

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: May 28, 2025

SUBJECT: June 5, 2025 Planning Commission Meeting

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The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday June 5, 2025 immediately following the Board of Zoning Appeals meeting in the Baxter City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Approval of May 1, 2025 minutes.
3. Consideration of request to rezone property located at 736 Main Street from R-1 (Low Density Residential) to R-2 (High Density Residential) (Lorance Request).
4. Consideration of plan of services for property proposed for annexation located at 199 Mille Lane (Austin Request)
5. Staff Report—Meadows Adjustment.
6. Other business as necessary.
7. Adjourn.

CTL

**\*See Agenda Review**

Greg Phillips \_\_\_ Thomas Daniels \_\_\_ Robert Vinson \_\_\_ Jeff Herald \_\_\_ Richard Waller \_\_\_ Donna Jones \_\_\_

Danny Holmes-Mayor \_\_\_ Bob Lane-Building Inspector \_\_\_ John Ramsey-Public Work Director \_\_\_

Matt White-Fire Chief \_\_\_ Tom Bennett-City Engineer \_\_\_

## **Agenda Review**

### **Meadows Adjustment—Final**

Stephanie Meadows submitted a final lot line adjustment for the purpose of adjusting the common boundary line of two (2) existing parcels located at 520 Buffalo Valley Road. After the adjustment, Lot 1 would consist of 0.772 acres, an existing residential structure and two (2) existing accessory structures. Lot 2 would consist of 0.493 acres and an existing structure. The proposed lots are zoned R-1 (Low Density Residential), are served by an existing eight (8) inch water line, an existing eight (8) inch sewer line and comply with both the zoning ordinance and the subdivision regulations.

**REPORT OF MEETING  
BAXTER MUNICIPAL PLANNING COMMISSION  
MAY 1, 2025**

**MEMBERS PRESENT**

Danny Holmes, Mayor  
Jeff Herald  
Richard Waller  
Robert Vinson  
Thomas Daniels

**MEMBERS ABSENT**

Greg Phillips

**STAFF PRESENT**

Tommy Lee, UCDD Planner by phone

**OTHERS PRESENT**

Bob Lane, Building Inspector  
John Ramsey, Public Works Director  
Matt White, Fire Chief  
Lance Roach  
Lindsey Bruce

**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 May 1, 2025 at 5:00 P. M. at the Baxter City Hall.

**ITEM 2: APPROVAL OF APRIL 3, 2025 MINUTES**

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the April 3, 2025 meeting. Jeff Herald 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 SITE PLAN TO ESTABLISH A REAL ESTATE OFFICE ON PROPERTY LOCATED AT 306 MAIN STREET (BRUCE SITE PLAN)**

At the April 3, 2025 meeting, Lindsey Bruce presented a request to rezone property located at 306 Main Street from R-1 (Low Density Residential) to C-2 (General Commercial). Bruce stated that the purpose of the request is to convert an existing residence into a real estate office. Staff Planner stated that if the property is rezoned, a site plan must be approved by the PC before a certificate of occupancy is issued. After discussion, Greg Phillips made a motion to recommend to the city council that the property at 306 Main Street be rezoned from R-1 to C-2. Jeff Herald seconded and the motion passed with a vote of all ayes. At the May 1, 2025 meeting, Bruce presented the final site plan to establish a real estate office at 306 Main Street. Staff Planner stated that the plan depicts an existing residential structure that will be converted into a real estate office and that the final site plan complies with the zoning ordinance. After discussion, Jeff Herald made a motion to approve the submitted final site plan. Robert Vinson seconded and the motion passed with a vote of all ayes.

**ITEM 4: CONSIDERATION OF FINAL SITE PLAN TO ESTABLISH A CABINET MANUFACTURING FACILITY ON PROPERTY LOCATED ON WARD MILL ROAD (ANATOLIA SITE PLAN)**

Lance Roach submitted a site plan on behalf of Anatolia to establish a cabinet manufacturing facility on property located on Ward Mill Road. The plan depicts a 25,000 square foot building with forty-three (43) parking spaces. The facility will be served by an existing twelve (12) inch sewer line, an existing six (6) inch water line and multiple fire hydrants. Fire Chief Matt White stated that the number of fire hydrants had not yet been determined but that when the exact number of fire hydrants is determined, it will need to be added to the final site plan. Codes Enforcement Officer Bob Lane stated that the drainage plan would also need to be approved before final approval. After discussion, Jeff Herald made a motion to grant preliminary approval to the submitted site plan. Robert Vinson 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 June 5, 2025.

CTL

# City of Baxter

## BZA Request Application

The Board of Zoning Appeals meets the 4<sup>th</sup> Thursday of each month when there are agenda items. Applications must be turned into the Office of the City Recorder no later than 12 p.m. the 1<sup>st</sup> Thursday of the month prior to the 4<sup>th</sup> Thursday. In most cases, it will be necessary to submit additional material (photos, example, sketch, floor plan, survey, etc.) to help explain the request. A non-refundable fee of \$50.00 must be submitted with this application for a special exception or variance request.

### GENERAL INFORMATION:

Name of applicant Lorance Marcia Lee  
(last) (first) (middle)

Applicant's Interest in Property: ☒ Owner ☐ Lessor  
☐ Prospective Purchaser ☐ Option Holder

☐ Other: (State Relationship) \_\_\_\_\_

If interest in property is other than owner, please list owner(s) name:

### NATURE AND CHARACTER OF APPLICATION:

#### Board of Zoning Appeals

Requested Action:

☐ Appeal alleging error of building inspector

☒ Variance

☒ Special Exception

☐ Interpretation of Building Inspector

☐ Interpretation of Ordinance

> unsure if it's one or both

### PROPERTY INFORMATION:

Address: 736 Main St. Baxter, TN 38544

Parcel Information:

District Map Ctl Gp Parcel No. SI

Present Zoning Classification R-1 Residential

Property Description: Attach map showing dimensions and topographic characteristics\*\*, street right-of-way and street pavement, the location of existing and proposed structures or uses including setbacks, yards and heights.

