

MEMORANDUM

TO: Baxter Board of Zoning Appeals Members

FROM: Tommy Lee, Staff Planner

DATE: June 27, 2025

SUBJECT: July 3, 2025 Board of Zoning Appeals Meeting

The Baxter Board of Zoning Appeals will hold a special called meeting on Thursday July 3, 2025 at 5 P.M. at Baxter City Hall. The agenda for the BZA meeting is as follows:

1. Call to order.
2. Approval of June 5 minutes.
3. Close meeting for public hearing to consider the following request:

Request for a five (5) foot front setback variance for property located at 308 4th Avenue South (Hughes Request).

4. Re-Open BZA meeting.
5. Consideration of request for a five (5) foot front setback variance for property located at 308 4th Avenue South (Hughes Request).
6. Adjourn.

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Richard Waller-Chairman ___ Donna Jones ___ Danny Holmes-Mayor ___ Robert Vinson ___

Jeff Herald ___ Greg Phillips ___ Thomas Daniels ___ Bob Lane-Building Inspector ___

**REPORT OF MEETING
BAXTER BOARD OF ZONING APPEALS
JUNE 5, 2025**

MEMBERS PRESENT

Greg Phillips
Jeff Herald
Robert Vinson
Danny Holmes, Mayor
Richard Waller
Thomas Daniels
Donna Jones

MEMBERS ABSENT

None

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Bob Lane, Building Inspector
John Ramsey, Public Works Director
Susan Swartzentover
Marcia Lorance
Robyn McCulley
Dany Roland
Tom Austin
Dave Roland
Stephen Raper
Cole Crosland
Jackie Schubert

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, the Baxter Board of Zoning Appeals (BZA) meeting was called to order by Chairman Richard Waller on Thursday June 5, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF THE SEPTEMBER 5, 2024 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the September 5, 2024 meeting. After discussion, Jeff Herald made a motion to dispense with the reading of the minutes and to approve the minutes as presented. Greg Phillips seconded and the motion passed with a vote of all ayes.

Chairman Waller closed the BZA meeting in order to open a public hearing on the following request:

Request for a seven (7) foot front setback variance for property located at 291 5th Avenue South (Crosland Request).

With no public comments regarding the aforementioned variance request, Chairman Waller reopened the BZA meeting to take-action on the following BZA request:

ITEM 3: CONSIDERATION OF A REQUEST FOR A SEVEN (7) FOOT FRONT SETBACK VARIANCE FOR PROPERTY LOCATED AT 291 5TH AVENUE SOUTH (CROSLAND REQUEST).

Staff Planner presented a request on behalf of Cole Crosland for a Request for a seven (7) foot front setback variance for property located at 291 5th Avenue South. Crosland stated that he is seeking the variance due to the fact that he erroneously built his foundation over the front setback. Crosland stated that he measured the front setback from the road instead of the front property line. Building Inspector Bob Lane stated that he had no objection to the requested variances. After discussion, Jeff Herald made a motion to approve the aforementioned variance. Robert Vinson seconded and the motion passed with a vote of all ayes.

With no other business, Robert Vinson made a motion to adjourn. Thomas Daniels seconded and the motion passed with a vote of all ayes.

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City of Baxter

APPLICATION FOR BZA REQUEST

The Board of Zoning Appeals meets the 4th Thursday of each month. Applications must be turned into the Office of the City Recorder no later than 12 p.m. the 1st Thursday of the month prior to the meeting. In most cases, it will be necessary to submit additional material (photos, example, sketch, floor plan, survey, etc.) to help explain the request. A non-refundable fee of \$50.00 must be submitted with this application for a special exception or variance request.

GENERAL INFORMATION:

Name of applicant Hughes Molly J
(last) (first) (middle)

Applicant's Interest in Property: Owner Lessor
 Prospective Purchaser Option Holder

Other: (State Relationship) _____

If interest in property is other than owner, please list owner(s) name:

NATURE AND CHARACTER OF APPLICATION:

Board of Zoning Appeals

Requested Action: Appeal alleging error of building inspector
 Variance
 Special Exception
 Interpretation of Building Inspector
 Interpretation of Ordinance

PROPERTY INFORMATION:

Address: 308 4th Ave S, Baxter TN 38544

Parcel Information: 20 56 N F 8.00
District Map Ctl Gp Parcel No. SI

Present Zoning Classification _____

931-881-5218

Property Description: Attach map showing dimensions and topographic characteristics**, street right-of-way and street pavement, the location of existing and proposed structures or uses including setbacks, yards and heights.

Describe the Request Below (Attach any accompanying information):

Front Porch
The house was Built in 1949 with a
5' concrete porch Existing we added 5'
To and made a covered Porch
We need a 5' Variance

I hereby certify that the statements made by me herein and the maps and other accompanying data submitted herewith are true and correct.

Molly J. Hynds
Applicant's Signature

6-6-25
Date

**Required only in the case of variance.

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: June 27, 2025

SUBJECT: July 3, 2025 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday July 3, 2025 at 5:00 pm in the Baxter City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Approval of June 5, 2025 minutes.
3. Consideration of final site plan to establish a cabinet manufacturing facility on property located on Ward Mill Road (Anatolia Site Plan).
4. Other business as necessary.
5. Adjourn.

