

MEETING NOTICE

The Jonesborough Planning Commission and Design Review Committee will meet in Regular Session at 6:00 p.m., September 15, 2026, 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 4:00 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 Town Recorder at meetings of the Board of Mayor and Aldermen, 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

Agenda

Call to Order

1. Public Comments
2. Approval of Minutes
3. Request for approval of a Home Occupation, Little Dog Groom Room, 1113 East Jackson Blvd
4. Request for approval of a Site Plan and Grading Permit Security, Eastman Credit Union, 419 West Jackson Blvd
5. Request for approval of Freestanding Signage, 11-E Diner, 1406 West Jackson Blvd

6. Request for approval of a Draft Resolution amending Subdivision Regulations by adding Traffic Impact Study
7. Adjournment

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026 AGENDA ITEM #: 2

SUBJECT: Approval of Minutes

Attached for approval are the minutes of the August 18, 2026 Planning Commission meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – August 18, 2025

The Jonesborough Planning Commission met in a regular meeting on Tuesday, August 18, 2026, 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, Kevin Fair, Donna Freeman

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 the pledge to the Flag.

1. Public Comments – There were none.

2. Approval of Minutes – Meeting of June 16, 2026

Chairman Foster asked Commissioners if they had any comments or corrections to the minutes of June 16, 2026. With there being none, Chairman Foster called for a motion.

Motion: The motion to approve the minutes of the June 16, 2026 Planning Commission meeting was made by Bill Graham, seconded by Darrell Fowler and was duly passed.

3. Traffic Impact Study – Draft Resolution Amending Subdivision Regulations

Chairman Foster said the recommendation by staff is to table the Traffic Impact Study until a future meeting and called for a motion.

Motion: Frank Collins made the motion, seconded by Josh Conger, to table the Traffic Impact Study until a future meeting. Th motion was duly passed.

4. Final Plat – Mill Creek Subdivision, Section 11 Phase 2, Wolfe Development Presented by: Todd Wood, Engineer

Request for approval of the proposed subdivision which consists of 11.46 acres and is zoned PRD (Planned Residential District). The plat depicts 42 lots and new public streets, Bert Patton Ln, Joe Ct, and the extension of Cherry Marie Dr. The property is

located in the Town's corporate limits, zoned PRD. All lots are in conformance with the preliminary plat, which was previously approved in November 2024. The lots are served with public water and sewer. There are 0.32 miles of new roads with 24-ft pavement widths within 50-ft rights-of-way. In keeping with the Preliminary Plat approval, there are sidewalks on one side of the streets. Due to the size of the development, stormwater controls and water quality devices are required, which are provided and located in another phase of the development. There are no variances to the Subdivision Regulations associated with the plat.

Chairman Foster read the staff recommendation for the approval of Mill Creek Section 11 Phase 2 Subdivision final plat as submitted. Chairman Foster asked Commissioners if they had questions or comments. Jim Rhein asked if there was any significant drainage issues. Todd Wood replied no. With there being no further comments, Chairman Foster called for motion.

Motion: Bill Graham made the motion to approve Mill Creek Section 11 Phase 2 Subdivision final plat as submitted. Darrell Fowler seconded the motion and it was duly passed.

**5. Site Plan and Grading Permit Security – Wolfe Development Office
Presented by: Todd Wood, Engineer**

Request for approval of the site plan for a proposed commercial development on a 1.04-acre tract at 305 Forrest Dr, zoned B-6 (Urban Commercial Corridor Business). The plan shows the location of a proposed new commercial building, 3,600-sq.ft in size. The building is located within the setbacks (30-ft front, 20-ft side, 20-ft rear). A grading permit security in the amount of \$27,220 is also associated with the development, along with the location of the building, and two parking areas. The code requires 12 spaces, and 13 are provided. One of the spaces is handicap (ADA) accessible, and ingress and egress are located on Forrest Drive. Due to the size of the development being under an acre, stormwater controls and water quality devices are not required. 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 six shade trees along the frontage and two more around the parking areas. The parking lot will also be landscaped with six additional shrubs.

Chairman Foster said there were two recommendations from staff and read Recommendation #1 for the approval of the 305 Forrest Drive site plan as submitted, subject to approval from the Tree and Townscape Board. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Bill Graham made the motion, seconded by Frank Collins, to approve the site plan for 305 Forrest Drive as submitted, subject to approval from the Tree and Townscape Board for the landscaping. The motion was duly passed.

Chairman Foster read Staff Recommendation #2 for the approval of the associated grading permit security amount of \$27,220. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Jim Rhein made the motion, seconded by Robin Harpe, to approve the \$27,220 grading permit security as submitted. The motion was duly passed.

**6. Site Plan and Grading Permit Security – Domino's Pizza, 1262 E Jackson Blvd
Presented by: Ainsley Littlefield, Michael Graves Architect Company,
18 Emory Place, Suite 100, Knoxville, TN**

Request for approval of a site plan for a proposed commercial development on an approximate 0.61-acre tract on E. Jackson Blvd, zoned B-1 (Neighborhood Business) and CO (Corridor Overlay). The plan shows the location of a proposed new building, 3,750-sq.ft in size. The building is located within the setbacks (30-ft front, 10-ft side, 25-ft rear), and a restaurant is an allowed use in the zoning district when located on an arterial road, such as E. Jackson Blvd. A grading permit security in the amount of \$12,362 is also associated with the development. The plan reflects two parking areas. The code requires 19 spaces, and 29 are provided. Two of the spaces are 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, additional stormwater controls and water quality devices are not required; however, existing control measures will be utilized by the development and have been incorporated into the design and construction. 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 three new shade trees along E. Jackson Blvd and five more around the parking areas. The parking lot will also be landscaped with thirteen additional shrubs. The Fire Department is working with the State on the installation of a new hydrant at the front of the property in the right-of-way of the highway. A line from the new hydrant will be extending to the building.

Chairman Foster said there were two recommendations from staff and read Recommendation #1 for the approval of the 1262 East Jackson Blvd site plan as submitted, subject to approval from the Tree and Townscape Board. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Richie Hayward made the motion to approve the site plan for 1262 East Jackson Blvd as submitted, subject to the approval from the Tree and Townscape Board for the landscaping. Josh Conger seconded the motion and it was duly passed.

Chairman Foster read Recommendation #2 for the approval of the associated grading permit security amount of \$12,362. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Jim Rhein made the motion to approve the \$12,362 grading permit security as submitted. Robin Harpe seconded the motion and it was duly passed.

