



ELGIN HISTORIC REVIEW BOARD

AGENDA

WEDNESDAY JANUARY 25, 2023

7:30 AM

404 NORTH MAIN STREET ELGIN PUBLIC LIBRARY
CONFERENCE ROOM

MOLLY ALEXANDER, CHAIR, ED RIVERS, ROBERT RYLAND, SKIE O 'MAHONEY,
MICAHA 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) Approve Minutes
 - a) November 30, 2022
 - b) December 14, 2022
- 5) Memo from Staff
- 6) Discussion and Possible Action
 - a. 14 N Main Street façade application, awning
 - b. 109 Central Avenue, sign application The Lightnin' Bar
 - c. 20 N Main Street, sign application, G&M Dry Goods
 - d. Ordinance zoning code updates
 - e. 202 Depot Street Elgin Police Department, new construction
- 7) Announcements
 - a. Hatitude, February 4th at Firewild 201 N Main Street
 - b. Sip, Shop & Stroll February 9th, March 9th, April 13th
 - c. Music in the Park, Fridays in April and May
 - d. Explore Elgin Arts & Culture, May 6th
- 8) Adjourn

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 5:00pm Friday January 20, 2023.

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 Elgin Public Library 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.

TO: Historic Review Board
FROM: Amy Miller, Community Services Director
RE: Board meeting January 25, 2023
DATE: January 20, 2023

14 N Main Street Façade application

Canopy pole supported. Drawing provided. Building has had pole supported canopy and tie rod canopy at different times in the past. Owner selected a pole supported canopy due to their concern that the structural integrity of the building cannot support a tie rod canopy with fifty feet length and one with 60 feet length. The pole supports are at ten ft. increments to provide stability using as few poles as recommended by the general contractor.

109 Central Avenue, sign application The Lightnin' Bar

Painted storefront window signage. Logo and descriptive words. Ordinance allows a maximum of 30% of the glass to be used for signage. Can be painted or vinyl.

20 N Main Street, sign application, G&M Dry Goods

Sign to be submitted.

Ordinance zoning code updates

Development Services is reviewing ordinances and making adjustments to make it easier to find and reference some items. The Downtown Zoning Overlay is being moved from Section 46-393 to sec 46-478 Division 11. The Historic Review Board is being moved from Sec 46-740 Division 1 to Chapter 2 administration Article IV. Boards committees and Commissions Sec 2-350 Red line document provided. David Harrell will be at the meeting to review with the board. Please email questions in advance to amy.miller@elgintexas.gov or call 512-801-5748

Veterans Memorial Park Expansion Update: Studio 1619 has provided 30% plans for Blocks A, B, C, and D
202 Depot Street Elgin Police Department, new construction – plans submitted for review . No additional review needed this month.

ANNOUNCEMENTS

Hatitute, February 4th at Firewild 201 N Main Street, honoring Gwen Johnson
Sip, Shop & Stroll February 9th, March 9th, April 13th
Music in the Park, Fridays in April and May
Explore Elgin Arts & Culture, May 6th

Resources:

Secretary of interior: <https://www.nps.gov/tps/standards.htm> Sources:
Preservation briefs: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>
Do business downtown: <https://www.elgintx.com/208/Do-Business-Downtown>
sign requirements for size, placement, material and quantity. Resource:
[https://library.municode.com/tx/elgin/codes/code of ordinances?nodeId=PTIICOOR_CH32SI_ARTVIISI_HIDIHILA](https://library.municode.com/tx/elgin/codes/code%20of%20ordinances?nodeId=PTIICOOR_CH32SI_ARTVIISI_HIDIHILA)



ELGIN HISTORIC REVIEW BOARD

APPLICATION FOR REVIEW OF MODIFICATIONS TO HISTORICALLY DESIGNATED PROPERTIES

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

Date Submitted: 12/19/2022

APPLICANT INFORMATION

Applicant is:

☐ Building Owner ☒ Business Owner ☐ Contractor

Applicant Name Erin Riley

Applicant Signature Erin Riley

BUILDING INFORMATION

Name of Building _____

Physical Address 109 Central Ave. Unit B.

