

**REPORT OF MEETING
BAXTER BOARD OF ZONING APPEALS
JUNE 6, 2024**

MEMBERS PRESENT

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

MEMBERS ABSENT

Danny Holmes

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
Bavien Parker
Emma Speck
Tom Bennett, City Engineer
John Ramsey, Public Works Director

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, the Baxter Board of Zoning Appeals (BZA) meeting was called to order by Chairman Richard Waller on Thursday June 6, 2024 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF THE APRIL 6, 2023 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the April 6, 2023 meeting. After discussion, Jeff Herald made a motion to dispense with the reading of the minutes and to approve the minutes as presented. Greg Phillips seconded and the motion passed with a vote of all ayes.

Chairman Waller closed the BZA meeting in order to open a public hearing on the following request:

Request for a fifteen (15) foot rear setback variance for property located at 554 4th Avenue South (Scavo Request).

With no public comments regarding the aforementioned variance request, Chairman Waller reopened the BZA meeting to take-action on the following BZA request:

ITEM 3: CONSIDERATION OF A REQUEST FOR A FIFTEEN (15) FOOT REAR SETBACK VARIANCE FOR PROPERTY LOCATED AT 554 4TH AVENUE SOUTH (SCAVO REQUEST).

Staff Planner presented a request on behalf of Vicki Scavo for a fifteen (15) foot rear setback variance for property located at 554 4th Avenue South. Scavo submitted a final subdivision plat for the purpose of subdividing 0.49 acres into two (2) proposed new lots located on 4th Avenue South and Willow Street. The proposed lot 1 has an existing residential structure and would require that aforementioned variance. Lot 2 is currently vacant. Scavo stated that she intends to establish a residential structure on the proposed vacant lot. Building Inspector Bob Lane requested that Scavo build a six (6) foot wooden privacy fence on the common boundary line of the proposed new lots. Scavo agreed to the request. After discussion, Jeff Herald made a motion to grant the aforementioned variance request on the condition that Scavo build a six (6) foot wooden privacy fence on the common boundary line of the proposed new lots before the Certificate of Occupancy is issued. Peggy Huddleston seconded and the motion passed with a vote of all ayes.

ITEM 4: ELECTION OF PLANNING COMMISSION SECRETARY

Staff Planner opened the floor for nominations for the office of Chairman. Peggy Huddleston nominated Richard Waller for the office of Chairman. Mayor John Martin made a motion that the nominations cease and that Waller be elected by acclamation. Greg Phillips seconded and the motion passed with a vote of all ayes. Then, Staff Planner opened the floor for nominations for the office of Vice-Chairman. Greg Phillips nominated Robert Vinson for the office of Vice-Chairman. Jeff Herald made a motion that the nominations cease and that Vinson be elected by acclamation. Greg Phillips seconded and the motion passed with a vote of all ayes.

Mayor John Martin announced that Danny Holmes had resigned from the BZA. Staff Planner opened the floor for nominations for the office of Secretary. Greg Phillips nominated Jeff Herald for the office of Secretary. Richard Waller made a motion that the nominations cease and that Herald be elected by acclamation. Robert Vinson seconded and the motion passed with a vote of all ayes.

With no other business, Robert Vinson made a motion to adjourn. Greg Phillips seconded and the motion passed with a vote of all ayes.

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