

# Elgin Historic Review Board

## Agenda

**THURSDAY March 4,  
2021**

8:00am

Go To meeting call – Email [community@ci.elgin.tx.us](mailto:community@ci.elgin.tx.us)  
for meeting call information or  
contact the City Secretary [asanchez@ci.elgin.tx.us](mailto:asanchez@ci.elgin.tx.us)  
or call 512-801-5748

**Molly Alexander, Chair, Ed Rivers, Robert Ryland, Skie O 'Mahoney,  
Micah Erwin, Jake Carter, Cynthia Burchfield, Barry Barker, Sherri Richardson**

1. CALL TO ORDER
2. WELCOME
3. PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda, Speaker comments are limited to three (3) minutes. No formal action can be taken on items not posted on the agenda. All speakers must limit their comments to the specific subject matter noted on the “PUBLIC COMMENT FORM” and refrain from personal attacks or derogatory comments directed at any board member, Council Member, member of Staff, other individual or group.

#### 4. MINUTES

##### 4.i. May 7, 2020 Minutes

Documents:

[HRB MINUTES 5-7-2020.PDF](#)

##### 4.i.i. May 28, 2020 Minutes

Documents:

[HRB MINUTES 5-28-2020.PDF](#)

4.I.ii. 8-25-2020 Minutes

Documents:

[HRB MINUTES 8-25-2020.PDF](#)

4.I.iii. 9-22-2020 Minutes

Documents:

[HRB MINUTES 9-22-2020.PDF](#)

4.I.iv. 10-20-2020 Minutes

Documents:

[HRB MINUTES 10-20-2020.PDF](#)

4.I.v. 11-17-2020 Minutes

Documents:

[HRB MINUTES 11-17-2020.PDF](#)

## 5. NEW BUSINESS

5.I. 206 Depot Street

Documents:

[206 DEPOT ST. - FACADE APP.PDF](#)

5.II. 20 N. Main Street

Documents:

[20 N. MAIN.PDF](#)

5.III. Pilot Project Downtown Planters

Documents:

[PLANTERS.PDF](#)

5.IV. Veterans Park Expansion

Documents:

[VETERANS PARK PHASED MASTER PLAN2421.PDF](#)

## 6. ANNOUNCEMENTS

## 7. ADJOURNMENT

### **Certification:**

I certify that the above notice was posted on the bulletin board at Elgin City Hall Annex  
in the City of Elgin, Texas on or before 5:30pm Friday, February 26, 2021.

Amy Miller, Community Services Director

Notice of Possible Quorum: City Council, City of Elgin, Texas. This notice is posted in order to meet the requirements of the Open Meetings Act, in the event that the number of City Council members present at the event makes the Act applicable.

### **NOTICE OF ASSISTANCE AT A PUBLIC MEETING**

**The City of Elgin is committed to compliance with the Americans with Disability Act. The City Hall Annex is wheelchair accessible and special marked parking is available in front of the building. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512) 281-5724. Please provide forty-eight (48) hours' notice when feasible.**



HISTORIC REVIEW BOARD MINUTES  
THURSDAY, MAY 7, 2020  
GO TO MEETING

Called to order at 8 am by Molly Alexander.

Attending Molly Alexander, Ed Rivers, Cynthia Burchfield, Jake Carter, Phillip Garwood, Skie O'Mahoney and Rob Ryland, Melissa Cole

Staff Amy Miller, Community Services Director

Application presented to remove the shed structure on the rear of the Hurst Garage located at 212 N Main Street. The stucco and masonry structure will not be impacted. This application is for the removal of the partially collapsed wood frame and metal siding shed.

Jake Carter moved to approve removal of the collapsed shed structure , 2<sup>nd</sup> by Ed Rivers Passed unanimously.

Amy Miller clarified that city facilities are still closed to the public under COVID19. Board meetings will continue to be held virtually for the foreseeable future.

Adjourned 8:20AM





HISTORIC REVIEW BOARD MINUTES  
TUESDAY, MAY 28, 2020  
GO TO MEETING

Called to order at 8 am by Molly Alexander.

