



## Historic Zoning Commission Meeting Agenda

February 23, 2026 at 4:30 PM

Jefferson City Municipal Building

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1. **Call to Order**
2. **Approval of Minutes from Previous Meetings**
  - a. Minutes from 08 11 2025 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. Sarah Anderson with East Tennessee Development District - Downtown Improvement Grant Program Update
7. **Adjourn**

Minutes  
Jefferson City Historic Zoning Commission  
Special Called Meeting  
August 11<sup>th</sup>, 2025  
4:30 P.M.

Members Present

David Rosser, Chairman

Mike Dockery

Jeannie Musick

Libby Moser

Others Present

James Gallup, City Manager

Jeff Houston, Building Official

Mark Brown, Standard Banner

Jeremy Reed

Chairman Rosser called the meeting to order at 4:30 P.M. Motion by Musick, second by Dockery to approve June 23<sup>rd</sup>, 2025, Historic Zoning Commission meeting minutes (unanimous).

Citizens Comments - None

Old Business – None

New Business

Jeremy Reed - Seeking Certificate of Appropriateness for a Sign and Kayak for New Business - Located off E. Main St.

After a brief discussion about the signage location and materials. The materials and Colors selected were found to meet the Historic Zoning Districts Guidelines. The Certificate of Appropriateness was granted based on the plans delivered at the meeting. The item was approved unanimously on a Motion by Mrs. Musick, and a second by Ms. Moser.

Adjourn

Having no further business, the meeting was adjourned at 4:38 pm.



## FAÇADE IMPROVEMENT SUBGRANT PROGRAM

The Tennessee Department of Economic and Community Development (TNECD), recently awarded the City of Jefferson City (City) with a Downtown Improvement Grant (DIG), providing funds for a subgrant program managed by the City. The DIG program awards local governments or local Main Street organizations of Tennessee Main Street or Tennessee Downtowns communities grants to fund commercial façade and public space improvements. The TNECD's mission is to preserve and maintain older buildings in a downtown district while creating new economic opportunities for the community.

The City is excited to open the 2026 Jefferson City Façade Improvement Subgrant Program (Program) applications for eligible downtown property owners.

This Program is a reimbursement subgrant program requiring a 25% match from the property owner/tenant. Work must be completed by **January 2029**.

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### **PROJECT ELIGIBILITY**

The Jefferson City Façade Improvement Subgrant Program provides funding for façade improvements. A façade is the primary face or front of a building. Rear and side elevation improvements may be eligible if they are highly visible from the street or public spaces. All proposed improvements should respect the historic integrity of the building's architectural features as well as the neighboring streetscape.

Projects are required to follow Jefferson City Local Historic Design Guidelines and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, as relevant. Please see Jefferson City Local Historic Design Guidelines, available on the City's website ([https://jeffersoncitytn.gov/government/boards\\_committees/historic\\_zoning\\_commission/index.php](https://jeffersoncitytn.gov/government/boards_committees/historic_zoning_commission/index.php)) or by requesting a copy at City Hall.

Examples of eligible projects include:

- Signage on the building
- Painting (with the exception of unpainted brick; historic brick should remain unpainted)
- Brick/masonry repair (such as cleaning and repointing mortar)
- Awnings (new or replacement)
- Lighting (exterior only; affixed to building – does not include detached street lighting)
- Removal of inappropriate materials, such as vinyl or aluminum siding
- Window restoration/replacement according to guidelines (vinyl windows are ineligible)
- Door restoration/replacement according to guidelines
- Entryway improvements
- Storefront improvements
- Restoration of architectural elements
- Accessibility enhancements
- Outdoor area improvements may be eligible, if paired with building improvements

Examples of ineligible activities:

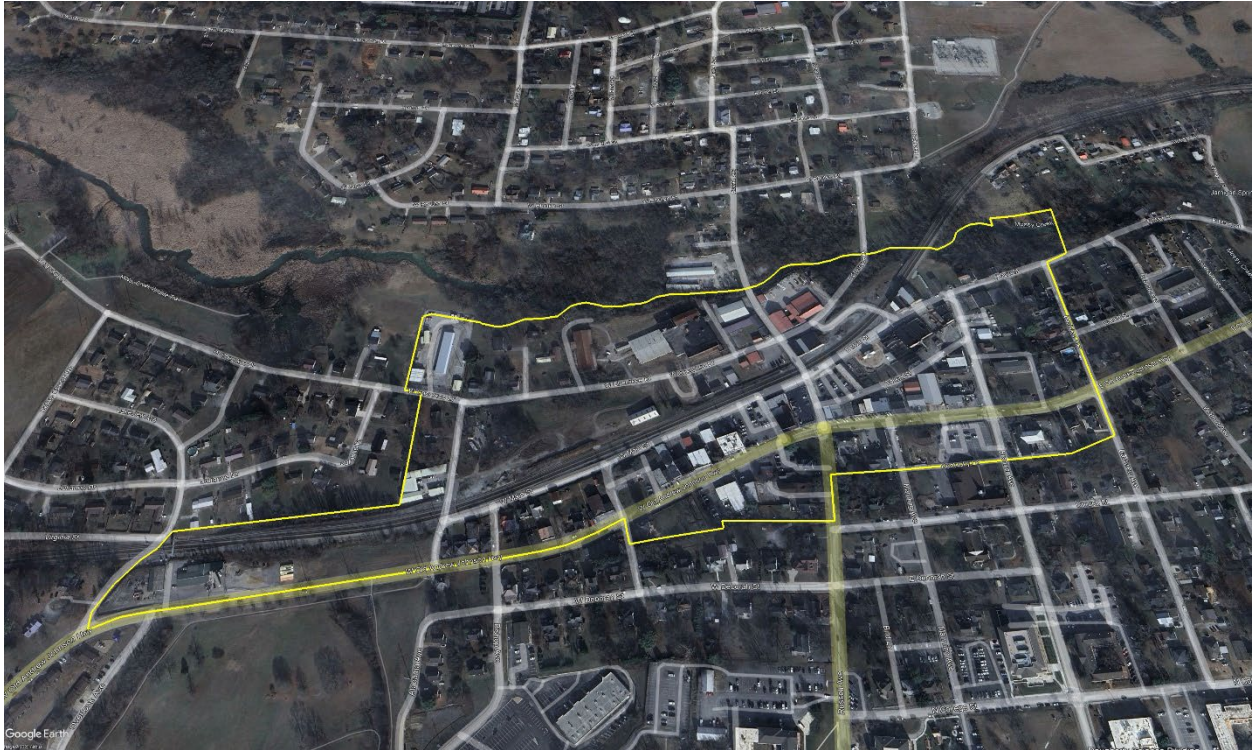
- Interior projects
- Replacing original windows with vinyl windows
- Landscaping
- Patio furniture
- Painting previously unpainted masonry
- New construction
- Property Acquisition
- Refinancing of existing debt
- Payment of delinquent taxes
- Project work completed prior to an executed subgrant contract

### **PROPERTY ELIGIBILITY**

To be eligible for the Jefferson City Façade Improvement Subgrant Program, properties must:

- Be located within the City of Jefferson City downtown district, as defined in the DIG application submitted to the state (see included map below)
- Be at least 50 years old
- Be a for-profit or non-profit commercial business (active religious facilities and municipal buildings are not eligible)

Applicants can be either owners of eligible property or tenants with written permission from the property owner included with their application.



The City’s downtown district, as defined in the DIG application submitted to the state, is represented by the yellow boundary. Properties must be located within this boundary to be eligible for the Program.

### TYPICAL PROCESS

1. Complete the application (below) and include the required materials.
2. Submit the completed application and required materials by **DATE** to:

**City of Jefferson City, TN  
c/o Office of the City Manager  
112 City Center Drive  
PO BOX 530  
Jefferson City, TN 37760**

3. Applications will be scored by the Jefferson City Façade Improvement Subgrant Program Selection Committee according to the scoring rubric, included below.
4. Selected applications will receive a Notification of Award, including project(s) selected for funding, the award amount, and the required match amount.
5. Subgrantee will receive a subgrant contract outlining the requirements of the program and other details. Subgrantee will sign and return the subgrant contract to the City of Jefferson City, TN (same address as above)
6. The City of Jefferson City will countersign the contract.
7. The City of Jefferson City will issue a Notice to Proceed (NTP) once all materials are in place. **Please note, project work may only begin after receiving an NTP.**
8. Once the NTP is issued, project work may begin and must be completed by the assigned deadline (**January 2029**). Any changes to the approved scope determined necessary during project work must be approved in writing in advance.
9. Upon completion of project work, the subgrantee must submit invoices and proof of payment to request reimbursement. This will then be submitted to the state.
10. Reimbursement requests can take up to 6-8 weeks to process. Reimbursements will be issued to the subgrantee as soon as possible.

