

MINUTES OF THE REGULAR SECHEDULED MEETING OF THE
KINGSPORT HISTROIC ZONING COMMISSION

August 11th, 2025

1:30 p.m.

Members Present:

Jewell McKinney	Dineen West
Lindsey Nieuwland	Jack Edwards
Bob Grygotis	Joe Cross

Members Absent:

Chip Millican

Staff Present:

Lori Pyatte
Ken Weems
Jessica Harmon

Visitors Present:

Kattie Casebolt Michael Haslam
Selina Straley Lane Tiller
Sarah Fleming Kelley Reid

Chairman Jewell McKinney called the meeting to order at 1:30 p.m., warmly welcoming everyone in attendance. She then invited the staff, historic commission, and visitors to introduce themselves.

The Chairman called for approval of the agenda. Vice-Chairman Dineen West made a motion to approve the agenda as presented, which was seconded. The motion passed unanimously with a vote of 6 - 0.

Next, the Chairman called for approval of the minutes from the regular meeting on July 14th, 2025. Commissioner Lindsey Nieuwland made a motion to approve the minutes, which was seconded. The motion passed unanimously with a vote of 6-0.

Chairman McKinney inquired whether there was any old business to address. Staff indicated that there was none.

New Business:

143/147/151 Broad Street- Revise the building's exterior to include historically inspired window elements, enhancing architectural character and increasing natural light (HISTR25-0177)

Ms. Selina Straley spoke regarding her property, which encompasses three connected buildings totaling approximately 3,600 square feet. The primary structure was originally constructed in 1923 and holds significant historical value as the site of the first JCPenney store in the state of Tennessee.

In the 1950s, the Ball Brothers purchased the property and made alterations, including the addition of a faux balcony. During this time, the original brick façade was covered, and portions of the exterior were later

painted. Ms. Straley noted that the limestone cornice, which once crowned the top of the building, is no longer present.

She also shared that the current façade, created during past renovations, extends approximately five feet higher than the building's original height. Her intention is to restore the structure to its historic proportions by lowering the façade to its original level.

Ms. Straley emphasized her goal of uncovering and restoring the original brickwork down to the base of the windows, installing new window sills, and reintroducing limestone elements. These improvements would not only highlight the building's historic character but also provide a seamless transition between the older and newer materials.

Ms. Straley stated that she has consulted with a contractor who specializes in historic preservation. He indicated that while the original limestone cannot be replaced, it could be replicated using a high-quality cast material—not a synthetic substitute—that would closely resemble the original stone. Ms. Straley also confirmed that the original windows will be exposed and restored in their existing condition.

Vice-Chairman West first expressed her gratitude to Ms. Straley, noting her appreciation for Ms. Straley's passion for the project and confidence in her ability to carry it out successfully. She stated that she would like to see more information on the proposed cast material but emphasized that the project should not be delayed. She requested that the material be presented at a later time.

Vice-Chairman West made a motion to approve the project with the stipulation that the proposed cornice material be brought back before the Historic Commission for review and approval. The motion was seconded and passed unanimously with a vote of 6-0.

244 E. Main Street- Exterior façade enhancements and signage installation (HISTR25-0179)

Mr. Michael Haslam spoke regarding the property formerly known as *Pappy's*, located at the corner of West Main and Cherokee Street. He noted that the building is currently vacant, with many of the openings either boarded up or left exposed. While portions of the existing storefronts remain intact, the storefront on the right side is fully boarded, and the doors are in poor condition and likely beyond repair.

Mr. Haslam stated that the proposal for the storefronts is to replace deteriorated elements with energy-efficient glazing, while preserving, repairing, or rebuilding original wood components wherever possible. On the upper level, the project would include the replacement of the existing windows with double-hung windows, with similar treatment proposed for the Cherokee Street side. He emphasized that no new openings would be created; instead, the design would utilize the existing openings to restore and improve the appearance of the building.

Preliminary drawings indicate a design with more distinct storefronts, framed with painted wood trim. Mr. Haslam explained that as the plans develop—and as future tenants are identified—they expect to return to the Commission for further clarification and review. The immediate scope of work includes cleaning, repointing masonry as necessary, and replacing compromised materials. He also noted that the Cherokee Street façade is beginning to bow, and they are actively consulting with a structural architect on this issue.

