

Historic Zoning Commission
6:00 P.M. Thursday, April 24, 2025
Meeting Room in Jonesborough's Visitor Center

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 I. Training Session

Dr. Kennedy will conduct the fourth and final 2025 training session for the Historic Zoning Commission. The topic is "Demolition by Neglect" and Property Designation. The training will last about 1 hour.

Item II. New Business:

1. **Enclosure on First Avenue:** - Owner: Town of Jonesborough / Presenter: Craig Ford

The enclosure requested would be approximately 18 feet wide, 16 feet deep, and 8 feet tall. It would be constructed of red brick that closely matches the brick used for the sidewalks. Built into the brick design would be decorative brick columns at the ends and mid-points on the three sides. The front consists of two brick columns along with a solid large black powder-coated metal-galvanized gate. The brick walls and gate would

conceal the view of contents within the enclosure.

“Primary consideration is given to c) The general compatibility of exterior design, arrangement, texture, and materials, proposed to be used.” The guidelines for new construction are on page 28 of the Building Standards and Guidelines for the H-1 Overlay Zone. These guidelines concern exterior construction. The HZC does not evaluate interior construction or the intended use of proposed buildings or structures.

The HZC mailed a letter to the six adjoining property owners. The presentation will include a short period where property owners can ask questions and receive answers from town staff.

2. **122 E Main Street** - Owner/Presenter: Brian Ponder

Requests to create a doorway from the existing window on the East side of the building. Also requests to add a metal staircase with a platform that will reach the new door. Metal will be black to match the fence. Stair treads would be composite material. Stairway would start beyond the existing door on the East side of the building and would overlap the garage roof by a small degree.

3. **100 N Cherokee Street** - Owner/Presenter: Don Bacon

Requests to change the paint color of his building to hunter green. At the last meeting, commissioners asked about the color of the trim which is now a lighter shade of green and asked for a paint chip sample. Also asked which surfaces would be painted the new color.

Item III: Expedited

none

Item IV: Old Business:

Discussion about sandwich boards, including previous actions, potential proposals, and property visits will be continued at the next regular meeting

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 Town Hall – Board Room

123 Boone Street, Jonesborough, TN

April 10, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Herman Jenkins, Chad Hylton, Rebecca Moss, Nita VanTil, Matt Kehn

Members Absent: Marcy Hawley, Michael Kieta, Colton Brasure

Call to Order

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

Additions to the Agenda

Frank Collins moved to table the First Avenue – Behind the Eureka Hotel discussion to the April 24, 2025, meeting to allow proper notice to be sent to adjoining property owners; adding 105 Fox St bench discussion; and 100 N. Cherokee exterior paint request to the agenda. Nita Van Til seconded the motion. Motion passed.

Public Comments

There were no public comments.

Item 1: - New Business

1. First Avenue – Behind the Eureka Hotel – Presenter: Craig Ford

Frank Collins stated that this discussion will be moved to the April 24, 2025 meeting to allow proper notice to be sent to adjoining property owners.

2. 105 Fox St – Business Owner/Presenter: Noah Davis

Discussion: Requested approval to put a wood bench (church pew) in front of his business to allow for outside seating. In addition, a request was made to allow moving two indoor tables and two chairs per table on nice days. On the days the tables were outside the pew would be moved indoors. The tables are small round, marble topped.

Motion: Nita VanTil made a motion, seconded by Chad Hylton, to approve one wooden bench (pew) or two small tables with four chairs outside the business as presented. Motion passed.

3. 100 N. Cherokee – Owner: Don Bacon

Discussion: Requested approval to paint the exterior of his home green. The home is currently cream colored. Mr. Bacon was unable to attend, and no color samples were provided prior to the meeting.

Motion: Nita Van Til made a motion, seconded by Rebecca Moss, table the discussion until a paint sample is available. Motion passed.

Item II: Expedited

1. 105 Fox St – Business Owner: Noah Davis

Discussion: Business owner requested approval to paint the business name, Neuma Coffee, on glass door. The request met the criteria for expedited approval. Approval granted by Chair Frank Collins and Vice Chair Nita Van Til.

Item III: Sandwich Board Discussion

Discussion: Chair Frank Collins shared photos of existing sandwich boards in Jonesborough. A variety of sandwich boards are currently being used, some have a historic look and feel (wood/chalkboard) while others are plastic, and in late 2024, HZC agreed that the standards and guidelines for portable signs needed to be updated. Herman Jenkins stated that while Zac Jenkins was on the HZC there was discussion of allowing business owners two years to replace the non-complying boards. Frank Collins will contact Zac to find out if notice was given to business owners.

It was agreed that the business owners with plastic/dry eraser boards that don't fall in the guidelines and were not approved by the HZC be contacted. Matt Kehn will contact the Ice Cream store and Frank Collins will contact the Eureka Inn.

Nita Van Til will draft revisions to the guidelines and share with the commission for review.

Item IV: 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: Concerns about not having adequate time to review all agenda items shared. There are times when an item is added to the agenda at the meeting, not allowing the commissioners enough time to review the request.

The meeting agenda is now posted on the front page of the Jonesborough town website. Brandi Miller will request that the agenda also be placed on the "agenda" section of the HZC so it can be found more easily.

3. Demolition by Neglect Update - 208 W Woodrow Ave – "Historic Church"

Contact has been made. It was reported that they do have a plan for the building. We will continue to receive updates.

4. Approval of Minutes - March 27, 2025 Minutes

Motion: *Nita VanTil made a motion, seconded by Rebecca Moss, to approve the March 27, 2025 minutes as presented. The motion passed unanimously.*

Chair Frank Collins adjourned the meeting.