

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

MEETING NOTICE

Thursday, December 18, 2025, 10:00 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 member 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 10:00 a.m., Thursday, December 18, 2025, 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 November 25, 2025, Minutes
4. Approval of the Revised Bradford Park Landscape Plan



# TREE & TOWNSCAPE COMMITTEE

## *AGENDA PRESENTATION*

**DATE:** December 18, 2025                      **AGENDA ITEM #:** 3

**SUBJECT:** November 25, 2025 Meeting Minutes

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Town of Jonesborough

Tree and Townscape Board

Meeting Minutes for November 25<sup>th</sup>, 2025

The Jonesborough Tree and Townscape Board met in a regular meeting on Tuesday, November 25<sup>th</sup>, 2025, at 10:00 a.m. in the Board Room at Town Hall, Jonesborough, Tennessee.

Present: Terry Countermine, Lori Rosenoff, Nancy Kavanaugh, Melinda Copp, Goeffrey Hoare, Teresa Smith

Staff: Chris Kudera

Absent: Sue Henley, Melissa Ganshirt, Virginia Kennedy

Nancy Kavanaugh called the meeting to order noting that a quorum was present.

There were no public comments.

**Item 1:** The Wolfe-Miller Subdivision will be located on Miller Dr., West Jackson Blvd., and College St. W. 705, Jonesborough, TN 37659 respectively. It is further described on Washington County Tax Map 59D, Group A, Parcel 001.00, 001.01, 003.03, and 003.04. The subject property is zoned PRD with a proposed use of single and multi-family residential. The Planning Commission approved the site plan on November 18<sup>th</sup>, 2025.

**Buffering:**

The only required buffering is located along the Northern border of the multi-family residential development, low impact, due to the no impact use R-1 zone abutting the proposed use. As stated in the landscape requirements, a low impact use abutting a no impact use will require a type one buffer.

Provided: Type one buffer option C, berms with shrubs. This buffer will limit any interference with existing utilities within this area. The provided buffer along with the existing vegetation will result in a more than adequate buffer. Twenty-three (23) shrubs have been provided for berm vegetation.

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

**Road Frontage:**

Road frontage is required along the new cul-de-sac and Andrew Jackson Blvd. Cul-de-sacs are considered a public roadway, thus requiring road frontage landscaping. The cul-de-sac measures 180 linear feet.  $1 \text{ tree}/50' \times 180' = 4$  shade trees. Andrew Jackson Blvd. measures 280 linear feet of road frontage.  $1 \text{ tree}/50' \times 280' = 6$  shade trees.

**Provided:**

Cul-de-sac: 4 shade trees which may be either Red Maple, Willow Oak, River Birch, Bald Cypress, Zelkova, or other oak species.

Andrew Jackson Blvd.: 6 shade trees which may be either Red Maple, Willow Oak, River Birch, Bald Cypress, Zelkova, or other oak species.

**Parking Lot:**

The parking lot for this development contains 17 parking spaces. Parking lot landscaping is required at 20 parking spaces; however, parking lot landscaping has been provided.  $1 \text{ tree}/10 \text{ PS} \times 17 \text{ PS} = 2$  shade trees and 4 shrubs (2 per tree). Shade trees may be either Red Maple, Willow Oak, River Birch, Bald Cypress, Zelkova, or other oak species.

