

TOWN OF JONESBOROUGH
Town Hall Board Room
123 Boone Street
Jonesborough, TN 37659

MEETING NOTICE

Tuesday, September 22nd, 2026, 10:30 a.m.

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 members of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the secretary or staff of the board.

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.

The Jonesborough Tree and Townscape Board will meet at 10:30 a.m., Tuesday, September 22nd, 2026, in the Board Room at Town Hall, 123 Boone Street, Jonesborough, TN, to consider the following agenda:

AGENDA

1. Call to order
2. Public Comments
3. Approval of Tuesday, August 25th, 2026, Minutes
4. ECU Landscape plan
5. Landscape Manual
6. BrightRidge Park Updates
7. Arboretum Clean Up



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: September 22nd, 2025

AGENDA ITEM

#: 3

SUBJECT: Tuesday August 25th, 2026, Meeting Minutes

Town of Jonesborough

Tree and Townscape Board

Meeting Minutes for April 28th, 2026

The Jonesborough Tree and Townscape Board met in a regular meeting on Tuesday, August 25th, 2026, at 10:30 a.m. in the Board Room at Town Hall, Jonesborough, Tennessee.

Present: Terry Countermine, Lori Rosenoff, Melinda Copp, Geoffrey Hoare, Nancy Kavanaugh, Josh Conger, Virginia Kennedy, Sue Henley.

Staff: Chris Kudera, Sunny Ezell, Craig Ford

Absent: Virginia Kennedy, Theresa Smith

Nancy Kavanaugh called the meeting to order at 10:33 AM, noting that a quorum was present.

There were no public comments.

Agenda Item 3: August 25th meeting minutes were presented. Melinda Copp made a motion to approve them as presented. It was seconded by Geoffrey Hoare and duly passed.

Agenda Item 4: Breco Development landscape plans were presented. A motion to approve plans was made by Melinda Copp, seconded by Lori Rosenoff and duly passed.

Agenda Item 5: The approved tree and shrub list was presented for approval, the board suggested adding a few varieties and to create a disclaimer that other species can be planted in and around the area as well, but these species are recommended. Landscapers must have justification for selecting varieties not on the list. A motion was made by Terry Countermine to approve the list with the understanding that the additions would be made; motion was seconded by Geoffery Hoare and duly passed.

Agenda Item 6: The invasive and poorly adapted tree list was presented and discussion about dispersing the list to popular public spaces. The list did not need a motion for approval as it is just a community and developer resource guide.

Agenda item 7: The mulch diameter requirements were submitted for approval. A motion to approve was made by Melinda Copp, seconded by Lori Rosenoff and duly passed.

Agenda Item 8: The median landscape plans were presented and discussed median by median. Plant selections were discussed; scheduling, timeline, and communication with effected businesses during work were discussed and addressed by town staff members present at the meeting. A motion to approve the median landscape plans was made by Terry Countermine, seconded by Melinda Copp and duly passed.

Agenda Item 9: The Wolfe Office Landscaping plans were presented as meeting town standards and requirements. A motion for approval was made by Terry Countermine, seconded by Josh Conger, and duly passed.

The meeting was adjourned by Nancy Cavanaugh at 11:25am.



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: September 25th, 2026

AGENDA ITEM #:

4

SUBJECT: ECU Landscape Plan

Background:

Eastman Credit Union will be located at 419 West Jackson Boulevard. It is further described on Washington County Tax Map as Parcel ID #060A A 001.01. The subject property is zoned B-3, Arterial Business District.

Buffering:

The adjacent properties are zoned B-3, Arterial Business Districts. Therefore, no buffer is required as stated in section 11-611, Buffering of Landscape Requirements.

(4) Impact classification.