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***See Agenda Review**

Greg Phillips ___ Thomas Daniels ___ Robert Vinson ___ Jeff Herald ___ Richard Waller ___

Danny Holmes-Mayor ___ Bob Lane-Building Inspector ___ John Ramsey-Public Work Director ___

Matt White-Fire Chief ___ Tom Bennett-City Engineer ___

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
JUNE 5, 2025**

MEMBERS PRESENT

Danny Holmes, Mayor
Jeff Herald
Richard Waller
Robert Vinson
Thomas Daniels
Greg Phillips
Donna Jones

MEMBERS ABSENT

None

STAFF PRESENT

Tommy Lee, UCDD Planner by phone

OTHERS PRESENT

Bob Lane, Building Inspector
John Ramsey, Public Works Director
Sue Swartzentover
Marcia Lorange
Robyn McCullah
Tom Austin
Dave Roland
Stephen Raper
Cole Crosland
Jackie Schubert
Dany Roland

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, the Baxter Municipal Planning Commission (PC) meeting was called to order by Chairman Richard Waller on Thursday June 5, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF MAY 1, 2025 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the May 1, 2025 meeting. Robert Vinson made a motion to approve the minutes as presented and to dispense with the reading. Jeff Herald seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF REQUEST TO REZONE PROPERTY LOCATED AT 736 MAIN STREET FROM R-1 (LOW DENSITY RESIDENTIAL) TO R-2 (HIGH DENSITY RESIDENTIAL) (LORANCE REQUEST).

Marcia Lorange presented a request to rezone property located at 736 Main Street from R-1 (Low Density Residential) to R-2 (High Density Residential). Lorange stated that the purpose of the request is possibly have the ability to divide the property into smaller lots. Staff Planner stated that the aforementioned property is adjacent to a parcel that is already zoned R-3 (Super High Density Residential) so that the proposed action would not be considered spot zoning. After discussion, Jeff Herald made a motion to recommend to the city council that the property at 736 Main Street be rezoned from R-1 to R-2. Thomas Daniels seconded and the motion passed with a vote of all ayes.

ITEM 4: CONSIDERATION OF PLAN OF SERVICES FOR PROPERTY PROPOSED FOR ANNEXATION LOCATED AT 199 MILLE LANE (AUSTIN REQUEST)

Staff Planner presented a request for annexation on behalf of Tom Austin to annex property located at 199 Millie Lane into the corporate limits. Staff also presented a plan of services for the PC to consider. Staff stated that all city services were available immediately with the exception of water and sewer. Staff stated that water would be provided by Double Springs Utility District and that sewer was available if the owner was willing to assume the cost of boring under SR-70N. Austin stated that he understood the water and sewer exceptions. After discussion, Jeff Herald made a motion to grant preliminary approval to the

submitted site plan. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 5: STAFF REPORT

Staff Planner presented a report for one (1) subdivision plats that had been administratively approved since the last planning commission meeting. The administratively approved subdivision plat is as follows:

Meadows Adjustment—Final

Stephanie Meadows submitted a final lot line adjustment for the purpose of adjusting the common boundary line of two (2) existing parcels located at 520 Buffalo Valley Road. After the adjustment, Lot 1 would consist of 0.772 acres, an existing residential structure and two (2) existing accessory structures. Lot 2 would consist of 0.493 acres and an existing structure. The proposed lots are zoned R-1 (Low Density Residential), are served by an existing eight (8) inch water line, an existing eight (8) inch sewer line and comply with both the zoning ordinance and the subdivision regulations.

ITEM 6: CONSIDERATION OF FINAL SUBDIVISION PLAT FOR PHASE II-B OF PROPERTY LOCATED NEAR DALE MIRES LANE (SCHUBERT ENTERPRISES DIVISION)

At the March 6, 2025 meeting, Jackie Schubert presented a preliminary subdivision plat for Phase II-B for the purpose of subdividing 2.47 acres into sixteen (16) proposed new lots for property located near Dale Mires Lane. The proposed new lots will be for single-family homes on individual lots. The proposed lots would range in size from 0.126 acres (5,500 square feet) to 0.137 acres (6,000 square feet) and all of the proposed new lots are currently vacant. The proposed new lots would be served by a proposed six (6) inch water line, a proposed eight (8) sewer line, a proposed fire hydrant and a proposed city street (London Court). The proposed new lots are currently zoned R-3 (Super High Density Residential) and would comply with all other requirements of the zoning ordinance and subdivision regulations. Fire Chief Matt White stated that once a development contains more than 100 occupied residences, Tennessee Code Annotated requires that a secondary ingress/egress road be constructed. Schubert stated that during Phase II-B only single-family residences would be constructed. After discussion, Jeff Herald made a motion to grant preliminary approval of the submitted plat. Greg Phillips seconded and the motion passed with a vote of all ayes. At the June 5, 2025 meeting, Schubert presented the final plat for consideration. Schubert reported that the water and sewer infrastructure was installed as well as the base for the proposed city streets. Schubert stated that the streets still needed surfacing and the curb and gutter also needed to be installed. Schubert also stated that the second entrance to Coon Hunt Road need to be completed. After discussion, Mayor Danny Holmes made a motion to approve the final plat pending that all required signatures be obtained and also pending the completion of proposed streets and the second entrance to Coon Hunt Road. Greg Phillips seconded and the motion passed with a vote of all ayes.

With no other business to discuss, Robert Vinson made a motion to adjourn. Jeff Herald seconded and the motion passed with a vote of all ayes. The next meeting of the Baxter Municipal Planning Commission will be held on July 1, 2025.

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