

MEMORANDUM

TO: Baxter Board of Zoning Appeals Members

FROM: Tommy Lee, Staff Planner

DATE: July 31, 2025

SUBJECT: August 7, 2025 Board of Zoning Appeals Meeting

The Baxter Board of Zoning Appeals will hold a special called meeting on Thursday August 7, 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 July 3, 2025 minutes.
3. Close meeting for public hearing to consider the following request:

Request for lot width variances for two (2) proposed new lots located within the Paddington Place development on Gainesboro Highway (Schubert Request).

4. Re-Open BZA meeting.
5. Consideration of request for lot width variances for two (2) proposed new lots located within the Paddington Place development on Gainesboro Highway (Schubert Request).
6. Adjourn.

CTL

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

Jeff Herald ___ Greg Phillips ___ Susan Swartzentover ___ Bob Lane-Building Inspector ___

**REPORT OF MEETING
BAXTER BOARD OF ZONING APPEALS
JULY 3, 2025**

MEMBERS PRESENT

Donna Jones
Jeff Herald
Robert Vinson
Danny Holmes, Mayor
Richard Waller

MEMBERS ABSENT

Greg Phillips

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Matt White, Fire Chief
John Ramsey, Public Works Director
Susan Swartzentrover
Lance Roach

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 July 3, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF THE JUNE 5, 2025 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the June 5, 2025 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 five (5) foot front setback variance for property located at 308 4th Avenue South (Hughes 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 FIVE (5) FOOT FRONT SETBACK VARIANCE FOR PROPERTY LOCATED AT 308 4TH AVENUE SOUTH (HUGHES REQUEST).

Staff Planner presented a request on behalf of Molly Hughes for a five (5) foot front setback variance for property located at 308 4th Avenue South. Staff stated that he is seeking the variance due to the fact that the applicant erroneously built her porch over the front setback. Staff Planner stated that there were no objections from adjoining property owners about granting the variance. Staff also presented a letter from the Baxter First Baptist Church (adjoining property owner) in favor of granting the variance request. 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. Jeff Herald seconded and the motion passed with a vote of all ayes.

CTL

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 Schubert Jackie Eugene
(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:

SCHUBERT ENTERPRISES, LLC

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: ALONG LONDON COURT IN PADDINGTON PLACE SUBDIVISION

Parcel Information: 63 P/O 30.00 & P/O 34.02
District Map Ctl Gp Parcel No. SI \$ 34.03 & 34.04

Present Zoning Classification R-3

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):

ADJUST WIDTH OF LOT 118 & 119 TO REMOVE LOT OVERLAP ON TO TVA POWERLINE EASEMENT

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

Jackie Schmitt
Applicant's Signature

7-18-25
Date

**Required only in the case of variance.

REVIEW AND ADMINISTRATION:

Meeting Date Set For: _____

Recommendations from Other Agencies, Boards or Departments:

Application Reviewed by Building Inspector
Comments and Action:

Date _____

Application Reviewed by Planning Staff
Comments and Action:

