

Historic Zoning Commission

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN

February 12, 2026 – 6:00 PM

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 II. New Business:

122 E Main St. – Owner: Brian Ponder

Request to add two light fixtures at stairway landing. Fixtures to be shown at meeting. Bulbs will be warm white LED light.

120 S Cherokee St. – Business Owner: Shelly Keton

Request to add free-standing business sign “Balanced Wellness Medical Sign” in front of building. Size of sign and exact location to be determined. Sign may also need approval from the Regional Planning Commission. For design and size purposes, the following HZC Advertising Standards and Guidelines would apply:

1. SIZE AND POSITION OF FIXED SIGNS

1. The size and position of each sign must relate well to the size of the building and the scale of its individual features including but not necessarily limited to openings for windows and doors, wall panels, cornices and other ornaments, and columns and other support structures. Even though a proposed sign may be consistent with other size requirements in these Guidelines, the Commission reserves the right to deny approval of any sign which, in the judgment of a majority of the Commissioners in any duly convened meeting, is too large for the particular related building, building feature, or adjacent building.
2. The size and position of each sign must be appropriate for reasonable legibility (assuming normal visual acuity) relative to the position and/or movement of the intended viewer. For example, is the sign intended for pedestrians in front of the building or across the street? Is the sign intended for the occupants of passing vehicles?
3. In business zones, building-mounted signs shall not exceed 36 square feet. Freestanding signs shall not exceed 50 square feet per face. Projecting signs shall not project more than 4 feet from the surface of the building.

4. CONSTRUCTION MATERIALS, MOUNTING, AND QUALITY

1. Materials selected for the construction of signs must be compatible with the building materials to which a sign is to be attached.
2. Sign construction materials exposed to public view must be visually consistent with the style and historic period of the related building.
3. The sign construction materials selected should also enhance both the purpose and the message of the particular business or service.
 - a. Pressed or compositional boards are acceptable when completely covered with paint which substantially hides the identity of the material.
 - b. ACM (Aluminum Composite Panel) signs are acceptable.
 - c. Decal letters, including those made of plastic, which have the appearance of painted letters are permitted.
 - d. Plywood is permitted, but for older buildings its edges must always be covered with framing material so as to hide the laminations.
 - e. Unpainted aluminum shall not be permitted on 19th Century and early 20th Century buildings.
 - f. Other materials such as, but not necessarily limited to, copper, brass, bronze, and neon may be approved for use on buildings built during a period in which such materials were in common use or on buildings showing dominant architectural features of the period in which such materials were in common use.
4. Materials must always be of sufficiently high quality to be durable for the anticipated life of the sign.

Item III: Old Business

None

Item IV: Expedited

103 E Main St. – Owner: Jerome Bowers / Presenter Foster Signs

Request to replace current “Cystal Raven” hanging sign with new “Crystal Ravyn” spelling. Request to add window sign “Crystal Ravyn”. Expedited approval granted by HZC Chairman Frank Collins and HZC members Brian Ponder and Nita Van Til.

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

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. If commissioners want to discuss updates about any of the properties, we can do so at this time.

208 W. Woodrow Ave. – Owner: AMEZ Church

The town is in the final stages of acquiring this property and entering into an agreement with the Heritage Alliance to run the property. Once acquired the Heritage Alliance will provide a plan and timetable to address the missing and open siding, the overgrown vegetation, and the repainting.

215 W. Woodrow Ave. – Owners: John & Charlene Buchanan

Owner removed the rear addition that was collapsing. Owner will present a plan and timetable in early 2026 for a rear addition. Owner plans to finish rebuilding the front porch after the rear addition is completed.

117 Spring St. – Owner: Allyson Wilkerson

Owner addressed the overgrown vegetation that was further damaging the building. Owner will present a plan and timetable in early 2026 to repair and repair the exterior of the structure. Owner may also request a rear addition.

239 E. Main St. – Owner: Mikki Henley

Owner removed the rotten lower part of the front porch, and the two rear additions. Owner is currently addressing issues with the foundation. Owner will present a plan and timetable during the first half of 2026 for more exterior repair and to add a rear addition.

209 W. Main St. – Owner: Gemma Velaquez

Owner agreed to make the exterior repairs shown on the Building Inspector's report. Invasive animals have returned to the property and the owner has contracted a wildlife company to set traps and secure entry points. Said she has been in contact with contractors to secure quotes, but may have to have different contractors complete different jobs – roof, deck, stairs, etc.

111 E. Main St. – Owner: Steve Bacon

Owner will present a plan for the rear of the building at the February 26 meeting. One January 15, he met with the Chairman onsite to discuss the plan. He is currently working with an Architect and several contractors. The plan will include moving utilities, repairing a brick wall, replacing a window with a door, replacing the other window, improving the drainage, and adding a rear deck.

