

Historic Zoning Commission
6:00 P.M. Thursday, August 14, 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

Chairman may reorder some Items so that items with attendees are presented first.

Item 1. New Business:

421 W Main – Owner/Presenter – Robert Staple

Owner to present material and color choices for the carriage house/garage addition.

Structure was previously approved on 10/10/24.

Two-story part of structure – board & batten 1x10 western red cedar with 1x2 batton.

One-story part of structure – 1x8 plain bevel siding western red cedar. Trim same.

Paint on Second Story, Trim & Windows is Sherwin Williams Iconic White. Paint on

First Story -Sherwin Williams Stone Lione. Doors -Sherwin Williams Manor House.

Roof – Standing seam metal roof, burnished slate color by Lyon Metal.

500 W Main – Owner/Presenter – Mark & Brenda McIntosh

Request to replace cement stoop at back door with a 10' x 10' wood deck made of pressure treated lumber. The deck would stretch to the rear right side of the house. A wood staircase with a rail would terminate at the rear left side of the house. The deck will not be visible from W.Main St.

213 E Main – Owner/Presenter – Karen & Larry Childress

Request to install solid black solar panels on flat porch roof, slope of rear roof, and slope of West side of roof. Panels on flat porch roof and slope of rear roof would not be visible from the nearby roads or adjoining properties. The panel on the West side of the roof are concealed by evergreen vegetation and would need careful observation to be able to view. HZC spoke with neighbor at 211 E Main St about potentially seeing the side panels from his second story and he did not express any concerns.

121 W Main – “Jackson Theatre” – Presenter: Frank Collins

Request to replace the two boarded up windows on East side of building. The two windows will match the upper front windows on the Jackson Theatre which have black frames and two glass panes. The archway with the existing windows will be retained.

125 W Main – “Stage Door” – Presenter: Frank Collins

Request to remove the plexiglass storm windows from the exterior of the lower two windows. Will likely replace with interior storm windows in the future.

Item II: Old Business

106 Fox St. - “Central Christian Church”

Considered moving one of their three air units to the front of the building which would have been more visible from Main St and Fox St. After discussion, they decided to keep the air unit in the same location behind the church.

137 E Main - “First Class Floral Design”

Discussed with owner the large wooden frame that was stored in front of the building that is occasionally used for decorations. Discussed storing the frame in another location when the frame was not in use. The owner has since relocated the frame.

Item III: Expedited

500 W Main – Owner: Mark & Brenda McIntosh

Request to repaint all white surfaces on the main house the same color of white.
Request to replace front walkway with white cement matching the previous material and color. Expedited approval granted by Frank Collins & Colton Brasure.

309 W Main – Owner: Sydney Donovan

Request to replace porch roof with standing seam metal roof. Color would be light gray. The porch roof was originally a standing seam metal roof and the original two

layers revealed a galvalume roof and a light gray color. Expedited approval granted by Frank Collins & Colton Brasure.

121 W Main – “Jackson Theatre”

(Front of Building) – Request to make any stucco repairs required and repaint beige stucco area with matching color. Replace missing (broken) upper window panes. Three windows are broken. Paint four beige windows and six blue windows with matching colors. Expedited approval granted by Frank Collins & Colton Brasure.

125 W Main – “Stage Door”

(JRT Alley) Request to remove and replace the old and missing lap siding on the end of the west wall with 21 rows of siding that matches the existing pine siding on the rest of the building in the JRT alley. Request to replace the temporary green fascia board at the top of the siding with permanent fascia trim material. Request to paint West side of building in the JRT alley the same yellow color. Request to paint the nine windows on the West side of the building in the JRT alley the same white color. All colors will be matched and Sherman Williams paint will be used.

(Front of Building) Request to paint wood surfaces in front of building with one coat of the same color. Request to paint the upper windows in front of the building with two coats of paint the same color as the lower part of the building. Request to paint the black sign bracket, lower sign brace, and the four bracket rods, the same black color with enamel paint. Expedited approval for all items listed granted by Frank Collins & Colton Brasure.

