

Historic Zoning Commission

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

March 26, 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, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Michael Kieta, Matt Kehn, Brian Ponder

Members Absent: Nita VanTil

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 125 W Main St., 123 E Main St., 122 E Main St., 131 E. Main St., 111 E College St., request to move the DAR historic marker, and approval for the Towns's camera pole near the intersection of W Main and First Avenue to the agenda.

Motion: Michael Kieta made a motion to add the requested items to the agenda, seconded by Rebecca Moss. Motion passed unanimously.

Item II. New Business:

113 Spring St. – Owner: Andrea Erb

Owner requested to replace the lower 20% of two of the windows with planter boxes. The two windows are on the brick rear addition facing Clay Avenue and are currently 6 over 9 grid. The request would make the windows 6 over 6. Commissioners recommend adding the planter boxes to all three windows in that section to make it look more uniform. The owner also requested approval to add a small vent above the two windows near the roofline to vent a gas range in the kitchen. The vent would be painted to match the brick. Commissioner Matt Kehn recommended rather than cutting the brick to vent out the side that the vent ran up and through the soffit. This would hide the vent, and the brick would not have to be cut. The roofline and bathroom on the second floor is not conducive to route the vent out the roof.

Motion: Matt Kehn made a motion, seconded by Michael Kieta, to approve reducing the three windows facing Clay Avenue to six over six windows and adding planter boxes to the windows, and venting the gas range, preferably by installing the vent in the soffit or if that is not possible the vent can be installed on the side of the house by cutting the brick and painting the vent to match the brick. The motion passed unanimously.

Street Lighting Update (Commission asked for update from Operations Manager Craig Ford) Town of Jonesborough Operations Manager reported that during his last meeting with Brightridge about Street Lighting they stated that technology is changing quickly. They anticipate new bulbs coming out that can adjust from 5,000 Kelvins (k) down to 2,000k. Brightridge has been receptive to our concerns about downtown street lighting and we are hopeful that the new bulbs will be available soon. Craig will continue to update the Town Administrator and the Mayor. Herman Jenkins and Marcy Hawley stated they would be meet with Mr. Ford, Mr. Rosenoff, and the Mayor to review Commissions concerns if necessary.

125 W Main St. (Stage Door) – Owner: Town of Jonesborough Presenter: Craig Ford Request approval on new Stage Door sign. To close out the Downtown Improvement Grant (DIG) the sign needs to be in place. The sign will replace the sign that was removed prior to renovations of the property. The replacement sign will have the same character and dimensions as the sign that was removed. The old sign read, “JRT-Stage Door”, the new sign will read “Stage Door”. The sign bracket is already in place. A mock-up of the new sign was provided. There was discussion on finessing the font, color of the font and background to make the sign more attractive and fit into the area better.

Motion: Brian Ponder made a motion, seconded by Matt Kehn to approve the sign size. The Town must update the font, and font color, update the background to cream to match the trim of the building and present the updated mock-up to HZC for expedited approval.

Discussion: The green border is acceptable, but it may look better if the thickness of the border is increased.

Motion passed unanimously.

Relocating the DAR Historic Marker Presenters: Craig Ford and Allyson Wilkinson Request from the local Daughters of the American Revolution to move the stone monument sign from the corner of Second Avenue and Main Street to a location in front of the Christopher Taylor Log Cabin. The marker was removed from the monument for repairs. The monument, in its current location, has been struck many times by large trucks with trailers turning off Second Avenue onto Main Street. It is recommended to place the DAR monument marker on the southwest corner of the property between the utility base and the rock wall of the Presbyterian Church in front of the Christopher Taylor Cabin. Allyson Wilkinson stated DAR has been hoping to move the historic marker since 2017 and the group is thrilled to have this move come to fruition. Once the stone is placed DAR will install the monument face on the stone. DAR plans to have an unveiling celebration on April 25.

Motion: Rebecca Moss made a motion to approve relocating the DAR historic monument in front of the Christopher Taylor Cabin as presented, seconded by Brian Ponder. Motion passed unanimously.

First Ave & Main St. – Owner: Town of Jonesborough Presenter: Craig Ford Request to approve installation of 30-foot camera pole near the intersection of First Avenue and Main St. The 30-foot pole will be painted black and house the new live-stream camera. The camera will provide live shots looking down the east end of Main St. The base of the pole replicates the street light poles.

Motion: Brian Ponder made a motion, seconded by Herman Jenkins to approve the installation of the 30-ft black camera pole as presented. Motion passed unanimously.

111 E College St. – Owner/Presenter: Erin Bryant

Request to replace the siding on the guest house with the same material and color as the outbuildings and finish the roof on the outbuilding where there is bare particle board with asphalt shingles to match.

Motion: Michael Kieta made a motion to approve the requests as presented, seconded by Brian Ponder. Motion passed unanimously.

123 E Main St. – Presenter: Herman Jenkins

Herman Jenkins recused himself from the vote.

Request to remove the Noelle sign from under the Seasonal Décor signs. Two new oval signs (logo), 32" wide by 24-28" tall (black and white) will be installed on the front facing windows to the left and right of door. Also requested approval to add a small oval logo sign on a bracket over the windows. The sign will meet the 7 ½ foot from sidewalk guidelines.

