

MEMORANDUM

TO: Baxter Municipal Planning Commission Members
FROM: Tommy Lee, Staff Planner
DATE: October 31, 2024
SUBJECT: November 7, 2024 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday November 7, 2024 at 5:00 pm in the Baxter City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Approval of October 3, 2024 minutes.
3. Consideration of preliminary subdivision plat for property located on Buffalo Valley Road and Gainesboro Highway (Baxter Pad LLC Division)
4. Consideration of preliminary subdivision plat for property located on Dale Mires Lane and Gainesboro Highway (Schubert Division)
5. Staff Report—Weaver Division and Lafever Adjustment.
6. Discussion regarding amending the subdivision regulations and the zoning ordinance regarding street widths for the construction of new streets.
7. Other business as necessary.
8. Adjourn.

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***See Agenda Review**

Greg Phillips ___ Peggy Huddleston ___ Thomas Daniels ___ Robert Vinson ___ Jeff Herald ___ Richard Waller ___
Danny Holmes-Mayor ___ Bob Lane-Building Inspector ___

Agenda Review

Baxter Pad LLC Division—Preliminary

Baxter Pad LLC submitted a preliminary subdivision plat for the purpose of subdividing 7.31 acres into eighty (80) proposed new lots for property located on Buffalo Valley Road and Gainesboro Highway. Seventy-nine (79) lots will be for multi-family residential units with zero (0) lot lines and one (1) lot will be designated for green space, two (2) retention ponds and a recreation area. The proposed residential lots would range in size from 1,113 square feet to 2,246 square feet and some of the proposed new lots are currently vacant and some have existing residential structures. The area designated for green space, two (2) retention ponds and a recreation area is 4.04 acres and will be maintained by a home owner's association. The proposed new lots would be served by an existing six (6) inch water line, an existing eight (8) sewer line, three (3) existing fire hydrants and a proposed city street (Legends Lane). 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.

Schubert Enterprises Division—Preliminary

Schubert Enterprises submitted a preliminary subdivision plat for Phase III the purpose of creating one hundred (100) proposed new lots for property located on Dale Mires Lane and Gainesboro Highway. Ninety-nine (99) lots will be for single-family homes and one (1) of the proposed new lots will be designated for a detention pond. The proposed lots would range in size from ? acres (? square feet) to ? acres (? 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.

Weaver Division—Final

Wilmer Weaver submitted a final subdivision plat for the purpose of subdividing 0.66 acres into two (2) proposed new lots for property located on Apple Street and Grace Avenue. Lot 1 would consist of 0.38 acres, an existing residential structure and two (2) existing accessory structures. Lot 2 would consist of 0.28 acres and is currently vacant. The proposed new lots are zoned R-1 (Low Density Residential), are served by an existing six (6) inch water line, an existing eight (8) inch sewer line and would comply with all other requirements of both the zoning ordinance and the subdivision regulations.

Lafever Adjustment—Final

Richard Lafever submitted a final lot line adjustment plat for the purpose of adjusting the common boundary line of two (2) existing parcels located on 4th Avenue South. After the adjustment, Lot 1 would consist of 1.45 acres and an existing residential structure. Lot 2 would consist of 1.58 acres, two (2) existing residential structures and three (3) existing accessory structures. The proposed new lots would be served by an existing six (6) inch water line, an existing eight (8) inch sewer line, an existing fire hydrant and would comply with all requirements of both the zoning ordinance and the subdivision regulations.

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
OCTOBER 3, 2024**

MEMBERS PRESENT

John Martin, Mayor
Robert Vinson
Richard Waller
Greg Phillips
Jeff Herald
Thomas Daniels

MEMBERS ABSENT

Peggy Huddleston

STAFF PRESENT

Tommy Lee, UCDD Planner

OTHERS PRESENT

Bob Lane, Building Inspector
Matt White, Fire Chief
Tom Bennett, City Engineer
John Ramsey, Public Works Director
Josh Phipps
Susan Swartzentrover
Taylor Dillehay
Stephen Raper
Marcia Lee

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 3, 2024 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF SEPTEMBER 5, 2024 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the September 5, 2024 meeting. Robert Vinson made a motion to approve the minutes as presented and to dispense with the reading. Jeff Herald seconded and the motion passed with a vote of all eyes.

ITEM 3: CONSIDERATION OF PRELIMINARY SUBDIVISION PLAT FOR PROPERTY LOCATED ON CHESTNUT STREET (MCCARTNEY DIVISION)

Taylor Dillehay submitted a preliminary subdivision plat on behalf of Luke McCartney for the purpose of subdividing 4.80 acres into ten (10) proposed new lots for property located on Chestnut Street. The lots would range in size from 0.23 acres (10,051 square feet) to 0.64 acres and all of the proposed new lots are currently vacant. The proposed new lots are zoned R-1 (Low Density Residential) and are served by a proposed eight (8) inch water line, a proposed six (6) inch water line, a proposed fire hydrant, a proposed city street and would comply with all other requirements of both the zoning ordinance and the subdivision regulations. Building Inspector Bob Lane stated that there were some concerns regarding stormwater runoff that would need to be addressed before final approval could be granted. Staff Planner stated that all infrastructure should be installed or a surety instrument should be submitted to guarantee the installation of all infrastructure before final approval could 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 eyes.

