

Historic Zoning Commission
6:00 P.M. Thursday, April 10, 2025
Board Room in Jonesborough's Town Hall

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

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 Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution. Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the agenda.

Item 1. New Business:

First Ave – End behind the Eureka Hotel

Request – The Town of Jonesborough will be constructing a dumpster pad at the end of First Avenue behind the Eureka Hotel. The dumpster pad will be installed on the Town's right-of-way. The dumpster pad will serve the Jackson, Stage Door and JRT. Currently, the JRT has three garbage totes in the alley leading to their building. These totes are unsightly and obviously does not smell very well in the warm weather months. At this time, the garbage for the Stage Door and The Jackson is being hauled off site. According to Town Ordinance 8-218 (1), "Large bulk collection containers handled mechanically by a garbage truck must be located for easy accessibility by the collection vehicle in a position approved by the Director of Solid Waste, and screened

from view on at least three (3) sides with a gate on the fourth side in a manner that eliminates unsightliness and is acceptable to the Director of Solid Waste.”

Subsection (2) of the ordinance states, “Screening of collection containers must also be approved by the Historic Zoning Commission if the container is within the historic district.”

There are countless ways in which dumpsters can be screened. Due to this being in the historic district, the Town has opted to screen these two dumpsters with a brick structure with columns, and a Powder-coated metal-galvanized gate.

I have attached photographs of the screening the Town intends to utilize. The photographs depict a light brick color with capped columns and a powder-coated white gate. The Town will utilize the red or brown brick indicative of the brick sidewalk colors downtown and a black metal powder-coated gate.

The enclosure will be approximately 18-feet wide by 16-feet deep by 8-feet tall.

Item II: Expedited

105 Fox St. – Business Owner: Noah Davis

Request met criteria for expedited approval. Approval granted by Chairman Frank Collins and Vice-Chairman Nita VanTil.

Business owner to paint business name on glass of door. “Neuma Coffee”

Item III: Sandwich Board Discussion

Chairman will show photos of existing sandwich boards in Jonesborough and solicit HZC members thoughts. In late 2024, the HZC was in agreement that the standards and guidelines for portable signs needed to be updated. A variety are currently displayed. Some have a historic look and feel (wood / chalkboard). Others are plastic, white dry erase boards, plastic block lettering, metal, etc. The sizes vary greatly which hinders their appearance. Some are placed side-by-side blocking part of the sidewalk. Some of the signs were never approved by the HZC (plastic, etc.).

“The balance between the advertising needs of business and the needs for survival of the character of Historic Jonesborough is delicate and fragile. Consumers are drawn by Jonesborough's unusual and authentic historic atmosphere and commercial messages for the town's businesses should contribute to that atmosphere.”

For guidance on portable signs see page 8 and pages 15-17 in the Advertising Standards and Guidelines for H-1 & H-2 Overlay Zones.

Item IV: Old Business:

a) Training Plan

The final HZC training session for 2025 by Dr. Kennedy will be held Thursday, April 24 at the **Visitor's Center** and will start promptly at 6pm. The training sessions may take up to 1 1/4 hours. The regular HZC meeting will follow the training session.

Item V: Future Items

- a) 128 Boone St. – Met with owner to discuss roof, chimneys, and paint.
- b) 201 Oak Grove Ave. – Discussed via email with owner sun hitting side window.
- c) 239 E Main St. – Dr. Kennedy met with owner to discuss foundation repair.
- d) 208 W Woodrow Ave. – On DBN list. Update soon.
- e) In May - Will firm up the members serving on the Property Designation Committee and begin the work of reviewing the classification of the contributing/non-contributing status of properties in the H-1 and H-2 overlay districts.
- f) In May – Will restart our discussion of lighting. Concerns about bright year-round string lights and other excessive lighting.

Item VI: Commissioner Comments

Item VII: Demolition by Neglect Update

- a) **208 W Woodrow Ave – “Historic Church”**
Hope to obtain an update before the meeting.