Date _____

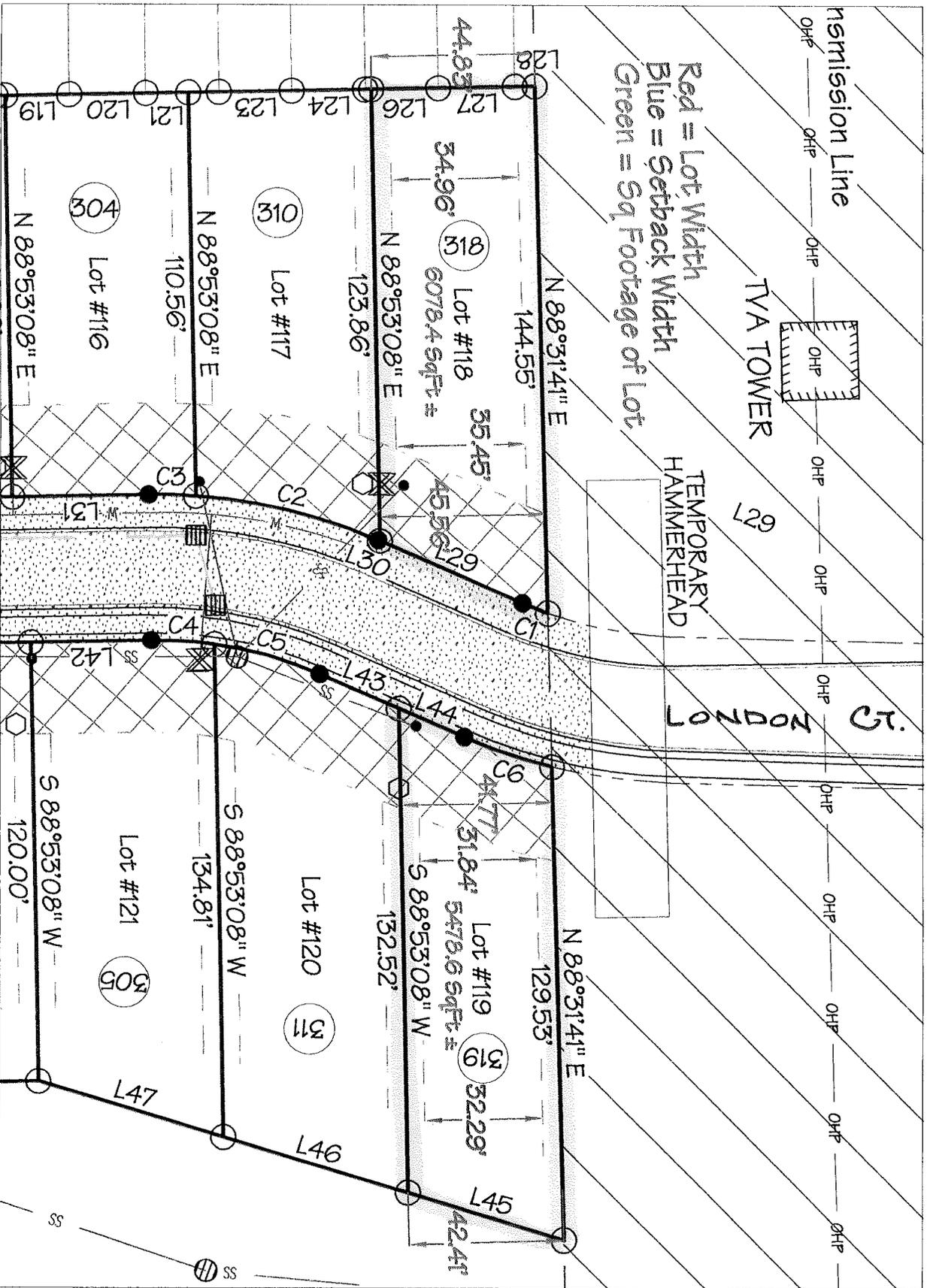
DISPOSITION

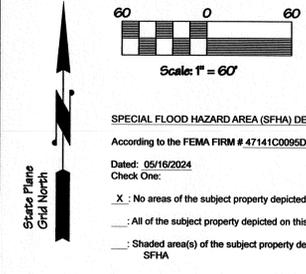
Publication Date of Hearing _____ (Attach newspaper notice)

Public Hearing Commentary _____

ACTION BY PLANNING COMMISSION:

Paddington PH II-B Lots 118 and 119 Variance Request





SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION
 According to the FEMA FIRM # 47141C0095D,
 Dated: 05/16/2024
 Check One:
 X: No areas of the subject property depicted on this plat are in a SFHA
 ___: All of the subject property depicted on this plat is in a SFHA
 ___: Shaded area(s) of the subject property depicted on this plat are in a SFHA

CERTIFICATE OF APPROVAL OF SEWAGE COLLECTION FACILITIES
 I hereby certify that (1) public sewage collection facilities are installed in an acceptable manner and according to Town of Baxter's specifications; or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$ _____ has been posted to assure completion of all required improvements in the case of default.
 Date: _____ Sewer Department/City Engineer

CERTIFICATE OF APPROVAL OF WATER LINES
 I hereby certify that (1) water lines and fire hydrants, if necessary, are installed in an acceptable manner and according to the specifications of the Baxter Planning Commission (or _____); or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$ _____ has been posted to assure completion of all required improvements in the case of default.
 Date: _____ Water Department/City Engineer

CERTIFICATE OF APPROVAL OF STREETS AND DRAINAGE SYSTEM
 I hereby certify: (1) that streets, drainage system (sewerage, culverts, etc.) and other improvements (curbs, sidewalks, etc.) as required by the Baxter Planning Commission are installed in an acceptable manner and according to required specifications; or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$ _____ has been posted to assure completion of all required improvements in the case of default.
 Date: _____ Baxter Street Dept. Repr.

