

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

June 11, 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

Chairman Frank Collins

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:

500 W Main St – Owner/Presenter: Mark & Brenda McIntosh

Request to replace the asphalt shingles on both buildings with Pinnacle Pristine "Black Shadow" shingles. Asphalt shingles were common during the 1920s and 1950s. The black color was used somewhat in the 1920s and very common in the 1950s.

Replace screen door on rear of Main building with a white fiberglass exterior basement door from Lowes. Door is not visible from the street.

Request to paint awnings on the garage building (1950s) Chocolate Brown. Brown was a common color for awnings in the 1950s.

Request to enclose carport area on left side of the two-story garage/apartment. This open area does not appear to be character defining for the 1950s structure and is away from Oak Grove Avenue and set back from W Main St.. The enclosure would need to blend instead of appearing as a distinctly modern enclosure. The eyes of the viewer on the street should be drawn to the 1920s Craftsman style house and 1950s garage/apartment.

Request to replace white gutters with black gutters. Owner may adjust request.

Original 1920s Craftsman houses generally did not feature black gutters. Instead, early American Craftsman-style homes commonly utilized galvanized steel, zinc, or copper gutters. When gutters were painted, they most frequently matched the trim. While some homeowners today opt for modern black gutters to achieve bold contrast on a Craftsman bungalow, it is not a historically traditional choice.

Original gutters during the 1950s were typically galvanized steel or occasionally unpainted aluminum. If they were painted, it was almost always to match the specific

color of the trim or fascia to help the gutter blend in rather than stand out. Historical norms and features regarding 1950s gutter systems: Gutter Style: The 1950s marked the rise of "K-style" gutters. Prior to this era, homes frequently featured integrated or wooden "yankee" gutters. The "Black" Trend: Black gutters are a much more modern design choice, typically associated with the contemporary "modern farmhouse" aesthetic.

201 W Woodrow Ave. – Owner/Presenter: David Phillips

Request to repair and make changes to the Addition on the left side of the house. Addition consists of eleven windows, back (3), side (5), and front (3). Owner would like to remove the five windows on the driveway side and make it a wall with siding that would be the same material and same color as the main house. The windows in the front and the rear of the Addition would remain the same.

103 Sevier Ave. – Owner/Presenter: Zac Jenkins

Request to swap door location from the back of house with a window location on the side (rear corner) of the house. The height and structural support of the door on the back of the structure does not meet code. The space for the door would require a significant alteration of the roofline to increase the height and add a header to meet code. The alternative is to swap this door location with a window location on the side (rear corner) of the structure. Door is Craftsman style 36” wide, 80” tall.

Request to add a stair landing deck with stairs at this new door location. The deck would be 6 foot by 6 foot and made of pressure treated lumber that would match the deck in the front of the house.

Item III: Old Business

None

Item IV: Expedited

None

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. Spreadsheet was sent to HZC members to review. If an HZC member has any questions/concerns about the Contributing vs. Non-Contributing status of any of the properties listed, we will discuss at the meeting. After the spreadsheet is finalized, a letter will be sent to any property owner the status of their property changed (typically from non-contributing to contributing).

Item VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

Town will send a letter to remind seven properties about certain provisions in the Jonesborough Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines regarding temporary signs (size, number, duration).

Jonesborough Municipal Code, Chapter 12, Business and Advertising Signs

11-1206 (3) (c) Non-profit temporary signs. Temporary signs not exceeding **six (6) square feet** in area announcing a campaign, drive or event of a civic, philanthropic, education or religious organization *[are allowed]*; provided, that the sponsoring organization shall ensure proper and prompt removal of such sign. Such sign may be maintained **for a period not to exceed one (1) month**, and must be removed within seven (7) days of the end of a campaign or when the event

has taken place. *[Some of the vinyl banners currently displayed are 18 to 32 square feet. Some have been displayed for well over 90 days.]*

11-1206 (3) (f) (v) Temporary signs must be set back a minimum of ten feet (10') from the public right-of-way.

