

Historic Zoning Commission
6:00 P.M. Thursday, October 23, 2025
Board Room in Jonesborough's Town Hall

Agenda

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

Members Present:

Members Absent:

Call to Order

Chairman Frank Collins

Item I: Public Comments

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423- 753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the secretary or staff of the commission. Each individual shall be given three (3) minutes to address the Commission regarding Agenda items. Comments shall be limited to items on the agenda.

Item I. Additions

None at present

Item II. New Business:

None

Item III: Old Business

On October 17, the HZC sent letters to the following property owners asking them to attend the November 13 HZC meeting to provide information about upcoming maintenance, repairs and timetable to address significant neglect of their property located in the H-1 and H-2 overlay zone. The HZC previously requested and received a report from the Building Inspector on 209 W Main St, and 111 E Main St. At the last meeting, the HZC voted to request that the building inspector provide reports on 204 W Main St., 512 W Main St., and 129 E Main St.

209 W Main St – Owner: Gemma Velasquez & Murray Cruickshank

In 1821 Samuel D. Jackson, a Revolutionary War soldier, built this Federal style multi-dwelling residence. Sisters Row” townhouses were supposedly built for the daughters of Samuel D. Jackson. 209 W Main St. was used as a parsonage for the United Methodist Church from 1904 to 1996.

The building inspector’s report detailed poor shape of roof covering, damaged/loose gutters, water damage to fascia and soffits, rotting separated porch stairs, rotten porch deck, racoons living in the property, and 8-10 inches of racoon feces in porch ceiling.

111 E Main St. – Owner: Steve Bacon

This historic brick business operated as a grocery store in the late 1800s. After a remodel inside and out “Hilbert 1944” was added to the brick facade. The building is currently leased to multiple businesses. The rear of building has a broken window with a rotted window frame, and bricks that have fallen and have open areas. Several bricks are missing mortar. The condition of the gutters has led to rot of the fascia. The HVAC units are leaning. Customers of adjoining businesses enter though the rear and view the dilapidated condition.

204 W Main St. – Owners: Donald Dale & Elizabeth Fox

The brick building along McCall Avenue is missing 25% of the roof and is overgrown with vegetation inside and outside. The wood frame main house has an open hole, peeling paint, and vegetation overtaking the East side of the frame structure. At the October 9 meeting the HZC asked for a report from the building inspector.

512 W Main St. – Owners: James Cooper and Marie Nelson

The wood frame main house has significant peeling paint and vegetation damage, on the East and West sides and in the soffits. The roof has rust spots that indicate potential failure. The chimneys have mortar issues. The gutter on the West side has fallen off. Lack of proper drainage could cause foundation issues. At the October 9 meeting the HZC asked for a report from the building inspector.

129 E Main St. – Owner: Jeff Gurley

A large separation of brick in the rear of the building allows light into the second floor of the structure. Owner is aware of the issue and willing to make a repair. HZC would like to receive a report about the repair and timetable. HZC Chair and Building Inspector will speak with the owner.

Item IV: Expedited

None

Item V: Property Designation Committee

Report on the review of properties as contributing vs. non-contributing in the H-1 and H-2 overlay districts. The review process is underway.

Item VI: Demolition by Neglect Update

Properties that will be discussed at a future date include the neglect at 102 W Woodrow Ave., neglect at 306 S Cherokee St., and a construction update for 140 Boone St.

Item VII: Future Items

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

- a) 100 Oak Grove Ave. – Jackson Park Church may want to expand parking lot.
- b) 133 E Main St. – “Merely Modest Boutique ” has a temporary door sign. At a future meeting they will present a hanging sign and permanent door sign.
- c) 239 E Main St. – Will present plan to erect addition in rear and repair main structure.
- d) 211 W Main St. – Will present plan to repaint & repair steeple.
- e) 117 Spring St. - Will present plan to restore structure.
- f) 215 W Woodrow – Will present plan for rear addition.

HZC Database with Maps

The H-1, H-2 overlay zone maps that the county digitized in 2023 are being corrected to address a few discrepancies. Amy Collins is working with Chris Pape and Angie Charles with Washington County to house the HZC ARCGIS map database application on the County platform. This should occur very soon. The HZC members will be able to test the application. The application will have current and historic maps, HZC actions for each property dating back to 1970, current and historic photos of properties in the H-1 and H-2 overlay districts.

Item IX: Commissioner Comments

Item X: Approval of Minutes

Approval of October 9 minutes.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
October 9, 2025 – 6:00 PM
Minutes

Members Present: Frank Collins, Nita VanTil, Matt Kehn, Michael Kieta, Colton Brasure, Rebecca Moss, Chad Hylton, Herman Jenkins

Members Absent: Marcy Hawley

Call to Order

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

Item I: Public Comments

No comments made.

Item II: New Business

239 E Main St. – Owner/Presenter: Mikki Henley

Request to remove the two additions on the rear of the original 1879 house. The additions are lower quality materials and are in poor condition. The owner had a Structural Engineer do an assessment of the property who recommended the removal of the additions to allow better access to the foundation of the original structure and repairs to be made. The owner also requested permission to remove the flooring of the front porch which will better access into the cellar. The owner will present flooring options (front porch) at a future meeting.

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the removal of the two additions and the front porch flooring as presented. Motion passed unanimously.

241 E Main St – Owner/Presenter: Mikki Henley/Patricia Ball

Owner requested approval to replace the decorative porch support column with a new 6x6 column. The new column will be painted white (same color as current column).

Motion: Michael Kieta made a motion, seconded by Herman Jenkins, to approve replacing the existing column with a 6x6 column, painted the same color as the existing column. Motion passed unanimously.