**Provided:**

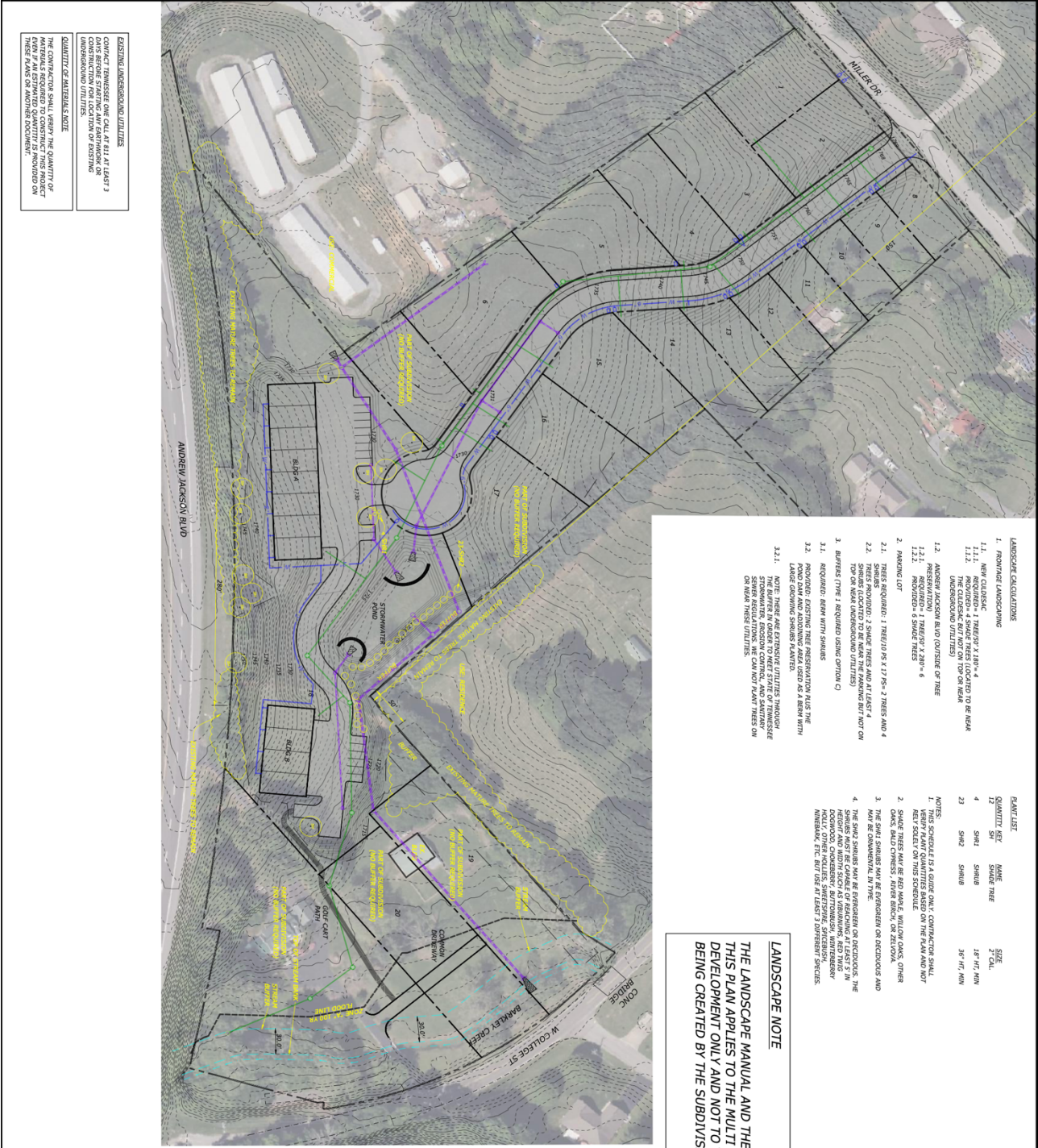
Two (2) shade trees and four (4) shrubs were provided. Shade trees may be Red Maple, Willow Oak, River Birch, Bald Cypress, Zelkova, or other oak species. Shrubs must be capable of reaching 5' in height and width and may be viburnums, red twig

dogwood, chokeberry, buttonbush, winterberry holly, other hollies, sweet spire, spicebush, ninebark, etc.

**Summary:**

The landscape plan exceeds the requirements of T & T landscape ordinance with no variances.

**Motion:** Lori Rosenoff made the motion to approve the landscape plan for Wolfe-Miller Subdivision as presented, seconded by Terry Countermine and passed unanimously.