11-1206 (3) (f) (vi) Temporary or portable signs must be located on the same premises or lot in which the business activity is taking place.

11-1206 (3) (d) (v) One (1) sign is allowed per lot road frontage, however, property in excess of three (3) acres may include up to two (2) additional signs; provided such signs are spaced at five hundred foot (500') intervals. *[One property until recently was displaying 10 signs at one time].*

Advertising Standards and Guidelines for H-1 and H-2 Overlay Zones

Statement from the Historic Zoning Commission (HZC):

As long as businesses, non-profits, and other entities comply with the guidelines set forth in the municipal code explained above (six square feet, displayed no more than 30 days, and one sign per lot), the HZC is not involved with approving “temporary signs”.

However, the HZC would like to note that the Standards and Guidelines require the HZC to approve all signs that are visible to the public right-of-way which are displayed for more than 60 days. The HZC also considers a temporary sign that is replaced with another temporary sign within a short period of time to not be temporary. As a general rule of thumb, if a business or non-profit displays a temporary sign more than three or four times a year, this would not be considered a temporary sign situation and the HZC would need to approve the display.

In addition, the Chairman contacted two properties. Matthew, the property manager of the AirBnb at 204 W Woodrow agreed to remove the sign made of corrugated plastic in the front yard. He may consider requesting a replacement that meets the guidelines in the future. Also reached out to Sherry Dean about the plastic sign that the property manager affixed to the apartment building on Fox Street.

Item VII: 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. Brush trees, diseased overgrown bushes, and numerous ivy vines were significantly impacting the siding. The vegetation overgrowth was addressed.

117 Spring St. – Owner: Allyson Wilkerson

Chairman reached out to owner to get an update on a construction plan and timetable.

209 W. Main St. – Owner: Gemma Velaquez

Chairman has been in contact with the owner each month. She continues to obtain quotes to make the exterior repairs shown on the Building Inspector’s report. Owner is not local and plans to visit Jonesborough in July.

204 W Main St. – Owners: Donald Dale & Elizabeth Foxx

Chairman reached out to owner to get an update about the bare wood and peeling paint as well as the failing gutter and hole in rear of building.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. The HZC will monitor progress during the year and ask for an update.

129 E Main St. – Owner: Jeff Gurley

Owner provided an update that he still has the brick work scheduled to start in May 2026. Black part of the front of the building was repainted. Bare wood on the window sills will be addressed after the brick work is complete. 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. 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.

Item VIII: Future Items

The following information is provided to help keep track of future items.

- a) 239 E. Main St. – Continued work on restoring historic house.
- b) 306 S Cherokee St. – Obtaining estimates to repair & repaint bare wood
- c) 512 W Main St. – Obtaining estimates to repaint bare wood.
- d) 128 W Main St – Storage building in rear of Presbyterian Church, Sign for black post at front of Church. (likely on June 25).
- e) 111 E Main St – Continued work on the rear of the building.

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

Discussions will continue during the June 25 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 X: Commissioner Comments

Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission tentatively plans to conduct the HZC’s four year review during our Thursday, June 25 meeting. THC offers resources to assist us and will be interested in chatting with us to see how they can help.
Next meeting is Thursday, June 25.

Item XI: Approval of Minutes

Approval of the HZC meeting minutes for May 28, 2026.

Historic Zoning Commission

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN

May 28, 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 – Chairman, Nita Van Til, Rebecca Moss, Marcy Hawley, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Chad Hylton, Matt Kehn

Others Present: Bill Kennedy

Call to Order

Chairman Frank Collins called the meeting to order at 6:00 PM

Item I: Public Comments

No comments made.

Item II: New Business:

1. 412 West Main Street – Owner: Heather & Bobby Staples Presented by: Heather Staples

Request to replace metal shingled roof with Berridge Victorian metal shingles with pre-weathered galvalume color. The roof replacement will be done in three phases as follows: phase 1 – top section, phase 2 – side addition matching the top section , and phase 3 - patio roof with standing seam.