7. Monument and Wall Signage – Taco Bell, 1452 East Jackson Blvd
Sign Contractor: Pro-Signs, Inc.

Taco Bell, 1452 E. Jackson Blvd, is requesting approval of a free-standing sign and wall signage. The ground-mounted sign is 99-sqft in size and 13-ft in height, which does not exceed the maximum requirements of the sign regulations, and meets the minimum 7.5-ft setback distance from the front property line. A raised landscape bed will be installed around the base of the sign to reduce exposed area between the base of the sign and the change/drop in elevation towards the front property line. Town staff has reviewed the wall signage and it meets the Sign Ordinance regulations.

Chairman Foster read the Staff recommendation for the approval of the signage as requested. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Frank Collins made the motion to approve the Taco Bell free-standing and wall signage as submitted. Josh Conger seconded the motion and it was duly passed.

8. Free-standing Signage – 11-E Diner, 1406 West Jackson Blvd

Request for approval of a free-standing ground mounted sign by 11-E Diner, 1406 West Jackson Blvd. Due to no representation for the sign proposal Commissioners asked that this item be tabled. Chairman Foster called for a motion.

Motion: Frank Collins made the motion to table the sign request by 11-E Diner until a future meeting, Robin Harpe seconded the motion and it was duly passed.

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

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026 AGENDA ITEM #: 3

SUBJECT: 1113 E. Jackson Blvd – Home Occupation

BACKGROUND:

The home occupation, Little Dog Groom Room, will be located within the principal residential structure located at 1113 E. Jackson Blvd (adjacent to McCoy Cir). The property is approximately 0.33-ac and the dwelling is 2,095-sq.ft. An incidental home occupation is an allowed use in the R-4 (transition residential) zoning district.

The proposed home occupation is for a small dog bathing and grooming business and will occupy 100-sqft of the home. There are two proposed off-street parking spaces, and appointments will be required for clients. A 2.25-sq.ft. sign is also being requested to advertise the business.

The standards for a home occupation are located within Section 11-513, and the request conforms to the requirements. The Planning Commission must approve all home occupation requests per the Zoning Ordinance.

RECOMMENDATION:

Staff recommends the Planning Commission approve the home occupation request 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 Little Dog Groom Room PHONE: (931) 252-7358
BUS. ADDRESS: 1113 E. Jackson Blvd Zone: _____
TYPE OF BUSINESS: Dog grooming
OWNER OF BUSINESS: Greutchen Peterson PHONE: 931-252-7358
SIGN CONTRACTOR: Foster Signs PHONE: (423) 753-6585
TOTAL VALUE OF ALL PROPOSED SIGNAGE: \$ 7,200⁰⁰

TYPE OF SIGNAGE

FREE-STANDING

1. Size Of Structure: Height 6' x Width 2' Illum: no
Sign Area: Height 16 x Width 20 = sq/ft 2.25 (Yes/No)
Sign Material: Plastic () Metal ☒ Vinyl () Other () _____
Structure Material: Stone base _____ Brick base _____ Other Metal Step-in
2. (If two separate streets)
Size Of Structure: Height _____ x Width _____ Illum: _____
Sign Area: Height _____ x Width _____ = sq/ft _____ (Yes/No)



TOWN OF JONESBOROUGH

1 23 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
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1779

APPLICATION FOR INCIDENTAL HOME OCCUPATION PERMIT

Applicant Name Gretchen Peterson
Address of Home Occupation (Street Address) 1113 E. Jackson Blvd.
Zoning R-4
Name of Proposed Home Occupation Little Dog Groom Room
Home Phone _____ Cell Phone 931-252-7358
E-Mail littledoggroomroom@gmail.com
Property Owner Name (If different from applicant) same
Property Owner Address same
Property Owner notified (If different from applicant) _____

Briefly describe your proposed business and the business activity at the residence:
one-on-one dog grooming part time days. Customers
drop off their dog + pick up when done

Note: Attach additional comments if needed

Total livable area of residence 2095

Total square footage of residence: Square footage used for Business: 100

Will any signage be erected at this location? If yes, please attach a drawing of the sign

yes

Note: Sign area limited to 2.25 square feet

Describe all products, articles or services connected with home occupation:

bathing + grooming small dogs

Note: Retail sales are generally prohibited through a Custommy Incidental Home Occupation. If products are produced for sale, describe products, and why sales out of the home should not be considered prohibited retail sales. Attach comments if needed, Describe the portion of the home to be used for this home occupation:

between home + Garage. separate breezeway

Will customers call at this location by phone or in person?

What, if any, commodities will be stored on the premises?

call for appointments - in person service
none

Describe any business vehicle which will be used for this home occupation Will business be conducted entirely within the home?

none

Is business in an accessory building? accessory building pass code inspection?

If so what is square footage Did

Is site plan attached to Application

yes

breezeway is being rebuilt. Permitt
Permitt is pulled, same foot print.

Are their restrictions and if so provide documentation of subdivision restrictions that might impact the appropriateness of the home _____ occupation Yes ☒ No ☐ Is there is a Home Owner's Association Yes ☒ No ☐

Name and Address of Home Owner's Association or designated person who facilitates communication within the subdivision

