

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
MARCH 5, 2026**

MEMBERS PRESENT

Danny Holmes, Mayor
Jeff Herald
Donna Jones
Robert Vinson
Sue Swartzentover
Greg Phillips
Richard Waller

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Michael Barnes
John Ramsey, Public Works Director
Bob Lane, Building Inspector
Tom Bennett, City Engineer
Kelly Porch

MEMBERS ABSENT

None

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 5, 2026 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF FEBRUARY 5, 2026 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the February 5, 2026 meeting. Jeff Herald made a motion to approve the minutes as submitted and to dispense with the reading. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF SUBDIVISION REGULATION AMENDMENT REQUIRING CLUSTER MAILBOXES FOR ALL NEW STREET CONSTRUCTION.

At the December 4, 2025 meeting, Staff Planner stated that the United States Postal Service (USPS) will not serve residences located on newly constructed streets and due to that fact, he recommends that the subdivision regulations be amended to require cluster mailboxes for any new development requiring street construction. Staff planner stated that he would schedule a public hearing on February 5, 2026 to receive citizen comments regarding the proposed agenda. At the February 5, 2026 meeting, Chairman Waller closed the PC meeting and opened a public hearing to receive comments regarding the installation of cluster mailboxes for all new street construction. Staff Planner presented the following amendment for consideration:

A new section, titled "**Centralized Mail Delivery**," shall be added to read:

- **1.1 Requirement for Centralized Delivery:** All new residential subdivisions involving the construction of new public or private roads shall provide Cluster Box Units (CBUs) for mail delivery. Individual curbside mailboxes are prohibited on new road construction unless a written waiver is provided by the local USPS Growth Manager and submitted to the Planning Commission.
- **1.2 Location and Approval:**
 - The location of all CBUs must be approved by the local Postmaster or USPS Growth Manager **prior** to the submission of the Final Plat.
 - CBU locations must be clearly labeled on the Preliminary and Final Plats.

- CBUs shall be located to allow for safe, "pull-off" access for the carrier and shall not be placed in a manner that obstructs sight distance at intersections or driveways.
- **1.3 Construction and Accessibility:**
 - **Standard:** All units must be USPS-approved "Type 4C" pedestal-mounted CBUs or equivalent.
 - **Foundation:** Units must be mounted on a reinforced concrete pad per manufacturer and USPS specifications.
 - **ADA Compliance:** A minimum five-foot (5') wide sidewalk or hard-surface path must connect the CBU to the public sidewalk system to ensure ADA accessibility.
- **1.4 Right-of-Way Restrictions:** No CBU, associated shelter, or parking area shall be located within the public right-of-way. All units must be placed within a dedicated "Mailbox Easement" or common area on private property.

Karen Porch addressed the PC and stated that she owns property on Reece Road and her neighborhood is experiencing difficulties with the maintenance of an existing cluster mailbox unit. Multiple members questioned what entity would be responsible for the maintenance of the cluster mailbox unit once it is installed. Staff Planner stated that the proposed amendment does not address the maintenance of the unit. With no further public comment, Chairman Waller closed the public hearing and reopened the PC meeting. After discussion, Staff Planner stated that he would reach out to the City of Cookeville and the USPS to determine how they each treat cluster mailbox units. At the March 5, 2026 meeting, Staff presented a revised amendment for the PC to consider. The amendment is as follows:

Cluster Box Units (CBUs): All new residential subdivisions involving the construction of new public or private roads shall provide Cluster Box Units (CBUs) for mail delivery. Individual curbside mailboxes are prohibited on new road construction unless a written waiver is provided by the local USPS Growth Manager and submitted to the Planning Commission. The location of all CBUs must be approved by the local Postmaster or USPS Growth Manager prior to the submission of the Final Plat. CBU locations must be clearly labeled on the Preliminary and Final Plats. No CBU, associated shelter, or parking area shall be located within the public right-of-way. All units must be placed within a dedicated "Mailbox Easement" or common area on private property. The City of Baxter shall not be responsible for the maintenance of the CBUs.