- LANDSCAPE CALCULATIONS**
- 1. FRONTAGE LANDSCAPING
    - 1.1. NEW CLASSIC - TREE 50' X 18" - 4
    - 1.1.1. PROVIDED - 4 SHADE TREES (LOCATED TO BE NEAR THE CLASSIC BUT NOT ON TOP OR NEAR THE CLASSIC)
    - 1.1.2. PROVIDED - 4 SHADE TREES (LOCATED TO BE NEAR THE CLASSIC BUT NOT ON TOP OR NEAR THE CLASSIC)
  - 1.2. ANGER HOOKS ALSO OUTSIDE OF TREE (RESERVATION)
    - 1.2.1. REQUIRED - 4 TREE 5' X 20" - 6
    - 1.2.2. PROVIDED - 4 SHADE TREES
  - 2. PARKING LOT
    - 2.1. TREES REQUIRED: 1 TREE 10' X 17' 25" - 2 TREES AND 4 SHRUBS
    - 2.2. TREES PROVIDED: 2 SHADE TREES AND AT LEAST 4 SHRUBS
    - 2.3. TOP OR NEAR UNDERGROUND UTILITIES
    - 2.4. BUFFER TREE 1 REQUIRED USING OPTION C)
  - 3.1. REQUIRED: BERRY WITH SHRUBS
  - 3.2. PROVIDED: EXISTING TREE PRESERVATION PLUS THE PROVIDED SHRUBS
  - 3.3. REQUIRED: BERRY WITH SHRUBS
  - 3.4. PROVIDED: EXISTING TREE PRESERVATION PLUS THE PROVIDED SHRUBS

**PLANT LIST**

PLANT LIST	QUANTITY	SIZE	SIZE
1	4	50' TREE	18" X 18" MIN
2	4	SHRUB	36" X 18" MIN
3	2	SHRUB	36" X 18" MIN
4	2	SHRUB	36" X 18" MIN

**NOTES:**

1. THIS SCHEDULE IS A GUIDE ONLY. CONTRACTOR SHALL VERIFY QUANTITY AND SIZE OF PLANTS AND MATERIALS ON THE PLAN AND NOT RELY SOLELY ON THIS SCHEDULE.
2. SHADE TREES MAY BE RED MAPLE, WILLOW OAKS, OTHER OAKS, BIRD CYPRESS, EITHER BIRCH, OR ZELKOVA.
3. THE SMALL SHRUBS MAY BE EITHER BIRCH OR DECIDUOUS AND MAY BE ORNAMENTAL IN TYPE.
4. THE SHRUBS MAY BE EITHER BIRCH OR DECIDUOUS. THE HEIGHT AND WIDTH SHOULD BE AS SPECIFIED. RED TILIA, HONEYLOC, HONEYLOC, AND OTHER SHRUBS MAY BE USED INSTEAD OF BIRCH, BUT USE AT LEAST 3 DIFFERENT SPECIES.

**LANDSCAPE NOTE**

THE LANDSCAPE MANUAL AND THE DESIGN SHOWN ON THIS PLAN APPLIES TO THE MULTI FAMILY LOT DEVELOPMENT ONLY AND NOT TO THE SINGLE FAMILY LOTS BEING CREATED BY THE SUBDIVISION.

**EXISTING UNDERGROUND UTILITIES**

CONTRACTOR SHALL VERIFY THE QUANTITY OF MATERIALS REQUIRED TO CONSTRUCT THIS PROJECT AND THE LOCATION OF EXISTING UNDERGROUND UTILITIES.

**QUANTITY OF MATERIALS NOTE**

THE CONTRACTOR SHALL VERIFY THE QUANTITY OF MATERIALS REQUIRED TO CONSTRUCT THIS PROJECT AND THE LOCATION OF EXISTING UNDERGROUND UTILITIES.

**PROFESSIONAL SERVICES NOTE**

PROFESSIONAL SERVICES NOTE: THE CONTRACTOR SHALL VERIFY THE QUANTITY OF MATERIALS REQUIRED TO CONSTRUCT THIS PROJECT AND THE LOCATION OF EXISTING UNDERGROUND UTILITIES.