none

Provide site plan parking arrangements for visitors or employees

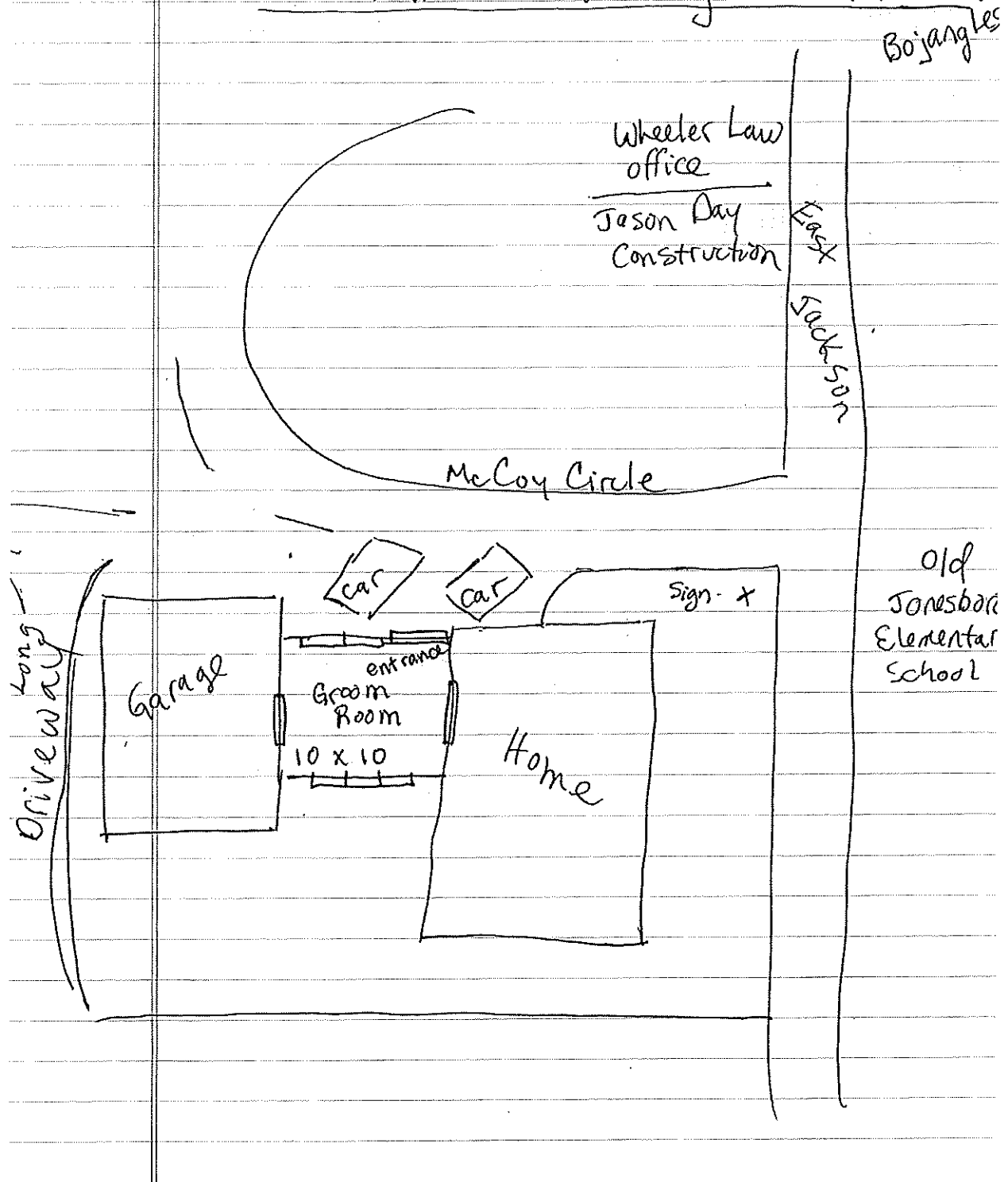
we have a driveway
and also room for 1-2 cars on the McCoy St side.
(We park in the garage)

Approved by Planning Commission

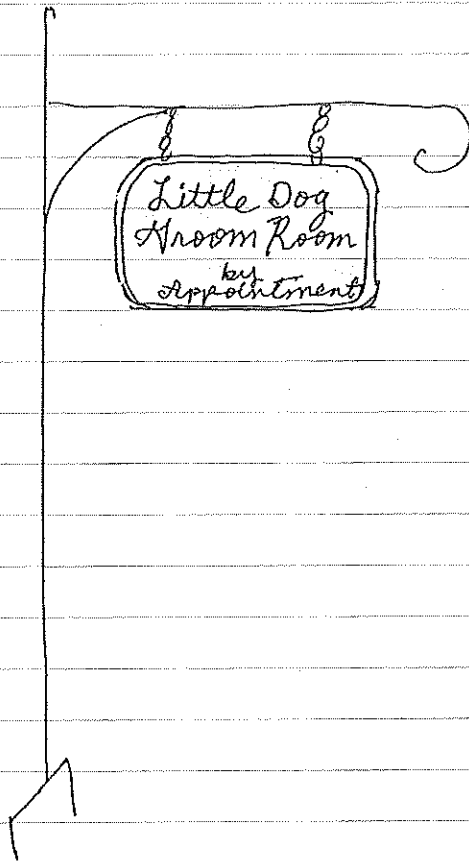
Date

Secretary of Planning Commission

Site Plan for Little Dog Groom Room



proposed Sign



- metal Step in post
- 2.25 sq.ft. sign, metal
- not powered
- Brown letters - pale pink background.



Town of Jonesborough Business Tax License

LITTLE DOG GROOM ROOM LLC
LITTLE DOG GROOM ROOM LLC
1113 E JACKSON BLVD
JONESBOROUGH, TN 37659-4775

Date Issued: 08/27/2026
Business Tax Classification: 3
This license is valid for the Tax Period:
01/01/2026 to 12/31/2026
Expiration: 05/15/2027
Next Due By: 04/15/2027
License Type: New
License Number: 2027 1534
Local Tax Account #: 1316
Location ID #: 1001988199
Status: 08/27/2026

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The certificate must be displayed publicly at the location for which it is issued.

To avoid penalty, interest and potential enforced collection action, business tax returns and payments must be remitted to the Tennessee Department of Revenue at least 30 days prior to the expiration date of this license. Further notification of expiration is not required by law—please note the expiration date above. Businesses ceasing operation must file a final business tax return and make full payment of business taxes due within 15 days of closure. (Not applicable to class 5 transient/special events/vendors.)

All tax returns and payments must be made to the Tennessee Department of Revenue. Electronic filing and payment is required for certain taxpayers and encouraged for all. Please visit www.TN.gov/Revenue for more information on business tax and filing requirements.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules, and regulations. Also, as required by Tenn. Code Ann. Section 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA

Town of Jonesborough Business Tax License

This certificate must be publicly displayed

LITTLE DOG GROOM ROOM LLC
LITTLE DOG GROOM ROOM LLC
1113 E JACKSON BLVD
JONESBOROUGH, TN 37659-4775



Date Issued: 08/27/2026
Business Tax Classification: 3
This license is valid for the
Tax Period: 01/01/2026 to 12/31/2026
Expiration: 05/15/2027
Next Due By: 04/15/2027
License Type: New
License Number: 2027 1534
Local Tax Account #: 1316
Location ID #: 1001988199
Status: 08/27/2026

Authorized Official, by

Kimberly Clouse

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026 AGENDA ITEM #: 4

SUBJECT: 419 W. Jackson Blvd - Site Plan & Grading Permit Security

BACKGROUND:

The site plan accommodates a proposed banking (Eastman Credit Union) development on an approximate 2.69-acre tract on E. Jackson Blvd, zoned B-3 (arterial business) and CO (corridor overlay). The plan shows the location of a proposed new building, 5,015-sq.ft in size. The building is located within the setbacks (30-ft front, 10-ft side, 25-ft rear), and is an allowed use in the zoning district. A grading permit security in the amount of \$118,435 is also associated with the development.