After discussion, Robert Vinson moved to adopt the aforementioned amendment, including the addition of a signature block for the USPS to verify the installation of the CBUs. Jeff Herald seconded the motion, and it passed unanimously with all ayes.

ITEM 5: OTHER BUSINESS AS NECESSARY

At the February 5, 2026 meeting, Chairman Waller stated that there is an ongoing issue with existing political signs and banners that are non-compliant with current zoning ordinance. After discussion, Bob Lane stated that he would communicate with other municipalities to see how they regulate political signs. At the March 5, 2026 meeting Lane stated that he spoke to the other municipalities in the county and they all agreed that a reasonable time frame for political signs would be sixty (60) days prior to the election through fourteen (14) days after the election.

With no other business to discuss, Robert Vinson made a motion to adjourn. Donna Jones 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 2, 2026.

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 BARNES, MICHAEL ALLEN
(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: 420 MAIN ST. BAXTER, TN 38544

Parcel Information: MAP: 56K GR C PAR 3.00
District Map Ctl Gp Parcel No. SI

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

Description of Intended Use of Property: PROFESSIONAL OFFICE - MEDICAL CLINIC

Reasons for Request: _____
This rezoning will allow the property to be utilized in a manner that better serves community needs while maintaining compatibility with neighboring properties.

Michael Barnes
Applicant's Signature

3-3-26
Date

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:

ACTION BY BOARD OF MAYOR AND ALDERMEN:

This instrument prepared by Integrity Title & Escrow, LLC
380 S. Lowe Avenue, Cookeville, TN 38501

WARRANTY DEED

PROPERTY ADDRESS:

Name Landusky, LLC
Address 420 Main Street
City Baxter State TN Zip 38544

SEND TAX BILLS TO:

Name Landusky LLC
Address 420 Main St.
City Baxter State TN Zip 38544

FOR AND IN CONSIDERATION of the sum of TEN (\$10.00) DOLLARS cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which is hereby acknowledged,

We, **Jeremy Robinson and Heath Phillips**, have this day bargained and sold, and do hereby transfer and convey unto **Landusky, LLC**, it's successors and assigns, hereinafter referred to as "GRANTEE", the following described tract or parcel of land located in the TWENTIETH CIVIL DISTRICT OF PUTNAM COUNTY, TENNESSEE, as follows:

Beginning on an iron pin at a power pole in the north margin of Old Baxter Road, being Kendall's southwest corner; thence with said road south 60°13' W 86.92' to an iron pin; thence south 61°10' W 142', being Maxwell's southeast corner; thence with Maxwell north 24°38' W 138'; thence north 60°33' E 122.24' to an iron pin at a black walnut; thence north 26°12' W 123.72' to an iron pin in the south margin of Walnut Street; thence with said street north 81°59' E 107.69' to an iron pin, being Kendall's northwest corner; thence with Kendall's west line south 26°13' E 139.22' to an iron pin; thence south 26°29' E 83.31' to the beginning. Containing 0.97 acres more or less. Being surveyed by Thaxton & Bartlett, R.L.S. #762, 229 E. Spring Street, Cookeville, Tennessee, on July 11, 1994.

This property has not been surveyed for this conveyance, and the description contained herein is being taken from the previous and last warranty deed, and the preparer of the instrument accepts no responsibility and/or liability for the accuracy of acreage, boundaries, or other such matters that would be disclosed by a survey.

MAP 56K. GROUP C, PARCEL 3.00

THE PREVIOUS AND LAST conveyance being a **Quitclaim Deed** from **Jeremy Robinson** to **Jeremy Robinson and Heath Phillips**, recorded in Record **Book 1567, Page 514**, Register's Office, Putnam County, Tennessee.

TO HAVE AND TO HOLD said real estate, with the appurtenances, estate, title and interest thereto belonging to the said Grantee, it's successors and assigns forever. We covenant that we are lawfully seized and possessed of the lands herein conveyed in fee simple, have a good right to convey it, and that the same is unencumbered.

