

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

MEETING NOTICE

Tuesday, February 24th, 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., Tuesday, February 24th, 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 December 18, 2025, Minutes
4. Trailblazer Coffee Landscape Plan
5. 2026 Meeting Schedule



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: February 24th, 2025

AGENDA ITEM #: 3

SUBJECT: December 18th, 2025 Meeting Minutes

Town of Jonesborough

Tree and Townscape Board

Meeting Minutes for December 18th, 2025

The Jonesborough Tree and Townscape Board met in a regular meeting on Thursday, December 18th, 2025, at 10:00 a.m. in the Board Room at Town Hall, Jonesborough, Tennessee.

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

Staff: Chris Kudera

Absent: Sue Henley, Melissa Ganshirt, Virginia Kennedy, Nancy Kavanaugh

Terry Countermine called the meeting to order noting that a quorum was present.

There were no public comments.

Item 1: The November 25th, 2025 meeting minutes were presented. Goeffrey Hoare made a motion to approve them as presented. It was seconded by Melinda Copp and was duly passed.

Item 2: 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. $1 \text{ tree}/12' \text{ OC} \times 950 \text{ LF} = 79 \text{ trees} \times 2 \text{ rows} = 158 \text{ trees}$.

- (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.

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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'. $1 \text{ tree}/50' \times 578' = 12 \text{ trees}$ required for Lot A. $1 \text{ tree}/50' \times 84' = 2 \text{ trees}$ 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:

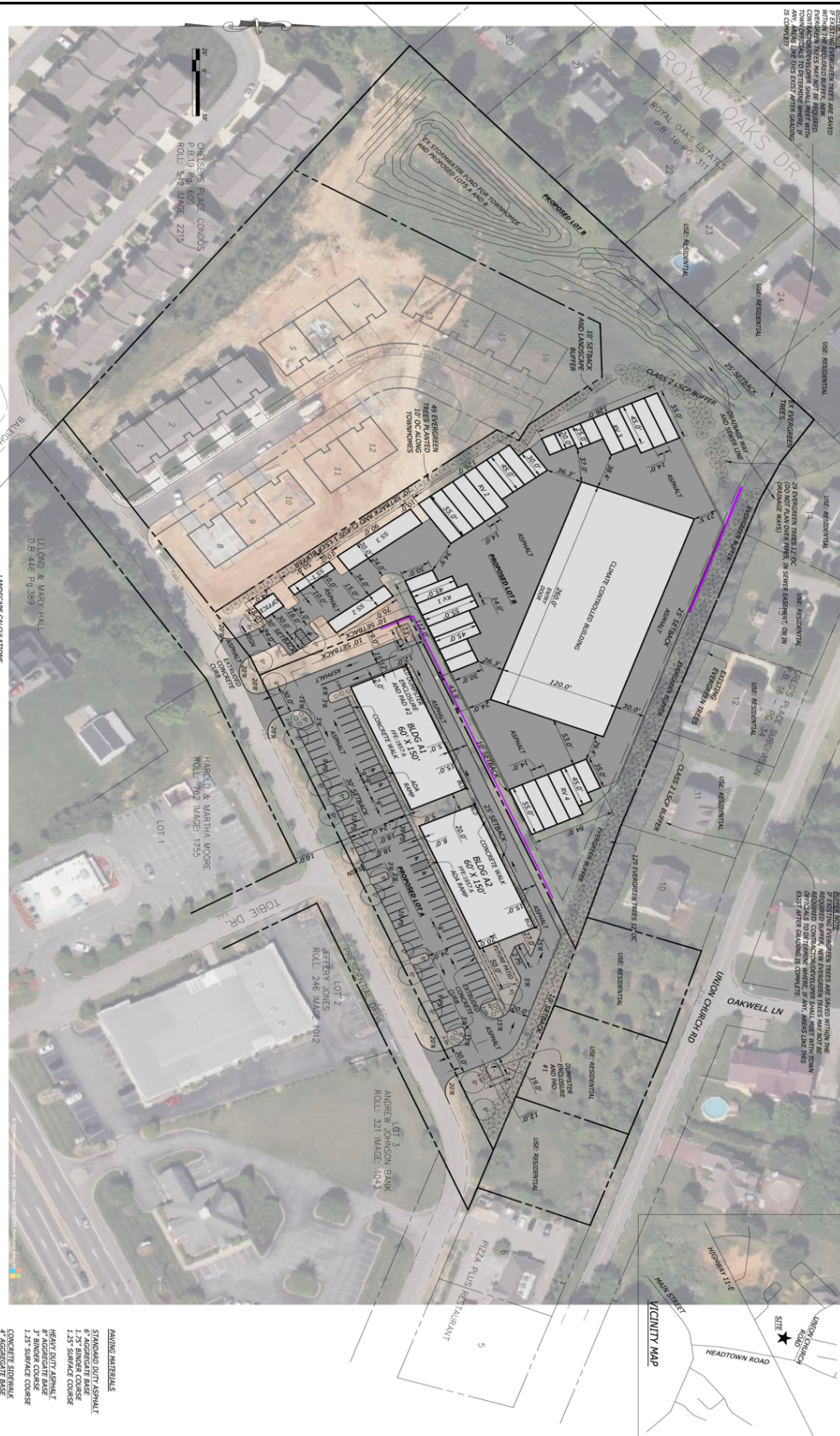
The landscape plan states 8 trees, and 16 shrubs have been provided in Lot A. The landscape plan states 1 tree, and 3 shrubs have been provided in Lot B.