Vice-Chairman West remarked that the day was a “banner day for historic preservation.” Chairman McKinney expressed appreciation to the applicants for their commitment to saving the building.

Commissioner Lindsey Nieuwland made a motion to approve the project with the stipulation of continued coordination with the property owner throughout the work. The motion was seconded and passed unanimously with a vote of 6-0.

152/156/158/160 Broad Street- Install new storefronts in four designated locations and update the building's exterior to reflect historic architectural character by incorporating traditional upper-level windows and replacing existing windows (HISTR25-0188)

Ms. Casebolt spoke regarding her property. She stated that 152 Broad Street is believed to be the upstairs portion of the building, while 156–160 Broad Street is the downstairs portion. The owner acknowledged that the building is not currently in the best condition but noted that she had previously received approval to remove the paint from the building and restore some of the brick.

She explained that the original arched-top and transom windows will be preserved. One original window is currently missing, but she has found someone who can replicate it based on the remaining windows. The plan is to install a modern aluminum storefront, clad with wood on the interior, to improve energy efficiency. At this time, no tenants for the storefronts have been confirmed, though discussions are ongoing. She also stated her intent to bring the corner storefront out to the corner.

Ms. Casebolt emphasized that she wishes to remain respectful of the historic character of the building but is requesting operable storefront windows on the Market and Broad Street sides. This would accommodate a potential bar tenant interested in hosting live music, allowing windows to be opened during events. She further stated that she would like to reopen previously blocked windows on the Market Street side, though this work is not currently in the budget. Regarding the brick column on the corner, she does not anticipate being able to restore it and believes it will likely need to be clad.

Ms. Casebolt added that she is willing to return to the Historic Zoning Commission with updates as the project progresses. Visitor State CLG Coordinator Lane Tiller asked about the terrazzo inlay at 158 Broad Street and whether it would remain. Ms. Casebolt confirmed that while she plans to move the door forward, she intends to preserve the terrazzo inlay.

Vice-Chairman West made a motion to accept the proposal as submitted, with the understanding that the property owner will provide follow-up updates throughout the work. The motion was seconded and passed unanimously, with a vote of 6–0.

1253 Watauga Street- Transform garage into a living space (HISTR25-0197)

Ms. Fleming spoke regarding her property at 1253 Watauga Street and stated that she has lived there for nine years. During that time, she and her family have made various updates to the home, including new garage doors, windows, exterior paint, columns, the front door, and the addition of window boxes—all of which, she stated, have maintained and enhanced the character of the house.

Ms. Fleming explained that her current proposal is to convert the attached garage into a livable space. She noted that the original blueprints for the house did not include a garage; instead, it was designed as a breezeway that was later enclosed to form the existing garage. The family also has a detached garage, which will remain.

The plan includes removing the existing attached garage door and replacing it with a window that matches the style of the porch window. This window would also feature a matching window box and shutters to align with the right side of the house. The existing garage door would then be reused on the detached garage to provide an updated street-facing appearance.

Ms. Fleming emphasized that her goal is for the alteration to appear original to the home, preserving its character and fitting respectfully within the neighborhood. She also proposed adding metal-roofed, craftsman-style awnings over both exterior windows, landscaping beneath the new window, and removing a portion of the driveway so that it no longer appears to lead into the house.

Vice-Chairman West expressed appreciation for the reuse of the existing garage door, the removal of the concrete in front of the house, and the proposed new windows and awnings. However, she noted concern with the existing shutters, stating that they are disproportionate to the windows and not historically accurate, as true historic shutters would fold over the windows. In her opinion, the current shutters detract from the house and should be removed. Ms. Fleming asked if the Commission would prefer their removal. Vice-Chairman West reiterated her recommendation that they be taken down, as they are not historic.

Chairman McKinney suggested that Ms. Fleming explore the option of historically accurate shutters, recommending that the dining room window shutters be removed in the meantime. Commissioner Nieuwland made a motion to approve the proposal, with the condition that the window shutters be reconsidered. She noted that if installing historically accurate shutters would be a major expense, she would understand. Vice-Chairman West stated she would not support the project if the current shutters remained.

Chairman McKinney provided the opportunity to amend the motion to clarify that the new window would not include shutters, and that the owner should explore historically appropriate shutter options for the existing windows.

The amended motion was seconded and passed unanimously, with a vote of 6–0.