211 W Main St – Owner: JBO UM Church

Presenter: Jamie Newgarde

Request to remove the stucco material from the front columns and ceiling of the porch and replace it with breathable material. The color and appearance will be the same after the repair. The columns and ceiling have areas where the stucco is coming loose and bubbling because the material has sealed the moisture in. Creative Masonry will complete the work.

Motion: Rebecca Moss made a motion, seconded by Matt Kehn, to approve removing the stucco material from the front columns and ceiling and replacing it with a breathable material to be the same color as existing. Motion passed unanimously.

Item III: Old Business

No old business discussed.

Item IV: Expedited Approval

119 E Main St – Verselets – Morgan & Dallas Crouch

Request to display a sandwich board. Sign is 18.5" wide and 34.5" tall. Frame is wood and painted white. Background is black felt with stick-on letters. Expedited approval granted by Frank Collins and Marcy Hawley.

Item V: Property Designation Committee

PDC lead Nita VanTil reported that 2/3 of the first round of reviews have been completed. Book 2 forms were distributed to the team to begin work on reviews. Once all properties have been reviewed a report will be completed.

Item VI: Demolition by Neglect Update:

At the last meeting the HZC requested to have the Town Building Inspector inspect the exteriors and report back on 102 W Woodrow Ave, 209 W Main St, and 111 E Main St. Reports have been provided on 209 W Main St and 111 E Main St (summaries below). The property located at 102 W Woodrow Ave was tabled until further notice.

209 W Main St – Owner: Gemma Velasquez & Murray Cruickshank

Building Inspector's summary of report: The roof covering is in poor condition; loose gutter have created significant water damage to the fascia and soffits all around the building. The roof condition creates concern as to the possible damage inside the home. The back-side porch looks to be in dangerous condition. The stairs that lead up to the porch are rotting and separating from the building as well as slanting to the left at an angle that makes walking up or down a hazard. It appears that the stairs have been repaired multiple times, but never to any building code standards. The deck boards are rotten in multiple places making any occupancy of the porch a danger. The porch ceiling is coming apart and falling down to the deck. The ceiling has multiple racoons living in the space as the ceiling's condition makes for easy entry. At the time of the Building Inspectors visit he encountered a Critter Control crew at the location that was called in by a neighbor. The crew showed the inspector approximately 8-10 inches of racoon feces that was built up in the ceiling from the excessive racoon infestation. This build up is creating a load on the ceiling boards.

The Commission discussed next steps and feels that a letter should be sent to the owners to notify them of the Building Inspector's report and request that a plan of action be communicated with the HZC. If a plan of action is not presented the Commission will move forward with the DBN process.

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve sending a certified letter and the Building Inspectors report to the owners of 209 W Main St notifying them of the intentions of moving forward with Demolition by Neglect proceedings unless an acceptable plan and timeframe are presented to the Commission within two weeks. Motion passed unanimously.

111 E Main St – Owner: Steve Bacon

Building Inspector's summary of report: The building has several brick issues which are becoming increasingly dangerous. Around the windows and doors wood was used as lintels which has been rotting and creating sage and cracks throughout. Over the years trades have made several holes in the brick to run various line sets, pipes, etc. Lintels failed to be added to support the brick above which caused severe drops in the brick creating cracks and sags, which will ultimately be a falling hazard as the weight continues to drop. One door was filled in with brick, with no lintel placed to carry the load above. To the left side there is a door that has been covered with OSB Sheathing, that is rotting away. There is an electrical box open to

the weather, the Building Inspector was unsure if the line is hot. The gutters and roof have been creating rot at/on the fascia around the rear of the building. The HVAC Condensers are leaning as the wooden base seems to have started to deteriorate. The Building Inspector also noted there is a dangerous wall at the rear parking area of the building which creates a serious safety issue.

The Commission discussed next steps and feels that a letter should be sent to the owners to notify them of the Building Inspector's report and request that a plan of action be communicated with the HZC. If a plan of action is not presented the Commission will move forward with the DBN process.

Motion: Rebecca Moss made a motion, seconded by Michael Kieta, to approve sending a certified letter and the Building Inspectors report to the owners of 111 E Main St notifying them of the intentions of moving forward with Demolition by Neglect proceedings unless an acceptable plan and timeframe are presented to the Commission within two weeks. Motion passed unanimously.

Properties that also need discussion regarding DBN include but are not limited to:

- 200 W Main St.
- 204 W Main St.
- 205 W Main St.
- 511 W Main St.
- 512 W Main St.
- 306 S Cherokee St
- 140 Boone St. (Construction Update)
- 402 W College (Gazebo)

Jeff Gurley, 129 E Main, contacted Frank Collins to let him know that he plans on repairing the brick on the back of his building in the next few weeks. Frank Collins will review minutes from past meetings to determine where in the DBN process 129 E Main is.

Motion: Herman Jenkins made a motion, seconded by Chad Hylton, to approve moving forward with asking the Building Inspector to provide a report and/or an evaluation on 129 E Main St, 204 W Main, and 512 W Main St to assist in determining if the properties meet the definition of Demolition by Neglect. Motion passed unanimously.

Item VII: Future Items – No update/discussion.

Item VIII: HZC Database with Maps

Glenn Rosenoff, Frank Collins, Angie Charles (County representative), and map staff, will meet on October 16 to address a few discrepancies on the H-1, H-2 overlay zone map that the county digitized in 2023. Since no changes were made, the 2023 map should match the maps produced in earlier years.

Item IX: Commissioner Comments

Item X: Approval of Minutes – September 25, 2025 Minutes

Motion: Nita VanTil made a motion, seconded by Matt Kehn, to approve September 25, 2025 minutes as presented. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.