

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
June 26, 2025 – 6:00 PM
Minutes

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

Members Absent: Colton Brasure

Call to Order

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

Addition to the Agenda

Motion: Herman Jenkins made a motion, seconded by Rebecca Moss, to add 213 Woodrow, and 111 W Main St. to the agenda. Motion passed unanimously.

Public Comments

There were no public comments.

Item 1: - New Business

1. 213 Woodrow – Owner: Jodi Beckett

Presenter: Frank Collins

Request approval of paint color for existing metal roof. Three colors were shared. The owner can repair and repaint the existing metal roof.

Motion: Nita VanTil made a motion, seconded by Matt Kehn, to approve all three of the colors as presented. Motion passed unanimously.

2. 111 W Main St. –

Presenter: Frank Collins

Requested approval of door emblem for Jackson's Prime. The decal will be placed on the clear glass front door and will include, in gold coloring, the hours of operation and Jackson's Prime logo. The layout falls within the coverage area guidelines.

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

Item II: Old Business

208 W. Woodrow Dr. – “Historic Church”

AMEZ leadership has decided to sell the Church as-is for historic purposes. The Heritage Alliance and others have been notified about an asking price.

Item III: Expedited

1. 703 W Main St. – Owner: Matt & Crystal Kehn

Frank Collins and Michael Kieta granted expedited approval for 703 W Main St. to add new handrails on the left side of the porch that match exactly the design, size, height, materials, and colors as the handrails on the right side of the porch. Jonesborough Building Inspector, Kevin Fair, contacted Matt to let him know that a building permit was required.

Item IV: Advertising Standards and Guidelines Discussion:

Concerns have been expressed about flashing lights and string lights in the H-1 & H-2 Overlay Zones. We have also discussed clarifying our standards to address projected images. Residents have also expressed concerns about merchants leaving items for sale outside the business when the business is not open.

The following Municipal Code (1991), Chapter 12, Business and Advertising signs 11-1207. Prohibited signs. The following signs are prohibited from being erected or maintained in any zoning district and in any area of the Town of Jonesborough:

- (1) Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof.*
- (7) Any animated sign that by movement or by other method or manner of illumination, flashes on or off, winks, strobes, blinks with varying light or color intensity.*

The HZC can interpret string lights and flashing lights that are directly behind a display window to be a sign. However, the language is not crystal clear in the Municipal Code and would benefit from further clarification.

In the Advertising Standards and Guidelines for the H-1 and H-2 Overlay Zones, the following items are included in Advertising Standards:

- (2) Advertising of all kinds should be compatible with the style and historic period of the building, as well as the business.
- (3) Signs and other forms of advertising must relate to, rather than obscure, clutter, or disrupt design features of the buildings or parts of buildings to which they are attached or applied.
- (6) While satisfying the legitimate needs of commerce, advertising should not clutter the streetscape nor interfere with the views of buildings or other signs.

String lights and flashing lights are advertising.

There was discussion about a proposal to add Section 8 and 9 to the Advertising Guidelines. Proposed language includes:

8. Projected Images, String Lights, and Flashing Lights

- 1. Projected images or signs on the side of a building are not allowed.
- 2. String lights on the exterior of businesses or directly behind business display windows are not allowed. Exceptions are allowed during the following holiday periods:
Christmas – following the Town of Jonesborough tree lighting schedule/take down;
Independence Day from June 28-July 11.
- 3. Flashing lights on the exterior of businesses or directly behind business display windows are not allowed. Exceptions will not be allowed.

9. Outdoor Display of Items for Sale

- 1. Items displayed outside of a business shall follow the same guidelines and requirements as provided in Section 6 Portable Signs and Exterior Furnishings to note:

Construction

- 4. No attention getting attachments such as spinning or moving parts or balloons, streamers, or pennants will be approved for portable signs.

5. Must be compatible with the style, historic period, and color scheme of the building, as well as the business. They must also be compatible with the public streetscape and complementary to the visible furnishings provided by the Town.

7. Made of plastic are prohibited.

Display

3. Shall be displayed only during the hours of business operation and shall not be displayed when the business is closed.

The Commission agreed that further discussion is needed and a proposal created. Once created it would be beneficial to invite business owners to meet and discuss the proposal.

Item V: Property Designation Committee:

HZC members are Nita VanTil, Rebecca Moss, Herman Jenkins, and Marcy Hawley. Ruth Verhegge expressed a willingness to continue serving as a community member. One more community member is needed. Nita VanTil has spoke with a community member who is considering the appointment, she will update once a decision has been reached.

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.

A PDC meeting is scheduled for July 8, 2025 at 4:15 pm at the Town Hall. An agenda will be sent out. The committee will review what has been done in the past, the DBN list will be shared and copies of the PDC criteria will be available.

Item VI: Demolition by Neglect Update:

The committee will be updating the list from September 12, 2021. Members were asked to contact Rebecca Moss if there are any additions to the list.

Item VII: HZC Database with Maps:

Frank Collins and Amy Collins met with Town Administrator, Glenn Rosenoff, to discuss housing the database on the town's ARCGIS system. Amy Collins will attend a future HZC meeting to demo the database.

Item IX: Commissioners Comments:

The cones at Fox St. apartments should be removed once renovation is completed.

Item X: Approval of Minutes: June 12, 2025

Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve the June 12, 2025 minutes as presented. Motion passed unanimously.

Chair Frank Collins adjourned the meeting.