



LANDMARK COMMISSION MEETING

Friday, September 25, 2026 – 1:15 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.

Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.

AGENDA

Call to Order

The Chair will determine that a quorum is present and Call the meeting to order.

Consent Agenda

Items on the Consent Agenda may be approved by a single action of the board, with such approval applicable to all items appearing on the Consent Agenda. A member may request any item to be removed from the Consent Agenda and considered as a separate item.

1. Meeting Minutes - August 17, 2026

Public Comments

The Texas Open Meetings Act prohibits the Board from responding to any comments other than to refer the matter to a future agenda, to an existing policy, or to make a statement of factual information. Claims against the Board, or employees, as well as individual personnel appeals are not appropriate for citizens' forum.

Items to Consider

2. Consider Request for Certificate of Appropriateness for Improvements at 213 Miller Street, Mount Vernon, Texas, 75457

Adjournment

CERTIFICATION

I do hereby certify that this Public Meeting Notice was posted at the front entrance of City Hall located at 109 N Kaufman St., Mount Vernon, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on:

Date_____ Time_____

Angie Pike.

City Secretary



LANDMARK COMMISSION MEETING

Monday, August 17, 2026 – 12:00 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

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Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.

MINUTES

Call to Order

Chair Bush-Reves called meeting to order at 12:13 pm

Present: Chairman Lillie Bush-Reves, Members Billy Jordan, Faviola Campbell and Ralph Robertson

Absent: Board Members, Genea Burnaman, BF Hicks and Charlotte Rogers

Consent Agenda

1. Meeting Minutes - July 24, 2026

*Motion to approve as presented by Member Robertson, seconded by Member Jordan
All in favor, none opposed*

Public Comments

Items to Consider

2. Consider Request for Certificate of Appropriateness for Improvements at 602 West Main Street, Mount Vernon, Texas 75457

This item has been withdrawn by the requestor

3. Consider Request for Certificate of Appropriateness for Improvements at 602 Miller Street, Mount Vernon, Texas 75457

Mitch Mayben, spoke about the property and explained the necessary repairs and desired aesthetic outcome. Mayben advised that masonry primer will be used for the structure.

*Motion to approve the certificate of appropriateness as presented by Member Jordan, seconded by Member Robertson
All in favor, none opposed*

4. Consider Request for Certificate of Appropriateness for Improvements at 102 Pittsburg Street, Mount Vernon, Texas 75457

Rashelle Palma, property owner, explained that she inherited the property about a month ago and would like to improve the overall appearance of the outside. She advised that she intends to replace the roof, re-face the existing columns and leave the brick as it is.

Motion to approve the application for a certificate of appropriateness, made by Member Campbell, seconded by

Member Jordan
All in favor, none opposed

Adjournment

Motion to adjourn at 12:30 pm, made by Member Robertson, seconded by Member Jordan
All in favor, none opposed

Approved:

Attest:

Lillie Bush-Reves, Board Chair

Angie Pike, City Secretary



CERTIFICATE OF APPROPRIATENESS APPLICATION

Item 3.

PROPERTY OWNER MUST BE PRESENT TO BE CONSIDERED FOR APPROVAL.

'No person shall carry out any construction, reconstruction, alteration, restoration, rehabilitation, or relocation of any historical landmark, or property within a historic district, nor shall any person make any material change in the lighting fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way which affect the appearance and cohesiveness of any historical landmark or any property within a historic district. No such action shall be commenced without first obtaining a certificate of appropriateness for proposed new construction to ensure compatibility with the existing historic resources of the district (Ordinance 2009-03, Section 7, pg. 7)."

APPLICATION REQUIREMENTS

Prior to commencement of any work requiring a certificate of appropriateness the owner shall file an application for such certificate with the Landmark Commission. The application shall contain:

Name of applicant (OWNER) <u>Robert King</u>	Address: <u>213 - MILLER ST</u>
Telephone Numbers: [REDACTED]	Email address: [REDACTED]
Detailed description of proposed work: (please list every project and location) <u>Window Replacement</u> <u>Will Replace 14 windows Around the House</u> <u>with upgraded storm windows</u> <u>Same color as we have just no Grid</u>	

REQUIREMENTS FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS

Item 3.

1. Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building structure, object, or site and its environment.
2. The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All building, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken time place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building structure, object, or site shall be kept when possible.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
10. Whenever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

Received by:

Christie Burnett

Date received:

9-16-2026

RECEIVED
SEP 16 2026

BY:

____ APPROVE

____ DENY

____ APPROVE WITH MODIFICATIONS

APPROVED BY: _____

DATE APPROVED: _____

DATE CERTIFICATE WAS ISSUED: _____

Check all that apply:

☐ Painting (approved colors) ☐ Fence ☐ Reroofing (approved colors/materials)
☐ Awning ☒ Misc. repairs (describe below) *windows* ☐ Gutters/downspouts
☐ Lighting ☐ Signs

Signature of Owner:

Robert King

Date:

9-16-26

Printed Name:

Robert King

ITEMS REQUIRED FOR APPLICATION

- Photographs of property and adjacent properties (historical photographs may be required by Landmark Commission and should be submitted in advance)
- Elevation drawings of the proposed changes, please attach to application
- Samples of materials or photographs from company buying from being used for project
- If the proposal includes signs or lettering, a scale drawing showing type of lettering to be used, method of illumination (if any), and a plan showing the sign's location on the property
- Any other information which the Landmark Commission may deem necessary in order to visualize the proposed work

Timeline of Application/Procedures of approval, denial, and appeal

Before any building permit shall be approved in historical districts required by Ordinance 2009-03, the Landmark Commission shall review the application at a regularly scheduled meeting within thirty (30) days from the date the application is received, at which time an opportunity will be provided for the applicant to be heard.