Attending Molly Alexander, Ed Rivers, Cynthia Burchfield, Jake Carter, Phillip Garwood, Melissa Cole and

Absent: Skie O'Mahoney and Rob Ryland

Staff Amy Miller, Community Services Director

Heather Miller presented an application for a mural at 112 East 2<sup>nd</sup> Street. She has permission from the property owner for the mural. Heather worked with Ashley Smith, The Clever Tiger to develop the design. She will be raising funds for the mural. Ashley Smith is the artists who will paint the mural. The design for this LGBT+ mural was reviewed and recommended for implementation by the Design Committee for the Main Street program. This is a project for the Girl Scout Gold Award. Heather's project coach is Melissa Ladd, owner of 28 North Main Street. Heather also presented an application for a temporary banner for the mural to be placed at 112 East 2<sup>nd</sup> Street. Amy Miller noted that the masonry on this building has been painted and is eligible under the district guidelines to have a mural painted on it. The project followed the Downtown Elgin Public Art Plan, was recommended by the Main street Design committee, has property owner permission, and will be painted on previously painted brick. It meets the requirements that the HRB considers for murals and is eligible for approval.

Jake Carter moved to approve the mural for 112 East 2<sup>nd</sup> Street, 2<sup>nd</sup> by Ed Rivers Passed unanimously. Melissa Cole moves to approve the temporary banner for the mural at 112 East 2<sup>nd</sup> Street Jake Carter 2<sup>nd</sup>. Passed unanimously.

Amy Miller clarified that city facilities are still closed to the public under COVID19. Board meetings will continue to be held virtually for the foreseeable future.

Adjourned 9am



HISTORIC REVIEW BOARD MINUTES  
TUESDAY, AUGUST 25, 2020  
VIRTUAL GO TO MEETING

Attending: Skie O'Mahoney, Micah Erwin, Jake Carter , Melissa Cole, Phillip Garwood, Cynthia Burchfield, Rob Ryland

Absent: Molly Alexander and Ed Rivers

Staff: Amy Miller, Community Services Director

Called to order 8:07 am by Melissa Cole

**Public Comment-** None

**Minutes:** July 28 were provided to the board. Jake Carter moves to approve. 2<sup>nd</sup> by Micah Erwin passed unanimously.

**201 N Main Street**, Firewild Catering, sidewalk dining application, - black metal chairs and tables. Pedestrian access will be preserved meets ordinance requirements. Phillip Garwood moves to approve. 2<sup>nd</sup> by Jake Carter. Passed unanimously.

**201 N Main Street**, Firewild Catering, façade application- Barnwood grey on wood door and wood trim. Most of the storefront is aluminum frame doors and windows so there's limited area to be painted. Jake Carter moves to approve Barnwood grey. 2<sup>nd</sup> by Phillip Garwood. Passed unanimously.

**114 N Main Street**, Chemn Café, sidewalk dining application- one blue metal table and chairs bistro style, one black metal table and chairs, high top style. Pedestrian access of the sidewalk will be preserved. meets ordinance requirements. Rob Ryland moves to approve. 2<sup>nd</sup> by Skie 'Mahoney. Passed unanimously

Due to COVID19 City is not charging the fee for sidewalk dining applications and has worked with these businesses to implement while under review. The ordinance requires that a sign be placed in the windows that they are applying for a sidewalk dining permit. Sign will be placed this week.

**Downtown Alleys** – Paving and improving the alleys in downtown has been in the City of Elgin 5 Year plan and is moving up on the priority list to address implementing it moving forward. This year the city has hired an engineer to start working on plans. The HRB and MSB Will be involved in reviewing those plans. Amy has been working with a couple small groups of business and property owners to walk the alleys and look at concerns moving forward. There are some drainage issues. The city has utilities under the alleys water and wastewater that would be replaced before any paving occurred. One significant issue that will be addressed is trash removal. There are dozens of blue trash carts in the alleys which make it cluttered, encourage dumping and are unsightly. The city is assessing what service is currently provided downtown and what some options may be to offer central dumpsters at a reduced cost that tenants would take their trash to. These would be locking dumpsters and tenants would have a code for a combination lock. There are overhead utility lines in the alleys. City staff met with Oncor to talk about this. They will provide a plan for burying the lines, but this is very expensive, and they will not cover it all.