Describe the Request Below (Attach any accompanying information):

I would like the board to consider re-zoning my home and vacant lot at 736 Main St. to R-1 Residential OR Commercial. Additionally I request to have my spare lot as an option to for sale separate from the house and remaining lot.

I hereby certify that the statements made by me herein and the maps and other accompanying data submitted herewith are true and correct.

Maria Loran  
Applicant's Signature

5-8-2025  
Date

\*\*Required only in the case of variance.



# Lorance Rezoning







931-528-8100 tel  
931-854-9505 fax

2300 W. Jackson St.  
Cookeville, TN 38501

May 23, 2025

City of Baxter  
Mayor & Alderman  
Baxter City Hall  
Baxter, TN

Gentlemen,

Please consider this our formal request to annex the attached parcel as shown on the attached plat into Baxter, TN ASAP.

Thank you,

Tom Austin  
Tom & Donna Austin Joint Rev. Trust

Donna Austin  
Tom & Donna Austin Joint Rev. Trust

Janice Austin

*Tom Austin*

State of Tennessee

County of Putnam

Sworn to and subscribed before me this 23<sup>rd</sup> day of MAY, 2025.

  
(Notary Public)

My commission expires: Aug 18, 2026

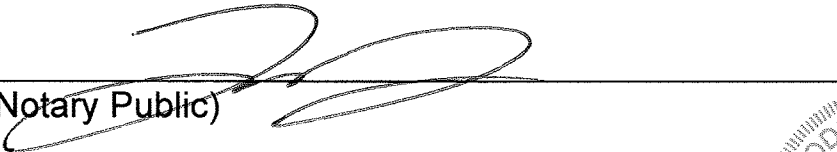
(Seal is required)

*Donna Austin*

State of Tennessee

County of Putnam

Sworn to and subscribed before me this 23<sup>rd</sup> day of MAY, 2025.

  
(Notary Public)

My commission expires: Aug 18, 2026

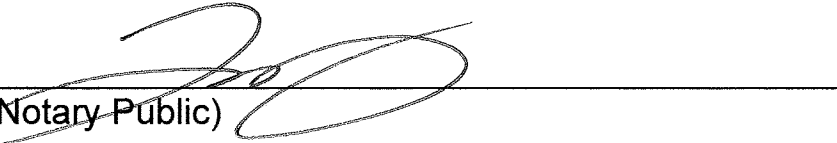
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*Tanise Austin*

State of Tennessee

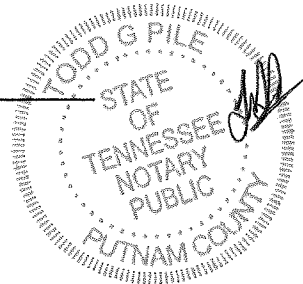
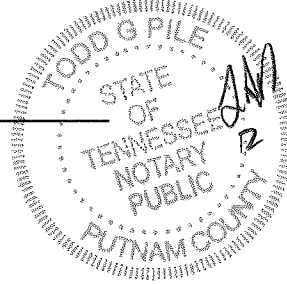
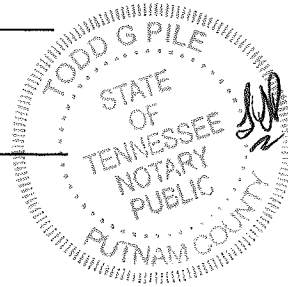
County of Putnam

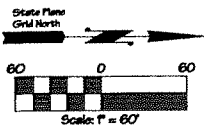
Sworn to and subscribed before me this 23<sup>rd</sup> day of MAY, 2025.

  
(Notary Public)

My commission expires: Aug 18, 2026

(Seal is required)





LEGEND	
⊕	GPS Base Point
⊗	HIGHWAY MONUMENT
⊙	POWER POLE
⊖	1/2" PIPE (wet)
⊕	WATER VALVE
⊖	PK Nail (wet)
⊙	TAX HOOK
⊖	3/4" REBAR (found)
⊕	Point
—	WATER LINE
—	OVERHEAD POWER
—	CENTERLINE
—	Fence/line
—	P.O.B. - POINT OF BEGINNING
—	KCP - REINFORCED CONCRETE PIPE
—	CMP - CORRUGATED METAL PIPE
—	ABANDONED ROAD
—	Ingress/Egress Easement

NOTE: The lot as drawn hereon was approved by the Putnam County Regional Planning Commission allowing the lot to be used for storage units and other non-septic related uses. This approval was without the benefit of a lot evaluation by the Tennessee Department of Environment and Conservation (TDEC).

Until such time as the Tennessee Department of Environment and Conservation approves the lot for a subsurface disposal system (SSDS) or until the lot is connected to a sewer system, this lot is restricted to non-septic uses (such as storage units) and cannot be used for other commercial or residential uses that require a subsurface disposal system or sewer connection for approval.

#### CERTIFICATE OF APPROPRIATE MAIL DELIVERY SYSTEM

I hereby certify that this subdivision will be eligible for mail delivery from the USPS and that all requirements for mail delivery as set forth by the USPS have been met and that Cluster Box Units (CBUs), if required for mail delivery as determined by the USPS, are shown on the plat.