Item VIII: Approval of Minutes







HISTORIC ZONING COMMISSION

Jonesborough Visitor's Center
117 Boone Street, Jonesborough, TN

March 27, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Marcy Hawley, Herman Jenkins, Michael Kieta, Rebecca Moss, Nita VanTil, Colton Brasure, Chad Hylton, Matt Kehn, Dr. Bill Kennedy (Advisor)

Members Absent:

Call to Order

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

Public Comments

There were no public comments.

Item I: - New Historic Zoning Commission Members

New commissioners, Colton Brasure and Matt Kehn were welcomed to the Commission. The BMA unanimously approved their appointments at their March 17, 2025 meeting.

Item II: - Training Session

The third HZC training session presented by Dr Bill Kennedy was held. The session covered Advertising Standards and Guidelines.

Item III: - New Business

a) 109 E. Main St. – Owner: Brittney Vest

Presenter: Austin Brown

Discussion: Requested approval of Salon V sign design and placement. The Griffin Art Studio and Richard Phillips Attorney signs will be resized to match the size of the Salon V sign. This will allow the three signs to be stacked vertically and fit within the 7.5' from the ground requirement. The order of the signs from top to bottom will be Salon V, Griffin Art Studio, Richard Phillips Attorney. The signs will be a vinyl covering over an ACM panel.

Motion: Nita Van Til made a motion, seconded by Rebecca Moss, to approve the Salon V sign as presented. Motion carried unanimously.

b) 109 E. Main St. – Owner: Michelle Hamilton

Presenter: Austin Brown

Discussion: Requested approval on the Gallery Petit sign design and placement. There is an existing protruding sign on the building that will have new vinyl placed with the Gallery Petit logo. Mr. Brown also presented a mock-up of the overdoor sign for Gallery Petit. The overdoor sign will have a transparent background with the same logo as the protruding sign.

Motion: Rebecca Moss made a motion, seconded by Michael Kieta, to approve the round Gallery Petit sign as presented.

Discussion: The background color for the round sign and adding the overdoor sign to the motion were discussed. There was also discussion that a different font color on the overdoor sign may need to be considered to make the business name visible (Gallery Petit) with a transparent background.

Revised Motion: Rebecca Moss revised the previous motion to approve the round sign as presented and approval for the overdoor transparent sign with the ability to adjust font color as needed for visibility. Michael Kieta seconded the motion. Motion carried unanimously.

c) 109 E. Main St. – Owner/Presenter: Michelle Hamilton

Discussion: Requested approval to place a wooden chalkboard sandwich board. The border of the sandwich board will be yellow.

Motion: Michael Kieta made a motion, seconded by Nita Van Til, to approve the sandwich board as presented. Motion carried unanimously.

d) 107 Fox St. – Owner: Sherry Dean

Presenter: Frank Collins

Discussion: The five “No Parking Signs” that were attached to the shutters have been removed. The owner asked for guidance from HZC for solutions to the parking problem. She is open to having parking stripes painted and no parking messages in the parking spaces, posting signs, and putting barriers in parking spots such as orange cones or other barriers. Commission suggested looking at stripping spaces (dark green) and possibly adding “Reserved” along with the unit number on the pavement. The owner was encouraged to seek guidance from the Police Chief, Matt Rice and/or Attorney Jim Wheeler before proceeding.

Item IV: Unfilled HZC Positions

Discussion: The duties of the Secretary of the Historic Zoning Commission are to ensure that the Certificate of Appropriateness forms are completed and signed at each meeting.

Motion: Frank Collins nominated Rebecca Moss to serve as Secretary, seconded by Nita Van Til. Motion carried unanimously.

Item V: Old Business

1. Training Plan

Discussion: The next training session is Thursday, April 24. The training sessions will be held at the Visitor’s Center and will start promptly at 6pm. The training session is scheduled for 1 ½ hours. An abbreviated regular HZC meeting will follow the training session.

2. Commissioner Comments

Discussion: Commissioners would like to get the wooden “Welcome to Historic Jonesborough signs back. Some of the signs were removed while work was being completed.

Item VI: Approval of Minutes: March 13, 2025

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the March 13, 2025 minutes as presented. The motion passed unanimously.

Adjourn

Motion: Herman Jenkins made a motion to adjourn the meeting, seconded by Nita Van Til. The motion passed unanimously.