**Announcements** – Bartlett Texas is considering establishing a historic district and doing more economic development in the context of historic preservation. Amy will be speaking to their city council and ED board on Thursday evening. Please share your thoughts via email about the importance of historic preservation and how it affects economic development. The City has placed 114 Depot Street for Sale. The RFP for that property is available online at [www.elgintx.com](http://www.elgintx.com). Remember to complete the census at [www.my2020census.gov](http://www.my2020census.gov)

Adjourned 8:33am

Approved:

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Attest:

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HISTORIC REVIEW BOARD MINUTES  
TUESDAY, SEPTEMBER 22, 2020  
VIRTUAL GO TO MEETING

Molly Alexander called to order 8:05 am

Attending: Skie O'Mahoney, Micah Erwin, Jake Carter , Melissa Cole, Phillip Garwood, Cynthia Burchfield, Rob Ryland Molly Alexander and Ed Rivers

Absent:

Staff: Amy Miller, Community Services Director

Public comment: None

**Minutes:** August 25, 2020 will be presented at a future meeting.

108 Depot Street, Open Door Missions, sign application- Sign application presented for a storefront window. The storefront window is 60"x60" the sign area is 34"x34" and is 30% of the window area. The sign presented meets ordinance requirements. Jake Carter Moves to approve. 2<sup>nd</sup> by Melissa Cole. Passed unanimously.

**Downtown Alleys** – no update at this time.

Adjourned 8:33am

Approved:

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Attest:

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HISTORIC REVIEW BOARD MINUTES  
TUESDAY, OCTOBER 20, 2020  
VIRTUAL GO TO MEETING

Attending: Molly Alexander, Robert Ryland, Melissa Cole, Micah Erwin, Jake Carter, Phillip Garwood and Ed Rivers.

Skie O'Mahoney joined at 8:04am

Absent: Cynthia Burchfield

Staff: Amy Miller, Community Services Director and La'Richer Parks

Called at 8:02 am by Molly Alexander

**Public Comment-** None.

**Minutes-** Minutes for September 28 will be provided at a future meeting.

**201 Central Avenue,** Opera House, façade application- Canopy they are proposing does not match exactly the original in the picture but is compatible with and comparable to what was on the building. The original was a metal rolled tin canopy. This canopy would be a metal frame with metal material. This is not a rolled tin canopy as that it is very costly to produce and the canopy will be 150 linear feet. We have several canopies like this in downtown. The board discussed the corner of the canopy and how it wraps around. Based on code review some pole support may be required. Board discussed the canopy not to be painted. Melissa Cole moves to approve as presented noting that pole support might be needed for structural support. 2<sup>nd</sup> by Jake Carter. Passed unanimously.

**CARTS transit stop-** Amy provided an update to the board. This is the same rendering the board previously reviewed and approved. CARTS has not made any changes to the rendering. The board discussed the previous approved application and the fact it was a concept. We can have them submit another application to present the building plans. Staff was not planning to have them come back to the board unless they were making structural changes. Board would like to see tile and color samples and a complete application with building plans. Staff will follow up with CARTS.

**Downtown alleys-** Walking through the alleys to see the challenges in place, it is clear that we need to deal with the trash. Dozens of blue trash carts litter the alleys. Amy has worked to figure out where dumpsters could be placed. We have existing owners that use some dumpsters that would remain. The board also discussed several alleys and how other towns are using this space i.e. outside dining in the alley, lights in the alleys make it safe and user friendly, another town has drainage to the middle of the alley and wayfinding. Photos were shared with board and will circle back to this.

**Announcements-**

1. Census 2020 is officially finished. Thank you to everyone for your support in encouraging people to do the Census.

**Adjourned** 8:36 am

APPROVED:

ATTEST:

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HISTORIC REVIEW BOARD MINUTES  
TUESDAY, NOVEMBER 17, 2020  
VIRTUAL GO TO MEETING

Attending: Molly Alexander, Melissa Cole, Micah Erwin, Jake Carter, and Ed Rivers.