The Phase 2 and Phase 3 roof replacement, the replication of the porch on the side and front exactly as shown in the postcard photo from turn of the century using all wood, in the rear, replicate exactly with windows inside the arches, and rebuilding the Juliet railings above the bay windows will be presented for approval at future meeting(s).

Motion: Brian Ponder made the motion, seconded by Nita Van Til, to approve the replacement of the top section roof with Berridge Victorian metal shingles with the pre-weathered galvalume color, as presented. The motion was passed unanimously.

Item III: Old Business: None

Item IV: Expedited: None

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. Spreadsheet will be sent for the HZC members to review. If an HZC member has any questions/concerns, these will be discussed at the future meeting. A letter will be sent to any property owner regarding the status of their property changes (typically from non-contributing to contributing). Nita Van Til said eight properties were missed and brought back to the June 11, 2026 meeting.

ITEM VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

See Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines. During the week of May 25, the town will send a letter to four properties. Chairman has asked that the HZC review the letters before they are sent. The properties are:

- 100 Oak Grove Ave – Two 18 foot vinyl banners displayed for 60+ days. (One temporary sign no more than 6 square feet may be displayed for no more than 30 days)
- 106 Fox St – One 18 foot vinyl banner displayed for 60+ days. (One temporary sign no more than 6 square feet may be displayed for no more than 30 days).
- 107 Fox St – Unapproved permanent cheaply made square sign affixed to balcony. (Business signs must be approved by HZC and meet certain criteria).
- 204 W Woodrow Ave – Unapproved permanent corrugated real estate type plastic sign advertising an AirBnb. (Business signs must be approved by HZC and meet certain criteria).

Item VII: 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. 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 will take much longer than expected. Paint and wood siding is in very bad condition. Brush trees, diseased overgrown bushes, and numerous ivy vines were significantly impacting the siding. The vegetation overgrowth was addressed.

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. HZC will need to follow-up.

209 W. Main St. – Owner: Gemma Velaquez & Murray Cruickshank

Owner previously agreed to make the exterior repairs shown on the Building Inspector’s report. Owner is not local and is currently obtaining quotes from various tradesmen. Chairman sent communication to owner that the HZC members would like to meet her if her May trip to Jonesborough is still scheduled. Chairman Collins said due to health issues Gemma Velaquez will be coming to Jonesborough in July.

204 W Main St. – Owners: Donald Dale & Elizabeth Foxx

Owner agreed to repaint and bare wood and peeling areas. Failing gutter and hole in rear of building also to be addressed. In late 2025, he stated he would provide and update by May 2026. HZC will need to follow-up since an update was not received.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. The HZC will monitor progress during the year and ask for an update.

129 E Main St. – Owner: Jeff Gurley

Owner provided an update that he still has the brick work scheduled to start in May 2026. Black part of the front of the building was repainted. Bare wood on the window sills will be addressed after the brick work is complete. 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. 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.

Item VIII: 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.
- b) 239 E Main St. – Continued work on restoring historic house.
- c) 306 S Cherokee St – Obtaining estimates to repair & repaint bare wood
- d) 512 W Main St – Obtaining estimates to repaint bare wood

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

Discussions will continue during the May 28th 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. This will be presented at the June 11, 2026 meeting.

Item X: Commissioner Comments

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Next meeting is Thursday, June 11, 2026.

Chairman Collins asked Commissioners if they had comments or questions. Brian Ponder said that there were shingles missing around the chimney area at Central Christian Church, and expressed concern about the roof leaking.

Item XII Approval of Minutes

Approval of the HZC meeting minutes for April 23, 2026 and May 14, 2026.

Motion: Rebecca Moss made the motion to approve the minutes of the April 23, 2026 and May 14, 2026 HZC meetings. Michael Kieta seconded the motion and it was passed unanimously.

There being no further business, Chairman Frank Collins adjourned the meeting.