Date: \_\_\_\_\_ Postmaster of the Post Office: \_\_\_\_\_

#### CERTIFICATE FOR WATER SUPPLY

I hereby certify that \_\_\_\_\_ calculations (now live) or flow tests (existing live) have been performed for the water lines shown hereon. I also hereby certify that upon the registration of this plan, the City of \_\_\_\_\_ (Utility District) will operate and maintain the water supply system installed to serve the property herein subdivided.

Date: \_\_\_\_\_ Signature of Water Dept. Superintendent or Water Utility District Representative: \_\_\_\_\_

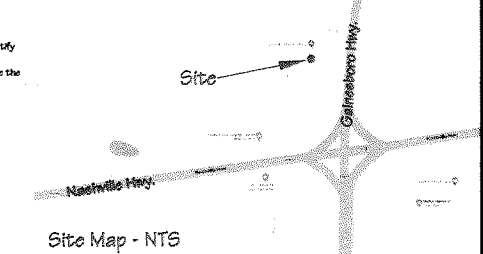
#### SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION

According to the FEMA FIRM #47141C0096D.

Dated: 5/18/2007

Check One:

- ☒ No areas of the subject property depicted on this plat are in a SFHA.  
☐ All of the subject property depicted on this plat is in a SFHA.  
☐ Shaded area(s) of the subject property depicted on this plat are in a SFHA.



#### 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 the following information was used to perform the survey:

- Type of Survey: Real Time Kinematic
- Positional Accuracy: 0.05 feet
- Date of Survey: 14 March 2025
- Station/Epoch: 140383(2025) Epoch 1 2020.00
- Published/Field control used: 100T 6055 Network
- Geoid Model: Goid08
- Continued grid factor(s): 0.99998496

State Plane Coordinates	Northing	Easting
GPS Base Point	666906.68	2718208.57

Note: The point of beginning is a highway monument located in the intersection of Nashville Highway (Hwy. 70N) and Gainesboro Highway (St. Hwy. 56) as well as being located S 07°56'05" W 196.71 feet from a power pole and furthermore being located S 07°46'26" E 560.29 feet from a GPS Base Point.

Note: Every document of record reviewed and considered as a part of this survey is noted 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 state of facts that a current accurate title search will reveal. Furthermore, the boundary as shown hereon is subject to change if the surveyor is presented with or made know 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 to the existence or non-existence of the following: wetlands; easements or rights-of-way unless otherwise noted hereon; sub-surface utilities or streams; above ground utilities other than those which are clearly shown and labeled as such hereon; buildings, 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 drawn hereon is subject to regulatory authority and is subject to changes according to physical evidence. (i.e. bluffs, painted lines, roads, lakes, ponds, inlets of ownership, etc.)

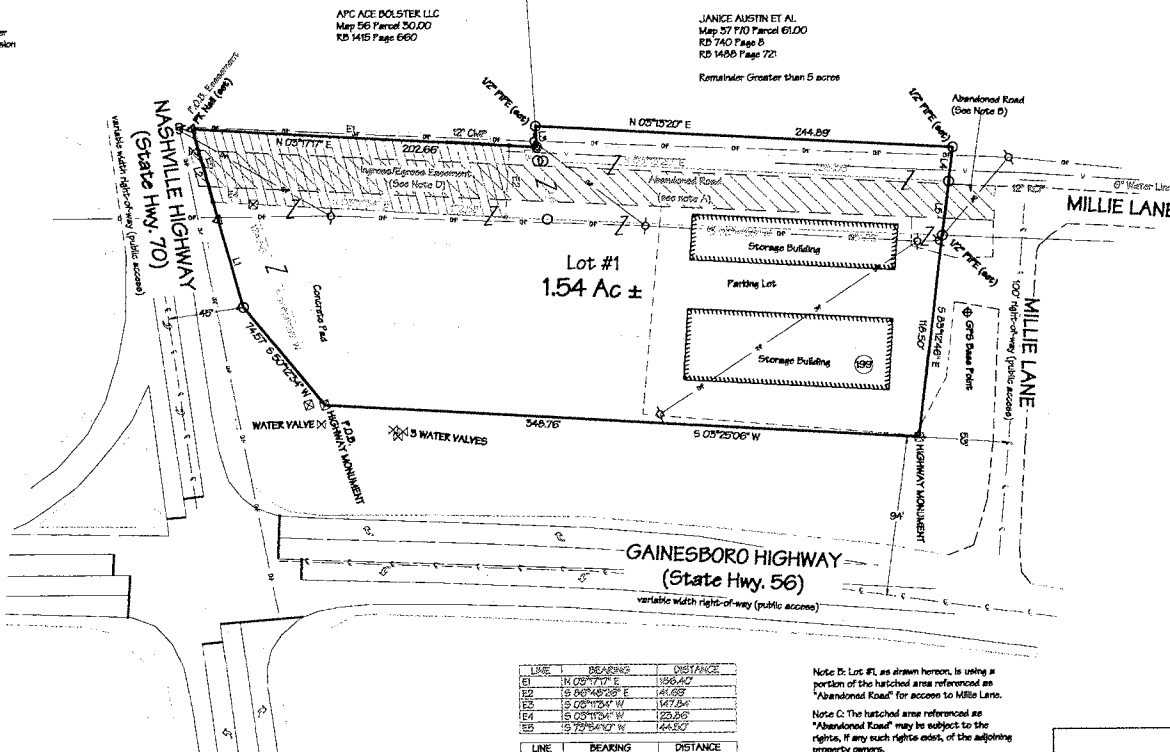
Note: This property may be subject to utility ingress/egress and/or right-of-way.