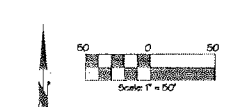
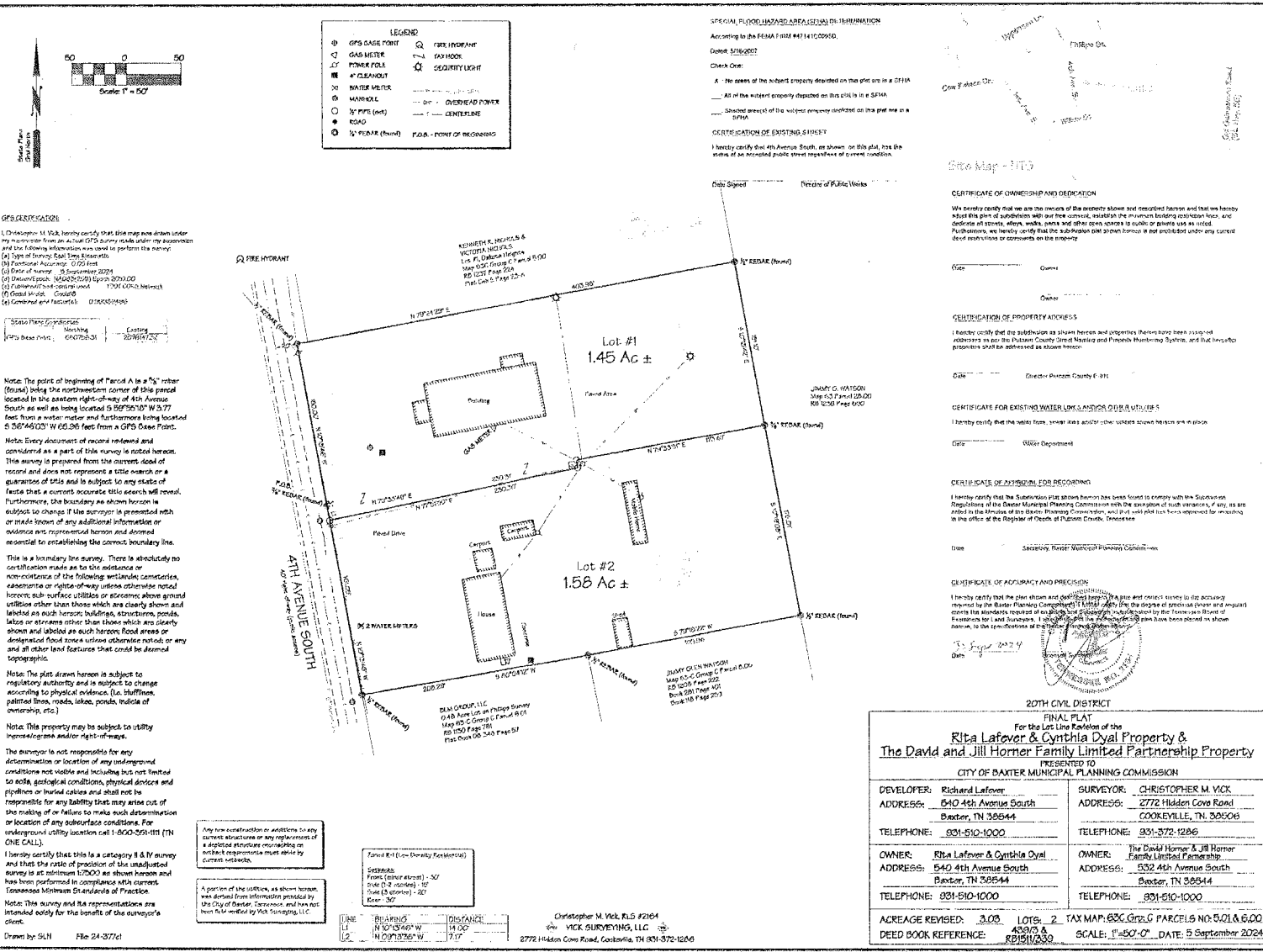
ITEM 4: CONSIDERATION OF FINAL SUBDIVISION PLAT FOR PROPERTY LOCATED ON DALE MIRES LANE AND GAINESBORO HIGHWAY (SCHUBERT DIVISION)

