

HISTORIC ZONING STANDARDS AND GUIDELINES
Adopted June 11, 1992 for H-1 Overlay Zones
Amended October 12, 2006 & March 8, 2018
Jonesborough, TN

Building Standards and Guidelines

Of the

Jonesborough Historic Zoning
Commission

Jonesborough, Tennessee

for H-1 Overlay Zones

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INTRODUCTION

These Standards and Guidelines have been written primarily for sensitive owners of historic properties and for those professionals who conscientiously include historic properties in their various fields of work.

Building construction methods, materials, and styles all have undergone major changes with the passing of each decade since the mid-1800's. Our modern buildings are very different from 19th and early 20th century structures.

Many of those differences are readily recognized and are very appealing. However, often-important differences are poorly understood both by property owners and by professionals.

This lack of understanding is both natural and expected when one considers that such older structures represent only a tiny percentage of all existing buildings today. Most building trades professionals spend nearly all of their time in new construction.

The understanding and the expectations of both property owners and professionals can be mutually aided by following these Standards and Guidelines closely, and by the full utilization of other valuable resources available from the Historic Zoning Commission.

The best interests of property owners are nearly always consistent with community concerns, which are well expressed in the historic zoning provisions of Jonesborough's Zoning Ordinance (see especially the purposes of the Historic Zoning Commission, Article 12, Section 1201).

"Jonesborough . . . has been called the Plymouth of Tennessee, because it is 'the place where it all began' for Tennessee." However, "Jonesborough is different from Plymouth, just as Tennessee is different from New England. Jonesborough is not Williamsburg, but something very different . . . it has its own very special quality, which might be called Jonesboroughness," observed architectural historian Richard Hale in 1971.

"Indeed, Jonesborough is a museum of East Tennessee architecture," Dr. Hale continued. "It is a place where social history can be seen. Many great cities, such as New York, have lost their past. Jonesborough still has it." Moreover, it is still a wonderful town in which to live and/or work.

In addition to being of value to property owners and professionals, the Standards and Guidelines of the Commission are intended to give objectivity to the work of the Historic Zoning Commission and the building inspector. They represent an important part of the ongoing effort to preserve and enhance that unique quality which makes Jonesborough a very special town.

DEFINITIONS

Certificate of Appropriateness – A document issued by the Historic Zoning Commission certifying that the Commission has reviewed the described proposal and determined that it meets all applicable standards of the Commission. This certificate must also list all Standards and Guidelines followed by the Commission in judging the proposal to be appropriate.

Certificate of Appropriateness, Denial of – If a proposal is judged by a majority of Historic Zoning Commissioners to be inconsistent with any one applicable standard of the Commission. It shall not be approved and the application shall be denied. In denying an application, the Commission must enter into its record the Standard that would be violated by the proposed project. The Commission must also list any Guidelines followed in denying the application.

Commission – The Historic Zoning Commission of Jonesborough, Tennessee as provided in Article 12, Historic Zoning Provisions of the Zoning Ordinance of the Town of Jonesborough.

ECONOMIC HARDSHIP

Unreasonable Economic Hardship: The inability of an owner to obtain a reasonable return or a reasonable beneficial use from a resource as required by the United States Supreme Court in *Penn Central Transport Company vs. New York City*, 438 U.S. 104 (1978), and subsequent decisions. The applicant must provide financial proof of owner/applicant's inability to complete the project.

Application for a Certificate of Hardship shall be made on a form prepared by the Historic Zoning Commission. The Historic Zoning Commission shall schedule a public hearing concerning the application and provide notice in the same manner as the commission's regular meetings are advertised, and any person may testify at the hearing concerning economic hardship in the same manner as likewise provided.

When a claim of unreasonable economic hardship is made due to the effect of this ordinance, the owner of record must present evidence sufficient to prove that as a result of the preservation commission's action he is unable to obtain a reasonable return or a reasonable beneficial use. The owner of record shall submit by affidavit to the commission for its review at least the following information:

- A. Date the property was acquired by its current owner;
- B. Amount paid for the property and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;
- C. Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other;
- D. Mortgage history of the property, including current mortgage. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years;
- E. Current market value of the property. Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes recommended by the Historic Zoning Commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
- F. Equity in current use and in alternative uses;
- G. Past and current income and expense statements for a two-year period. If the property is income-producing, the annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- H. Past capital expenditures during ownership of current owner;
- I. Appraisals of the property obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property;
- J. Income and property tax factors affecting the property;
- K. Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would be incurred to comply with the

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recommendations of the Historic Zoning Commission for changes necessary for the issuance of a building permit; and

- L. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.

The preservation commission may require that an applicant furnish additional information relevant to its determination of unreasonable economic hardship.

The preservation commission may receive and consider studies and economic analyses from other city agencies and from private organizations relating to the property in question.

Should the commission determine that the owner's present return is not reasonable, it must consider whether there are other uses currently allowed that would provide a reasonable return and whether such a return could be obtained through investment in the property for rehabilitation purposes.

The Historic Zoning Commission shall review all the evidence and information required of an applicant for a Certificate of Economic Hardship and make a determination within thirty (30) days of receipt of the application whether the denial will deprive the owner of the property of reasonable use of, or economic return on, the property. Written notice of the determination shall be provided in the same manner as required in securing a building permit.

