

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

April 23, 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

Vice Chairman Nita VanTil

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:

111 E Main St – Owner: Steve Bacon

The Architect will present the final drawings for the rear of the building.

103 Sevier Avenue – Owner: Zac Jenkins / Presenter: Nita VanTil

Modifications to some windows and a door.

1. Adjust height of windows on rear of house to meet code for kitchen counters.
2. Replace vinyl window with wood window to match others.
3. Close in porch for mudroom / laundry room with windows to match others on house.

200 S Cherokee St. – Owner: Aaron & Hannah Houtari

Request for new picket fence in front to provide safe area for children to play. Will be pressure treated pine French Gothic pickets from Lowe's (approx. 3 ½ feet tall) to be painted same color as house once wood is dry (within 6 months).

Town of Jonesborough – Presenter: Chris Kudera

Maintenance on bridge that connects Fox Street to Mill Spring Rd, by the Storytelling Resource Place. Request to change to a more natural stain color, combination of Special Walnut and Honey, like recently used on the Stage Road Park bathrooms. This will look more natural when the stain starts to fade, as well.

125 W Main St. – Stage Door Sign – Craig Ford²

Discussion and feedback or approval of sign request.

Item III: Old Business

137 E Main St. – First Class Floral Design

Marcy Hawley to visit to inquire about condition of window sills and other items.

Item IV: Expedited

400 W Main St. – Owner: Bill & Virginia Kennedy

Routine maintenance and repairs on home and outbuildings. Same materials, same colors.

201 W Woodrow Ave. – Owner: David Phillips

Request to repaint siding, shutters, and trim in same colors (blue, red and white respectively)

306 W College St. – Owner: Steve & Nita VanTil

Routine maintenance and repairs on home and outbuildings. Same materials, same colors.

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 and present the findings to the full HZC for further review in the next meeting.

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 is taking longer than expected. Paint and wood siding is in very bad condition.

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.

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. Owner plans to be in Jonesborough in May and is lining up contractors to address significant issues.

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

Mr. Guthrie is currently receiving quotes to address the bare wood and peeling paint.

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 by April or May 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. 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 window sills after the brick work is complete. Also 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. 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.

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) 211 W Main St. – Will present plan to repaint & repair steeple.

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

Discussions will continue during the May 28 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

Next meeting is Thursday, May 14.

Item X: Approval of Minutes

Approval of the HZC meeting minutes for April 9, 2026.

Municipal Code

The Historic Zoning Commission (HZC) is tasked with maintaining the authentic historic appearance of Jonesborough's Historic District. The balance between the advertising needs of businesses and the maintenance of the historic character of Jonesborough is important. Consumers are drawn to Historic Jonesborough by our authentic historic atmosphere. Informally, a few business owners were asked why they located to Jonesborough and they indicated it was due to the authentic historic appearance of the town and the customers that the historic appearance brings.

Jonesborough currently does not have any vacant storefronts. A lot of this is contributed to the

Lighting: In 2025, the HZC was alerted that at least one light display was excessively bright and distracting to the performers at Music on the Square. The HZC agreed to review the Advertising Standards and Guidelines (adopted 2004) and Town's Municipal Code (adopted 1991) and found there were several items pertaining to lighting townwide as well as the H-1 / H-2 overlay zones.

On August 1, 2025, the HZC sent a letter to all business owners in the Historic District to ask them to attend and provide input about storefront lighting at our August 14, 2025 meeting. The primary item discussed was the following item from the Municipal Code:

11-1207. Prohibited signs. The following signs are prohibited from being erected or maintained in any zoning district and in any area of the Town of Jonesborough:

(1) Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof

(7) Any animated sign that by movement or by other method or manner of illumination, flashes on or off, winks, strobes, blinks with varying light or color intensity.

Six business owners attended the three hour HZC meeting. The HZC informally received input from other business owners via personal interactions during 2025. After receiving input, the HZC agreed to send a recommendation to the Mayor and Board of Alderman (MBA) to allow an exception to the Municipal Code for businesses in the Historic District so that they could display "string lighting" during two holiday periods (Friday before Thanksgiving to January 31, and a week before and after Independence Day). This did not include making an exception for flashing lighting. The MBA unanimously agreed to allow the HZC & business owner proposed exception to the Municipal Code.

