

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: March 1, 2024

SUBJECT: March 7, 2024 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday March 7, 2024 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 January 4, 2024 minutes.
3. Consideration of final subdivision plat for property located on Nashville Highway (Fields Division)*
4. Staff Report—Villa Adjustment*
5. Discussion regarding the construction standards when installing street lights.
6. Other business as necessary.
7. Adjourn.

CTL

***See Agenda Review**

Greg Phillips ___ Peggy Huddleston ___ Danny Holmes ___ Robert Vinson ___ Jeff Herald ___ Richard Waller ___

John Martin-Mayor ___ Bob Lane-Building Inspector ___

Agenda Review

Fields Division—Final

Andrew Fields submitted a final subdivision plat for the purpose of subdividing 5.000 acres into two (2) proposed new lots for property located on Nashville Highway. Lot 1 would consist of 2.21 acres and is currently vacant. Lot 2 would consist of 2.78 acres and is currently vacant. Lot 1 would require a fifty (50) road frontage variance. Both of the proposed new lots are zoned R-1 (Low Density Residential), are served by an existing six (6) inch water line and would comply with all other requirements of both the zoning ordinance and the subdivision regulations.

Villa Adjustment—Final

Felix Villa submitted a final lot line adjustment plat for the purpose of adjusting the common boundary line of two (2) existing parcels located on Nashville Highway. Lot 1 would consist of 1.54 acres, an existing residential structure and an existing accessory structure. Lot 2 is larger than five (5) acres and is not subject to the jurisdiction of the PC. Both of the proposed new lots are zoned R-1 (Low Density Residential), are served by an existing six (6) inch water line and would comply with all other requirements of both the zoning ordinance and the subdivision regulations.

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
JANUARY 4, 2024**

MEMBERS PRESENT

Richard Waller
Robert Vinson
Danny Holmes
Greg Phillips
Jeff Herald
John Martin, Mayor

MEMBERS ABSENT

Peggy Huddleston

STAFF PRESENT

Tommy Lee, UCDD by phone

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
John Ramsey, Public Works Director
Shawn Fry, City Attorney
Donnie Suits
Jon Kaulay

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 January 4, 2024 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF DECEMBER 7, 2023 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the December 7, 2023 meeting. Danny Holmes made a motion to approve the minutes as presented and to dispense with the reading. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF FINAL SITE PLAN FOR THE ESTABLISHMENT OF MINI-STORAGE BUILDINGS ON PROPERTY LOCATED ON BAXTER ROAD (SUITS SITE PLAN)

At the November 2, 2023 meeting, Donnie Suits submitted a rezoning request to rezone property (further described as Map 063, Parcel 135.04) located on Baxter Road from R-1 (Low Density Residential) to C-2 (General Commercial). Suits stated that the front portion of the aforementioned property was being considered for a commercial development. Suits stated that the rear portion of the property would be mini-storage units. After discussion, Jeff Herald made a motion to recommend to the Board of Mayor and Alderman that the aforementioned property be rezoned from R-1 to C-2. Robert Vinson seconded and the motion passed with a vote of six (6) ayes (Waller, Vinson, Phillips, Herald, Martin and Holmes) to one (1) nay (Huddleston) with no abstentions. At the January 4, 2024 meeting, Suits presented a site plan for the establishment of the aforementioned mini-storage buildings. The proposed site plan depicted five (5) buildings with a twenty-four (24) foot access road. Suits stated the he did not know the total number of storage units. Staff Planner stated that the number of units should be shown on the proposed site plan. Fire Chief Matt White stated that a fire hydrant must be installed and thus must be shown on the plat. Chief White also stated that the access road should be widened from twenty-four (24) feet to twenty-six (26) feet. Staff Planner stated that any approval should come with the conditions that the number of storage units be shown, the fire hydrant be shown and the access road should be widened from twenty-four (24) feet to twenty-six (26) feet. After discussion, Mayor John Martin made a motion to approve the presented site plan pending that all recommendations from the Staff Planner be satisfied. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 4: STAFF REPORT

Staff Planner presented a report for one (1) subdivision plat that had been administratively approved since

