

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

August 13, 2026 – 6:00 PM

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

Item I: 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 secretary or staff of the commission. Each individual shall be given three (3) minutes to address the Commission regarding Agenda items. Comments shall be limited to items on the agenda.

Item II. New Business:

500 W Main – Owner/Presenter: Mark McIntosh

Proposal for darker color scheme to have a 1920s appearance with black gutters.

239 E Main – Owner/Presenter: Mikki Henley

Proposal for color scheme. SW 7534 Outerbanks, SW 7592 Crabby Apple, SW 6379 Jersey Cream

Item III: Old Business

None

Item IV: Expedited

109 Courthouse Square – Owner: Kelly Wolfe

Request to replace roof with same material and same color which is standing seam metal, hunter green. Request to remove cinder block smoke stack. Both items cannot be seen from the ground. Expedited by F.Collins, N.Vantil, M.Hawley, B.Ponder, and R.Moss.

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. Letter will be sent after the August 13 meeting.

Item VI: Signage - Authentic Historic 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. F.Collins will follow-up.

703 W Main St. – billboard in or at edge of historic district. Type and length of agreement in place (lease/contract). M.Kehn to provide update on 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.

117 Spring St. – Owner: Allyson Wilkerson

Owner is scheduling contractors and will present a plan within 90 days.

209 W. Main St. – Owner: Gemma Velaquez

Owners visited Jonesborough from July 27 until roughly August 7. They met with F.Collins, B.Kennedy, H.Jenkins, and M.Kehn to discuss work needed on this historic Sister's Row property. The owners bought the house 30 years ago and had not visited in 20 years. They tentatively plan to retire to Jonesborough in six years. While in Jonesborough for the ten day trip, they planned to make many of the necessary repairs and to schedule contractors to finish the other repairs.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. Equipment is onsite to begin repair of the second floor porch.

129 E Main St. – Owner: Jeff Gurley

F.Collins & town staff met with Jeff Gurley on July 29 to discuss a new façade grant that could fund a large percentage of the brick and other repairs needed. Jeff is scheduling a structural engineer and brick expert to provide an quote. Rachel Conger will help him complete the paperwork. There is a tight August deadline that needs to be met.

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.
- d) 109 Courthouse Sq – Will recommend replacing awning, handrail, and sign.

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

Properties on Depot Street will be discussed on August 13 or a later meeting. If the HZC decides to make a recommendation to add properties to the H-1 or H-2 overlay zones, the process would require several steps with the BMA accepting the recommendation and holding two public readings and votes.

Item X: Commissioner Comments

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 27.

Item XI: Approval of Minutes

Approval of the HZC meeting minutes for July 9, 2026 and July 23, 2026.

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.

- e) 306 S Cherokee St. – Obtaining estimates to repair and repaint bare wood.
- f) 512 W Main St. – Obtaining estimates to repaint bare wood.
- g) 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.

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:

3. 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.

4. 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.

5. 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.

- h) 306 S Cherokee St. – Obtaining estimates to repair & repaint bare wood.
- i) 512 W Main St. – Obtaining estimates to repaint bare wood.
- j) 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.