Along with the location of the building, the plan reflects two parking areas. The code requires 10 spaces, and 51 are provided. Three of the spaces are handicap (ADA) accessible. As the entrance is located on a divided highway, ingress and egress is restricted to right-turn movement. Unrestricted turn movement will be provided along the secondary access point on Hwy 81-N (West College St). Driveway permits from TDOT will be required as E. Jackson Blvd Hwy 81-N are both state roads.

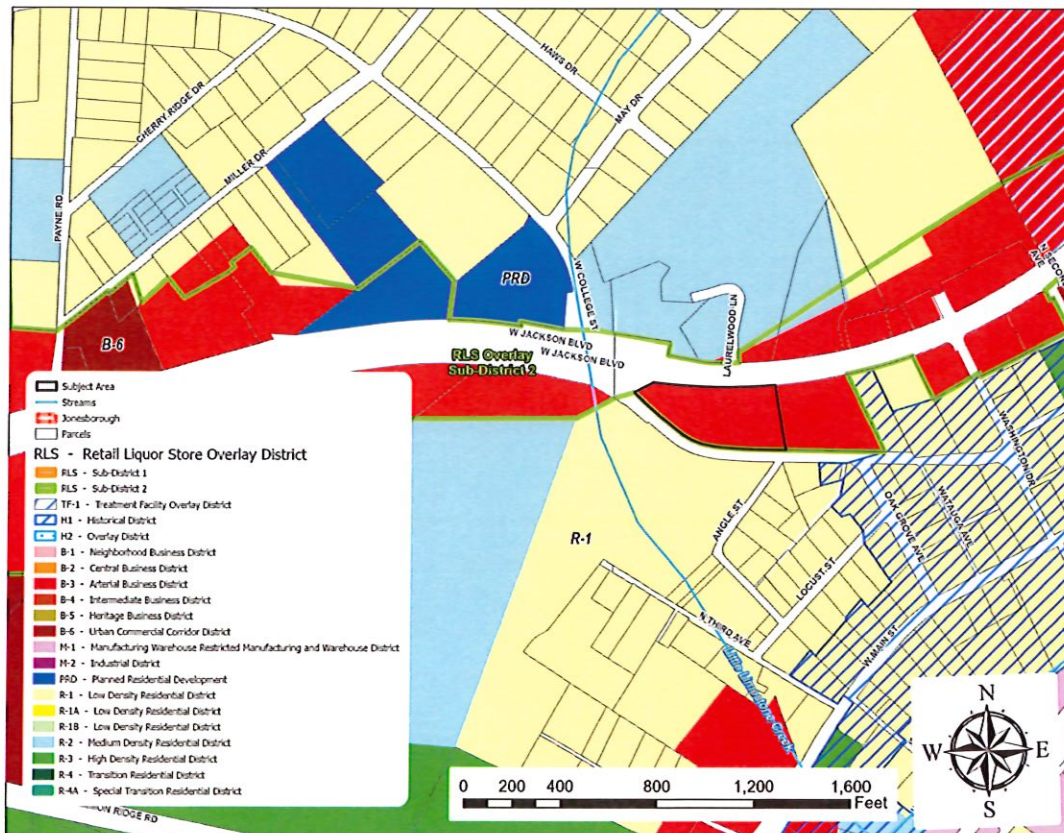
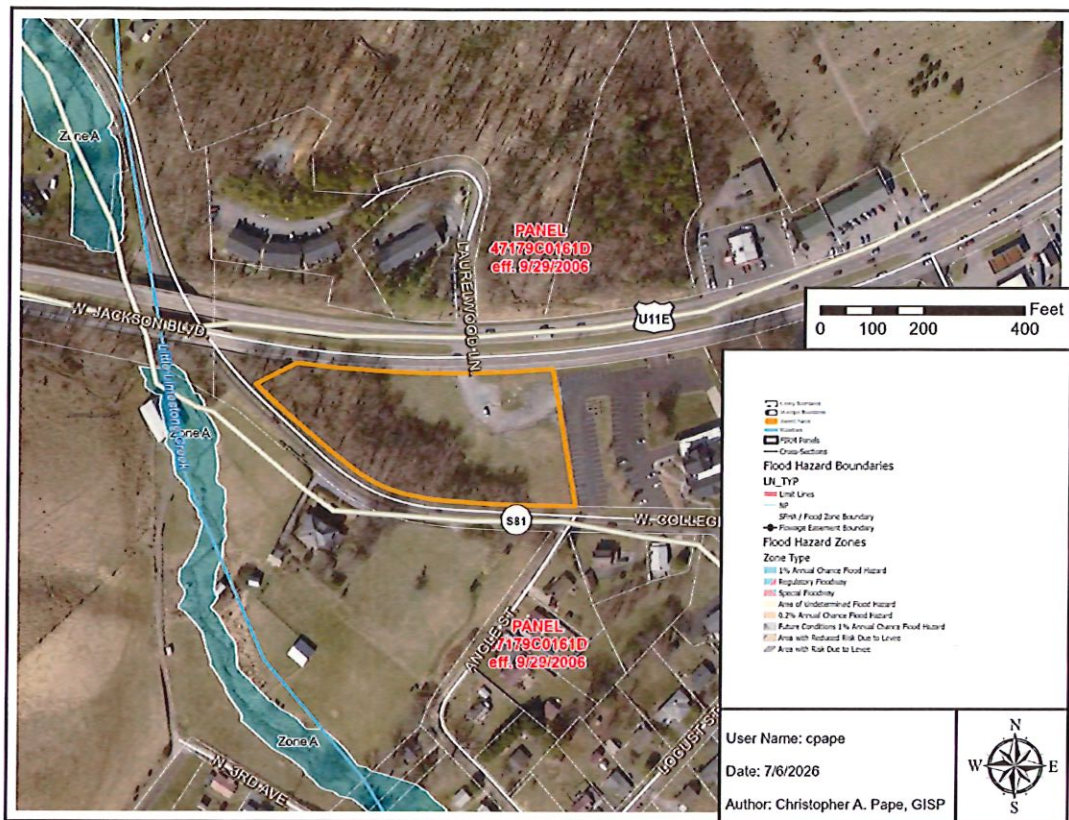
Due to the size of the development, additional stormwater controls and water quality devices are required and have been incorporated into the design and construction. The construction plans have been reviewed by Todd Wood, P.E., and are recommended for approval, after addressing minor comments to meet all requirements.

The development will have landscaping, with eleven new shade trees along E. Jackson Blvd and fourteen along Hwy 81-N. There will be eight more trees around the parking areas. The building will also be landscaped with thirty additional shrubs. The new access onto Hwy 81-N (West College St) and all proposed free-standing monument signs will need to be reviewed in conjunction with the proposed public trail to be installed by the Town.