Owner Name Alan Tolbert

Owner Mailing Address 1126 Swenson Blvd, Suite A, Elgin, Texas 78621

Owner Phone # (512) 619-6658

Alan Tolbert III Dec/19, 2022

Property Owner Signature _____ Date Approved _____

BUSINESS INFORMATION

Business Name Lightnin' Bar

Bus. Owner Name Erin Riley

Bus. Mailing Address 109 Central Ave. Unit B. Elgin, Texas 78621

Bus. Phone # (843) 422-2107

Email Address lightnin.bar@gmail.com

CONTRACTOR INFORMATION

Contr. Name n/a- I will be doing the painting myself

Contr. Address _____

Contr. Phone # () _____

OTHER CONTACT INFORMATION

SIGN APPLICATION INFORMATION

Sign Type ☐ Projection ☐ Flat Mount ☒ Window

Temporary Banner ☒ NA

Sign Dimensions 5" x .25" = 1.25 sq ft

Projection Sign (sq ft x 2) Total sq ft _____

☐ Building Front Linear Feet 23'
meets standards ☐ yes ☐ no

☐ Window Dimensions 5.5 x 5 = 27.5 sq ft
< 25% Coverage; meets standards ☐ yes ☐ no

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

Start ASAP Complete Within a few days

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

Will be painting lettering on the windows. Attached is a photoshopped image of what it will look like. This is a temporary window display until we can get a more permanent sign.

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

See photo attached in email with application

CERTIFICATE OF APPROPRIATENESS

☐ Approved ☐ Rejected ☐ Modified

(Building Permit Attached)

Chairman/Vice Chairman Signature _____ Date _____

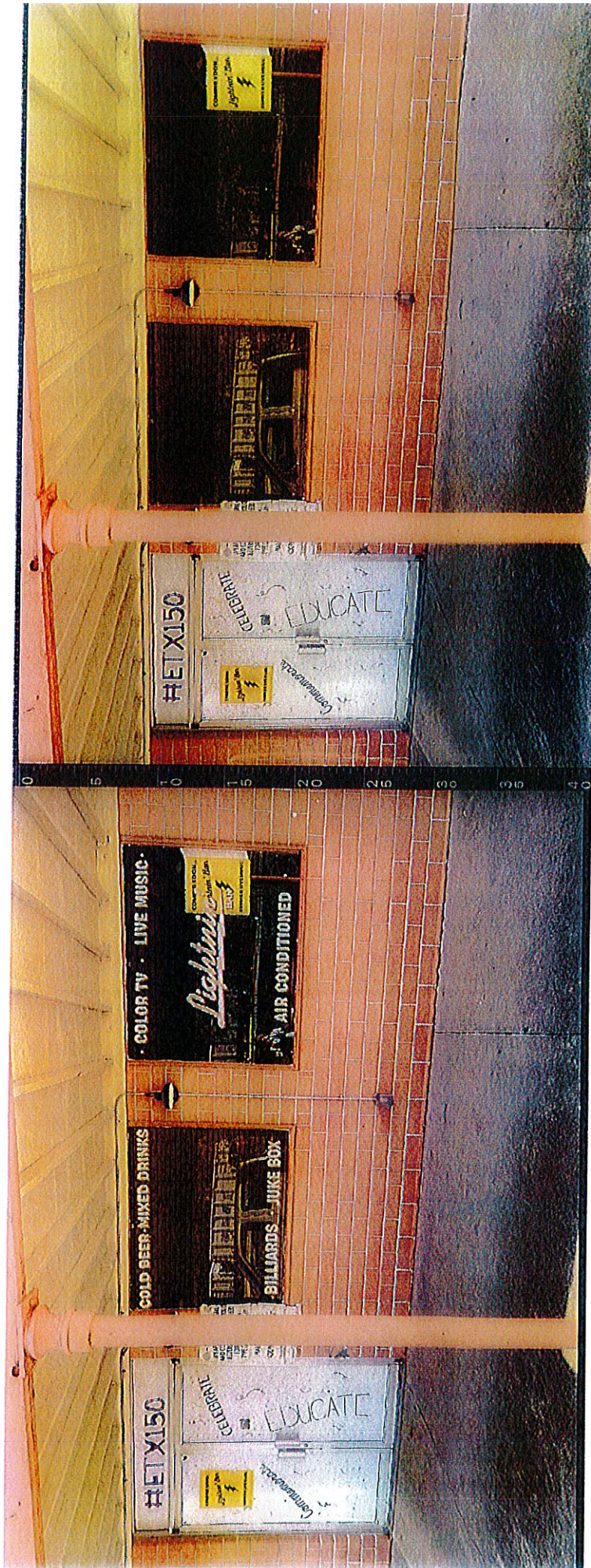
Building Official or Designee Signature _____ Date _____

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.

