MEETING NOTICE

REVISED AGENDA

The Jonesborough Planning Commission will meet in Regular Session at 6:00 p.m., Tuesday, December 18, 2025, in the Board Room at the Town Hall, 123 Boone Street, Jonesborough, TN.

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, 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 meeting's Agenda

Opening Prayer

Pledge to the Flag

JONESBOROUGH PLANNING COMMISSION

- 1. Call to Order
- 2. Approval of Minutes
- 3. Request for Approval of Final Plat for Saylor's Ridge Subdivision
- 4. Request for Approval of a Revised Site Plan & Grading Permit Security for Bradford Park Development
- 5. Request for Approval of a Site Plan & Grading Permit Security, Trailblazer Coffee Restaurant, 376 East Jackson Blvd
- 6. Request for Approval of Vesting Legislation Text Amendments
- 7. Request for Approval of a Freestanding Sign Crockett's Landing, 183 Old St Rt 34
- 8. Adjournment

DESIGN REVIEW COMMISSION

- 1. Call to Order
- 2. Public Comments
- 3. Building Design Plan Trailblazer Coffee Restaurant, 376 East Jackson Blvd

AGENDA PRESENTATION

DATE: December 16, 2025	AGENDA ITEM #:2
SUBJECT: Approval of Minutes	
Approvar or Minutes	

Attached for Planning Commission approval are the minutes of the November 18, 2025 meeting.

MINUTES - November 18, 2025

The Jonesborough Planning Commission met in a regular meeting on Tuesday, November 18, 2025, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster - Chairman, Frank Collins, Josh Conger,

Darrell Fowler, Bill Graham, Robin Harpe, Richie Hayward,

Jim Rhein

Members Absent: Terry Countermine

Staff Present: Angie Charles, Washington County Planning Director

Donna Freeman, Administrative Services Manager

Chairman Tom Foster called the meeting to order and noted a quorum was present. Josh Conger led the group in Prayer and Chairman Tom Foster led in the pledge to the Flag.

1. Public Comments - There were none.

2. Approval of Minutes - Meeting of October 21, 2025

The motion to approve the minutes of the October 21, 2025 Planning Commission meeting as presented was made by Josh Conger, seconded by Darrell Fowler and duly passed.

Chairman Foster said there was an addition to the agenda for the approval of the minutes of the August 1, 2023 Called Meeting. Chairman Foster said that in going through files, staff had discovered the minutes had not been formally approved. Jim Rhien made the motion to add the approval of the minutes of the August 1, 2023 Called Meeting to the agenda, seconded by Richie Hayward and duly passed.

Approval of Minutes - Called Meeting of August 1, 2023

Josh Conger made the motion to approve the minutes of the August 1, 2023 Called Meeting as presented, seconded by Frank Collins and duly passed.

3. Amendment to the Historic Overlay (Map H-1 and H-2) Presented by Frank Collins

Frank Collins said the in reviewing in the Town's official zoning map the Historic Zoning Commission found inconsistencies in regard to the H-1 and H-2 overlay zones, and they are initiating the process to amend the map. Chairman Foster read the staff recommendation for the approval of the Zoning Map amendments to the H-1 and H-2

Districts. Chairman Foster asked Commissioners if they had questions or comments, and with there being none called for a motion.

Motion: Robin Harpe made the motion to approve the Zoning Map amendments to the H-1 and H-2 overlay zones as presented. Richie Hayward seconded the motion and it was duly passed.

4. Washington County Zoning Text Amendment – Assisted Living Facilities Presented by: Angie Charles

The proposed amendment applies to Washington County Zoning Resolution, Article V, Section 515, and would permit assisted living facilities in Washington County's PR-BD (Planned Residential-Business) zoning district. Angie Charles said that the amendment does not impact properties located within the Town's corporate limits. Chairman Foster read the staff recommendation for the approval of the amendment to the Washington County Board of Commission. Chairman Foster asked Commissioners if they had questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve Washington County Zoning Resolution, Article V, Section 515, and would permit assisted living facilities in Washington County's PR-BD (Planned Residential-Business) zoning district. Jim Rhein seconded the motion and it was duly passed.

5. Municipal Code Zoning Text and Map Amendment Regarding Hemp Derived Cannabinoid (HDC) Manufacturing

The request is for an amendment to the current Municipal Code to effectively regulate the zoning, manufacture, sale, and enforcement of new state laws on Hemp Derived Cannabinoid (HDC) manufacturing and retail sales. The amendment is to Title 11, Chapter 5, Section 11-517 of the Zoning Ordinance. The proposed amendment would add a subsection to create an overlay zone for HDC manufacturing and retail as follows:

11-517E. <u>HDC (HDC Manufactory and Retail Store) Overlay Zone</u>. This district intends to allow HDC manufactories and retail stores to be located in areas that provide the best opportunity for the manufactories and stores to be successful with the least negative impact on the Jonesborough community.

The associated map depicting the applicable locations for the HDC Overlay Zone, as currently being considered, is also presented for recommendation of amendment.

Planning Commission members discussed the proposed HDC amendment. Angie Charles said the proposed overlay zone map is mirrored as the current liquor store overlay. Jim Rhein asked if the current stores in the downtown area would be legally grandfathered in. Angie Charles said the use would be protected for one year, and

then could not open after that time period was up. Chairman Foster asked if this would be regulated by ABC (Alcohol Beverage Commission). Angie Charles she did not know at this time. Frank Collins asked about a time or sunset period that could be imposed for a business. Angie Charles said the State would not allow that. Chairman Foster read the staff recommendation for the approval of the Zoning Ordinance text amendment, as currently being considered, and the Zoning Map amendment. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Darrell Fowler made the motion, seconded by Jim Rhein, to approve the Zoning Ordinance text amendment, as currently being considered, and the Zoning Map amendment, as presented. Chairman Foster called for the vote. Commissioners voting Aye: Darrell Fowler, Jim Rhein, Josh Conger, Bill Graham, Robin Harpe, and Richie Hayward. Commissioners voting Nay: Frank Collins. The motion carried.