Stephen Raper presented a final subdivision plat on behalf of Jackie Schubert for Phase II-A 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. The plat was granted preliminary approval at the November 2, 2023 meeting. The presented final plat will consist of fifty-seven (57) proposed new lots. Fifty (50) lots will be for multi-family residential units with zero (0) lot lines and seven (7) lots will be for single-family homes. During discussion, Fire Chief Matt White stated that London Court (a proposed city street) must be extended to Coon Hunt Road to allow sufficient ingress and egress for the residences. Public works Director John Ramsey stated that a fire hydrant must be installed at the end of Dale Mires Lane to provide adequate fire protection. Building Inspector Bob Lane stated that there is a Tennessee Valley Authority (TVA) powerline located just north of Lots 93 and 94. Lane stated that TVA should identify the location of their power line easement so that a structure could not be built to encroach upon the easement. Lane also stated that a very small portion of the southwest corner of Lot 61 needs to be deemed non-buildable due to an encroachment of a stream buffer. After discussion, Greg Phillips made a motion to approve the submitted final plat pending that all required signatures be obtained and that all of the aforementioned conditions were met. Jeff Herald 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 7, 2024.

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LEGEND

⊙ GPS BASE POINT	⊙ FIRE HYDRANT
⊙ GAS METER	⊙ FAXHOOK
⊙ POWER POLE	⊙ SECURITY LIGHT
⊙ CLEARCUT	⊙
⊙ WATER METER	⊙
⊙ MARKER	⊙ OVERHEAD POWER
⊙ GPS (not)	⊙ CENTERLINE
⊙ ROAD	⊙
⊙ FEAAS (shown)	⊙ POINT OF BEGINNING

GPS CERTIFICATION

I, Christopher M. Vick, hereby certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and that all existing information was used to perform the survey.

(1) Type of Survey: Final Plat

(2) Purpose of Survey: Final Plat

(3) Date of Survey: September 2024

(4) Surveyor: Christopher M. Vick

(5) License No.: 1700 (CRS) Renewed

(6) State of Tennessee: CRS 126-0-100

(7) State of Tennessee: CRS 126-0-100

(8) State of Tennessee: CRS 126-0-100

Note: The point of beginning of Parcel A is a "Z" marker (found) being the northwestern corner of the parcel located in the eastern right-of-way of 4th Avenue South as well as being located S 50°50'10" W 37.77 feet from a water meter and furthermore being located S 56°46'03" W 63.36 feet from a GPS Base Point.

Note: Every document of record reviewed and considered as a part of this survey in not only hereon. This survey is prepared from the current deed of record and does not represent a title search or a guarantee of title and is subject to any status of title that a court accurate title search will reveal. Furthermore, the boundary as shown hereon is subject to change if the surveyor is presented with or made known of any additional information or evidence not represented hereon and deemed essential to establishing the correct boundary line.

This is a boundary line survey. There is absolutely no certification made as for the existence or non-existence of the following: wetlands, cemeteries, easements or rights-of-way unless otherwise noted hereon; sub-surface utilities or structures above ground unless otherwise noted; structures, ponds, lakes or streams other than those which are clearly shown and labeled as such hereon; flood areas or designated flood zones unless otherwise noted; or any and all other land features that could be deemed topographic.

Note: The plat shown hereon is subject to regulatory authority and is subject to change according to physical evidence, (i.e. bluffs, patios, trees, roads, lakes, ponds, etc.)

Note: This property may be subject to utility improvement and/or right-of-way.

The surveyor is not responsible for any determination or location of any underground conditions not visible and including but not limited to soils, geological conditions, physical devices and pipelines or buried cables and shall not be responsible for any liability that may arise out of the making of or failure to make such determination or location of any subsurface conditions. For underground utility location call 1-800-351-1111 (TN ONE CALL).

I hereby certify that this is a category II & IV survey and that the rate of precision of the unadjusted survey is at minimum 1:2000 as shown hereon and has been performed in compliance with current Tennessee Minimum Standards of Practice.

Note: This survey and its representations are intended solely for the benefit of the surveyor's client.

Drawn by: SNH File: 24-3721

Any new construction or additions to any existing structure or any replacement of a damaged structure conforming to applicable requirements must comply with current setbacks.

A portion of the plat, as shown hereon, was derived from information provided by the City of Baxter, Tennessee, and has not been field verified by Vick Surveying, LLC.

Parcel K-1 (Low-Density Residential)

SEPARATE	30'
FRONT (Corner Street)	30'
SIDE (R-2 zoning)	10'
REAR (Corner Street)	30'
REAR	30'

LINE	BEARING	DISTANCE
L1	N 10° 13' 46" W	14.00'
L2	N 02° 13' 36" W	71.17'

Christopher M. Vick, RLS #2164
 VICK SURVEYING, LLC
 2772 Hidden Cove Road, Cookeville, TN 38512-1206

SPECIAL FLOOD HAZARD MAP (SFHMA) DETERMINATION

According to the FEMA FIRM #47141C0040D.

