Historic Zoning Commission

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
October 22, 2026 – 6:00 PM
Minutes

Roll call noting the presence of a quorum, additions to the agenda, or any conflicts of interest with items on the agenda.

Members Present: Frank Collins-Chairman, Nita VanTil, Marcy Hawley, Chad Hylton, Herman Jenkins, Matt Kehn, Michael Kieta, Brian Ponder

Members Absent: Rebecca Moss

Call to Order

Chairman Frank Collins called the meeting to order at 6:00 PM.

Item I: Public Comments

No public comments

Item II. New Business:

109 Courthouse Square – Owner/Presenter: Kelly Wolfe

An outdoor dining patio on the side of the building measuring 49 feet by 10 feet. The patio will be concrete with four brick steps to tie into the existing sidewalk. An ADA accessible ramp measuring 24 feet by 5 feet will be located along Dogwood Lane. The building will have a brick façade extending to the bottom of the windows, with stucco above. The stucco will match the natural sand color of the mortar on the building. A medium texture sand float finish is recommended for the stucco.

Motion: Matt Kehn made a motion to approve the patio addition, brick facade and stucco finish. Michael Kieta seconded the motion, and it passed unanimously.

239 East Main Street – Presenter: Joseph Slonaker; Owner: Mikki Henley

Both downstairs windows will be restored with a simulated grid in a 6-over-6 design. The middle upstairs window will retain the triangular feature above it. An attempt will be made to use a salvaged window, if possible. If a suitable salvaged window cannot be found, a new Ply Gem Mira Series window with a 4-over-4 simulated design will be used to maintain consistency with the windows below.

Motion: Nita VanTil made a motion to approve the restoration of both downstairs windows with a 6-over-6 design and the middle upstairs window with a 4-over-4 design, retaining the triangular feature above the window. Michael Kieta seconded the motion, and it passed unanimously.

107 Fox St. – Presenter: Frank Collins, Owner: Sherry Dean

A sign displaying the apartment name, address, and phone number will be hung from the balcony. The existing address display will be removed. Two black poles, one at each end of the parking area, will display “Resident Parking Only” signs.

Motion: Matt Kehn made a motion to approve the sign to be hung from the balcony and the two black poles displaying “Resident Parking Only” signs in the parking area. Herman Jenkins seconded the motion, and it passed unanimously.

316 S Cherokee St.- Owner/Presenter: Tony Holbert

Frank Collins Made a recommendation to consider conceptual approval for 316 S Cherokee Street, for a proposed 600–800 square foot, one story structure designed to reflect the character of the existing historic home. Discussion included the proposed placement of the structure, utility locations, and plans to connect to the existing driveway. It was noted that the new structure should not overpower the existing historic home and should complement its architectural character.

Motion: Matt Kehn made a motion to approve the conceptual plan, with the owner to return with detailed house plans for further review seconded by Brian Ponder and passed unanimously.

Item III: Old Business

Scam Alert –

The Historic Zoning Commission has been made aware of two instances where scam invoices were sent by email to people who presented requests at our meeting. The scam used details from the HZC minutes. The scam makes it appear that the HZC is sending the email and wants the receiver to contact the sender to wire money. The HZC never charges any fees for our work.

Item IV: Expedited

105 Spring Street – Owner: Jean Smith

Request to replace the existing metal shingle roof with a flat-panel standing seam metal roof, appropriate to the home's 1890s period. The same roof style was previously installed before 2013. Ribbed and striated panels, including Tuff-Rib, are not permitted under the guidelines. Expedited approval granted by Frank Collins.

117 E Main Street – Contractor: Chaz Moore

Request to replace the existing rear deck using the same materials (Grade 2 pressure-treated yellow pine) and identical configuration, including color, dimensions, height, and stairs. The new deck cannot be attached to the historic brick building. Additional posts and bracing will be installed to meet code. Expedited approval granted by Frank Collins.

Item V: Property Designation Committee

The Property Designation review is complete. Several properties that were not considered Contributing to the Historical Character of Jonesborough in 2002/2003 are now considered Contributing after the 2026 review. This was mainly due to the properties now being more than 50 years old. In November HZC will send a letter to the owners of these properties informing them of the change. The primary difference in the status change for a historic property is that demolition of the property would not be allowed now or in the future.

Item VI: Signage - Authentic Historic Appearance of Jonesborough

Jonesborough sent letters to remind seven properties about certain provisions in the Jonesborough Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines regarding temporary signs (size, number,

duration). The HZC will continue to monitor the situation. The following also need to be addressed:

703 W Main St. – Billboard in or at edge of Historic District.

Discussion was held regarding the billboard located on Matt Kehn's property. The BMA is in favor of placing a gateway sign designating the Historic District on the right-of-way once the billboard is removed.

Item VII: Demolition by Neglect

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the Historic Zoning Commission periodically identifies properties that are showing significant neglect that compromises their long-term viability. Once identified, the HZC requests that the building inspector to give a professional opinion about issues impacting the property.

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each is below.

208 W. Woodrow Ave. – Owner: AMEZ Church

Due to a non-existent title, the process for the town to acquire the property is taking longer than expected. Paint and wood siding are in very bad condition.

117 Spring St. – Owner: Allyson Wilkerson

The owner will present the house plans at the November 12, 2026, meeting.

209 W. Main St. – Owner: Gemma Velaquez

The owners plan to arrive at the end of October and meet with Frank Collins on November 2, 2026. Frank recommended that additional members attend the meeting.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. Equipment is onsite to begin repair of the second-floor porch.

129 E Main St. – Owner: Jeff Gurley

Owner had a structural engineer visit to provide a quote. Town staff is waiting to receive the quote. There are two potential grants, but the larger one would not be available until mid-2027.

102 W Woodrow Ave (2 buildings) – Owner: Parson's Brew LLC

Both buildings have significant repair issues and still have boarded up windows. Co-Owners Scott Andrew and Stephen Callahan do not want to address restoring the properties until after March 2027 as they prefer to focus on their Bristol location.

120 Franklin Ave – Owner: April Borel

Chairman has prepared a letter. Waiting for guidance about when to send the letter.

Item VIII: Future Items

The following information is provided to help keep track of future items.

a) 204 W Main St. – Need update about when approved painting is scheduled.

Item IX: Additions to the H-1 & H-2 Overlay Zones

Chairman will prepare a spreadsheet for a final review and discussion with the HZC members at a future meeting. Chairman will then discuss the next steps with town staff. The HZC will make a recommendation to the Mayor and Board of Aldermen (BMA) and follow the next steps detailed by town staff

Item X: Commissioner Comments

Next meeting is Thursday, November 12th 2026.

Item XI: Approval of Minutes

Approval of the HZC meeting minutes for September 24, 2026.

Motion: Matt Kehn made the motion to approve the minutes for September 24, 2026 Historic Zoning Commission minutes as presented, Nita VanTil seconded the motion, and it was passed unanimously.

Chairman Frank Collins adjourned the meeting.