Absent: Cynthia Burchfield, Phillip Garwood, Skie O'Mahoney and Robert Ryland

Staff: Amy Miller, Community Services Director and La'Richer Parks, Administrative Assistant

Called at 8:02 am by Molly Alexander

**Public Comment-** None.

**Minutes-** October 20, 2020 Minutes will be provided at a future meeting.

**112 Depot Street** façade application, Property owner proposes a change to the rear facade entry doors. Rather than a full light set of double doors, the doors would be full light doors with transom windows above – like the front entry doors. By building a transom over two 6'8" full glass doors spanning the existing space in width of 84" and transoms to fill the remaining space above the doors to the height of 8'1". Therefore, both entrances would look the same as the top drawing provided. The entirety of the opening would be utilized and not filled in with any material other than what is used in the doors and transom. The materials to be used in construction are glass and wood only. Ed River moves to approve application as presented. 2<sup>nd</sup> by Jake Carter. Melissa Cole abstained – motion passed unanimously.

**CARTS transit stops-** Central Avenue at Avenue C, Dave Marsh, CARTs general manager, Jana McCann, McCann Adams and Mike McElhaney, Jackson McElhaney both consultants for CARTS presented the building plans and schematic for this new construction at 201 Central Avenue. The plans have not changed from the schematic presented previously. While there has been some value engineering of the project, none of it impacts the exterior construction. A sample brick of the Elgin Butler tile in the signature blue color shown in the drawings was provided. The sample tile was available for the board to see in person at the Community Services Office prior to the meeting. Board reviewed the site plan, the building plans, and the schematics. Ed Rivers moves to approve the final site plan. 2<sup>nd</sup> by Jake Carter. Passed unanimously.

**Announcements-** None

**Adjourned** 8:50 am

APPROVED:

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ATTEST:

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# ELGIN HISTORIC REVIEW BOARD

## APPLICATION FOR REVIEW OF MODIFICATIONS TO HISTORICALLY DESIGNATED PROPERTIES

The Elgin Historic Review Board meets on the 4<sup>th</sup> Tuesday of the month. Applications must be submitted ten (10) days prior to the meeting date.

Date Submitted: 2-23-2021

### APPLICANT INFORMATION

Applicant is:

☒ Building Owner ☐ Business Owner ☐ Contractor

Applicant Name Tom Mattis

Applicant Signature City Manager

### BUILDING INFORMATION

Name of Building Poth Bldg.

Physical Address 206 N Main

Owner Name City Elgin

Owner Mailing Address PO Box 591

Owner Phone # (512) 801-5748

Property Owner Signature \_\_\_\_\_ Date Approved 2/23/21

### BUSINESS INFORMATION

Business Name \_\_\_\_\_

Bus. Owner Name \_\_\_\_\_

Bus. Mailing Address \_\_\_\_\_

Bus. Phone # ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

### CONTRACTOR INFORMATION

Contr. Name TBD

Contr. Address \_\_\_\_\_

Contr. Phone # ( ) \_\_\_\_\_

### OTHER CONTACT INFORMATION

### SIGN APPLICATION INFORMATION

Sign Type ☐ Projection ☐ Flat Mount ☐ Window

Sign Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft

Projection Sign (sq ft x 2) Total sq ft \_\_\_\_\_

☐ Building Front Linear Feet \_\_\_\_\_ meets standards ☐ yes ☐ no

☐ Window Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft  
\_\_\_\_\_ % Coverage; meets standards ☐ yes ☐ no

Use next column or additional paper to provide sign wording, materials, colors, mounting specifications, etc. If possible include pictures of building with sign location indicated and sketch or print of sign design.

Intended and desired starting and completion date of alteration or repairs.

Start TBD Complete \_\_\_\_\_

Description of proposed external alteration or repair (use additional paper if needed)

apprx. April -

Drawing/sketch of the proposed external alteration (use additional paper if needed).  
Please provide current photos of property.

See attached facade drawing

### CERTIFICATE OF APPROPRIATENESS

☐ Approved ☐ Rejected ☐ Modified

(Building Permit Attached)

Chairman/Vice Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Official or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Date(s) Reviewed by Board \_\_\_\_\_

City Of Elgin Code Chapter 1 Section 5, page 42, states in part "...violations shall be fined \$2000 per day," Each day a violation occurs is a separate violation. Failure to have projects reviewed and failure to follow an approved application constitutes a violation.