Summary:

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

Motion: Lori Rosenoff made a motion to approve the revised landscape plan as presented. Geoffrey Hoare seconded the motion, and it was duly passed.

With no future business, Terry Countermine adjourned the meeting.



1. SUBJECT PROPERTY
2. SITE AREA
- 2.1. LOT A= 1.14 ACRES
- 2.2. LOT B= 5.04 ACRES
- 2.3. AS SETBACKS
- 2.3.1. FRONT= 30'
- 2.3.2. SIDE= 10'
- 2.3.3. REAR= 25'
3. PROPOSED USE:
- 3.1. 100,000 SF TOTAL COMMERCIAL IN 2 BUILDINGS
- 3.1.1. INCLUDES UNKNOWN BUT MOST LIKELY EXISTING COMMERCIAL STRUCTURE WITH ADDITIONAL OFFICE, AND PROFESSIONAL OFFICE
- 3.2. LOT B= SELF STORAGE, IN STORAGE, AND CLIENTS CONTROLLED STORAGE
4. PARKING
- 4.1. 15 SPACES @ 1,800-40' TS
- 4.1.1. PROVIDED= 12/28 SF= INCLUDING 4 MAN SPACES
- 4.2. LOT B= HAVE EXCEPT 3 PROVIDED FOR RENTAL OFFICE INCLUDING 1 MAN SPACE
5. THERE IS NO FEMA FLOODPLAIN ON THIS PROPERTY.

[illegible][illegible]

ES TO BE PLANTED 8° C BUT ALSO ALLOWS FOR A
FOR WINTER PLANTINGS AND TYPICALLY SPACED
OF THE TREES WILL DIE OR WILL
IDENTIFY
AND ARE EXTENSIVE PARASITIC TREES ON THE
TO DETERMINE IF THE PRESERVED TREES ARE

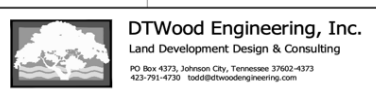
DATE/TIME	KEY	NAME	SIZE
2/1	57	SHADE TREE	7' TALL
2/1	57	SHADE TREE	18" DB, NEW
2/1	58	SHRUBS	
2/1	59	SHRUBS	

NOTES:

1. SHADE TREES MAY BE RE-DUMPED AND NOTED OK, BUT BIRCH BALDING TREES SHOULD BE RE-DUMPED AND NOTED FOR REMOVAL FROM SITES.
2. THE ENGINEER TREES MAY BE GROWN QUANT. ABOVE/BELOW TOLERANCE. CORNUS, JUNE TREES, DOGWOOD, CHERRY TREES, SIZE 1.5 IN. HEIGHT, USE AT LEAST 3 DIFFERENT SPECIES.
3. THE SHRUBS SHOULD BE CHANGES OF REACHING A MATURE HEIGHT WITHIN 5 YEARS. DO NOT SELECT SPECIES THAT SELECT SPECIES WITH SHAWNEES ON NATIVE SHRUBS.

