

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
OCTOBER 5, 2023**

MEMBERS PRESENT

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

MEMBERS ABSENT

Danny Holmes

STAFF PRESENT

Tommy Lee, UCDD

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
Tom Bennett, City Engineer
John Ramsey, Public Works Director
Jon Cauley
John Delmonaco
Jim Delmonaco
Jim Herrin, Herald Citizen

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 October 5, 2023 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF SEPTEMBER 7, 2023 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the September 7, 2023 meeting. Robert Vinson 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 FINAL SITE PLAN FOR THE ADDITION OF A TRUCK WASH TO THE LOVES TRUCK STOP LOCATED ON GAINESBORO HIGHWAY (LOVES TRUCK STOP SITE PLAN)

Staff Planner presented a final site plan for the addition of a truck wash to the Love's Truck Stop located on Gainesboro Highway. Staff Planner stated the truck wash would consist of two (2) bays and a 30,000 square foot building. Building Inspector Bob Lane stated that the existing provided parking would be sufficient. City Engineer Tom Bennett stated that he had review the plans and that it was his conclusion that Fast Lane would not support slow truck turning movements and that Love's must improve the current surface before the truck wash could open. Bennett stated that the preferred surface would be concrete from 1st Avenue to the end of Fast Lane. Bennett also stated that the sewage discharge must be approved by public works before the site plan could be approved. After discussion, Mayor John Martin made a motion to table the submitted site plan. Peggy Huddleston seconded and the motion passed with a vote of all ayes.

ITEM 4: DISCUSSION REGARDING ADDING SITE PLAN REVIEW TO THE ZONING ORDINANCE

Staff Planner addressed the PC and stated that while the PC has been reviewing site plans for several years there is no section in the zoning ordinance that call for such review. After discussion it was determined that Staff would present a zoning ordinance amendment at the next PC meeting which would grant the PC site plan review for multi-family, commercial and industrial structures.

ITEM 5: OTHER BUSINESS AS NECESSARY

Staff Planner addressed the PC and stated that in the absence of the Secretary, the PC should have a contingency plan in place for someone else to sign approved subdivision plats. After discussion, Jeff Herald made a motion that in the absence of the Secretary, that the Chairman could sign approved plats. Greg Phillips seconded and the motion passed with a vote of all ayes.

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 November 2, 2023.

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 Suits Donnie
(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: Tract 1 Baxter Rd.

Parcel Information: 16 063 135.04
District Map Ctl Gp Parcel No. SI

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

Description of Intended Use of Property: Commercial, vacant in front
until gas station, hotel, or restrant deal. Storage buildings
in rear.

Reasons for Request: Being next to Exit 280, it is
an excellent parcel to be rezoned commercial

[Signature]
Applicant's Signature

10/4/23
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:

City of Baxter
Duplicate Miscellaneous Receipt

Misc. Receipt No: 14098
POS Receipt No: 14869
Receipt Date: 10/05/2023

Received By: Lorie Buford
Received On: 10/05/2023 10:30 AM

Customer ID: 4541
Name: Capital Communities, LLC
Description: Rezoning Application

Miscellaneous Receipt Total
\$50.00

GL Account Number	GL Account Description	Debit	Credit
110-32400	Misc. Permits	\$0.00	\$50.00
Miscellaneous Receipt Totals:		\$0.00	\$50.00

Thank You!

**MINIMUM SITE PLAN REQUIREMENTS FOR MULTI-FAMILY RESIDENTIAL,
COMMERCIAL AND INDUSTRIAL DEVELOPMENTS**

- A. Plan shall be drawn on an 11"x17" legal paper at a scale of no less than 1" = 100'. A scale of 1" = 50' may be required by the Planning Commission if required information cannot be clearly depicted at the 1" x 100' scale.
- B. North arrow, scale, vicinity map and date.
- C. Title Block: Name and address of the project of development including the name, address, and telephone number of the owner/developer. If a professional engineer, architect, surveyor, and/or landscape architect are required by the city, their names, addresses and phone numbers are to also be included.
- D. Name of surrounding property owners.
- E. Existing topography – one (1) or five (5) foot contour intervals.
- F. Existing vegetation, waterways, floodplains, utility easements and right-of-ways.
- G. All front, side and rear setbacks.
- H. Size and location of all proposed buildings and structures to be constructed on site.
- I. Location of all proposed streets, easements and other public access drives.
- J. All required parking spaces, turn-arounds, access drives, drive thrus and sidewalks.
- K. All proposed loading and unloading areas.
- L. Depending on the project, the city may require proposed contours (grading plans) shown at one (1) or two (2) foot contour intervals.
- M. Location of all existing utilities (water, sewer, electric, gas, fire hydrants, etc.)
- N. Plans for storm water drainage and retention to control run-off and floodplain management.
- O. All landscape buffer and screening areas.
- P. Proposed locations of all signs on site.
- Q. The Planning Commission may require the applicant to retain the services of an engineer or surveyor to prepare a detailed stormwater management plans.
- R. Uses established in existing buildings that does not require external construction or a change of use are exempt from this provision.



Tommy Lee <tlee@ucdd.org>

(no subject)

baxtercity@twlakes.net <baxtercity@twlakes.net>
To: Tommy Lee <tlee@ucdd.org>

Mon, Oct 23, 2023 at 1:28 PM

Please add Sandy Bailey to the planning agenda for November 2nd. She wants to talk about alleyways by her property. Call me if you have questions.

Thanks,

Sharon Carfile

City of Baxter

Certified Municipal Financial Officer (CMFO)

City Recorder

Human Resources

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