Application fee \$50
Temporary Banner fee \$25
Payable to The City of Elgin
P.O. Box 591
Elgin, TX 78621

For questions call (512) 281-0119 or write to
dharrell@ci.elgin.tx.us & amiller@ci.elgin.tx.us





ELGIN HISTORIC REVIEW BOARD

APPLICATION FOR REVIEW OF MODIFICATIONS TO HISTORICALLY DESIGNATED PROPERTIES

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

Date Submitted: August 25th, 2022

APPLICANT INFORMATION Applicant is:

☒ Building Owner ☐ Business Owner ☐ Contractor

Applicant Name Callie White

Applicant Signature Callie White

BUILDING INFORMATION

Name of Building Wood/Beltran Building

Physical Address 14 N. Main St.

Owner Name Callie & Kris White

Owner Mailing Address 1910 Centerview, Midland

Owner Phone # (512) 680-7192 TX

Property Owner Signature Callie White Date Approved 1/1

BUSINESS INFORMATION

Business Name _____

Bus. Owner Name _____

Bus. Mailing Address _____

Bus. Phone # () _____

Email Address _____

CONTRACTOR INFORMATION

Contr. Name Researching and

Contr. Address getting estimate

Contr. Phone # () _____

OTHER CONTACT INFORMATION

SIGN APPLICATION INFORMATION

Sign Type ☐ Projection ☐ Flat Mount ☐ Window

Temporary Banner ☐

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

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

Start Sept. or Aug Complete _____

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

Awning around property to resemble 1990's awning. Would like poles added for stability.

Drawing/ sketch of the proposed external alteration (use additional paper if needed).

Please provide current photos of property.

See photos still waiting of actual drawings.

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.

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Temporary Banner fee \$25
Payable to The City of Elgin
P.O. Box 591
Elgin, TX 78621

For questions call (512) 281-0119 or write to
dherrell@elgintx.us & amiller@elgintx.us

Collie White Building 14 North Mainst Egra

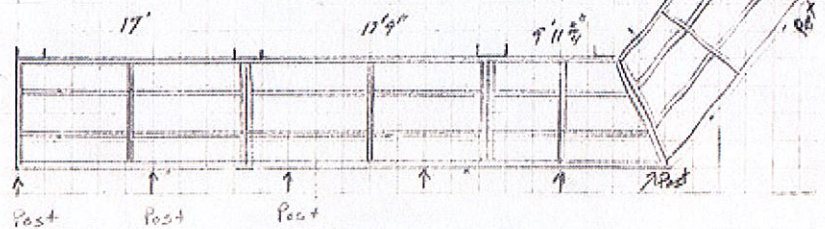
Awning

Frame to be $\frac{1}{2}$ " Sq tubing.
Anchored to Brick and
Supported by 2" Post Listed Below.

Galvalume color metal Roofing.

The Awning will extend out 9'
Post will be set back at 8'
Due to the Step Lay out below

2" Post Every 10' 6" - 11' 6"



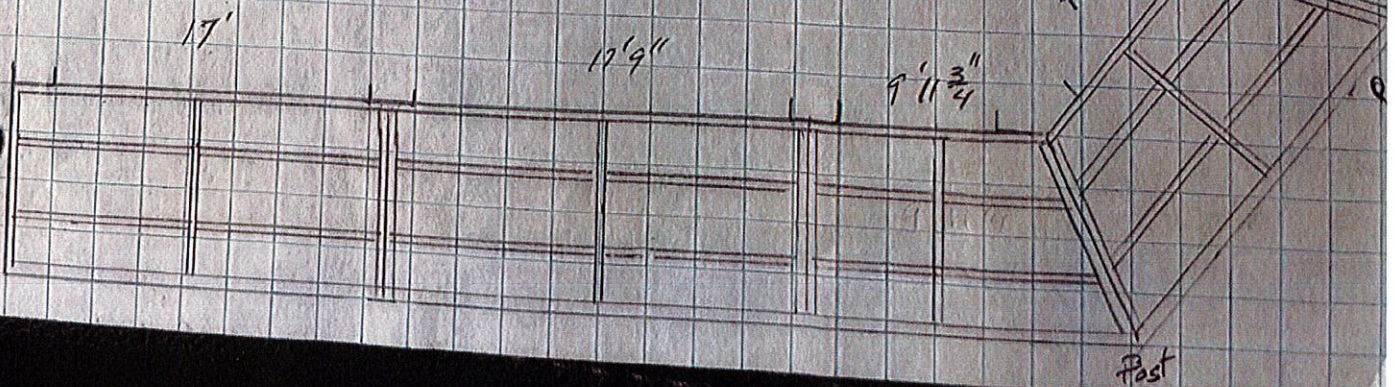
Callie White Building 14 North Main St Elgin

Awning

Frame to be $1\frac{1}{2}$ " sq tubing,
Anchored to Brick and
Supported by 2" Post Listed Below.

Color metal Roofing.