5. Preliminary Plat for Jones Subdivision – Highway 81 South Presented by: Todd Wood, DTWood Engineering

Request for approval of a Preliminary Plat for the Jones Subdivision located along Highway 81 South. The proposed subdivision consists of 39.9 acres, and is located outside the Town's corporate limits within the Urban Growth Boundary, which places subdivision authority with the Town's Planning Commission, and is R-1 in Washington County. The plat shows 34 lots and 2 new public streets, located off Highway 81-S. The property is described on Washington County Tax Map 68, Parcel 42.00. All proposed lots exceed the minimum 15,000-sq.ft. lot size requirement. Todd Wood said the subdivision will be served with public water (Jonesborough water system) and private septic system Both new streets will have 24-ft pavement width, Road A within a 50-ft right-of-way, and Road B within a 40-ft right-of-way. The maximum grade depicted on the road profiles is 8.72%, which is within the stated allowable 15% (Article III.A.7.). The Planning Commission is being asked to approve the subdivision without sidewalks, as the property is unlikely to be annexed into the Town in the near future, which is allowable as per Article III.J.8. of the Subdivision Regulations. Due to the size of the development, stormwater controls and water quality devices are required. There are 4 stormwater ponds shown on the plans. Pond 1 is located on Lot 1, Pond 2 on Lot 29, Pond 3 on Lots 7 & 8, and Pond 4 on Lots 16 & 17. The construction plans have been reviewed by one of the Town's consultant engineers (Pamela Gilmer, P.E.), and are recommended for approval, having met all requirements.

Chairman Foster read the staff recommendation for the approval of the Jones Subdivision Preliminary Plat. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the Jones Subdivision Preliminary Plat as presented. Robin Harpe seconded the motion and it was duly passed.

7. Preliminary Plat, Comprehensive Development Plan & Grading Security Deposit – Wolfe-Miller Drive Subdivision, Miller Drive and West College Street Presented by: Todd Wood, DTWood Engineering

Request for approval of Preliminary Plat, Comprehensive Development Plan, and Grading Security Deposit for the Wolfe-Miller Subdivision. The proposed subdivision consists of 10.53 acres, with 17 single-family lots, located off Miller Dr, with a large lot accommodating multi-family unit buildings located off the cul-de-sac of a new public street, and 2 additional single-family lots on W. College St. The property is located inside the Town's corporate limits, zoned PRD. The single-family lots and multi-family units are within the PRD density requirements. There is a \$100,600 grading security deposit and \$7,198 sidewalk fee in lieu payment associated with the request. The lots will be served with public water and sewer. The new street will have 24-ft pavement width, within a 50-ft right-of-way, and a sidewalk on one side. The maximum grade depicted on the road profiles is 10.61%, which is within the stated allowable 15% (Article III.A.7.). With consideration of approval for the plat, the Planning Commission is being asked to jointly approve a Comprehensive Development Plan, which is a requirement of the PRD zoning district. The focus area of the plan is the larger lot where the multi-family units are located. Vehicular access to the units will be from the new cul-de-sac street off Miller Dr, and a golf cart path will be provided from the shared driveway entrance off W. College St. The golf cart path will also provide for a method of pedestrian access as well. A landscaping buffer is required for a northeasterly corner portion of this lot due to an adjoining an existing single-family residence. Mature vegetation in other areas of the lot will remain to provide additional screening. Because of the size of the development, stormwater controls and water quality devices are required. There is a stormwater pond located on the large lot (labeled Lot 18) with the multi-family unit buildings. The construction plans have been reviewed by one of the Town's consultant engineers (Pamela Gilmer, P.E.), and are recommended for approval, having met all requirements. Commissioners discussed the proposal of the subdivision. Chairman Foster said the three recommendations for the proposed development will be addressed and acted upon separately.

Recommendation #1 – Chairman Foster read staff recommendation for the approval of the Wolfe Miller Dr Subdivision preliminary plat and Comprehensive Development Plan as submitted, subject to approval from the Tree & Townscape Board. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion, seconded by Bill Graham, to approve the Wolfe Miller Dr Subdivision preliminary plat and Comprehensive Development Plan as submitted, subject to approval from the Tree & Townscape Board. The motion was duly passed.

Recommendation #2 – Chairman Foster read staff recommendation for the approval of the associated grading permit security amount of \$100,600. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Josh Conger, to approve the associated grading permit security amount of \$100,000 as presented. The motion was duly passed.

Recommendation #3 - Chairman Foster read staff recommendation for the approval of the \$7,198 sidewalk fee in lieu payment, as the sidewalk is proposed on one side of the new street. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion, seconded by Darrell Fowler, to approve the \$7,198 sidewalk fee in lieu payment for the proposed sidewalk is proposed on one side the new street as presented. The motion was duly passed.

8. Commercial Site Plan & Grading Permit Security – Wolfe Development, Old Boones Creek Road

Presented by: Todd Wood, DTWood Engineering

The request is for approval of a site plan for a proposed commercial development on a 2.98-acre tract on Old Boones Creek Rd, zoned B-3 (Arterial Business). The plan shows the location of 2 new buildings, each being 4,800-sq.ft in size. The buildings are located within the setbacks (30-ft front, 10-ft side, 25-ft rear) for the zoning district. A grading permit security in the amount of \$38,560 is also associated with the development. The plan also reflects a parking area. The code requires 48 spaces, and 49 are provided. Two of the spaces are handicap accessible. As the entrance is within a flood zone (Zone A) for Little Limestone Creek, a total of 9 culverts (36" diameter each) will be placed underneath to accommodate and allow for the continued flow of water without creating a more than 1-foot rise in elevation in the designated area. On behalf of the Town, a flood study has been reviewed by Pamela Gilmer, P.E., and no revisions to the design are necessary. Due to the size of the development, stormwater controls and water quality devices are required. There is a stormwater pond to be located on the front of the property, between the parking lot and Old Boones Creek Rd. The construction plans have been reviewed by Pamela Gilmer, P.E., and are recommended for approval, meeting all requirements. The development will have landscaping, with 6 new shade trees along Old Boones Creek Rd and 6 more on the side property line adjoining the Boones Creek Rd right-of-way. The parking lot will be landscaped with shade trees and shrubs, and a landscape buffer will be installed along the easterly side property line to lessen the impact on the neighboring PRD-zoned residential property. Existing trees located along the westerly side and rear property lines are to remain to provide additional mature vegetative screening for the development. Commissioners discussed the site plan and the question was raised whether the development was warehouses. Todd Wood said there will be no

warehouses. Chairman Foster said the two recommendations for the proposed development will be addressed and acted upon separately.

Recommendation #1 – Chairman Foster read staff recommendation for the approval of the Wolfe Commercial site plan as submitted, subject to the approval of the Tree and Townscape Board. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion, seconded by Robin Harpe, to approve the Wolfe Commercial site plan as submitted, subject to the approval of the Tree and Townscape Board. The motion was duly passed.

Recommendation #2 – Chairman Foster read staff recommendation for the approval of the associated grading permit security amount of \$38,560. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Richie Hayward made the motion, seconded by Darrell Fowler, to approve the associated grading permit security amount of \$38,560 as presented. The motion was duly passed.

9. Old Business – Public Chapter 994, Tennessee Code Annotated Sections 13-3-402 and 13-4-302 as Amended Relative to Planning Commissions Presented by: Angie Charles

This item was tabled by the Planning Commission at their October 21, 2025, meeting. (Note: The Washington County Planning Commission adopted this same amendment back in 2022 once Public Chapter 994 was signed into law by Governor Lee.)

