

*****March 23, 2026*****

The Signal Mountain town Council held a work session on Monday, March 23, 2025.
The meeting was called to order at 6:00p.m.

Those present were: Mayor Elizabeth Baker
Vice Mayor Clay Crumbliss
Councilmember Andrew Gardner
Councilmember Charles Poss
Councilmember Miles Jorgensen

Also present were: Town Manager Matthew Justice
Town Attorney Harry Cash
Fire Chief Lawrence Sloan
Building Official Chuck Martin
Building Inspector Brian Williams
See attached list for others present

Mayor Baker led the pledge of allegiance. A moment of silence was observed.

Roll Call

All Council members were present.

Minutes

- 1) January 12, 2026 – in attendance; Baker, Crumbliss, Poss, Jorgensen
January 15, 2026 – in attendance; Baker, Crumbliss, Poss, Jorgensen

Mayor Baker suggested approving the minutes of January 12, 2026, and January 15, 2026, together. Vice Mayor Crumbliss moved to approve both sets of minutes. The motion was seconded by Councilmember Poss. Councilmember Gardner abstained. Mayor Baker, Vice Mayor Crumbliss, Councilmember Poss, and Councilmember Jorgensen voted in favor. The motion passed.

2) February 9, 2026 – in attendance; Baker, Crumbliss, Gardner, Poss

Vice Mayor Crumbliss moved to approve minutes for February 9, 2026. The motion was seconded by Councilmember Poss. Councilmember Jorgensen abstained. Mayor Baker, Vice Mayor Crumbliss, Councilmember Poss, and Councilmember Gardner voted in favor. The motion passed.

Recognize and Award Unit Citations to Fire Department Members

Fire Chief Sloan recounted the incident in which the Signal Mountain Fire Department provided life-saving efforts resulting in the successful resuscitation of the patient, a Signal Mountain resident. The following individuals were awarded Unit Citations:

Captain William Maxwell

Engineer Matthew McDowell

Lieutenant Christopher Winiewitz

Engineer Etta Schafer

Lieutenant Jay Sharp

Engineer James P. Durham

Request for Variance – Westfield Condominiums

Kerin Mason provided details of the Variance being requested by the Homeowners Association of Westfield Condominiums.

Mayor Baker made a motion to allow for the encroachment on the setback in the location specified in the application for the Westfield sign and lit from below. Councilmember Jorgensen seconded the motion. All in favor, the motion passed. The variance was granted.

Citizens' Opportunity to Address Council

- Eugenia Alldercia spoke to the Council regarding support of them and the Planning Commission.
- Grace Mynatt requested information on the recent TDOT geotechnical study that took place on Signal Mountain Road. There were no citizens requesting to address the Town Council.

Resolutions

R2026-20 “A TOWN OF SIGNAL MOUNTAIN RESOLUTION APPOINTING MARC SCHMIDT TO THE SIGNAL MOUNTAIN BOARD OF ZONING APPEALS”

Councilmember Poss made a motion to approve the resolution. Councilmember Jorgensen seconded the motion. All in favor, the motion passed.

R2026-19 “A TOWN OF SIGNAL MOUNTAIN RESOLUTION APPOINTING TANNER ROACH TO THE SIGNAL MOUNTAIN HISTORICAL COMMITTEE”

Vice Mayor Crumbliss made a motion to approve the Resolution. Councilmember Jorgensen seconded the motion. All in favor, the motion was passed.

Public Hearing Regarding Building Code Ordinances: Title 12, Chapters 1, 2, 3, 4, 6, 7; and Title 13, Chapter 1

Mayor Baker asked if there were any Citizens present who wished to comment on the ordinances. No one came forward.

Ordinances

O2026-07 “AN ORDINANCE TO AMEND SIGNAL MOUNTAIN MUNICIPAL CODE, TITLE 12, TO AMEND CHAPTER 1, SO AS TO ADOPT THE 2024 EDITIONS OF THE INTERNATIONAL BUILDING CODE AND THE INTERNATIONAL RESIDENTIAL CODE AND THE 2024 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE AND CERTAIN APPENDICES OF THOSE CODES AS REVISED AND AMENDED AS THE OFFICIAL BUILDING CODES OF THE TOWN OF SIGNAL MOUNTAIN, AMENDING SECTION 12-101, 12-103 & 12-104”

Councilmember Poss made a motion to approve the ordinance. Councilmember Jorgensen seconded the motion. All in favor, the motion was passed on Second Reading.

O2026-08 “AN ORDINANCE TO AMEND TITLE 12, CHAPTER 2, SIGNAL MOUNTAIN MUNICIPAL CODE, SO AS TO ADOPT THE 2024 EDITION OF THE INTERNATIONAL PLUMBING CODE AND TO ADOPT CERTAIN APPENDICES AND AMENDMENTS TO SAID CODE AS THE OFFICIAL PLUMBING CODE OF THE TOWN OF SIGNAL MOUNTAIN”

Councilmember Poss made a motion to approve the ordinance. Councilmember Jorgensen seconded the motion. All in favor, the motion was passed on Second Reading.