2" - Post Every 10' 6"



INGEL CREEK

Callie White

:14 N Main

12/8/22

Project Title: Awning on Main

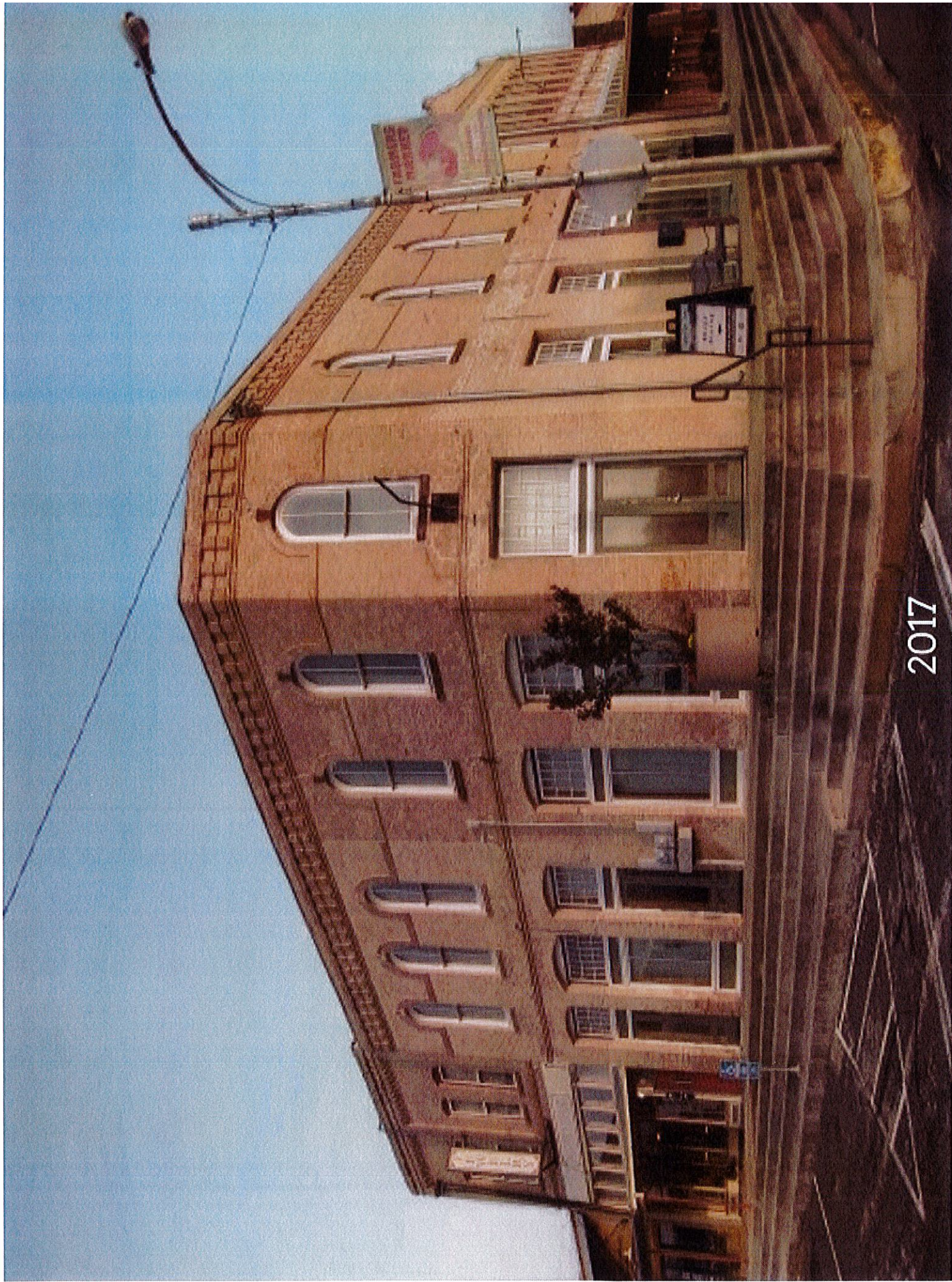
Description	
Contractor to construct new awning supported by posts.	
Awning will 9' wide and have a pitch of 1/12.	
The frame of the awning will be constructed of 1 1/2" square tubing. The frame will be anchored to the brick wall using 6" masonry anchors.	
The post will be 2" square tubing and be space roughly 11' apart. Post to be anchor to side walk with 2- 4" anchors each.	
The roofing metal will be Galvalume.	