Upon request of Commissioners, Angie Charles reviewed Public Chapter 994.

Section 3 of Public Chapter 994 adds new language for subdivisions. A regional planning commission may now delegate the responsibility for approval of a subdivision plat that includes:

- (A) No more than twenty-five (25) lots and only if the development received preliminary plan approval through the regional planning commission; or
- (B) No more than five (5) lots if the development did not require preliminary plan approval through the regional planning commission; provided, that:
 - The subdivision complies with such regulations governing a subdivision of land as adopted by the regional planning commission pursuant to § 13-3-304;
 - (ii) No request for a variance from such regulations has been requested; and

(iii) A division of land requiring new road or utility construction is not approved by the planning staff under this subsection (c) unless the plan received preliminary approval by the regional planning commission.

Section 3 further stipulates that delegating this responsibility must be also be approved by a majority vote of the legislative body. For adherence, the Town of Jonesborough Board of Mayor and Aldermen (BMA) must first approve such delegation. If approval is granted by the BMA, amendments to the Subdivision Regulations would be presented for compliance with the Public Chapter. Specifically, the amendments affect Article II. (Procedure for Plat Approval) Section D.6. (Final Plat).

(Note: As the Subdivision Regulations are within the authority and jurisdiction of the planning commission, a Public Hearing is required as part of the amendment process; therefore, a Public Hearing Notice would be advertised accordingly.)

Chairman Foster read the staff recommendation initiating the approval process of the compliance with Public Chapter 994, and subsequent amendments to Article II. Section D. of the Subdivision Regulations of the Town of Jonesborough. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Bill Graham made the motion to approve initiating the approval process of the compliance with Public Chapter 994, and subsequent amendments to Article II. Section D. of the Subdivision Regulations of the Town of Jonesborough, as submitted and amended. Josh Conger seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

AGENDA PRESENTATION

DATE: December 16, 2025	AGENDA ITEM #:	3
SUBJECT: Final Plat - Saylor's Ridge	e Subdivision	

BACKGROUND:

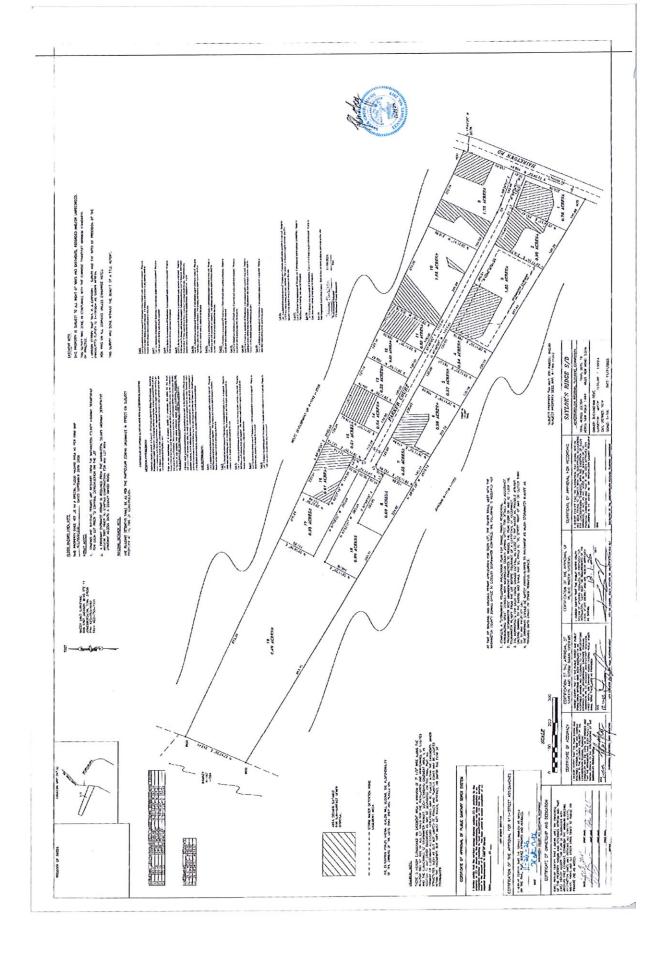
The proposed subdivision consists of 23.35 acres. The plat depicts 19 lots and a new public street (Parker Ct), located off Hairetown Rd. The property is located outside the Town's corporate limits, zoned R-1 in Washington County, within the Planning Commission, which places subdivision authority with the Town's Planning Commission. All lots exceed the minimum 15,000-sq.ft. lot size requirement.

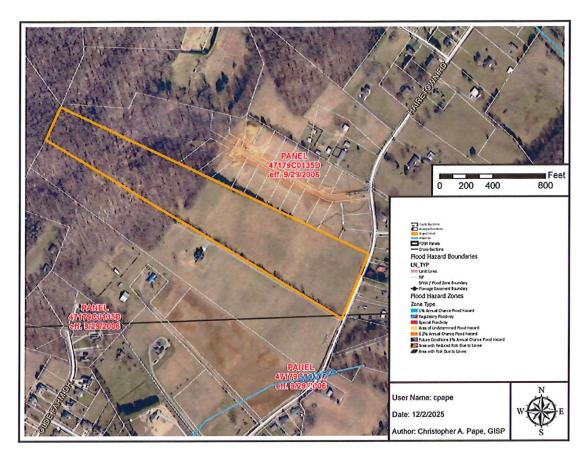
The lots are served with public water and will have individual private sewer (septic) systems. Parker Ct is 0.27 miles in length and has a 24-ft pavement width within a 50-ft right-of-way. In keeping with the Preliminary Plat approval, there are no sidewalks, as the property is unlikely to be annexed into the Town in the near future.

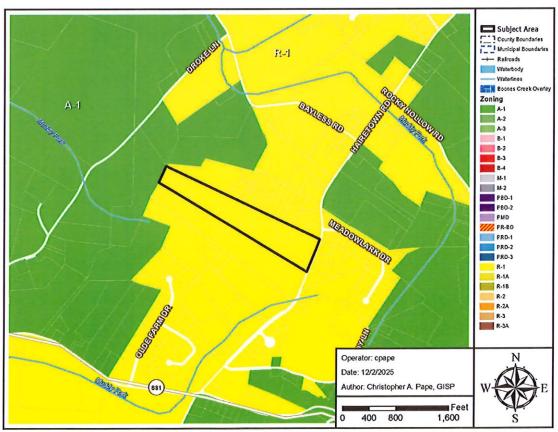
Due to the size of the development, stormwater controls and water quality devices are required; therefore, a stormwater pond is located on Lot 3. There are no variances to the Subdivision Regulations associated with the plat.

RECOMMENDATION:

Staff recommends approval of the Saylor's Ridge Subdivision final plat as submitted.







