

Historic Zoning Commission
6:00 P.M. Thursday, March 27, 2025
Historic Jonesborough Visitors Center

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

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 Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution. Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the agenda.

Item I: New Historic Zoning Commission Members

Welcome to Colton Brasure and Matt Kehn.

Item II: Training Session

Dr. Bill Kennedy – Advertising Standards and Guidelines. Expected duration 1 to 1 ½ hours.

Item III. New Business:

a) 109 E. Main St. – Store Owner: Brittney Vest Presenter: Tom Foster

Request to approve Salon V sign design and placement. The proposed location of the new sign is needed.

b) 107 Fox Street - Owner: Sherry Dean Presenter: Frank Collins

The owner’s apartment manager screwed five “No Parking Signs” into the building’s shutters that overlap the windows. The building also has two other “No Parking Signs” in

the ground in front of the parking area. Per a discussion with the owner, she agreed to remove the signs that are screwed into the shutters. She is seeking guidance from the HZC about solutions to the parking problem. She is interested in painting stripes and no parking messages in the parking spots, posting signs, and putting barriers in parking spots such as orange cones or other barriers

Item IV: Expedited

none

Item V: Future Items

- a) 128 Boone St. – Met with owner to discuss roof, chimneys, and paint.
- b) 201 Oak Grove Ave. – Discussed via email with owner sun hitting side window.
- c) 239 E Main St. – Dr. Kennedy met with owner to discuss foundation repair.
- d) 109 Courthouse Sq. – Informed owner may request to repaint mural on creek side.
- e) 208 W Woodrow Ave. – Will receive information about addressing DBM next week.
- f) In May - will firm up the members serving on the Property Designation Committee and begin the work of reviewing the classification of the contributing/non-contributing status of properties in the H-1 and H-2 overlay districts.
- g) In May – will restart our discussion of lighting and signage. Concerns about bright year round string lights, and the quality of sandwich boards have been expressed.

Item VI: Unfilled HZC Positions

The duties of the Secretary of the Historic Zoning Commission are to assure that the forms are completed and signed at each meeting.

Item VII: Old Business:

a) Training Plan

The next meeting on April 10 will be a regular meeting held at town hall. The final training session will be held on April 24 at the Visitor's Center. An abbreviated regular HZC meeting will follow the training session.

Item VIII: Commissioner Comments

Item IX: Demolition by Neglect Update

- a) 208 W Woodrow Ave – “Historic Church”

Item X: Approval of Minutes



Version Code: AV/SS/V1
Start Date: 3/10/25
Revision: N/A

Sales Rep: Austin Brown
Designer: LeeRoy Dunbar
Customer Contact:
N/A



- Client Approval _____
- Landlord Approval _____



NO PARKING
UNAUTHORIZED
VEHICLES WILL BE
TOWED AWAY
AT VEHICLE
OWNER'S EXPENSE

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

March 13, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Marcy Hawley, Herman Jenkins, Michael Kieta, Rebecca Moss, Nita VanTil, Dr. Bill Kennedy (Advisor)

Members Absent: Chad Hylton

Call to Order

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

Public Comments

There were no public comments.

Item 1: - New Business

1. 111 W. Main St. – Owner/Presenter: Kelly Wolfe

Discussion: Requested to add platform and ladder to access the roof to allow access to roof. The restaurant tenants will need access to the roof to clean the hood located on the roof. Mr. Wolfe will also be installing three 5-ton heat pumps under the back stairs. Mr. Wolfe requested permission to paint the ladder and existing stairs and rails the existing color.

Motion: Rebecca Moss made a motion, seconded by Nita Van Til, to approve adding a platform and ladder to access the roof, installing three 5-ton heat pumps under stairs and painting the ladder, platform, existing rails, and stairs the existing color. Motion carried unanimously.

2. 111 W. Main St – Owner: Kelly Wolfe – Presenter: Tom Foster

Discussion: Requested to approve sign design for new restraint, Jackson's Prime. Tom Foster presented a replica of the sign. The lettering will be 2ft wide at the top with the widest portion of the bottom being 3ft wide. The sign will be 11 feet tall. The lettering will be "halo" lit giving it a soft glow. Concerns were shared about setting a precedence of a lighted sign. Dr. Kennedy advised that the guideline does not allow for internal lit signs and the sign presented isn't considered an internally lit sign. The font and floral design on the sign fit well with the historic nature of the building.

Motion: Nita VanTil made a motion, seconded by Rebecca Moss, to approve Jackson's Prime sign as presented. Commissioners Marcy Hawley, Michael Kieta, Rebecca Moss and Nita VanTil voted Yea, Commissioner Herman Jenkins voted Nay. Motion passed.

