house up to current habitability. The property had been left by the owner due to medical reasons over twelve years that we could determine.

The contents of the house was being ransacked by vagrants and that is how we became involved

The need to remove all the contents was primary to determining existing condition of everything. Two twenty-yard dumpsters were needed to remove the clutter.

Permitting was obtained through the one stop for a Minor residential Repairs on 1/17/23.

Work started by repairing major ceiling plaster work that had failed due to water infiltration.

All hardware was removed labelled and stored for cleaning and reinstallation.

Original windows were reglazed and weights repaired as needed 41 total single pane double hung windows

Bathrooms were modernized with a combination of new and original fixtures, all plumbing replaced throughout home

Electrical work completely rewired the house to bring it up to code and remove and possible safety concerns

A new A/C and heating system was installed including ductwork

Flooring was refinished or cleaned as necessary.

Painted all walls, doors, trim work on interior and exterior. Painted wrought iron Railings on porches and front entryway, cleaned and repainted steel spiral stairway in rear.

Completed time schedule December 10 2024

Itemized list of final associated costs

|                               |            |
|-------------------------------|------------|
| Demolition Costs              | ██████████ |
| Direct labor costs non trades | ██████████ |
| Electrical                    | ██████████ |
| Plumbing                      | ██████████ |
| A/C                           | ██████████ |
| Window repair                 | ██████████ |

Insulation



Final building Inspection clearances REP-MBR-PMT-23-35300351





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