

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

August 27, 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:

109 Courthouse Square – Owner: Kelly Wolfe

Owner stated at the last meeting he may have additional requests for August 27.

Item III: Old Business

Scam Alert –

The Historic Zoning Commission has been made aware of two instances where scam invoices were sent by email to people who presented requests at our meeting. The scam uses details from the HZC minutes and provides an invoice for application review & processing, zoning compliance, legal & admin fees, and public notification. The scam

makes it appear that the HZC is sending the email and wants the receiver to contact the sender to wire money. The HZC never charges any fees for our work. Since the HZC does not make email addresses available to the public, the scammers must be obtaining the email addresses from other online sources. The two known targets were a real estate agent and a church. The HZC has notified all parties who have presented to the HZC in 2026 about the scam.

Item IV: Expedited

100 Boone Street – Owner: Josh & Corinne Allen

Request for the door design "Thrifty Treasures; Clothing & More; Good Finds, Great Prices, New Purpose" and for the green oval sign "Thank You for Shopping Local". Expedited by F.Collins, N.Vantil, M.Kieta, R.Moss, H.Jenkins

312 W Main Street – Owner: Academy Hill

Request to repair and paint front planter boxes using the same material and same color. Expedited by C.Hylton, H.Jenkins, B.Ponder

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 in September.

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 corrugated plastic sign. F.Collins followed-up and gave the owner until September 6 to remove the sign. If she would like a permanent sign, the HZC is open to receiving a request.

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.

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 will ask for an update from Max on Jim Wheeler's staff.

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. They plan to return in September to continue the work.

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 a quote. Unfortunately due to a complication with the grant, it likely will not be available until the middle of 2027.

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

Remaining properties being considered as additions will be discussed on August 27. The properties presented are mainly on Depot Street. If the HZC decides to make a recommendation to add properties to the H-1 or H-2 overlay zones, the process will 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, September 10.

Item XI: Approval of Minutes

Approval of the HZC meeting minutes for August 13, 2026.

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

August 13, 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, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Matt Kehn, Chad Hylton

Call to Order

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

Public Comments

No comments made.

Additions to Agenda

Nita VanTil made a motion to add 109 Courthouse Square, 142 Boone Street, 128 W Main Street, 127 E Main Street, and 301 S Cherokee Street to the agenda. Michael Kieta seconded the motion. The motion passed unanimously.

Scam Alert:

Chairman Frank Collins advised that Aaron Bible called him and forwarded a scam email that stated it was from the Historic Zoning Commission and signed by Chairman Frank Collins. Mr. Bible came before the HZC at the last meeting and the following was approved and included in the minutes that were posted on the town website: *504 West Main Street – Presenter: Aaron Bible request for conceptual approval of a privacy fence to be located in the backyard, 6 foot high, wood material, 2 entrance gates (one in front and one in back), and brown in color.*

The scam email included an invoice for \$3,000 for Application Review and Processing, Zoning Compliance, Legal and Administrative Fees and Public Notification. They requested Mr. Bible contact them and wire the money.

We suspect the scammer obtained Aaron's email from his real estate listing. Mr. Bible said real estate agents are often targeted. The HZC does not publish email addresses or include them in the minutes. It is unlikely others were targeted unless their email can be found online. The Chairman will email other parties who have recently come before the HZC to alert them to the scam. The HZC never charges a fee for any of our work.

Item I: New Business:

1. Dumpster Enclosure – Owner/Presenter: Kelly Wolfe

The previously approved dumpster enclosure behind Jackson Prime has been completed however the plan to use metal for the gates will be too heavy to function properly. Mr. Wolfe requested approval to use a PVC product made by Trusscore that is light weight, sturdy and durable. Mr. Wolfe stated panels would be dark gray and mounted vertically. The gate will be 8 foot tall.

Motion: Rebecca Moss made the motion, seconded by Nita VanTil, to approve the request as presented. The motion passed unanimously.

2. 109 Courthouse Square – Owner/Presenter: Kelly Wolfe

Request to remove decking stairs on the side of the building. Stairs are not original to the building and were added in 1970s when an adjoining building that spanned the creek was demolished. Requesting to repair/repaint areas of damage with the brickwork where mortar is missing and cracks are forming. Mr. Wolfe also requested removing the deck from the back of the building as well as the smoke house.

Motion: Nita VanTil made the motion, seconded by Michael Kieta, to approve the request for 109 Courthouse Square as presented. The motion passed unanimously.

3. 500 W Main Street – Owner/Presenter: Mark McIntosh

Request approval for new color scheme that will look better with the black gutters. Mr. McIntosh stated that areas that were previously approved for English Brown would now be Benjamin Moore Forest Green 204710 and the soffit and white areas would be painted Benjamin Moore Swiss Coffee OC-45.

Motion: Brian Ponder made the motion, seconded by Marcy Hawley, to approve using Benjamin Moore Forest Green 204710 and Benjamin Moore Swiss Coffee OC-45 as presented. The motion passed unanimously.