RECOMMENDATION:

Staff recommends approval of the 419 W. Jackson Blvd site plan upon receipt of revised plans addressing planning staff comments, subject to approval from the Tree & Townscape Board and alignment with the Town's trail design plans.

Staff recommends approval of the associated grading permit security amount of \$118,435.





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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. 280 LF of silt fence @ \$3/LF | = \$840 |
| 3. check dams @ \$100/EA | = |
| 4. stone filter rings @ \$100/EA | = |
| 5. 9 inlet protection @ \$100/EA | = \$900 |
| 6. @ \$ / | = |

Storm Drain System

(only items, if any, needed to protect adjoining and downstream properties)

- | | |
|--|------------|
| 1. 395 LF of 15" HDPE pipe @ \$50 / LF | = \$19,750 |
| 2. 240 LF of 18" HDPE pipe @ \$75 / LF | = \$18,000 |
| 3. 9 inlets @ \$5,000 / EA | = \$45,000 |
| 4. manholes @ \$ / EA | = |
| 5. CY of rip rap @ \$ / CY | = |
| 6. @ \$ / | = |

Stormwater Management System

(only items, if any, associated with detention)

- | | |
|--|------------|
| 1. 1 pond grading @ \$15,000/EA | = \$15,000 |
| 2. 1 riser @ \$3,000 / EA | = \$3,000 |
| 3. 55 LF of 15" HDPE outlet pipe @ \$50 / LF | = \$4,125 |
| 4. 10 CY of rip rap @ \$60 / CY | = \$600 |
| 5. @ \$ / | = |

Soil Stabilization

- | | |
|---|------------|
| 1. 106,290 SF of disturbed area @ \$0.10 / SF | = \$10,630 |
|---|------------|

TOTAL SECURITY REQUIRED = \$118,435

THE OLDEST TOWN IN TENNESSEE

1

[illegible]

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026 AGENDA ITEM #: 5

SUBJECT: 11-E Diner - Freestanding Signage

Deferred from August 18th meeting.

BACKGROUND:

A freestanding monument ground-mounted sign is proposed for the 11-E Diner restaurant, located at 1406 W. Jackson Blvd. The property is 0.57-ac in size, and zoned B-3 (arterial business district) and CO (corridor overlay district).

The proposed sign meets the requirements outlined in Chapter 12 (Business and Advertising Signs), Section 11-1214.(3) for commercial districts, the sign area being approximately 56-sq.ft. in size and 7-ft in height. The freestanding sign will also meet or exceed the minimum 7.5-ft setback from property lines.

As per Section 11-1215, prior to permits 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 HE Diner PHONE: 423 483-4249
BUS. ADDRESS: 1406 W. JACKSON Zone: _____
TYPE OF BUSINESS: RESTAURANT
OWNER OF BUSINESS: Gene WISHON PHONE: 423-483-4249
SIGN CONTRACTOR: MIKE WISHON PHONE: 423 833-7397
TOTAL VALUE OF ALL PROPOSED SIGNAGE: \$ 1500.00

TYPE OF SIGNAGE

FREE-STANDING

1. Size Of Structure: Height 7' x Width 8' Illum: Yes

Sign Area: Height 7' x Width 8' = sq/ft 56 (Yes/No)

Sign Material: Plastic () Metal ☒ Vinyl () Other () _____

Structure Material: Stone base _____ Brick base _____ Other CONCRETE

2. (If two separate streets)

Size Of Structure: Height _____ x Width _____ Illum: _____

Sign Area: Height _____ x Width _____ = sq/ft _____ (Yes/No)

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)

Select One

a. Letter Size: (box each letter and add) Total sq. ft of Lettering: _____
Height of tallest letter: _____ Thickness _____ "See PHOTO"

b. Sign Area: (4 sided box-all letters) Height _____ x Width _____ = Sq. ft. _____
Thickness _____

Sign Material: Plastic () Metal () Vinyl () Other () _____

2. Wall Height: _____ Wall Width: _____ Illum. _____
(Yes/No)

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) Height _____ x Width _____ = Sq. ft. _____
Thickness _____

Sign Material: Plastic () Metal () Vinyl () Other () _____

BRACKET MOUNTED (Projecting Sign)

1. Size: Height _____ x Width _____ = _____ sq/ft Illum: _____
(Yes/No)

Sign Material: Plastic () Metal () Vinyl () Other () _____

2. Size: Height _____ x Width _____ = _____ sq/ft Illum: _____
(Yes/No)

Sign Material: Plastic () Metal () Vinyl () Other () _____

CHANGEABLE MESSAGE SIGNS (Billboards)

1. Existing Size: Height _____ x Width _____ = sq. ft. _____

2. Proposed Size: Height _____ x 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. **BRACKET SIGN (Projecting Sign):** PHOTO/DRAWING SHOWING PROPOSED SIGN DESIGN, LOCATION OF BRACKET ON STRUCTURE, EXISTING SIGNAGE.

4. CHANGEABLE MESSAGE SIGN (BILLBOARDS). 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. External lighting can cause glare/light pollution, so the fixtures need to be located, on the location map, to see if there might be a safety issue. _____

Additional Information if needed: _____

Signature: _____

(Representative of Sign Company/Owner)

Date: _____

Sign Approved _____

Date

Building Inspector

Permit # _____

Amount \$ _____

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

THE OLDEST TOWN IN TENNESSEE



Church Sign

\$1,800 \$8500

Listed 8 weeks ago in Bulb Gap, TN

[Message again](#)

Details

Condition: Used

Good

Please light to also large assortment of letters and numbers that go with it easy to maintain located in Marytown, TN