125 ½ - “Jonesborough Repertory Theatre”

Request to paint the siding on the upper front of the JRT building the same color. Expedited approval granted by Frank Collins & Colton Brasure.

100 W Main – “Storytelling Center”

Request to paint exterior perimeter trim, door trim, and window trim, the same color. Color will be matched. Will repair rotted wood under the second floor deck. In doing so, may need to replace a small amount of visible wood with the same material. Expedited approval granted by Frank Collins & Colton Brasure.

Item IV: 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.

Comments about agenda items concerning Items V: Advertising Standards and Guidelines will be held as an open discussion with commission members and business & community members. All attendees are welcome to participate as long as the discussion is about agenda items. Chairman Frank Collins will facilitate the discussion.

Item V: Advertising Standards and Guidelines Discussion

The balance between the advertising needs of businesses and the maintenance of the historic character of Jonesborough is important. Consumers are drawn to Historic Jonesborough by our authentic historic atmosphere.

Jonesborough's Advertising Standards and Guidelines for the H-1 and H-2 overlay zones are intended to help the business community of Jonesborough maintain and build the already viable harmony of commercial prosperity and historic preservation.

Over the past few years, members of the community have expressed concerns about flashing lights and string lights displayed in and around some of the windows in our business district in the H-1 & H-2 Overlay Zones. Concerns have also been expressed about projected lighting as new technology continues to develop. The Jonesborough Municipal Code and the guidelines and standards of the Historic Zoning Commission have existing items that address this type of advertisement. However, the Historic Zoning Commission determined it would be prudent to add more clear and concise language about these items and consolidate them into the Advertising Standards and Guidelines for the H-1 and H-2 Overlay Zones.

The following items are currently in town documents and apply to string lights, flashing lights, and other projected lighting:

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.

String lights and flashing lights directly behind a display window are considered to be advertising.

The Advertising Standards and Guidelines for the H-1 and H-2 Overlay Zones include the following items under 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, flashing lights, and projected images are considered advertising.

To add clarity to the Advertising Standards and Guidelines regarding lighting, the Historic Zoning Commission proposes to add Section 8 (below) to the Advertising Guidelines.

8. Projected Images, String Lights, and Flashing Lights

- 1. Projected images or signs on 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 from the day after Thanksgiving to January 2, 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.**

Members of the community have also expressed concern about merchants leaving items for sale or certain types of decoration outside of a business when the business is not open.

The Advertising Standards and Guidelines address exterior furnishings and portable signs. However, the same sections do not specifically mention items for sale. To add clarity to the Advertising Standards and Guidelines regarding outdoor displays of items for sale, the Historic Zoning Commission proposes to add Section 9 (below) to the Advertising Guidelines.

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 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.*

In August 2024 and again in June 2025, the Historic Zoning Commission adopted new wording in the Advertising Standards and Guidelines regarding Portable Signs. Some of the wording was changed to standardize the grammar in the section. More substantive changes include reducing the maximum size of sandwich boards to no larger than those currently displayed and prohibiting sandwich boards that have a white background which does not have an authentic historic look.

These items will be inserted into the document when the lighting changes are discussed and finalized. We also want to present these items for discussion at the August 14 meeting to seek input from business owners about any concerns. Proposed changes to the guidelines are in bold. Those made to standardize grammar are in italics.

6. PORTABLE SIGNS AND EXTERIOR FURNISHINGS

Guidelines and Requirements

Standards 1-8 and Guideline Sections 2, 3, and 4 are applicable to portable signs.

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 will be approved for portable signs.
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 signs shall not contain white backing such as dry ink white boards and white chalkboards. [Business owners who were previously approved to display this type of sign will be allowed to continue to display the sign until July of 2026].**

6C – Location

Portable signs displayed in front of adjoining buildings must be uniformly placed in front of each building (same distance from the building and curb). The business owners shall work together to determine the placement of sandwich boards as long as the other conditions set forth in section 6C are met.