512 W. Main St. – Owner: Marie Cooper Nelson / Contact: Steve Guthrie

Owner's son, Steve Guthrie contacted the Chairman on January 15. He repaired the window where the glass was missing and addressed most of the overgrown vegetation. He has scheduled the gutters to be replaced with like material (standard white gutter). When the temperature is suitable in the Spring they will look into having the bare wood and peeling paint addressed.

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

Volunteers helped the owner stabilize the brick outbuilding in the rear of the property. The rotten wood and overgrown vegetation were removed. The original brick walls remain. The outbuilding is now in a state where it can be rebuilt in the future. Owner agreed to address the main house including the hole in the rear, the peeling paint and bare wood, the overgrown vegetation, and the failing gutter and will provide an update by April 2026.

129 E Main St. – Owner: Jeff Gurley

Owner was to meet with contractors about the failing brick, separating walls, the PVC drainage pipe, and the bare wood window sills. Owner was to provide and update in January 2026. Chairman will contact the owner to get an update.

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

The owner has agreed to repair the upper and lower parts of the porch within the next twelve months. The HZC will monitor progress during the year and ask for an update later in the year.

306 S Cherokee St. – Owner: Nestor Levotch

Owner agreed to repair the porch, repaint siding, and make other structural repairs. Will provide an update on progress in April 2026.

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

Co-Owner Scott Andrew contacted Chairman Frank Collins by email. Asked for clarity on ownership, access, and use. Said addressing the Parson's Table and adjoining building has been paused while they work on their Bristol location. These two historic properties are greatly neglected and endangered. Owner Scott Andrew is willing to meet or talk by phone. Chairman Collins will speak with town officials and will reach out to the owner.

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) 211 W Main St. – Will present plan to repaint & repair steeple.
- c) 113 Spring St. – Will request window replacement in March.

Item VII: HZC Database

Amy Collins continues to work with Chris Pape, GISP Planning Analyst to put the Jonesborough Historic Zoning Commission database online. Logins for the 9 commission members and selected town officials have been requested.

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

Chairman Collins will show a preview of the areas that may be considered to be added to the H-1 & H-2 overlay zones. Property discussions with photos and year built will be presented at a future meeting.

Item IX: Commissioner Comments

Next meeting is Thursday, February 26.

Item X: Approval of Minutes

Approval of the January 8 minutes.

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

January 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, Nita VanTil, Rebecca Moss, Marcy Hawley, Herman Jenkins, Michael Kieta, Brian Ponder, Matt Kehn

Members Absent: Chad Hylton

Call to Order

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

Item I: Public Comments

No comments made.

Addition to Agenda

Chair, Frank Collins, called for a motion to add 305 W Main to the agenda to discuss railings and window replacement requests.

Motion: Nita VanTil made a motion to approve adding 305 W Main to the agenda, seconded by Brian Ponder. Motion passed unanimously.

Item II. New Business:

140 Boone St. – Owners/Presenters: Karl Klein & Renee Clossen

Request to add a composite deck covering the concrete deck and stairs, replacing siding, doors and windows. Owners plan to cover the existing concrete, keeping the same footprint with a slight increase in size to allow for posts on outside of deck. This will likely increase the footprint by 4"-8". The decking and railing will be Trex composite. The siding will be James Hardie 8.25" x 144" Statement Collection Hardie Plant-Hz10 Gray Slate Cedarmill Fiber Cement Lap Siding installed horizontally. The windows in the front will be wood with vinyl clad Colonial Anderson windows 6 over 6 in their original locations. One window on each side of the building will be added. Owners would like to add a concrete sidewalk from steps, looping back to parking area and remove the concrete steps that are currently in place from driveway. The owners have decided against adding a ramp.

Motion: Nita VanTil made a motion to approve as presented, seconded by Rebecca Moss. Motion passed unanimously.

305 W Main St. – Owners/Presenters: Tom & Deb Stanton

New owner requested approval to replace the windows and rails on the front porch. Owners would like to replace the existing front porch railing using historically appropriate materials, proportions, and construction methods consistent with the character of Jonesborough's historic

district. Owners requested approval to remove the metal railing lining the sidewalk out to the street. The porch railing and spindles will be wood, painted white and will have a slightly larger opening onto the porch. Owners hope to restore the front four windows (on the porch), however, if they are not able to be restored, they will be replaced with similar looking windows with the 6 over 6 panels. Owners requested approval to replace windows on the sides and back of the house (windows that have not recently been replaced) with 1 over 1 windows.