Bulb Gap, TN Location is approximate

Seller information

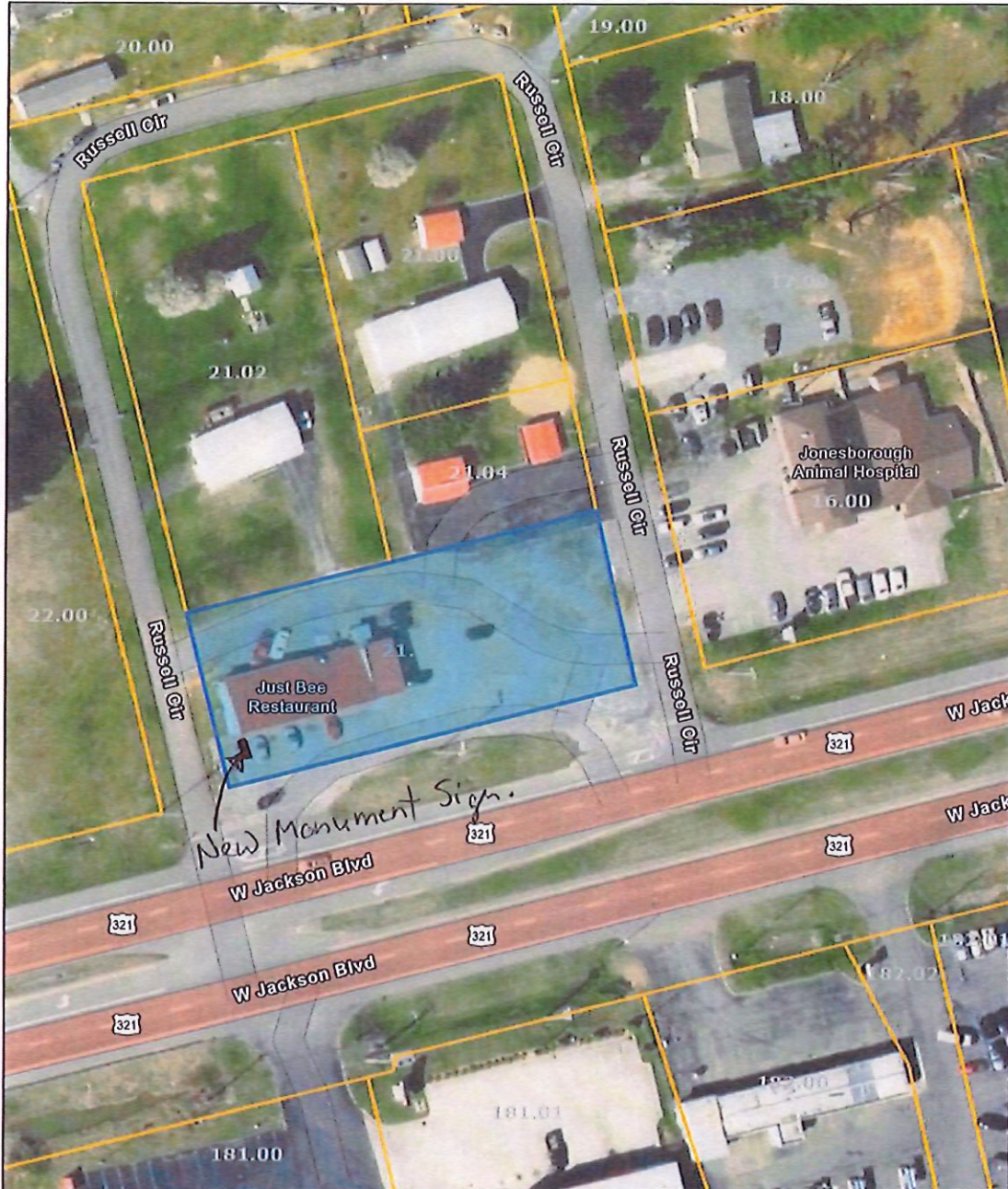
[Seller details](#)

 Steven Veach

[Very Responsive on Marketplace](#)

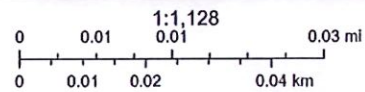
[Joined Facebook in 2005](#)

Washington County - Parcel: 059C A 021.01



Date: June 23, 2026

County: WASHINGTON
Owner: PATEL BHARATKUMAR M & BHAVESH DASHARATHBHAI
Address: JACKSON BLVD W 1406
Parcel ID: 059C A 021.01
Deeded Acreage: 0
Calculated Acreage: 0



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The property lines are compiled from information maintained by your local

JONESBOROUGH PLANNING COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026 AGENDA ITEM #: 6

SUBJECT: Traffic Impact Study

BACKGROUND:

A vital statistic that is shaping Jonesborough is our continued unprecedented growth for the last 20-30 years. As you will recall, the latest 2020 Census showed us a 16% increase in population from 2010 to 2020. This 10-year growth span was not the full story. If you roll back time, 1990 to 2000 saw a 20% increase; 2000 to 2010 was a 21% increase, and already from 2020 to 2023 is a 10.6% increase in population. The Tennessee State Data Center and UT Center for Business & Economic Research presented the incorporated places population estimates and changes between 2022 to 2023. Jonesborough's change (increase) was estimated at 5.3%. Out of 345 incorporated places, only seven (7) cities, including Jonesborough, gained a population increase of 5% or greater, or in other words, only 2% of all Tennessee cities achieved this status.

With our growth, especially over the last few years, staff is considering strategies on in-depth growth management or growth policy concepts for recommendations.

The impact of the increase in the volume of traffic in town is staggering, and as you know speeding is a major topic related to our road system as well. Staff is proposing the Planning Commission consider requirements for a "Traffic Impact Study (TIS)" that would accompany new development submittals meeting a base threshold of traffic generation. The purpose of TIS is to:

- Determine the potential traffic impacts of a proposed development on the existing road system.
- Ensure safe and reasonable traffic conditions once the development is complete.
- Protect the community's investment in its street system.
- Identify on-site and off-site improvements that might be needed because of the development.

Addressing the impact of traffic has fallen on the Town to react to new developments under construction, or shortly thereafter. Developments meeting certain parameters or metrics would include the submittal of a TIS to the Planning Commission as part of their

consideration for review. This step requires a traffic engineering perspective on developmental impacts to the Town's street infrastructure system as relative to overall traffic growth management.

Should the Commission wish to proceed with consideration of TIS requirements, staff recommend amending the Subdivision Regulations and Zoning Ordinance by adding a section for Traffic Impact Study. A public hearing is required before adopting an amendment to the Subdivision Regulations, and a recommendation to the Board of Mayor and Aldermen would be necessary for amendments to the Zoning Ordinance, which further requires 2 readings and a public hearing before adoption.

RECOMMENDATION:

Conduct a Public Hearing at the October Planning Commission meeting and consider amendments to the Town's Subdivision Regulations to establish requirements for Traffic Impact Studies.

Recommend to the Board of Mayor and Aldermen the approval the amendment to the Town's Municipal Code by adding Chapter 19 "Traffic Impact Study:" to Title 11 Planning & Zoning.

JONESBOROUGH REGIONAL PLANNING COMMISSION
RESOLUTION NO. _____

**RESOLUTION AMENDING THE JONESBOROUGH, TENNESSEE MUNICIPAL CODE
FOR THE PURPOSE OF ADDING CHAPTER 19 "TRAFFIC IMPACT STUDY" TITLE
11 PLANNING & ZONING**

Traffic Impact Study

Traffic impact studies shall be prepared, signed, and sealed by a Tennessee registered professional engineer experienced in traffic engineering and in good standing with the State of Tennessee. The number of trips generated by a proposed development shall be calculated using land use codes published in the latest edition of the *ITE Trip Generation Manual*. If the type of proposed development is not addressed in the *ITE Trip Generation Manual*, then other rates may be used as long as they are published documents and pre-approved by the Town of Jonesborough.

