

**Historic Zoning Commission
6:00 P.M. Thursday, May 22, 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 (railroad) – Owner: Town of Jonesborough / Presenter: Mayor Chuck Vest

The town is willing to make adjustments and additions to the enclosure to make it acceptable to the parties who will have a view of the enclosure and have expressed concerns. These will be discussed at the meeting. 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.

121 W Main St. – Manager/Presenter: Amber Crumley

Request to display the current Sandwich Board for the Jackson Theatre. The Sandwich Board has a black metal frame with an attractive sign covering. The covering is the same type found on many of our hanging signs in town. The sandwich board measures 40 inches by 24 inches and is only used when the theatre is open. It meets the current guidelines and the proposed new guidelines.

123 E Main St. – Owner/Presenter: Herman Jenkins

Request to display the current Sandwich Board for the Duke & Fox store. The Sandwich Board has a chrome metal frame with an attractive sign covering. The sandwich board measures 41 inches tall by 24 inches wide.

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

The gutters on the rear of the building are leaking and have lost most of their long gutter nails due to rotted fascia board. Gutters were installed about 1980 and are not original to the 1926 building. Brothers Who Do Gutters stated that when the old gutters are removed, they will be further damaged and cannot be put back on. They recommend replacing the rear gutters with the same size and material and adding a gutter guard. The guard would not be visible from the ground.

Item II: Expedited

None

Item III: Sandwich Board Discussion

Proposed changes to the Advertising Standards and Guidelines, Portable Signs, Item 6A are below. Strikethrough eliminates old wording. Bold/Red is the new wording. For item 6A 1, the standard size of wooden chalkboard signs are 40 inches tall and 23 inches wide. All wooden chalkboard signs currently displayed in Jonesborough are no more than 40 inches tall and 23 inches wide. Some of the white backed signs are larger, but these are being phased out. The larger signs appear to take up too much space on the sidewalk. An example is the white backed Jonesborough Antiques sign, which is 44" x 25". Proposed change to 6A, 1, reduces the maximum as a sign at the current maximum of 48" x 28" would dominate the view scape.

6. PORTABLE SIGNS AND EXTERIOR FURNISHINGS

Item 6A

Guidelines and Requirements

~~Standards 1-8 and Guideline Sections 2, 3, and 4 are applicable to portable signs.~~

6A — Construction

1. ~~Portable signs shall be 28" — 48" tall by 18" — 28" wide.~~
Portable signs shall be no more than 42 inches tall and 24 inches wide.
2. A-frame or sandwich board signs hinged at the apex to be folded into a sandwich position when transported or stored, must be securely locked into position or have a chain so the sign is not unstable when it is displayed. Other portable signs must be mounted on stable stands.
3. ~~No portable signs~~ **Portable Signs shall not** contain foil, mirrors, bare metal, or other reflective materials that could create hazardous conditions ~~to~~ **for** motorists, bicyclists, or pedestrians.
4. **Portable Signs shall not have** ~~No~~ attention getting attachments such as spinning or moving parts or balloons, streamers, or pennants ~~will be approved for portable signs.~~
5. Exterior furnishings **and portable signs** must be compatible with the style, historic period, and color scheme of the building, as well as the business. They must also be compatible with the public streetscape and complementary to the visible furnishings provided by the Town.
6. Exterior furnishings **and portable signs** must be constructed of durable metal and/or wood and must be in good condition, stable, and safe for public use and enjoyment.
7. Exterior furnishings **and portable signs** made of plastic are prohibited.

8. Portable shall not incorporate modern white backings such as dry ink white boards and white chalkboards. [Owners who were previously approved to display this type of sign will be allowed to continue to display the sign until July of 2026].

On August 8, 2024, the HZC approved the following update to the “Advertising Standards & Guidelines Overlay Zones H-1 and H-2”: “No sign in the historic district shall have a “white board/ white chalkboard” backing of any kind”.

Item IV: Lighting Discussion

Discussion of HZC member concerns about lighting in the business district that may possibly violate the current Advertising Standards and Guidelines or the Municipal Code. If any properties are in violation, HZC to determine a plan to address the violations (friendly visit, etc.). HZC will also discuss possible gray areas (if any) regarding lighting in the Advertising Standards and Guidelines or the Municipal Code.

Item V: Property Designation Committee

The previous Property Designation Committee (PDC) consisted of HZC members Frank Collins, Rebecca Moss, Nita Van Til, Chris Basar, and community members Fred Counts and Ruth Verhegge. With Chris Basar resigning from the HZC and Frank Collins becoming Chairman, we need to reform the committee. Frank Collins is willing to continue to help the committee, but as Chairman will not officially be on the committee. We need two volunteers from the HZC to be nominated to fill the vacancies. From the recent training sessions, we had a few regular attendees if we want to consider other community members for the two community member spots.

