Historic Zoning Commission

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
September 24, 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 VanTil, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Matt Kehn, Michael Kieta, Brian Ponder

Members Absent: None

Call to Order

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

Item I: Public Comments

1. No public comments

2. **208 W. Woodrow Ave. – Owner: AMEZ Church**
   Presenter: Max Glover, Jim Wheelers office
   Mr. Glover presented information regarding the inability to locate a deed for the historic church. Discussion was held regarding the property's history and available options. It was communicated that a condemnation suit may be pursued to obtain the deed. Mr. Glover noted that the condemnation suit requires to be filed with the court followed by a public notice giving anyone with ownership a chance to make ownership known. Mr. Glover anticipates the process to be finalized in approximately 4 months. The Town and The Heritage Alliance are ready to assist with restoration efforts before the building deteriorates further.

Item II. New Business:

239 East Main Street – Owner/Presenter: Mikki Henley

Request to replace windows and other continued work.

The main/front door will remain and be restored and will no longer have an aluminum storm door. The back porch currently has two doors. The door on the

left side of the porch will be replaced with a large window. The large porch window will be a 6-over-6 design. Three windows on the addition will be smaller and 3-over-3 in design. All windows will be PlyGem Mira Premium in a sandstone color. These are wood windows that are aluminum-clad.

Motion: Nita VanTil made the motion to approve the request to install the windows on the addition and porch for 239 East Main Street, seconded by Matt Kehn and passed unanimously.

Discussion was also held regarding the front windows on the original house. No decision was made pending further discussion with Town Building Inspector Kevin Fair.

123 Boone Street – Presenter: Frank Collins

Request to extend the town hall parking lot.

At the September 14th BMA meeting the BMA approved the Town Hall Parking lot expansion project. The proposed plan will add 45 additional parking spaces at Town Hall. Following review and discussion the Board approved the plan and requested additional information regarding proposed landscaping and lighting be brought back for Historic Zoning commission for review and approval.

Motion: Matt Kehn made the motion to approve the Town Hall parking lot expansion project and request that landscaping and lighting plan be brought back for review and approval seconded by Brian Ponder and passed unanimously.

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

Frank Collins reported that he has attempted to contact the property owner by phone and email but has not received a response.

703 W Main St. – billboard in or at edge of historic district.

Matt Kehn provided an update regarding the annual lease, noting that cancellation was required prior to July and that the lease is paid annually. Mr. Kehn stated once the billboard is removed, he would like the town to install a nice sign designating Jonesborough's Historic District. Frank Collins will discuss this option with Town Administrator Glenn Rosenoff.

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.

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 at a future meeting. Chairman will then discuss the next steps with town staff. The HZC will make a recommendation to the Mayor and Board of Aldermen (BMA) and follow the next steps detailed by town staff

Item X: Commissioner Comments

Next meeting is Thursday, October 8.

Item XI: Approval of Minutes

Approval of the HZC meeting minutes for September 10.

Motion: Nita VanTil made the motion to approve the minutes for September 10, 2026 Historic Zoning Commission minutes as presented, Rebecca Moss seconded the motion, and it was passed unanimously.

Chairman Frank Collins adjourned the meeting.