DATE: 10/15/25

**Item 2:** The Wolfe Commercial Development will be located on 809 Old Boones Creek Rd, Jonesborough, TN 37659. It is further described on Washington County Tax Map 52, Parcel 093.00. The subject property is zoned B-3 with a proposed commercial use making it a medium impact. The Planning Commission approved the site plan on November 18, 2025.

**Buffering:**

The only required buffering will be located along the Northwest property line of the property for 190 linear feet. The proposed commercial use of the Wolfe property will abut proposed single and multifamily use property. The medium impact will be required to implement a type 1 buffer from the edge of the existing vegetation to the next commercial use property line as seen on the site plan for a total of 190'. Type 1, option A1 requires 1 tree per every 8'.  $1 \text{ tree}/8' \times 190' = 24$  evergreen trees.

**Provided:** Twenty-four (24) evergreen trees spaced no more than 8' apart.

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

**Road Frontage:**

Road Frontage is required along Boones Creek Rd. and Old Boones Creek Rd. along the eastern and southwestern property boundaries. The total linear footage for both boundaries equals 584 linear feet.  $1 \text{ tree}/50' \times 584 = 12$  shade trees.

Provided: 12 shade trees dispersed adequately along the property lines requiring road frontage. Shade trees may be red maple, willow oak, river birch, or zelkova.

**Parking Lot Landscaping:**

The parking lot provided has forty-nine (49) parking spaces. The required landscaping for a parking lot with 20 or more spaces is 1 tree/10' with 2 shrubs per tree.  $1 \text{ tree}/10' \times 49 = 5$  trees and 10 shrubs. Shade trees may be red maple, willow oak, river birch, or zelkova. Shrubs must be capable of reaching at least 3' at mature height. Ornamental trees may be redbud, tree size crepe myrtle, or other similar tree with smaller root ball due to underground utilities.

Provided: Four (4) shade trees, two (2) ornamental trees, and ten (10) shrubs.

**Summary:** The landscape plan exceeds the requirements of T & T landscape ordinance with no variances.

**Motion:** Melinda Copp made the motion to approve the landscape plan for Wolfe Commercial Development as presented, seconded by Geoffrey Hoare and passed unanimously.





In other business, Geoffrey Hoare spoke on presenting information that could be given to the residents and visitors about basic horticulture identification. He mentioned that it could share knowledge about common invasive species in the region and how to remove them. It could also mention what plants and shrubs are good pollinators and how they could benefit the area. He will bring more information to a future meeting.

With no further business, the meeting was adjourned.



# TREE & TOWNSCAPE COMMITTEE

## AGENDA PRESENTATION

DATE: December 18<sup>th</sup>, 2025 AGENDA ITEM #: 4

SUBJECT: REVISED BRADFORD PARK LANDSCAPE PLAN

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### **BACKGROUND:**

Only the landscape plan detailing the parking lot has been revised to meet the minimum requirements of the revised Site Plan. The background provided below is for informational purposes from the Tree & Townscape Board meeting November 2024.

Bradford Park will be located on the northeastern corner of Presidential Drive and Baleigh Lyn Loop. It is further described on Washington County Tax Map 52F, Parcel 006.00. The subject property is zoned B-3, Arterial Business District. The Tree and Townscape originally approved the landscape plan for this property in November 2024; however, Lot A has had updates which resulted in a change in the landscape plan. The changes include Lot A moving from one (1) large building to two (2) buildings, adding additional parking. The parking lot was originally planned to have 39 spaces and now will have 79.

The Planning Commission originally approved the site plan on August 20, 2024. The Planning Commission is considering approval of the revised site plan at their next meeting on December 16, 2025.

### **Buffering:**

The land use of the properties to the north, east and west are residential. The townhomes to the east of the Bradford Park property require a class 1 buffer and the single-family homes to the north and northwest respectively require a class 2 buffer.

