

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
DECEMBER 7, 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

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
John Ramsey, Public Works Director
Shawn Fry, City Attorney
Ronald Bailey
Sandy Bailey
Jon Kauley
Tom Bennett, City Engineer

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 December 7, 2023 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF NOVEMBER 2, 2023 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the November 2, 2023 meeting. Danny Holmes made a motion to approve the minutes as presented and to dispense with the reading. Peggy Huddleston seconded and the motion passed with a vote of all ayes.

ITEM 3: DISCUSSION REGARDING ALLEWAYS BEHIND PROPERTY LOCATED AT 123 CHERRY STREET

At the November 2, 2023 meeting, 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. At the December 7, 2023 meeting, Bailey addressed the PC and stated that Billy Gore (adjoining property owner) does not have interested in the aforementioned alley. Attorney Shawn Fry stated that a title search could be avoided if a quit claim deed is created. Staff Planner stated that a third affected property owner is KC Construction LLC and that they would need to be notified if the alley is to be sold to Bailey. After discussion, Jeff Herald made a motion to sell the alley that adjoins the western boundary of 123 Cherry Street to Sandy Bailey for ten (10) dollars pending that she obtain signed consent from Billy Gore and KC Construction LLC and with the understanding that all associated costs be absorbed by the petitioner. Peggy Huddleston seconded and the motion passed with a vote of six (6) ayes (Martin, Waller, Phillips, Huddleston, Holmes and Herald) to one (1) nay (Vinson) with no abstentions.

ITEM 4: 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, 2203 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.

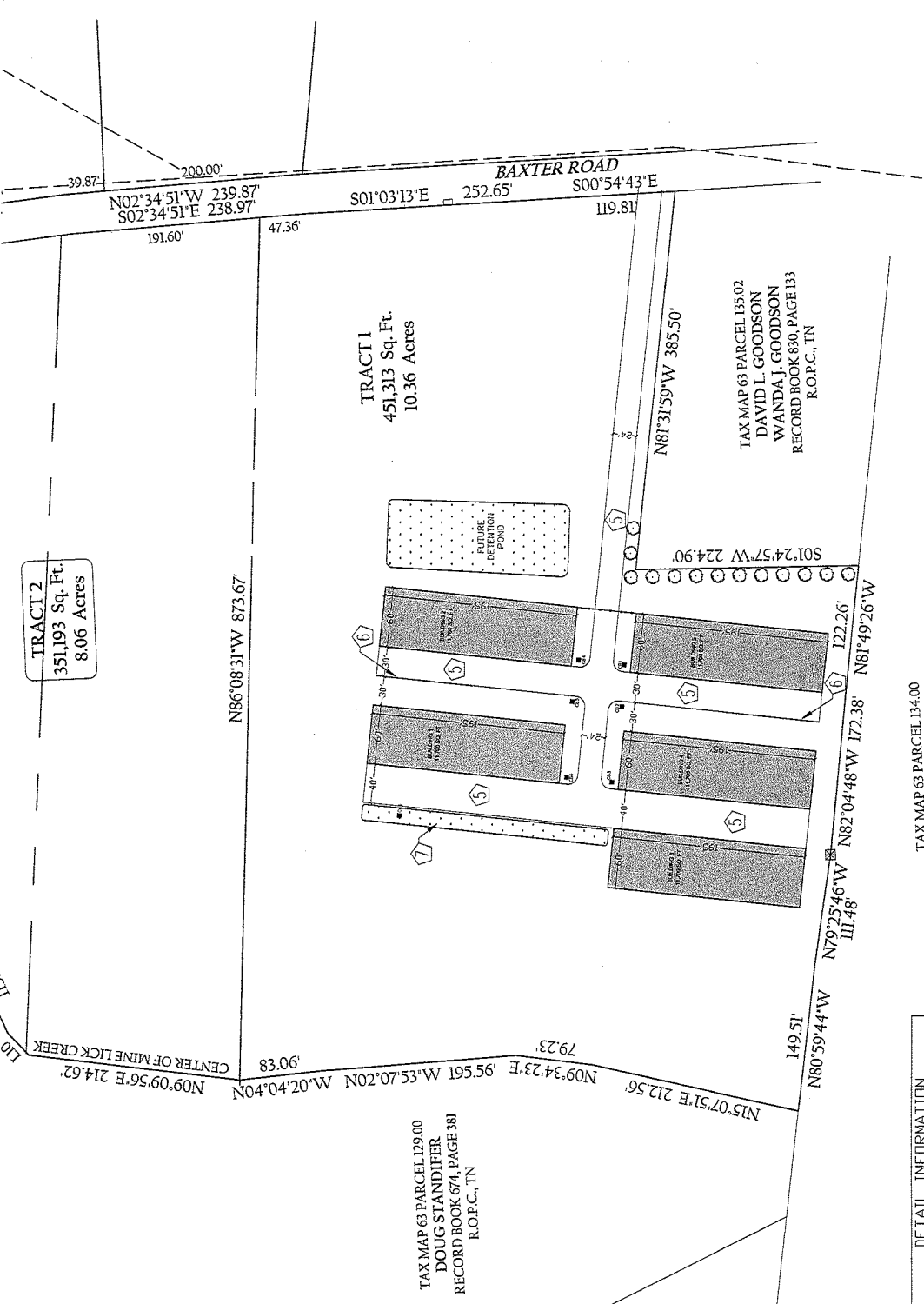
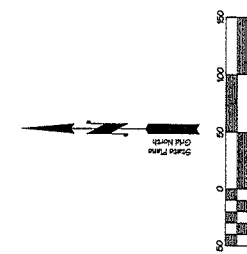
After discussion, Richard Waller made a motion to recommend the aforementioned zoning ordinance amendment to the city council. Jeff Herald seconded and the motion passed with a vote of all ayes. At the December 7, 2023 meeting, Staff stated that Fire Chief Matt White and Public Works Director John Ramsey wanted to add the following to the zoning ordinance amendment:

