

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:

none

Item II: Old Business

208 W. Woodrow Dr. "Historic Church" –

AMEZ leadership has decided to sell the Church as-is for historic purposes. The Heritage Alliance and others have been notified about an asking price.

Item III: Expedited

703 W Main St. – Owner: Matt & Crystal Kehn

Frank Collins and Michael Kieta granted expedited approval to add new handrails on the left side of the porch that match exactly the design, size, height, materials, and colors as the handrails on the right side of the porch.

Item IV: Advertising Standards and Guidelines Discussion

Concerns have been expressed about flashing lights and string lights in the H-1 & H-2 Overlay Zones. We have also discussed clarifying our standards to address projected images. Residents have also expressed concerns about merchants leaving items for sale outside the business when the business is not open.

The following material applies to string lights and flashing lights.

Jonesborough Municipal Code (1991), Chapter 12, Business and Advertising Signs

11-1207. Prohibited signs. The following signs are prohibited from being erected or maintained in any zoning district and in any area of the Town of Jonesborough:

(1) Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof

(7) Any animated sign that by movement or by other method or manner of illumination, flashes on or off, winks, strobes, blinks with varying light or color intensity.

The HZC can interpret string lights and flashing lights that are directly behind a display window to be a sign. However, the language is not crystal clear in the Municipal Code and would benefit from further clarification.

In the Advertising Standards and Guidelines for the H-1 and H-2 Overlay Zones, the following items are included in Advertising Standards:

(2) Advertising of all kinds should be compatible with the style and historic period of the building, as well as the business.

(3) Signs and other forms of advertising must relate to, rather than obscure, clutter, or disrupt design features of the buildings or parts of buildings to which they are attached or applied.

(6) While satisfying the legitimate needs of commerce, advertising should not clutter the streetscape nor interfere with the views of buildings or other signs.

String lights and flashing lights are advertising.

Discussion about proposal to add Section 8 and 9 to the Advertising Guidelines.

8. Projected Images, String Lights, and Flashing Lights

1. Devices that project images or signs on the side of a building are not allowed. The HZC may allow an exception for a one day event, such as Halloween night, the Christmas Parade, or evening for 4th of July Fireworks.
2. String lights on the exterior of businesses or directly behind business display windows are not allowed. Exceptions are allowed during the following holiday periods Christmas from December 1 to December 30, and Independence Day from June 28 to July 11.
3. Flashing lights on the exterior of businesses or directly behind business display windows are not allowed. Exceptions will not be allowed.

9. Outdoor Display of Items for Sale

1. Items displayed outside of a business shall follow the same guidelines and requirements as provided in Section 6 Portable Signs and Exterior Furnishings.

Some key provisions regarding Portable Signs and Exterior Furnishings to note:

Construction

4. *No attention getting attachments such as spinning or moving parts or balloons, streamers, or pennants will be approved for portable signs.*
5. *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.*
7. *made of plastic are prohibited.*

Display

3. *shall be displayed only during the hours of business operation and shall not be displayed when the business is closed.*

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. One more community member is needed to fill the last PDC position.

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) Recommendation for additional properties to consider for the DBN process. Update list from September 12, 2021. Determine priorities.

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) 100 Oak Grove Ave. – “Jackson Park Church” and parsonage. Several ideas concerning a driveway, parking lot, elevator, and the roof.
- b) 213 Woodrow Ave – Will request repair/paint metal roof, repair/repaint porch, repaint house to historic colors, and may want to add a small picket fence in front.
- 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. Michael Kieta to contact the owner to determine the current situation and provide 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

Frank Collins and Amy Collins are meeting with Glenn Rosenoff on Tuesday, June 24 to discuss housing the database on the town's ARCGIS system. Database and further information will be provided at the July 10 HZC meeting.

Item X: Commissioner Comments

Item XI: Approval of Minutes

Approval of June 12 minutes.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
June 12, 2025 – 6:00 PM
Minutes

Members Present: Frank Collins, Chad Hylton, Matt Kehn, Marcy Hawley, Colton Brasure, Nita VanTil, Rebecca Moss, Michael Kieta

Members Absent: Herman Jenkins

Call to Order

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

Addition to the Agenda

Motion: Nita Van Til made a motion, seconded by Michael Kieta, to add 122 E Main Street, 107 South Second Avenue, and 305 West College to the agenda. Motion passed unanimously.

Public Comments

There were no public comments.

Item 1: - New Business

1. 128 Boone St. – Owner/Presenter: Paul Davidhizar.

Request to replace the roof with 5-V Black Metal roofing, permission to remove two chimneys from the rear of the property, repaint the white pillars on the front porch the same color, repaint the gray foundation and front steps the same color, repaint the white outbuilding the same color and repaint the ceiling of the porch a light blue. The existing roof is asphalt shingles. The house was built around 1930 and is in the H-2 district. Currently, the house is considered non-contributing and will likely be considered contributing once the new criteria is applied.