Motion: Rebecca Moss made a motion, seconded by Michael Kieta, to approve signage as presented. Motion passed unanimously.

122 E Main St. – Owner: Brian Ponder

Brian Ponder Recused himself from the vote.

Request to add two windows side-by-side, total approximate size is 6x5 for fire escape purposes for the third bedroom. The windows would be black metal framed to match what he previously installed.

Motion: Matt Kehn made a motion to approve adding two black metal framed windows as presented, seconded by Chad Hylton. Motion passed unanimously.

131 E Main St. – Owner: Ethan Clemon

Presenter: Frank Collins

Request approval on adding a sandwich board and adding a small Fern & Fable logo to the door. Both requests meet signage guidelines.

Motion: Brian Ponder made a motion to approve the Fern & Fable's sandwich board and logo on the door as presented, seconded by Herman Jenkins. Motion passed unanimously.

111 E Main St. – Owner: Steve Bacon

Presenter: Frank Collins

Request to remove cinder block retaining wall in the rear of the building. Architectural plans for the window, door, deck, brick repair, drainage, and utility lines will be presented at an April HZC meeting.

Motion: Rebecca Moss made a motion to approve removing the cinder block retaining wall in the rear of the building as presented, seconded by Michael Kieta. Motion passed unanimously.

312 W Main St. – Owner: Academy Hill**Presenter: Frank Collins**

Frank Collins recused himself from the vote.

Request to install a vinyl covering on the ceilings of the two parking shelters. The parking shelters were constructed in 1980. The ceilings are made of sheetrock and when painted they crack and peel in short time due to the outdoor weather. The ceilings cannot be seen unless the viewer is standing directly underneath them. There was discussion about if the vinyl covering the sheetrock would trap the moisture. Requestor will talk to contractor about this possible issue.

Requesting approval to paint the balusters and rails above the front parking shelter and the siding along the rear of the parking shelter the same white color. Paint is peeling from the rail.

Requesting approval to repair the stucco and cracks on the large front planter boxes on the stairs and to repaint them the same light-yellow color.

Motion: Brian Ponder made a motion to approve installing a vinyl covering on the ceilings of the two parking shelters, painting the balusters and rails above the front parking shelter the same white color, and repairing and painting the stucco and cracks on the large front planter boxes the same light-yellow color as presented, seconded by Herman Jenkins. Motion passed unanimously.

Item III: Old Business**203 S Cherokee St. – Owners: Jennifer Geer**

Owner was not in attendance. There was no discussion.

215 W Woodrow Ave. – Owner: John & Charlene Buchanan

The owners invited the HZC to visit the property to see the progress and answer any questions. HZC members Frank Collins and Brian Ponder, and HZC Advisor Bill Kennedy visited the property on March 21st. All three were satisfied that the open roof was not causing any damage inside the structure. The owners have scheduled grading the rear of the property, but the company delayed the start. Once graded, the Buchanan's have a framer scheduled to be erecting the rear addition.

Item IV: Expedited**111 E College St. – Owner: Erin Bryant**

Request to replace the light gray standing seam metal roof on the house and two outbuildings with the same material and same color roof. Owner states that the real estate agent told her she was not in the historic district. She ordered "Tuff-Rib" roofing which has a short life span and a poor appearance and is not allowed to be used in the H-1 zone. Request to install a EPDM (ethylene propylene diene monomer) rubber membranes roof on the flat surfaces that cannot be seen from the ground. The flat areas are porch/kitchen area in the West rear of the property, and above a three-window dormer on the East side of the property. Expedited approval granted by Chairman, Frank Collins and HZC member Herman Jenkins.

Item V: Property Designation Committee

The initial review of properties as contributing vs. non-contributing in the H-1 and H-2 districts is complete. Vice-Chair Nita VanTil will complete the entries in the near future and present the findings to the full HZC for further review.

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.

- **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. Owner expects to be in the area in May.

- **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. Owner received an estimate for painting, but the estimate was too high. Owner asked for painter recommendations and sent two. Windowsills that are bare wood are the primary HZC concern. 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 to the sidewalk. Brick pieces were observed on the sidewalk. Building Inspector Kevin Fair has been in contact with Mr. Gurley about addressing the safety concerns as they need immediate attention.

- **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.

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

Will be discussed at future meeting.

Item IX: Municipal Code Enforcement

Will be discussed at future meeting.

Item X: Commissioner Comments

The next scheduled HZC meeting is April 9, 2026.

Marcy Hawley shared concerns about the size of the Spa sign and stated that it blocks the architectural features of the historic building and porch. The sign was approved at a previous meeting and does meet the guidelines.

Marcy Hawley shared ongoing concerns about the rotting windowsills at the flower shop next to Kaleys. Also where the two buildings join the down spout is leaking water. One of the covers on the gables has blown off. Ms. Hawley will try to visit the flower shop and share her concerns.

Item XI: Approval of Minutes

Approval of March 12, 2026, minutes.

Motion: Rebecca Moss made a motion to approve the minutes, seconded by Marcy Hawley. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.