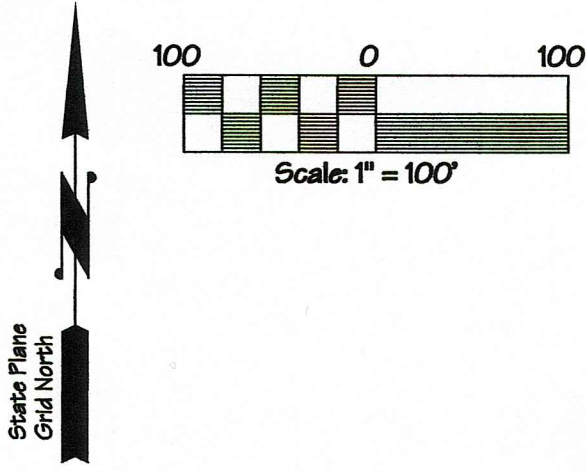
the last planning commission meeting. The administratively approved subdivision plat is as follows:

Hughes Division—Final

Tamara Hughes submitted a final subdivision plat for the purpose of subdividing 1.563 acres into two (2) proposed new lots for property located on 1st Avenue North and Chestnut Street. Lot 1 would consist of 0.844 acres, an existing residential structure and an existing accessory structure. Lot 2 would consist of 0.679 acres and three (3) existing structures. Both of the proposed new lots are zoned R-1 (Low Density Residential), are served by an existing six (6) inch water line and an existing six (6) inch sewer line and would comply with both the zoning ordinance and the subdivision regulations.

With no other business to discuss, Robert Vinson made a motion to adjourn. Greg Phillips seconded and the motion passed with a vote of all ayes. The next meeting of the Baxter Municipal Planning Commission will be held on February 1, 2024.

CTL



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: 23 January 2024
 (d) Datum/Epoch: NAD83(2011) Epoch 2010.00
 (e) Published/Fixed-control used: TDOT CORS Network
 (f) Geoid Model: Geoid18
 (g) Combined grid factor(s): 0.99989496

State Plane Coordinates	
Northing	Easting
GPS Base Point: 667106.07	2072040.39

Note: The point of beginning is a 1/2" pipe (set) in the northern boundary of this parcel located in the southern right-of-way of Nashville Highway (U.S. Hwy. 70) as well as being located N 37°34'56" E 24.82 feet from a power pole and furthermore being located N 03°18'41" E 684.01 feet from a GPS Base Point.

Note: 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 state of facts 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.

Note: The plat drawn hereon is subject to regulatory authority and is subject to change according to physical evidence. (i.e. blufflines, painted lines, roads, lakes, ponds, indicia of ownership, etc.)

Note: This property may be subject to utility ingress/egress and/or right-of-ways.

The surveyor is not responsible for any determination or location of any underground conditions not visible and including but not limited to soils, geological conditions, physical devices and pipelines or buried cables and shall not be responsible for any liability that may arise out of the making of or failure to make such determination or location of any subsurface conditions. For underground utility location call 1-800-351-1111 (TN ONE CALL).

I hereby certify that this is a category II & IV survey and that the ratio of precision of the unadjusted survey is at minimum 1:7500 as shown hereon and has been performed in compliance with current Tennessee Minimum Standards of Practice.

Note: This survey and its representations are intended solely for the benefit of the surveyor's client.

Drawn by: SLH File: 23-601c1

Zoned R-1 (Low Density Residential)
 Setbacks:
 Front (primary streets) - 50'
 Side (1-2 story building) - 15'
 Side (3 story building) - 20'
 Rear - 30'

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.

Lots #1 & 2 have not been evaluated pursuant to the plat review for an SSD system and plat approval does not constitute approval of the lots or the existing systems. Lots 1 & 2 do not have SSD systems installed and information has not been field verified by Vick Surveying LLC.

Note A: The property as shown hereon is subject to a 59.42' wide permanent Joint Driveway Easement for the purpose of pedestrian and vehicular ingress and egress as noted in RB 288 Page 726 as recorded in the Register's Office for Putnam County, Tennessee.

SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION

According to the FEMA FIRM #47141C0095D,

Dated: 5/16/2007

Check One:

- : 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

CERTIFICATION 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

CERTIFICATION OF EXISTING STREET

I hereby certify that the street shown on this plat has the status of an accepted public street regardless of current condition.

