

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
MARCH 6, 2025**

MEMBERS PRESENT

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

MEMBERS ABSENT

Peggy Huddleston

STAFF PRESENT

Tommy Lee, UCDD Planner

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
John Ramsey, Public Works Director
Susan Swartzentrover
Stephen Raper
Trevor Bryan
Tom Bennett, City Engineer
Bob Vick
Marcia Lee Lorance
Jackie Schubert
Dalton Schubert

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 March 6, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF FEBRUARY 6, 2025 MINUTES

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

ITEM 3: CONSIDERATION OF FINAL SUBDIVISION PLAT FOR PHASE I OF PROPERTY LOCATED ON BUFFALO VALLEY ROAD AND GAINESBORO HIGHWAY (BAXTER PAD LLC DIVISION)

At the December 4, 2024 meeting, Baxter Pad LLC submitted a preliminary subdivision plat for the purpose of subdividing 7.31 acres into eighty (80) proposed new lots for property located on Buffalo Valley Road and Gainesboro Highway. Seventy-nine (79) lots will be for multi-family residential units with zero (0) lot lines and one (1) lot will be designated for green space, two (2) retention ponds and a recreation area. The proposed residential lots would range in size from 1,113 square feet to 2,246 square feet and some of the proposed new lots are currently vacant and some have existing residential structures. The area designated for green space, two (2) retention ponds and a recreation area is 4.04 acres and will be maintained by a home owner's association. The proposed new lots would be served by an existing six (6) inch water line, an existing eight (8) sewer line, three (3) existing fire hydrants and a proposed city street (Legends Lane). 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. The plat was granted preliminary approval. The submitted plat is seeking final approval for Phase I which will consist of twelve (12) lots identified as lots F-1 thru F-4 and lots G-1 thru G-8. At the March 6, 2025, meeting, Bob Vick presented a final subdivision plat on behalf of Baxter Pad LLC, Vic stated that All water and sewer infrastructure was in place and that the base for the proposed street is also in place. Vick also stated that

Baxter pad LLC will be presenting a letter of credit to guarantee the installation of the surfacing for the proposed street. Fire Chief Matt White stated that an additional turning radius would need to be installed on the east side of lot F-1 on the proposed street. Staff stated that Vick should submit a proposed estimate for the cost of the surfacing for the proposed street to the public works department for their approval. Staff stated that once the proposed estimate was approved by the Public Works Department, Baxter Pad LLC, should submit an irrevocable letter of credit to guarantee the installation of the surface of the proposed Street. Staff stated that the letter of credit should be in the amount of the proposed estimate plus 10%. Staff also stated that the letter of credit should have no expiration date and also have automatic annual renewal. After discussion, Jeff Herald made a motion to approve the submitted final plat for Phase I of the Baxter Pad LLC division, pending the submittal of an approved letter of credit, pending Chief White's approval of the aforementioned turning radius, and pending that all required signatures be obtained. Greg Phillips seconded and the motion passed with a vote of all eyes.

ITEM 4: CONSIDERATION OF PRELIMINARY SUBDIVISION PLAT FOR PHASE II-B OF PROPERTY LOCATED NEAR DALE MIRES LANE (SCHUBERT ENTERPRISES DIVISION)

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.

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:

ERB Properties LLC Division—Final

ERB Properties LLC submitted a final subdivision plat for the purpose of creating one (1) proposed new lot for property located on Main Street. The proposed new lot would consist of 0.35 acres and an existing residential structure. The proposed new lots are zoned R-3 (Super High Density Residential), are served by an existing eight (8) 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, 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 April 3, 2025.

CTL

City of Baxter Re-zoning Application

Application must be completed in its entirety. A non-refundable fee of \$50.00 must be submitted with application.

GENERAL INFORMATION:

Name of applicant Bruce Lindsey 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:

Planning Commission

Requested Action: ☒ Property Re-zoning

PROPERTY LOCATION:

Address: 306 Main St Baxter TN 38544

Parcel Information: 054K E 005.00
District Map Ctl Gp Parcel No. SI

Present Zoning Classification R-1 Proposed Zoning Classification C-2

Description of Intended Use of Property: Professional Office:
Real Estate and Insurance

Reasons for Request: Rezoning to accomodate business

Lindsey Bone
Applicant's Signature

3/24/25
Date

REVIEW AND ADMINISTRATION:

Meeting Date Set For: April 3, 2025

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:

ACTION BY BOARD OF MAYOR AND ALDERMEN:

306 Main St Rezoning



