

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

March 26, 2026 – 6:00 PM

Agenda

Roll call noting the presence of a quorum, additions to the agenda, or any conflicts of interest with items on the agenda.

Members Present:

Members Absent:

Call to Order

Chairman Frank Collins

Item I: Public Comments

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423- 753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the secretary or staff of the commission. Each individual shall be given three (3) minutes to address the Commission regarding Agenda items. Comments shall be limited to items on the agenda.

Item II. New Business:

113 Spring St – Owner / Presenter: Andrea Erb

Request to replace lower 20% of two windows with planter boxes. The two windows are on brick rear addition facing Clay Ave. Request to add a small vent above the two windows near the roofline to vent a gas range.

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/utility lines will be presented at an April HZC meeting.

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

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.

Request to repaint 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

Request to repair the stucco and cracks on the large front planter boxes on the stairs and to repaint them the same color (light yellow).

Item III: Old Business

203 S Cherokee St – Owner: Jennifer Geer / Presenter: Frank Collins

May attend to request to replace front porch decking with composite.

215 W. Woodrow Ave. – Owners: 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 on 3/21. 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 begin 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 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 overlay districts is complete. Vice-Chairman Nita Van Till will complete the keying in the near future and present the findings to the full HZC for further review.

Item VI: Demolition by Neglect

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 some siding is in very bad condition. Town cannot address until the ownership exchange.

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. 2/22 – owner is 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 addressed 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. Chairman reached out to owner to ask for an update and is waiting to hear back.

512 W. Main St. – Owner: Marie Cooper Nelson / Contact: Steve Guthrie

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 outbuilding is now in a state where it can be rebuilt in the future. 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 by April 2026.

505 W Main St. – Owners: 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.

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 separating brick walls will be addressed by the brick company. Owner received an estimate for painting, but the estimate was too high. Asked for painter recommendations and was sent two. Window sills 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.

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. Thus far a temporary pole for the porch on the Widow Brown

building was added and a small fence was erected to prevent access to the open roof area. Repairmen were observed working on the open bent metal roof areas of the Widow Brown building on Monday, March 23. The front door is again showing signs that were 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 are focused on their Bristol location.

306 S Cherokee St. – Owner: Nestor Levotch

Owner’s daughter Sally Hannon asked for more time to make repairs due to her father’s current situation. She asked for names of tradesmen and will schedule the work and provide an update in the coming weeks.

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

The next area to be discussed for potential consideration is from 256 E Main St to 277 E Main St. as well as the McKinney Center. Photos and year built will be shown at the 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 X: Municipal Code Enforcement

There are a large number of municipal code violations within the Historic District. The primary items include:

- 1) oversized temporary signs (6 sq ft max)
- 2) temporary signs that are displayed more than 30 days
- 3) multiple temporary signs displayed on the same property
- 4) business string lighting (widespread holiday lighting still up well after January 31)

Chairman will provide a list of sign violations to Town Manager. Town is currently planning to put in place an enforcement officer to address municipal code violations.

Item XI: Commissioner Comments

Next meeting is Thursday, April 9.

Item XII: Approval of Minutes

Approval of the HZC meeting minutes for March 12.

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.