

Historic Zoning Commission

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN

March 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, Marcy Hawley, Chad Hylton, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Matt Kehn

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 233 E Main St. to the agenda.

Motion: Frank Collins made a motion to add 233 E Main to the agenda, seconded by Nita VanTil. Motion passed unanimously.

Item II. New Business:

203 S Cherokee St. – Owner: Jennifer Geer

Presenter: Frank Collins

The duplex was built in 1945 and is currently considered non-contributing. The prospective buyer contacted Chairman Frank Collins and asked requested approval to repair the front porch decking with either the same wood materials and color or with composite, replace the old driveway asphalt with new asphalt, brick or a combination of both, adding brick to the side staircase, and removing the chimney. The porch floor is not visible from street level. Guidelines do not permit the removal of chimneys. The chimney adds character to the house, it is appropriate for the age of the home, appears to be in good condition and is visible from the street.

Motion: Nita VanTil made a motion to approve the deck flooring as long as it is the same type of wood and color, if the owner decides to use composite decking a sample of the product will need to be presented to the commission for approval, approval of adding brick to the side staircase, and approval for new asphalt, brick or a combination of both for the driveway, with a preference of brick being used. Demolition of the chimney is not approved. Brian Ponder seconded the motion. The motion passed unanimously.

233 E Main St. – Owner/Presenter: Michael Kieta

The owner requested approval to make necessary roof repairs. The hip-valley style is too narrow and needs the ridge caps replaced. The ridge caps will be the same material and color but wider. Small gables will be constructed behind chimneys to shed water more efficiently.

Michael Kieta recused himself from the vote.

Motion: Nita VanTil made a motion to approve as presented, seconded by Herman Jenkins. Motion passed unanimously.

Item III: Old Business

215 W Woodrow Ave. – Owners: John & Charlene Buchanan Presenter: Frank Collins

Extension request for plans for addition approved in February 2023. HZC approval is only good for one year, so an extension is necessary. The owner continues to work on the addition. The roof was left open to the elements after the addition was removed. There was discussion about concerns of the hole allowing water to enter the property causing damage. The owner emailed Chairman Frank Collins and stated that the open area provides ventilation inside the property and helps dry out the water that enters it more quickly and that no damage is being caused from the hole in the roof. The commission requested that a meeting with the owner at the subject property be scheduled to review and discuss the roof opening further. Chairman Frank Collins will contact the owner to schedule the meeting.

Motion: Rebecca Moss made a motion to extend the Addition request approved in February 2023 as presented, seconded by Michael Kieta. Motion passed unanimously.

Item IV: Expedited

111 W Main St. – Owner: Jackson Prime

Request for a sandwich board to be used for special events. The size and material guidelines and need for an outdoor use permit forwarded to the owner. Owner also asked about putting two table umbrellas on their rear porch which was approved by Chairman Frank Collins as not a typical HZC item. The item received expedited approval granted by Frank Collins and Nita VanTil.

105 Courthouse Square – Owner: Smoky Grass Station

Request for a sandwich board. The size and material guidelines and need for an outdoor use permit forwarded to the owner. The owner was notified to complete the outdoor use permit and to submit it to the town for approval by the BMA. Expedited approval granted by Frank Collins and Matt Kehn.

Item V: Property Designation Committee

Nita VanTil reported that she has received all evaluation forms. She has started compiling the data. The team will review contributing vs non-contributing. Commissioners stated that it would be beneficial to include some of the historical facts about the properties if known.

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**

Due to a non-existent title, the process for the town to acquire the property will take much longer than expected. Paint and some siding is in very bad condition, however, the town cannot address these issues until they take ownership.

- **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. The owner is currently working on a plan and asked to delay presenting it until May 2026.

- **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 previously agreed to make the exterior repairs shown on the Building Inspector's report. The owner is not local and has not made the repairs because of difficulty finding affordable tradesmen to complete the work. The Owner stated that she contracted a wildlife company to again remove the racoons and other invasive animals from the home.

- **512 W. Main St. – Owner: Marie Cooper Nelson**

Owner and son will address the bare wood and peeling paint in the near future.

- **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 stated that he will have the brick work completed by May 2026. Chairman is not clear about how the brick company will address the separating brick walls. The owner received an estimate for painting, but the estimate was too high. The owner asked the Chairman for painter recommendations. Windowsills that are bare wood are the primary HZC concern. The owner is working with the town regarding a façade grant that will match up to \$2,500 of the expense. Recently, the town received a safety complaint about bricks that have fallen from the building onto the sidewalk. Brick pieces were observed on the sidewalk. The Town Building Inspector wrote a letter to the owner as a follow-up to an onsite meeting with Owner and Chairman Frank Collins to reiterate the situation requires immediate remediation. The letter informed the owner that he needed to provide an update on his intended timeline for repairs by March 13.

- **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.

- **102 W. Woodrow Ave. (2 buildings) – Owner: Parson’s Brew LLC**

Chairman Frank Collins and Building Inspector Kevin Fair met with the Co-Owner Scott Andrew. Mr. Andrew agreed to address items pointed out as safety concerns by the building inspector. Mr. Andrew agreed to fix holes in the roof where water is entering the structure. Owners do not want to address other repairs for the property at this time as they are focused on their Bristol location. They also want to confirm one or two items with the town. After March 2027, they will consider further repairs and restoration.

- **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.

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: Additions to the H-1 and H-2 Overlay Zones

To be considered for addition to the H-1 and H-2 Overlay Zone the properties need to be contiguous to the current overlay zones. Spring Street properties that were discussed included: 205, 209, 213, 216, 217, 218, 219, 222, 223, 224, 225, 226, 227, 228, 229, 231, 232, 233, 301, and 304. Commissioners agreed that potentially including Spring Street properties through 304 Spring Street in the overlay zone would be beneficial.

Item IX: Municipal Code Enforcement

Chairman Collins updated the group on a recent meeting he attended with Town Officials to discuss Municipal Code Enforcement of signage, temporary signage and lighting. There are issues throughout the town inside and outside of the Historic District. The items of interest within the historic district include oversized temporary signs (6 square feet maximum per code), temporary signs that are displayed more than 30 days, and string lighting. The HZC via the BMA implemented guidelines that allowed an exemption to the Municipal Code to allow string lights during two holiday periods. However, several businesses have kept their Christmas lights up well past the period that ended January 31. In addition, some businesses and non-profits have put up temporary vinyl signs that exceed the maximum of 6 square foot stated in the Municipal Code. The Town Administrator is going to schedule a meeting to discuss guidelines and assign a Town Staff member to enforce violations. The Town plans to address signage violations first, followed by lighting violations.

Item X: Commissioner Comments

The next scheduled HZC meeting is March 26, 2026.

The Town has announced the possibility of adding decorative wraps to electric boxes. If any wraps plan to be added to boxes located within the Historic District, they will be presented to the HZC for approval.

Item XI: Approval of Minutes

Approval of February 26, 2026, minutes.

Motion: Herman Jenkins made a motion to approve the minutes, seconded by Brian Ponder. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.