STANDARDS

1. Every reasonable effort shall be made to provide a **compatible use** for property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The **distinguishing original qualities or character of a building, structure, or site** and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall not be approved.
3. All buildings, structures, and sites shall be recognized as **products of their own time**. Alterations that have no historic basis and which seek to create an earlier appearance shall not be approved.
4. **Changes** which may have taken place **in the course of time** are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. **Distinctive stylistic features or examples of skilled craftsmanship** which characterize a building, structure, or site shall be treated with sensitivity.
6. **Deteriorated architectural features shall be repaired rather than replaced**, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features shall be based on accurate duplications of features substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. **Surface cleaning of structures** shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve **archaeological resources** affected by, or adjacent to, any project.
9. **Contemporary design for alterations and additions** to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. **New additions or alterations** to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

1.0 GENERAL GUIDELINES

- 1.1 The form and detailing of those architectural materials and features that are important in defining the historic character of the structure and its environment must be **identified** taking into consideration at least the following:
 - a. The dominant architectural style of the structure.
 - b. The date or period of original construction.
 - c. The dates or periods of any major changes which have significantly affected or changed the dominant style of the structure.
 - d. Any materials, features, ornaments or other characteristics that differ from commonly available currently used materials; and, therefore, which may require nonstandard or specialized sources or treatment for proper repairs, maintenance, restoration or replacement.
 - e. The historic context of the building, such as late 19th century commercial, 1920's residential, 1950's store/office combination, etc.
 - f. The physical context and environment of the building, including its relationship with surrounding structures and its impact on the streetscape, as well as any important contributing site features.
 - g. The original and historic uses of the building.
- 1.2 The form and detailing of those architectural materials and features identified under Guideline 1.1 must be **retained, preserved, protected and maintained**. Any proposal which would alter, destroy, remove or substantially change any of the above shall not be approved by the Commission, except as specifically permitted in the Standards and Guidelines of the Commission.
- 1.3 All important historic material must be **protected from potential damage**, which may be caused by work being done on it, or on any other material or part of a structure; from inadvertent damage such as passing pedestrian or vehicular traffic; and from inadequate and improper temporary security or storage.
- 1.4 All important historic materials must be maintained and protected from damage or deterioration from **natural causes** including harmful exposure to water, wind or other natural elements.
- 1.5 Approved repairs of all character-defining, important historic materials must be done with the **least degree of intervention possible** and must be **compatible** with the physical characteristics of the original material according to recognized preservation methods. The Commission will not approve repair methods that are known to damage or to shorten the serviceable life of important historic materials.
- 1.6 The Commission must review the **specifications** of proposed repairs, which must be consistent with the Standards and Guidelines and with commonly accepted preservation practices.
- 1.7 The **person(s)** who are to carry out such repairs must show that they have the necessary knowledge and skill, and that they fully intend to carry out the repairs in accordance with Guideline 1.6. In fulfilling this requirement, the Commission may go by its first-hand knowledge

of past work, or may require demonstration samples. The Commission reserves the right to approve proposed work/specifications, and not the proposed worker or contractor.

1.8 **Replacement of missing parts** or materials shall be permitted only when there is adequate documentation of form, character, and applicable dimensions of the missing parts or materials. Such replacements must be accurate reproductions of the form of the originals and must be physically compatible with any material or part of the structure to which they are joined. Substitutes for inadequately documented missing parts or materials, no matter how small, are considered additions to a structure and are regulated according to Section 13.0 of these Guidelines.

1.9 The **replacement of existing** character-defining important historic materials shall be approved **only subject to all of the following conditions:**

That the existing materials are no longer safe and/or serviceable and cannot be repaired/restored to a safe/serviceable condition;

That the existing materials are not to be sold or transferred to another building; and

That the existing materials (or suitable samples thereof) must be preserved and/or documented thoroughly and accurately as a public record sufficient for future reproduction and/or research purposes.

1.10 Guidelines 1.8 and 1.9 must also fulfill the requirements of Guidelines 1.6 and 1.7.

1.11 Non-conforming existing features and repairs (which do not conform to these Standards and Guidelines, but which existed prior to the adoption of these Standards and Guidelines) may be repaired and maintained as needed, but if replaced or removed, must be brought into conformity with the current Standards and Guidelines of the Commission.

2.0 MASONRY

- 2.1 All provisions of **Section 1.0 General Guidelines** apply to Section 2.0, Masonry.
- 2.2 **19th century red painting and pencilling (white painting of mortar joints)**, even though badly weathered, must be identified and preserved when present on many of Jonesborough's 19th century brick buildings, and must be restored if removed or damaged during any repair work.
- 2.3 **Cleaning** masonry may be approved **only when necessary** to halt deterioration or remove heavy soiling. Cleaning must be consistent with commonly accepted preservation techniques and must be by the gentlest method possible and must use as few chemicals as possible. Water pressures must remain sufficiently low not to damage any of the masonry surfaces in any way. Only natural bristle or soft brushes can be used. The Commission will not approve the use of wire brushes or other abrasive methods for the cleaning of masonry. The long-term effects of all methods and chemicals must be clearly and reasonably established. Test samples shall be required prior to final approval. Any cleaning must meet the provisions of Guidelines 1.6 and 1.7.
- 2.4 All original sound, stable, and usable **structural units** (such as bricks, stones, terra cotta, parts of precast concrete) must be preserved and reused if removed in the process of repair.
- 2.5 Any damaged or unsound **structural units** must be repaired, restored or replaced with compatible units which have similar or identical visual, physical and dimensional characteristics, including texture and color (unless covered by a surface coating).
- 2.6 **Mortar** replacement or repairs must meet **all of the following conditions:**
- a. New mortar must duplicate the **physical characteristics** (such as strength, composition, and texture) of the original mortar according to accepted preservation standards. **Under no circumstances will the Commission approve the use of modern Portland cement mixes with 19th century molded bricks.**
 - b. New mortar must be compatible in **color** with original mortar except where older mortar being matched is lime mortar in which case the sand used in the new mix must be of a color compatible with the sand of the original mortar.
 - c. New/repared mortar joints must match the original in the **width and profile** and configuration.
 - d. Old mortar must be **removed using hand tools** in order not to damage structural units such as bricks, stones, terra cotta or parts of precast concrete. **Sound mortar shall not be removed. Under no circumstances will the Commission approve removal and repointing of an entire building section just to achieve a uniform appearance.**
 - e. All mortar repairs must utilize commonly accepted **tuck pointing techniques** as distinct from brick laying techniques. Repairmen must have and be able to use tuck pointing tools and must meet the specific requirements of Guideline 1.7.
 - f. The faces of all structural units must be left **mechanically clean** and free of damage. The Commission will not approve any specifications for work which rely on chemical methods for cleaning after tuck pointing.