Date Signed _____ Director of Public Works



CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of the property shown and described hereon and that we hereby adopt this plan of subdivision with our free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks and other open spaces to public or private use as noted. Furthermore, we hereby certify that the subdivision plat shown hereon is not prohibited under any current deed restrictions or covenants on the property.

Date _____ Owner _____
 _____ Owner _____

CERTIFICATE FOR EXISTING WATER LINES AND/OR OTHER UTILITIES

I hereby certify that the water lines, sewer lines and/or other utilities shown hereon are in place.

Date _____ Water Department _____

CERTIFICATE OF APPROVAL FOR RECORDING

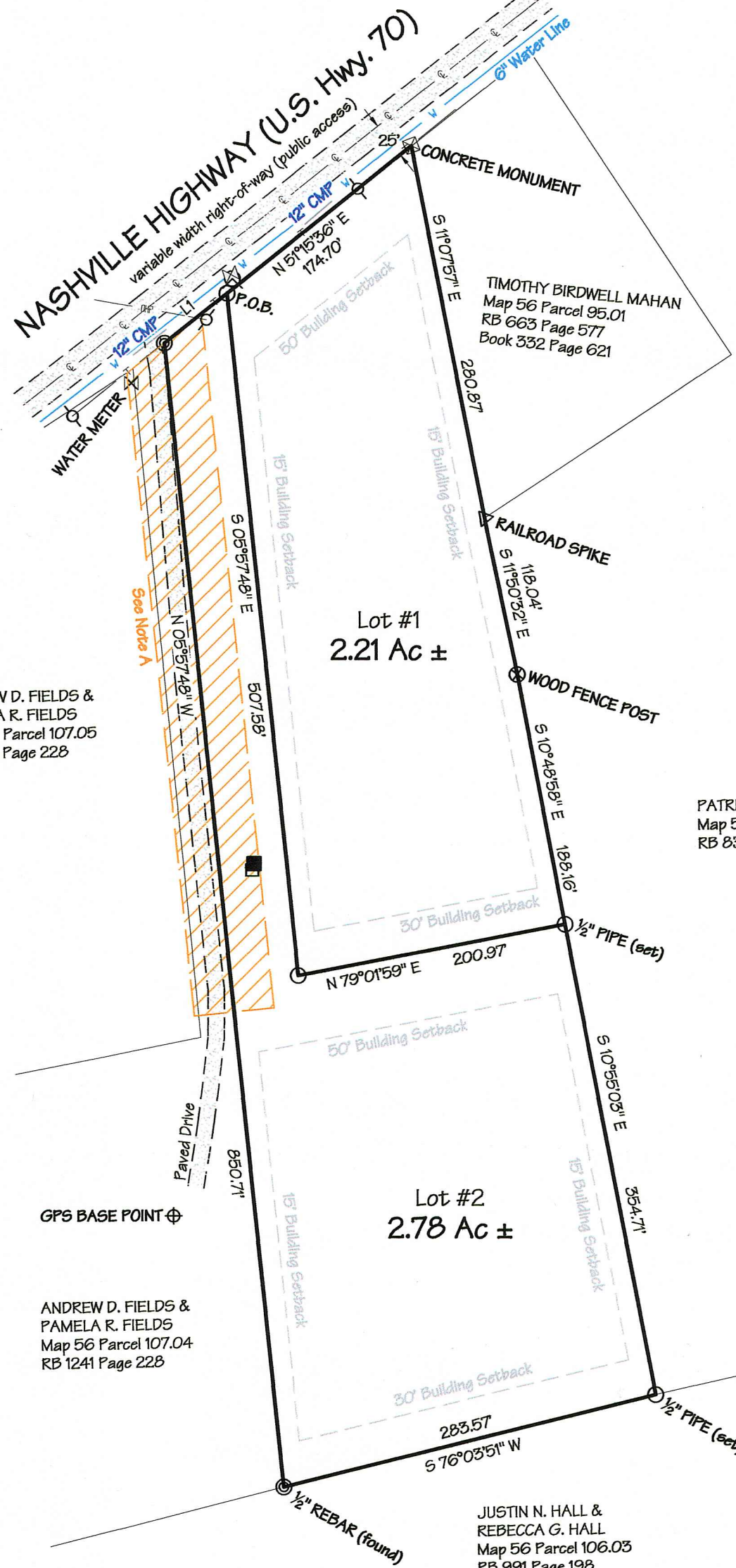
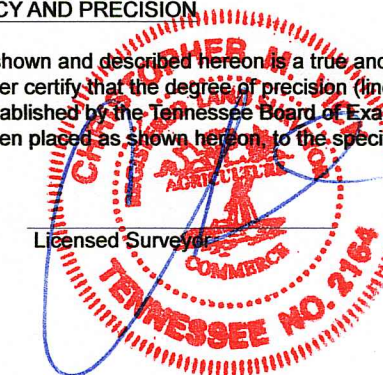
I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Baxter Municipal Planning Commission with the exception of such variances, if any, as are noted in the Minutes of the Baxter Planning Commission, and that said plat has been approved 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 accuracy required by the Baxter Planning Commission. I further certify that the degree of precision (linear and angular) meets the standards required of an Urban and Subdivision as established by the Tennessee Board of Examiners for Land Surveyors. I also certify that the monuments and pins have been placed as shown hereon to the specifications of the Baxter Planning Commission.

