

**REPORT OF MEETING  
BAXTER MUNICIPAL PLANNING COMMISSION  
MARCH 7, 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  
Stephen Raper  
Marcia Lee, Stonecom

**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 7, 2024 at 5:00 P. M. at the Baxter City Hall.

**ITEM 2: APPROVAL OF JANUARY 4, 2024 MINUTES**

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the January 4, 2024 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 SUBDIVISION PLAT FOR PROPERTY LOCATED ON NASHVILLE HIGHWAY (FIELDS DIVISION)**

Stephen Raper presented a final subdivision plat on behalf of Andrew Fields 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. After discussion, Robert Vinson made a motion to deny the presented final plat due to a lack of road frontage. Danny Holmes 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:

**Villa Adjustment—Final**

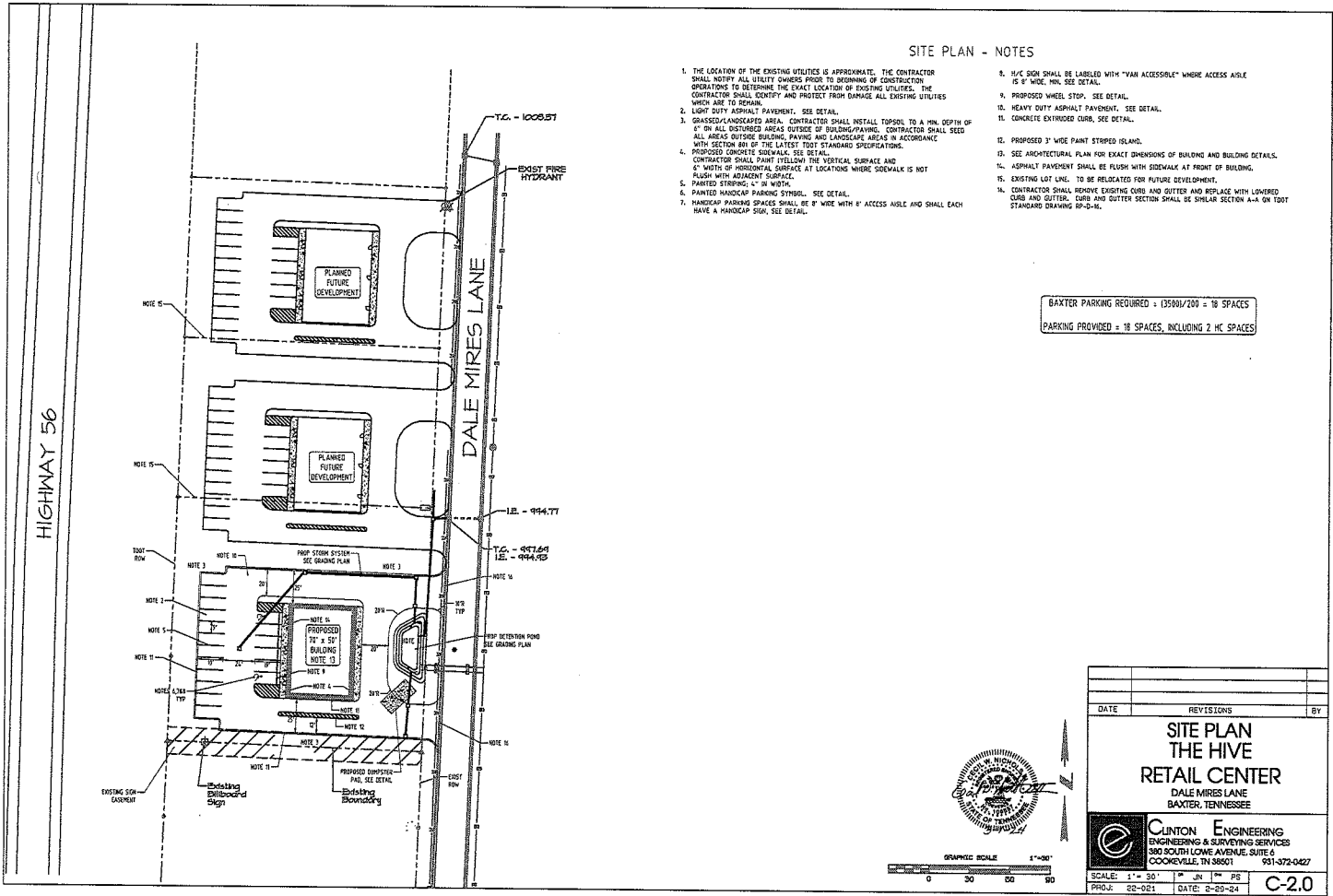
Felix Villa submitted a final lot line adjustment plat for the purpose of adjusting the common boundary line of two (2) existing parcels located on Nashville Highway. Lot 1 would consist of 1.54 acres, an existing residential structure and an existing accessory structure. Lot 2 is larger than five (5) 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.