Other Business:

In-House Approvals:

Staff Report: Since the last meeting, two projects were approved through in-house review:

1. **1244 Watauga Street (HISTR25-0202)**

Replacement of existing asphalt shingles with new shingles in *Williamsburg Grey*.

2. **135 W. Main Street (HISTR25-0203)**

Landscaping improvements and replacement of signage.

Officer Elections:

At the last meeting, the Commission briefly discussed upcoming officer elections. The current officers are Chairman Jewell McKinney and Vice-Chairman Dineen West. Staff reported that both individuals have agreed to continue serving in their current positions if approved by the Commission.

Although absent from the meeting, Commissioner Millican submitted a motion to retain Chairman McKinney and Vice-Chairman West in their respective roles. Staff opened the floor for additional motions or for action on Commissioner Millican's motion.

Commissioner Nieuwland made a motion to approve the continuation of Chairman McKinney and Vice-Chairman West in their current positions. The motion was seconded and passed unanimously, with a vote of 4–0.

Member Terms/ Selection Process:

Staff reported that the Board of Mayor and Aldermen has approved term realignments for all City of Kingsport commissions. Under this change, commission terms will now expire in April rather than June.

As an example, Commissioner Nieuwland's term was originally set to expire on June 30, 2025, but under the new alignment, it will now expire on April 30, 2025. Moving forward, the Historic Zoning Commission will follow an April schedule for all reappointments.

Staff stated that in the commissioners' packets are the updated term sheets (with the exception of Commissioner Nieuwland). Commissioners should simply add one year to the dates currently listed. For example, Commissioner Edwards' term shows June 30, 2026, but with the adjustment, it will now extend to April 30, 2027. All members will follow this same realignment, with terms extending to the next April date.

Staff also reminded commissioners that anyone wishing to continue serving will need to reapply at the end of each term.

Signage:

Staff stated that since the installation of the new signs, they have received a great deal of positive feedback, and the community response has been very favorable.

Staff Reports:

Broad Street Trees:

Staff stated that the next item originated from a Facebook post that Chairman McKinney forwarded for clarification. At the time, staff was not aware of the situation and reached out to the Grounds and Landscaping Manager regarding the trees on Broad Street, specifically within the 100 Block of the Historic District.

The Grounds and Landscaping Manager reported that many of the trees will eventually need to be replaced due to factors such as declining health, root damage causing sidewalk upheaval, and past water line breaks. Staff also spoke with Assistant City Manager Jessica Harmon, who confirmed that if any actions are taken, the Commission will be provided with updates.

Chairman McKinney asked if there was an estimate of how many trees would need to be removed. The Assistant City Manager explained that, for consistency, they would look at a full replacement plan rather than mixing smaller and larger trees. A meeting has been scheduled to discuss the details, including tree type and overall appearance. The Commission will be updated once more information becomes available.

Staff stated that there were two additional items to discuss.

Earles Drug Store:

Staff reminded the Commission that, some time ago, they had voted to recommend Earles Drug Store for inclusion on the National Register of Historic Places. Staff stated that they received an email from Dr. Tiller on August 8, 2025, confirming that as of August 1, 2025, the property had been officially placed on the National Register.

Update to our Historic Guidelines:

Staff stated that an application had been received for a swimming pool within one of the historic districts. At present, the Commission's guidelines do not specifically address swimming pools. Staff has identified several existing guidelines that could help inform a decision regarding this application.

After discussions with Chairman McKinney and Vice-Chairman West, it was agreed that the Commission should develop specific swimming pool guidelines to be added to the official historic guidelines. Staff noted that the meeting packet includes two documents:

Existing guidelines that staff believes could be applied to swimming pool decisions.

Guidelines from Thomason & Associates, who prepared the original historic guidelines, based on practices from another community. Staff asked the Commission whether they preferred to schedule a separate meeting to review these guidelines or to include the discussion in a regular meeting. Chairman McKinney suggested extending the September meeting to cover the topic.

Commissioner Grygotis asked whether the City's existing pool requirement that pools must be fenced would need to be referenced in the historic guidelines. Assistant City Manager stated that the Commission could specify requirements for the appearance of fences in the guidelines.

With no further business, the Chairman adjourned the meeting at 2:29 p.m.

Respectfully Submitted,

Jewell McKinney, Chairman