Date 27 Feb 2024



LEGEND

- ⊕ GPS BASE POINT
- ⊗ CONCRETE MONUMENT
- ⊙ POWER POLE
- ⊗ RAILROAD SPIKE
- ⊗ WATER METER
- TELEPHONE BOX
- 1/2" PIPE (set)
- ⊗ FIRE HYDRANT
- POINT
- ⊗ 1/2" REBAR (found)
- ⊗ ELECTRIC BOX
- ⊗ WOOD FENCE POST
- ⊗ WATER VALVE
- w — WATER LINE
- OHP — OVERHEAD POWER
- T — TELEPHONE LINE
- C — CENTERLINE
- P.O.B. - POINT OF BEGINNING
- CMP - CORRUGATED METAL PIPE
- ⊗ JOINT DRIVEWAY EASEMENT

LINE	BEARING	DISTANCE
L1	N 51°21'49" E	59.40'

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

**20TH CIVIL DISTRICT
 PRELIMINARY PLAT
 For the
 Andrew and Pamela Fields Property**

PRESENTED TO
 CITY OF BAXTER PLANNING COMMISSION

DEVELOPER: Andrew Fields ADDRESS: Nashville Highway (U.S. Hwy. 70) Baxter, TN 38544	SURVEYOR: CHRISTOPHER M. VICK ADDRESS: 2772 Hidden Cove Road COOKEVILLE, TN. 38506
TELEPHONE: 503-931-1440	TELEPHONE: 931-372-1286
ENGINEER: _____ ADDRESS: _____ TELEPHONE: _____	OWNER: Andrew D. & Pamela R. Fields ADDRESS: Nashville Highway (U.S. Hwy. 70) Baxter, TN 38544 TELEPHONE: 503-931-1440
ACREAGE SUBDIVIDED: 5.00 LOTS: 2	TAX MAP: 56 PARCEL NO: 107.01
DEED BOOK REFERENCE: RB1460/682	SCALE: 1"=100'-0" DATE: 23 January 2024



VICINITY MAP (NTS)

TENNESSEE STATE PLANE
COORDINATE SYSTEM - NAD 1983

RESUBDIVISION LOT 1 PRESLEY DIVISION
(AS RECORDED IN PLAT CABINET I, PAGE 147A)