**FINE PRINT**

1. **Reimbursable Grant.** Please note this is a reimbursable subgrant. Subgrantees must pay contractors in full (100%) prior to requesting reimbursement.
2. **Required Match.** This subgrant program required a 25% match from the applicant.
3. **Procurement.** All applicants are required to seek at least three estimates for their project in writing. Subgrantees must provide documentation of three estimates or attempts to get estimates.
  - a. *Example procedure: Applicant requests estimates for their project from at least three contractors in writing and keeps documentation. The lowest estimate received is \$4,000. Applicant applies to the subgrant program for \$3,000 (75% of their total project cost) and is awarded. Applicant hires the selected contractor, project work is completed, and applicant pays contractor \$4,000 (in full). Applicant provides a copy of the invoice and proof of payment (canceled check, bank or credit card statement, etc.) to the grant administrator, who submits a reimbursement request to the state. Upon approval by the state, the applicant receives a reimbursement for \$3,000. Please note, reimbursement requests can take up to 6-8 weeks to process.*
4. **Contract Period.** Project work completed prior to a fully executed subgrant contract will not be reimbursable. Only apply for this grant if you are committed to completing the project in the timeframe allotted (i.e., by January 2029).
5. **Design Guidelines.** Projects must conform to the Jefferson City Local Historic Design Guidelines. If you are not sure whether your desired project is allowed within the design guidelines of this subgrant program, please do not hesitate to contact us with any questions.
6. **Permitting.** All construction must be completed in accordance with applicable codes and Jefferson City law. It is the responsibility of the applicant to ensure that all necessary building and/or sign permits are applied for and received prior to any construction. All construction management shall be the responsibility of the applicant.
7. **Records.** The City of Jefferson City and the TNECD, or any duly authorized representatives, shall have access to any books, documents, papers, and records which are directly related to the subgrant program for the purposes of monitoring, auditing, or examination for compliance with program requirements. All records pertaining to this subgrant program must be maintained for at least five (5) years following project completion.

8. **Zoning**. All projects are subject to all State/Federal laws and local zoning and/or building codes. It is the responsibility of the subgrantee to verify all requirements to perform work associated with these projects are met.
  
9. **Clawback Agreement**. It is not the intend of the program to allow owners to profit from state-funded improvements. As such, owners must repay the program if they sell the property within five (5) years of the grant-funded improvements. Part of the owner's obligation is forgiven each year they retain the property. Beginning on the date the subgrant contract is fully executed, the City will file a contractual lien with the Register of Deeds.
  - a. Repayment Schedule:
  - b. 0-12 months = 100% repayment
  - c. After 1 year = 80% repayment
  - d. After 2 years = 60% repayment
  - e. After 3 years = 40% repayment
  - f. After 4 years = 20% repayment
  - g. After 5+ years = 0% repayment

## 2026 Jefferson City Façade Grant Selection Committee Project Worksheet

Property Address: \_\_\_\_\_

Each question is given a score of up to 10 points, with 1 being the lowest and 10 being the highest. This worksheet is for your reference in guiding you through the specifics of each focus area. Please input these numbers on the score sheet and send back to **LRICE@JEFFERSONCITYTN.GOV** before our Selection Committee Meeting on **[DATE]**.

### Project Need (30 points total)

1. Benefit to individual building: Is the property long underutilized, boarded up or in dire need of maintenance? What is the current condition of this building, and is this an urgent need? \_\_\_\_/10
2. Benefit to adjacent properties: Will improvements to this building help the value and look of surrounding businesses and properties? \_\_\_\_/10
3. Benefit to area as a whole: Does this project improve the street as a whole? \_\_\_\_/10

### Economic Impact (30 points total)

4. Gives new potential for the building: Do these improvements allow or work towards allowing a new business to occupy the building? \_\_\_\_/10
5. Attracts new business potential for the district: Would these improvements and subsequent new business attract additional business to the downtown district? Would improving this building serve as a catalyst for downtown in spurring further economic development? \_\_\_\_/10
6. Improves the pedestrian experience: Would these improvements make the downtown pedestrian experience more vibrant or interesting? \_\_\_\_/10

### Historical Accuracy (20 points total)

7. Historically accurate: Are the proposed renovations historically accurate for the building? Are there archival photos included with the application? Are the proposed renovations appropriate for this property? \_\_\_\_/10
8. Meets design and/or historic guidelines: Would these improvements be eligible under the HZC design guidelines? Are these renovations appropriate for a building on the National Register of Historic Places (if applicable)? \_\_\_\_/10

### Misc (20 points total)

9. Cooperated with state application process: These applicants submitted a letter of support and/or participated in the application process for the grant. They are already indicated on the score sheet. \_\_\_\_/10
10. Feasibility of project completion in a timely manner: Is it reasonable to believe that the scope of this project could be completed within one year? \_\_\_\_/5
11. Complete application packet with materials: Did the applicant include all required attachments, as listed on the application? \_\_\_\_/5

Total Score: \_\_\_\_\_