

# Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

**September 24, 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:**

**239 East Main Street – Owner/Presenter: Mikki Henley**

Request to replace windows and other continued work.

**123 Boone Street – Presenter: Frank Collins**

Request to extend the town hall parking lot.

### **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 used details from the HZC minutes. 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.

### **Item IV: Expedited**

none

### **Item V: Property Designation Committee**

The Property Designation review is complete. 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. In November HZC will send a letter to the owners of these properties informing them of the change. The primary difference in the status change for a historic property is that demolition of the property would not be allowed now or in the future.

### **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. Chairman has reached out to the Town Administrator.

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

Owner is scheduling contractors and will present a plan by the end of October.

### **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. Chairman reached out to receive an update about continued 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**

Owner had a structural engineer visit to provide a quote. Town staff is waiting to receive the quote. There are two potential grants, but the larger one would not be available until 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.

### **120 Franklin Ave – Owner: April Borel**

Chairman has prepared a letter. Waiting for guidance about when to send the letter.

### **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) 204 W Main St. – Need update about when approved painting is scheduled.

### **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 steps detailed by town staff. (MBA agreement, notification, discussion with HZC, two readings by MBA, etc.)

### **Item X: Commissioner Comments**

Next meeting is Thursday, October 8.

### **Item XI: Approval of Minutes**

Approval of the HZC meeting minutes for September 10.

# Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

**September 10, 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.

## Item II: New Business:

### **109 Courthouse Square – Owner/Presenter: Kelly Wolfe**

Request for approval of the following:

1. Dig footer around back two buildings, lay block and then brick matching color of the front of the building half-way up wall and paint stucco half with a grayish brown color and install 16" x 8" galvanized flood vents.
2. Prepare patio area on the creek side.
3. Install five white windows, the panes are 4 over 2 (8 panels), 4-foot-wide x 3-feet tall, down the side of building, and black shutters .
4. Install side door matching same pattern as front door made of custom oak.

**Motion:** Matt Kehn made the motion to approve the request for 109 Courthouse Square as presented, seconded by Nita Van Til and passed unanimously.

### **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 the building.

1. Bring up grade level flush with deck flooring and eliminate front railing.
2. Continue the decking into the thin space (small alley) on the west side of the building, using quarter board wood flooring and 6x6 posts.
3. Install an L-Shaped 8 ft. "CMU" (concrete block) retaining wall to stabilize gas line as required by gas company
4. Install a privacy screen using 4x1 horizontal slats.
5. Install a 4 ft. wood picket fence and gate down the side of building and around the HVAC condenser

6. Install a 60-inch no-light black ceiling fan
7. Install one downspout down the side of the alley.
8. Install one lantern light fixture in the new deck area
9. Landscape area as needed.

**Motion:** Nita Van Til made the motion to approve the request for 111 East Main Street as presented. Seconded by Michael Kieta and passed unanimously.

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

Request to install screened in area on the rear porch of the property, expand 10 ft. to property line, using tongue and groove flooring, install a solid knee-wall to the neighboring property, line and colors will matching the existing color scheme.

**Motion:** Michael Kieta made the motion to approve the request as presented, seconded by Rebecca Moss and passed unanimously.

Matt Kehn recused himself from acting as a Commissioner.

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

Request for approval of two barn style light fixtures, black in color, to be installed on each side of the building and install a small exterior electrical box covering at the lower portion of the building near the entrance door.

**Motion:** Nita Van Til made the motion to approve request as presented, seconded by Brian Ponder and passed unanimously.

Matt Kehn rejoined the meeting.

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

Commissioners discussed the orange cones in the parking spots at 107 Fox St. that have been there for over a year and the current signage. Suggested were painting “reserved” with numbers on the pavement and signage in the front on a post, directional arrows, “tenant parking only”, towing enforced with a phone number, and white lettering. Chairman Collins said he would contact the property owner in regard to the proposed suggestions.

#### **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**

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

Request to replace asphalt roof shingles with the same material and same color. Shingles are a higher quality architectural Georgetown Gray from Lowe's  
Expedited by: Frank Collins

#### **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.

#### **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 10, 2026 to remove the sign; and if she would like a permanent sign, the HZC is open to receiving a request. If the sign is not removed by September 10<sup>th</sup>, the Chairman will contact the owner and the manager again and then work with town staff to make sure the non-compliant is removed.

**703 W Main St.** – Billboard in or at edge of historic district. Type and length of agreement in place (lease/contract). Matt Kehn reported that he had contacted the company and has not received a response back.

#### **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 said he had left 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 July 27<sup>th</sup> to August 7<sup>th</sup>. They 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 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. 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 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) 120 Franklin Ave – Bare wood and peeling paint.

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

Chairman Collins 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) in November 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.

The next Historic Zoning Commission meeting is Thursday, September 24, 2026.

### **Item XI: Approval of Minutes**

Approval of the minutes of August 27, 2026.

**Motion:** Matt Kehn made the motion to approve the minutes of the August 27, 2026 Historic Zoning Commission minutes as presented, Mike Kieta seconded the motion and it was passed unanimously.

Chairman Frank Collins adjourned the meeting.