[illegible][illegible]

SITE AND LANDSCAPE PLAN
BRADFORD PARK
PRESIDENTIAL DRIVE
JONESBOROUGH, TENNESSEE





TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: February 24, 2026

AGENDA ITEM #: 4

SUBJECT: Trailblazer Coffee

Background:

Trailblazer Coffee will be located at 304 East Jackson Blvd. It is further described on Washington County Tax Map 060A Parcel ID 006.02. The subject property is zoned B-3, Arterial Business District. The Planning Commission approved the site plan on February 17th, 2026.

Buffering:

The east and west properties adjoining 304 East Jackson Blvd. are zoned B-3 Arterial Business. The south property is zoned B-4 Intermediate Business. Therefore, no buffer is required as stated in section 11-611, Buffering, of the Landscape Requirements.

Road Frontage:

The north side of the property facing East Jackson Blvd. will require road frontage landscaping. The linear footage measures 295'. Frontage requirements include one (1) tree for every 50'. $1 \text{ tree}/50' \times 295' = 5.9 \sim 6 \text{ trees}$.

Provided:

Three (3) October Glory Maple and three (3) River Birch shade trees have been provided. This satisfies the road frontage requirements.

Parking lot landscaping:

13 parking spaces including 1 ADA space have been provided. 1 tree is required per every 10 parking spaces with at least 2 shrubs per tree. $1 \text{ tree}/10 \text{ spaces} \times 13 \text{ spaces} = 1.3 \sim 1$ tree with 2 shrubs.

Provided:

Two (2) October Glory Maple and two (2) River Birch along with eleven (11) Yaupon Holly shrubs have been provided. This satisfies and exceeds the landscape requirements.

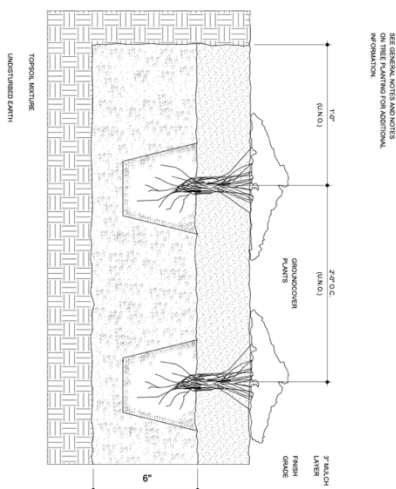
Summary:

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

Recommendation:

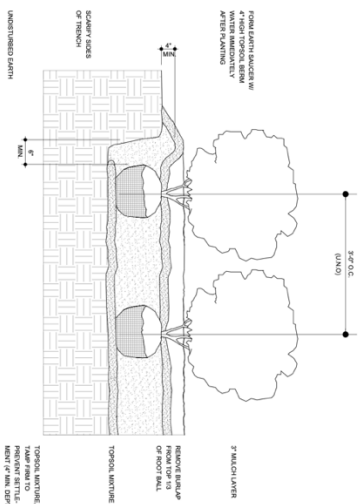
Approve the landscape plan as submitted.





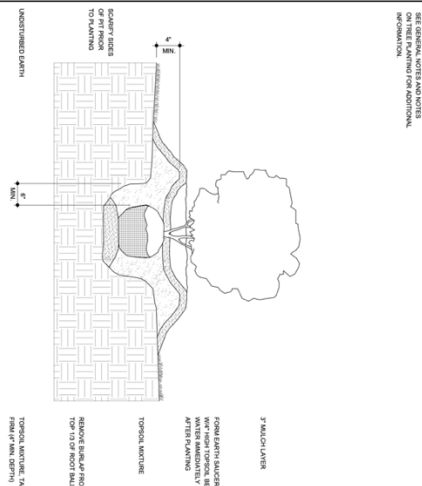
GROUNDCOVER PLANTING
NOT TO SCALE

SEE GENERAL NOTES AND NOTES
ON TREE PLANTING FOR ADDITIONAL
INFORMATION.