The Commission shall approve, deny, or approve with modifications to the permit within thirty (30) days after the review meeting.

In the event the Commission does not act within thirty (30) days of receipt of the application, a building permit may be granted.

An applicant for a certificate of appropriateness is dissatisfied with the action of the Landmark Commission relating to the issuance of denial of certificate of appropriateness shall have the right to appeal to the City Council within thirty (30) days after receipt of notification of such action.

2306 Cantrell Road.
 Little Rock, AR. 72202
 www.elevatewindowsanddoors.com
 Locally Owned & Operated

ELEVATE

WINDOWS & DOORS

Item 3.

Job# Robert King
 Name 213 Miller St
 Address

I understand by signing below I accept window design and priority manufacturing

X Robert King

Homeowner
 X Ephraim

Elevate Representative

WINDOW NUMBER	Width	Height	Window Style
1	35	56	DH
2	35	56	DH
3	35	56	DH
4	35	56	DH
5	36	36	DH
6	35	56	DH
7	35	56	DH
8	36	48	DH
9	36	48	DH
10	35	56	DH
11	35	56	DH
12	35	56	DH
13	35	56	DH
Back Door			DH
	32	80	DH
14	35	56	DH
BD	32	80	Back Door

DRAW GRID STYLE

No
 No

Color: White Beige Sandstone
 Specialty

Screens: Half Full

NOTES OR SPECIAL INSTRUCTIONS

Name: Robert King

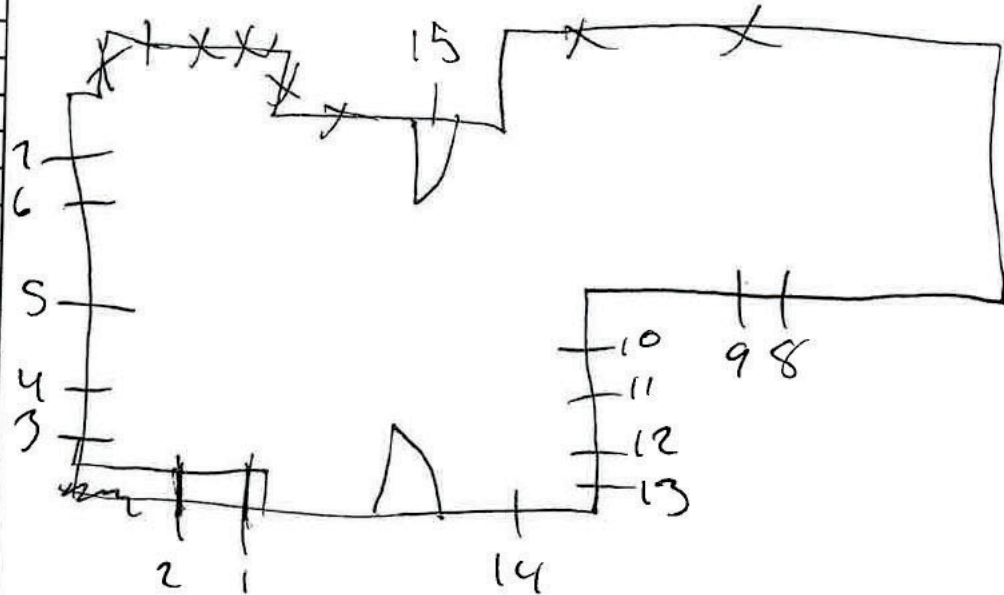
Birdseye
ELEVATE
WINDOWS & DOORS

Address: 213 Miller St

Item 3.

BIRDSEYE

#	Style	Width	Height	Obscure	T pane	Full screen	Grids	Paint
1		35	56		DP	HS	NO	
2		35	56		DP	HS	NO	
3		35	56		DP	HS	NO	
4		35	56		DP	HS	NO	
5		36	36		DP	HS	NO	
6		35	56		DP	HS	NO	
7		35	56		DP	HS	NO	
8		36	48		DP	HS	NO	
9		36	48		DP	HS	NO	
10		35	56		DP	HS	NO	
11		35	56		DP	HS	NO	
12		35	56		DP	HS	NO	
13		35	56		DP	HS	NO	
14		35	56		DP	HS	NO	
15								
16		32	80	back Door				
17								
18								
19								
20								
21								
22								
23								
24								



Legend

			DOORS	SIDING
DH/DHO - Double Hung	PWEB - Picture Eyebrow	AW - Awning	PD - Patio Door	SI - Siding.
SH / SHO Single Hung	SHRT - Single Hung Round Top	CS - Casement	ED - Single Entry Door	SF - Soffit & Fascia
2LS - 2 Lite Slider	SHEB - Single Hung Eyebrow	OC - Octagon	SD - Storm Door	GU - Gutters
3LS - 3 Lite Slider	RT - Round Top	US - Uniques Specialty	DD - Double / French Door	
PW - Picture Window	RTEX - Round Top Extended	EBEX - Eyebrow Extended	FD - Front Door	

* Always label where the front door (FD) is and work Clockwise starting with the window that is to the left of the front door. Once 1st floor is done, repeat for 2nd floor on another birds eye*

Color - white
Door - white

NOTES