For questions call (512) 281-0119 or write to  
[mlipiec@ci.elgin.tx.us](mailto:mlipiec@ci.elgin.tx.us) & [amiller@ci.elgin.tx.us](mailto:amiller@ci.elgin.tx.us)



# ELGIN HISTORIC REVIEW BOARD

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The Elgin Historic Review Board meets on the 4<sup>th</sup> Tuesday of the month. Applications must be submitted ten (10) days prior to the meeting date.

Date Submitted: 2-22-2021

### APPLICANT INFORMATION Applicant is:

☒ Building Owner ☒ Business Owner ☐ Contractor

Applicant Name Molly Alexander

Applicant Signature Molly Alexander

### BUILDING INFORMATION

Name of Building 20 N. Main

Physical Address 20 N. Main

Owner Name Molly Alexander

Owner Mailing Address 18 N. Main

Owner Phone # (512) 281-5865

Property Owner Signature Molly Alexander Date Approved 2/22/21

### BUSINESS INFORMATION

Business Name G & M Drygoods

Bus. Owner Name Same as above

Bus. Mailing Address " " "

Bus. Phone # ( )

Email Address

### CONTRACTOR INFORMATION

Contr. Name

Contr. Address

Contr. Phone # ( )

### OTHER CONTACT INFORMATION

### SIGN APPLICATION INFORMATION

Sign Type ☐ Projection ☐ Flat Mount ☐ Window

Sign Dimensions x = sq ft

Projection Sign (sq ft x 2) Total sq ft

☐ Building Front Linear Feet meets standards ☐ yes ☐ no

☐ Window Dimensions x = sq ft  
% Coverage; meets standards ☐ yes ☐ no

Use next column or additional paper to provide sign wording, materials, colors, mounting specifications, etc.

Intended and desired starting and completion date of alteration or repairs.

Start Complete

Description of proposed external alteration or repair (use additional paper if needed)

*We would like to add sidewalk dining/outside seating in front of our store.*

Drawing/ sketch of the proposed external alteration (use additional paper if needed).  
Please provide current photos of property.

### CERTIFICATE OF APPROPRIATENESS

☐ Approved ☐ Rejected ☐ Modified  
(Building Permit Attached)

Chairman/Vice Chairman Signature Date

Building Official or Designee Signature Date

Date(s) Reviewed by Board

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The Elgin Historic Review Board meets on the 4<sup>th</sup> Tuesday of the month. Applications must be submitted ten (10) days prior to the meeting date.

Date Submitted: 2/23/2021

### APPLICANT INFORMATION Applicant is:

☒ Building Owner ☐ Business Owner ☐ Contractor

Applicant Name Amy Miller

Applicant Signature Amy Miller

### BUILDING INFORMATION

Name of Building Planters

Physical Address throughout

Owner Name District

Owner Mailing Address \_\_\_\_\_

Owner Phone # (\_\_\_\_) \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date Approved \_\_\_\_\_

### BUSINESS INFORMATION

Business Name Main St. Board

Bus. Owner Name Design Team

Bus. Mailing Address \_\_\_\_\_

Bus. Phone # (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

### CONTRACTOR INFORMATION

Contr. Name Ashley Smith

Contr. Address The Clever

Contr. Phone # (\_\_\_\_) Tiger

### OTHER CONTACT INFORMATION

### SIGN APPLICATION INFORMATION

Sign Type ☐ Projection ☐ Flat Mount ☐ Window

Sign Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft

Projection Sign (sq ft x 2) Total sq ft \_\_\_\_\_

☐ Building Front Linear Feet \_\_\_\_\_ meets standards ☐ yes ☐ no

☐ Window Dimensions \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft  
% Coverage; meets standards ☐ yes ☐ no

Use next column or additional paper to provide sign wording, materials, colors, mounting specifications, etc. If possible include pictures of building with sign location indicated and sketch or print of sign design.

Intended and desired starting and completion date of alteration or repairs.

Start \_\_\_\_\_ Complete \_\_\_\_\_

Description of proposed external alteration or repair (use additional paper if needed)

Drawing/ sketch of the proposed external alteration (use additional paper if needed).  
Please provide current photos of property.

