

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

June 11, 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 Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Matt Kehn

Call to Order

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

Public Comments

No comments made.

Item I: Addition to the Agenda

Chairman Frank Collins requested 115 E Main St. and 120 Boone St. both be added to the agenda for sign approval.

Motion: Brian Ponder made the motion, seconded by Nita VanTil, to add 115 E Main St. and 120 Boone St. to the agenda for sign approvals. The motion passed unanimously.

Item II: New Business:

1. 201 W Woodrow Ave. – Owner/Presenter: David Phillips

Request to repair and make changes to the Addition on the left side of the house. The addition consists of eleven windows (3 on the back, 3 on the front, and 5 on the side). The owner would like to remove the five windows on the driveway side and make it a wall with siding that will match the house. The windows in the front and rear of the addition will remain the same. The owner stated the side where the windows will be removed is in poor condition and the whole outside wall will need to be replaced. Gutters on the addition will be replaced with white gutters to match.

Motion: Brian Ponder made the motion, seconded by Rebecca Moss, to approve the request for 201 W. Woodrow Ave. as presented. The motion passed unanimously.

2. 500 W Main St – Owner/Presenter: Mark McKintosh

Main House: Request to replace the asphalt shingles on both buildings with Pinnacle Pristine “Black Shadow” shingles. Asphalt shingles were common during the 1920s and 1950s. The black color was used somewhat in the 1920s and very common in the 1950s. Request to replace screen door on the rear of the main building with a fiberglass exterior door painted English Brown (door is not visible from the street). Request to replace gutters with brown gutter, paint trim English Brown (Behr Paint), and stain decking Chestnut Brown. Herman Jenkins requested that gutter on the front of the home be re-routed behind the porch columns which would allow the column architecture to be more visible. Owner also requested to remove chimney on back of house. Owner stated the chimney is in poor condition and quotes to repair the chimney have come in very high. Commissioners suggested removing brick down to the first band and having the chimney re-pointed. Chairman Frank Collins noted that

Standards and Guidelines do not allow for chimney removal. Many of the Commissioners have had similar work done and suggested the Owner contact other contractors for a bid. Commissioners shared contractors contact information with the Owner.

Motion: Nita VanTil made the motion, seconded by Michael Keita, to approve gutter replacement, trim painting, roof replacement, door replacement and deck staining all on the main house and denying the chimney removal. The motion passed unanimously.

Garage/Apartment: Request to enclose the carport area on the left side of the two-story garage/apartment. The open area does not appear to be character defining for the 1950s structure and is away from Oak Grove Avenue and set back from W Main St. The enclosure would need to blend instead of appearing as a distinctly modern enclosure. Request to stain decking Chestnut Brown and repaint the white features of the building the same or similar white. At this time owner is requesting approval on the “concept” of enclosing the carport and will bring back plans for approval when ready to begin the project.

Motion: Brian Ponder made the motion, seconded by Herman Jenkins, to approve staining the deck Chestnut Brown, repainting white features the same or similar white and the concept of enclosing the carport. The motion passed unanimously.

3. 103 Sevier Ave – Owner/Presenter: Zac Jenkins

Request to swap door location from the back of house with a window location on the side (rear corner) of the house. The height and structural support of the door on the back of the structure does not meet code. The space for the door would require a significant alteration of the roofline to increase the height and add a header to meet code. The alternative is to swap this door location with a window location on the side (rear corner) of the structure. The door is Craftsman style 36”x80”. Request to add a stair landing deck with stairs at this new door location. The deck would be 6’x6’ and made of pressure treated lumber that would match the deck in front of the house.

Commissioner Herman Jenkins recused himself.

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

4. 115 E Main St – Business: Grace Meadows Farms Ice Cream

Request to install new Grace Meadows Farms Ice Cream sign. The sign will be 36” round, hung with a new steel bracket attached to the steel beam above the entry way. Clearance under the sign will be 8’. Commissioners were concerned that the 36” sign would be too large compared to the other signs in the area. Commissioners agreed to hold off approval on the sign until they can measure other signs in the vicinity. Upon review, if size is acceptable, Chairman Frank Collins will ask for expedited approval.

5. 120 Boone St – Business: Blooming Lily

Request approval on new sign added between columns at front door. Commissioners discussed their preference of attaching the sign to the building rather than attached to the columns. Attaching the sign directly to the columns takes away from the architecture of the building and could damage the columns. Commissioners agreed that the sign could go

between the columns if attached to a bracket (not screwed into the columns) and does not touch the columns.

Motion: Rebecca Moss made the motion, seconded by Nita VanTil, to approve the sign design but not the requested placement of the sign. The motion was passed unanimously.

Item III: Old Business

No old business was discussed.

Item IV: Expedited

No expedited requests were discussed.

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 emailed the spreadsheet to HZC members for review. A list of properties to be discussed will be prepared and distributed prior to a future meeting to give Commissioners an opportunity to review the properties that will be discussed.

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

A letter will be sent to remind seven property owners about certain provisions in the Jonesborough Municipal Code Section 11-1207, and the Historic Zoning Commission Advertising Standards and Guidelines regarding temporary signs (size, number and duration).

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 could compromise 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.

- **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. Chair Frank Collins spoke to Alderman Dickson who reported that the transaction could be complete in the next few weeks.
- **117 Spring St. – Owner: Allyson Wilkerson**
Owner will present a plan and timetable soon to repair the exterior of the structure.
- **209 W. Main St. – Owner: Gemma Velaquez**
Chairman has been in contact with the owner each month. She continues to obtain quotes to make the exterior repairs shown on the Building Inspector's report. Owner is not local and plans to visit Jonesborough in July.
- **204 W. Main St. – Owners: Donald Dale & Elizabeth Foxx**
Owner agreed to address the main house including the hole in the rear, the peeling paint and bare wood, and the failing gutter and will provide an update soon.

- **505 W. Main St. – Owner: William & Barbara Stout**

The owner has 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 later in the year.

- **129 E. Main St. – Owner: Jeff Gurley**

Owner stated that he will have the brick work completed in May 2026. Owner offered to provide contact information for the Brick Company to the Building Inspector to have a discussion about safety and structural integrity. Owner will address the bare wood on the windowsills after the brick work is complete. Owner is also applying for the town's façade grant. Chairman will get another update on progress soon.

- **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. The front door of the Parson's Table consistently shows signs of attempts to force it open. 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) 239 E Main St. – Continued work on restoring historic house.
- b) 306 S Cherokee St. – Obtaining estimates to repair and repaint bare wood.
- c) 512 W Main St. – Obtaining estimates to repaint bare wood.
- d) 128 W Main St. – Storage building in rear of Presbyterian Church, Sign for black post on front of Church (likely June 25).
- e) 111 E Main St. – Continued work on the rear of the building.

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

Discussions will continue during the June 25 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.

Item IX: Commissioner Comments

- Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission (THC) tentatively plans to conduct the HZC's four-year review during the Thursday, June 25 meeting. THS offers resources to assist us and are interested in discussing how they can assist us.
- Discussion about the considerable number of items visible down the alley way at Whites Auto.
- Next meeting is Thursday, June 25, 2026.

Item X: Approval of Minutes

- Approval of May 28, 2026, minutes

Motion: Nita VanTil made the motion, seconded by Michael Kieta, to approve the May 28, 2026 minutes as presented. The motion was passed unanimously.

Chair Frank Collins adjourned the meeting.