



MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: April 24, 2025

SUBJECT: May 1, 2025 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday May 1, 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 April 3, 2025 minutes.
3. Consideration of final site plan to establish a real estate office on property located at 306 Main Street (Bruce Site Plan).
4. Consideration of final site plan to establish a cabinet manufacturing facility on property located on Ward Mill Road (Anatolia Site Plan).
5. Other business as necessary.
6. Adjourn.

CTL

***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
APRIL 3, 2025**

MEMBERS PRESENT

Danny Holmes, Mayor
Jeff Herald
Richard Waller
Greg Phillips

MEMBERS ABSENT

Thomas Daniels
Robert Vinson

STAFF PRESENT

Tommy Lee, UCDD Planner

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
John Ramsey, Public Works Director
Lindsey Bruce

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

ITEM 2: APPROVAL OF MARCH 6, 2025 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the March 6, 2025 meeting. Jeff Herald made a motion to approve the minutes as presented and to dispense with the reading. Greg Phillips seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF REQUEST TO REZONE PROPERTY LOCATED AT 306 MAIN STREET FROM R-1 (LOW DENSITY RESIDENTIAL) TO C-2 (GENERAL COMMERCIAL) (BRUCE REQUEST)

Lyndsey Bruce presented a request to rezone property located at 306 Main Street from R-1 (Low Density Residential) to C-2 (General Commercial). Bruce stated that the purpose of the request is to convert an existing residence into a real estate office. Staff Planner stated that if the property is rezoned, a site plan must be approved by the PC before a certificate of occupancy is issued. After discussion, Greg Phillips made a motion to recommend to the city council that the property at 306 Main Street be rezoned from R-1 to C-2. Jeff Herald 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:

Schubert Enterprises Division —Final

Schubert Enterprises submitted a final subdivision plat for the purpose of creating one (1) proposed new lot for property located on Coon Hunt Road. The proposed new lot would consist of 0.35 acres and two (2) existing structures. The proposed new lots are zoned R-3 (Super High Density Residential), are served by an existing six (6) inch water line, an existing eight (8) inch sewer line and would comply with all other requirements of both the zoning ordinance and the subdivision regulations.

With no other business to discuss, Mayor Danny Holmes made a motion to adjourn. Greg Philips seconded and the motion passed with a vote of all ayes. The next meeting of the Baxter Municipal Planning Commission will be held on May 1, 2025.

CTL

SITEPLAN

Address:
306 MAIN ST BAXTER, TN
38544

Assessor's Parcel Number:
056K E 00500

Parcel Area:
0.39 Acres

Land Use:
C-2, General Commercial

Zoning:
K01

Legal Description:
DISTRICT: 20, COUNTY AREA:
K01

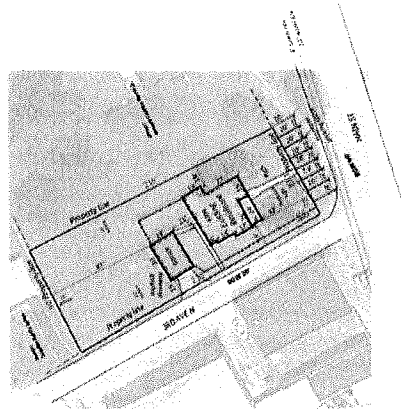
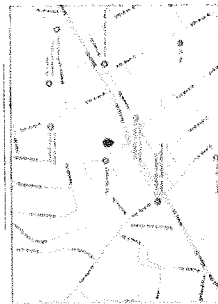
Subdivision:
CHARLES MARTIN NUNALLY JR
DIVISION

Owner: Brandon & Lindsey
Bruce, and Tammy Atkins

Paper size & scale:
11"x 17"; 1"=100'

Date: April, 2025

VICINITY MAP



Scale:
1"=100'
Paper size
11" x 17"

Legend

- Property line
- Topography li
- Wall line
- Roof line
- Retaining wal
- Fence
- Proposed adda
- Setback line

Disclaimer

This is not a Legal Survey, nor is it intended to replace one.

These measurements are approximate and for illustrative purposes only.

The work product represents only general location of features, objects or boundaries and is not intended to be used for any purpose other than the general location of any feature, object or boundary.