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 ratio of precision of the unadjusted survey is at minimum 1:7500 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: SHJ File: 25-5022



LINE	BEARING	DISTANCE
B1	N 05°17'17" E	136.42
B2	S 60°48'25" E	41.69
B3	S 02°12'54" W	147.84
B4	S 02°12'54" W	122.86
B5	S 79°54'07" W	445.67

LINE	BEARING	DISTANCE
L1	S 79°54'07" W	85.32
L2	S 79°54'07" W	96.31
L3	S 66°56'11" W	12.22
L4	S 69°03'00" E	22.04
L5	S 69°03'00" E	31.75
L6	S 66°56'59" W	34.06
L7	S 05°19'52" W	5.26
L8	S 69°56'11" W	7.81

Note A: The hatched area as shown hereon is an abandoned section of Millie Lane and is no longer a county road.

Approval of this plat by the Putnam County Regional Planning Commission does not address any issue related to ownership, easements, or status of the right-of-way noted on this plat as "Abandoned Road" and referenced in "Note A" hereon.

Further, approval of this plat by the Putnam County Regional Planning Commission shall not be construed as any in-lieu of ownership as to any portion of said right-of-way shown hereon.

Note B: Lot #1, as drawn hereon, is using a portion of the hatched area referenced as "Abandoned Road" for access to Millie Lane.

Note C: The hatched area referenced as "Abandoned Road" may be subject to the rights, if any such rights exist, of the adjoining property owners.

Note D: The property, as shown hereon, is subject to ingress and egress easement along a portion of the abandoned road for the benefit of the property referenced as Map 05 Parcel 50.00.

#### Setbacks

(Per Putnam County Subdivision Regulations)  
 Front (Arterial Streets) - The greater of 90 ft as measured from the road centerline or 50 ft from the edge of the right-of-way.  
 Front (Local Streets) - The greater of 15 ft as measured from the road centerline or 30 ft from the edge of the right-of-way.  
 Side & Rear - 10'

Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks.

#### CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owner of the property shown and described hereon and that we hereby adopt this plan of subdivision with our free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks and other open spaces to public or private use as noted. Furthermore, we hereby certify that the subdivision plat shown hereon is not prohibited under any current deed restrictions or covenants on the property.

Date Signed: \_\_\_\_\_ Owner: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Owner: \_\_\_\_\_

#### CERTIFICATE FOR LOTS FRONTING COUNTY ROAD

I hereby certify that the subdivision as shown hereon is served by a county road and surface widths and right-of-way are appropriate.

Date: \_\_\_\_\_ Putnam County Road Supervisor: \_\_\_\_\_

#### CERTIFICATION OF PROPERTY ADDRESS

I hereby certify that the subdivision as shown hereon and properties therein have been assigned addresses as per the Putnam County Street Naming and Property Numbering System, and that hereafter properties shall be addressed as shown hereon.

Date: \_\_\_\_\_ Director, Putnam County E-911: \_\_\_\_\_

#### CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Standards for Putnam County, Tennessee, with the exception of such variances, if any, as are noted in the Minutes of the Planning Commission and that it has been approved for recording in the office of the county register.

Date: \_\_\_\_\_ Secretary/Designer, Planning Commission: \_\_\_\_\_

#### CERTIFICATE OF ACCURACY

I hereby certify that the plan shown and drawn hereon is a true and correct survey to the accuracy required by the Putnam County Regional Planning Commission and that the monuments have been placed as shown hereon, to the specifications of the Putnam County Regional Planning Commission.

Date Signed: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 License No. 2104

#### 18TH CIVIL DISTRICT

#### FINAL PLAT

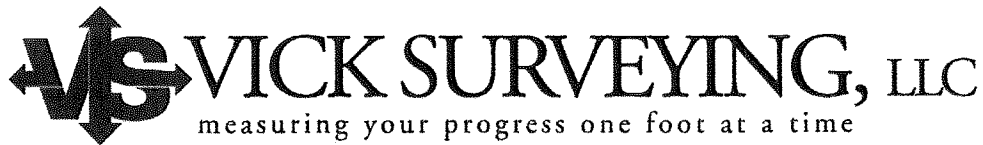
For Lot #1 of the

**Janice Austin Property on Millie Lane**

**PRESENTED TO  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION**

<b>DEVELOPER:</b> Roland Properties, LLC	<b>SURVEYOR:</b> CHRISTOPHER M. VICK
<b>ADDRESS:</b> 2300 West Jackson St. Cookeville, TN 38501	<b>ADDRESS:</b> 2772 Hidden Cove Road COOKEVILLE, TN 38506
<b>TELEPHONE:</b> 931-252-0811	<b>TELEPHONE:</b> 931-372-1286
<b>OWNER:</b>	<b>OWNER:</b> Janice Austin Et Al
<b>ADDRESS:</b>	<b>ADDRESS:</b> 199 Millie Lane Barton, TN 38544
<b>TELEPHONE:</b>	<b>TELEPHONE:</b> 931-310-8425
<b>ACREAGE SUBDIVIDED:</b> 1.54 LOTS: 1	<b>TAX MAP:</b> 37 <b>P/O PARCEL NO:</b> 6100
<b>DEED BOOK REFERENCE:</b> R574018 & R51488/721	<b>SCALE:</b> 1"=60'-0" <b>DATE:</b> 14 March 2025

Christopher M. Vick, RLS #2164  
 VICK SURVEYING, LLC  
 2772 Hidden Cove Road, Cookeville, TN 931-372-1286



2772 Hidden Cove Road  
Cookeville, TN 38506

Phone 931-372-1286  
[www.vicksurveying.com](http://www.vicksurveying.com)