This note from the developer justifies why the evergreen trees placed as the class 1 buffer are 10' on center rather than 8' on center per the Landscape Requirements:

*“CLASS 1 BUFFER: THE TOWN REGULATIONS REQUIRE BUFFER TREES TO BE PLANTED 8' OC BUT ALSO ALLOWS FOR A GREATER SPACING WHEN JUSTIFIED.*

THE TREES TYPICALLY USED FOR BUFFER PLANTINGS ARE TYPICALLY SPACED AT LEAST 10' OC DUE TO THEIR MATURE SIZE. IF PLANTED LESS THAN 10' OC,

HALF OF THE TREES WILL DIE OR WILL NEED TO BE SEVERELY PRUNED AN A FEW YEARS AS THEY GROW TOGETHER."

Provided:

A class 1 buffer with 49 evergreen trees has been provided to buffer against the residential townhomes. 1 tree/10' OC x 490 LF = 49 trees.

A class 2 buffer with 158 evergreen trees has been provided to buffer against the residential single-family homes. 1 tree/12' OC x 950 LF = 79 trees x 2 rows = 158 trees.

- (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.

- (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 south side of the property facing Presidential Drive will require road frontage landscaping. The linear feet listed is divided into two sections, A & B. The frontage for Lot A is listed as 578' LF and the frontage for Lot B is listed as 84' LF. The road frontage requirements include 1 tree for every 50'. 1 tree/50' x 578' = 12 trees required for Lot A. 1 tree/50' x 84' = 2 trees required for Lot B.

Provided:

12 shade trees have been provided for Lot A and 2 trees have been provided for Lot B.

The 14 shade trees will be either Red Maple, Willow Oak, River Birch, Bald Cypress or Zelkova.

**Parking Lot (Plan Revised from November 2024):**

79 parking spaces have been provided in Lot A. 1 tree is required for every 10 parking spaces with at least 2 shrubs per tree.  $1 \text{ tree}/10 \text{ spaces} \times 79 \text{ spaces} = 8 \text{ trees and at least 16 shrubs}$ . The highlighted text under Parking Lot is the only revision to the landscape plan from the original approved by the Tree & Townscape Board November 2024.

3 parking spaces have been provided in Lot B. 1 tree is required for every 10 parking spaces with at least 2 shrubs per tree.  $1 \text{ tree}/10 \text{ spaces} \times 3 \text{ spaces} = 0.3$  or 1 tree and at least 2 shrubs.

Provided:

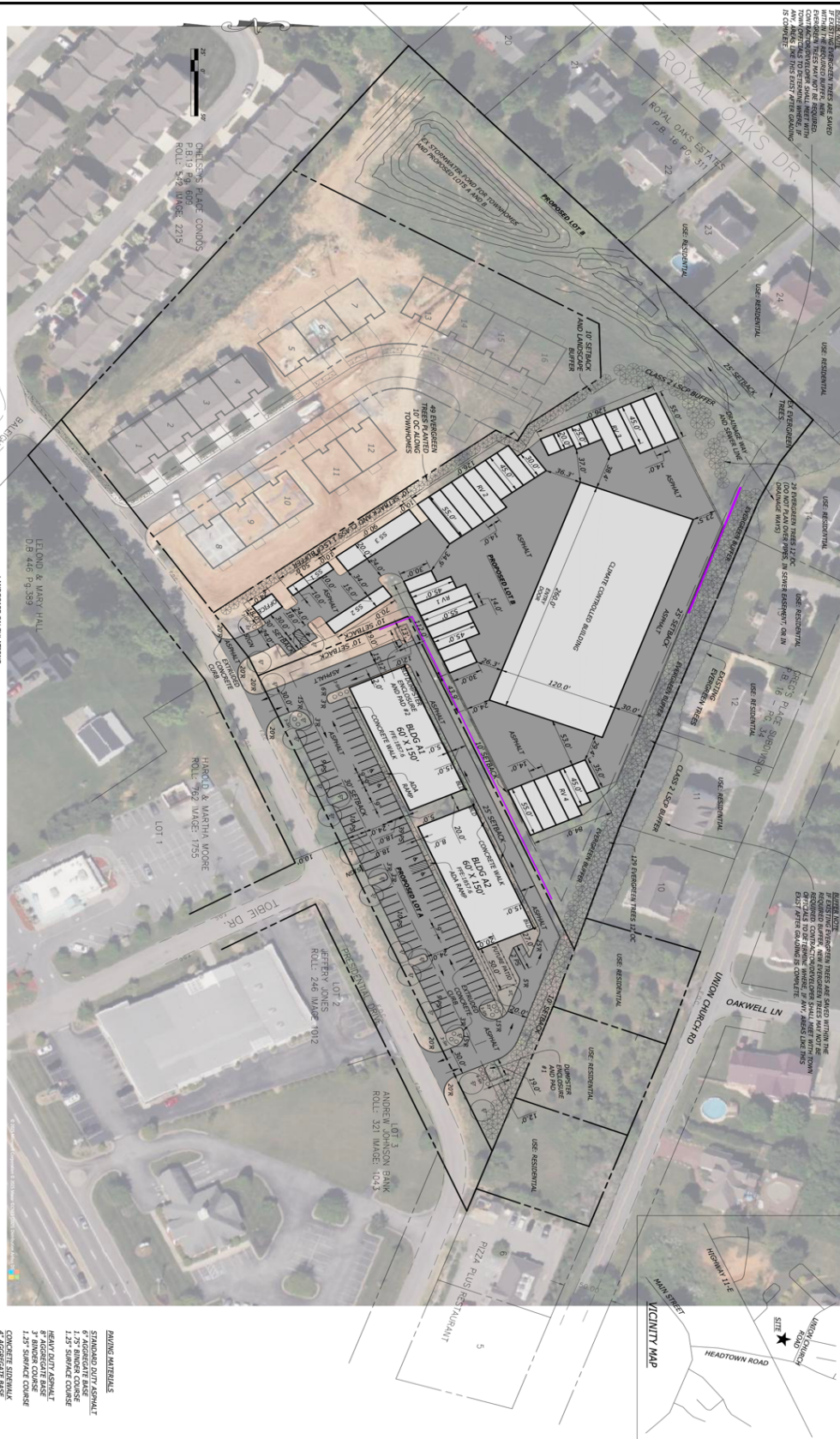
The landscape plan states 8 trees, and 16 shrubs have been provided in Lot A. The landscape plan states 1 tree, and 3 shrubs have been provided in Lot B.

**Summary:**

The revised landscape plan does meet the minimum standards as per the town's Landscape Requirements.

**RECOMMENDATION:**

Approve the revised landscape plan for the Parking Lot as submitted.



- SITE NOTES**
1. ZONE: B3
  2. SITE AREA:
    - 2.1. LOT A = 1.81 ACRES
    - 2.2. LOT B = 5.04 ACRES
  3. B3 SETBACKS
    - 3.1. FRONT = 30'
    - 3.2. SIDE = 10'
    - 3.3. REAR = 25'
  4. PROPOSED USE:
    - 4.1. BUILDING: 88,000 SF TOTAL COMMERCIAL IN 2
    - 4.2. BUILDING: 122,000 SF TOTAL COMMERCIAL IN 2
  5. INCLUDES CONTRACTOR STORAGE WITH OFFICE, GENERAL OFFICE, AND PROFESSIONAL CLIMATE CONTROLLED STORAGE
  6. LOT B - SELF STORAGE, RV STORAGE, AND CLIMATE CONTROLLED STORAGE
  7. PARKING
    - 7.1. LOT A = 1 P/2,000 SF X 18,000-60 (79)
    - 7.2. PROVIDED 1228 SF, INCLUDING ADA SPACES
    - 7.3. OFFICE INCLUDING 1 ADA SPACE
  8. THERE IS NO FEMA FLOODPLAIN ON THIS PROPERTY.