STEVE PIERCE
ASSESSOR OF PROPERTY
PUTNAM COUNTY
MAP 56K GR C PAR 3.00
COMPLETE PART OF

We further covenant and bind ourselves, our heirs and representatives, to warrant and forever defend the title to said real estate to said GRANTEE, it's successors and assigns, against the lawful claims of all persons.

WITNESS OUR HANDS this the 27 day of February, 2026.

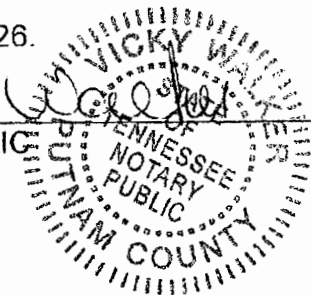
[Signature]
Jeremy Robinson

[Signature]
Heath Phillips

STATE OF TENNESSEE)
COUNTY OF PUTNAM)

PERSONALLY APPEARED before me, Vicky Walker, Notary Public of this county, **Jeremy Robinson and Heath Phillips**, the within named bargainor(s), with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that they executed the within instrument for the purposes therein contained.

WITNESS MY HAND, at office this 27 day of February, 2026.

[Signature]
NOTARY PUBLIC


My Commission Expires: 11-28-27

STATE OF TENNESSEE)
COUNTY OF PUTNAM)

The actual consideration or value, whichever is greater, for this transfer is \$489,000.00.

[Signature]
AFFIANT

Subscribed and sworn to before me, this the 27 day of February, 2026.