All site plans should be submitted to the City of Baxter ten (10) days prior the meeting date of the Planning Commission.

Richard Waller made a motion to add the aforementioned section to the zoning ordinance amendment. 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 January 4, 2024.

CTL



TAX MAP 63 PARCEL 129.00
DOUG STANDIFER
RECORD BOOK 674, PAGE 381
R.O.P.C., TN

TRACT 1
451,313 Sq. Ft.
10.36 Acres

TRACT 2
351,193 Sq. Ft.
8.06 Acres

TAX MAP 63 PARCEL 135.02
DAVID L. GOODSON
WANDA J. GOODSON
RECORD BOOK 830, PAGE 133
R.O.P.C., TN

DETAILED INFORMATION

MARK	DESCRIPTION	DETAIL
⑤	ASPHALT PAVING	5/7CS
⑥	CURBING	6/7CS
⑦	RETENTION POND	7/7CS

TAX MAP 63 PARCEL 134.00
GLENN FAMILY LLC
DEED BOOK 436, PAGE 395
R.O.P.C., TN

PLANT LIST

KEY	TYPE	QUANTITY	BOTANICAL NAME	COMMON NAME	PLANT SIZE	ROOT
①	EVERGREEN	13	Thuja standishi x plicata	Green glaucous evergreen	12' Cal.	B & B

NOTE:
1. THE PROPOSER SHALL BE RESPONSIBLE FOR ANY ACCEPTABLE TREATMENT (APPROVED BY THE CITY OF BAXTER OR LICENSED ENGINEERING) TO BE PLACED IN ANY CONVICTION.
2. TREE & SHrub TYPES TO BE APPROVED BY CITY OF BAXTER, LICENSED ENGINEERING, OR AN APPROVED LANDSCAPE ARCHITECT.

1. PROPOSED SITE LAYOUT
C2 189

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LAUREN ENGINEERING SERVICES, PLLC
Lauren Stubbins, P.E.
PO Box 150
Cookeville, TN 38503
(931) 919-4739 Fax
lauren@laurenengineering.com

BAXTER FILL SITE & STORE MORE
TRACT 1, BAXTER RD.
PUTNAM COUNTY, TN

PROPOSED SITE LAYOUT

Revisions: September 7, 2023
December 13, 2023

Date: September 29, 2020

L.E.S. Project Number: 20-03

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