AGENDA PRESENTATION

DATE: De	cember 16, 2025	AGENDA ITEM #:	4
SUBJECT:	Bradford Park – Site	Plan (Revised) & Grading Pe	rmit Security

BACKGROUND:

A site plan for this property for a commercial warehouse self-storage development was previously approved by the Planning Commission in August 2024. However, the design professional has made adjustments to the site layout for your consideration. The changes include separating one large building into two buildings on Lot A, adding a large climate-controlled building to Lot B, and realigning other buildings to allow for more parking and add space to accommodate a fire lane.

The request is for revised site plan approval of the Bradford Park self-storage business located off Presidential Drive. The subject property is classified as Lot A containing approximately 1.8 acres, and Lot B containing approximately 3.8 acres, and further described on Washington County Tax Map 052-F, Group D, Part of Parcel 6.00.

Attached is the revised site plan, and the following is a review of the site plan:

Developer/Engineer: Jeff Jones/Todd Wood

<u>Proposed Use</u>: Proposed for Lot A are two commercial warehouse 60-ft x 150-ft buildings (two 9,000-sq.ft. buildings); and proposed for Lot B are multiple various-sized self-storage units and a 260-ft x 160-ft (31,200-sq.ft.) climate-controlled storage building.

Zone: The property is within the town limits and is zoned B-3.

<u>Setbacks</u>: The setbacks are determined as Front: 30 feet, Rear: 25 feet, and Sides: 10 feet. The plan appears to meet the minimum setback requirements.

<u>Ingress/Egress</u>: The site plan shows two means of ingress/egress (access) off Presidential Drive.

<u>Utilities</u>: All utilities are available to the subject property, and extensions of said utilities into the site by the developer will be placed underground.

Parking: Parking meets the Town's requirements.

<u>Hydrants</u>: The developer will work with the Jonesborough Fire Department to ensure adequate fire protection at the site before the issuance of a building permit.

<u>Stormwater</u>: A stormwater management pond designed and sized to accommodate this development presently exists, and no modifications are necessary.

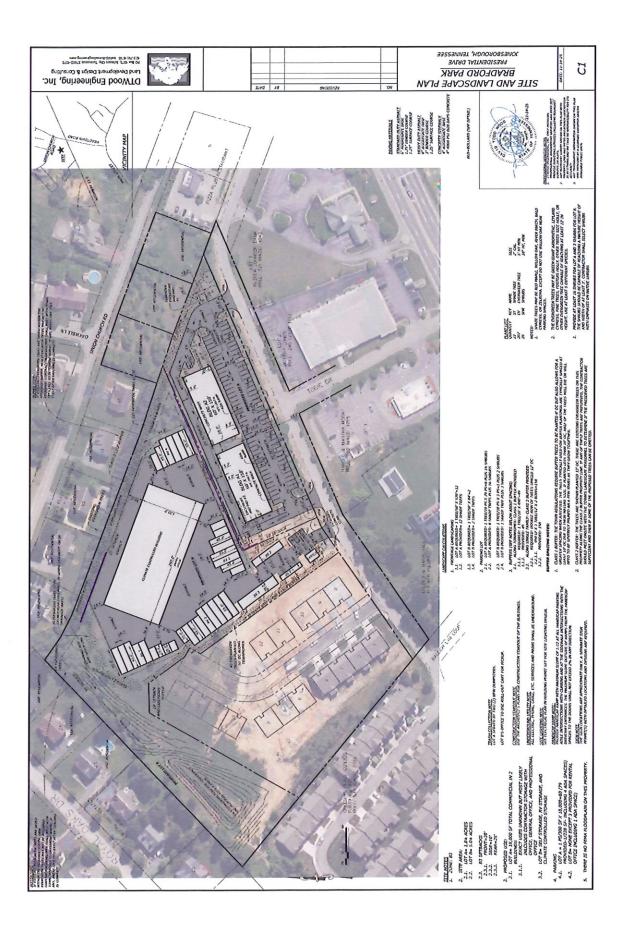
Erosion: The erosion control plan has been included with the overall site plan.

<u>Landscaping</u>: Sheet C1 shows the Site and Landscaping Plan with significant buffering identified around the site since the use is commercial and the adjoining land uses are residential in nature. The Planning Commission approves the landscape layout, and the Tree and Townscape Committee will approve the formal landscape plan.

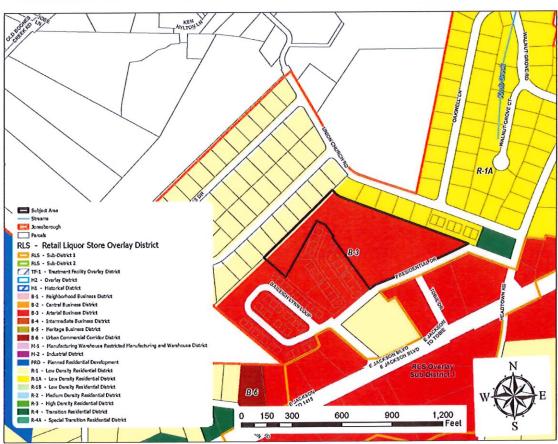
Bonding: Bonding is required as part of the site plan approval process for grading. The Grading Permit Security Calculation Form remains unchanged from the amount submitted and previously approved in 2024, \$31,720.00.

RECOMMENDATION:

- 1. Approve the site plan as submitted.
- 2. Approve the Grading Permit Security for \$31,720.00.







AGENDA PRESENTATION

DATE: De	cember 16, 2025	AGENDA ITEM #:	
SUBJECT:	Trailblazer Coffee	- Site Plan & Grading Permit Sec	urity

BACKGROUND:

The site plan accommodates a proposed commercial development on a 1.13-acre tract on E. Jackson Blvd, zoned B-3 (Arterial Business). The plan shows the location of a proposed new building, 900-sq.ft in size. The building is located within the setbacks (30-ft front, 10-ft side, 25-ft rear) and a drive-thru only restaurant is an allowed use in the zoning district. A grading permit security in the amount of \$47,980 is also associated with the development.

Along with the location of the building, the plan reflects two parking areas and a drive thru travel aisle. The code requires 3 spaces, and 13 are provided. One of the spaces is handicap (ADA) accessible. As the entrance is located on a divided highway, ingress and egress is restricted to right turn movement. A driveway permit from TDOT will be required as E. Jackson Blvd is a state highway road.

Due to the size of the development, stormwater controls and water quality devices are required. There is a stormwater basin to be located on the easterly of the property, between the driveway and the rear property line. The construction plans have been reviewed by Todd Wood, P.E., and are recommended for approval, meeting all requirements.

The development will have landscaping, with six new shade trees along E. Jackson Blvd and four more around the parking areas. The parking lot will also be landscaped with seven additional shrubs.

