

**Historic Zoning Commission**  
**6:00 P.M. Thursday, June 12, 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:**

**128 Boone St.** – Owner/Presenter: Paul Davidhizar

Request to replace roof with either 5-V metal or asphalt Shingle. Existing roof is asphalt shingle. House was built around 1930. The house is located in the H-2 district. Currently, the house is considered non-contributing, but would likely be considered contributing once the new criteria are applied.

Request to remove two chimneys on the rear of the property. Chimneys cannot be seen from the street. Per item 5.11 *“The Commission will not approve the removal of a chimney, no matter how badly deteriorated it may be. Chimneys must be repaired and preserved.”* Dr. Kennedy provided the following guidance - In recent history,

three chimneys have been approved for removal. The HZC considered whether the chimneys were “character defining”, could be seen from the street, or from nearby historic properties, and the location and age of the structure. He indicated that the HZC needs to update the wording in the Building Standards and Guidelines to reflect this standing interpretation of item 5.11. While most chimneys in the historic district must be preserved, there are some exceptions.

Request to repaint items: White pillars on front porch repaint the same color. Gray foundation and front steps repaint the same color. Gray porch floor repaint the same color. White shed outbuilding repaint the same color. Gray porch ceiling, repaint to a light blue color.

**605 W Main St.** – Owner: Bill & Marianne Anderson / Presenter: Frank Collins

Request to replace the rotten composite wood on two Dormer Windows located over the garage. Replace with white vinyl (D4 in White) siding. Remove guttering that was placed along the top of the dormer that contributed to the disintegration of the wood. House was built in 2000 and is considered non-contributing.

## **Item II: Old Business**

**312 W Main St. “Academy Hill” –**

After consulting with Dr. Kennedy, and two gutter repair companies, Academy Hill has decided to repair the old box gutters on the rear of the building. One section will be bent back into shape. The gutter nails tie into the end of roof rafters instead of fascia board. The gutters will be re-secured with long screws inserted into the roof rafters or a sister board. Fasteners will be added for additional support. One downspout will be straightened.

## **Item III: Expedited**

**605 W Main St.** – Owner: Bill & Marianne Anderson

Frank Collins and Michael Kieta granted expedited approval to replace roof with asphalt shingles with same style and similar color (Timberline HDZ Pewter Gray). Frank Collins and Michael Kieta also granted expedited approval to repaint a wood retaining wall, deck and rails and bridge to Behr Wood Chip solid brown stain. The items are in the rear of the property, not viewed from the street, and are currently brittle and faded.

**208 W Woodrow Ave “Historic Church” - Contact: Dr. Evalina Huggins AMEZ**

Frank Collins and Nita VanTil granted expedited approval to make small siding repairs with salvage wood from the Architectural Salvage Warehouse. They also granted approval to scrape, wash, and repaint the building the same color white as before.

**Item IV: 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. Where sandwich boards can be placed was discussed at the May 22 meeting. Proposed Item 5 under 6C location is below.

**6. PORTABLE SIGNS AND EXTERIOR FURNISHINGS**

**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”.*

#### 6C – Location

**5. Portable signs displayed in front of adjoining buildings must be uniformly placed in front of each buildings (same distance from the building and curb). The business owners can work together to determine the placement as long as the other conditions set forth in section 6C are met.**

### **Item V: 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 VI: Property Designation Committee**

HZC members are Nita Van Til, Rebecca Moss, Herman Jenkins, Marcy Hawley. HZC community members need to be nominated. Ruth Verhegge expressed a willingness to continue serving. Fred Counts was unable to continue due to other commitments. Discussion of community member possibilities.

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.

Update from the property designation committee.

#### **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 stated some men from Baltimore will be here from Thursday, July 17 to Sunday, July 20th to address the issues. Gordon Edwards will have some old wood available at the Salvage Warehouse for small wood repairs. The wood will be scraped, washed, and painted the same color. Bushes will be trimmed, and weeds/vines will be removed. She is interested in selling the building for public/historical purposes. Gordon Edwards (President, Heritage Alliance) is researching options.

b) Recommendation for additional properties to consider for the DBN process.

#### **Item VIII: 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) 213 Woodrow Ave – Met with owner considering replacing or repairing metal roof, repairing porch, repainting to historic colors, and adding a small picket fence in front.
- b) Sabine Dr. – Owner is clearing small brush from lot. Will soon present building plan.
- 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. [Need to assign an HZC member to reach out to obtain an update].
- e) 100 N Cherokee St. – Owner to paint building at a later date and will make request with paint chip sample and details.

#### **Item IX: HZC Database with Maps**

Amy Collins created an online database that HZC members can access. For each house in the H-1 & H-2 overlay zone, the database includes prior HZC actions dating back to 1970, maps, photos, and other information. She will briefly demonstrate the database. HZC members will have online access.

#### **Item X: Commissioner Comments**

#### **Item XI: Approval of Minutes**

Approval of May 22 minutes.