Pilot Project.  
Paint the planter @  
32 N. Main St. to  
determine if material  
can be effectively painted  
Design Team will  
present plan future based  
on results -

### CERTIFICATE OF APPROPRIATENESS

☐ Approved ☐ Rejected ☐ Modified

(Building Permit Attached)

Chairman/Vice Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Official or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Date(s) Reviewed by Board \_\_\_\_\_

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# Veterans' Memorial Park

## OVERVIEW - OPTION 1



### SECTION ONE:

- RECREATE HISTORIC PLAZA IN HISTORIC DISTRICT
- INSTALL INTERACTIVE WATER FEATURE - MIMIC 1913 FOUNTAIN
- REPLACE MISSING TREES
- ADD INTERPRETIVE SIGNAGE WITH HISTORY AND HISTORIC PICTURES
- INSTALL NEW HALF WALL BETWEEN MAIN ST. AND INTERACTIVE WATER FEATURE WITH PARK NAME
  - CREATES PICTURESQUE STAIR STEP EFFECT OF SIGN, WATER FEATURE, GAZEBO

### SECTION TWO:

- INSTALL ROBINIA TRAIN THEMATIC PLAYGROUND WITH ACCESSIBLE SURFACING
- INSTALL SHADE STRUCTURES FOR EVENTS / FARMER'S MARKET
- BUILD STAGE/AMPHITHEATER FOR EVENTS
- BUILD CARTS STATION - IN PROGRESS 2021
- BUILD NEW PARKING LOT - IN PROGRESS 2021
- ADD BENCHES AND PICNIC TABLES THROUGHOUT

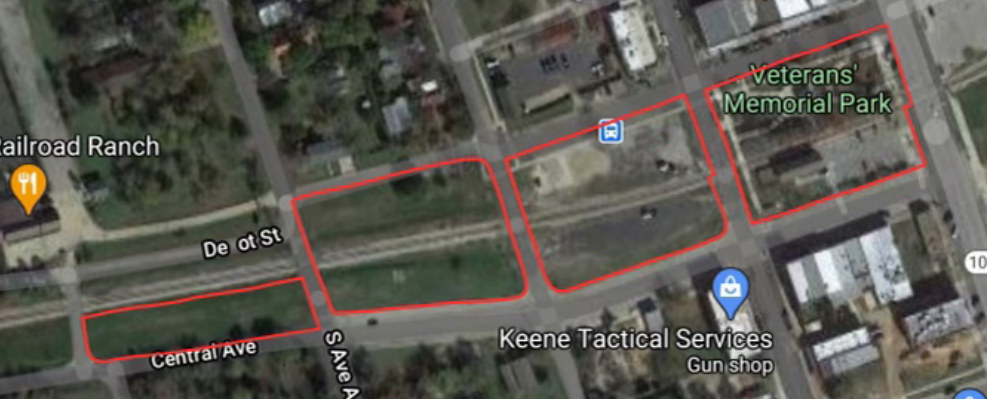
### SECTION THREE:

- INSTALL SENSORY GARDEN WITH PLANTS AND MUSICAL INSTRUMENTS
- BUILD SKATE PARK
- BUILD WALL BETWEEN SKATE PARK AND RAILROAD - USE FOR COMMUNITY MURAL