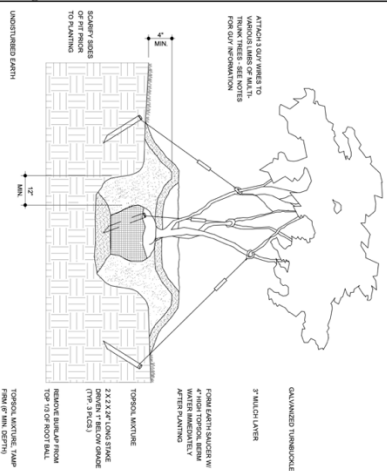
TRENCH PLANTING FOR SHRUBS
NOT TO SCALE

3
L-12



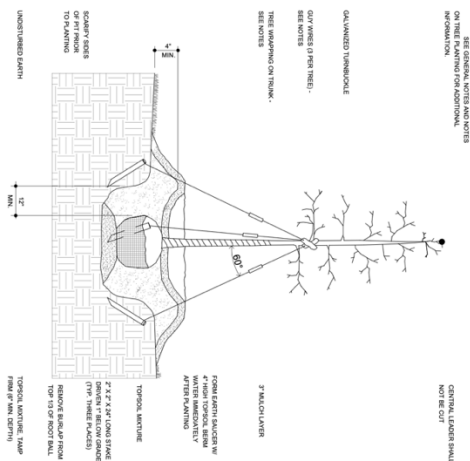
SHRUB PLANTING
NOT TO SCALE

SEE GENERAL NOTES AND NOTES
ON TREE PLANTING FOR ADDITIONAL
INFORMATION.



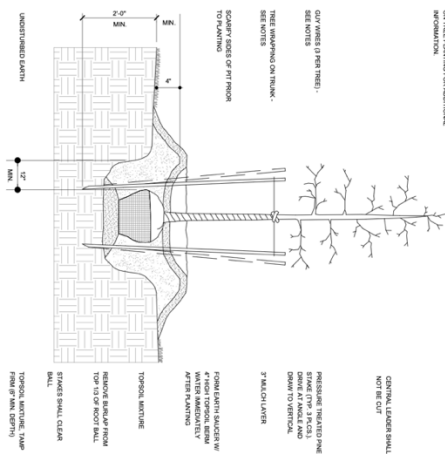
MULTI-TRUNKED TREE PLANTING

2
L-12



PLANTING FOR TREES OVER TO 3" CALIPER

SEE GENERAL NOTES AND NOTES ON TREE PLANTING FOR ADDITIONAL INFORMATION.



PLANTING FOR TREES UP TO 3" CALIPER
NOT TO SCALE

1
L-12

New Location for:

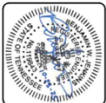
Trailblazer Coffee

Jonesborough, TN



130 Regional Park Dr.
Kingsport, TN 37660
Phn (423) 349-7760
Fax (423) 349-7413
www.grcinc.com

no	date	rev.	description
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issued	10-20-2025
checked	BWJ
drawn	JDG
project no.	202509A

LANDSCAPE
DETAILS

L-12



TREE & TOWNSCAPE COMMITTEE

AGENDA PRESENTATION

DATE: February 24, 2026 **AGENDA ITEM #:** 5

SUBJECT: 2026 Meeting Schedule

The Committee will review and discuss the proposed meeting schedule for calendar year 2026. In the past, the Committee has generally met on the fourth Thursday of each month; however, meeting times have changed on several occasions to accommodate member availability, and meetings have not always been held on a consistent basis. Once finalized, the approved schedule will be published to ensure compliance with public notice requirements and to provide clarity for Committee members and the public.

Recommendation: Choose a date and time that works best for everyone.