

# HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room  
123 Boone Street, Jonesborough, TN  
**October 23, 2025 – 6:00 PM**  
Minutes

**Chairman's Note** – Prior to the meeting being called to order Chairman, Frank Collins, notified Colton Brasure that due to moving outside of Town limits he is no longer allowed to serve on the Historic Zoning Commission.

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

**Members Absent:** Rebecca Moss

## **Call to Order**

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

## **Additions to Agenda**

Chairman, Frank Collins, requested that 122 E Main and 119 E Main be added to the agenda.

***Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to add 119 E Main and 122 E Main to the agenda. Motion passed unanimously.***

## **Item I: Public Comments**

No comments made.

## **Item II: New Business**

### **119 E Main St. – Presenter: Dallas Couch**

Request approval for a hanging outdoor sign and new bracket. The outdoor sign is wood and painted the same "Nevergreen" color as the building. The sign measures 28"x27" and will be 7'10" above the sidewalk. The new bracket is a standard black metal bracket and will replace the current bracket using existing screws that protrude from the brick. Owner also requested to use a small circular wooden open/close sign that can be displayed in the door.

***Motion: Matt Kehn made a motion, seconded by Nita VanTil, to approve the white round wooden Open/Closed sign, 28"x27" sign and black metal bracket as presented. Motion passed unanimously.***

### **122 E Main St – Owner/Presenter: Brian Ponder**

Owner requested approval to add a roof to the new staircase landing. The roof will be black metal.

***Motion: Michael Kieta made a motion, seconded by Herman Jenkins, to approve adding a black metal roof to the new staircase landing as presented. Motion passed unanimously.***

## **Item III: Old Business**

Chairman, Frank Collins, reported that the certified letters were sent to the owners of 209 W Main St. and 111 E Main St. The letter stated that the owner needs to attend or provide an update to the commission by the November 13, 2025 meeting.

Letters were also sent to owners of 204 W Main, 512 W Main, and 129 E Main requesting their attendance or a plan of action be provided by the November 13, 2025 meeting. The letter also notified the owners that the Town Building Inspector was asked to visit the property and create a report for the HZC.

**Item IV: Expedited Approval**

No discussion.

**Item V: Property Designation Committee**

PDC lead Nita VanTil reported that all of the first round of reviews have been completed. Book 2 forms were distributed and are currently being worked on. Once all properties have been reviewed a report will be completed.

**Item VI: Demolition by Neglect Update** - No update/discussion.

**Item VII: Future Items** – No update/discussion.

**Item VIII: HZC Database with Maps**

The H-1, H-2 overlay zone maps that the county digitized in 2023 are being corrected to address a few discrepancies. Amy Collins is working with Chris Pape and Angie Charles with Washington County to house the HZC ARCGIS map database application on the County platform. This should occur soon. Amy Collins attended the meeting and provided a demonstration of the application. The commission thanked Amy for her continued work on this project. She has been able to create a very useful tool that will have current and historic maps, HZC actions for each property dating back to 1970 along with current and historic photos of properties in the H-1 and H-2 overlay districts.

**Item IX: Commissioner Comments**

**Item X: Approval of Minutes** – October 9, 2025 Minutes

***Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve October 9, 2025 minutes as presented. Motion passed unanimously.***

**Chair, Frank Collins, adjourned the meeting.**