O2026-09 “AN ORDINANCE TO AMEND TITLE 12, CHAPTER 3, SIGNAL MOUNTAIN MUNICIPAL CODE, SO AS TO ADOPT THE 2024 EDITION OF THE INTERNATIONAL MECHANICAL CODE AND TO ADOPT CERTAIN APPENDICES AND AMENDMENTS TO SAID CODE AS THE OFFICIAL MECHANICAL CODE OF THE TOWN OF SIGNAL MOUNTAIN”

Councilmember Jorgensen made a motion to approve the ordinance. Councilmember Poss seconded the motion. All in favor, the motion was passed on Second Reading.

O2026-10 “AN ORDINANCE TO AMEND TITLE 12, CHAPTER 4, SIGNAL MOUNTAIN MUNICIPAL CODE, SO AS TO ADOPT THE 2024 EDITION OF THE INTERNATIONAL FUEL GAS CODE AND TO ADOPT CERTAIN APPENDICES AND AMENDMENTS TO SAID CODE AS THE OFFICIAL GAS CODE OF THE TOWN OF SIGNAL MOUNTAIN”

Councilmember Jorgensen made a motion to approve the ordinance. Councilmember Poss seconded the motion. All in favor, the motion was passed on Second Reading.

O2026-11 “AN ORDINANCE TO AMEND SIGNAL MOUNTAIN MUNICIPAL CODE, TITLE 12, CHAPTER 6, IN ORDER TO ADOPT THE NATIONAL ELECTRICAL CODE, 2023 EDITION AS THE OFFICIAL ELECTRICAL CODE OF THE TOWN OF SIGNAL MOUNTAIN”

Councilmember Jorgensen made a motion to approve the ordinance. Councilmember Poss seconded the motion. All in favor, the motion was passed on Second Reading.

O2026-12 “AN ORDINANCE TO AMEND TITLE 12, CHAPTER 7, SIGNAL MOUNTAIN MUNICIPAL CODE, SO AS TO ADOPT THE 2024 EDITION OF THE INTERNATIONAL SWIMMING POOL AND SPA CODE AND TO ADOPT CERTAIN APPENDICES AND AMENDMENTS TO SAID CODE AS THE OFFICIAL SWIMMING POOL CODE OF THE TOWN OF SIGNAL MOUNTAIN”

Councilmember Jorgensen made a motion to approve the ordinance. Councilmember Poss seconded the motion. All in favor, the motion was passed on Second Reading.

O2026-13 “AN ORDINANCE TO AMEND TITLE 13, SIGNAL MOUNTAIN MUNICIPAL CODE, SO AS TO ADOPT THE 2024 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE AND TO ADOPT CERTAIN APPENDICES AND AMENDMENTS TO SAID CODE AS THE OFFICIAL PROPERTY MAINTENANCE CODE OF THE TOWN OF SIGNAL MOUNTAIN”

Councilmember Jorgensen made a motion to approve the ordinance. Councilmember Poss seconded the motion. All in favor, the motion was passed on Second Reading.

Discussion

- 1) Review Low-Density Residential Estate Zoning Regulations – the Council reached consensus on proposed revision to the Town Zoning Regulations and to refer those proposed revisions to the Planning Commission for review and recommendation regarding a potential amended ordinance.
- 2) Sidewalk Update & NPO Funding – options for the Old Town Sidewalk Project were discussed, including applying for additional funding or discontinuing the project. The Council reached consensus to obtain additional information from TDOT prior to making a decision on the project’s direction.
- 3) Pool Management Services – Town Manager Justice provided details regarding the bids received for pool management services for the upcoming season. The Council reached consensus to move forward with a resolution at the next meeting for consideration of the contract from USA Management.
- 4) Title 5, Chapter 5: Town Fee Schedules, O2026-06
- 5) Title 9, Chapter 3: Short-term Vacation Rentals Ordinance

Items 4) and 5) were discussed together. The Council reached consensus on the following provisions to include in the ordinance establishing fees and penalties for Short-term Vacation Rentals:

Application Fees

Initial application:	\$300.00
Annual renewal:	\$150.00

Violation Penalties

Notice of violation:	\$3,000.00
Continued noncompliance:	\$500.00 per day

- 6) Communications and Reports from the Mayor/Council – Council reached consensus to request that the Town Manager provide cost information at a future meeting for additional safety signage along paths and trails.
- 7) Manager’s Report – there was nothing to report.
- 8) Reports from Boards and Commissions
 - Mayor Baker attended the Library Board meeting Monday, March 6, 2026.
 - Councilmember Poss agreed to fill in as Council Liaison at the BZA meeting.

The Mayor announced the next meeting, Monday, April 13, 2026.

With no further business, Councilmember Jorgensen made a motion to adjourn. Mayor Baker seconded the motion. All in favor, the work session was adjourned at 7:52p.m.

Elizabeth Baker, Mayor

Recorder