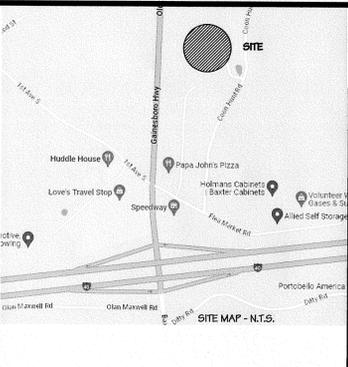
CERTIFICATE OF OWNERSHIP AND DEDICATION
 I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, and parks as shown to the public or private use noted. I further acknowledge that any change to this subdivision constitutes a resubdivision and requires the approval of the Planning Commission.
 Date Signed: _____ Owner's Signature

CERTIFICATE OF EXISTING STREET
 I hereby certify that Coon Hunt Road, as shown on this plat, has the status of an accepted public street regardless of current condition.
 Date Signed: _____ Mayor or Street Dept. Representative

CERTIFICATE OF PROPERTY ADDRESS
 I hereby certify that the subdivision as shown hereon and properties therein have been assigned addresses as per the Putnam County Street Naming and Property Numbering System, and that hereafter properties shall be addressed as shown hereon.
 Date: _____ Director Putnam County E-911

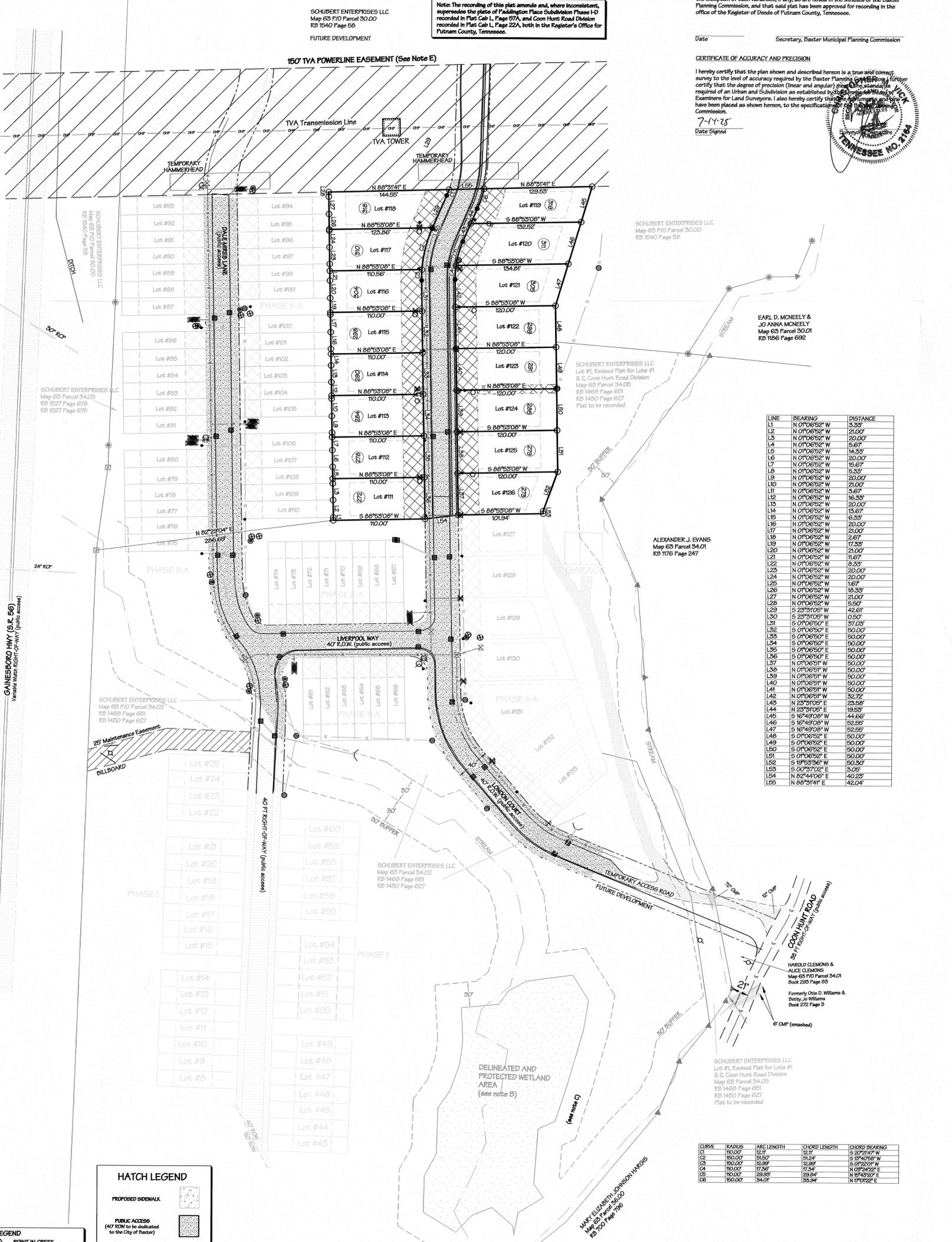
CERTIFICATE OF APPROVAL FOR RECORDING
 I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Baxter Municipal Planning Commission with the exception of such variances, if any, as are noted in the Minutes of the Baxter Planning Commission, and that said plat has been approved for recording in the office of the Register of Deeds of Putnam County, Tennessee.
 Date: _____ Secretary, Baxter Municipal Planning Commission