Date: 9/26/2024

Check One:

A - No areas of the subject property depicted on this plat are in a SFHMA.

B - All of the subject property depicted on this plat is in a SFHMA.

C - Shaded areas of the subject property depicted on this plat are in a SFHMA.

CERTIFICATION OF EXISTING STREET

I hereby certify that 4th Avenue South, as shown on this plat, has the status of an unimproved public street independent of a street location.



CERTIFICATE OF OWNERSHIP AND DEEDATION

We hereby certify that we are the owners of the property shown and described herein and that we hereby attest this plat of subdivision with our free consent, subject to the provisions hereon, and we authorize all streets, utility, water, gas and other easements to public or private use as noted. Furthermore, we hereby certify that the subdivision plat shown hereon is not prohibited under any current local restrictive covenants on the property.

CERTIFICATION OF PROPERTY ADDRESS

I hereby certify that the subdivision as shown herein and properties thereon have been assigned addresses as per the Baxter County Clerk's Office and Property Addressing System, and that the property shown hereon is addressed as shown hereon.

CERTIFICATE FOR EXISTING WATER, GAS AND/OR OTHER UTILITIES

I hereby certify that the water, gas, sewer lines and/or other utilities shown hereon are in place.

CERTIFICATE OF AUTHORITY FOR RECORDING

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Baxter Municipal Planning Commission with the exception of such variations, if any, as are noted in the Minutes of the Baxter Municipal Planning Commission, and I will not seek to have approved for recording in the office of the Register of Deeds of Putnam County, Tennessee.

CERTIFICATE OF ACCURACY AND PRECISION

I hereby certify that the plat shown and described herein is a true and correct survey in accordance with the standards required by the Baxter Municipal Planning Commission. I have the degree of precision (over and under) shown in the standards required of category II & IV surveys as shown on the plat. The accuracy of the survey is as shown hereon, to the specifications of the International Boundary Commission.

20TH CIVIL DISTRICT			
FINAL PLAT			
For the Lots in Parcel of the Rita Lafaver & Cynthia Dyal Property & The David and Jill Horner Family Limited Partnership Property			
PRESENTED TO CITY OF BAXTER MUNICIPAL PLANNING COMMISSION			
DEVELOPER: Richard Lafaver	SURVEYOR: CHRISTOPHER M. VICK		
ADDRESS: 540 4th Avenue South Baxter, TN 38544	ADDRESS: 2772 Hidden Cove Road COOKEVILLE, TN 38506		
TELEPHONE: 931-510-1000	TELEPHONE: 931-372-1286		
OWNER: Rita Lafaver & Cynthia Dyal	OWNER: The David Horner & Jill Horner Family Limited Partnership		
ADDRESS: 540 4th Avenue South Baxter, TN 38544	ADDRESS: 532 4th Avenue South Baxter, TN 38544		
TELEPHONE: 931-510-1000	TELEPHONE: 931-510-1000		
ACREAGE REVISED: 3.03	LOTS: 2	TAX MAP: 633.02C	PARCELS NO: 5.01 & 6.00
DEED BOOK REFERENCE:	43973 & 48151/1/330	SCALE: 1"=50'-0"	DATE: 9 September 2024

16. Warning and Regulatory Signs

The developer is required to install warning and regulatory signs at appropriate locations in the subdivision (stop signs, etc.). The Town of Baxter, or Putnam County Road Supervisor should be consulted for proper location and installation standards.

E. Streets - Construction Procedures and Specifications

The following procedures and specifications shall apply for the construction of all streets in subdivisions located in Baxter Planning Region.

1. Street Construction Cross-Sections

- a. The minimum street construction cross-section for each functional classification of a street shall be as follows:

Cross-Section		Collector	Industrial
Right-of-Way	50'	50'	60'
Base Width	26'	30'	30'
Base Thickness	06"	06"	08"
Binder Width	20'	24'	24'
Surface Width	20'	24'	24'
Binder Thickness			03"
Surface Thickness	02"	02"	02"

- b. Accepted right-of-way, base and surface width cross-sections for the various street classifications are depicted in Illustrations 7, 8 and 9 in Appendix A.
- c. Accepted base, binder and surface thickness cross-sections for the various street classifications are depicted in Illustrations 10 and 11 in Appendix A.

2. Subgrade Preparation

- a. Before grading is started, the areas within the limits of construction shall be cleared of all objectionable matter, such as trees, stumps, roots, weeds, heavy vegetation, etc. Top soil shall be removed and stockpiled for later use as a topping-out material for seeding and sodding.
- b. If rock is encountered, it shall be removed or scarified to provide adequate roadway drainage.