- g. Provisions must be made for proper **preparation** of joints to be repaired, as well as for proper **curing** of newly repaired masonry.
- 2.7 Any repair work must duplicate original **bonding patterns**.
- 2.8 Any original ornamental or functional **placement or arrangement** of structural units must be faithfully duplicated in all visible dimensions in any repair or replacement work. This includes pilasters, corbels, panels, dentils, lintels, sills, gables, cornices, and any other parts of masonry structures. It also includes textures and special molded patterns.
- 2.9 New or nonhistoric surface treatment such as **water-repellent coatings** shall not be approved until after all needed repairs have been properly completed, and all of the reasonable methods of water control have been tried and found ineffective or inadequate in arresting damaging water penetration. The Commission may approve only clear coatings, which do not change the color or texture of an unpainted surface (see also Section 9 of these Guidelines). The Commission will approve only air-permeable products for masonry coatings, and must thoroughly review the product descriptions and specifications prior to approval in order to judge the appropriateness of the proposed clear masonry coating.
- 2.10 The Commission shall **not approve the painting**, coating, or covering of **previously exposed masonry surfaces** or ornaments to create a new appearance.
- 2.11 The Commission shall not approve the **uncovering** and exposure of **masonry** which was not intended originally to be exposed.
- 2.12 **Stucco repairs** must match original stucco in strength, composition, texture and in color (unless covered by a surface coating). See also Guideline 1.8. Any new stucco must be applied in such a way that it can be removed with minimal repairs to the structure behind it. Structural units such as bricks cannot be penetrated in the process of applying stucco.
- 2.13 **Concrete pavement** must include the use of coloring agents in order to simulate as much as possible the colors of nearby or adjacent concrete.
- 2.14 **Concrete finishes** must match nearby or adjacent patterns or patterns existing elsewhere in the H-1 Overlay Zone.

3.0 WOOD

- 3.1 All provisions of Section **1.0 General Guidelines** apply to Section 3.0 Wood.
- 3.2 **Cleaning methods** that change the surface appearance or texture of wood shall not be approved.
- 3.3 **Paint preparation methods** that damage wood surfaces shall not be approved. Paint removal by use of heat must be by electrical heat only. The use of open flames or torch for paint removal shall not be approved. A fire extinguisher must be available on the job site during any paint removal even though done by the use of electrical heat.
- 3.4 **Stripping** historically painted surfaces to bare wood, then applying clear finishes or stains shall not be approved.
- 3.5 **Repairs** of existing wood parts must be identical in visual appearance and in all visible dimensions, profiles and patterns with the original. However, distinctions visible under close inspection between the original and repairs are to be accepted. For example, differences in planing or sawing patterns, differences in paint layers and textures, and when appropriate even encouraged, so that the repairs can be unobtrusively distinguished from the original, especially on 19th century and early 20th century buildings.
- 3.6 Under no circumstances will the Commission approve removal and replacement of large areas of existing materials just to achieve a uniform appearance.
- 3.7 **Refinishing or redressing historic wood surfaces** such as by sanding, sandblasting, using high pressure water or using disk sanders or other mechanical devices or machines shall not be approved. Even in the presence of adjacent repairs, the new must be made to match the old (consistent with Guideline 3.5). The original must never be made to match the new.
- 3.8 Ornaments and moldings of **softwood** that are directly exposed to rain must be of pressure-treated wood. Examples of such ornaments include rails, spindle, newels, brackets, and cornices. Examples of softwoods that must be pressure-treated include pine, fir and poplar. It must be recognized that exterior poplar used in the 19th century was primarily “heart poplar”, which is much more resistant to rot than the presently available “sap wood” in poplar.
- 3.9 Specifications for all wood repairs or replacements must **include safeguards against the effects of moisture**, such as warping, excessive movement and rot.
- 3.10 Plywood, composition board, vinyl, aluminum, and other **modern sheet materials** will not be approved as substitutes for boards.
- 3.11 The use of **modern consolidants** including epoxies may be approved provided the products are used in accordance with manufacturer’s specification and/or in accordance with well-established generally accepted preservation practices. See also Guidelines 1.6 and 1.7.

- 3.12 **Substitute materials** for ornaments and parts which are highly exposed to deterioration from weather, and which are seen only from a distance may be approved if known to be durable under the conditions of proposed use.
- 3.13 **Aluminum or vinyl siding** and trim (or other similar modern substitute materials) may be approved for use in the H-I Overlay Zone only if all of the following conditions are met:
- a. Structure must have been built during a time and consistent in style with a time during which such materials were commonly used in new construction.
 - b. The substitute material cannot cover any materials or features that are important in defining the historic character of the structure as identified under Guideline 1.1.
 - c. The structure cannot be an outbuilding that is accessory to another building that does not meet condition 3.13a above.