RECOMMENDATION:

- 1. Approve the Trailblazer Coffee site plan as submitted, subject to approval from the Tree & Townscape Board.
- 2. Approve the grading permit security in the amount of \$47,980.



TOWN OF JONESBOROUGH

123 BOONE BTREET JONESBOROUGH, TN 37659 TELEPHONE (423) 783-1030 FAX (423) 753-1074

Grading Permit Security Calculation Form

The purpose of this form is to calculate the security amount needed to protect adjoining and downstream properties and streams in case the development fails to complete the required improvements and the site is left in an un-stabilized condition.

Erosion and Sediment Control Devices

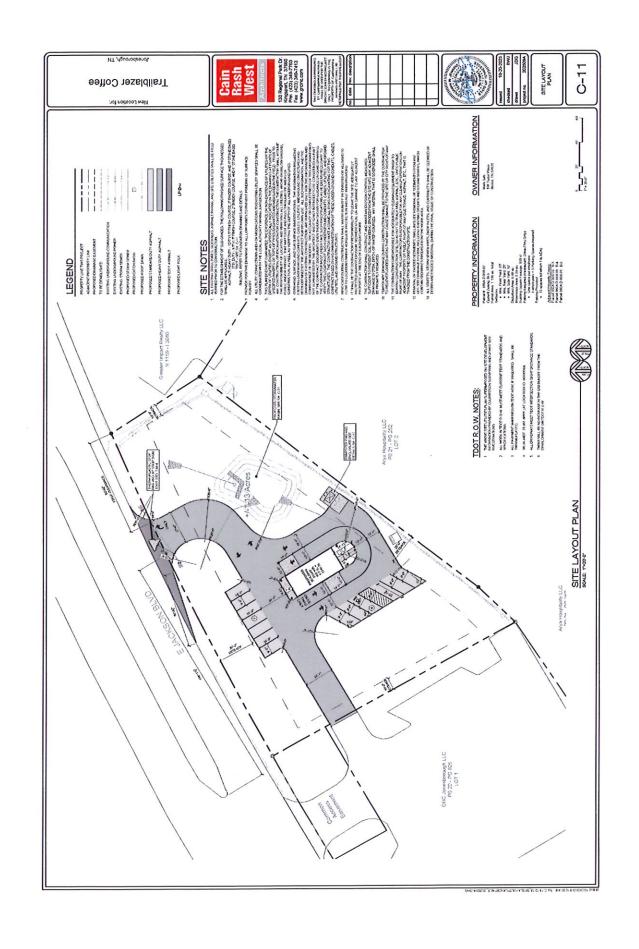
(perimeter plus any items associated with storm drain or stormwater management systems noted below)

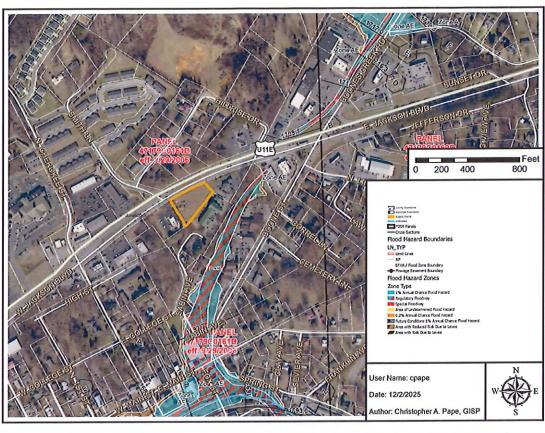
1. 1 construction exits @ \$500/EA	= \$500
2. 400 LF of silt fence @ \$3/LF	= \$1,200
3. 6 check dams @ \$100/ EA	= \$600
4. 1 stone filter rings @ \$100/ EA	= \$100
5. 4 inlet protection @ \$100/ EA	= \$400
6@\$/	=

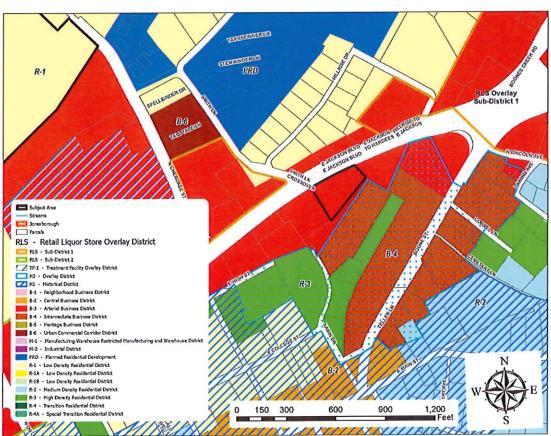
Storm Drain System	
(only items, if any, needed to protect adjoining and downstream properties)	
 42 LF of 12 "HDPE pipe @ \$ 50 / LF 	= \$2,100
2. 63 LF of 15 " HDPE pipe @ \$ 75 / LF	= \$3,975
3. <u>3</u> inlets @\$ 5,000 / EA	= \$15,000
4 manholes @\$ / EA	***
5. 43 CY of rip rap @\$ 60 / CY	≈ \$2,580
6. @\$ /	=
Stormwater Management System	
(only items, if any, associated with detention)	

1. 1 pond grading @\$15,000/ EA	= \$15,000
2. <u>1</u> riser @\$ <u>3,000</u> / EA	= \$3,000
3. <u>47</u> LF of <u>15</u> " <u>HDPE</u> outlet pipe @ \$ <u>75</u> / LF	= \$3,525
4CY of rip rap @\$/ CY	=
5, <i>@\$/</i>	=
Soil Stabilization	
04.040	60.405
1. 34,848 SF of disturbed area @\$0.10 / SF	= <u>\$3,485</u>
	A 477 030
TOTAL SECURITY REQ	$UIRED = \underline{\$47,980}$

THE OLDEST TOWN IN TENNESSEE







AGENDA PRESENTATION

DATE: De	ecember 16, 2025		6
SUBJECT	: Vesting Legislation - Te	ext Amendments	
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BACKGROUND:

During the 2025 legislative session, two bills were passed regarding vesting rights. The proposed amendments are intended to bring the Town's Zoning and Subdivision Regulations into compliance with the new regulations.

The first legislation (SB1313/HB1326) changes the starting date of the vesting period. Vesting rights allow a development project to continue to construction regardless of whether the Town's codes or zoning have changed before work has begun. Under the Town's current regulations, the three-year vesting period for a site plan or subdivision begins on the date it receives approval. For example, the vesting period for a subdivision begins on the date the preliminary plat is approved by the Planning Commission.

Under the State's new legislation, the vesting period would begin on the date the development plans (site plan/subdivision) are submitted to the Town for approval.

The second legislation (SB773/HB735) prevents the vesting period of an approved development plan or building permit from expiring because it was held up due to litigation. If there is litigation, the clock on the vesting period stops until all litigation has been settled. Once the appeals period has expired, the vesting clock starts up again.