A Traffic Impact Study shall be required for all new developments and/or proposed redevelopments (i.e. proposed modifications to existing developments) that meet the minimum trip generation thresholds as defined in **Table 1**.

Once a traffic impact study has been approved by the Town, the approved traffic impact study shall be effective for a period of three years, unless significant changes are made to the proposed development and those changes result in additional impacts to the surrounding transportation system.

Table 1 – Traffic Study Minimum Threshold Levels

Traffic Study		Minimum Thresholds	Typical Study Area
Level	Type		
1	Traffic Access	50 to 99 new peak hour trips <u>or</u> 250 to 499 new daily trips, whichever is greater	All site access intersections to existing adjacent public roads and the existing adjacent public roads to the first control point* from all site access intersections.
2	Traffic Impact	100 to 249 new peak hour trips <u>or</u> 500 to 2,999 new daily trips, whichever is greater	All site access intersections to existing adjacent public roads, existing major public roads, and study intersections (signalized and unsignalized) within ¼ mile of all site access intersections.
3	Traffic Impact	250 to 399 new peak hour trips <u>or</u> 3,000 to 5,999 new daily trips, whichever is greater	All site access intersections to existing adjacent public roads, existing major public roads, and study intersections (signalized and unsignalized) within ½ mile of all site access intersections.
4	Traffic Impact	≥400 new peak hour trips <u>or</u> ≥6,000 new daily trips, whichever is greater	All site access intersections to existing adjacent public roads, existing major public roads, and study intersections (signalized and unsignalized) within ¾ mile of all site access intersections.

*Control points are intersections controlled by traffic signal or stop signs. For cases where a traffic control device does not exist within a ¼ mile of a site access intersection, the Town will determine the extent of the study area.

The above minimum thresholds are calculated for both new peak hour trips and new daily trips. The minimum threshold is satisfied if the calculated number of new trips satisfies either condition. If the new peak hour trip and new daily trip calculations satisfy different traffic study levels, then the higher study level is required. If necessary, the typical study area limits for each level of traffic study may also be extended or shortened at the sole discretion of the Town Administrator or designee. An applicant of a proposed development shall not avoid the intent of these traffic study requirements by submitting piecemeal applications or approval requests for subdivision plats, site development plans, building permits, etc.

The Owner/Developer shall consult with the Town Administrator or designee to finalize the need for a Traffic Impact Study and the scope of any required study. The following items may be discussed during the scoping meeting:

- Traffic Impact Study Screening Evaluation Form
- Type of traffic impact study required
- Extent of the study area limits, including the existing adjacent public roads and the major study intersections (signalized and unsignalized) to be analyzed
- Trip generation, distribution, and assignment methodology
- Assumptions for pass-by and internal capture trip reductions
- Assumptions for background growth rates
- Traffic analysis target and horizon years for the proposed development
- Traffic analysis time periods (a.m. peak hours, p.m. peak hours, weekend peak periods, etc.) for the proposed development
- Necessity of additional analyses, such as traffic signal warrant, safety, intersection sight distance, gap, and traffic simulation
- Other current and/or proposed transportation improvement projects within the vicinity of the proposed development site
- Consideration of pedestrian, bicycle, and ADA accommodations.
- Analysis software and reporting requirements

If a Traffic Impact Study is required, the Owner/Developer or authorized agent shall:

- Schedule and conduct a scoping meeting with the Town Administrator or designee, and the Engineer performing the Traffic Impact Study. This meeting will determine the scope and breadth of the Traffic Impact Study.
- Consult with the Town Administrator or designee prior to completing traffic projections and traffic analysis to obtain approval for background assumptions, directional distributions, and internal and pass-by reductions.
- Submit a Draft Traffic Impact Study to the Town Administrator or designee. The Town Administrator or designee will review and comment on the draft report. The Traffic Impact Study shall identify, analyze, and discuss mitigation

measures. These mitigation measures shall be specific and feasible actions whose implementation will minimize the adverse impacts of the proposed development.

- The Final Traffic Impact Study shall be submitted, as required by the Town Engineer Administrator or designee, and shall be signed and sealed by a registered Engineer in Tennessee prior to submitting Construction Plans or Preliminary Plats/Plans to the Town.

All traffic impact studies shall be prepared to contain the following information about the site and the project. The Town Administrator or designee shall have the authority to request the evaluation or addition of further information, if a more extensive analysis is warranted.

- Development of Traffic Conditions, Analysis and Mitigation Measures
- Conclusion and Recommendations, including Mitigation
- Appendices, including notes from scoping meeting, traffic counts data, other pertinent worksheets and analyses

Review and Approval

The Traffic Impact Study will receive approval after all findings are verified by the Planning Commission.

Expiration

The Traffic Impact Study shall expire three (3) years from the date of. After expiration, the owner/developer shall submit an updated Traffic Impact Study. If a significant increase in traffic is experienced within the scoped area of a traffic study, then the Town Administrator or designee may require that the study be updated to reflect the increased traffic volumes.

REPORT FORMAT

The following is an example format of a TIA that is acceptable to the Town of Jonesborough. This list is not all inclusive and additional items may be necessary to fulfill the TIA requirements.

Introduction and Summary

- a) Title page
- b) Table of contents and list of figures and tables
- c) Introduction and executive summary
 - Site location and study area
 - Development description
 - Findings
 - Conclusions and recommendations

Existing Study Area Conditions

- a) Physical characteristics
 - Roadway characteristics (number of lanes, classification, speed limit, etc.)
 - Traffic control devices
 - Transit services
 - Pedestrian/bicycle facilities
 - Nearby driveways
- b) Traffic volumes
 - Daily, morning, evening, other counts as required
- c) Future developments
 - Occupancy assumptions

Proposed Development and Traffic

- a) Site location
- b) Land use and intensity
- c) Site plan (copy must be legible)
- d) Development phasing and timing
- e) Anticipated trip generation
 - Trip reduction
- f) Trip assignment and distribution

Traffic Operational Analysis

- a) Traffic growth assumptions
 - Background year
 - Future horizon year
- b) Level of service analysis
 - Existing
 - Without project
 - Future build-out year (including background development)
 - Without project
 - With project
 - With project and recommendations
 - Horizon year (5 or 10 years) (including background development)
 - Without project
 - With project
 - With project and recommendations
- c) Roadway improvements
 - Improvements borne by the developer and/or funded improvements
- d) Queueing results
 - Tables and/or figures
- e) Safety element
 - Acceleration/deceleration lanes (left- or right-turns)
 - Access spacing/corner clearances/etc.
- f) Speed considerations
 - Traffic calming needs
- g) Traffic control needs
- h) Traffic signal needs
 - Warrants

- Effect on signal progression (if applicable)
- Travel lane alignments

Pedestrian, Bike, and Transit Facilities

- a) Existing facilities
- b) Proposed facilities
- c) Recommendations

Safety Analysis

- a) Crash history
- b) Comparison to Statewide Average
- c) Hot spots
- d) Recommendations

Internal Project Site Circulation

- a) Conflict points
- b) Design features
- c) Queueing
- d) Turn lanes

Recommendations and Mitigation Measures

- a) Roadway improvements
- b) Site access
- c) Internal circulation
- d) Safety analysis
- e) Other

Appendices

The appendix shall contain all supporting documentation required to complete the TIA.