4.0 METAL ROOFING AND OTHER ARCHITECTURAL METALS

- 4.1 All provisions of **Section 1.0 General Guidelines** apply to Section 4.0 Metal Roofing and Other Architectural Metals.
- 4.2 All repairs on metal roofing must be compatible chemically and electrolytically with the composition of the existing metal, which must first be identified. Most metal roofs in Jonesborough are of two basic compositions: zinc-galvanized sheet steel (5-V and embossed shingles), and terneplate, which is sheet steel coated with an alloy of tin and lead (standing-seam and interlocking flat pan roofs).
- 4.3 **Fastening methods** used in original roof installations must be thoroughly understood and identified. Fasteners are standardly hidden and do not penetrate exposed surfaces in terneplate standing-seam and flat pan installations and in galvanized embossed shingle installations. Under no circumstances will the Commission approve any repairs that would require penetration of any of these metal surfaces except as required for hanging gutter installations. However, fasteners are exposed at the peaks of the V's in 5-V installations. Therefore, the Commission will approve repairs, which would add fasteners (and therefore additional penetrations) in a fashion identical to original installations in 5-V roofing.
- 4.4 **All patches** joined to old metal must be of the same metal as the old. Under no circumstances will the Commission approve the use of aluminum for patching/repairing terneplate or galvanized steel. Neither will the Commission approve galvanized patches for terneplate. This Guideline is intended to guard against corrosion by electrolytic action between unlike metals.
- 4.5 **Cleaning methods** must remove dirt and corrosion without damage to sound metal. Excessive build-up of previously applied coatings must be removed prior to recoating when found to be cracking and/or separating from underlying metal. Paint removal by use of heat must be by electrical heat only. The use of open flames or torch for paint removal shall not be approved. A fire extinguisher must be available on the job site during any paint removal even though done by the use of electrical heat.
- 4.6 **Surface coatings** for metal roofing must be compatible chemically and physically with the metal. Therefore, only coatings manufactured for use on sheet metal can be approved. The Commission will not approve a coating manufactured for use on structural steel, unless the manufacturer also specifically warrants its use on sheet metal indicating that it has sufficient tensile strength and elasticity to be serviceable on sheet metal. Surface preparation and application of all coatings must strictly adhere to manufacturer's specifications for old previously painted sheet metal.
- 4.7 **Asphalt-containing materials will not be approved for coating or patching on any metal roofing.** Such materials do not adhere well to metal, have differing co-efficients of elasticity, and therefore loosen and crack easily and trap water when used on sheet metal roofing. Furthermore, asphalt-containing preparations hasten metal corrosion by giving off small amounts of sulfuric acid during decomposition.

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- 4.8 **Polyurethane caulks** are known to be compatible with metal and therefore can be approved for use as temporary patching material. However, they usually last only two to four years. Therefore, repairs that are more definitive are always encouraged.
- 4.9 All repairs to any **other architectural metals** must be consistent with the above applicable Guidelines. They must be chemically and electrolytically compatible (4.2, 4.4, 4.5, and 4.6), and cannot threaten or destroy important older metal material (4.3 and 4.6).
- 4.10 The Commission will not approve the stripping and exposing of metals that were originally intended to be protected from the environment.

5.0 ROOFS

- 5.1 All provisions of Section **1.0 General Guidelines** apply to Section 5.0, Roofs.
- 5.2 For metal roofing, see Section 4.0.
- 5.3 This section applies not only to roofs, but also to any other **parts of buildings that extend above** any part of a **roof**, such as parapets, chimneys, finials, steeples, cupolas, dormers, cresting, lightning rods and weathervanes.
- 5.4 **Asphalt shingles** may be replaced by similar materials as needed. Colors and patterns must be compatible with the color scheme and style of the building.
- 5.5 **Flat roofs** or roofs completely hidden from view may be repaired or replaced according to standard, commonly accepted roofing practices **provided that all historic materials are appropriately protected** as provided in Guidelines 1.3 and 1.4.
- 5.6 Any **visible changes, including changes in structural design or configurations and additions to any roof** must be compatible with the style of the building and must meet the criteria of applicable Guidelines in Section 13.0, Building Additions. See also Guideline 1.8.
- 5.7 Any **attic vents** must be compatible with the style of the building or be hidden, unobtrusively and substantially, from view. The Commission may require the use of forced air ventilation for structures in which adequate passive ventilation would cause loss of, or damage to, historically important materials and features as identified under Guideline 1.1.
- 5.8 **Gutters and downspouts** must be compatible with the period and style of the building.
- 5.9 All repairs, replacements or revisions of any roofing or drainage system must include **adequate drainage** for the long-term protection of the building from damage by water and/or moisture. For example, in approving new guttering, the Commission may require revisions in surface/subsurface drainage in order to protect the building foundations from the weakening effects of rising damp and/or from impacting of subsurface soils, which may lead to settling of any part of the building.
- 5.10 Any roofing repairs or replacements must include any existing **parapet walls or gables**, the treatment of which must be compatible with the coping (top material of the parapet wall) and style of the building.
- 5.11 The Commission will not approve the removal of a **chimney**, no matter how badly deteriorated it may be. Chimneys must be repaired and preserved. The same applies to any of the decorative elements extending above any part of a roof such as a parapet or stepped gable, a cupola, a steeple, a finial, cresting, weathervanes, balustrades, or cupolas.
- 5.12 The Commission may require the **removal of any obsolete utility structures** such as abandoned TV antennae or vent pipes as a part of any approved roof repairs or replacements.

- 5.13 **Plumbing vents** must always be hidden as much as possible. The Commission may require that multiple vents be combined into one. Frequently, an abandoned chimney can be used for all venting of plumbing and bathroom and kitchen exhausts.
- 5.14 The Commission will not approve installation of any **TV antennae or dishes** for residential use anywhere in the H-1 Overlay Zone.
- 5.15 **Roof mechanical and service equipment** shall always be as unobtrusive and inconspicuous as possible. The Commission may require that such equipment be screened so as to have the appearance of an addition to the building depending on the level of viability of such equipment.

