

# Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

**September 10, 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**

Request to add a door and windows on cinderblock side of building.

#### **111 East Main Street – Owner/Presenter: Steve Bacon**

Request for additional items in conjunction with the new deck and other items approved for the rear of building.

#### **107 West Main Street – Owner/Presenter: Burgin Dossett**

Request to install screened in area on the rear porch of the property.

#### **703 West Main Street – Owner/Presenter: Matt Kehn**

Request for approval of two light fixtures on both sides of the door on the porch area previously approved by the HZC.

#### **107 Fox Street – Owner: Sherry Dean / Presenter: Frank Collins**

The orange cones in the parking spots have been there for over a year. The HZC needs to decide what acceptable options area available that we can provide to the property owner. The parking spots in front of 107 Fox Street are only for

people who live in the apartment complex. Goal is to find an acceptable solution for the owner, such as signage (type, amount, and wording), parking lot painting, or something else. Having orange cones put in the parking spots is not acceptable.

### **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**

#### **514 West Main Street – Presenter: Steve Abma**

Request to replace asphalt roof shingles with the same material and same color. Shingles are higher quality architectural Georgetown Gray shingles from Lowes. Expedited by F. Collins, B. Ponder, M. Kieta, 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. 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 10 to remove the sign. If she would like a permanent sign, the HZC is open to receiving a request. If the sign is not removed by September 10, the Chairman will contact the owner and the manager again and then work with town staff to make sure the non-compliant sign is removed.

**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 left a message for Max on Jim Wheeler's staff.

**117 Spring St. – Owner: Allyson Wilkerson**

Owner is scheduling contractors and will present a plan within 60 days.

**209 W. Main St. – Owner: Gemma Velaquez**

Owners visited Jonesborough and completed some exterior repairs between July 27 until roughly August 7. 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. 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 had a structural engineer visit to provide a quote.

**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**

Chairman will prepare a spreadsheet for a final review and discussion with the HZC members. Chairman will then discuss the next steps with town staff. The HZC will make a recommendation to the Mayor and Board of Aldermen (MBA) and follow the next step detailed by town staff. (MBA agreement, notification, discussion with HZC, two readings by MBA, etc.)

**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 24.

**Item XI: Approval of Minutes**

Approval of the HZC meeting minutes for August 27.

# Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

**August 27, 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-Chairman, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Matt Kehn, Michael Kieta, Brian Ponder

**Members Absent:**

## 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 301 South Cherokee Street to the agenda for exterior painting, repairs to front porch and underpinning, rotted siding, and landscaping.

**Motion:** Nita Van Til made a motion to add 301 South Cherokee Street to the agenda as requested, seconded by Rebecca Moss and passed unanimously.

## Item II: New Business:

### **301 South Cherokee Street – Presenter: Jennifer Geer**

Request for approval of the following:

1. Exterior Painting – New color scheme using Sherwin Williams Paint, house body beige, trim colors – dark green, light green and dark red.

**Motion:** Nita Van Til made the motion to approve the new color scheme as presented, and that the homeowner get the Sherwin Williams paint colors to Rebecca Moss, HZC Secretary, for the records. The motion was seconded by Herman Jenkins and passed unanimously.

2. Roof replacement matching existing materials and color – gray asphalt shingles  
Guideline: 5.4, Expedited August 25, 2026

3. Front Porch Railings and Underpinning – using similar materials, dimensions and style for the porch railings and lattice for the underpinning. Discussion was held regarding diagonal and square style of lattice.

**Motion:** Brian Ponder made the motion to approve the repair of the porch railings as presented and the underpinning using lattice with the style of either diagonal or square being at the discretion of the property owner. Michael Kieta seconded the motion. Upon call of the roll, the following Commissioners voted Aye: Brian Ponder, Michael Kieta, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, and Matt Kehn. Commissioners voting Nay: Herman Jenkins. The motion carried.

4. Deteriorated siding on the house will be replaced as needed with Western Cedar wood matching the existing size and style.
5. Front Steps, retaining wall and landscaping to be brought back for approval at a future meeting.

### **Item III: Old Business**

Chairman Collins informed Commissioners of a scam alert, with there being two instances, were scam invoices were sent by email to people who presented requests at a Historic Zoning Commission 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. Chairman Collins said all parties who have presented to the HZC in 2026 have been notified about the scam.

### **Item IV: Expedited Approvals**

1. **100 Boone Street – Owner: Josh & Corrine Allen**

Request for the door design *“Thrifty Treasures; Clothing & More; Good Finds, Great Prices, New Purpose”* and the green oval sign *“Thank You for Shopping Local”*.

Expedited by: Frank Collins, Nita Van Til, Mike Kieta, Rebecca Moss, Herman Jenkins

2. **312 West Main Street – Owner: Academy Hill**

Request to repair and paint front planter boxes using the same material and same color.

Expedited by: Chad Hylton, Herman Jenkins, Brian 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. A draft letter has been sent to HZC members to review and comment. A letter will be sent to property owners in September.

#### **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 corrugated plastic sign. Frank Collins followed up and gave the owner until September 6, 2026 to remove the sign; if she would like a permanent sign, the HZC is open to receiving a request. Commissioners discussed the signage and the orange cones in front of the parking spaces. Note: Discussion will take place at the next meeting.

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

##### **209 W. Main St. – Owner: Gemma Velaquez**

Owners visited Jonesborough July 27<sup>th</sup> to August 7<sup>th</sup>, and met with Frank Collins, Bill Kennedy, Herman Jenkins, and Matt Kehn to discuss work needed on their 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 6 years. While in Jonesborough for this 10-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. The Equipment is on-site to begin repair of the second-floor porch.

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

Chairman Collins and Town staff met with Jeff Gurley on July 29<sup>th</sup> to discuss a new façade grant that could fund a large percentage of the bring and other repairs needed. Jeff Gurley is scheduling a structural engineer and brick expert to provide a quote. Due to a complication with the grant, it will not be available until the mid-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**

Discussion took place regarding the addition of 210 S Second Ave, Chuckey Depot Museum (property owned by Jonesborough United Methodist Church) eight properties on Depot Street, including 305 Depot Street, church property belonging to Bethel Christian Church, and three properties across from Depot Street Park. Commissioners discussed the pros and cons in regard to the addition of the proposed properties to the H-1 and H-2 Overlay Zones. The consensus of the Commission was to not include the three properties across from Depot Street Park and to recommend to the Board of the Mayor and Aldermen the addition of 210 S Second Ave (Chuckey Depot Museum), the eight properties on Depot Street, including the church at 305 Depot Street (Bethel Christian Church property).

**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.

Herman Jenkins said he does not look at his emails every day and requested that he be texted if there is a late add-on to the agenda.

The next Historic Zoning Commission meeting is Thursday, September 10, 2026.

**Item XI: Approval of Minutes**

Approval of the minutes of August 13, 2026.

**Motion:** Rebecca Moss made the motion to approve the minutes of the August 13, 2026 Historic Zoning Commission minutes as presented, Nita Van Til seconded the motion and it was passed unanimously.

Chairman Frank Collins adjourned the meeting.