[Signature]
NOTARY PUBLIC

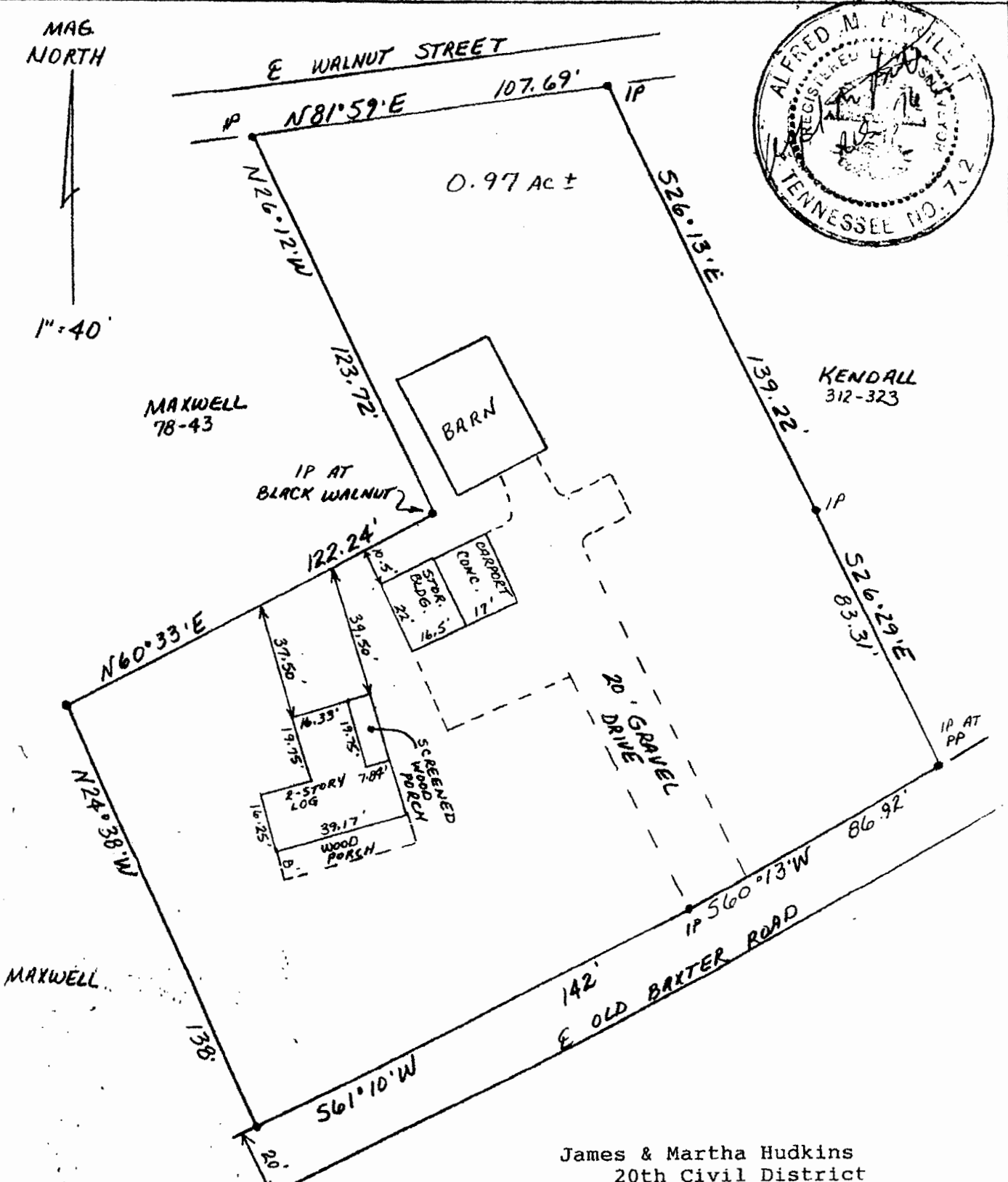
My Commission Expires: 11-28-27

John Sanders, Register
Putnam County
Rec #: 242530 Instrument #: 321570
Rec'd: 10.00 Recorded
State: 1809.30 2/27/2026 at 2:30 PM
Clerk: 1.00 in Record Book
Other: 2.00 1679
Total: 1822.30 PGS 776-777



MAG
NORTH

1"=40'