6.0 WINDOWS

- 6.1 All provisions of **Section 1.0, General Guidelines** apply to Section 6.0, Windows. This applies to all details of windows and window accessories including jams, sash, muntins, profiles, glazing, sills, hood molds, paneled or decorative jams, moldings, reveals, shutters, and hardware.
- 6.2 The Commission will not approve the **partial or complete blocking in of openings or the cutting of new openings** in the front facades of buildings. The commission may approve partial or complete blocking in of openings or the cutting of new openings in the sides or rear of a building if the owner demonstrates substantial need for reasons of safety or building functionality. [Amended March 8, 2018]
- 6.3 The Commission will not approve the installation of replacement or additional sash or window units of any kind which **do not fit historic window openings**.
- 6.4 The Commission will not approve changes in **glazing patterns or muntin patterns** unless there is historic documentation that the proposed pattern was used in the particular building during the period of the present existing dominant architectural style of the building. The Commission will not approve such changes to create a new appearance or to make the building appear older.
- 6.5 All **repairs to windows** must meet the requirements of Section 3.0, Wood and/or Guidelines 4.9 and 4.10 as applicable.
- 6.6 Caulking, weather-stripping, and repairs designed to make windows **weather tight** must not damage or include removal of important historic materials or features.
- 6.7 Interior or exterior **storm windows** or storm sash units must match existing exterior sash in size. Any cross supports of exterior storm windows, and any meeting rails of interior or exterior storm sash must be superimposed on meeting rails or support rails of existing sash. Exterior storm units must match the color of exterior window trim. The Commission will not approve exterior storm units which would significantly change the depth of reveal, or which would cover any important molding or decorative features of jams. Interior storm units are preferable to exterior storm units when possible. The Commission cannot approve exterior storm units when interior storm units are clearly possible.
- 6.8 **Replacement of exterior sash** must meet all requirements of Guideline 1.9. Qualified replacements may include double glazing and practical changes in muntin profiles, as well as modern weather-stripping, sash carriage and balancing mechanisms and modern hardware.
- 6.9 **Window film** must be applied on the interior and must provide 99% or greater ultraviolet and/or 70% or higher infrared light protection. It must not be darker than 67% visible light transmittance and must not exceed visible light reflectance to the exterior of more than 9% for ground floor windows. The Commission may approve darkening up to 38% visible light transmittance and visible light reflectance up to 17% for second or third story windows on south elevations if needed to decrease heat transmission from sunlight in warm weather provided such increased darkening and visible light reflectance do not create an obviously negative impact on the visible historic character of the building. [Amended March 8, 2018]

7.0 ENTRANCES AND PORCHES

- 7.1 All provisions of **Section 1.0, General Guidelines** apply to Section 7.0, Entrances and Porches, including all details of every part of doors, entrances, and porches. See also Guideline 6.2 with regard to openings.
- 7.2 The Commission will not approve the installation of replacement or additional doors of any kind which do not **fit historic door openings**.
- 7.3 All repairs to entrances and porches must meet the requirements of all other applicable sections of these Guidelines with regard to respective materials such as **masonry, concrete, wood and metal**.
- 7.4 New or replacement porches, stoops, steps, or ramps to entrances are considered **building additions** and must meet the requirements of Section 13.0.
- 7.5 **Porches** may be **enclosed** when required by new or additional uses only if all of the following conditions are met:
- a. The porch must retain its character and distinction as an appendage to the building; it cannot take on the appearance of an addition, and cannot be made to blend visually with the body of the building. Therefore, material used in the enclosure must be different from the siding or cladding of the building.
 - b. Enclosure walls and associated parts and materials must be recessed behind existing scrollwork, posts, and balustrades.
 - c. Colors used on enclosure walls and all parts of such walls must be sufficiently dark to make the enclosure appear to recede into the porch.
 - d. Large sheets of glass may be used in enclosure structures, but must slide to open, or open to the inside. Windows that open toward the outside, small panes or panels of glass that would necessitate multiple busy muntins or other lines of division will not be approved.
 - e. The existing ratios of horizontal and vertical lines cannot be changed by the enclosure. The porch cannot be made to appear more horizontal or vertical by the enclosure.

8.0 STORE FRONTS

- 8.1 All provisions of **Section 1.0, General Guidelines** apply to Section 8.0, Store Fronts.
- 8.2 All repairs to store fronts must meet the requirements of all other applicable sections of these Guidelines with regard to respective materials such as **masonry, concrete, wood and metal**.
- 8.3 The Commission cannot approve permanent or long-term **changes to a store front simply to meet the needs of a specific business** unless such changes conform to all other applicable provisions of the Guidelines of the Historic Zoning Commission.
- 8.4 All changes to store fronts must always be guided toward the **restoration of documented historic features** if the documentation is adequate.
- 8.5 If documentation of past non-existing features is not adequate for restoration, all changes to store fronts are to be considered as **building additions**, and must meet the requirements of Section 13.0 of these Guidelines.

