

**REPORT OF MEETING  
BAXTER MUNICIPAL PLANNING COMMISSION  
JUNE 6, 2024**

**MEMBERS PRESENT**

Peggy Huddleston  
Robert Vinson  
Richard Waller  
Greg Phillips  
Jeff Herald  
John Martin, Mayor

**MEMBERS ABSENT**

Danny Holmes

**STAFF PRESENT**

Tommy Lee, UCDD Planner

**OTHERS PRESENT**

Bob Lane, Building Inspector  
Matt White, Fire Chief  
Bavien Parker  
Emma Speck  
Tom Bennett, City Engineer  
John Ramsey, Public Works Director

**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 6, 2024 at 5:00 P. M. at the Baxter City Hall.

**ITEM 2: APPROVAL OF MAY 2, 2024 MINUTES**

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the May 2, 2024 meeting. Jeff Herald made a motion to approve the minutes as presented and to dispense with the reading. Peggy Huddleston seconded and the motion passed with a vote of all ayes.

**ITEM 3: CONSIDERATION OF FINAL SUBDIVISION PLAT FOR PROPERTY LOCATED ON BUFFALO VALLEY ROAD AND 5TH AVENUE (WITTY INVESTOR DIVISION)**

Staff Planner submitted a final subdivision plat on behalf of Witty Investor Inc. for the purpose of subdividing 0.81 acres into three (3) proposed new lots for property located on Buffalo Valley Road. Lot 1 would consist of 0.29 acres and an existing residential structure. Lot 2 would consist of 0.28 acres and is currently vacant. Lot 3 would consist of 0.24 acres and an existing structure. Lot 3 would require a fifteen (15) foot lot width variance from the Board of Zoning Appeals. The proposed new lots are zoned R-1 (Low Density Residential), are served by an existing eight (8) inch water line, an existing two (2) inch water line, an existing sewer line and would comply with all other requirements of both the zoning ordinance and the subdivision regulations. After discussion, Jeff Herald made a motion to deny the submitted final subdivision plat due to the fact that the submitted plat was not in compliance with the zoning ordinance. Greg Phillips seconded and the motion passed with a vote of all ayes.

**ITEM 4: ELECTION OF PLANNING COMMISSION SECRETARY**

Mayor John Martin announced that Danny Holmes had resigned from the PC. Staff Planner opened the floor for nominations for the office of Secretary. Greg Phillips nominated Jeff Herald for the office of Secretary. Richard Waller made a motion that the nominations cease and that Herald be elected by acclamation. Mayor John Martin seconded and the motion passed with a vote of all ayes.

With no other business to discuss, Jeff Herald made a motion to adjourn. Robert Vinson 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 11, 2024.

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