PARCEL ID: 056 107.00
JESUS VILLA
7780 NASHVILLE HIGHWAY
BAXTER, TENNESSEE 38544
TOTAL AREA = 1.54 ± AC

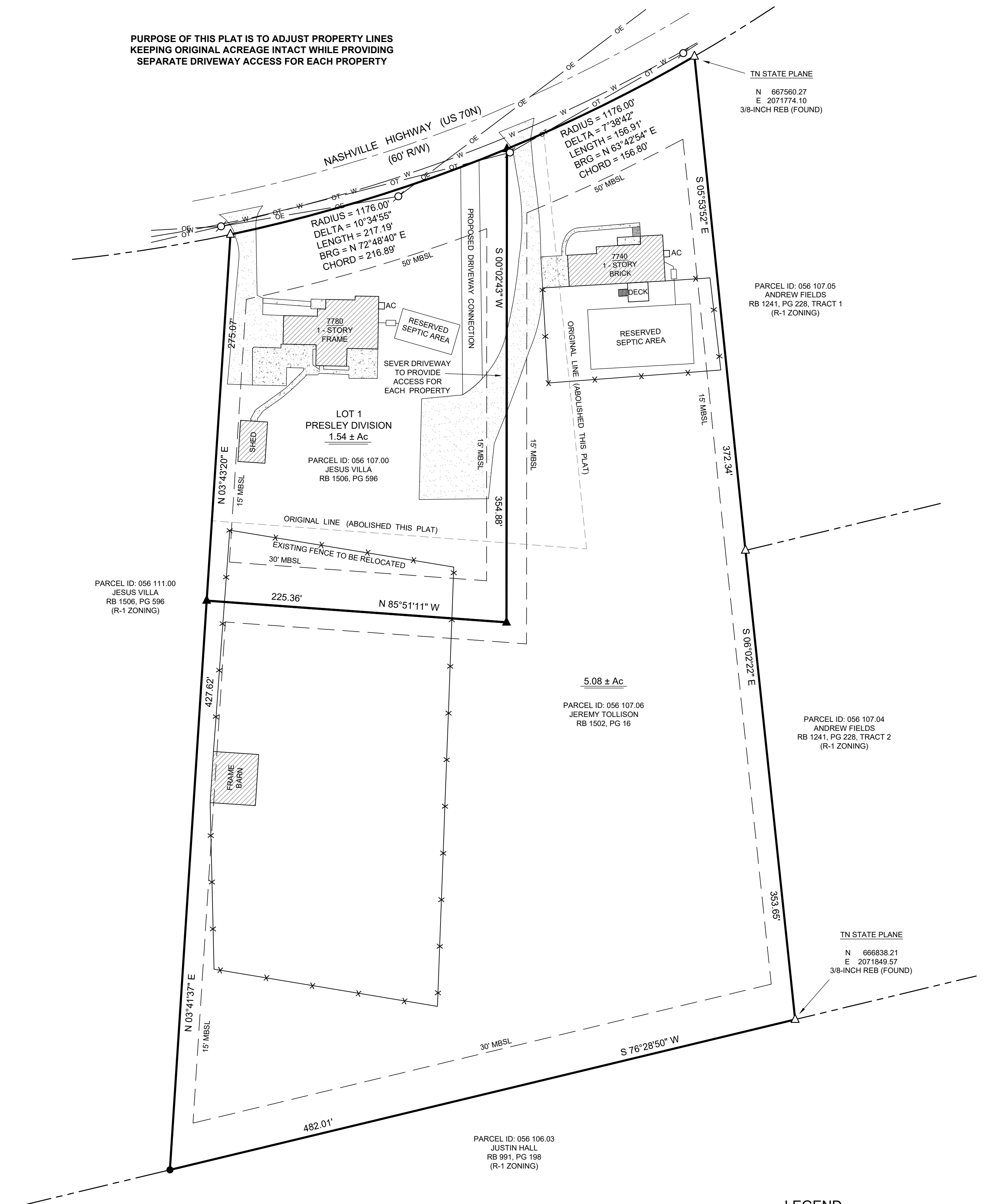
PARCEL ID: 056 107.06
JEREMY TOLLISON
7740 NASHVILLE HIGHWAY
BAXTER, TENNESSEE 38544
TOTAL AREA = 5.08 ± AC

TWENTIETH (20th) CIVIL DISTRICT
PUTNAM COUNTY, TENNESSEE
R-1 ZONING (LOW DENSITY RESIDENTIAL)

NOTE: THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS,
COVENANTS, OR RESTRICTIONS, EITHER WRITTEN OR UNWRITTEN.
SURVEY FIELD WORK WAS COMPLETED ON 02/03/2024

SETBACKS SHOWN ACCORDING TO CITY OF BAXTER ZONING AND
CODES DEPARTMENT

PURPOSE OF THIS PLAT IS TO ADJUST PROPERTY LINES
KEEPING ORIGINAL ACREAGE INTACT WHILE PROVIDING
SEPARATE DRIVEWAY ACCESS FOR EACH PROPERTY



