

Historic Zoning Commission
6:00 P.M. Thursday, May 8, 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:

403 W Main St. – Owner: Tom and Joyce Pardue / Presenter: Frank Collins

Request to replace the handrail in the rear side yard for safety reasons. Previous handrail consisted of two metal posts and one 2x4 board painted white. The rail and a post have fallen. Replace with a new wood rail with three wooden posts and two horizontal cross rails. To be painted a dark color similar to “Griffin” SW7026 so it will not stand out.

Item II: Expedited

None

Item III: Sandwich Board Discussion

Frank Collins searched the HZC minutes for the past four years and found an approval for the white dry ink sandwich boards in front of the Gabriel's Christmas (8/6/2021), Tennessee Tails (3/12/2020) but not for the Antique shop. Checking with board members to see if they remember any previous discussion with the Antique Shop.

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"*. Once we finalize any other changes we will need to be sure the above is included.

Also agreed to on August 8, 2024, sandwich boards that are the white board type that were previously approved would be grandfathered in with a sunset period of two years, and any replacements will not be permitted to be the same. Since one sandwich board in question may not have been approved, the HZC will need to decide how to proceed. For the other two we need to make sure they were notified in August 2024 or whether they now need to be notified very soon about the sunset period. We should also encourage the three businesses to update their signs sooner if possible.

See photo of new sign board that I have not found a record of being approved. Need HZC opinion.

"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: Friendly Visits:

- a) Matt Kehn spoke with Dan Eldridge about the plastic sandwich board in front of the Grace Meadows Farm Creamery. It has been removed.
- b) Frank Collins spoke with Carol Johnston about the plastic sandwich board in front of the Eureka Inn. It has been removed.
- c) Minutes from 9/12 indicate Chad Hylton was to speak with owner of Kaylee's about the two plastic chairs. Frank Collins emailed Kaylee's about the plastic chairs but has not heard back. Need update, owner information, and a plan.

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 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) 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) 100 N Cherokee St. – Owner to paint building at a later date and will make request with paint chip sample and details.
- e) At the second meeting in May, we 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”**
Chairman emailed the contact person.

Item VIII: Approval of Minutes



SW 7026
Griffin



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.