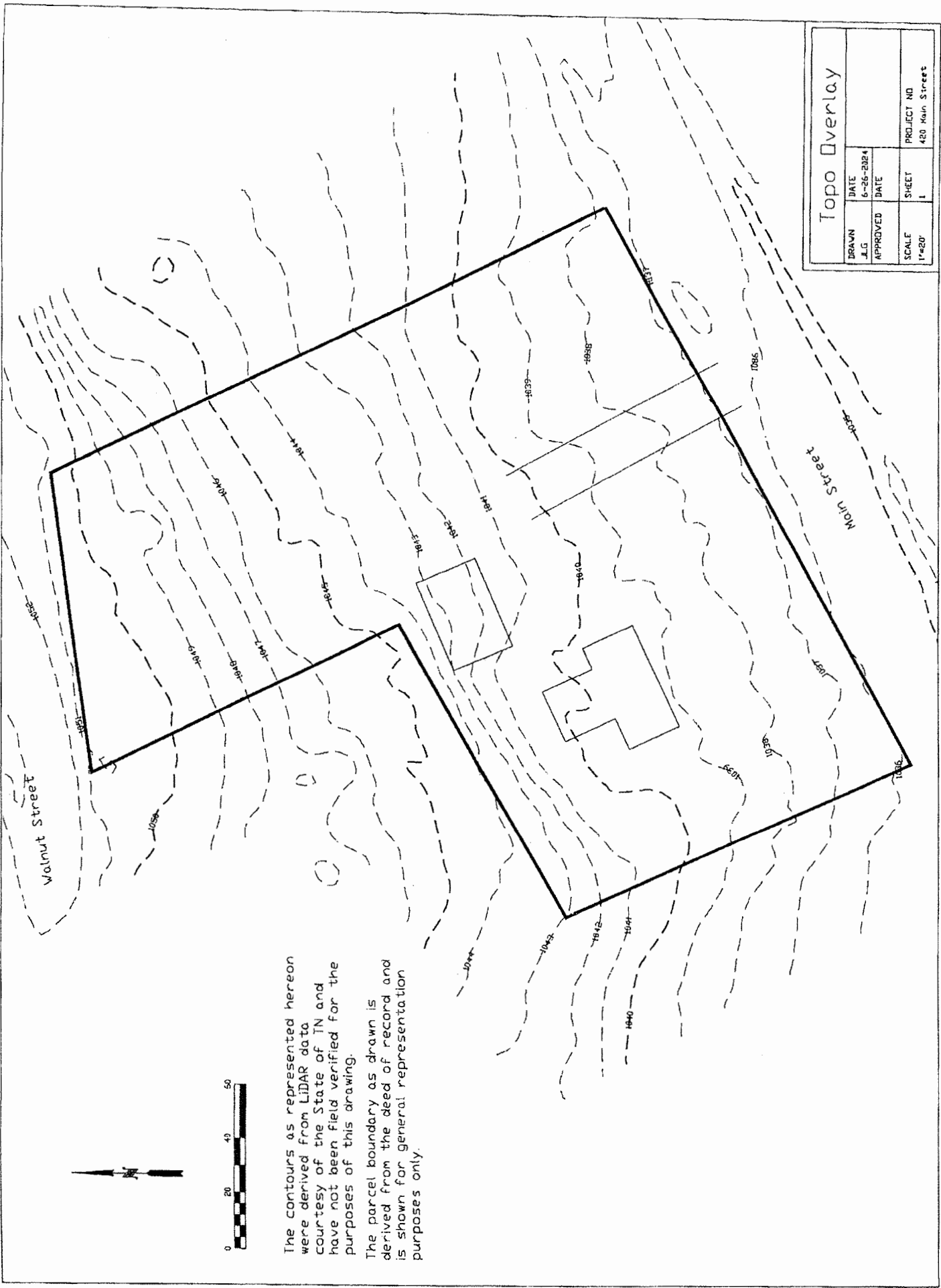


I hereby certify that this property is not in a flood plain according to flood hazard boundary maps.

Alfred M. Bartlett RLS No. 712

Note: Error of closure-1:10,000.

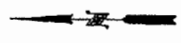
James & Martha Hudkins
20th Civil District
Putnam Co., Tn
Total Acres: 0.97±
Scale: 1"=40' Date: 07-11-94
By: Thaxton & Bartlett
229 E. Spring Street
Cookeville, Tn 38501



Topo Overlay			
DRAWN JLG	DATE 6-26-2024	APPROVED	DATE
SCALE 1"=20'	SHEET 1	PROJECT NO. 460 Main Street	

The contours as represented hereon were derived from LIDAR data courtesy of the State of IN and have not been field verified for the purposes of this drawing.

The parcel boundary as drawn is derived from the deed of record and is shown for general representation purposes only.