The following is a description of a portion of the Janice Austin Et Al property located at 199 Millie Lane and on the corner of the Gainesboro Highway (State Highway 56) and the Nashville Highway (State Highway 70) in the 18th Civil District of Putnam County, Tennessee. (Reference RB 740 Page 8 and RB 1488 Page 721 and Part of Tax Map 37 Parcel 61.00)

**Being Lot #1 of the Janice Austin Property on Millie Lane as shown on a plat to be recorded in the Register's Office for Putnam County, Tennessee and being more particularly described as follows:**

Beginning at a highway monument being the southeastern corner of this described parcel located in the intersection of Nashville Highway (State Highway 70) and Gainesboro Highway (State Highway 56) as well as being located S 01°56'05" W 196.71 feet from a power pole and furthermore being located S 07°48'26" E 380.28 feet from a GPS Base Point having State Plane Coordinates of Northing 669656.88 Easting 2078208.57; thence going with the right-of-way of Nashville Highway (State Highway 70) S 50°12'34" W 74.57 feet to a ½" pipe (set); thence S 73°54'10" W 53.12 feet to a PK Nail (set); thence S 73°54'10" W 55.31 feet to a PK Nail (set); thence leaving Nashville Highway (State Highway 70) and going with the APC Ace Bolster LLC property N 03°17'17" E 202.66 feet to a 3/8" rebar (found); thence continuing with the same S 86°38'11" W 12.22 feet to a ½" pipe (set); thence leaving APC Ace Bolster LLC and going with the remainder of the Janice Austin Et Al property N 03°13'20" E 244.89 feet to a ½" pipe (set); thence S 83°09'06" E 20.04 feet to a ½" pipe (set); thence leaving Austin and going with the right-of-way of Millie Lane S 83°09'06" E 31.75 feet to a ½" pipe (set); thence S 83°12'46" E 118.50 feet to a highway monument; thence leaving Millie Lane and going with the right-of-way of Gainesboro Highway (State Highway 56) S 03°25'06" W 348.76 feet to the point of beginning being 1.54 acres as surveyed by Christopher M. Vick R.L.S #2164 on 14 March 2025.

**Ingress & Egress Easement**

Note: The above-described property is subject to an Ingress and Egress easement along a portion of the abandoned road for the benefit of the property referenced as Map 56 Parcel 30.00, being more particularly described as follows:

Beginning at a PK Nail (set) being the southwestern corner of this described easement located in the northern right-of-way of the Nashville Highway (State Highway 70) as well as being located S 87°09'20" W 12.94 feet from a water meter and furthermore being located S 13°34'58" W 467.62 from a GPS Base Point having State Plane Coordinates of Northing 669656.88 Easting 2078208.57; thence leaving Nashville Highway (State Highway 70) and going with the western edge of this easement along the boundary of APC ACE Bolster LLC N 03°17'17" E 186.40 feet to a point at the end of this easement being located S 03°17'17" W 16.27 feet from a 3/8" rebar (found); thence going with the northern end of this easement S 86°48'26" E 41.69 feet to a point being located S 03°11'34" W 24.74 feet from a 1/2" pipe (set); thence going with the eastern edge of this easement S 03°11'34" W 147.84 feet to a concrete monument, thence S 03°11'34" W 23.86 feet to in the northern right-of-way of Nashville Highway (State Highway 70) being located S 73°54'10" W 10.81 feet from a PK Nail (set); thence going with the said right-of-way S 75°54'10" W 44.50 feet to the point of beginning, as surveyed by Christopher M. Vick R.L.S #2164 on 14 March 2025.

**The above-described property, referenced as Lot #1 of the Austin Property on Millie Lane, includes the following described parcels:**

**Parcel A (Janice Austin Et Al Property)**

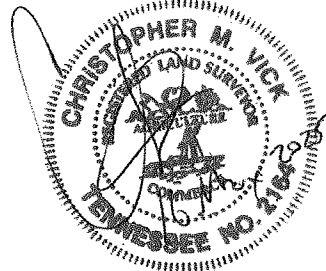
Beginning at a highway monument being the southeastern corner of this described parcel located in the intersection of Nashville Highway (St. Hwy. 70N) and Gainesboro Highway (State Highway 56) as well as being located S 01°56'05" W 196.71 feet from a power pole and furthermore being located S 07°48'26" E 380.28 feet from a GPS Base Point having State Plane Coordinates of Northing 669656.88 Easting 2078208.57; thence going with the original right-of-way of Nashville Highway (State Highway 70) S 70°28'26" W 124.56 feet to a highway monument; thence leaving the original right-of-way of Nashville Highway (State Highway 70) and going with the eastern right-of-way of an abandoned road N 03°11'34" E 172.58 feet to a ½" pipe (set); thence crossing the said abandoned road S 85°55'39" W 34.08 feet to a ½" pipe (set); thence going with the western right-of-way of the said abandoned road S 03°13'20" W 3.26 feet to a ½" pipe (set); thence S 86°38'11" W 7.91 feet to a 3/8" rebar (found); thence leaving the abandoned road and going with the APC Ace Bolster LLC property S 86°38'11" W 12.22 feet to a ½" pipe (set); thence leaving APC Ace Bolster LLC and going with the remainder of the Janice Austin Et Al property N 03°13'20" E 244.89 feet to a ½" pipe (set); thence S 83°09'06" E 20.04 feet to a ½" pipe (set); thence leaving Austin and going with the right-of-way of Millie Lane S 83°09'06" E 31.75 feet to a ½" pipe (set); thence S 83°12'46" E 118.50 feet to a highway monument; thence leaving Millie Lane and going with the right-of-way of Gainesboro Highway (State Highway 56) S 03°25'06" W 348.76 feet the point of beginning being 1.29 acres as surveyed by Christopher M. Vick R.L.S #2164 on 14 March 2025.