CERTIFICATE OF ACCURACY AND PRECISION
 I hereby certify that the plan shown and described hereon is a true and correct survey to the level of accuracy required by the Baxter Municipal Planning Commission. I further certify that the degrees of precision (linear and angular) shown on this plat are the minimum required of an Urban and Suburban as established by the International Board of Standards and Examiners for Land Surveyors. I also hereby certify that the surveying instruments used have been placed as shown hereon, to the specifications of the International Board of Standards and Examiners for Land Surveyors.
 Date Signed: 7-1-25



LOT SIZE

Lot	Sq. Feet
111	5500.02
112	5500.04
113	5500.07
114	5500.09
115	5500.11
116	5502.55
117	5785.04
118	6078.42
119	5478.59
120	6751.32
121	6396.55
122	5999.88
123	5999.89
124	5999.90
125	5999.92
126	5621.65



LINE	BEARING	DISTANCE
L1	N 0°06'52" W	5.39'
L2	N 0°06'52" W	20.00'
L3	N 0°06'52" W	20.00'
L4	N 0°06'52" W	5.67'
L5	N 0°06'52" W	14.33'
L6	N 0°06'52" W	20.00'
L7	N 0°06'52" W	15.67'
L8	N 0°06'52" W	5.33'
L9	N 0°06'52" W	20.00'
L10	N 0°06'52" W	20.00'
L11	N 0°06'52" W	5.67'
L12	N 0°06'52" W	14.33'
L13	N 0°06'52" W	20.00'
L14	N 0°06'52" W	15.67'
L15	N 0°06'52" W	5.33'
L16	N 0°06'52" W	20.00'
L17	N 0°06'52" W	20.00'
L18	N 0°06'52" W	2.67'
L19	N 0°06'52" W	17.33'
L20	N 0°06'52" W	20.00'
L21	N 0°06'52" W	11.67'
L22	N 0°06'52" W	8.33'
L23	N 0°06'52" W	20.00'
L24	N 0°06'52" W	20.00'
L25	N 0°06'52" W	1.67'
L26	N 0°06'52" W	18.33'
L27	N 0°06'52" W	20.00'
L28	N 0°06'52" W	5.00'
L29	S 22°31'05" W	42.61'
L30	S 22°31'05" W	0.80'
L31	S 0°06'50" E	97.08'
L32	S 0°06'50" E	50.00'
L33	S 0°06'50" E	50.00'
L34	S 0°06'50" E	50.00'
L35	S 0°06'50" E	50.00'
L36	S 0°06'50" E	50.00'
L37	N 0°06'51" W	50.00'
L38	N 0°06'51" W	50.00'
L39	N 0°06'51" W	50.00'
L40	N 0°06'51" W	50.00'
L41	N 0°06'51" W	50.00'
L42	N 0°06'51" W	30.72'
L43	N 23°31'05" E	23.58'
L44	N 23°31'05" E	19.28'
L45	S 16°49'08" W	44.68'
L46	S 16°49'08" W	52.55'
L47	S 16°49'08" W	52.55'
L48	S 0°06'52" E	50.00'
L49	S 0°06'52" E	50.00'
L50	S 0°06'52" E	50.00'
L51	S 0°06'52" E	50.00'
L52	S 18°33'26" W	50.00'
L53	S 00°37'02" E	3.05'
L54	N 82°44'06" E	40.25'
L55	N 88°51'41" E	42.04'