Baxter City

Date: 03/04/2026 Time: 08:50 AM

Misc Fireworks/Food Payment: 50.00

Owner: ASCEND PEDIATRICS LLC

Chk#: 2342

Batch Id: AJ30426

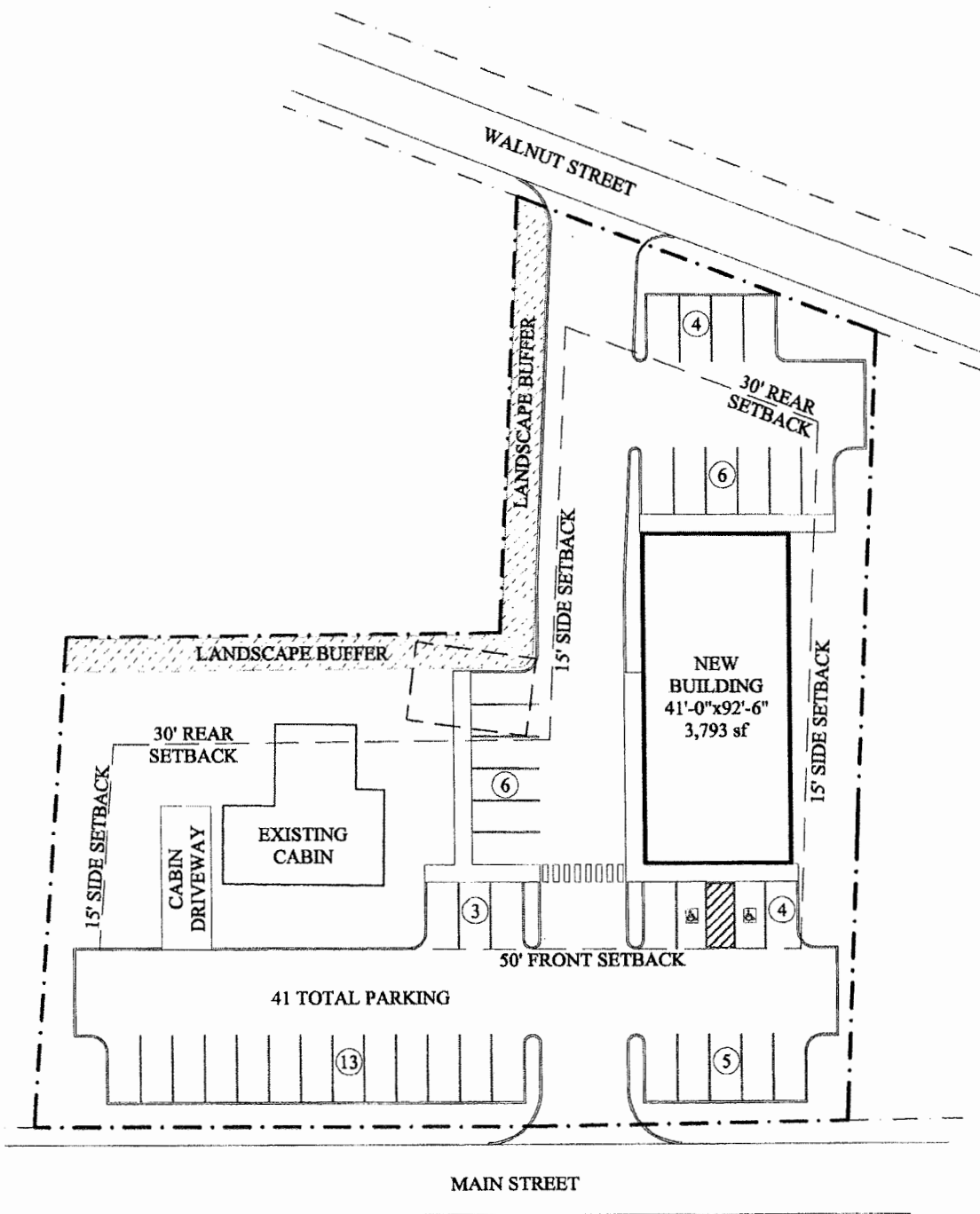
Ref Num: 1693 Seq: 3 to 3

Cash Amount:	0.00
Check Amount:	50.00
Credit Amount:	0.00

Total:	50.00

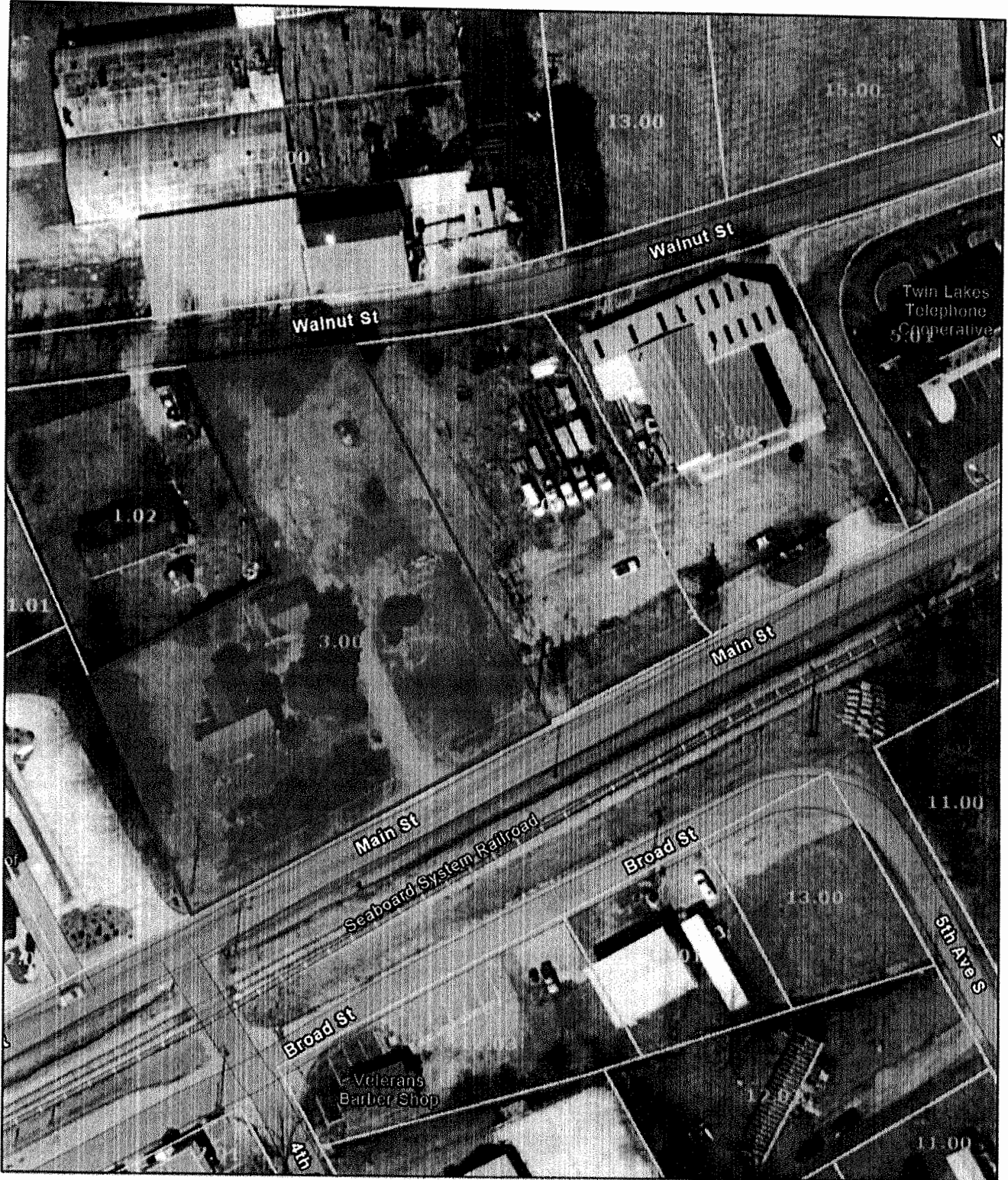
REZONING APPLICATION FEE

Thank You for your payment!



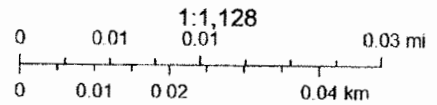

ASCEND PROPOSED SITE
 SCALE 1" = 30'-0"

Putnam County - Parcel: 056K C 003.00



Date: March 4, 2026

County: PUTNAM
Owner: ROBINSON JEREMY AND HEATH PHILLIPS
Address: MAIN ST 420
Parcel ID: 056K C 003.00
Deeded Acreage: 0
Calculated Acreage: 1
Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



Phone Conversation

Project: Ascend Pediatrics
Job Number: 1479
Between: Jennifer and Bob Lane
Date: March 4, 2026
Author of Notes: Jennifer

The following consists of information intended to be retained in the project doc file regarding conversations between the individuals listed above. Any discrepancies or information that was discussed and not recorded is to be brought to the attention of the individual listed above as the author of these notes.

Description

Page 1 of 1

The Zoning Ordinance of Baxter identifies required parking for a Medical or Dental Clinic as “Four (4) spaces per doctor or one (1) space for each hundred (100) square feet of usable floor space, whichever is greater, plus one (1) additional space for each employee.”

The current building footprint is 3,793 sf. Bob said to deduct square footage for toilets, hallways, mechanical rooms, closets, and identify the “usable square footage” as 2,000 sf, for calculating the required number of parking spaces.

Robinson Rezoning