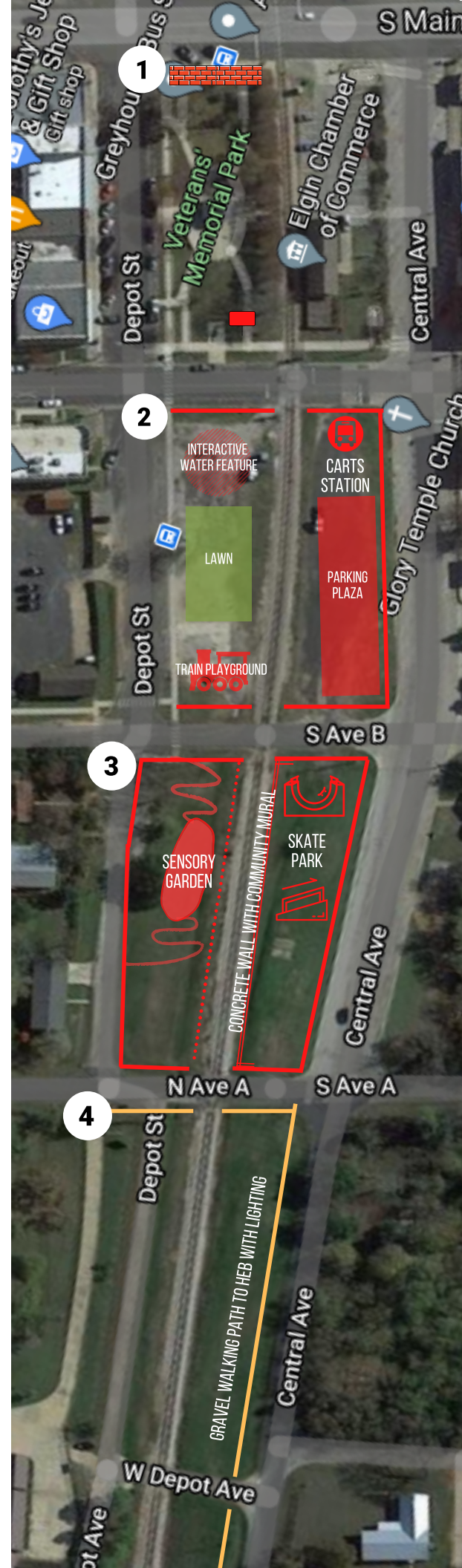
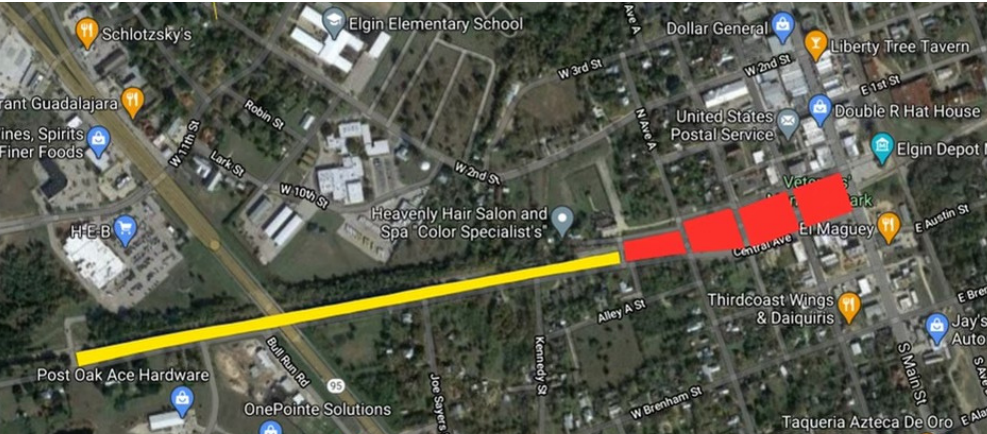
### WALKING ROUTE TO HEB:

- GRAVEL WALKING PATH FROM VETERANS' PARK TO HEB WITH LIGHTING.

