

Historic Zoning Commission
6:00 P.M. Thursday, November 13, 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:

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the Historic Zoning Commission periodically identifies properties that are showing neglect that compromises the long-term viability of historic structures. Once identified, the HZC asks the building inspector to give a report about the property to get a professional opinion about issues impacting the property. The HZC then invites the owner to attend a meeting to discuss plans and a timetable to address significant issues with the property. The following five properties were sent letters and asked to discuss their properties with HZC on November 13. The building inspector's reports will be available at the meeting or before. The HZC could issue a citation for Demolition by Neglect if the owner is unwilling to address significant issues that would compromise the property.

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.

Steve Bacon contacted HZC Chairman stating that all the issues in the building inspectors report would be addressed. The brick work is planned for February 2026. Owner and Chairman have questions about the ownership of the parking lot retaining wall.

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

The historic two-story wood frame house was built by Charles W and Sarah A Meek in 1862. It has a stone foundation. The porch was added around 1895. The brick outbuilding was constructed around 1960.

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 in the rear, peeling paint, and vegetation overtaking the East side of the frame structure.

Donald Dale contacted HZC Chairman and expressed a desire to demolish the 1960 brick outbuilding. This may be requested at the meeting. We also discussed that the building inspector’s report will soon be available and a timetable for repairs will be needed.

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

The historic wood frame main house was built around 1910. It 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.

Steve Guthrie who is the son of the owner contacted HZC Chairman. Stated he is scheduling a relative to evaluate and repair/replace the gutters. He was not aware of the significant peeling paint. He will visit the property and discuss the issues with us further. He stated that even though the roof looks rough, it is not leaking.

129 E Main St. – Owner: Jeff Gurley

On October 21, Jeff Gurley met with Chairman and Building Inspector. The building has several major brick failure issues including large cracks due to separation in the rear of the building. There are loose bricks that could potentially fall on pedestrians. The lateral restraint strap on the upper rear of the building is failing. Squirrels were observed living in the brick cracks and ceilings of the second floor. Mr. Gurley stated he was scheduling a meeting with Jim Cantrell of Tri-Cities Custom Masonry and would invite the Chairman and HZC Advisor Bill Kennedy to the meeting.

103 First Ave. – Owner/Presenter: Herman Jenkins

Request to extend tobacco stick fence on the right side property line from the current end point. Owner acquired additional lot that reaches McCall Avenue. Extended tobacco stick fence would continue to the edge of McCall Avenue.

312 W Main St. – Owner: Academy Hill Condos, Presenter: Frank Collins

Request to replace rotten pressure treated decking on the second floor deck with Trex Enhance Basics Grooved Composite Deck boards from Lowes. The color is “Saddle”. The deck was built in 1980 when Academy Hill was converted to condos. The deck is on the rear of the building, and the flooring cannot be seen from the ground. One must enter the building and go up to the second floor to reach the deck and see the flooring.

Request to replace a rotted board near a downspout on the front of the building next to the East side of the Portico. The rot is about 2 to 3 feet wide and the board is about 5 or 6 feet long. The same material (wood) and paint color (white) would be used.

Item III: Old Business

Item IV: Expedited

119 E Main St – Verselets – Morgan & Dallas Crouch

Request to add small white letters at the top of the display window next to the door and over the door that reads " Your word is a lamp to my feet and a light to my path Psalm 119:105". Sent a comment by Herman Jenkins that it may look better to have two lines on the one window instead of a continuation over the door. Expedited approval granted by Frank Collins & Michael Kieta.

208 E Main St – Owner: Curtis & Marilyn Buchanan

Request to repaint shed roof dormer the same Gray color as before. Expedited approval granted by Frank Collins & Michael Keita.

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.

Item IX: Commissioner Comments

Item X: Approval of Minutes

Approval of October 23 minutes.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
October 23, 2025 – 6:00 PM
Minutes

Chairman's Note – Prior to the meeting being called to order Chairman, Frank Collins, notified Colton Brasure that due to moving outside of Town limits he is no longer allowed to serve on the Historic Zoning Commission.

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

Members Absent: Rebecca Moss

Call to Order

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

Additions to Agenda

Chairman, Frank Collins, requested that 122 E Main and 119 E Main be added to the agenda.

Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to add 119 E Main and 122 E Main to the agenda. Motion passed unanimously.

Item I: Public Comments

No comments made.

Item II: New Business

119 E Main St. – Presenter: Dallas Couch

Request approval for a hanging outdoor sign and new bracket. The outdoor sign is wood and painted the same "Nevergreen" color as the building. The sign measures 28"x27" and will be 7'10" above the sidewalk. The new bracket is a standard black metal bracket and will replace the current bracket using existing screws that protrude from the brick. Owner also requested to use a small circular wooden open/close sign that can be displayed in the door.

Motion: Matt Kehn made a motion, seconded by Nita VanTil, to approve the white round wooden Open/Closed sign, 28"x27" sign and black metal bracket as presented. Motion passed unanimously.

122 E Main St – Owner/Presenter: Brian Ponder

Owner requested approval to add a roof to the new staircase landing. The roof will be black metal.

Motion: Michael Kieta made a motion, seconded by Herman Jenkins, to approve adding a black metal roof to the new staircase landing as presented. Motion passed unanimously.

Item III: Old Business

Chairman, Frank Collins, reported that the certified letters were sent to the owners of 209 W Main St. and 111 E Main St. The letter stated that the owner needs to attend or provide an update to the commission by the November 13, 2025 meeting.

Letters were also sent to owners of 204 W Main, 512 W Main, and 129 E Main requesting their attendance or a plan of action be provided by the November 13, 2025 meeting. The letter also notified the owners that the Town Building Inspector was asked to visit the property and create a report for the HZC.

Item IV: Expedited Approval

No discussion.

Item V: Property Designation Committee

PDC lead Nita VanTil reported that all of the first round of reviews have been completed. Book 2 forms were distributed and are currently being worked on. Once all properties have been reviewed a report will be completed.

Item VI: Demolition by Neglect Update - No update/discussion.

Item VII: Future Items – No update/discussion.

Item VIII: 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 soon. Amy Collins attended the meeting and provided a demonstration of the application. The commission thanked Amy for her continued work on this project. She has been able to create a very useful tool that will have current and historic maps, HZC actions for each property dating back to 1970 along with current and historic photos of properties in the H-1 and H-2 overlay districts.

Item IX: Commissioner Comments

Item X: Approval of Minutes – October 9, 2025 Minutes

Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve October 9, 2025 minutes as presented. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.