Note A: Zoning information is derived from the Official Zoning Map of Baxter, TN.
Note B: Wetland information shown hereon is derived from the plat in Plat Cabinet K, Page 160A as recorded in the Register's Office for Putnam County, Tennessee. The information on said plat was supplied by MRW Environmental, LLC.
Note C: Aquatic Construction Buffer - 30 feet as measured from the edge of all major drainways and wetlands.
Note D: The 150' TVA Powerline Easement as shown hereon is derived from Deed Book 70 Page 419 as recorded in the Register's Office for Putnam County, Tennessee. Buildings are not permitted to be located inside the TVA Easement area.
Note E: Every document of record reviewed and considered as a part of this survey is noted hereon. This survey is prepared from the current deed of record and does not represent a title search or a guarantee of title and is subject to any estate of fact that a current accurate title search will reveal. Furthermore, the boundary as shown hereon is subject to change if the surveyor is presented with or made known of any additional information or evidence not represented hereon and deemed essential to establishing the correct boundary line.
 This is a boundary line survey. There is absolutely no certification made as to the existence or non-existence of the following: wetlands; easements or rights-of-way unless otherwise noted hereon; sub-surface utilities or streams; above ground utilities other than those which are clearly shown and labeled as such hereon; buildings, structures, ponds, lakes or streams other than those which are clearly shown and labeled as such hereon; flood areas or designated flood zones unless otherwise noted; or any and all other land features that could be deemed topographic.

LEGEND
 ○ POINT IN CREEK
 △ TREE
 ⊗ MANHOLE
 ⊕ HIGHWAY MONUMENT
 ⊖ ELECTRIC ACCESS PANEL
 ⊙ POWER POLE
 ⊕ CABLE BOX
 ⊖ FENCE POST
 ⊕ CATCH BASIN
 ⊖ WATER METER
 ⊕ TELEPHONE BOX
 ⊖ 1/2" PIPE (set)
 ⊕ FIRE HYDRANT
 ⊖ ROAD
 ⊕ WATER VALVE
 ⊖ 3/8" REBAR (found)
 ⊕ METAL GRATE
 ⊖ BILLBOARD POLE
 ⊕ 1/2" REBAR (found)
 ⊖ SEWER STUD
 ⊕ 6" CLEANOUT
 ⊖ Electric Box

HATCH LEGEND

PROPOSED SIDEWALK	[Hatch pattern]
PUBLIC ACCESS (40' ROW to be dedicated to the City of Baxter)	[Hatch pattern]
TEMPORARY TURN-AROUND/ACCESS	[Hatch pattern]
UTILITY MAINTENANCE EASEMENT	[Hatch pattern]
150' Wide TVA Transmission Line Easement	[Hatch pattern]

LINE TYPE LEGEND

SEWER	[Line style]
STORM SEWER	[Line style]
OVERHEAD POWER	[Line style]
WATER	[Line style]
SEWER BACKS	[Line style]
AQUATIC BUFFER	[Line style]
WETLAND	[Line style]
EDGE OF PAVEMENT	[Line style]
PROPOSED R.O.W.	[Line style]

ZONING (City of Baxter, TN)
 R-5
 (per Baxter Board of Zoning Appeals Meeting November 9, 2022)
 SETBACKS:
 Front (Minor Street) - 25'
 Side (Single Family) - 5'
 Rear - 25'
 Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks.

GPS CERTIFICATION:
 I, Christopher M. Vick, hereby certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:
 (a) Type of Survey: Real Time Kinematic
 (b) Positional Accuracy: 0.05 feet
 (c) Date of survey: 1 February 2025
 (d) Datum/EPOCH: NAD83(2011) Epoch 2010.00
 (e) Published/Field-control used: TD01 CORS Network
 (f) Control Model: Geoid18
 (g) Combined grid factor(s): 0.99999496

20TH CIVIL DISTRICT REF: Plat Cab L Page 22-A

FINAL PLAT FOR PADDINGTON PLACE SUBDIVISION PHASE I-B PRESENTED TO CITY OF BAXTER MUNICIPAL PLANNING COMMISSION

DEVELOPER: SCHUBERT ENTERPRISES LLC ADDRESS: 290 COUNTY FARM ROAD COOKEVILLE, TN 38501 TELEPHONE: 931-200-1057	SURVEYOR: CHRISTOPHER M. VICK ADDRESS: 2772 Hidden Cove Road COOKEVILLE, TN. 38506 TELEPHONE: 931-372-1286
ENGINEER: CLINTON ENGINEERING ADDRESS: 380 S. LOWE AVE, SUITE 6 COOKEVILLE, TN 385013 TELEPHONE:	OWNER: SCHUBERT ENTERPRISES LLC ADDRESS: 290 COUNTY FARM ROAD COOKEVILLE, TN 38501 TELEPHONE: 931-200-1057

ACREAGE SUBDIVIDED: 2.14 LOTS: 16 TAX MAP: 03 PARCEL NO: P10 50.00 & P10 34.02 & 34.03 & 34.04 DEED BOOK REFERENCE: SEE PLAT SCALE: 1"=60'-0" DATE: 01 FEB 2025

Christopher M. Vick, RLS #2164
VICK SURVEYING, LLC
 2772 Hidden Cove Road, Cookeville, TN 931-372-1286