RECOMMENDATION:

- 1. Staff recommends that the Planning Commission forward the zoning text amendment on to the Board of Mayor and Aldermen for approval.
- 2. Staff recommends the Planning Commission advertise and schedule a public hearing to consider the text amendment to the Subdivision Regulations.

ZONING ORDINANCE

p. 11-61

11-505. Application of regulations.

(10) VESTING RIGHTS.

1. To avoid undue hardship, a site plan shall be considered vested for a period of three (3) years from the date of the site plan submittal, provided it is in substantial compliance by meeting the Town's requirements at that time. The vesting period shall be extended an additional two (2) years, provided site preparation has begun during the initial three-year period. If construction commences and the developer maintains all necessary permits, the site plan remains vested for a period not to exceed ten (10) years from the date of original approval. The vesting period for an approved site plan may be extended as deemed advisable by the Planning Commission. Developments involving multiple phases are vested for a period of fifteen (15) years.

Type of Project	Vesting Period	Required Action
	3 years	From date of Site Plan submittal
	2 additional years	Site preparation has commenced
Site Plan	5 additional years (not to exceed a total of 10 years)	Construction commences and developer maintains all permits
Multi-phase	15 years	Complete construction for each phase, maintains
Site Plans		necessary permits

- 2. In addition, the vesting period of a site plan shall not expire earlier than three years following the later of the:
 - A. The date on which the appeal period for challenging such approval or issuance, respectively, has expired; or
 - B. The date on which all appeals of such approval or issuance, respectively, have been exhausted.

SUBDIVISION REGULATIONS

Article II. PROCEDURE FOR PLAT APPROVAL

C. Preliminary Subdivision Plan

D. Vesting Rights

1. To avoid undue hardship, a preliminary subdivision plat shall be considered vested for a period of three (3) years from the date of the preliminary plat, submitted, provided it substantially complies by meeting the Town's requirements at that time. The vesting period shall be extended an additional two (2) years, provided site preparation has begun during the initial three-year period. If construction commences and the developer maintains all necessary permits, the preliminary plat remains vested for a period not to exceed ten (10) years from the date of original approval.

The vesting period for an approved subdivision may be extended as deemed advisable by the Planning Commission. Developments involving multiple phases are vested for a period of fifteen (15) years.

Type of Project	Vesting Period	Required Action
	3 years	From date of Preliminary Plat submittal
Preliminary	2 additional years	Site preparation has commenced
Plat 5 additional years Consti		Construction commences and developer maintains all permits
Multi-phase	15 years	Complete construction for each phase, maintains
Subdivisions		necessary permits

- 2. In addition, the vesting period of a subdivision shall not expire earlier than three years following the later of the:
 - A. The date on which the appeal period for challenging such approval or issuance, respectively, has expired; or
 - B. The date on which all appeals of such approval or issuance, respectively, have been exhausted.

D.E. Final Plat

AGENDA PRESENTATION

DATE: December 16, 2025 AGENDA ITEM #: 7	
SUBJECT: Crockett's Landing - Freestanding Signage	

BACKGROUND:

A freestanding ground-mounted sign is proposed for the Crockett's Landing (formerly Colonial Apartments) multi-family development, located at 183 Old SR 34. The property is 5.41-ac in size, and zoned R-3 (high-density residential).

The sign meets the requirements outlined in Chapter 12 (Business and Advertising Signs), Section 11-1214.(1) for multi-family dwellings in residential districts. The sign will meet or exceed the 7.5-ft setback from the property line, extend no more than 8-ft above the ground, and not exceed 32-sq.ft. in area.

As per Section 11-1215, prior to a permit being issued by the Town, approval of the signage is required by the Planning Commission.

RECOMMENDATION:

Staff recommends approval of the free-standing sign as submitted.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

SIGN REQUEST (ALL SIGN REQUESTS, EXCEPT TEMPORARY, MUST BE APPROVED BY THE PLANNING COMMISSION)

BUS. NAME <u>Crockett's Landing</u> PHONE: (423)707-8084 BUS. ADDRESS: <u>183 Old State Rte 34, Jonesborough, TN 37659</u> Zon	e:
TYPE OF BUSINESS: Apartments	
OWNER OF BUSINESS: <u>Josh</u> PHONE: <u>314-744-1661</u>	_
SIGN CONTRACTOR: <u>Austin Brown</u> PHONE: (423)707-8084	
TOTAL VALUE OF ALL PROPOSED SIGNAGE: \$6,910	
TYPE OF SIGNAGE	
FREE-STANDING	
1. Size Of Structure: Height $\underline{5'}$ x Width $\underline{8'81/8''}$ Illum:_NO Sign Area: Height $\underline{3'}$ x Width $\underline{8'81/8''}$ = sq/ft $\underline{2'}$	
Sign Material: Plastic (X) Metal (X) Vinyl (X) Other ()	
Structure Material: Stone base Brick base Other	
2. (If two separate streets) Size Of Structure: Height x Width Illum: (Yes/No)	
Sign Area: Height x Width = sq/ft	
Sign Material: Plastic () Metal () Vinyl () Other ()	-
Structure Material: Stone base Brick base Other	-

WALL MOUNTED (Length of Store Front:)
1. Wall Height; Wall Width: Illum (Yes/No)
a. Letter Size: (box each letter and add) Total sq. ft of Lettering: Height of tallest letter: Thickness
b. Sign Area: (4 sided box-all letters) Heightx Width = Sq. ft Thickness Sign Material: Plastic () Metal () Vinyl () Other ()
2. Wall Height; Wall Width: Illum. Select One a. Letter Size: (box each letter and add) Total sq. ft of Lettering: Height of tallest letter: Thickness
b. Sign Area: (4 sided box-all letters) Heightx Width = Sq. ft Thickness Sign Material: Plastic () Metal () Vinyl () Other ()
BRACKET MOUNTED (Projecting Sign) 1. Size: Height x Width = sq/ft
2. Size: Height x Width = sq/ft Illum: (Yes/No) Sign Material: Plastic () Metal () Vinyl () Other ()
CHANGEABLE MESSAGE SIGNS (Billboards)
 Existing Size: Heightx Width = sq. ft Proposed Size: Heightx Width = sq. ft
3. Nits per day
4. Nits per night
TEMPORARY SIGN:
1. Size: Height: Width:
Sign Material:

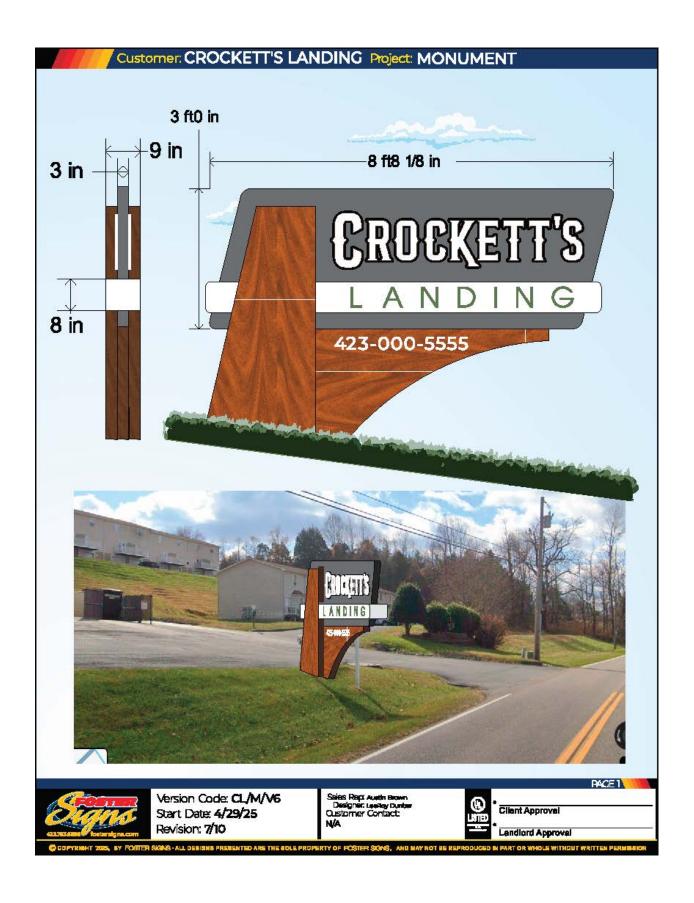
NOTE: Before Sign Request can be processed, you must provide the following:

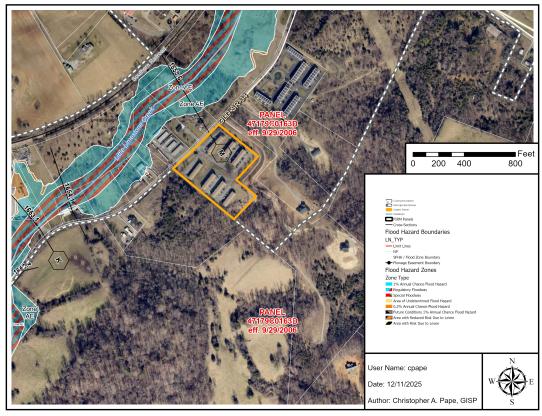
- 1. FREE STANDING SIGN: SITE PLAN SHOWING PROPOSED LOCATION, FOOTING DETAIL, EXISTING SIGNAGE, PICTURE(S) OF SIGN. SIGN MUST BE GROUND MOUNTED OR MONUMENT SIGN NO HIGHER THAN 14 FEET. A SECOND FREE-STANDING SIGN IS ONLY ALLOWED IF THERE ARE ENTRANCES TO THE DEVELOPMENT FROM TWO DIFFERENT AND SEPARATE STREETS.
- 2. WALL MOUNTED SIGN: PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION ON STRUCTURE, EXISTING SIGNAGE. BUILDING MOUNTED SIGNS CAN BE SIZED BY COMPLETING FOUR SIDED BOX AROUND ALL THE LETTERS, OR BOXING EACH LETTER, SIZING EACH BOX, AND TOTALING THE SQUARE FOOTAGE FOR ALL THE LETTERS. (PLEASE IDENTIFY WHICH METHOD IS BEING USED)
 - The sign square footage is based on the building frontage. Please provide a layout of the building frontage. Identify width of the building and /or of the individual shop.
 - Letter size can be increased if the building is 200 feet or more from the front street. Please identify this footage.
 - Typically one (1) square foot of sign area on the building for each linear foot of building frontage occupied by each tenant.
- 3. <u>BRACKET SIGN (Projecting Sign):</u> PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION OF BRACKET ON STRUCTURE, EXISTING SIGNAGE.
- 4. <u>CHANGEABLE MESSAGE SIGN (BILLBOARDS).</u> PHOTO OF EXISTING BILLBOARD. MUST PROVIDE SIGN SPECIFICATIONS.
- 5. TEMPORARY SIGN: Must get prior approval from Building Inspector

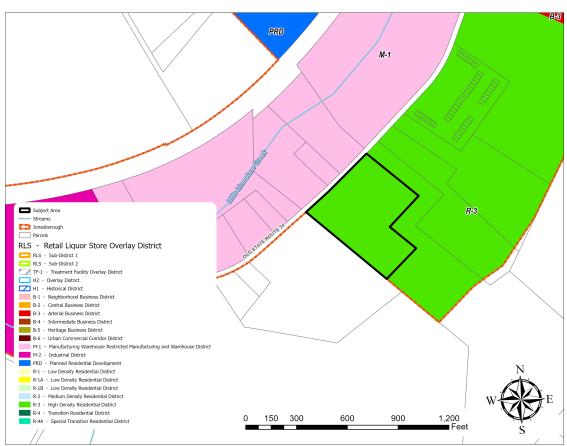
Give details if yes was checked on Illum.: • Please identify lighting as external or internal. cause glare/light pollution, so the fixtures need location map, to see if there might be a safety in	to be located, on the
Additional Information if needed:	Alle i
Company Company Company	

Signature: (Representative of Sign Company/Own	Date: $11/10/2025$
Sign Approved Date	Building Inspector
Permit #	Amount \$

12/8/07, 4/14/10,1/19/11







JONESBOROUGH DESIGN REVIEW COMMISSION

AGENDA PRESENTATION

DATE: December 16, 2025 AGENDA ITEM #: DRC - 1

SUBJECT: Building Design Plan – Trailblazer Coffee Restaurant, 376 East

Jackson Blvd

BACKGROUND:

The Trailblazer Coffee restaurant is being considered for site plan approval by the Planning Commission on December 16, 2025. The proposed coffeeshop will be located at 376 East Jackson Boulevard, adjacent to Wendy's, and further described on Washington County Tax Map 60A, Group D, Parcel 6.02. As the business is located within the Design Overlay District, additional standards and guidelines for façade building materials are submitted for Design Review Commission consideration and approval.