Item VI: Property Designation Committee

The Property Designation Committee consists of HZC members Nita Van Til, Rebecca Moss, Herman Jenkins, Marcy Hawley and community members Ruth Verhegge and Geoff Haire. 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 may want to expand parking lot.
- b) 213 Woodrow Ave – Property being appraised.
- c) 201 Oak Grove Ave. – Sun hitting side window.
- d) 239 E Main St. – Michael Kieta to contact the owner to determine the current situation with foundation and porch and will 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 met with Glenn Rosenoff to discuss a few discrepancies on the H-1, H-2 overlay zone map that the county digitized in 2023. The 2023 map did match maps that the town and county published in 2004, 2009, and 2014. In 2023, nine properties were omitted, eight did not follow property lines (included the house but not the back yard), three H-1 properties were split between the H-1 and H-2 overlay zones, and one extra property was included as H-1. Once the issues have been resolved, we will work with the town to publish the HZC ARCGIS database.

Item X: Commissioner Comments

Certified Local Government report about July 15 training session.

Item XI: Approval of Minutes

Approval of July 24 minutes.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
July 24, 2025 – 6:00 PM
Minutes

Members Present: Nita VanTil, Rebecca Moss, Matt Kehn, Marcy Hawley, Herman Jenkins, Michael Kieta, Colton Brasure

Members Absent: Frank Collins, Chad Hylton

Call to Order

Vice Chair, Nita VanTil, called the meeting to order at 6:00 PM.

Public Comments

Brian Ponder requested the Commission hold a Work Session with merchants to discuss lighting and advertising prior to making any changes to the guidelines. Vice Chair, Nita VanTil, stated that the Advertising Standards and Guidelines Plan Update (Item 3) would be discussed next, addressing Mr. Ponders concerns/request.

Item III: Advertising Standards and Guidelines Plan Update

Vice Chair, Nita VanTil, reported that on August 1, 2025, letters will be sent to merchants inviting them to attend a work session on August 14, 2025, to provide input and have discussions on the Advertising Standards and Guidelines.

Item 1: New Business

1. 103 Sevier Ave – Owners/Presenters: Zac & Katrina Jenkins

Herman Jenkins recused himself from the vote and discussion.

Request approval on:

- Removal of front porch and roof, leaving the cinder block if deemed to be in good condition. Rebuild 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" tongue and groove treated lumber.
- Porch ceiling will be beadboard.
- Railing will be either 2x6 or 2x4 top and bottom rail with 2x2 vertical posts.
- The columns will be 6x6.

Vice Chair, Nita VanTil stated that the requests appear to meet the current guidelines.

Motion: Matt Kehn made a motion, seconded by Michael Kieta, to approve the request as presented. Motion passed unanimously.

Item II: Expedited

236 East Main & 103 Sevier Ave. – Owners

Expedited approval was given to have the chimneys at both locations repointed by Lee and Bill Broyles using the appropriate lime mortar and old brick.

Item IV: Property Designation Committee Update:

Nita VanTil reported that at their last meeting the group reviewed the current handbook and property binders located at Town Hall.

Nita VanTil announced that Geoffrey Hoare agreed to serve on the Property Designation Committee and requested that a motion be made to approve his appointment to the PDC.

Motion: Marcy Hawley made a motion, seconded by Rebecca Moss, to approve the appointment of Geoffrey Hoare to the Property Designation Committee as presented. Motion passed unanimously.

Item V: Demolition by Neglect Update:

The DBN list was shared and Rebecca Moss verified that addresses marked “done” can be removed from the list. There was discussion of re-evaluating 200 W Main.

Item VI: Commissioners Comments:

There was a brief discussion about who enforces the guidelines. Face-to-face conversations between merchants and Commissioners is a good way to start the conversations and often is enough to correct the violation.

Nita VanTil will share the presentations and recording from the recent CLG training. The Chattanooga Historic Committee has been updating their guidelines and shared some of their correspondence they used with patrons to make sure there is open communication and clear guidelines.

Item VII: Approval of Minutes: June 26, 2025

Motion: Michael Kieta made a motion, seconded by Herman Jenkins, to approve the June 26, 2025 minutes as presented. Motion passed unanimously.

Vice Chair Nita VanTil adjourned the meeting.