

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

February 26, 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:

111 E. Main St. – Owner: Steve Bacon

Request to address issues with rear of building including moving utilities, repairing a brick wall, replacing a window with a door, replacing the other window, improving the drainage, and adding a rear deck.

236 E Main St. – Owner: Zac & Katrina Jenkins

Request to create a privacy fence to hide the propane tanks on the side of the house. The fence will be 4' in height by 4' out from the brick wall by 3' parallel to the brick wall. Materials will be 1"x6" pressure treated Yellow Pine, placed horizontally on 4"x4" posts. See photo.

Request to create a privacy fence to hide HVAC unit. Fence will be 3' tall and 6' long starting at the corner of the home using 4x4 posts.

Request to add a lean-to on the rear of the garage. The roof line will start below the existing exhaust vent and extend the entire length of the wall. 2 footers will be poured for the far end and the garage side will be attached by screwing into the existing studs. The measurements are 10' which is the width of the rear of the building by 12'9". 4x4 pressure treated posts will be used and when properly dried painted to match the garage. The roof will be 5-V to match the existing as well as the slope.

Courthouse West Parking Lot – Owner: Washington Co. – Presenter: Frank Collins

Request to build enclosure for two dumpsters that serve two restaurants, Jackson Prime, and Main St. Café. The dumpsters eliminate the need for up to 16 trash bins placed behind the restaurants. Enclosure brick to match brick on the town restrooms. Enclosure to be 24 feet wide and 12 feet deep. Brick walls to be 8 feet tall. Gate will be black metal with metal poles. Six new shrubs or four new small evergreen trees will be added to landscape the structure. Enclosure will be partially dug into hill. The hill on which the railroad track sits will shield the view from Woodrow Ave. From W Main St, the enclosure will be mostly behind existing structures.

Item III: Old Business

None

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

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

Due to a non-existent title, the process for the town to acquire the property will take much longer than expected. It could take more than six months. Town attorney will ask the Church representative for permission to stabilize the property while the ownership exchange continues to progress.

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

Owner removed the rear addition that was collapsing. Chairman communicated the owner to ask about the timetable for the rear addition. Chairman will research if the addition plans were provided and approved over two years ago as indicated by the owner. The 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. 2/22 – owner is working on a plan and asked to delay presenting it until May 2026.

239 E. Main St. – Owner: Mikki Henley

Owner removed the rotten lower part of the front porch, and the two rear additions. Owner addressed 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.

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 an update in January 2026. Recently, the town received a safety complaint about bricks that have fallen from the building to the sidewalk. Chairman to visit owner on 2/24 to ask for an update. Will bring building inspector along.

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. They will meet the afternoon of 2/24 to discuss the items and timetable for repairs to be made on the two buildings at 102 W Woodrow Ave.

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 VIII: HZC Database

Amy Collins continues to work with Chris Pape, GIS Planning Analyst to put the Jonesborough Historic Zoning Commission database online. Logins for the nine commission members and selected town officials have been requested. Final adjustments are being made for a rollout in early March.

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

Six small areas will be discussed as additions to the H-1 & H-2 overlay zones. The first few areas will be discussed on March 12. Photos and year-built will be presented. A few properties have expressed interest about becoming part of the historic district. The HZC discussions about areas and properties are an idea that could later turn into a recommendation. The actual process would require several steps with public readings and the BMA.

Item X: Municipal Code Violations

Chairman Collins will meet on Monday, March 9 with town representatives Glenn Rosenoff, Angie Charles, Zac Jenkins, Kevin Fair, and Bill Kennedy to discuss enforcement of the Municipal Code.

There are issues throughout town within and outside of the Historic District. The items of interest within the historic district include oversized temporary signs (6 sq ft max), temporary signs that are displayed more than 30 days, and string lighting. The HZC via the BMA implemented guidelines that allowed an exemption to the Municipal Code to allow string lights during two holiday periods. However, some businesses have kept string lights up past the period that ended January 31. In addition, some businesses and non-profits have put up temporary vinyl signs that exceed the 6 square foot maximum stated in the Municipal Code. Some signs are about 18 square feet.

Item XI: Commissioner Comments

Next meeting is Thursday, March 12.

Item XII: Approval of Minutes

Approval of the HZC meeting minutes for February 12.