Graphic scale



SITEPLAN

Address:
306 MAIN ST BAXTER, TN
38544

Assessor's Parcel Number:
056K E 00500

Parcel Area:

0.39 Acres

Land Use:

C-2, General Commercial

Zoning: /

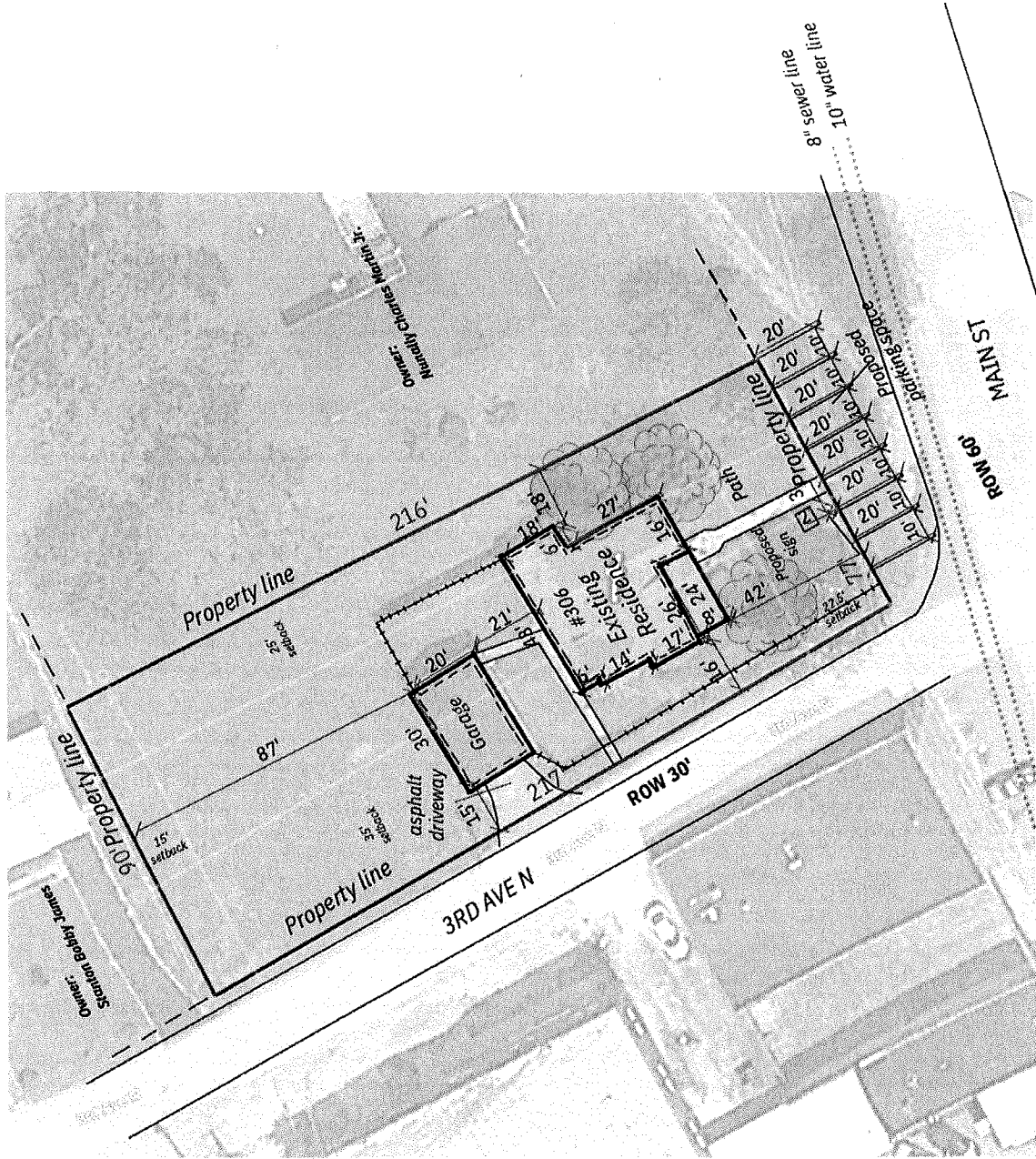
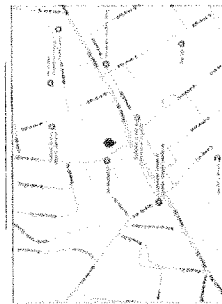
Legal Description:
DISTRICT: 20, COUNTY AREA:
K01