The chimneys cannot be seen from the street and are unusable. One of the fireplaces has been sheet rocked over and the other one, located in the bedroom is inoperable. 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.” Prior to the meeting 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.”

Matt Kehn shared concerns about allowing the removal of the chimneys. The chimneys can be seen from the properties to the rear of the house.

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the 5-V black, not glossy, metal roof, the removal of the two chimneys and the painting as presented. Six yea votes, One nay vote. Motion passed.

2. 605 W Main St. – Owner/Presenter: Bill & Marianne Anderson

Requested approval to replace the rotten composite wood on two Dormer Windows located over the garage with white vinyl D4 siding. Mr. Anderson also requested approval to remove

the guttering that was placed along the top of the dormer that contributed to the disintegration of the wood. The house was built in 2000 and is considered non-contributing.

Motion: Matt Kehn made a motion, seconded by Michael Kieta, to replace the composite wood on the two dormer windows over the garage with D4 vinyl keeping the same look and the removal of the gutters on the tops of the dormers as presented. Motion passed unanimously.

3. 122 E Main St. – Owner/Presenter – Brian Ponder

Requested approval for 3-ton air conditioner to be mounted on the roof and approval for exterior door. The air conditioner will be placed on the red roof, hidden well. The door is a five-panel exterior door. Mr. Ponder plans to add tempered glass to the top two panels of the door. He will attend a future meeting to get the color of the door approved. Chad Hylton recused himself from the vote.

Motion: Nita Van Til made a motion, seconded by Matt Kehn, to approve the installation of the air conditioner and the exterior door. Motion passed unanimously.

4. 107 S Second Ave. – Presenter: Jamie Newgarde

Requested approval to replace the gables with vinyl shakes. The current gables are rotted. Mr. Newgarde would like to paint the vinyl shakes green to match the doors. The building is non-contributing and would be non-contributing under the updated criteria. The building is made of concrete block with a layer of stucco. The current gables are vertical on one side and horizontal on the other. Both sides appear to be hardy board.

Motion: Michael Kieta made a motion, seconded by Nita Van Til, to approve replacing the gutters with vinyl shakes, painted green to match the doors, as presented. Motion passed unanimously.

Item II: Expedited

1. 305 W College

Frank Collins and Nita Van Til granted expedited approval for 305 W College to repair rotted porch wood. The rotted wood will be replaced with oak wood and be painted the same color to match.

2. 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.

3. 208 W Woodrow Ave “Historic Church” – Contact: Dr. Evalina Huggins AMEZ

Frank Collins and Nita Van Til 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 III: Old Business

312 W Main St – Academy Hill

Frank Collins provided an update on Academy Hill gutter project. 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 the 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 IV: Sandwich Board Discussion:

Proposed changes to the Advertising Standards and Guidelines were reviewed. The agreed-on language was discussed and listed below.

6. PORTABLE SIGNS AND EXTERIOR FURNISHINGS

Item 6A

Guidelines and Requirements

6A — Construction

1. 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. Portable Signs shall not contain foil, mirrors, bare metal, or other reflective materials that could create hazardous conditions for motorists, bicyclists, or pedestrians.
4. Portable Signs shall not have attention getting attachments such as spinning or moving parts or balloons, streamers, or pennants.
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 sign 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 building. The business owners can work together to determine the placement as long as the other conditions set forth in section 6C are met.

Motion: Rebecca Moss made a motion, seconded by Michael Kieta, to pass changes to the Advertising Standards and Guidelines, Portable Signs, items 6A and 6C. Motion passed unanimously.

Item V: Lighting Discussion:

HZC members shared concerns about lighting in the business district that may possibly violate the current Advertising Standards and Guidelines or the Municipal Code. Many businesses have twinkle lights that remain on while the business is closed.

The Commission agreed to table the discussion until the next meeting.

Item VI: Property Designation Committee:

HZC members are Nita Van Til, Rebecca Moss, Herman Jenkins, and Marcy Hawley. Ruth Verhegge expressed a willingness to continue serving on the committee as a community member. One more community member needs to be named. The committee will discuss and decide who to approach about serving on the committee. The committee will plan a meeting soon.

Item VII: Demolition by Neglect:

1. 208 W Woodrow Ave – “Historic Church”

Chair, Frank Collins, spoke with Dr. Huggins (contact person). She is responsible for AMEZ properties all over the southeast U.S. She stated some men from Baltimore will be here from Thursday, July 17-20 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 expressed interest in selling the building for public/historical purposes.

Item VIII: HZC Database with Maps:

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

Item IX: Commissioners Comments:

There is a training in Chattanooga, July 15th about the National Register process. If any members attend, please bring information back to the group.

Michael Keita will reach out to the owners of 239 E Main St. to get an update on their foundation repair.

Item X: Approval of Minutes: May 22, 2025

Motion: Nita VanTil made a motion, seconded by Matt Kehn, to approve the May 22, 2025 minutes as presented. Motion passed unanimously.

Chair Frank Collins adjourned the meeting.