

Historic Zoning Commission

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

May 28, 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 – Chairman, Nita Van Til, Rebecca Moss, Marcy Hawley, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Chad Hylton, Matt Kehn

Others Present: Bill Kennedy

Call to Order

Chairman Frank Collins called the meeting to order at 6:00 PM

Item I: Public Comments

No comments made.

Item II: New Business:

1. 412 West Main Street – Owner: Heather & Bobby Staples Presented by: Heather Staples

Request to replace metal shingled roof with Berridge Victorian metal shingles with pre-weathered galvalume color. The roof replacement will be done in three phases as follows: phase 1 – top section, phase 2 – side addition matching the top section, and phase 3 - patio roof with standing seam.

The Phase 2 and Phase 3 roof replacement, the replication of the porch on the side and front exactly as shown in the postcard photo from turn of the century using all wood, in the rear, replicate exactly with windows inside the arches, and rebuilding the Juliet railings above the bay windows will be presented for approval at future meeting(s).

Motion: Brian Ponder made the motion, seconded by Nita Van Til, to approve the replacement of the top section roof with Berridge Victorian metal shingles with the pre-weathered galvalume color, as presented. The motion was passed unanimously.

Item III: Old Business: None

Item IV: Expedited: None

Item V: Property Designation Committee

The initial review of properties as contributing vs. non-contributing in the H-1 and H-2 overlay districts is complete. Spreadsheet will be sent for the HZC members to review. If an HZC member has any questions/concerns, these will be discussed at the future meeting. A letter will be sent to any property owner regarding the status of their property changes (typically from non-contributing to contributing). Nita Van Til said eight properties were missed and brought back to the June 11, 2026 meeting.

ITEM VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

See Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines. During the week of May 25, the town will send a letter to four properties. Chairman has asked that the HZC review the letters before they are sent. The properties are:

- 100 Oak Grove Ave – Two 18 foot vinyl banners displayed for 60+ days. (One temporary sign no more than 6 square feet may be displayed for no more than 30 days)
- 106 Fox St – One 18 foot vinyl banner displayed for 60+ days. (One temporary sign no more than 6 square feet may be displayed for no more than 30 days).
- 107 Fox St – Unapproved permanent cheaply made square sign affixed to balcony. (Business signs must be approved by HZC and meet certain criteria).
- 204 W Woodrow Ave – Unapproved permanent corrugated real estate type plastic sign advertising an AirBnb. (Business signs must be approved by HZC and meet certain criteria).

Item VII: 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 is below. If commissioners want to discuss updates about any of the properties, we can do so at this time.

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 wood siding is in very bad condition. Brush trees, diseased overgrown bushes, and numerous ivy vines were significantly impacting the siding. The vegetation overgrowth was addressed.

117 Spring St. – Owner: Allyson Wilkerson

Owner will present a plan and timetable in May 2026 to repair and repair the exterior of the structure. HZC will need to follow-up.

209 W. Main St. – Owner: Gemma Velaquez & Murray Cruickshank

Owner previously agreed to make the exterior repairs shown on the Building Inspector’s report. Owner is not local and is currently obtaining quotes from various tradesmen. Chairman sent communication to owner that the HZC members would like to meet her if her May trip to Jonesborough is still scheduled. Chairman Collins said due to health issues Gemma Velaquez will be coming to Jonesborough in July.

204 W Main St. – Owners: Donald Dale & Elizabeth Foxx

Owner agreed to repaint and bare wood and peeling areas. Failing gutter and hole in rear of building also to be addressed. In late 2025, he stated he would provide and update by May 2026. HZC will need to follow-up since an update was not received.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. The HZC will monitor progress during the year and ask for an update.

129 E Main St. – Owner: Jeff Gurley

Owner provided an update that he still has the brick work scheduled to start in May 2026. Black part of the front of the building was repainted. Bare wood on the window sills will be addressed after the brick work is complete. Applying for the town’s façade grant.

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

Addressed items pointed out as safety concerns by the building inspector. Both buildings have significant issues and boarded up windows. Co-Owners Scott Andrew and Stephen Callahan do not want to address restoring the property until after March 2027 as they prefer to focus on their Bristol location.

Item VIII: Future Items

The following information is provided to help keep track of future items.

- a) 211 W Main St. – Will present plan to repaint & repair steeple.
- b) 239 E Main St. – Continued work on restoring historic house.
- c) 306 S Cherokee St – Obtaining estimates to repair & repaint bare wood
- d) 512 W Main St – Obtaining estimates to repaint bare wood

Item IX: Additions to the H-1 & H-2 Overlay Zones

Discussions will continue during the May 28th meeting. If the HZC decides to make a recommendation, the actual process would require several steps with the BMA holding two public readings and two votes. This will be presented at the June 11, 2026 meeting.

Item X: Commissioner Comments

Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission tentatively plans to conduct the HZC’s four year review during our Thursday, June 25 meeting. THC offers resources to assist us and will be interested in chatting with us to see how they can help.

Next meeting is Thursday, June 11, 2026.

Chairman Collins asked Commissioners if they had comments or questions. Brian Ponder said that there were shingles missing around the chimney area at Central Christian Church, and expressed concern about the roof leaking.

Item XII Approval of Minutes

Approval of the HZC meeting minutes for April 23, 2026 and May 14, 2026.

Motion: Rebecca Moss made the motion to approve the minutes of the April 23, 2026 and May 14, 2026 HZC meetings. Michael Kieta seconded the motion and it was passed unanimously.

There being no further business, Chairman Frank Collins adjourned the meeting.