

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

July 9, 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, Marcy Hawley, Matt Kehn, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Chad Hylton

Call to Order

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

Public Comments

No comments made.

Item I: New Business:

1. 211 W Main St. – Owner/Presenter: Jonesborough Methodist Church/Bill Flannery

Request to replace the windows on the Fellowship Hall level. The windows will be new with modern, durable materials that will look more original to the building. There are 5 windows (4 large and 1 small) all with 6x6 grid patterns that will be replaced. Some grade work will need to be completed to channel water away from the building. Currently some of the windows sit below grade, dirt will be moved to allow for proper drainage away from the windows. Requestor will contact the Masonry expert to repair the brick around the windows if necessary.

Motion: Brian Ponder made the motion, seconded by Herman Jenkins, to approve the request for 211 W Main Street. as presented. The motion passed unanimously.

2. 215 Washington Dr. – Owner/Presenter: Chad Hylton

Request for hot tub placement. Not visible from the road and requesting recommendations on screening options.

Owner Chad Hylton was not present at the meeting so the HZC agreed to table the topic until a future meeting.

Item II: Old Business

500 W Main Street

On the June 11, 2026, meeting approval was given to replace the gutters with brown gutters. There was a miscommunication between the owner and contractor and black gutters were installed. After discussion the HZC agreed that the gutters need to be painted Chestnut Brown to match the trim. The owner would also have the option to request a new color scheme at a future meeting.

Item III: Expedited

No expedited requests were discussed.

Item IV: 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 will not be allowed now or in the future. A draft letter was shared prior to the meeting. Chair Frank Collins incorporated several comments received to create a new draft letter.

Item V: Signage – 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. Chairman Frank Collins has met with the owners to discuss what is allowed and not allowed. The property also continues to have No Parking Signs and orange cones in front of tenants parking spots. The Commission will further discuss this issue to provide additional options that would fall within the guidelines.

201 W Main St. – temporary “Christmas Crafts” sign has remained visible on W Main St. for well over a year. Rebecca Moss will reach out to the property owner.

703 W Main St. – billboard in or at the edge of historic district. Property owner and Historic Zoning Commission member stated that the billboard lease is a year-to-year lease that automatically renews. Mr. Kehn plans to cancel the lease agreement.

Item VI: 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 could compromise 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.

- **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 some siding is in very bad condition. Chair Frank Collins reported that the attorney that was working on this project left the firm however, he still believes the acquisition will be complete by the end of the year.
- **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.

- **505 W. Main St. – Owner: William & Barbara Stout**

The owner has 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 later in the year.

- **129 E. Main St. – Owner: Jeff Gurley**

Chairman will ask the owner to attend one of the August meetings 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.

- **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 VII: Future Items

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

- a) 306 S Cherokee St. – Obtaining estimates to repair and 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 VIII: Additions to the H-1 and H-2 Overlay Zones

Properties on Locust Street and North Third Ave. will be discussed at an upcoming 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 IX: Commissioner Comments

- Chairman reached out to the owner of 205 W Main Street about the tent placed beside the building that extends onto the sidewalk.
- Steven 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.
- Boone St. is zoned B-4. There was discussion that the zoning should be B-2 to make it more restrictive.
- Next meeting is Thursday, July 23, 2026.

Item X: Approval of Minutes

- No minutes presented for approval.

Chair Frank Collins adjourned the meeting.