TN STATE PLANE
N 667560.27
E 2071774.10
3/8-INCH REB (FOUND)

PARCEL ID: 056 107.05
ANDREW FIELDS
RB 1241, PG 228, TRACT 1
(R-1 ZONING)

PARCEL ID: 056 107.04
ANDREW FIELDS
RB 1241, PG 228, TRACT 2
(R-1 ZONING)

TN STATE PLANE
N 666538.21
E 2071549.57
3/8-INCH REB (FOUND)

PARCEL ID: 056 106.03
JUSTIN HALL
RB 991, PG 198
(R-1 ZONING)

CERTIFICATE OF OWNERSHIP & DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) 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 (WE) FURTHER ACKNOWLEDGE THAT ANY CHANGE TO THIS SUBDIVISION CONSTITUTES A RESUBDIVISION AND REQUIRES THE APPROVAL OF THE PLANNING COMMISSION.

DATE _____ OWNER'S SIGNATURE _____

DATE _____ OWNER'S SIGNATURE _____

CERTIFICATE OF ACCURACY

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 PLANNING COMMISSION. I FURTHER CERTIFY THAT THE DEGREE OF PRECISION (LINEAR AND ANGULAR) MEETS THE STANDARDS REQUIRED OF AN URBAN AND SUBDIVISION AS ESTABLISHED BY THE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS. I ALSO HEREBY CERTIFY THAT THE MONUMENTS AND PINS HAVE BEEN PLACED AS SHOWN HEREON, TO THE SPECIFICATIONS OF THE BAXTER PLANNING COMMISSION.

DATE _____ SURVEYOR'S SIGNATURE _____

CERTIFICATION OF EXISTING WATER LINES AND/OR OTHER UTILITIES

I HEREBY CERTIFY THAT THE WATER LINES, SEWER LINES, AND/OR OTHER UTILITIES SHOWN HEREON ARE IN PLACE.

DATE _____ WATER DEPARTMENT _____

CERTIFICATION OF EXISTING STREET

I HEREBY CERTIFY THAT THE STREET SHOWN ON THIS PLAT HAS THE STATUS OF AN ACCEPTED PUBLIC STREET REGARDLESS OF CURRENT CONDITION.

DATE _____ MAYOR OR STREET DEPT. REPRESENTATIVE _____

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUMNER COUNTY REGIONAL SUBDIVISION REGULATIONS, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION, AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE _____ SECRETARY, PLANNING COMMISSION _____

I HEREBY CERTIFY THAT THIS IS A CATEGORY I SURVEY AND THAT THE RATIO OF PRECISION OF THE UNADJUSTED SURVEY IS IN EXCESS OF 1:10,000 USING TOTAL STATION AND GPS SURVEY EQUIPMENT. THIS SURVEY WAS PERFORMED IN COMPLIANCE WITH THE CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE.

LOCATION OF PERIMETER MONUMENTS FOR THIS SURVEY WERE PERFORMED USING TRIMBLE S5 ROBOTIC TOTAL STATION AND TRIMBLE R12 GNSS RECEIVER USING REAL-TIME-KINEMATIC (RTK) METHODS RELATIVE TO TDOT BASE REFERENCE RECEIVER. LOCATIONS GENERATED USING RTK VECTORS HAD A HORIZONTAL PRECISION OF 0.06' AND A VERTICAL PRECISION OF 0.10'. DISTANCES SHOWN ARE GROUND.

DATE: 02/05/24

RONALD G. TAYLOR, R.L.S.
TENNESSEE REGISTRATION NO. 2123

LEGEND

- PROPERTY LINE
- - - - - ADJOINING PROPERTY LINE
- - - - - CENTERLINE OF ASPHALT
- - - - - MINIMUM BUILDING SETBACK LINE (MBSL)
- W — W — 6-INCH WATER LINE
- OE — OE — OVERHEAD ELECTRIC LINE
- OT — OT — OVERHEAD TELEPHONE LINE
- UTILITY POLE
- △ REBAR (FOUND)
- ▲ 5/8-INCH REBAR (SET)
- 2-INCH PIPE (FOUND)

