

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

October 13th 2025

1:30 p.m.

Members Present:

Jewell McKinney Bob Grygotis
Jack Edwards Dineen West
Joe Cross

Members Absent:

Lindsey Nieuwland
Chip Millican

Staff Present:

Lori Pyatte
Ken Weems
Jessica Harmon

Visitors Present:

Adam Stallings

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 5-0.

Next, the Chairman called for approval of the minutes from the regular meeting on September 8th, 2025. Commissioner Bob Grygotis made a motion to approve the minutes, which was seconded. The motion passed unanimously with a vote of 5-0.

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

New Business:

133 Broad Street- Exterior Façade Color Update (HISTR25-0228)

Chairman McKinney invited Adam Stallings to speak regarding the work completed at 133 Broad Street. It was noted that the work had been completed without prior approval from the commission. Mr. Stallings introduced himself and explained that he was unaware the business was located within the historic district. He stated that he had repainted the exterior of the building, which was previously white with black trim, to an all-black storefront and refreshed the doors in their original green color, which had faded over time.

The commission asked whether he had received the notification letter that had been sent out. Mr. Stallings responded that he had not. Staff clarified that letters were originally distributed when the property was added to the historic district and have been resent since that time. Staff also noted that the letters were mailed to the property owners, so if Mr. Stallings was a tenant rather than the owner, he likely would not have received the correspondence.

The commission thanked Mr. Stallings for attending and for taking the time to explain the situation.

After Mr. Stallings left, staff and the commission discussed the need to notify the 100 block again. Jessica Harmon suggested reaching out to the Downtown Kingsport Association to include a reminder in their newsletter for all tenants to see. The commission also recommended sending a letter directly to each location in the 100 block as a reminder, rather than only notifying the property owners.

Other Business:

In-House Approvals:

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

1. **1358 Watauga Street (HISTR25-0230)**

Installation of in-ground pool

Approval of Checklist of Required Attachments

Staff reported that a checklist had been developed outlining the required documents to be included with applications submitted for commission review. Staff asked the commissioners to review the checklist and consider approving its use to help ensure that all necessary information is provided when making decisions. Staff noted that this addition would also simplify the process for applicants by clearly outlining what materials are expected when submitting an application.

Commissioner Grygotis suggested adding a requirement under the signage/awning section for applicants to include specific dimensions when submitting information. Vice-Chairman West recommended adding a note or section clarifying that holiday décor may be displayed up to 30 days before and must be removed within 30 days after the holiday.

Chairman McKinney then called for approval of the checklist. Commissioner Jack Edwards made a motion to approve the checklist, which was seconded. The motion passed unanimously with a vote of 5–0.

Discussion: Update to Historic Preservation Design Guidelines

1. Murals/ Public Art: Murals may be considered, on a case-by-case basis, for a Certificate of Appropriateness within the Downtown Historic District with special consideration given:
 - a. Building elevation drawn to scale that identifies:
 - i. the façade on which the mural is proposed including:
 1. exterior building materials
 2. age of façade material, and any existing architectural features such as: windows, roof lines, doors, building trim, pilasters, cornices, features bands and other recessed or projecting features

3. the location of existing and proposed mural(s)
4. mural dimensions
5. height of the mural
- b. Site plan drawn to scale that identifies:
 - i. building location and façade on which the mural will be located:
 - ii. names of streets/identification of public right-of-way that abut site, and identification of adjacent parcels.
- c. Murals shall not be applied on or obscure architectural features such as: windows, doors, pilasters, cornices, building trim, roof lines, feature bands, and other recessed or projecting features.
- d. Murals should not detract from the architectural character of a building.
- e. Murals should not cover features that uniquely or significantly reflect changes to the buildings character over time, but they may be used to enhance these features.
- f. Murals should not cover building elements that uniquely or significantly reflect the original purpose and/or function of the structure.
- g. The top of the mural may be no higher than the roofline of any building.
- h. Murals are not considered signs and should not have sign content.
- i. Logos or company advertising should not be permitted
2. Exterior Paint Colors (Storefront/Commercial): Thoughtful selection of paint colors can accentuate important architectural features and unify a streetscape. Approved Sherwin-Williams Historic colors by Era and Benjamin Moore Historical Color Collection.
3. Pools, Fountains, Gazebos, and Pergolas: Commission advised staff to come create guidelines and we would discussion them at the next meeting.
4. Security Equipment: Commission came to the conclusion that this guideline was not needed at this time.
5. ATM: Commission came to the conclusion that this guideline was not needed at this time.
6. Vehicle Charging Station: Commission came to the conclusion that this guideline was not needed at this time.
7. Rooftop Features: Commission came to the conclusion that this guideline was not needed at this time.
8. Skylight Features: Commission came to the conclusion that this guideline was not needed at this time.
9. Playhouse or/ other recreational equipment: (boats, RV's, campers, playgrounds)
 - a. Must be located in the rear yard
 - b. Not able to be seen from street view
 - c. Must be screened in by landscaping and/or fencing.

Staff Reports:

Certified Local Government Program (CLG Program Review)

Staff reported that in August, the Commission was visited by the State Certified Local Government Coordinator for the four-year review. Staff shared that feedback has been received from Lane Tillner, noting that the Commission received a very positive review with no recommendations for changes to the program. A copy of the report was provided for the Commission's review.

217 W. Wanola Ave

As many of you recall, we have been discussing 217 W. Wanola Avenue quite some time now. The property has recently been sold to Mr. and Mrs. Fitzgerald, and we anticipate future applications for updates to the property. Staff has been informed of several planned improvements by the new owners, including the installation of a new HVAC unit, repair of roof shingles and flashing, reinstallation of the gutter on the rear of the house, installation of new windows on the front of the house, stucco repairs, and painting of the exterior and trim.

With no further business, the Chairman adjourned the meeting at 2:33 p.m.

Respectfully Submitted,

Jewell McKinney, Chairman