

Historic Zoning Commission

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

July 23, 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, Nita Van Til, Rebecca Moss, Chad Hylton, Herman Jenkins, Matt Kehn, Michael Kieta, Brian Ponder

Members Absent: Marcy Hawley

Call to Order

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

Item I. Public Comments

No comments made.

Addition to the Agenda

Chairman Collins requested that a motion be made to add 504 West Main Street, for fencing in the backyard, to the agenda.

Motion: Rebecca Moss made a motion to add the requested item to the agenda, seconded by Brian Ponder and passed unanimously.

Item II: New Business:

1. 504 West Main Street – Presenter: Aaron Bible

Request for conceptual approval of a privacy fence to be located in the backyard, 6 ft. high, wood material, 2 entrance gates (one in front and one in back), and brown in color.

Motion: Matt Kehn made the motion for conceptual approval of the fence request for 504 West Main St as presented, seconded by Nita Van Til and passed unanimously.

2. 117 Spring Street – Owner/Presenter: Allyson Wilkinson

Allyson Wilkinson gave an update to the Commission regarding 117 Spring Street – vegetation has been removed, three general contractors have been contacted for pricing for the foundation, stairs in front, porch, columns, and chimney work to be done by Bill Broyles. Ms. Wilkinson noted that there are no leaks in roof; and will plan to come back in three months with a timetable on the work once she selects a general contractor.

Chad Hylton recused himself from acting as a commissioner.

3. 215 Washington Drive – Owner/Presenter: Chad Hylton

Request for approval of a temporary placement of a hot tub at the garage door area of the back driveway, with two wood panels (4 foot wide – six feet tall) for screening.

Motion: Brian Ponder made the motion, seconded by Matt Kehn, to approve the request as presented. The motion passed unanimously.

Chad Hylton rejoined the meeting.

Item III: Old Business – None

Item IV: Expedited - None

Item V: Property Designation Committee

Several properties that were not considered Contributing to the Historical Character of Jonesborough in 2002/2003 are now considered Contributing after the 2026 review. This was mainly due to the properties now being more than 50 years old. The owners of these properties will be sent a letter informing them of the change and inviting them to a meeting if they have any questions or concerns. The primary difference in the status change for the property is that demolition of the property would not be allowed now or in the future. Draft letter has been sent to HZC members to review and comment. Chairman Collins asked Commission if they had any comments or suggestions. Matt Kehn suggested that the letter be clearer in stating that the current process has not changed for getting approval of a project and would need to come before the commission for exterior work/repairs.

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

Jonesborough sent letters 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). The HZC will continue to monitor the situation. The following also need to be addressed:

107 Fox St. - plastic sign affixed to the apartment building on Fox Street for over four months. Owner agreed to remove the sign.

201 W Main St. – temporary “Christmas Crafts” sign has remained visible on W Main St. for well over a year. Rebecca Moss said the sign has been moved..

703 W Main St. – billboard in or at edge of historic district. Type and length of agreement in place (lease/contract). There was no update on the progress.

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 are in very bad condition. There has been a delay with the town's acquisition of the property. Chairman Collins reported that the Town Administrator may work with a title company to obtain a property title with Jim Wheeler overseeing the work.

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 on Monday, July 27th for one week.

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 will be able to attend an August meeting to provide an update on the brick work, the bare wood, and other repairs. More than six months have passed and the owner has not addressed the brick separation. Chairman Collins reported that there may be a state grant available for façade work with a 25% match and a Downtown Business façade grant, which could help the business owner.

102 W Woodrow Ave (2 buildings) – Owner: Parson's Brew LLC

Both buildings have significant repair issues and still have boarded up windows. Co-Owners Scott Andrew and Stephen Callahan do not want to address restoring the properties 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) 306 S Cherokee St. – Obtaining estimates to repair & repaint bare wood.
- b) 512 W Main St. – Obtaining estimates to repaint bare wood.
- c) 111 E Main St – Continued work on the rear of the building.

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

Discussion took place regarding the addition of Locust Street, North Third Ave, extension of West College Street and West Main Street. The consensus of the Commission is to bring this back for discussion at a future meeting.

Item X: Commissioner Comments

205 W Main Street – after contact by HZC, owner removed the temporary tent placed beside building that extends onto the sidewalk.

109 Courthouse Square – new owner removed awning and previous sign. Need to determine if same awning will be put back in place or whether something different will be proposed. New sign request will be presented at a future meeting.

Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission tentatively plans to conduct the HZC's four-year review at a future meeting. THC offers resources to assist us.

Next meeting is Thursday, August 13.

Item XI: Approval of Minutes

Approval of June 25, 2026, minutes.

Motion: Nita VanTil made the motion, seconded by Rebecca Moss, to approve the June 25, 2026, minutes as presented. The motion was passed unanimously.

Chairman Frank Collins adjourned the meeting.