Thank You

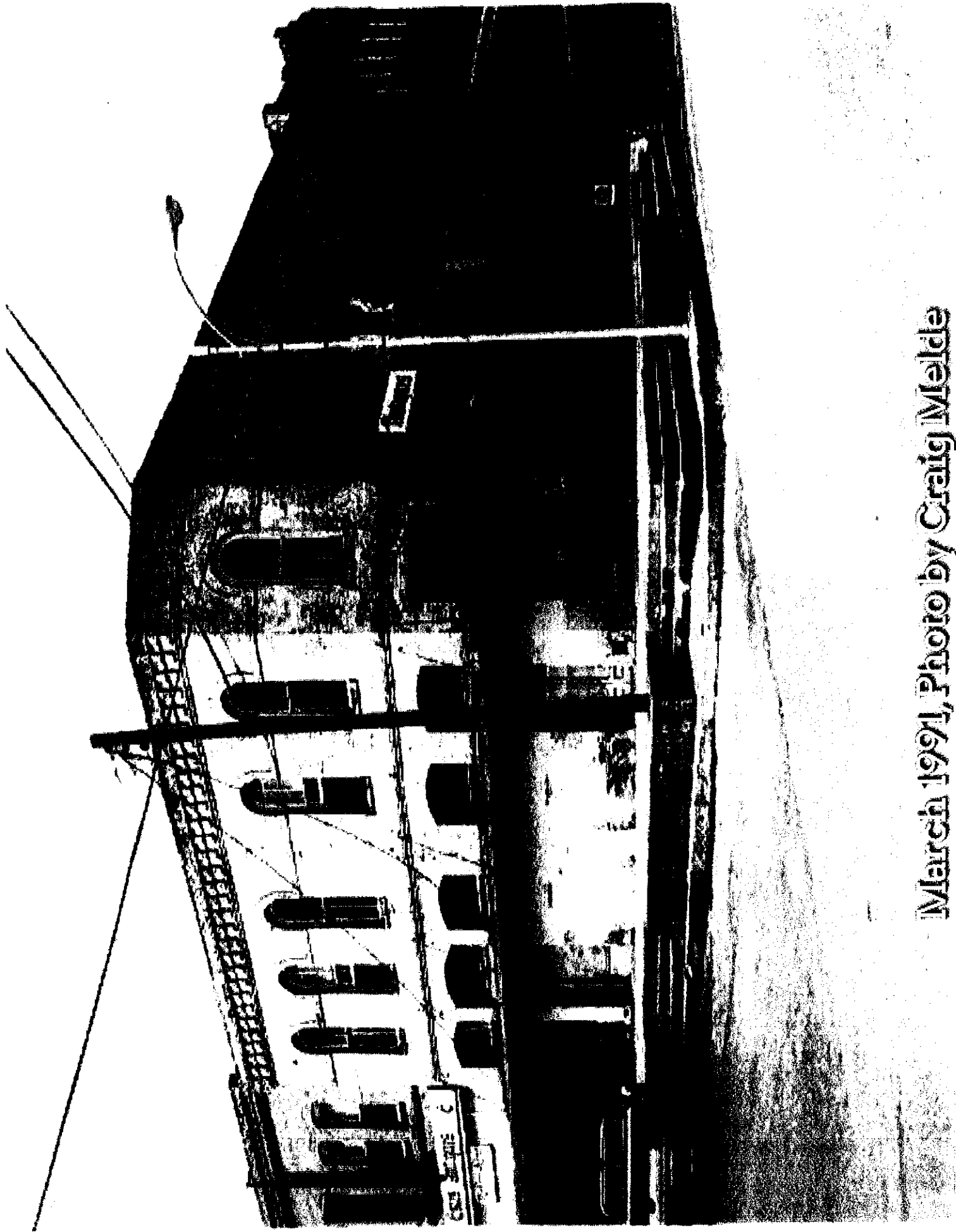
David Colosky



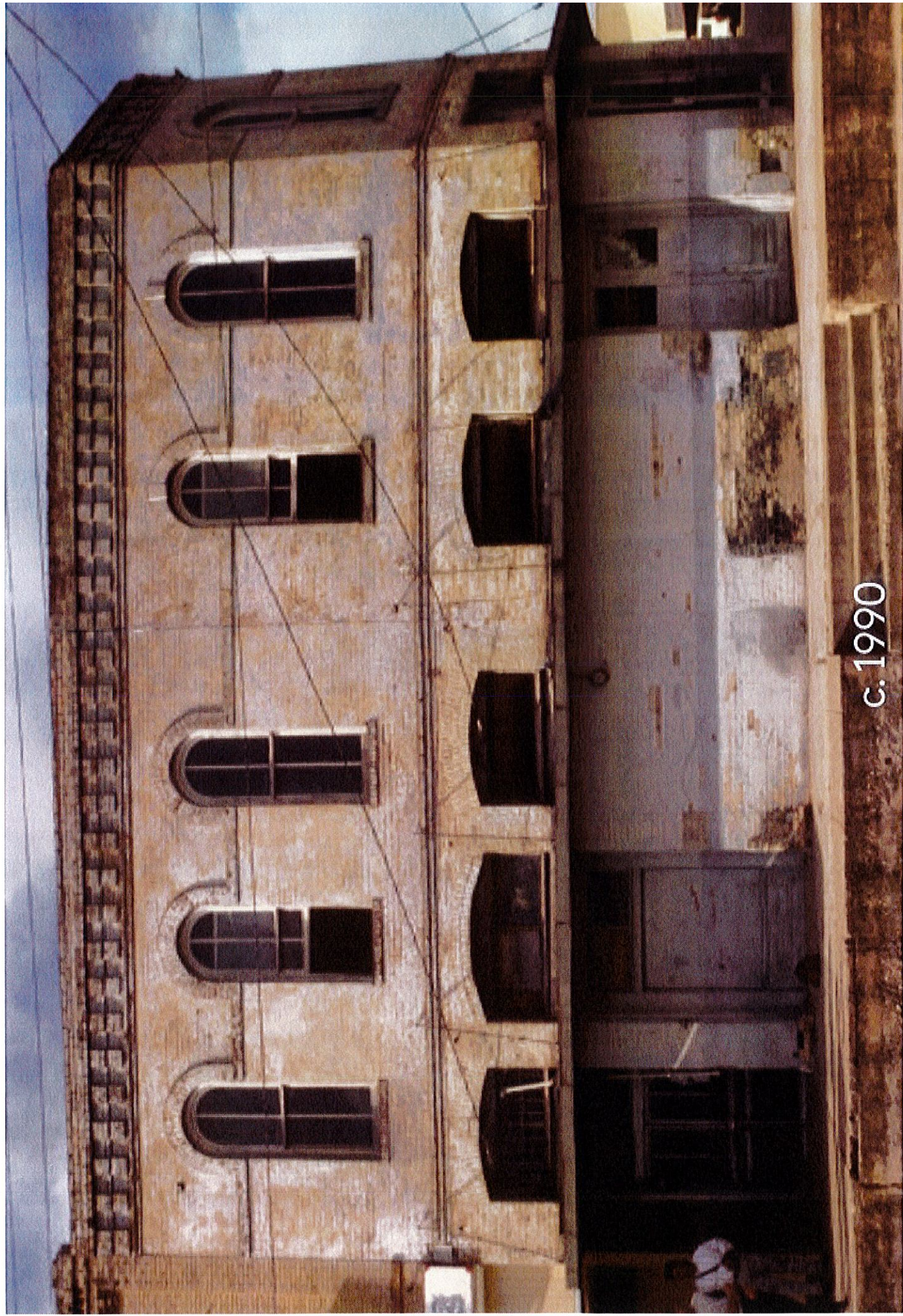
2017



2017



March 1991, Photo by Craig Melde



c.1990

CHAPTER 2 – ADMINISTRATION

ARTICLE IV. BOARDS, COMMITTEES, AND COMMISSIONS

DIVISION 6. HISTORIC REVIEW BOARD

Sec. 2-350. Created.

There is hereby created a historic review board, hereinafter called the "board," consisting of nine members appointed by the city council. The board shall be comprised of the following:

- (1) At least five citizens of the city;
- (2) At least two members of the Main Street Board so long as such board is a functioning entity;
- (3) At least two owners of property within a historic district;
- (4) At least two members of the Elgin Historical Association so long as such association is a functioning entity;

Sec. 2-351. Term of appointment.

Each member shall be appointed for a term of three years, except that of the members of the first board to be appointed, two shall be appointed to serve for two years, and two for one year. The term shall expire on January 1 of the appropriate year. Any vacancy on the board shall be filled by the city council for the remainder of the unexpired term. Any member of the board who fails to attend at least 75 percent of all regular meetings of the board within any 12-month period shall be removed from the board, unless such failure to attend was the result of illness or other acceptable excuse as determined by the city council.

Sec. 2-352. Officers.

The chairperson and vice-chairperson of the board shall be elected annually by a majority of the members of the board, and shall serve a term of one year or until their successors are elected.

Sec. 2-353. Duties of board.

The board shall act in an advisory capacity only, and shall have no power to bind the city by contract or otherwise. Through the review procedure provided herein, it shall be the function of the board to advise the City concerning all applications for review in historic districts or historic landmarks and perform any other advisory functions delegated by the city council.