- (N) No Impact: (1.) Any use, unless otherwise listed below, which is permitted in R-1 or R-1A zoning district; (2.) Cemeteries; (3.) Golf Courses; (4.) Parks and similar uses.
- (L) Low Impact: (1.) Any use, unless otherwise listed below, which is permitted in R-2, R-3, R-4, B-1 zoning districts; (2.) Community and neighborhood recreational facilities and similar uses.
- (M) Medium Impact: (1.) Any use, unless otherwise listed below, which is permitted in the B-3 and B-4 zoning districts; (2.) Gasoline service stations; (3.) Convenience stores; (4.) Parking garages; (5.) Auto repair garages and similar uses; and (6.) Mini-warehouses.
- (H) High Impact: (1.) Any use only permitted in the M-1 or M-2 zoning districts; and (2.) Any proposed development which would create more than 500 parking spaces.

Proposed Use Classification

Adjoining Use Classification	No Impact (N)	Low Impact (L)	Medium Impact (M)	High Impact (H)
No Impact	None	1	2	3
Low Impact	None	None	1	2
Medium Impact	None	None	None	1
High Impact	None	None	None	None

Example: A new apartment complex (a low impact use) located in an R-3 zoning district will abut an existing single-family residential (a no impact use) area. The developers of the apartment complex (the high impact use) will be responsible for creating and arranging for the maintenance of a Class 1 buffer. However, if this apartment complex were to abut any equal or lower impact use, the developers of the complex would not be responsible for creating any new buffer area.

Road Frontage:

The north side of the property facing East Jackson Blvd. will require road frontage landscaping. The linear footage measures 1,207'. Frontage requirements include one (1) tree for every 50'. $1 \text{ tree}/50' \times 1,207' = 24.14 \sim 24 \text{ trees}$.

Provided:

Sixteen (16) October Glory Maple and fifteen (15) southern red oak shade trees have been provided. This satisfies the road frontage requirements.

Parking lot landscaping:

51 parking spaces including 3 ADA space have been provided. 1 tree is required per every 10 parking spaces with at least 2 shrubs per tree. $1 \text{ tree}/10 \text{ spaces} \times 51 \text{ spaces} = 5.1 \sim 5 \text{ trees}$ and 10 shrubs required.

Provided:

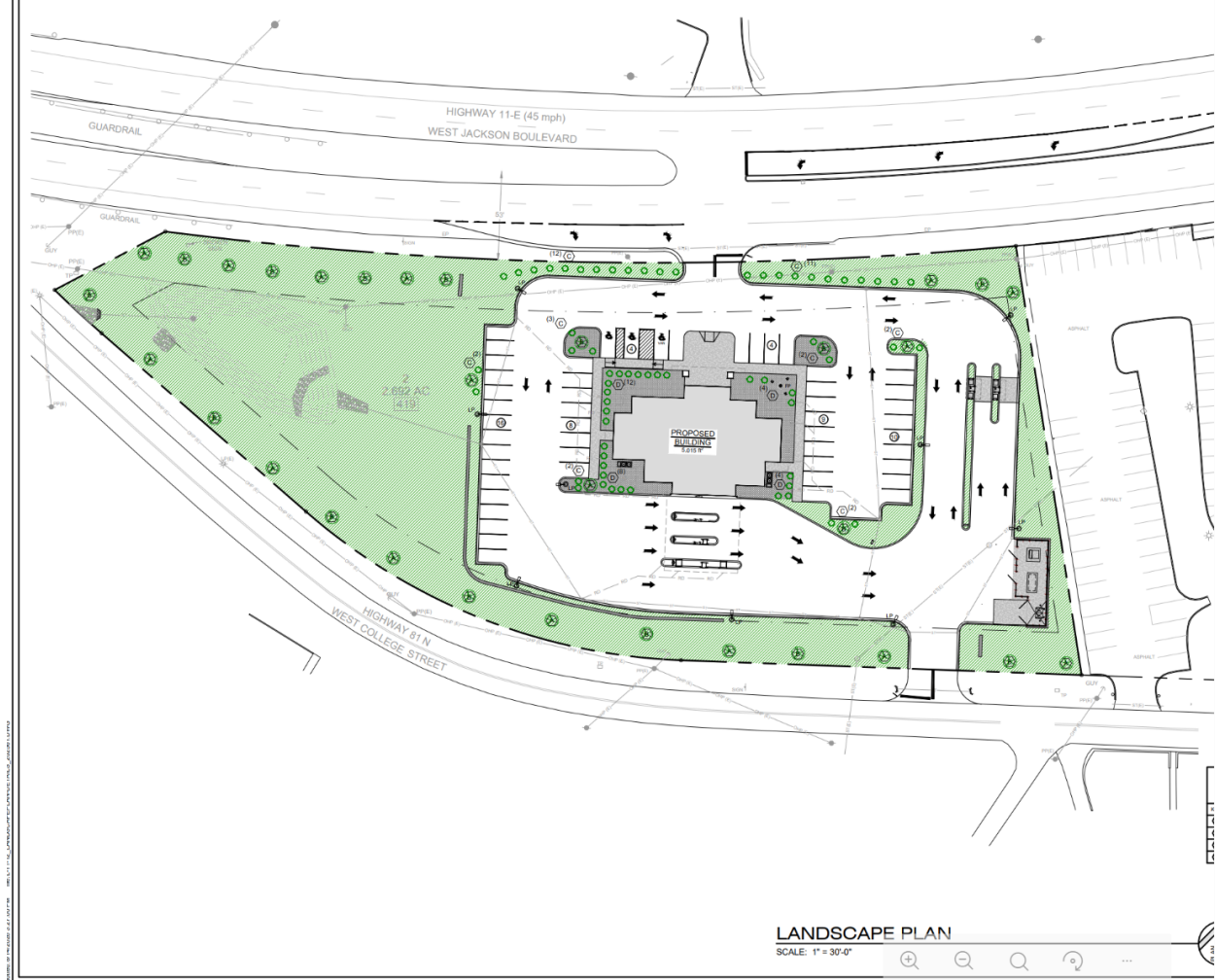
Three (3) October glory maple and three (3) red oak have been provided along with seven (7) Dwarf Yaupon Holly and seven (7) Dwarf English Laurel. This satisfies and exceeds the landscape requirements.