Signs: Recently several large vinyl banners measuring 18 square feet appeared in the Historic District. In addition, one property displayed 10 temporary signs, three of which were each 18 square feet. The Municipal Code allows for a single temporary non-profit

sign that is no more than 6 square feet and is displayed for no more than 30 days. More information can be found in Section 11-1207 of the Municipal Code.

The HZC recognizes that large vinyl banners and inexpensive plastic temporary signs impact the authentic historic appearance of Jonesborough.

Since enforcement of the town's Municipal Code should not fall on the volunteers serving the HZC, the Chairman met with the Town Administrator to ask about enforcement. The Town Administrator agreed that the HZC should not be the primary option for enforcement and agreed to put in place a town employee who would address violations with business/property owners in a friendly manner.

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, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Michael Kieta, Matt Kehn, Brian Ponder

Members Absent:

Others Present: Bill Kennedy

Call to Order

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

Item I: Public Comments

No comments made.

Item II: New Business:

HZC Database – Amy Collins

Amy Collins presented the HZC Database program reviewing the different capabilities of the program with Commissioners. Commissioners expressed their appreciation to Amy Collins for all of her efforts and hard work on the Database program.

Item III: Old Business

111 East Main Street – Owner: Steven Bacon

There was no discussion. The Architect will present the final drawings for the rear of the building at the May 14, 2025 HZC meeting.

137 East Main Street – First Class Floral Design

No discussion, will be presented at the next regular meeting.

312 W Main St. – Owner: Academy Hill

Chairman Collins said the sheetrock has been removed and installation of the new covering on the parking shelter ceilings was completed today.

Item IV: Expedited

120 Boone Street – The Blooming Lilly (new hair boutique), Owner: Wendy Lilly

Request for new sign that will hang from the existing black metal pole, utilizing the existing black pole and bracket. The previous “Wanderlust” sign will have a new wrap for “The Blooming Lilly” sign. Expedited approval was granted by Chairman Frank Collins, and HZC member Brian Ponder.

213 West Woodrow Ave – Owner, Jody Beckett

Request to make repairs the foundation and raise up with all new block and concrete, and take off the current siding in order to make repairs to the wood framing and saving it to replace back. Expedited approval was granted by Chairman Frank Collins and HZC member Matt Kehn.

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 and will be presented at the next regular meeting of the Historic Zoning Commission.

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.

- **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; and 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. Chairman Collins said owner has contacted several contractors for estimates and will be in Jonesborough in early May.

- **512 W. Main St. – Owner: Marie Cooper Nelson / Contact: Steve Guthrie**
Owner and son will address the bare wood and peeling paint in the near future.

- **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, the overgrown vegetation, and the failing gutter and will provide an update by April 2026.

- **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.

- **129 E. Main St. – Owner: Jeff Gurley / Contractor: Jim Cantrell, Brick Mason**
Owner stated that he will have the brick work completed by 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 window sills after the brick work is complete. Owner stated he is applying for the Town's façade grant. Bill Kennedy said that the owner and brick mason should present specifications in regard the point work, brick, mortar.

- **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.

- **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. Ms. Hannon 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 VIII: Additions to the H-1 and H-2 Overlay Zones

Commissioners discussed the next area for potential consideration for expanding the H-1 and H-2 Overlay Zones from 256 to 277 East Main Street as well as the McKinney Center. Chairman Collins presented photos and year built of the proposed properties. Commissioners discussed the proposed properties as presented and the consensus was to expand to N. Lincoln Ave and S. Lincoln Ave. Bill Kennedy suggested that the Commission keep the expansion limited for now and possibly consider a H-3 Overlay Zone in the future.

Item IX: 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 Collins said there was no update due to the Town currently planning to put in place an enforcement officer to address municipal code violations.

Item X: Commissioner Comments

The next scheduled HZC meeting is April 23, 2026. Chairman Collins said he will not be able to attend and Vice-Chairman Nita Van Till will preside. Herman Jenkins noted that he will not be in attendance at the April 23rd meeting. Chairman Collins asked Commissioners if they had comments. Michael Keita asked if there was any kind of requirement by the town that realtors would have to inform people that property is inside the historic district. It was noted that if it was not true a realtor could possibly get in trouble with the realty board. Discussion took place about how to inform people that their property is in the historic district. Chairman Collins said that a mailout with a flyer was sent out to property owners to let them know that their property is located in the historic district

Item XI: Approval of Minutes

Approval of March 26, 2026, minutes

Motion: Brian Ponder made a motion to approve the minutes of March 26, 2026 as presented, seconded by Herman Jenkins. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.