## CITY OF ELGIN PROPERTY



## PROPOSED PARK TRAIL EXPANSION

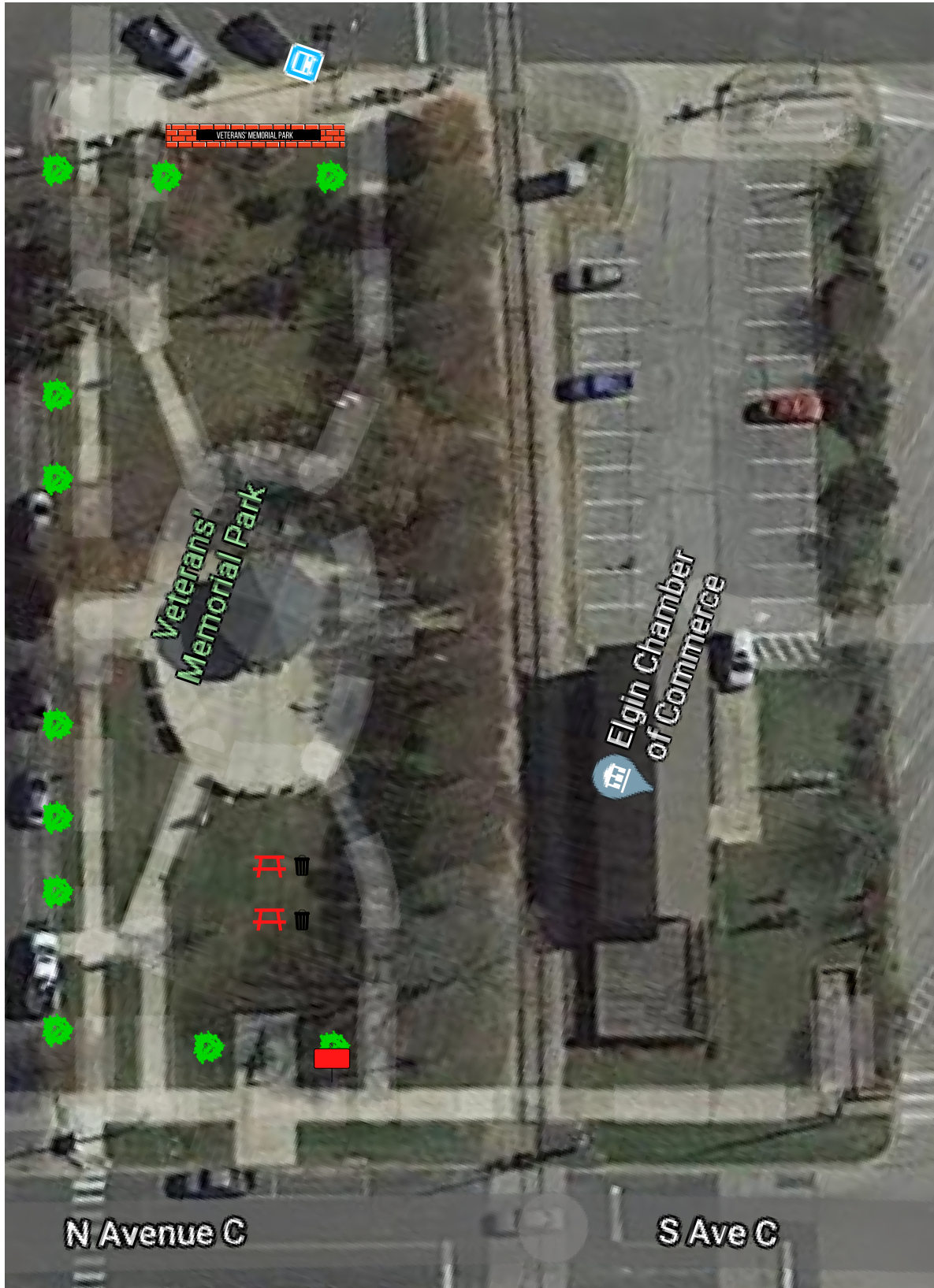




# Veterans' Memorial Park

## KEY:

|                                                                                   |               |                                                                                   |                       |                                                                                     |                           |
|-----------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------|---------------------------|
| .....                                                                             | BARRIER (TBD) | —                                                                                 | CONCRETE TRAIL        |  |                           |
|  | PARK BENCH    |  | SHADE STRUCTURE       |  | NEW TREE - SENSORY ASPECT |
|  | PICNIC TABLE  |  | WATER FOUNTAIN        |  | SENSORY PLANTS            |
|  | TRASH CAN     |  | BULLETIN BOARD / SIGN |  | HAND WASHING STATION      |





# Veterans' Memorial Park

## KEY:

-  CONCRETE TRAIL
-  BARRIER (TBD)
-  PARK BENCH
-  PICNIC TABLE
-  TRASH CAN
-  NEW PARKING LOT
-  KOMPAN TRAIN PLAYGROUND
-  WATER FOUNTAIN
-  BULLETIN BOARD / SIGN
-  HAND WASHING STATION
-  NEW TREE - SENSORY ASPECT
-  SENSORY PLANTS
-  TERRACE SEATING
-  STAGE/AMPHITHEATER