Sec. 2-354. Meetings.

The board shall meet monthly at a regularly scheduled time, unless no necessary business needs to be conducted. Special meetings may be called upon request of the chairperson, or the vice-chairperson, or upon written request of four members, or upon notice from the community development director or their designee that a matter requires the consideration of the board. All meetings shall have advance notice posted in accordance with the Texas Open Meetings Law. Five members shall constitute a quorum and action taken at a meeting shall require the affirmative vote of a majority of the members present and voting at such meeting.

Secs. 2-355—2-399. Reserved.

Chapter 50, Historic Preservation

ARTICLE I. General Standards

DIVISION 1. GENERALLY

Sec. 50-1. Purpose.

- (a) The city council of the city, recognizes the historical, cultural and aesthetic importance of certain buildings, structures or districts within the city.
- (b) The council desires to protect and preserve such landmarks and districts, and such protection and preservation is in the best interests of both historical preservation and the city's economic well-being.

Sec. 50-2. Appeal to city council.

Any person aggrieved by an action of the historic review board or historic preservation officer relative to the acceptance or denial of an application shall have the right to appeal to the city council by giving notice of appeal within 15 days of such action. The council shall sit as a review board. An appeal hearing shall be set within 30 days of notice. The council ruling may uphold, overrule or modify the historic preservation officer's decision.

Sec. 50-3. Annual Report.

- (a) The historic review board shall make an annual report to the city council on the state of historic preservations in the city and shall include in the report a summary of its activities for the past year and a proposed program for the next year.
- (b) The board shall have the further responsibility of recommending to the city council, planning and zoning commissions and city departments the adoption of policies, the sources of funds, and designation of historic districts and historic landmarks that may further the city's preservation effort.

Secs. 50-4—50-49. Reserved.

DIVISION 2. DESIGNATION OF HISTORIC DISTRICTS AND LANDMARKS

Sec. 50-50. Historic districts and historic landmarks.

The city council may from time to time designate certain areas in the city as historic districts or certain places as historic landmarks. Those provisions pertaining to the designation of historic districts or historic landmarks constitute a part of this chapter. Such designation shall be in addition to any other zoning district designation.

Sec. 50-51. Criteria.

In making the designation of an area or place as an historic district or landmark, the city council shall consider one or more of the following criteria:

- (1) Character, interest or value as part of the development, heritage or cultural characteristics of the city;
- (2) Location as the site of an historical event;
- (3) Embodiment of distinguishing characteristics of an architectural type or specimen;

-
- (4) Relationship to other distinctive building, sites, districts or structures which are historically significant and preserved, or which are eligible for preservation;
 - (5) Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the city;
 - (6) Value as an aspect of community sentiment or public pride;
 - (7) Identification with a person who significantly contributed to the development or culture of the city;
 - (8) In the case of landmark designation; the designation must be supported by the complete written consent of the property owners.

Sec. 50-52. Downtown Historic District; Future designation of additional districts and/or landmarks.

- (a) The city's downtown area more specifically described below meets several of the aforesaid criteria and is hereby designated an historic district within the city:

Beginning at the northeast corner of the Heine Neidig property locally known as the Elgin Lumber Company, the district boundary follows the easement boundary of the MKT railroad line south southeast to a point directly in line with the centerline of Austin Street;

Thence southwest along the centerline of Austin Street to its junction with South Avenue B;

Thence northwest along the centerline of South Avenue B and North Avenue B until its junction with a public alley way behind Depot Avenue;

Thence northeast along the centerline of said alley until its junction with a public alley running parallel to North Main Street behind Main Street to the west;

Thence northwestward to a point directly across North Main Street from the point of origin and thence across North Main Street to the point of origin.

- (b) Future designation of additional areas or places as historic districts and/or landmarks shall be governed by the further provisions of this article.

Sec. 50-53. - Submission to historic review board for future designations.

Formal recommendations for any additional area or location for district or landmark designation shall be submitted to the city historic review board within 30 calendar days. The board shall give notice and conduct its hearing on the proposed designation in accordance with chapter 46. Such hearing shall be in the same manner and according to the same procedures as specifically provided for in chapter 46.

Sec. 50-54. Uses.

Nothing contained in this article or in the designation of property as being in an historic district or being an historic landmark shall affect the present legal use of property. Use classifications as to all property which may be included in an historic district or historic landmark shall continue to be governed by the general zoning provisions of chapter 46 and the procedures therein established. In no case, however, shall any use be permitted which requires the demolition, razing, remodeling, or alteration of any buildings or structures in such an historic district or historic landmark so as to adversely affect the character of the district or historic landmark, except upon compliance with the terms of this chapter.