4. 239 E Main Street – Owner/Presenter: Mikki Henley

Request approval for new color scheme using Sherwin Williams Outterbanks (SW7534) for house, Sherwin Williams Crabby Apple (SW7592) for detail work, and Sherwin Williams Jersey Cream (SW6379) for trim. The shutters will be green to match the roof. Requesting approval for the addition in the back and side to have a gable/shed roof combination. Contractor stated that the porch on the front of the house currently has a flat metal roof and is concerned that if they replace the roof with metal that water will continue to sit on the roof and ruin the roof as it has in the past. Contractor requested approval to use a rubberized roofing on the flat portion of the roof that is not visible from the road and dress up the sides of the porch roof with a metal edge similar to what is currently present.

Motion: Nita VanTil made a motion, seconded by Brian Ponder to approve the color scheme, green shutters, gable/shed roof combination on the porch and addition and using a rubberized roof with dressed up metal edge on the front porch as presented. The motion passed unanimously.

5. 301 S Cherokee St. – Owner/Presenter: Jennifer Gear

Jennifer Gear recently purchased the home located at 301 S Cherokee Street. Ms. Gear presented a dark color scheme as well as a lighter color scheme combination that she is considering for the home. She also asked about removing and replacing the addition on the back and if they would need to keep the approximate one foot inset from the original structure. Ms. Gear wasn't requesting official approval of a color or approval on the addition but rather wanted to get the Commissions opinions on such. The Commission stated that both color schemes look to be appropriate for the age of the home and directed her to contact Dr. Kennedy if she would like to have a color study done to identify what the original color of the home was.

6. 142 Boone St. – Owner: Olde Towne Pancake House Presenter: John Holm

Request approval to replace the old rooster decoration in the front yard with a new rooster that is similar in shape and size. Mr. Holm stated the current rooster is in very bad condition. Concerns were shared that some of the reference pictures of roosters available at Tractor Supply were very bright. Chairman Frank Collins reported that he spoke with Dr. Kennedy on this topic and Dr. Kennedy stated that it is a yard decoration and the HZC doesn't typically get too involved in decorations.

Motion: Michael Kieta made a motion to approve replacing the rooster with a darker, more subdued colored rooster. Nita VanTil seconded the motion. A roll call vote was requested: Rebecca Moss, Nay; Nita VanTil, Aye; Marcy Hawley, Aye; Herman Jenkins, Aye; Michael Kieta, Aye; Brian Ponder Aye. Motion passed 4 Ayes to 1 Nay.

7. 127 E Main St. – Owner: Sue Henley Presenter: Frank Collins

A friend replaced owner's lattice work porch side gates with colorful red, white, and blue gates. The lattice work side gates were added in the past 30 years and not original to the porch. Gates are used to keep pedestrians off the porch. Request to retain the new gates and requesting Commissions input on what color scheme to repaint.

Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to approve keeping the new gates and painting them 2 tone to match the existing railing. The motion passed unanimously.

8. 128 W Main St. – Presbyterian Church Presenter: Frank Collins

Plumbers needed to access pipes behind the bathrooms due to a leak. To access the pipes brick needed to be removed. Bill Broyles had removed brick and created an access door. The door is 24"x24" and is not visible from the street. Doug Hilmuth is asking if the current white door is acceptable or would we prefer that it be painted a different color.

Motion: Brian Ponder made a motion, seconded by Nita VanTil to approve the access door and leave it painted white as it currently is. The motion passed unanimously.

Item II: Old Business

No old business discussed.

Item III: 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 Frank Collins, Nita VanTil, Marcy Hawley, Brian Ponder, and Rebecca Moss.

233 E Main Street – Owner Michael & Sharon Keita

Remove the gutters to repair and paint fascia and soffits. Reinstall gutters with upgraded brackets and corner joints. Installing a metal strip behind the gutters to seal off the top of the fascia to the roof sheathing. The metal will be behind the gutters and not visible. Repair and paint outside of windows, especially 2nd story and north side of the house. Patch and repaint the lower portions of the walls. Paint color match of trim is 7005 SW Pure White. Expedited by Rank Collins, Nita VanTil, Brian Ponder, and Rebecca Moss.

Item IV: Property Designation Committee

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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.

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. There has been a delay with the town's acquisition of the property.
- **209 W. Main St. – Owner: Gemma Velaquez**
Owners visited Jonesborough from July 27 until roughly August 7. They met with Frank Collins, Bill Kennedy, Herman Jenkins, and Matt 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 in 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. They plan to return in September to continue the work.
- **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 equipment is onsite to begin repair of the second floor porch.
- **129 E. Main St. – Owner: Jeff Gurley**
Frank Collins and 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 a quote. Rachel Conger will help him complete the paperwork. There is a tight August deadline that needs to be met. The structural engineer is scheduled to meet with Jeff to complete a detailed report.
- **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.

- d) 306 S Cherokee St. – Obtaining estimates to repair and repaint bare wood.
- e) 512 W Main St. – Obtaining estimates to repaint bare wood.
- f) 111 E Main St. – Continued work on the rear of the building.
- g) 109 Courthouse Square – Will recommend replacing awning, handrail, sign and work on cinder block side of the building.

Item VIII: Additions to the H-1 and H-2 Overlay Zones

Due to a full agenda, properties on Depot Street will be discussed on August 27 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 IX: Commissioner Comments

- 120 Franklin Ave is in need of paint.
- Next meeting is Thursday, August 27, 2026.

Item X: Approval of Minutes

- July 9, 2026
- July 23, 2026

Chair Frank Collins adjourned the meeting.