**Portion of Millie Lane (Abandoned) within Parcel A**

Beginning at a ½" pipe (set) being the southeastern corner of this described parcel being located in the eastern right-of-way of an abandoned road as well as being located N 03°11'34" E 172.58 feet from a highway monument and furthermore being located S 12°50'55" W 252.39 feet from a GPS Base Point having State Plane Coordinates of Northing 669656.88 Easting 2078208.57; thence crossing the said abandoned road S 85°55'39" W 34.08 feet to a ½" pipe (set); thence going with the Janice Austin Et Al property N 03°13'20" E 238.05 feet to a ½" pipe (set); thence crossing the abandoned road S 83°09'06" E 31.75 feet to a ½" pipe (set); thence going with the Janice Austin Et Al property S 02°41'59" W 231.72 feet to the point of beginning being 0.18 acres as surveyed by Christopher M. Vick R.L.S #2164 on 14 March 2025.

**Parcel B (Nashville Highway Right-of-way (Abandoned) and Portion of Millie Lane (Abandoned))**

Beginning at a highway monument being the easternmost corner of this described parcel located in the intersection of Nashville Highway (State Highway 70) and Gainesboro Highway (State Highway 56) as well as being located S 01°56'05" W 196.71 feet from a power pole and furthermore being located S 07°48'26" E 380.28 feet from a GPS Base Point having State Plane Coordinates of Northing 669656.88 Easting 2078208.57; thence going with the right-of-way of Nashville Highway (State Highway 70) S 50°12'34" W 74.57 feet to a ½" pipe (set); thence S 73°54'10" W 53.12 feet to a PK Nail (set); thence S 73°54'10" W 55.31 feet to a PK Nail (set); thence leaving Nashville Highway (State Highway 70) and going with the APC Ace Bolster LLC property N 03°17'17" E 202.66 feet to a 3/8" rebar (found); thence leaving APC Ace Bolster LLC and going with the Janice Austin property N 86°38'11" E 7.91 feet to a ½" pipe (set); thence continuing with the same N 03°13'20" E 3.26 feet to a ½" pipe (set); thence N 85°55'39" E 34.08 feet to a ½" pipe (set); thence S 03°11'34" W 172.58 feet to a highway monument; thence N 70°28'26" E 124.56 feet to the point of beginning being 0.25 acres as surveyed by Christopher M. Vick R.L.S #2164 on 14 March 2025.



# City of Baxter Annexation Request Form

The undersigned requests annexation of the subject tract into the City of Baxter's jurisdiction.

The following information is needed for an annexation request:

☒ Accurate surveyor's description of the property including the Civil District or a plat showing dimensions of lot.

☐ A copy of the Recorded Deed.

Name of Owner

Austin, Tom, Donna & Janice  
(last) (first) (middle)

911 Address of property to be annexed: 199 Millie Lane

I, the undersigned, am the current owner of the tract described above and I request annexation into the city limits of the City of Baxter, Tennessee.

Owner's Signature

See attached

Date

Acknowledgement:

STATE OF TENNESSEE  
COUNTY OF PUTNAM

Before me, the Undersigned, a Notary Public in and for said county and state personally appeared \_\_\_\_\_, with whom I am personally acquainted with and who acknowledged that they executed the foregoing instrument for the purposes therein contained.

Witness my hand and seal at Baxter, Tennessee, this the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**REVIEW AND ADMINISTRATION:**

Meeting Date Set For: 6-5-25

Recommendations from Other Agencies, Boards or Departments:

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Application Reviewed by Building Inspector  
Comments and Action:

Date \_\_\_\_\_

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Application Reviewed by Planning Staff  
Comments and Action:

Date \_\_\_\_\_

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**DISPOSITION**

Publication Date of Hearing \_\_\_\_\_ (Attach newspaper notice)

Public Hearing Commentary \_\_\_\_\_

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**ACTION BY PLANNING COMMISSION:**

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**ACTION BY BOARD OF MAYOR AND ALDERMEN:**

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CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISHED THE MINIMUM BUILDING RESTRICTIONS LINES, AND DEDICATED ALL STREET, ALLEYS, WALKS, AND PARKS AS SHOWN TO THE PUBLIC OR PRIVATE USE NOTED. I (WE) FURTHER ACKNOWLEDGE THAT ANY CHANGE TO THIS SUBDIVISION CONSTITUTES A RESUBDIVISION AND REQUIRES THE APPROVAL OF THE PLANNING COMMISSION.

\_\_\_\_\_  
DATE OWNER

\_\_\_\_\_  
DATE OWNER

CERTIFICATE OF ACCURACY AND PRECISION

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE BAXTER PLANNING COMMISSION. I FURTHER CERTIFY THAT THE DEGREE OF PRECISION (LINEAR AND ANGULAR) MEETS THE STANDARDS REQUIRED OF AN URBAN AND SUBDIVISION AS ESTABLISHED BY THE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS. I ALSO HEREBY CERTIFY THAT THE MONUMENTS AND PINS HAVE BEEN PLACED AS SHOWN HEREON, TO THE SPECIFICATIONS OF THE BAXTER PLANNING COMMISSION.

\_\_\_\_\_  
DATE REGISTERED ENGINEER OR SURVEYOR  
RLS #2171

CERTIFICATION OF EXISTING WATER LINES AND/OR UTILITIES

I HEREBY CERTIFY THAT THE WATER LINES, SEWER LINES AND/OR OTHER UTILITIES SHOWN HEREON ARE IN PLACE.