9.0 SURFACE COATINGS AND FINISHES

- 9.1 All surface **preparation methods** must meet the requirements of General Guidelines 1.2, 1.3, 1.4, and 1.5. With regard to specific materials for surface preparation Guidelines see 3.2, 3.3, and 3.4 for wood; 2.2, 2.3, 2.9, and 2.10 for masonry; and 4.5 for metal.
- 9.2 It must be assumed that all pre-1970 buildings in Jonesborough have been painted in the past with **lead paints**. Therefore, debris from paint preparation must be collected and properly disposed in a manner consistent with current regulations regarding the handling of lead and cannot be allowed simply to fall to the ground and contaminate soils.
- 9.3 Any **original or historic special exterior finishes**, such as graining, fancy painting, marbling or varnishing of wood, and special paintings of bricks and/or mortar as described in Guideline 2.2, must be identified, protected, preserved and, when possible, repaired.
- 9.4 All **uncoated historic materials** such as brick, stone, and concrete must be thoroughly protected from paint deposits from dripping, spraying, overflow, or from any other cause accidental or otherwise.
- 9.5 **Traditional 20th century white** may be approved for all structures that have been painted white through most of the 20th century.
- 9.6 **Other color schemes** may be approved when selected from color palates consistent with the historic period of the dominant style of the building. Distribution of colors must also be stylistically compatible with the dominant style of the building. The Commission encourages the use of color schemes based on historic paint color research for specific buildings.
- 9.7 The Commission **will not approve color schemes which would change the distribution of accent colors in a non-historic fashion** or which would utilize colors not historically compatible with the dominant style of the building.
- 9.8 The Commission encourages **previously painted brick** to be painted a brick color and, when possible, to include the white painting of mortar joints (pencilling). However, 19th century lime-based red painting and pencilling require special treatment. Modern paints cannot be used to restore, repair, or imitate that type of decorative masonry treatment. Specifications for that type of work are available through the Historic Zoning Commission.
- 9.9 All **modern coatings** must be used/applied consistent with manufacturer's specifications.
- 9.10 **Opaque stains** may be permitted when used on structures consistent in style and period with the historic use of opaque stains. Such stains may also be permitted when used in such a manner as to imitate paint.

10.0 STRUCTURAL SYSTEMS

The structural integrity of a building is necessary for its preservation, safety and function. Many structural elements are hidden from view on the inside of buildings or beneath buildings. Unfortunately, several of Jonesborough's antique buildings have been significantly weakened, and have sagged or moved significantly because of structural changes made in retrofitting or in adaptive reuse projects. Such changes often have been made unknowingly by well-intentioned workers competent in their various trades. Therefore, structural matters must be regulated by the Historic Zoning Commission, and must be inspected by the building inspector, even though they may be on the interior. See also Section 11.0 of the Guidelines.

- 10.1 The Commission will not approve changes in a building, whether on the interior or the exterior, which may **weaken the structure** either immediately or gradually.
- 10.2 With regard to proper **protection from structural weakening**, see also Guidelines 1.2, 1.3, 1.4, 1.5, and 5.9.
- 10.3 All important **historic character-defining structural elements**, as defined in Guideline 1.1, must be retained and supported or repaired, and not replaced.
- 10.4 The Commission may require **appropriate professional consultation** prior to approving changes in a structure, which may overload, or otherwise weaken the structure.

11.0 INTERIOR SPACES

The regulation of interior spaces is not within the jurisdiction of the Historic Zoning Commission except with regard to structural concerns (see Section 10.0 of these Guidelines).

However, many interior elements represent important historic character-defining features in most historic buildings.

Furthermore, the general purposes of the Historic Zoning Provisions of Jonesborough's Zoning Ordinance include the following: (see Article 12, Section 1201)

“to promote the educational, cultural, economic, and general welfare of the people and safeguard the Town's history and heritage, as embodied and reflected in historic districts;

to stabilize and improve property values in historic districts, and in the town as a whole;

to foster civic pride and the value of notable accomplishments of the past;

to strengthen the economy of the Town;

to protect and enhance the Town's attractions to residents, tourists, and visitors, and serve as support and stimulus to business and industry; and

to enhance the visual and aesthetic character, diversity, and interest of the Town.”

In carrying out those general purposes, the Historic Zoning Commission serves as a valuable resource to property owners in Jonesborough with regard to interiors. The Zoning Commission makes it a policy to point out important character-defining interior features to property owners, and to offer recommendations with regard to the protection, preservation and repair of those interior features as a part of its educational function.

Property owners are encouraged to seek the assistance of various members of the Zoning Commission and of the Commission as a group concerning historic interior features.

12.0 UTILITIES

- 12.1 **Utility intakes** such as electrical power, telephone, gas and cable lines, boxes and meters, and other associated equipment must be hidden from view as much as possible. They cannot disrupt or damage the physical or visual integrity or continuity of important historic character-defining materials or parts of buildings as defined in Guideline 1.1.
- 12.2 **Exterior mechanical equipment** must be hidden from view as much as possible. Inconspicuous locations must be selected and the Commission may require screening of mechanical equipment, which cannot otherwise be made unobtrusive by virtue of location.
- 12.3 **Wires, pipes, and other** utility and mechanical conveyance lines or communication/control wires must be hidden from view.
- 12.4 For building **structural considerations**, see Section 10.0 of these Guidelines.

13.0 BUILDING ADDITIONS

- 13.1 Building additions include **not only increases in the size** of buildings but also (as in Guideline 1.8), the substitution or addition of any inadequately documented missing parts or materials, no matter how small.
- 13.2 All additions must be **compatible with the existing building** in size, scale, material and color, and must be subordinate to the existing building and design, size and position.
- 13.3 **New designs** for additions may be of a distinctly contemporary nature or may imitate features of the existing building. If imitation is intended, it must be a faithful imitation in material, color, texture, ratio of openings to solid walls, ornaments and all dimensions and profiles of features or design elements.
- 13.4 All additions must be **reversible** without requiring significant reproductions or repairs of important historic materials or features. The Commission will not approve an addition that would require the sacrifice and removal of important historic character-defining features and materials as defined in Guideline 1.1.

