

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
May 8, 2025 – 6:00 PM
Minutes

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

Call to Order

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

Additions to the Agenda

Matt Kehn made a motion, seconded by Chad Hylton to add 122 East Main Street's request to replace three windows and 144 Spring Street's fence repair to the agenda. Motion passed unanimously.

Public Comments

There were no public comments.

Item 1: - New Business

1. 403 W. Main St. – Owner: Tom and Joyce Pardue – Presenter: Frank Collins

Request to replace the handrail in the rear side yard for safety reasons. The previous handrail consisted of two metal posts and one 2x4 board painted white. The rail and a post have fallen. Owners plan to replace with a new wood rail with three wooden posts and two horizontal cross rails to be painted a dark color similar to "Griffin" SW 7026 so it will not stand out.

Motion: Marcy Hawley made a motion, seconded by Herman Jenkins, to approve the request as presented. Motion passed unanimously.

2. 122 E. Main St. – Owner/Presenter: Brian Ponder

Request to replace three windows at rear of building with United Window and Door Series 6000 black coextrusion vinyl series size 36"x54". Will retain black metal enclosure inside brick opening. The Commission noted that the exterior view of the three windows was very distant and this was considered during the discussions.

Motion: Herman Jenkins made a motion, seconded by Matt Kehn, to approve the replacement of three windows as presented. Motion passed unanimously.

3. 144 Spring St. – Owner/Presenter: Brian Ponder

Request to repair and replace fence sections with the same material (wood) and paint the same color (light red).

Motion: Herman Jenkins made a motion, seconded by Matt Kehn, to approve the fence repair/replacement as presented. Motion passed unanimously.

Item II: Expedited

No Items.

Item III: Sandwich Board Discussion

Discussion: Chair Frank Collins reviewed the HZC minutes for the past four years and found approvals for the white dry ink sandwich boards in front of Gabriel's Christmas (8/6/21), Tennessee Tails (3/12/20) but not for the Antique shop.

On August 8, 2024, the HZC approved the following update to the "Advertising Standards & Guidelines Overlay Zones H-1 and H-2": "No sign in the historic district shall have a "white board/white chalkboard" backing of any kind". Once we finalize any other changes, we will need to be sure the above is included. Also agreed to on August 8, 2024, sandwich boards that are the white board type that were previously approved would be grandfathered in with a sunset period of two years, and any replacements will not be permitted to be the same. Since one sandwich board in question may not have been approved, the HZC will need to decide how to proceed. For the other two we need to make sure they were notified in August 2024, or they now need to be notified about the sunset period. The three businesses should be encouraged to update their signs sooner if possible.

Item IV: Friendly Visits:

1. Matt Kehn spoke with Dan Eldridge about the plastic sandwich board in front of the Grace Meadows Farm Creamery. It has been removed.
2. Frank Collins spoke with Carol Johnston about the plastic sandwich board in front of the Eureka Inn. It has been removed.
3. Minutes from 9/12 indicate Chad Hylton was to speak with the owner of Kaylee's about the two plastic chairs. Frank Collins emailed Kaylee's about the plastic chairs. The chairs were removed prior to the meeting.

Item V: Property Designation Committee:

The previous Property Designation Committee (PDC) consisted of HZC members Frank Collins, Rebecca Moss, Nita Van Til, Chris Basar, and community members Fred Counts and Ruth Verhegge. With Chris Basar resigning from the HZC and Frank Collins becoming Chairman, we need to reform the committee. Frank Collins is willing to continue to help the committee but will not officially be on the committee. We need two volunteers from the HZC to be nominated to fill the vacancies. From the recent training sessions, we have had a few regular attendees if we want to consider other community members for the two community member spots.

The committee's role is to review the new PDC criteria and classify all properties as either Contributing or Non-Contributing. The PDC also serves a dual role to identify houses, outbuildings, and defining features that are considered to be undergoing Demolition by Neglect (DBN) and need to be addressed by the HZC.

The Commission agreed to postpone adding members until the next meeting in hopes that more Commissioners will be in attendance. There was discussion on DBN concerns with three properties. This was noted for further discussion after the new PDC committee is formed at the upcoming meeting.

Item VI: Demolition by Neglect Update:

1. 208 W Woodrow Ave – "Historic Church"

Chair, Frank Collins, emailed Dr. Huggins (contact person). Dr. Huggins lives in Maryland and is responsible for properties in many states. She has not responded to Frank Collins's email. He will continue to look for other ways to contact Dr. Huggins.

Chair Frank Collins adjourned the meeting.