

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.