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

February 12, 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, Herman Jenkins, Michael Kieta, Matt Kehn

Members Absent: Chad Hylton, Marcy Hawley, Brian Ponder

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

Chairman Collins requested that a motion be made to add 314 W Main St. to the agenda. The owner is requesting approval to replace deck boards on the front porch.

Motion: Nita VanTil made a motion to approve adding 314 W Main to the agenda, seconded by Michael Kieta. Motion passed unanimously.

Item II. New Business:

120 S Cherokee St. – Owner: Shelly Ketron

Presenter: Foster Signs

Request to add free-standing business sign “Balanced Wellness Medical Sign” in front of building. The sign will be placed at an angle (same angle as the restroom sign) in the grassy area by the walkway in front of the porch. The sign will be 3x6 and the posts will be painted with satin paint.

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

Discussion: Herman Jenkins requested that sign images be shared with the commission prior to the meeting to allow for review.

There was discussion on the color of the sign posts, ultimately it was agreed that the owner has the freedom to choose the color of the posts as long as the color scheme is appropriate and does not violate the standards and guidelines.

Motion passed unanimously.

122 E Main St. – Owner: Brian Ponder

Presenter: Frank Collins

Request to add a add two light fixtures at the stairway landing. Frank Collins shared an image of the two light fixtures. There was discussion that a stained or frosted glass fixture would look nice and create a softer light. The bulbs will be warm LED light.

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

314 W Main St. – Owner: Nancy Hedberg

Presenter: Frank Collins

Request to replace rotten wood on the front porch with the same material and painted the same color.

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

Item III: Old Business

No discussion.

Item IV: Expedited

103 E Main St. – Owner: Jerome Bowers

Presenter: Foster Signs

Request to replace the current “Crystal Raven” hanging sign with a new “Crystal Ravyn” spelling. Also requested the addition of a “Crystal Ravyn” window sign. Expedited approval was granted by HZC Chairman Frank Collins and HZC members Brian Ponder and Nita VanTil.

Item V: Property Designation Committee

Nita VanTil reported that there are a few properties left to review. She has started compiling the information and plans to present the report at one of the meetings 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.

- **208 W. Woodrow Ave. – Owner AMEZ Church**

The Town continues the process 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. Chairman Collins reported that there was no original title on the property so the purchasing process is taking longer and could take up to 12 months to finalize the sale. Heritage Alliance plans to reach out to the current AMEZ Church representative to see if it would be acceptable to begin work to temporarily stabilize the property to prevent further deterioration.

- **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. She 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, 2026 meeting. 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 an 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**

Co-Owner Scott Andrew contacted Chairman Frank Collins by email. Asked for clarity on ownership, access, and use. Mr. Andrew stated that 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. Mr. Andrew is willing to meet or talk by phone. Chairman Collins will speak with town officials and 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 VIII: HZC Database

Amy Collins continues to work with Chris Pape, GIS Planning Analyst, to put the Jonesborough Historic Zoning Commission database online. Logins for the 9 commission members and selected town officials have been requested. Ms. Collins has scanned nearly all the minutes and adding them to the database.

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

Chairman Collins shared 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. If HZC decides to recommend properties to be added to the H-1 and H-2 overlay zones they would make that recommendation to the BMA for action.

Item X: Commissioner Comments

There was discussion about whether HZC should modify the Standards and Guidelines to better highlight and clarify what is allowed with temporary signs. HZC currently doesn’t have to approve temporary signs, but there is a size limit on signs. Temporary signs are not to exceed six square feet.

There was discussion about lighting downtown. Recently HZC met Main Street merchants and compromised on string lighting regulations. Last year the HZC met with business owners and was successful in gaining an exception to the Municipal Code from the town to allow seasonal string lights to be displayed until January 31 each year. There are several businesses that still have string lights up. Enforcement continues to be an issue.

There was discussion about the dumpsters behind the Washington County Courthouse. It appears there is an enclosure being installed and no information has been presented to HZC

regarding the enclosure. Chairman Collins stated he would contact the owners about getting a plan and going through the approval process.

There was discussion about working with the Town to get an HZC town email address rather than commissioners using their personal email addresses. The email account could also be used to send reminders about signs/lighting requirements and deadlines.

Item XI: Approval of Minutes

Approval of January 22, 2026, minutes.

Motion: Herman Jenkins made a motion to approve the minutes, seconded by Matt Kehn. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.