- LANDSCAPE CALCULATIONS**
1. PROPOSED LANDSCAPING
    - 1.1. LOT A PROVIDED - 12 SHADE TREES
    - 1.2. LOT A PROVIDED - 12 SHADE TREES
    - 1.3. LOT B PROVIDED - 2 SHADE TREES
  2. MAINTENANCE
    - 2.1. LOT A REQUIRED - 1 TREE PER 75 SQ FT PLUS 16 SHRUBS
    - 2.2. LOT B REQUIRED - 1 SHADE TREE PER 1,000 SQ FT PLUS 16 SHRUBS
    - 2.3. LOT B PROVIDED - 1 SHADE TREE PLUS 2 SHRUBS
    - 2.4. LOT B PROVIDED - 1 SHADE TREE PLUS 2 SHRUBS
  3. BURNERS (SEE NOTES BELOW ABOUT FINISHING)
    - 3.1. ALONG TOWNSHIPS: CLASS 2 BURNER PROVIDED
    - 3.2. ALONG SINGLE FAMILY: CLASS 2 BURNER PROVIDED
    - 3.3. ALONG TOWNSHIPS: CLASS 1 BURNER PROVIDED
    - 3.4. ALONG TOWNSHIPS: CLASS 1 BURNER PROVIDED
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  4. BURNER SPECIFICATIONS:
    - 4.1. CLASS 1 BURNER: THE TOWN REGULATIONS REQUIRE BURNER TREES TO BE PLANTED 8' OC, BUT ALSO ALLOWS FOR A GREATER SPACING WHEN JUSTIFIED. THE TREES TYPICALLY USED FOR BURNER PLANTINGS ARE TYPICALLY SPACED AT 12' OC. THE TREES ARE SHOWN PLANTED AT 12' OC. THESE ARE EXISTING SURROUNDING TREES ON THIS SITE. THE TREES ARE SHOWN PLANTED AT 12' OC. THESE ARE EXISTING SURROUNDING TREES ON THIS SITE. THE TREES ARE SHOWN PLANTED AT 12' OC. THESE ARE EXISTING SURROUNDING TREES ON THIS SITE.
    - 4.2. CLASS 2 BURNER: THE TREES ARE SHOWN PLANTED AT 12' OC. THESE ARE EXISTING SURROUNDING TREES ON THIS SITE. THE TREES ARE SHOWN PLANTED AT 12' OC. THESE ARE EXISTING SURROUNDING TREES ON THIS SITE.
    - 4.3. PROPOSED ALONG THE CLASS 2 BURNER PROPERTY LINE: IF ANY OF THESE TREES ARE PRESERVED, THE CONTRACTOR SHALL REMOVE AND RE-PLANT WITHIN 30 DAYS OF THE DATE OF THE REMOVAL. THESE TREES CAN BE OBTAINED FROM THE FOLLOWING LIST:

- PLANTING**
- | DATE | KEY | NAME       | SIZE        |
|------|-----|------------|-------------|
| 23   | ST  | SHADE TREE | 2" DIA.     |
| 27   | ST  | SHADE TREE | 1 1/2" DIA. |
| 19   | SH  | SHRUBS     | 1 1/2" DIA. |
| 19   | SH  | SHRUBS     | 1 1/2" DIA. |
1. SHRUBS TREES MAY BE RED MAHOG, WILLOW OAK, RIVER BIRCH, BLD OR OTHER SPECIES.  
 2. THE EXISTING TREES MAY BE GREEN TAMAR, REDBARK, SPANISH OAK, OR OTHER SPECIES.  
 3. PROVIDE AT LEAST 16 SHRUBS FOR LOT A AND 2 SHRUBS FOR LOT B. PROVIDE AT LEAST 3 DIFFERENT SPECIES.  
 4. PROVIDE AT LEAST 12 SHRUBS FOR LOT A AND 2 SHRUBS FOR LOT B. PROVIDE AT LEAST 3 DIFFERENT SPECIES.  
 5. PROVIDE AT LEAST 12 SHRUBS FOR LOT A AND 2 SHRUBS FOR LOT B. PROVIDE AT LEAST 3 DIFFERENT SPECIES.

- PROPOSED MATERIALS**
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**PROFESSIONAL SEAL**

DAVID TODD  
 LICENSED PROFESSIONAL ENGINEER  
 STATE OF TENNESSEE  
 LICENSE NO. 3114425

DATE: 11-14-25

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