

**Historic Zoning Commission**  
**6:00 P.M. Thursday, July 24, 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:**

**103 Sevier Ave – Owners: Zac & Katrina Jenkins**

- Removal of front porch and roof, leaving cinder block if deemed to be in good condition, if not, taken down and replaced.
- Rebuilding the porch as it is not the same dimensions.
- Stairs to be rebuilt with pressure treated wooden deck board.
- Porch flooring to be made of 3 inch tongue and groove.
- Ceiling to be beadboard.
- Railing to be simple. Either 2x6 or 2x4 top and bottom rail with 2x2 vertical posts.
- Columns to be 6x6.

**Item II: Expedited**

**236 East Main & 103 Sevier Ave – Owners: Zac & Katrina Jenkins**

Have the chimneys at both locations repointed by Lee and Bill Broyles using appropriate lime mortar and old brick

**Item III: Advertising Standards and Guidelines Plan Update**

**Item IV: Property Designation Committee Update**

**Item VI: Demolition by Neglect Update**

**Item VII: Commissioner Comments**

**Item VIII: Approval of Minutes**

Approval of June 26 minutes.

















# HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room  
123 Boone Street, Jonesborough, TN  
**June 26, 2025 – 6:00 PM**  
Minutes

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

**Members Absent:** Colton Brasure

## **Call to Order**

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

## **Addition to the Agenda**

***Motion: Herman Jenkins made a motion, seconded by Rebecca Moss, to add 213 Woodrow, and 111 W Main St. to the agenda. Motion passed unanimously.***

## **Public Comments**

There were no public comments.

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

### **1. 213 Woodrow – Owner: Jodi Beckett**

**Presenter: Frank Collins**

Request approval of paint color for existing metal roof. Three colors were shared. The owner can repair and repaint the existing metal roof.

***Motion: Nita VanTil made a motion, seconded by Matt Kehn, to approve all three of the colors as presented. Motion passed unanimously.***

### **2. 111 W Main St. –**

**Presenter: Frank Collins**

Requested approval of door emblem for Jackson's Prime. The decal will be placed on the clear glass front door and will include, in gold coloring, the hours of operation and Jackson's Prime logo. The layout falls within the coverage area guidelines.

***Motion: Marcy Hawley made a motion, seconded by Herman Jenkins, to approve the front door decals as presented. Motion passed unanimously.***

## **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**

### **1. 703 W Main St. – Owner: Matt & Crystal Kehn**

Frank Collins and Michael Kieta granted expedited approval for 703 W Main St. 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. Jonesborough Building Inspector, Kevin Fair, contacted Matt to let him know that a building permit was required.

#### **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 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.

There was discussion about a proposal to add Section 8 and 9 to the Advertising Guidelines. Proposed language includes:

#### **8. Projected Images, String Lights, and Flashing Lights**

- 1. Projected images or signs on the side of a building are not allowed.
- 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 – following the Town of Jonesborough tree lighting schedule/take down;  
Independence Day from June 28-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 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.

The Commission agreed that further discussion is needed and a proposal created. Once created it would be beneficial to invite business owners to meet and discuss the proposal.

**Item V: Property Designation Committee:**

HZC members are Nita VanTil, Rebecca Moss, Herman Jenkins, and Marcy Hawley. Ruth Verhegge expressed a willingness to continue serving as a community member. One more community member is needed. Nita VanTil has spoke with a community member who is considering the appointment, she will update once a decision has been reached.

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.

A PDC meeting is scheduled for July 8, 2025 at 4:15 pm at the Town Hall. An agenda will be sent out. The committee will review what has been done in the past, the DBN list will be shared and copies of the PDC criteria will be available.

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

The committee will be updating the list from September 12, 2021. Members were asked to contact Rebecca Moss if there are any additions to the list.

**Item VII: HZC Database with Maps:**

Frank Collins and Amy Collins met with Town Administrator, Glenn Rosenoff, to discuss housing the database on the town's ARCGIS system. Amy Collins will attend a future HZC meeting to demo the database.

**Item IX: Commissioners Comments:**

The cones at Fox St. apartments should be removed once renovation is completed.

**Item X: Approval of Minutes: June 12, 2025**

***Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve the June 12, 2025 minutes as presented. Motion passed unanimously.***

**Chair Frank Collins adjourned the meeting.**