Subdivision:
CHARLES MARTIN NUNALLY JR
DIVISION

Owner: Brandon & Lindsey
Bruce, and Tammy Atkins

Date: April, 2025

VICINITY MAP

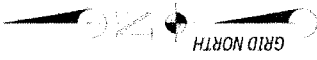


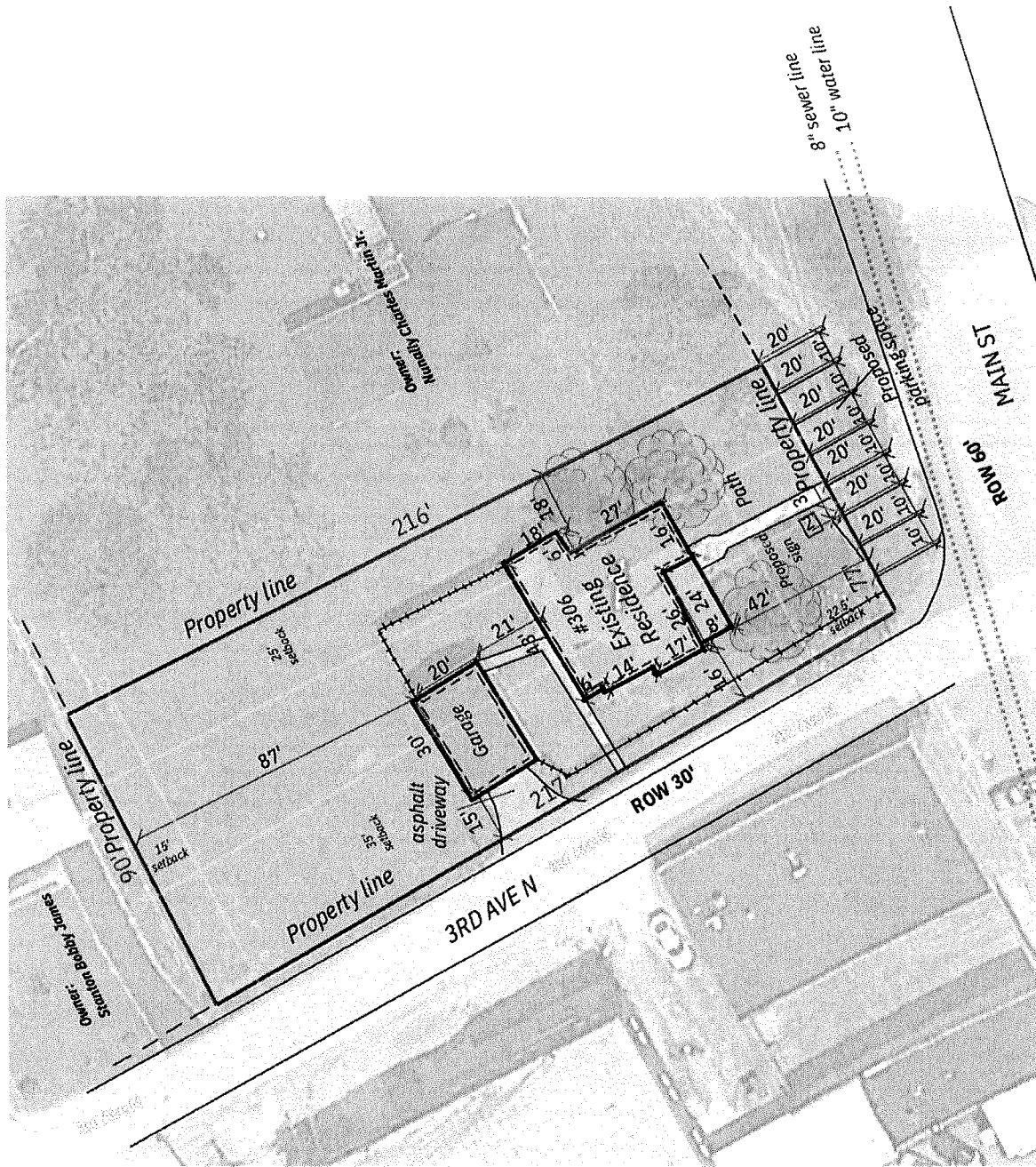
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ELITE CONSTRUCTION, LLC.
LANCE ROACH
931-979-1372