Motion: Brian Ponder made a motion to approve as presented, seconded by Herman Jenkins. Motion passed unanimously.

Item III: Old Business

205 W Main St. – Owners: John & Sherry Markopoulos

Owners requested feedback about items they have displayed on the sidewalk, and on their porch. The home is currently listed for sale on Facebook Marketplace. HZC members mentioned, in their opinion, it would be beneficial to remove the concrete leopard/panther, doghouse, and 2-seat metal glider. Overall the opinion was that less items would look better.

Item IV: Expedited

None discussed.

Item V: Property Designation Committee

PDC lead Nita VanTil reported that the committee continues to make progress with reviewing properties and updating the database. The last forms were passed out for completion. Ms. VanTil hopes to have the report compiled and ready to present in March.

Item VI: Demolition by Neglect Update

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 was discussed below.

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• 117 Spring St. – Owner: Allyson Wilkerson

Owner addressed the overgrown vegetation that was further damaging the building. Owner will present a plan and timetable in early 2026 to repair and repair the exterior of the structure. Owner may also request a rear addition.

- **239 E. Main St. – Owner: Mikki Henley**

Owner removed the rotten lower part of the front porch, and the two rear additions. Owner is currently addressing issues with the foundation. Owner will present a plan and timetable during the first half of 2026 for more exterior repair and to add a rear addition.

- **209 W. Main St. – Owner: Gemma Velaquez**

Owner agreed to make the exterior repairs shown on the Building Inspector's report. Owner asked for recommended contractors and has received estimates from at least one. Chairman, Frank Collins, was contacted and told that the raccoons are back. The owner stated that she has been in contact with animal control.

- **111 E. Main St. – Owner: Steve Bacon**

Owner will present a plan for the rear of the building at a meeting in February. On January 15 he met with the Chairman onsite to discuss the plan. He is currently working with an Architect and several contractors. The plan will include moving utilities, repairing a brick wall, replacing a window with a door, replacing the other window, improving the drainage, and adding a rear deck.

- **512 W. Main St. – Owner: Marie Cooper Nelson**

Owner's son, Steve Guthrie contacted the Chairman on January 15. He repaired the window where the glass was missing and addressed most of the overgrown vegetation. He has scheduled the gutters to be replaced with like material (standard white gutter). When the temperature is suitable in the Spring they will look into having the bare wood and peeling paint addressed.

- **204 W. Main St. – Owners: Donald Dale & Elizabeth Foxx**

Volunteers helped the owner stabilize the brick outbuilding in the rear of the property. The rotten wood and overgrown vegetation were removed. The original brick walls remain. The structure is now in a state where it can be rebuilt in the future. HZC members requested that a roof or sealant be placed on the exposed brick to preserve the brick. Owner agreed to address the main house including the hole in the rear, the peeling paint and bare wood, the overgrown vegetation, and the failing gutter and will provide an update by April 2026.

- **129 E. Main St. – Owner: Jeff Gurley**

Owner was to meet with contractors about the failing brick, separating walls, the PVC drainage pipe, and the bare wood windowsills. Owner was to provide and update in January 2026. No update has been provided. The Chairman will contact the owner.

- **505 W. Main St. – Owner: William & Barbara Stout**

The owner has agreed to repair the upper and lower parts of the porch within the next twelve months. The HZC will monitor progress during the year and ask for an update later in the year.

- **306 S. Cherokee St. – Owner: Nestor Levotch**

Owner agreed to repair the porch, repaint siding, and make other structural repairs. Will provide an update on progress in April 2026.

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

Owner signed for the certified letter. This is the second letter that was sent. They did not attend the January 8 meeting as requested and have not contacted the Chairman by phone or email. These two historic properties are greatly neglected and endangered. Chairman will work with the town about the next steps to take. Chairman is awaiting an update from the Town and Attorney.

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) 211 W Main St. – Will present plan to repaint & repair steeple.

Item IX: Commissioner Comments

The corrected H-1 and H-2 overlay zones (Historic District) were approved by the Board of Mayor and Alderman. The zones include the same properties that have been recognized as being part of the H-1 and H-2 overlay zones for more than 25 years. Amy Collins now has an ARCGIS license via Washington County and is working with Chris Pape, GISP Planning Analyst to put the Jonesborough Historic Zoning Commission database online. Initially, each commissioner and a few others will have logins.

In the future the Commission will begin discussions about expanding the H-1 and H-2 overlay zones. The Commission has received requests by a few property owners to be added to the Historic District. There are also other 100+ year old properties that are near the current H-1 and H-2 boundaries.

Item X: Approval of Minutes

Approval of January 8, 2026, minutes.

Motion: Nita VanTil made a motion to approve the minutes, seconded by Brian Ponder. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.