

Historic Review Board

Application for Restoration, Renovation, Adaptive Reuse (including façade work)

Applying for a Certificate of Appropriateness

For façade work, building restoration, renovation or adaptive reuse on a building that is located in the historic district, an application of appropriateness must be completed. The application once received by City staff must then go before the Historic Review Board (HRB). The Board meets the 4th Wednesday of the month at 7:30 AM at the Civic Center Located in the Elgin Public Library.

In order to be included on a Historic Review Board agenda the applicant must complete the following:

- **Applicant must meet** with WKHMORSPH@6HUYFHVHSDUWPH@ and or WK Community Services Director in person to discuss renovation/ restoration plans, materials required etc. Staff is available as needed for the applicant.
- **Applicant must submit** completed application with attachments at least **20 days** prior to the HRB meeting.
- **Application must be submitted** to Community6HUYFHVHSDUWPH@ located at 310 North Main Street.
- **Applicants are encouraged** to submit as much information about the application as possible.
- Historic Review Board meets on the 4th Wednesday of the month at 7:30 AM in the Civic Center at the Elgin Public Library.

Restoration, Renovation, or Adaptive Reuse (including façade work)

Includes one or more of the following: new or replaced canopy, storefront repair or replacement, repair or replacement of windows, repair or replacement of doors, removal of paint from brick, re-pointing brick, repair or replacement of transom windows, addition of openings such as windows or doors to a structure, removal or sealing of existing openings in a structure.

Needed Materials to Complete Application:

Applicant is encouraged to read the historic district design guidelines prior to submitting application. Provide all items below that are applicable (or apply) to your application.

1. Provide at least one historic picture of the building and/or the block the building is located within
2. Provide a photograph of building as it exists today
3. Provide photograph or elevations that clearly illustrate what repairs, additions, or changes will be made
4. Provide photograph or drawing that illustrates paint scheme application
5. Provide paint samples
6. Provide drawing of canopy, the drawing must illustrate where the canopy will be installed
7. Provide clarification/samples regarding mortar mixture for re-pointing including color

8. Provide statement for power washing methods (ensure a proper understanding of the damage that can be done to a historic building with different power washing methods)
9. Provide elevations – front, side and rear as relevant to the project; provide both sides if there is any variation on either side of structure.
10. Provide specific list of exterior construction materials including but not limited to roofing material, brick, etc.
11. Provide samples of construction materials preferred – photographs may be acceptable
12. Provide contractor contact information and information on other projects of this type that the contractor has completed

Resources:

As a Texas Main Street City, the City of Elgin has free technical assistance available to property owners/tenants who are making improvements to their building. To find out more about this resource please ask City Staff.

Incentives:

The Elgin Economic Corporation has an incentive program that provides financial matching grants up to 50% of the cost not to exceed \$5,000 for business signage, tenant improvements, façade renovations and new construction. Applicants in the historic district are eligible for this grant program and must receive approval of their application from the HRB in order to qualify for the funds.

***Disclaimer:** The information provided in this application overview is not a substitute document for the City of Elgin's landmark ordinance, sign ordinance or Historic District Design Guidelines.*

Historic Review Board

Application for New Construction

Applying for a Certificate of Appropriateness

Applicants for new construction projects located within the historic district must complete an application for a certificate of appropriateness. The application once received by City staff must then go before the Historic Review Board (HRB). The Board meets the 4th Wednesday of the month at 7:30 AM in the Civic Center at the Elgin Public Library.

In order to be included on a Historic Review Board agenda the applicant must complete the following:

- **Applicant must meet** with the Community Services Director of the Community Services Department and is encouraged to do so prior to completing the plans for the project.
- **Applicant must submit** completed application with necessary attachments at least **30 days** prior to the HRB meeting.
- **Application must be submitted** to Community Services Director located at the Fleming Center, 802 N Ave C, Elgin TX 78621
- **Applicants are encouraged** to submit as much information about the application as possible.
- Historic Review Board meets on the 4th Wednesday of the month at 7:30 AM in the Civic Center at the Elgin Public Library.

New Construction

New construction includes but is not limited to parking lots, structures, or other construction on a vacant lot or at the rear of an existing structure or building additions located in the historic district.

