

Historic Review Board

In 1989, the City Council created a historic landmark ordinance that permits the City to designate individual structures and districts as historic. Designating a piece of property(s) means that an additional zoning overlay called a “H” overlay subjects that property to a design review by the Historic Review Board. The Historic Review Board only reviews exterior changes to structures and has no authority over the interior changes to the structure.

With the designation of the Historic Ordinance the City created an Historic Review Board. The Board has a specific make-up and the council appoints members to the board. The following lists criteria for membership on the Board:

- At least 5 citizens of the City Of Elgin
- At least 2 members of the Main Street Board
- At least 2 owners of property within the designated Historic District
- At least 2 members of the Elgin Historical Association.
- The building official or a representative of the building official.

Each board member is appointed for a three year term, and the terms expire before January.

The board meets on the 4th Tuesday of every month at 7:00 pm in the City Hall Annex.

Frequently Asked Questions

Q. Do I have to pay a fee to acquire a building permit for changes to the exterior of my building?

A. No. Exterior building permits in the historic district are free of charge.

Q. Must the Historic Review Board review changes to the interior of my building?

A. No. You may make any interior changes desired; subject to comply with other applicable codes. Review of proposed plans for appropriateness will be limited to exterior portions of the structure.

Q. Do I need an application to re-paint the building trim the same color as it currently is?

A. Yes. The Historic Ordinance does call for you to apply to re-paint the trim of the building even if it is the same color. You will not have to go before the board because this is considered routine maintenance. Re-painting will only require staff and Chairman of the Board’s approval.

Q. Do I need to acquire building permit in the Historic District for temporary signage?

A. Yes. Any temporary signage you place in your window or on your building other than a leasing signs or special flyers need to have the approval of the staff and Chairman of the Board.

Q. If I do work without a permit, what will the City do?

A. You will be issued an order to stop work, or if the work is completed, a notice of violation will be issued. You will then be required to apply for a permit within 7 days. If the application is not made within 7 days, you will be issued a citation to court and be subject to a fine of \$2000 per day. You may also be required to remove the completed work if it is in violation of the Historic Ordinance requirements.

Q. How do I know who to contact with the City to get a permit?

A. Call 512.281.5724 and ask for the staff appointed to the Historic Review Board.