Rotted wood

These two dormer windows have wood rot and the roofing company will remove rotten wood and install white vinyl siding. At that time, they will remove some guttering that was placed along the top of the dormer, that may have contributed disintegration of the wood.

Vinyl siding will be this color and this style-very similar to what we have now.



# HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room  
123 Boone Street, Jonesborough, TN  
**May 22, 2025 – 6:00 PM**  
Minutes

**Members Present:** Frank Collins, Herman Jenkins, Chad Hylton, Matt Kehn, Marcy Hawley, Colton Brasure, Nita VanTil, Rebecca Moss

**Members Absent:** Michael Kieta

## **Call to Order**

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

## **Public Comments**

There were no public comments.

## **Item 1: - New Business**

### **1. First Ave Enclosure – Owner: Town of Jonesborough – Presenter: Mayor 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. The enclosure will be no larger than 18 feet wide, 16 feet deep, and 8 feet tall. It will be constructed of red brick that closely matches the brick used for the sidewalks. Mayor Vest attended the meeting and requested approval for the enclosure aesthetics only. The final location of the structure will be determined by the BMA. The dumpsters will be used by the Jackson complex with trash collection on Mondays, Wednesdays, and Fridays. Mayor Vest assured the commission that the structure would be done as attractive as possible and complimented with flattering landscaping. Mayor Vest stated the enclosure could not be turned 90 degrees but could be moved to the West a bit into the grassy area so it would not be directly aligned with First Avenue. Mayor Vest was also open to converting some of the existing asphalt at the end of First Avenue into an attractive walkway with landscaping. HZC discussed that there was no evidence of dumping or odors in the business area of Jonesborough where garbage bins and dumpsters currently exist. Food waste would not be common at this location. Also discussed, if non-authorized users were to dump items around the enclosure, Craig Ford previously indicated the town would be willing to install a camera and a sign that the location is being monitored by camera and violators would be prosecuted. Also, Craig Ford previously stated the enclosure would be locked and only designated users would be able to access the enclosure. Concerns were shared about the size, location, and visual appearance. Commissioner Jenkins shared concerns about the structure negatively impacting the historic district.

Mayor Vest urged commissioners to attend the BMA meeting if they have opinions/suggestions about the location of the structure.

***Motion: Nita VanTil made a motion, seconded by Rebecca Moss, to approve the enclosure design as presented.***

Discussion: Commissioner Kehn requested that the town mark out the location prior to the BMA meeting to gain a better understanding of how the structure will fit in the area.

Commissioner Jenkins stated that he feels the structure, in the location described, will be unattractive and there should be a better solution.



***Roll call vote: Colton Brasure, yes; Matt Kehn, yes; Marcy Hawley, yes; Chad Hylton, yes; Herman Jenkins, no; Rebecca Moss, yes; Nita VanTil, yes. Motion carried.***

**2. 121 W Main St. – Owner: Town of Jonesborough - Amber Crumley, Director**

Request to display 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"x24" and is only used when the theatre is open. The sandwich board meets the current guidelines and the proposed new guidelines.

***Motion: Herman Jenkins made a motion, seconded by Nita VanTil, to approve the Jackson Theatre sandwich board as presented. Motion passed unanimously.***

**3. 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"x24".

Herman Jenkins recused himself from the vote.

***Motion: Nita VanTil made a motion, seconded by Marcy Hawley, to approve the Duke & Fox sandwich board as presented. Motion passed unanimously.***

**4. 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. Brother 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. The fascia board will be replaced with the same color and down spouts will also be replaced.

Frank Collins recused himself from the vote.

***Motion: Nita VanTil made a motion, seconded by Rebecca Moss, to approve the gutter, fascia board and downspouts as presented. Motion passed unanimously.***

**Item II: Expedited**

No Items.

**Item III: Sandwich Board Discussion**

Tabled until the next meeting

**Item IV: Lighting Discussion:**

Commissioners were asked to bring concerns and ideas to discuss at the next meeting.

**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 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 have 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.

Nita VanTill will serve as the committee Chairman. Nita VanTill will reach out to Fred Counts and Ruth Verhegge to see if they are still interested in serving on the committee.

***Motion: Frank Collins made a motion, seconded by Rebecca Moss, to nominate Herman Jenkins and Marcy Hawley to serve on the Property Designation Committee. Motion passed unanimously.***

**Item VI: Demolition by Neglect Update:**

**1. 208 W Woodrow Ave – “Historic Church”**

Chair, Frank Collins, emailed Dr. Huggins (contact person). Dr. Huggins lives in Maryland and is responsible for properties in many states. She has not responded to Frank Collins' email. He will continue to look for other ways to contact Dr. Huggins.

**Item VII: Approval of Minutes: April 24, 2025 & May 8, 2025**

***Motion: Nita VanTil made a motion, seconded by Rebecca Moss, to approve the April 24, 2025 minutes and May 8, 2025 minutes as presented. Motion passed unanimously.***

**Chair Frank Collins adjourned the meeting.**