



Historic Zoning Commission Meeting Agenda

March 23, 2026 at 4:30 PM

Jefferson City Municipal Building

1. **Call to Order**
2. **Approval of Minutes from Previous Meetings**
 - a. Minutes from 02 23 2026 Meeting
3. **Citizen Comments (Citizens should state their name, address, and limit comments to five minutes.)**
4. **Old Business**
5. **New Business**
6. **Other Items for Discussion**
 - a. James Gallup/Jeff Houston - Finalizing Subgrant Committee Members and further discussions on Downtown Improvement Grant Timeline and Process
7. **Adjourn**

Minutes

Jefferson City Historic Zoning Commission

February 23rd, 2026

4:30 P.M.

Members Present

Ailene Combs

David Rosser, Chairman

Mike Dockery

Chad Rogers

Jeannie Musick

Others Present

James Gallup, City Manager

Jeff Houston, Building Official

Mark Brown, Standard Banner

Will Kurtz, Code Enforcement

Sarah Anderson, ETDD CLG Coordinator

Sheila Purkey, Councilwoman

Ekem Amanoo-Lartsen, ETDD Planner

Liebe Rice

Chairman Rosser called the meeting to order at 4:32 P.M. Motion by Musick, second by Combs to approve August 11th, 2025, Special Called Historic Zoning Commission meeting minutes (unanimous).

Citizens Comments - None

Old Business – None

New Business

None.

Other Items for Discussion

Presentation by Sarah Anderson with East Tennessee Development District

Mrs. Anderson provided a more detailed outline and process to apply for the Downtown Improvement Grant. A draft scoring criterion and a copy of the grant guidelines were provided. Mrs. Anderson asked if the Historic Zoning Commission members would be willing to act as the Subgrant Committee to vote on what projects will be awarded grant funding under the Downtown improvement grant scoring matrix. The Historic Zoning Commission members agreed to act as the subgrant committee if the members themselves did not plan on applying for the grant. If any member plans on applying, it would disqualify them from being part of the subgrant committee due to conflict of interest. It was also recommended that a minimum of five members should make up the subgrant committee.

Adjourn

Having no further business, the meeting was adjourned at 5:08 pm.