Summary:

The ECU Landscape Plan meets the minimum standards as per the Town's landscape requirements.

Recommendation:

Approve the landscape plan as submitted.



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: September 25th, 2026
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AGENDA ITEM #:

SUBJECT: Landscape Manual

Background:

The Town of Jonesborough has drafted a Landscape Manual to provide consistent guidelines and standards for landscape design, installation, and maintenance. The manual is intended to serve as a reference for Town employees and developers to promote uniformity, quality, and consistency in landscaping throughout the Town.

Recommendation:

Town Staff recommend that the Board review the draft Landscape Manual (landscape manual draft was emailed to board members along with the agenda) and provide any suggested additions, revisions, or feedback to Sunny by Tuesday, October 13th. This feedback will be incorporated into a final draft for consideration and approval at the October Tree and Townscape Board meeting.



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: September 25th, 2026

AGENDA ITEM #:

6

SUBJECT: BrightRidge Park Updates

Background:

The Town of Jonesborough is partnering with BrightRidge to install a passive park and landscape screening of the substation from the road at 1115 East Main Street. The concrete path is being installed this week, and the remainder of the landscaping will be installed/ what needs repaired from the equipment on the property will be fixed in the coming weeks before winter.



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: September 25th, 2026

7

AGENDA ITEM #:

SUBJECT: Arboretum Clean Up

Background:

Our first arboretum cleanup was a success. I was very thankful for the volunteers who participated and encouraged by members of the community for their support and willingness to help.

With additional time to promote the event and a slightly different format, I believe we could increase community engagement. I propose hosting the next cleanup on a Saturday from 9:00 a.m. to 2:00 p.m. and using a more flexible, drop-in format. The tentative date is Saturday, October 17th. Volunteers could come and work around their own schedules and stay for as little or as long as they would like.

This format may make the event more accessible and encourage greater participation from the community. With the days getting shorter and temperatures beginning to cool, I am hopeful that holding the cleanup during the daytime on a Saturday will provide more comfortable and enjoyable conditions for volunteers. A Saturday event would also help keep volunteers out of an area that experiences higher traffic from Town employees during the workweek, creating a safer and less disruptive environment for everyone.