

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: January 30, 2025

SUBJECT: February 6, 2025 Planning Commission Meeting

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The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday February 6, 2025 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 November 7, 2024 minutes.
3. Public hearing and consideration regarding amending the subdivision regulations regarding street widths for the construction of new streets.
4. Discussion regarding projects for the Putnam County Transportation Priority List.
5. Staff Report—Fitzpatrick Division.
6. Other business as necessary.
7. 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

### Fitzpatrick Division—Final

Kellie Fitzpatrick submitted a final subdivision plat for the purpose of subdividing 0.27 acres into two (2) proposed new lots for property located on Broad Street. Lot 1 would consist of 0.20 acres and an existing structure. Lot 2 would consist of 0.07 acres and an existing structure. The proposed new lots are zoned CBD (Central Business District), 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.

**REPORT OF MEETING  
BAXTER MUNICIPAL PLANNING COMMISSION  
NOVEMBER 7, 2024**

**MEMBERS PRESENT**

Danny Holmes, Mayor  
Robert Vinson  
Richard Waller  
Greg Phillips  
Jeff Herald  
Thomas Daniels  
Peggy Huddleston

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Tommy Lee, UCDD Planner

**OTHERS PRESENT**

Bob Lane, Building Inspector  
Matt White, Fire Chief  
Tom Bennett, City Engineer  
Stephen Raper  
John Ramsey, Public Works Director  
Joe Nichols  
Susan Swartzentrover  
Sam Demonbrena

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

**ITEM 2: APPROVAL OF OCTOBER 3, 2024 MINUTES**

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the October 3, 2024 meeting. Robert Vinson made a motion to approve the minutes as presented and to dispense with the reading. Thomas Daniels seconded and the motion passed with a vote of all ayes.

**ITEM 3: CONSIDERATION OF PRELIMINARY SUBDIVISION PLAT FOR PROPERTY LOCATED ON BUFFALO VALLEY ROAD AND GAINESBORO HIGHWAY (BAXTER PAD LLC DIVISION)**

Stephen Raper submitted a preliminary subdivision plat on behalf of Baxter Pad LLC 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. Staff Planner stated that the PC had approved a site plan for this development however the owners now want to request the multi-family units be subdivided with zero (0) lot lines. Building Inspector Bob Lane stated that there are four (4) units that are completed with eight (8) more units that are under construction. Public Works Director John Ramsey stated that the pump station and sewer lines would need to be upgraded before the final plat is approved. Chairman Waller stated that the curves within the development appear to be too narrow for fire trucks and other emergency vehicles. After discussion, Greg Phillips 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 FINAL SUBDIVISION PLAT FOR PROPERTY LOCATED ON DALE MIRES LANE, COON HUNT ROAD AND GAINESBORO HIGHWAY (SCHUBERT DIVISION)**

Stephen Raper presented a final subdivision plat on behalf of Jackie Schubert for Phase III of the Paddington Place Development. The purpose of plat is subdividing 23.54 acres into one hundred (100) proposed new lots for property located on Dale Mires Lane, Coon Hunt Road 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 0.11 acres (5,000 square feet) to 0.16 acres (7,011 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 (Waterloo Drive, Victoria Avenue and London Court). 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 stated that the proposed streets for Phase III will have a twenty-six (26) foot surface width with sidewalks all located within the forty (40) foot right-of-way. Schubert also stated that the street light locations must be determined by the city and the lights will be constructed with aluminum. After discussion, Jeff Herald made a motion to approve the submitted preliminary plat. Peggy Huddleston seconded and the motion passed with a vote of all ayes.

**ITEM 5: STAFF REPORT**

Staff Planner presented a report for two (2) subdivision plats that had been administratively approved since the last planning commission meeting. The administratively approved subdivision plats are as follows:

**Weaver Division—Final**

Wilmèr 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 4<sup>th</sup> 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.

**ITEM 6: OTHER BUSINESS AS NECESSARY**

Fire Chief Matt White and Public Works Director John Ramsey requested that all newly constructed streets have a minimum right-of-way of at least fifty (50) feet, a binder width of twenty-six (26) feet and a surface width of twenty-six (26) feet. Staff Planner stated that proposed streets in the R-3 (Super High Residential) district would have to be increased from a minimum forty (40) foot right-of-way to a minimum fifty (50) foot right-of-way. Staff then stated that the street construction section of the subdivision regulations would have to be amended from a twenty (20) foot binder width and a twenty (20) foot surface width to a twenty-

six (26) foot width. Chairman Waller requested that Staff Planner schedule a public hearing for the February 6, 2025 meeting to discuss amending the subdivision regulations. After discussion, Jeff Herald made a motion to recommend to the city council that the right-of-way for newly constructed streets in the R-3 district be increased from a minimum forty (40) feet to a minimum fifty (50) feet. Peggy Huddleston seconded and the motion passed with a vote of all ayes.

With no other business to discuss, Robert Vinson made a motion to adjourn. Greg Phillips 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 5, 2024.

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