

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
NOVEMBER 2, 2023**

MEMBERS PRESENT

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

MEMBERS ABSENT

None

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
Randy York
Wade Blair
Lauren Shibakov
Donnie Suits
Sandy Bailey
Ronald Bailey
Trevor Bryan
Stephen Raper
Jackie 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 November 2, 2023 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF OCTOBER 5, 2023 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the October 5, 2023 meeting. Jeff Herald 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 PRELIMINARY SUBDIVISION PLAT FOR PHASE 2A OF PADDINGTON PLACE LOCATED ON DALE MIRES LANE AND GAINESBORO HIGHWAY (SCHUBERT ENTERPRISES DIVISION)

Stephen Raper presented a preliminary subdivision plat for the purpose of subdividing 7.37 acres into seventy-three (73) proposed new lots for property located on Dale Mires Lane and Gainesboro Highway. Fifty (50) lots will be for multi-family residential units with zero (0) lot lines and twenty-three (23) lots will be for single-family homes. The proposed lots would range in size from 0.06 acres (2,000 square feet) to 0.18 acres (8,072 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, three (3) proposed fire hydrants and three (3) proposed city streets. 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. Staff Planner stated that preliminary approval does not guarantee infrastructure capacity and that public works, the fire department and the police department must be consulted before final approval is granted. Staff also stated that all infrastructure must be installed before final approval can be granted. After discussion, Jeff Herald made a motion to approve the submitted preliminary plat. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 4: CONSIDERATION OF REZONING REQUEST FOR PROPERTY (FURTHER DESCRIBED AS MAP 63, PARCEL 135.04) LOCATED ON BAXTER ROAD FROM R-1 (LOW DENSITY RESIDENTIAL) TO C-2 (GENERAL COMMERCIAL) (SUITS REQUEST)

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.

ITEM 5: CONSIDERATION REGARDING ADDING SITE PLAN REVIEW TO THE ZONING ORDINANCE

At the October 5, 2023 meeting, 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. At the November 2, 2023 meeting, Staff presented a formal amendment to add site plan review to the zoning ordinance. The amendment is as follows:

Article III, Section 12 of the Baxter Zoning Ordinance

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.*

After discussion, Richard Waller made a motion to recommend the aforementioned zoning ordinance amendment to the city council. Jeff Herald seconded and the motion passed with a vote of all ayes.

ITEM 6: DISCUSSION REGARDING ALLEWAYS BEHIND PROPERTY LOCATED AT 123 CHERRY STREET

Sandy Bailey addressed the PC and stated that she is requesting that the City consider selling or dedicating to her the alleys that border her property at 123 Cherry Street. Mayor Martin stated that there are several alleys that are located within the corporate limits and that a decision made regarding this request could set precedent for other future requests. After discussion, Mayor John Martin made a motion to table discussion until more research could be done regarding this request. Robert Vinson 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 December 7, 2023.

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