**ITEM 5: DISCUSSION REGARDING THE CONSTRUCTION STANDARDS WHEN INSTALLING STREET LIGHTS.**

Building Inspector Bob Lane addressed the PC and stated that they should review existing standards for the installation of street lights. Lane stated that street lights should not be on wooden poles and that all costs associated with the street light construction should be assumed by the developer. Lane also stated that before final plat approval, the street lights should be inspected by the City of Baxter and the presiding utility district. After discussion, Chairman Waller requested that the Staff Planner schedule a public hearing on May 2, 2023 to receive comments on this issue.

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 April 4, 2024.

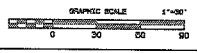
CTL



**SITE PLAN - NOTES**

1. THE LOCATION OF THE EXISTING UTILITIES IS APPROXIMATE. THE CONTRACTOR SHALL NOTIFY ALL UTILITY OWNERS PRIOR TO BEGINNING OF CONSTRUCTION OPERATIONS TO DETERMINE THE EXACT LOCATION OF EXISTING UTILITIES. THE CONTRACTOR SHALL IDENTIFY AND PROTECT FROM DAMAGE ALL EXISTING UTILITIES WHICH ARE TO REMAIN.
2. LIGHT DUTY ASPHALT PAVEMENT. SEE DETAIL.
3. GRASS/SEED/LANDSCAPED AREA. CONTRACTOR SHALL INSTALL TOPSOIL TO A MIN. DEPTH OF 6" ON ALL DISTURBED AREAS OUTSIDE OF BUILDING/PAVING. CONTRACTOR SHALL SEED ALL AREAS OUTSIDE BUILDING, PAVING AND LANDSCAPE AREAS IN ACCORDANCE WITH SECTION 801 OF THE LATEST TDD STANDARD SPECIFICATIONS.
4. PROPOSED CONCRETE SIDEWALK. SEE DETAIL.  
CONTRACTOR SHALL PAINT YELLOW THE VERTICAL SURFACE AND 6" WIDTH OF HORIZONTAL SURFACE AT LOCATIONS WHERE SIDEWALK IS NOT FLUSH WITH ADJACENT SURFACE.
5. PAINTED STRIPING: 4" IN WIDTH.
6. PAINTED HANDICAP PARKING STRIPING. SEE DETAIL.
7. HANDICAP PARKING SPACES SHALL BE 8' WIDE WITH 8' ACCESS AISLE AND SHALL EACH HAVE A HANDICAP SIGN. SEE DETAIL.
8. 1/4" SIGN SHALL BE LABELED WITH "VAN ACCESSIBLE" WHERE ACCESS AISLE IS 8' WIDE. MIN. SEE DETAIL.
9. PROPOSED WHEEL STOP. SEE DETAIL.
10. HEAVY DUTY ASPHALT PAVEMENT. SEE DETAIL.
11. CONCRETE EXTRUDED CURB. SEE DETAIL.
12. PROPOSED 3' WIDE PAINT STRIPED ISLAND.
13. SEE ARCHITECTURAL PLAN FOR EXACT DIMENSIONS OF BUILDING AND BUILDING DETAILS.
14. ASPHALT PAVEMENT SHALL BE FLUSH WITH SIDEWALK AT FRONT OF BUILDING.
15. EXISTING LOT LINE. TO BE INDICATED FOR FUTURE DEVELOPMENT.
16. CONTRACTOR SHALL REMOVE EXISTING CURB AND GUTTER AND REPLACE WITH LOWERED CURB AND GUTTER. CURB AND GUTTER SECTION SHALL BE SIMILAR SECTION A-A ON TDD STANDARD DRAWING 80-2-14.

BAXTER PARKING REQUIRED = (35001/200) = 18 SPACES  
 PARKING PROVIDED = 18 SPACES, INCLUDING 2 HC SPACES



DATE	REVISIONS	BY

**SITE PLAN  
THE HIVE  
RETAIL CENTER**  
DALE MIRES LANE  
BAXTER, TENNESSEE

**CLINTON ENGINEERING**  
ENGINEERING & SURVEYING SERVICES  
380 SOUTH LOWE AVENUE, SUITE 6  
COOKEVILLE, TN 38501 931-372-0427

SCALE: 1" = 30'	IN	JN	PS
PROJ: 02-021	DATE: 8-25-24	C-2.0	