14.0 OUTBUILDINGS AND OTHER SITE STRUCTURES [Revised 10/12/06]

- 14.1 Existing outbuildings and accessory buildings when original to the property or rated as contributing to the property's historic character shall be preserved, maintained and repaired consistent with the Historic Zoning Commission's Building Guidelines with particular attention to Section 1 of the Guidelines.
- 14.2 Relocation of an outbuilding or accessory building may be approved by the Commission under conditions in which the denial of relocation would, in the judgment of the majority of Commissioners voting in the meeting at which the request is heard, deny the property owner of a reasonable beneficial use of the property as provided in these Standards and Guidelines under the topic of Economic Hardship. It will not be necessary for the applicant to make formal application under the provisions of Economic Hardship for the Commission to refer to that section of its Standards and Guidelines in considering a request for relocation of an outbuilding or accessory building.
- 14.3 New outbuildings and accessory buildings or buildings moved onto the property must be consistent with the style and dominant period of the related primary structure and must be subordinate to the primary structure.
- 14.4 New outbuildings and accessory buildings or buildings moved onto the property intended to be separated from the primary structure by at least 30 feet must have a footprint that is not larger than three fourths ($\frac{3}{4}$) of the footprint of the primary structure. The highest part of the new structure must be no higher than three-fourths ($\frac{3}{4}$) of the height of the highest roof ridge or parapet of the primary structure.
- 14.5 New outbuildings and accessory buildings or buildings moved onto the property intended to be separated from the primary structure by less than 30 feet must have a footprint that is not larger than one half ($\frac{1}{2}$) of the footprint of the primary structure. The highest part of the new structure must be no higher than one-half ($\frac{1}{2}$) of the height of the highest roof ridge or parapet of the primary structure.
- 14.6 Other site structures must not detract from the primary structure visually by virtue of size, placement, style or color, and cannot introduce a false sense of history or identity.
- 14.7 In applying the above guidelines whether for new construction or relocation, the Commission shall consider the effect of the proposed location of such a structure. The Commission reserves the right to deny approval if, in the judgment of a majority of Commissioners hearing the proposal, the proposed location would make the proposed structure appear to dominate the primary structure or negatively impact the overall historic or physical character of the property.
- 14.8 Section 16.0 Demolition also applies to Section 14.0 Outbuildings and other site structures.
- 14.9 If the Jonesborough Historic Zoning Commission rejects requests that include the removal of a non-contributing secondary site structure twice during a period of 12 months, the Commission will not consider another request that would include the removal of a non-contributing secondary structure until at least one full year has passed after the second denial.

15.0 NEW CONSTRUCTION

- 15.1 All new construction must be in compliance with the provisions of the Southern Standard Building Code as provided in the applicable Ordinances of the Town of Jonesborough.
- 15.2 New structures that imitate building styles commonly **associated with other areas** outside Jonesborough will not be approved by the Commission whether such styles are traditional or contemporary. New structures must not introduce a false sense of identity in Jonesborough. For example, the Commission will not approve a neo-colonial house or a Williamsburg-style building. Neither will the Commission approve a beach cottage or an alpine cottage.
- 15.3 New structures may include **reproductions of earlier structures** provided there is adequate documentation of form and detail of the earlier structure to permit a faithful reproduction. The Commission will not approve mere imitations (as distinct from faithful reproductions) of earlier styles, which would give a false sense of time and identity to the new structure.
- 15.4 Designs for new structures may be of a **distinctly contemporary** nature and may include contemporary interpretations of various traditional building elements found in Jonesborough's H-1 Overlay Zone.
- 15.5 The maximum height of the proposed structure must be within 10% of the average height of the existing adjacent buildings or of buildings located within 600 feet of the proposed structure. The minimum height must be one story.
- 15.6 Visible **massing** of any new building including ratios of height to width must be consistent with adjacent existing buildings or buildings located within 600 feet of the proposed new structure.
- 15.7 The relationships of width and height of **doors and window openings** and the ratios and rhythms of openings to solid walls must be consistent with the style of the proposed structure, and with existing Jonesborough structures, which are fully visible from the site of the proposed structure. In residential construction, window heights must be two-thirds of finished interior wall height, and width must be at least one-half the height of the respective windows.
- 15.8 The existing rhythm of **building setbacks and massing and of open spaces** between structures must be maintained consistent with the portion of the townscape fully visible from the site of the proposed structure.
- 15.9 **Roof shapes**, including angles of slope, must be consistent with existing buildings fully visible from the site of the proposed structures.
- 15.10 The existing rhythm of **entrances and projections** (such as awnings, stoops, or porches) must be maintained consistent with the portion of the townscape fully visible from the site of the proposed structure.
- 15.11 **Predominant visible materials and textures** in new structures must be visually compatible with existing predominant materials used on other structures in Jonesborough, which include wood siding, brick, stucco, stone, and log. For example, the Commission will not approve glass walls (even if glass sheets are not considered openings), concrete walls for buildings, or

cladding which has an appearance clearly not previously used in the H-1 Overlay Zone, such as intentionally roughened wood siding or machined logs.

- 15.12 **Colors** similar to those of natural materials, and colors existing on other structures within the H-1 Overlay Zone as seen from the site of the proposed structure may be approved. However, the Commission reserves the right to disapprove color schemes proposed for new construction, which, in the judgment of a majority of Commissioners, would draw excessive attention to the new structure, or otherwise disrupt the existing visual continuity and harmony of the affected townscape.
- 15.13 **Architectural details** may include contemporary interpretations of various traditional building elements found in Jonesborough, but may not duplicate traditional ornamental details. For example, roof slopes, gable configurations, cornice massing, and scales of openings all may be duplicated from existing structures. However, bracket details and moldings cannot be duplicated, but must be reinterpreted unless used on a reproduction structure (see 15.2).
- 15.14 **The context of visual continuity** of the townscape in such elements as continuous walls, site accessories, and landscaping must be maintained by the proposed structure.
- 15.15 **The context of scale** in relation to the size of people must be maintained in all parts of the proposed structure.
- 15.16 **The context of the directional character** of building and elevation placement must be maintained relative to adjacent structures and, where applicable, to the grid of the original town plan. For example, the Commission will not approve the diagonal placement of a structure relative to adjacent existing buildings or relative to the original grid if the site of the proposed structure is on the grid of the original town. The context of existing predominant horizontal and vertical elements must also be maintained in the part of the townscape affected by the proposed structure.
- 15.17 **Section 14.0, Outbuildings and Other Site Structures** of these Guidelines also applies to Section 15.0, New Construction.
- 15.18 See also Guidelines 2.13 and 2.14, **Concrete Pavement and Finishes**.
- 15.19 Proposed **modernization and extensive exterior remodeling** of an existing building shall be considered new construction, and must meet all of the applicable Guidelines of this Section 15.0, New Construction.