* 7-6982 - 1-800-4-A-STAR

SITE PLAN NOTES

1. THE LOCATION OF THE EXISTING UTILITIES IS APPROXIMATE. THE CONTRACTOR SHALL NOT REMOVE UTILITIES OR LOCATIONS OF EXISTING UTILITIES. THE CONTRACTOR SHALL IDENTIFY AND PROTECT FROM DAMAGE ALL UTILITIES WHICH ARE TO REMAIN.
2. REFER TO ARCHITECTURAL PLANS FOR EXACT DIMENSIONS OF BUILDING. REFER TO PLUMBING DRAWINGS FOR EXACT LOCATION OF DOMESTIC WATER, SEWER, GAS, AND VENT LINES.
3. ALL DIMENSIONS ARE TO FACE OF CURB, FACE OF BUILDING, ETC.
4. PAINTED/PAVEMENT SHALL BE WITH ALLOWED TOLERANCE. MARKING PAINT ONLY. PAINTED

SITE (ITI) ITY P) AN NOTES

- A. THE LOCATION OF THE EXISTING UTILITIES. THE CONTRACTOR SHALL CALL TO HAVE ALL OF THE EXISTING UTILITIES MARKED TO DESIGN SHALL IDENTIFY AND PROTECT FROM DAMAGE ALL UTILITIES WHICH ARE TO REMAIN.
- B. REFER TO PLUMBING DRAWINGS FOR CONTINUATION OF WATER, FIRE AND SEWER INSIDE OF BUILDING.
- C. MAINTAIN MINIMUM OF 1% SLOPE FOR PROPOSED SANITARY SEWER LINE.
- D. CONTRACTOR TO RAVEL SLOPE FOR ASSOCIATED WITH UTILITY CONNECTIONS TO EXISTING UTILITIES AND/OR EXISTING EXTERIOR SANITARY SEWER.
- E. EXERCISE EXTREME CARE WHEN EXCAVATING NEAR EXISTING UTILITIES.
- F. CONTRACTOR SHALL COORDINATE THE LOCATION OF THE PROPOSED UTILITY SHOWN HEREON, WITH OTHER FEATURES OF THE SITE, EITHER PROPOSED OR EXISTING TO REMAIN, AND NOTIFY THE OWNER OF ANY CONFLICTS PRIOR TO THE START OF CONSTRUCTION.
- G. CONTRACTOR SHALL COORDINATE THE LOCAL UTILITY BEFORE BEGINNING CONSTRUCTION AND COORDINATE ALL PROPOSED UTILITY WORK WITH THE UTILITY.
- H. CONTRACTOR SHALL BE RESPONSIBLE FOR THE UTILITY RECORDS TO DETERMINE THE DEPTH AND NUMBER OF EXISTING UTILITY LINES. THE UTILITY RECORDS SHALL BE USED TO IDENTIFY THE EXISTING UTILITY LINES.
- I. HVAC UNITS ARE LOCATED ON CONCRETE AND SEE MECHANICAL DRAWINGS FOR DETAILS.
- J. PROVIDE EXTERIOR SANITARY SEWER CLEANOUT AS SHOWN.
- K. PROVIDE EXTERIOR SANITARY SEWER CLEANOUT TO SUBGRADE WITH COMPACTED CRUSHED STONE. PLACE CLEANOUT UNDER PUBLIC STREET SHALL BE FLUSHED WITH THE STREET.
- L. FIRE PROTECTION FROM THE POINT OF SERVICE TO THE BUILDING MUST BE INSTALLED BY A TENNESSEE LICENSED FIRE LINE CONTRACTOR.
- M. CONTRACTOR TO PAY FOR AND ALL TAP FEES.
- N. NEW WATER LINES SHALL BE CLASS 200 (SD 21) UNLESS OTHERWISE SHOWN ON PLANS.

ZONING
SUBJECT PROPERTY
ZONED I-1
(LIGHT INDUSTRIAL)

PARKING	NO LESS THAN (1) SPACE PER EACH (2) EMPLOYEES ON A SINGLE SHIFT. ADDITIONALLY (1) VISITOR SPACE FOR EVERY (20) EMPLOYEES
	45 EMPLOYEES MAX / SHIFT
	25 SPACES REQUIRED 43 SPACES PROPOSED