Exhibits

All figures and exhibits shall be clear and legible. Figures and/or Exhibits should be placed in the body of the report in their respective locations.

DESIGN REVIEW COMMITTEE

September 15, 2026

1. Call to Order
2. Approval of Minutes
3. Eastman Credit Union - Building Design Plan, 419 West Jackson Boulevard
4. Adjournment

JONESBOROUGH DESIGN REVIEW COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026 AGENDA ITEM #: DRC – 2

SUBJECT: Approval of Minutes

Attached for approval are the minutes of the August 18, 2026 Design Review Commission.

JONESBOROUGH DESIGN REVIEW COMMISSION

MINUTES – August 18, 2026

The Jonesborough Design Review Commission met in a regular meeting on Tuesday, August 18, 2026, 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, Kevin Fair, Donna Freeman

Chairman Tom Foster called the meeting to order and noted a quorum was present.

1. Public Comments – There were no Public Comments

2. Approval of Minutes - Meetings of March 17, 2026 and April 21, 2026

Chairman Foster asked Commissioners if they had any comments or corrections to the minutes of March 17, 2026 and April 21, 2026. With there being none, Chairman Foster called for a motion.

Motion: Josh Conger made the motion to approve the minutes of the March 17, 2026 and April 21, 2026 Design Review Commission meetings as submitted. Frank Collins seconded the motion and it was duly passed.

3. Building Design Plan for Domino's Pizza, 1262 East Jackson Blvd
Presented by: Ainsley Littlefield, Michael Graves Architect Company,
18 Emory Place, Suite 100, Knoxville, TN

Domino's Pizza presented a site plan to the Jonesborough Planning Commission for consideration of approval on August 18, 2026. (Note: The Planning Commission approved the site plan as submitted). The proposed development will be located 1262 E. Jackson Blvd adjacent to The Medicine Shoppe and further described on Washington County Tax Map 52 Parcel 221. The building complex is approximately 3,500 square feet. The structure 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 Studio Four Design, out of Knoxville, 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. The front façade has the following materials and percentages proposed:

- Brick Product 78%
- EIFS (synthetic stucco) 22%

The sides of the building are not comprised of the primary materials standards; the architect states the sides will not be visible from the highway. The side façades are primarily EIFS.

Chairman Foster read the staff recommendation for the approval of the elevations of building as submitted, as the design utilize traditional, long-lasting building materials. Chairman Foster asked Commissioners if they had any questions or comments. The question was raised how setback requirements. Angie Charles said the building does meet the setback requirements. With there being no further questions, Chairman Foster called for a motion.

Motion: Darrell Fowler made the motion to approve the elevations of the building as submitted, as the design elements utilize traditional, long-lasting materials. Robin Harpe seconded the motion and it was duly passed.

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

JONESBOROUGH DESIGN REVIEW COMMISSION

AGENDA PRESENTATION

DATE: September 15, 2026

AGENDA ITEM #: DRC – 3

SUBJECT: Building Design Plan – 419 W. Jackson Blvd

BACKGROUND:

The bank (Eastman Credit Union) located at 419 W. Jackson Blvd is being considered for site plan approval by the Planning Commission on September 15, 2026. The proposed development will be located adjacent to the Dillow-Taylor Funeral Home and further described on Washington County Tax Map 60A Parcel 001.01. As the structure 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:

- Brick Product 83%
- EIFS (synthetic stucco) 18%

The sides and rear of the building are also composed of the primary materials standards, despite the rear elevation not being visible from the highway.

The side façades have the following materials and percentages proposed:

- Brick Product 81%
- EIFS (synthetic stucco) 15%
- Other 4%

The rear façade has the following materials and percentages proposed:

- Brick Product 82%
- EIFS (synthetic stucco) 18%

RECOMMENDATION:

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





- [illegible]

[illegible]

MATERIALS KEY

- NATURAL CLAY BRICK, NATURAL QUARRIED STONE
- ALL DIMENSIONING EXCEPTS STATED CONCRETE BASED PRODUCTS
- DRIFT MATERIAL

Product	Product Description	Unit	Price	Quantity	Total
DRINKS TOTAL	Natural Gas Drink - Natural Sweetened Soda	12oz 8.9¢	40		
	Artisanal Juice - Citrus Blend	20oz 9.9¢	10		
	Other Menu Item	2.17	2		
	Total Drinks Subtotal				720.84
FOOD TOTAL	Natural Gas Drink - Natural Sweetened Soda	12oz 8.9¢	40		
	Artisanal Juice - Citrus Blend	20oz 9.9¢	10		
	Other Menu Item	2.17	2		
	Total Food Subtotal				720.84

- [illegible]

ELEVATION KEY NOTES	
	DESCRIPTION
1	FLAT ROOF BRICKWORK - SEE ELEVATION NOTES
2	SEE PLAN
3	SEE PLAN
4	SEE PLAN
5	SEE PLAN
6	SEE PLAN
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8	SEE PLAN
9	SEE PLAN
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 NATURAL CLAY BRICK-NATURAL QUARRIED STONE
 ALL RECONSTRUCTING BY THE NEW BRICK-CONCRETE BRICK-PAVEMENT
 OTHER MATERIALS

Year	Variable	Value	Unit
2008, Value US\$	Station City Bank - Average Quarterly Share	720.0	US\$
	Station City Bank - Quarterly Share	180.0	US\$
	Station City Bank - Quarterly Share	180.0	US\$
	Station City Bank - Quarterly Share	180.0	US\$
2009, Value US\$	Station City Bank - Average Quarterly Share	720.0	US\$
	Station City Bank - Quarterly Share	180.0	US\$
	Station City Bank - Quarterly Share	180.0	US\$
	Station City Bank - Quarterly Share	180.0	US\$