Secs. 50-55—50-99. Reserved.

DIVISION 3. REVIEW AND PERMIT

Sec. 50-100. Required.

- (a) No person shall proceed to make alterations, changes, restorations, demolitions or removals of or upon any historic landmark or of or upon any building or improvement within an historic district without first submitting his plans to the building official as hereinafter provided and after securing a permit to proceed.
- (b) An historic preservation review is necessary for any proposed alteration, change, restoration or removal of any architectural feature of a building or structure, (including exterior signage and painting) for any historically designated property under the provisions of this section. Application for historic preservation review shall be made to the historic preservation officer.
- (c) Application shall be deemed complete when submitted upon city forms complete with drawings, plans and specifications or when submitted upon a form and in a form otherwise acceptable to the building official.
- (d) Historic preservation review acceptance; however, shall be a prerequisite to the issuance of a building permit.
- (e) Any person violating this procedure or any other provision of this article shall be subject to the penalty provisions of this chapter set forth in section 46-9 and to the general penalty provisions of this Code set forth in section 1-15.

Sec. 50-101. Review process.

- (a) If the historic preservation officer determines that the application involves ordinary repair or maintenance, or alteration, change, restoration or removal of any exterior architectural feature of a building, structure, or sign which does not involve significant changes in the architectural or historic value, style, general design or appearance, he shall within seven days forward a copy of the application indicating the determination to the chairperson of the historic review board, or to the vice-chairperson of the board if the chairperson is not available. The chairperson or vice-chairperson of the board shall within five business days either approve the historic preservation officer's determination or call for a meeting of the board to consider the application as provided in subsection (c) of this section. If the chairperson or vice-chairperson of the board do not take any action within five business days, it shall be deemed that the board shall take no action and the historic preservation officer shall indicate the application's acceptance for historic review purposes.
- (b) If the historic preservation officer determines that the application involves an alteration, change, restoration, removal or demolition of an external architectural feature of a building or structure which involves a significant change in the architectural or historic value, style, general design or appearance, he shall refer the application to the historic review board and call for a meeting of the board to consider the application.
- (c) The historic review board shall hold a meeting to consider the application within 15 business days after the historic preservation officer's receipt of a completed application. The applicant shall be given written notice of the time and place of the meeting. The board may hold any additional meetings it considers necessary to carry out its responsibilities under this section. The board shall make its recommendation to the historic preservation officer within 30 days after receipt of a completed application unless the board and the applicant mutually agree to extend the period of review.
- (d) Notwithstanding any other provision of this section, the historic review board shall make its recommendation to the historic preservation officer within 90 days after receipt of complete application for a permit to demolish an historic landmark or a building within an historic district, or to move an historic landmark, or to move a building into or out of an historic district.
- (e) The board shall forward its recommendation to the historic preservation officer. While the historic preservation officer is not bound by such recommendation, he shall within five business days of its receipt give

written notice of the application's acceptance or denial. Such notice shall be deemed complete once filed with the historic preservation officer.

- (1) In the case of applications that do not involve demolition of an historic building or landmark, an application shall be deemed accepted if no notice of action by the historic preservation officer is given within 60 days after the receipt of a completed application unless time has been mutually extended as provided in subsection (c) of this section.
- (2) In the case of applications that involve demolition of an historic building or landmark, an application shall be deemed accepted if no notice of action by the historic preservation officer is given within 100 days after the receipt of a completed application unless time has been mutually extended as provided in subsection (c) of this section.

Secs. 50-102—50-149. Reserved.

DIVISION 4. CRITERIA TO BE USED

Sec. 50-150. Criteria enumerated.

In determining the recommendation and action on acceptance of an application for historic preservation review, the historic preservation officer and historic review board shall consider the following:

- (1) The effect of the proposed change upon the general historic, cultural and architectural nature of the district or landmark.
- (2) The appropriateness of exterior architectural features which can be seen from a public street, alley or walkway.
- (3) The general design, arrangement, texture, material and color of the building or structure and the relation of such factors to similar features of buildings or structures in the district. The criteria shall not be the aesthetic appeal to the board of the structure or the proposed remodeling but rather its conformity to the general character of the particular historic area involved.
- (4) All signs shall be in keeping with the character of the historic district or landmark.
- (5) The value of the historic district or landmark as an area of unique interest and character shall be impaired.
- (6) The general and specific Secretary of the Interior's Standards for Rehabilitation and Guidelines for applying the standards for rehabilitation.
- (7) The importance of finding a way to meet the current needs of the property owner, and the importance of approving plans that will be economically feasible for the property owner.