Needed Materials to Complete Application:

Applicant is encouraged to read the historic district design guidelines prior to submitting application

1. Provide a minimum of three elevations of the proposed project. Elevations include front, side and rear. Provide both sides if any variation on either side of structure.
2. Provide complete site plan, including, location of utilities, setbacks, adjacent properties and right of ways, and parking if is required. Include to scale drawing of the site plan as required by City Code.
3. Provide historic photos of the property
4. Provide current photos – showing the site, the block that site is within and adjacent property
5. Provide photograph of the opposite side of the street from where the construction will be located

6. Provide specific list and samples of exterior construction materials including but not limited to roofing material, brick, paint colors
7. Provide/address compliance with Texas Department of Transportation regulations and City code where applicable
8. Provide a construction staging plan including but not limited to location of construction equipment, materials, disposal of construction waste.

New Construction – Based upon the adopted design guidelines of the Historic Review Board, the following design elements and features need to be considered when designing a project.

- Roof
 - Flat roof
 - Roofline with parapet height variation
- Utility location - All utilities such as HVAC should be located on roof at the rear on the structure and not be visible from street/front of the building.
- Façade – Brick exterior facades, commercial grade brick; local brick companies preferred
- Design the building within the context of the district.
 - Note the horizontal lines that reflect the existing buildings in downtown. See – upper story windows, transom windows, storefront area with kick plate. Discuss storefront transparency options with staff.
 - Note the vertical lines that reflect the district. Structures follow the 25 linear foot storefront or increments of 25 feet.
 - Storefront – ensure storefront design is compatible with district and allow for storefront transparency, Discuss storefront transparency options with staff.
- Windows - wood or metal clad in keeping with the horizontal lines of the district. Size appropriate with the district vertical and horizontal lines
- Canopies/Awnings are encouraged - tie rod or rolled tin preferred.
- Utilize architectural elements and historical pieces where appropriate.
- Larger lots require variation of the façade.
- Setback – coordinate the setback in that block or immediate area
 - Flush with the sidewalk
 - Promoting pedestrian access, walkable district, human scale
 - Off street parking - consider how this can be utilized rather than creating new parking. Work with City staff on options.
- Doors – full light commercial ADA Accessible doors for front entrances.
 - Steel or solid core doors acceptable for rear entrances.
 - Full light door may include modest amount of frosting of glass to provide a level or privacy for studio/residential spaces.
 - If the building does not have a traditional storefront, other door types may be considered such as corrugated galvalume rolling doors.

Resources:

As a Texas Main Street City, the City of Elgin has free technical assistance available to property owners/tenants who are making improvements to their building. To find out more about this resource please ask City Staff.

Incentives:

The Elgin Economic Corporation has an incentive program that provides financial matching grants up to 50% of the cost not to exceed \$5,000 for business signage, tenant improvements and façade renovations and new construction. Applicants in the historic district are eligible for this grant program and must receive approval of their application from the HRB in order to qualify for the funds.

***Disclaimer:** The information provided in this application overview is not a substitute document for the City of Elgin's landmark ordinance, sign ordinance or Historic District Design Guidelines.*

Appendix

Resources

- Available online at www.elgintexas.gov
 - Historic Review Board applications
 - Sign ordinance
 - EDC Business assistance program
 - Design guidelines
- Texas Historic Commission Main Street Program
 - Elgin is a Texas Main Street City. Free design advice, renderings, and assistance are available. Coordinate through Community Services Department 512-281-5724 or www.elgintexas.gov
- Secretary of the Interior's Guidelines for Historic Preservation
 - <http://www.nps.gov/hps/tps/standguide/>
 - <http://www.nps.gov/hps/tps/tax/rhb/stand.htm>
- Union Depot Museum 512-285-2000 Open Friday and Saturday 12pm-4pm.
 - Historic photos archive
- Bastrop County Historic Association and Museum in Bastrop
- Paint removal from buildings
 - See the Secretary of the Interior and Preservation briefs on this topic
 - City Staff resources available

Contractors & Subcontractors

(These are NOT Necessarily Recommendations by the City)

General Contractors

- Henry Montemayor – 281-4669 masonry
- Ingel Creek Contracting – 748-0006 David Colosky

Sign Professionals

- Tom Besson – 303-7209 signs
- Earthen Metals – 281-2801 metal work

Contact the Planning & Development for a list of contractors or specialties that have worked in the community recently.

Local Material Suppliers

- Acme Brick 512-281-5744
- Hanson Brick 512-285-3366
- Butler Brick 512-285-3356