\_\_\_\_\_  
DATE WATER DEPARTMENT

CERTIFICATE OF APPROVAL 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 VARIANCES, IF ANY, AS ARE NOTED IN THE OFFICIAL MINUTES OF THE BAXTER PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF PUTNAM COUNTY, TENNESSEE.

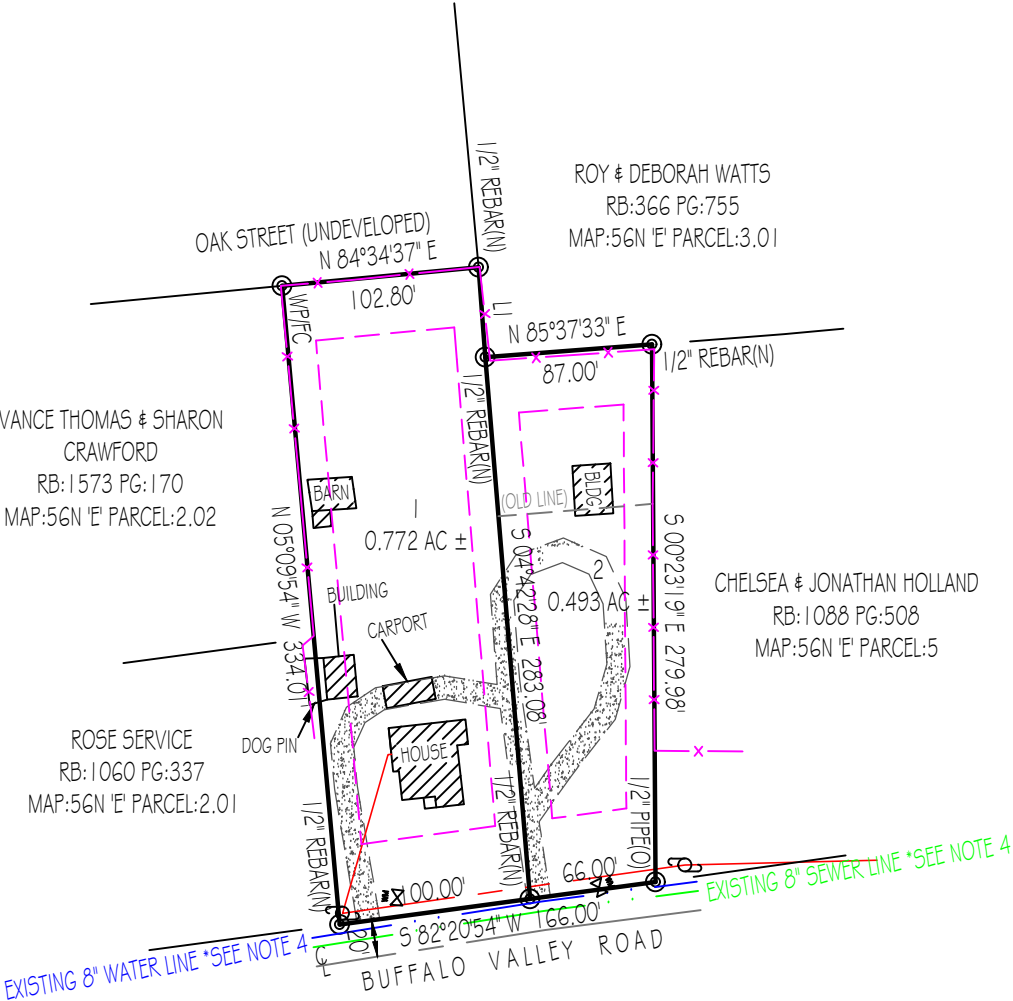
\_\_\_\_\_  
DATE SECRETARY, BAXTER MUNICIPAL  
PLANNING COMMISSION

CERTIFICATION OF EXISTING STREET(S)

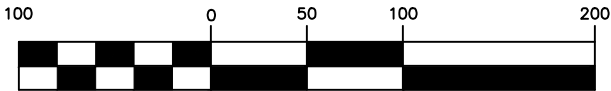
I HEREBY CERTIFY THAT THE STREET(S) SHOWN ON THIS PLAT HAS (HAVE) THE STATUS OF AN ACCEPTED PUBLIC STREET(S) REGARDLESS OF CURRENT CONDITION.

\_\_\_\_\_  
DATE MAYOR OR STREET DEPT. REPRESENTATIVE

LINE	BEARING	DISTANCE
L1	S 04°23'22" E	47.07'



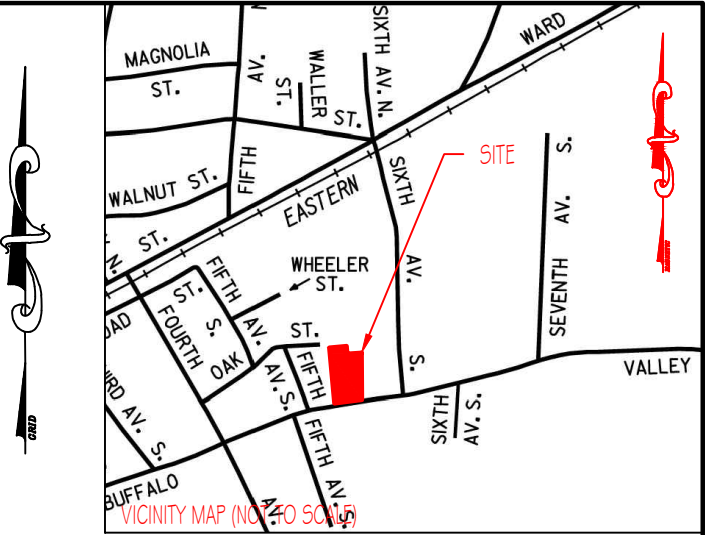
GRAPHIC SCALE



( IN FEET )  
1 inch = 100 ft.