3. 109 E Main Street – Presenter: Tom Foster

Discussion: Requested to approve sign design and placement. The new Salon C sign will replace the Griffin Art Gallery sign. Tom Foster presented the layout for the Salon C design that would replace the Griffin Art Gallery sign. Michelle Hamilton said she had spoken with the owners of Griffin Art Gallery and they do not wish to have their sign removed. The request was withdrawn until there is further clarification on the placement of the Salon C sign.

4. 109 E Main – Owner/Presenter: Michelle Hamilton

Discussion: Requested to put a bench in front of new business. Businesswoman, Michelle Hamilton was in attendance and asked for permission to purchase a “mustard yellow” (matches building trim) metal two seat bench to set outside her new art gallery. Ms. Hamilton was informed that upon approval of the bench she would need to get a special outdoor use permit from the town.

Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to approve the request as presented. Motion carried unanimously.

5. 315 W Main Street – Owner/Presenter: Sydney Donovan

Discussion: Requested approval to replace shingles with similar charcoal shingles and request to replace metal porch roof with black 5V. Burnished slate 5V is no longer available. Requested approval to replace the rotted base of porch columns. The carpenter will make exact replicas of current bases using Red Grandis lumber, and paint matching white color. Ms. Donovan also requested to install a fence on east rear part of property, behind the house, framing the backyard driveway. The picket fence will be painted white to match. Ms. Donovan will also be removing a small interior fence from the yard that can't be seen from outside the fence.

Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve the repair of the porch columns as presented. Motion carried unanimously.

Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve using similar shingles in charcoal color and black 5V on the roof as presented. Motion carried unanimously.

Motion: Rebecca Moss made a motion, seconded by Herman Jenkins, to approve installing a fence on the east rear of property, behind the house, framing the backyard driveway as presented. Motion carried unanimously

6. 200 W Main Street – Owner: May Family Presenter: Colton Brasure

Discussion: Requested approval to repair the front porch including stairs, columns, decking, rails and decorative elements. All visible surfaces will be wood. Mr. Brasure presented three possible options for the front porch repair. Until work starts on the project it is unclear which option will be the best solution. The three options include the use of a concrete pad, metal stringer or a combination. Mr. Brasure would like to extend the railing to mimic what it used to be and repair decking where necessary. The commission was assured that proper lead-based paint safety measures will be taken when scraping and chipping the paint. It was suggested that the base of the columns could be rounded to mimic the curvature of the stairs.

Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to approve the three stringer repair options as presented, replace the railing, repair the decking, repair the columns, and primer. Motion carried unanimously.

7. 103 N. First Ave – Owner/Presenter: Herman Jenkins

Discussion: Requested permission to repaint with new color scheme. Mr. Jenkins would like to repaint using a darker color scheme. The studio in the back yard will be painted to match.

The requested paint colors will be: Dark Night, Rookwood Shutter Green, Eclipse, and Dark Auburn. Color samples were presented.

Commissioner Herman Jenkins recused himself from the vote.

Motion: Marcy Hawley made a motion, seconded by Rebecca Moss, to approve the new color scheme as presented. Motion carried unanimously.

Item II: Expedited

1. 306 W. College St – Owner/Presenter: Nita and Steve VanTil

Discussion: The request met criteria for expedited approval. Approval granted by Chairman Frank Collins and Vice-Chairman Aaron Bible. Owner to repair woodwork on soffits with the same type of wood and repaint areas of the house (front entry, windows, side porch) using the existing colors.

Item III: Unfilled HZC Positions

Discussion: With Aaron Bible's resignation from the board a new Vice Chairman needs to be nominated. The Secretary position will be filled at a later date. The May 8th HZC meeting should be fully staffed with nine members and the training session will be complete. Once fully staffed we will restructure to assign territories to HZC members. The Commission will also make sure the Property Designation Committee is fully staffed and ready to re-evaluate Contributing vs. Non-Contributing designations. PDC committee will also handle Demolition by Neglect duties. Dr. Kennedy will discuss two nominations with the Mayor for consideration at the BMA meeting on March 17, 2025.

Motion: Frank Collins made a motion, seconded by Michael Kieta to nominate Nita VanTil to serve as Vice Chairman. Motion carried unanimously.

Item IV: Old Business

1. Training Plan

Discussion: The next training session is Thursday, March 27. The training sessions will be held at the Visitor's Center and will start promptly at 6pm. The training session is scheduled for 1 ½ hours. An abbreviated regular HZC meeting will follow the training session.

2. Commissioner Comments

Discussion: No topics discussed.

3. Demolition by Neglect Update - 208 W Woodrow Ave – "Historic Church"

Gordon Edwards with the Heritage Alliance contacted the property caretakers. Alderman Adam Dickson and/or Gordon Edwards will attend a Church property meeting at the end of March and will provide an update on the actions planned for the property.

4. Approval of Minutes - February 27, 2025 Minutes

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the February 27, 2025 minutes as presented. The motion passed unanimously.

5. Adjourn

Motion: Herman Jenkins made a motion to adjourn the meeting, seconded by Marcy Hawley. The motion passed unanimously.