The architectural firm for the project Cain Rash West, out of Kingsport, has submitted elevations that reflect an intent to meet the Town's Ordinance. The front (northerly) façade, which is most visible from the highway, meets the minimum 75% exterior wall standards as provided for in the design guidelines (see attached). The front façade has the following materials and percentages proposed:

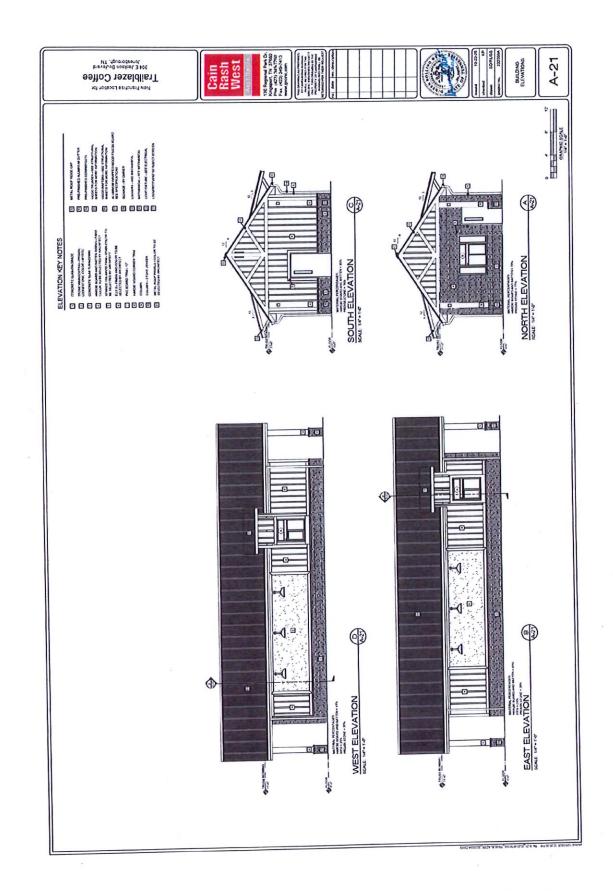
- Stone Product (Provia) 77%
- Hardie Board and Batten (concrete-based material) 23%

While the sides of the building have a reduced percentage of the primary materials standards, they are not as visible from the highway, and the varying number of materials shown creates a broken façade, providing for detailing and fenestration. The side façades have the following materials and percentages proposed:

- Stone Product (Provia) 30%
- EIFS (synthetic stucco energy efficient) 29%
- Hardie Board and Batten (concrete-based) 41%

RECOMMENDATION:

Approve the elevations of the building as submitted, as the design elements utilize traditional, long-lasting building materials.



TRAILBLAZER EXERIOR FINISHES

DRIVE THRU WINDOW

READY ACCESS MODEL 600-MANUAL OPEN/SELF CLOSE; AIR CURTAIN??; DARK BRONZE FINISH; INDOOR STAINLESS STEEL SHELF??

WALK-UP WINDOW

READY ACCESS MODEL 600 WITH SIDELITES—MANUAL OPEN/SELF CLOSE; AIR CURTAIN??; DARK BRONZE FINISH; INDOOR AND OUTDOOR STAINLESS STEEL SHELF??

STANDING SEAM METAL ROOF—BLACK

EXTERIOR LIGHTING—ALL EXTERIOR FIXTURE FINISH TO BE BLACK OR DARK BRONZE SMALL EXTERIOR CAN LIGHTS AT SIDE EAVE SOFFIT GOOSENECK FIXTURES ALONG SIDE FLUSH MOUNT FIXTURE UNDER FRONT AND REAR CANOPIES

HARDIE BOARD

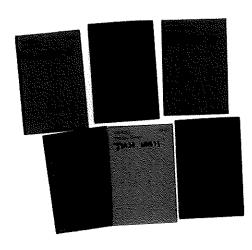
PAINTED SW 6256 SERIOUS GRAY OR OTHER COLOR SHOWN BELOW THAT WAS SENT EARLY IN PROJECT.

EXTERIOR DOORS

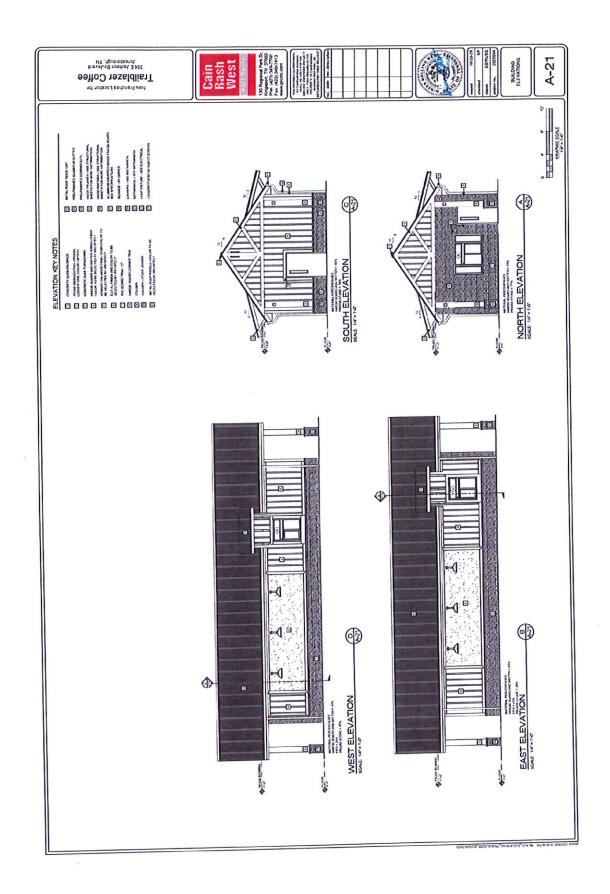
HOLLOW METAL WITH NARROW LITE PAINTED SW 6215 ROCKY RIVER

ALUMINUM GUTTER AND DOWNSPOUTS-BLACK

STACKED STONE—PROVIA LEDGESTONE MYSTIC







TRAILBLAZER EXERIOR FINISHES

DRIVE THRU WINDOW

READY ACCESS MODEL 600-MANUAL OPEN/SELF CLOSE; AIR CURTAIN??; DARK BRONZE FINISH; INDOOR STAINLESS STEEL SHELF??

WALK-UP WINDOW

READY ACCESS MODEL 600 WITH SIDELITES-MANUAL OPEN/SELF CLOSE; AIR CURTAIN??; DARK BRONZE FINISH; INDOOR AND OUTDOOR STAINLESS STEEL SHELF??

STANDING SEAM METAL ROOF-BLACK

EXTERIOR LIGHTING—ALL EXTERIOR FIXTURE FINISH TO BE BLACK OR DARK BRONZE SMALL EXTERIOR CAN LIGHTS AT SIDE EAVE SOFFIT GOOSENECK FIXTURES ALONG SIDE FLUSH MOUNT FIXTURE UNDER FRONT AND REAR CANOPIES

HARDIE BOARD

PAINTED SW 6256 SERIOUS GRAY OR OTHER COLOR SHOWN BELOW THAT WAS SENT EARLY IN PROJECT.

EXTERIOR DOORS

HOLLOW METAL WITH NARROW LITE PAINTED SW 6215 ROCKY RIVER

ALUMINUM GUTTER AND DOWNSPOUTS -BLACK

STACKED STONE—PROVIA LEDGESTONE MYSTIC