16.0 DEMOLITION [Revised 10/12/06]

- 16.1 The **Property Designation Committee must review** any structure for which a contributing or non-contributing designation has not been made before the Commission will consider approval of its demolition. [Amended June 24, 1999]
- 16.2 The Commission **will not approve the demolition of any structure** in the H-1 Overlay Zone which is **designated as contributing** to the character of the H-1 Overlay Zone according to the Commission's Property Designation Criteria.
- 16.3 The Commission **may approve the demolition of a non-contributing structure** if the existing building is no longer safe and/or serviceable and cannot be repaired/restored to a safe/serviceable condition, and if demolition of the structure would not leave a gap in the affected townscape, which would disrupt the existing visual continuity and rhythm of the affected townscape. See the Commission's Policies and Procedures, Procedures for review of Historic Zoning Commission of permit applications, Section 8, Application and Review Procedures for Demolition Within the H-1 Zone.
- 16.4 If demolition of an otherwise qualifying non-contributing structure would leave a **gap in the affected townscape**, or otherwise disrupt the rhythm and visual continuity of the affected townscape, then the Commission may approve such demolition only provided that there is a clear assertion of obligation on the part of the owner to replace the structure with a new structure, the plan of which must meet all applicable Guidelines in Section 15.0. The plans for any such replacement structure must be approved by the Commission prior to issuing a demolition permit for the existing non-contributing structure.

17.0 EXTERIOR LIGHTING [Adopted 10/24/96]

- 17.1 **Definition:** Exterior lighting is defined as public or private lighting of any kind that increases the nighttime visibility of the exterior of any building or site inside the H-I Overlay Zone.
- 17.2 Prominent, conspicuous and ornamental light fixtures must be consistent with the style and dominant period of the related primary structure or neighborhood.
- 17.3 Utilitarian fixtures must be hidden from view as much as possible.
- 17.4 Light sources must be consistent with the dominant existing light sources associated with the primary structure or the surrounding neighborhood. For example, light sources most commonly in use in 1996 in the central business district are incandescent and high-pressure sodium vapor.
- 17.5 Light fixtures and sources of illumination cannot disrupt or damage the physical or visual integrity or continuity of important historic character-defining materials or parts of buildings as defined in Guideline 1.1.
- 17.6 Building-mounted lights intended for site lighting must light the building as well as the site. For example, the Commission will not approve the use of building-mounted floodlights that are glaring to the public and that place the building in shadows.
- 17.7 Light sources must be positioned so that direct glare and reflective light is minimized.
- 17.8 Light sources must be positioned so that the glare does not pose a danger to the safe movement of pedestrians or vehicular traffic.

18.0 FLOWER BOXES

Purpose: To encourage use of traditional plant material to enhance the beauty of the townscape and individual properties. Flower boxes are preferable to placing flowers in street tree planters, which eventually should be covered with vinca or ivy.

18.1 Flower **boxes must be placed against building or mounted on building**, so as not to obstruct sidewalk or vehicular traffic. If placed on the sidewalk, planters should be elevated slightly or mounted on legs. Urns need not be elevated.

Design must be compatible with building material, color, and texture. Painted wood is acceptable anywhere in the H-1 Overlay Zone. Redwood is acceptable in front of twentieth-century storefronts but not nineteenth century storefronts. Rough-sawn wood is acceptable anywhere in the H-1 Overlay Zone. Pre-cast concrete pottery or terracotta or similar hard material in traditional design is acceptable anywhere in the H-1 Overlay Zone. Plastic is unacceptable. Contemporary design may be used in front of modern storefronts.

18.2 **Planters may protrude** a maximum of eleven (11) inches in front of a building. Urns should not exceed fifteen (15) inches in **diameter**. Urns of that size may be placed completely on the sidewalk if there is not an adjacent street tree planter (example: Mail Pouch). Otherwise, they should be set inside or partially inside the entrance to a store building to be within eleven (11) inches within the front of the building.

18.3 **Winter storage** is strongly encouraged of all planters placed on sidewalks, since they would otherwise tend to obstruct the portion of the sidewalk closest to the building, which is frequently relatively free of snow and ice. An exception to this rule would be any planters attached to buildings at second story levels.

18.4 **Only plant material and material necessary to sustain growth and position of plant material** is acceptable inside and on flower boxes and urns. No advertising signs, art objects, or trinkets are to be attached to or inserted into or hung from boxes or urns.

18.5 **Individual judgement** is to be stressed in the selection and design of flower boxes and urns for each individual building in order to enhance the appearance of the building rather than detract from it.

The Historic Zoning Commission is not giving automatic approval to flower boxes and urns by passing these guidelines. These are offered only to encourage property owners to use flower boxes and urns. They are still subject to the review of the Commission, which reserves the right to request changes in position or changes in appearance or material of any flower boxes or urns that have not received prior approval from the Commission.