

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
July 24, 2025 – 6:00 PM
Minutes

Members Present: Nita VanTil, Rebecca Moss, Matt Kehn, Marcy Hawley, Herman Jenkins, Michael Kieta, Colton Brasure

Members Absent: Frank Collins, Chad Hylton

Call to Order

Vice Chair, Nita VanTil, called the meeting to order at 6:00 PM.

Public Comments

Brian Ponder requested the Commission hold a Work Session with merchants to discuss lighting and advertising prior to making any changes to the guidelines. Vice Chair, Nita VanTil, stated that the Advertising Standards and Guidelines Plan Update (Item 3) would be discussed next, addressing Mr. Ponders concerns/request.

Item III: Advertising Standards and Guidelines Plan Update

Vice Chair, Nita VanTil, reported that on August 1, 2025, letters will be sent to merchants inviting them to attend a work session on August 14, 2025, to provide input and have discussions on the Advertising Standards and Guidelines.

Item 1: New Business

1. 103 Sevier Ave – Owners/Presenters: Zac & Katrina Jenkins

Herman Jenkins recused himself from the vote and discussion.

Request approval on:

- Removal of front porch and roof, leaving the cinder block if deemed to be in good condition. Rebuild the porch as it is not the same dimensions.
- Stairs to be rebuilt with pressure treated wooden deck board.
- Porch flooring to be made of 3" tongue and groove treated lumber.
- Porch ceiling will be beadboard.
- Railing will be either 2x6 or 2x4 top and bottom rail with 2x2 vertical posts.
- The columns will be 6x6.

Vice Chair, Nita VanTil stated that the requests appear to meet the current guidelines.

Motion: Matt Kehn made a motion, seconded by Michael Kieta, to approve the request as presented. Motion passed unanimously.

Item II: Expedited

236 East Main & 103 Sevier Ave. – Owners

Expedited approval was given to have the chimneys at both locations repointed by Lee and Bill Broyles using the appropriate lime mortar and old brick.

Item IV: Property Designation Committee Update:

Nita VanTil reported that at their last meeting the group reviewed the current handbook and property binders located at Town Hall.

Nita VanTil announced that Geoffrey Hoare agreed to serve on the Property Designation Committee and requested that a motion be made to approve his appointment to the PDC.

Motion: Marcy Hawley made a motion, seconded by Rebecca Moss, to approve the appointment of Geoffrey Hoare to the Property Designation Committee as presented. Motion passed unanimously.

Item V: Demolition by Neglect Update:

The DBN list was shared and Rebecca Moss verified that addresses marked “done” can be removed from the list. There was discussion of re-evaluating 200 W Main.

Item VI: Commissioners Comments:

There was a brief discussion about who enforces the guidelines. Face-to-face conversations between merchants and Commissioners is a good way to start the conversations and often is enough to correct the violation.

Nita VanTil will share the presentations and recording from the recent CLG training. The Chattanooga Historic Committee has been updating their guidelines and shared some of their correspondence they used with patrons to make sure there is open communication and clear guidelines.

Item VII: Approval of Minutes: June 26, 2025

Motion: Michael Kieta made a motion, seconded by Herman Jenkins, to approve the June 26, 2025 minutes as presented. Motion passed unanimously.

Vice Chair Nita VanTil adjourned the meeting.