LEGEND

- (N) (NEW)
- (O) (OLD)
- C CENTERLINE
- P POWER POLE
- X FENCELINE
- FC FENCE CORNER
- WP WOOD POST



NOTES:

- THIS SURVEY WAS CONDUCTED FROM THE CURRENT DEED OF RECORD AND IS SUBJECT TO ANY INFORMATION WHICH A TITLE SEARCH WOULD REVEAL.
- THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAYS, AND/OR LEASES WHICH COULD AFFECT THE PROPERTY.
- THIS PROPERTY IS NOT IN A FLOOD ZONE, TO THE BEST OF MY KNOWLEDGE, ACCORDING TO FIRM MAP #47141C0095D, EFFECTIVE MAY 16, 2007.
- INFORMATION FROM UTILITY COMPANY WILL BE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES TO DEVELOP A VIEW OF THOSE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED TO CONTACT THE UTILITY COMPANY OR DIAL 811.
- IF THE STRUCTURE IS EVER DESTROYED, IF REPLACED IT MUST BE WITHIN THE BUILDING SETBACKS.
- PROPERTY IS LOCATED IN ZONE R-1 WITHIN BAXTER CITY LIMITS AND IS SUBJECT TO ALL ZONING REGULATIONS FOR ZONES R-1.
- MINIMUM BUILDING SETBACKS ARE AS FOLLOWS:  
FRONT: 40'  
SIDE: 15'  
REAR: 30'

FINAL PLAT FOR

STEFANIE MEADOWS DIVISION

PRESENTED TO  
CITY OF BAXTER PLANNING COMMISSION

OWNER: STEPHANIE MEADOWS	SURVEYOR: ALLEN MAPLES LAND SURVEYING
ADDRESS: 520 BUFFALO VALLEY ROAD	ADDRESS: 38 MAYBERRY STREET
BAXTER, TN 38544	SPARTA, TN 38583
TELEPHONE: (931) 738-0098	TELEPHONE: (931) 837-5446
P/L RB: 648 PG: 528	TAX MAP: 56N 'E' PARCEL: 3 & 4
DATE: 03/27/2025	20TH C.D. - PUTNAM COUNTY, TN
SCALE: 1" = 100'	ACREAGE SUBDIVIDED: 1.265 AC ±
DRAWING #25-087 A3	NUMBER OF LOTS: 2

GPS CERTIFICATION:

I, ALLEN MAPLES, JR., HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:  
A: POSITIONAL ACCURACY - 0.05 FEET  
B: TYPE OF GPS FIELD PROCEDURE - REAL TIME KINEMATIC  
C: DATES OF SURVEY - 03/27/2025  
D: DATUM/EPOCH - NAD83 (2011) / EPOCH: 2010.0000  
E: PUBLISHED/FIXED-CONTROL USE - ASSUMED (AS SHOWN ON PLAT)  
F: GEOID MODEL - GEOID 2018  
G: COMBINED GRID FACTOR(S) - 0.99991750  
H: CONVERGENCE ANGLE - 0°12'49"





## **RESOLUTION 2024-11**

**A RESOLUTION ADOPTING A PLAN OF SERVICE FOR THE ANNEXATION OF APPROXIMATELY 1.54 ACRES OF PROPERTY, OWNED BY JANICE AUSTIN, TOM AUSTIN, AND DONNA AUSTIN LOCATED AT THE CORPORATE BOUNDARY OF THE CITY OF BAXTER, TENNESSEE.**

**Whereas,** TCA 6-51-102 as amended requires that a plan of service be adopted by the governing body of a city prior to passage of an annexation ordinance.

**Whereas,** the City of Baxter, at the request of The Baxter Planning Commission contemplates the proposed annexation of the following property:

Located at Map 37 Parcel 61.00, owned by Janice Austin, Tom and Donna Austin containing approximately 1.54 acres. Property is located at 199 Millie Lane Baxter, TN 38544.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAXTER, TENNESSEE:**

Section 1. Pursuant to the provisions of section 6-51-102, Tennessee Code Annotated, there is hereby adopted, for the area as described above, the following plan of service:

- a. Police  
Patrolling, radio responses to calls, and other routine police services, using present personnel and equipment, will be provided on the effective date of annexation.
- b. Fire  
Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.
- c. City Water and Sanitary Sewers
  - (1) City Water is currently unavailable with the City of Baxter.
  - (2) Sanitary Sewer System is not available. Extension of sanitary sewer systems will be at the expense of the property owner.
  - (3) Extensions of water or sanitary sewer system would be in accordance with City policy and procedures.
- d. Refuse Collection  
The same regular refuse collection service now provided within the city will be extended to the annex area within one week after the effective date of annexation.
- e. Inspection Services  
Any inspection services now offered by the city (building, electrical, plumbing, gas, housing, weights and measures, sanitation, etc.) will begin in the annexed area on the effective date of annexation.

f. Planning and Zoning

The planning and zoning jurisdiction of the town will extend to the annexed area on the effective date of the annexation. City planning will thereafter encompass the annexed area. After being studied by the Planning Commission, the property herein annexed shall be zoned R-1, Low Density Residential.

g. Schools

The same program of education will be offered in the annexed area as in other schools of the city system.

Section 2. This resolution shall be effective from and after its adoption.

\_\_\_\_\_  
Danny Holmes, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Sharon E Carlile, City Recorder

\_\_\_\_\_  
Date

Seal