The committee’s role is to review the new PDC criteria and classify all properties as either Contributing or Non-Contributing. The PDC also serves a dual role to identify houses, outbuildings, and defining features that are considered to be undergoing Demolition by Neglect (DBN) and need to be addressed by the HZC.

Item VII: Demolition by Neglect Update

a) 208 W Woodrow Ave – “Historic Church”

Chairman spoke with Dr. Evalina Huggins. She is responsible for AMEZ properties all over the southeast U.S. She said she wants to apply for National Trust grants, but the property does not have a 501(c)(3). She also had not seen the property. Chairman emailed her photos of the property and a link to the Jonesborough’s Façade and Architectural Improvement grant. Chairman will follow-up to determine if there is a definite plan and timetable to protect the property.

Item VI: Future Items

The following information is provided to help keep track of future items. Discussion of specific properties will not take place since the owner will not be present.

- a) Sabine Dr. – Owner is clearing small brush from lot. Will soon present building plan.
- b) 128 Boone St. – Met with owner to discuss roof, chimneys, and paint.
- c) 201 Oak Grove Ave. – Discussed with owner sun hitting side window.
- d) 239 E Main St. – Dr. Kennedy met with owner to discuss foundation repair.
- e) 100 N Cherokee St. – Owner to paint building at a later date and will make request with paint chip sample and details.

Item VI: Commissioner Comments

Item VIII: Approval of Minutes

For April 24 minutes. May 8 minutes are not yet available.



HISTORIC ZONING COMMISSION

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

April 24, 2025 – 6:00 PM

Minutes

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

Members Absent: Chad Hylton

Call to Order

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

Public Comments

There were no public comments.

Item I: - Training Session

The third HZC training session presented by Dr Bill Kennedy was held. The session covered Demolition by Neglect and Property Designation.

Item II: - New Business

a) Enclosure on First Ave. – Owner: Town Property

Presenter: Craig Ford

Discussion: 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 and will serve the Jackson Theatre, Stage Door and JRT. According to Town Ordinance 8-218 subsection (2) the ordinance states, "Screening of collection containers must also be approved by the Historic Zoning Commission if the container is within the historic district." 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 and will accommodate two 8-yard dumpsters. In preparation for Mr. Ford's presentation, HZC mailed a letter to the six adjoining property owners.

Commissioners shared concerns about the location of the structure negatively impacting the Historic District and neighborhood, smell, public dropping trash outside of the structure and increased varmints. Item 14.7 from the Historic Zoning Standards and Guidelines for H-1 Overlay states that *the Commission shall consider the effect of the proposed location of such a structure. The Commission reserves the right to deny approval if, in the judgment of a majority of Commissioners hearing the proposal, the proposed location would make the proposed structure appear to dominate the primary structure or negatively impact the overall historic or physical character of the property.*

Chair Frank Collins reminded the Commissioners that, according to the Guidelines for New Construction (page 28 of the Building Standards and Guidelines for the H-1 Overlay Zone) the HZC does not evaluate interior construction or the intended use of proposed buildings or structures. The HZC does not evaluate the location. *Primary consideration is given to c) The general compatibility of exterior design arrangement, texture, and materials, proposed to be used".* These guidelines concern exterior construction.

Motion: Herman Jenkins made a motion, seconded by Colton Brasure, to deny the request as presented because of the negative impact it would have on the historic district and neighborhood.

Discussion: The Commissioners would like to see a mock-up of the site to better understand the impact it would have on the proposed location and the impact it would have on the accessibility of the area. The Commissioners would like additional locations to be reviewed.

Motion carried unanimously.

b) 122 E. Main St. – Owner/Presenter: Brian Ponder

Discussion: Requested approval on creating a doorway from the existing window on the East side of the building and adding a metal staircase with a platform that will reach the new door. The metal will be black to match the fence and stair treads will be a composite material. The stairway will start beyond the existing door on the East side of the building with a 4-foot landing over the garage and a 10-foot ramp on the with rail (matching the fence) on the garage. Drawings were shared at the meeting.

Motion: Matt Kehn made a motion, seconded by Colton Brasure, to approve making the existing window a doorway and the metal staircase as presented. Motion carried unanimously.

c) 100 N. Cherokee St. – Owner/Presenter: Don Bacon

Mr. Bacon was unable to attend the meeting, so the topic was not discussed.

Item III: Demolition by Neglect Update:

- a) 208 W Woodrow Ave – “Historic Church”** – Frank Collins has been working through Gordon Edwards to contact the responsible parties.

Item IV: Approval of Minutes: April 10, 2025

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the April 10, 2025 minutes as presented. The motion passed unanimously.

Adjourn – Chair, Frank Collins, adjourned the meeting.