

MEMORANDUM

TO: Baxter Municipal Planning Commission Members  
FROM: Tommy Lee, Staff Planner  
DATE: September 29, 2025  
SUBJECT: October 2, 2025 Planning Commission Meeting

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The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday October 2, 2025 at 5 P.M. in the Baxter City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Approval of August 7, 2025 minutes.
3. Consideration of request to rezone property located at 199 Millie Lane from R-1 (Low Density Residential) to C-2 (General Commercial).
4. Other business as necessary.
5. Adjourn.

CTL

Richard Waller \_\_\_ Robert Vinson \_\_\_ Jeff Herald \_\_\_ Greg Phillips \_\_\_ Donna Jones \_\_\_ Susan Swartzentrover \_\_\_

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

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

**REPORT OF MEETING  
BAXTER MUNICIPAL PLANNING COMMISSION  
AUGUST 7, 2025**

**MEMBERS PRESENT**

Danny Holmes, Mayor  
Jeff Herald  
Richard Waller  
Robert Vinson  
Donna Jones  
Greg Phillips  
Suzan Swartzentrovers

**MEMBERS ABSENT**

None

**STAFF PRESENT**

Tommy Lee, UCDD Planner by phone

**OTHERS PRESENT**

Matt White, Fire Chief  
John Ramsey, Public Works Director  
Tom Bennett, City Engineer  
Jackie Schubert  
Tom Sergio  
Stephen Raper  
Joe Nichols  
Boylen Baker  
Trevor Bryan  
Bob Lane, Building Inspector

**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 August 7, 2025 at 5:05 P. M. at the Baxter City Hall.

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

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the July 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 SUBDIVISION PLAT FOR PROPERTY LOCATED ON DALE MIRES LANE AND GAINESBORO HIGHWAY (SCHUBERT DIVISION)**

Jackie Schubert presented a preliminary subdivision plat for Phase II-B for the purpose of subdividing 2.47 acres into sixteen (16) proposed new lots for property located near Dale Mires Lane. The proposed new lots will be for single-family homes on individual lots. The proposed lots would range in size from 0.126 acres (5,500 square feet) to 0.137 acres (6,000 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, a proposed fire hydrant and a proposed city street (London Court). Lots 118 and 119 were granted lot width variances from the Board of Zoning Appeals at the August 7, 2025 meeting. 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. This plat was granted preliminary approval at the March 6, 2025 meeting and it was granted final approval at the June 5, 2025 meeting. This plat will replace the plat approved at the June 5, 2025 meeting. Building Inspector Bob Lane stated that the city has requested that Schubert improve the visibility at the intersection of London Court and Coon Hunt Way. After discussion, Donna Jones made a motion to approve the submitted final plat pending that all required signatures be obtained. Susan Swartzentrovers seconded and the motion passed with a vote of all ayes.

**ITEM 4: CONSIDERATION OF FINAL SITE PLAN TO ESTABLISH A RESTAURANT FOR PROPERTY LOCATED ON FAST LANE (DOMINOS SITE PLAN)**

Tom Sergio and Joe Nichols submitted a site plan on behalf of Dominos to establish a restaurant for property located on Fast Lane. Nichols stated that the proposed building would consist of 1,583 square feet. Staff Planner stated that site plan complied with zoning ordinance. After discussion, Greg Phillips made a motion to grant final approval to the submitted site plan. Susan Swartzentrover seconded and the motion passed with a vote of all ayes.

With no other business to discuss, Donna Jones made a motion to adjourn. Robert Vinson seconded and the motion passed with a vote of all ayes. The next meeting of the Baxter Municipal Planning Commission will be held on September 4, 2025.

CTL

# City of Baxter Re-zoning Application

Application must be completed in its entirety. A non-refundable fee of \$50.00 must be submitted with application.

## GENERAL INFORMATION:

Name of applicant ROBERT DAVID G.  
(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:

### Planning Commission

Requested Action:  Property Re-zoning

### PROPERTY LOCATION:

Address: 199 Millie Ln.

Parcel Information: \_\_\_\_\_  
District Map Ctl Gp Parcel No. SI

Present Zoning Classification R1 Proposed Zoning Classification C2 General Commercial

Description of Intended Use of Property: Future Development

Reasons for Request: Was intended to be commercial  
with recent annexation

[Signature]  
Applicant's Signature

9/22/25  
Date

**REVIEW AND ADMINISTRATION:**

Meeting Date Set For: \_\_\_\_\_

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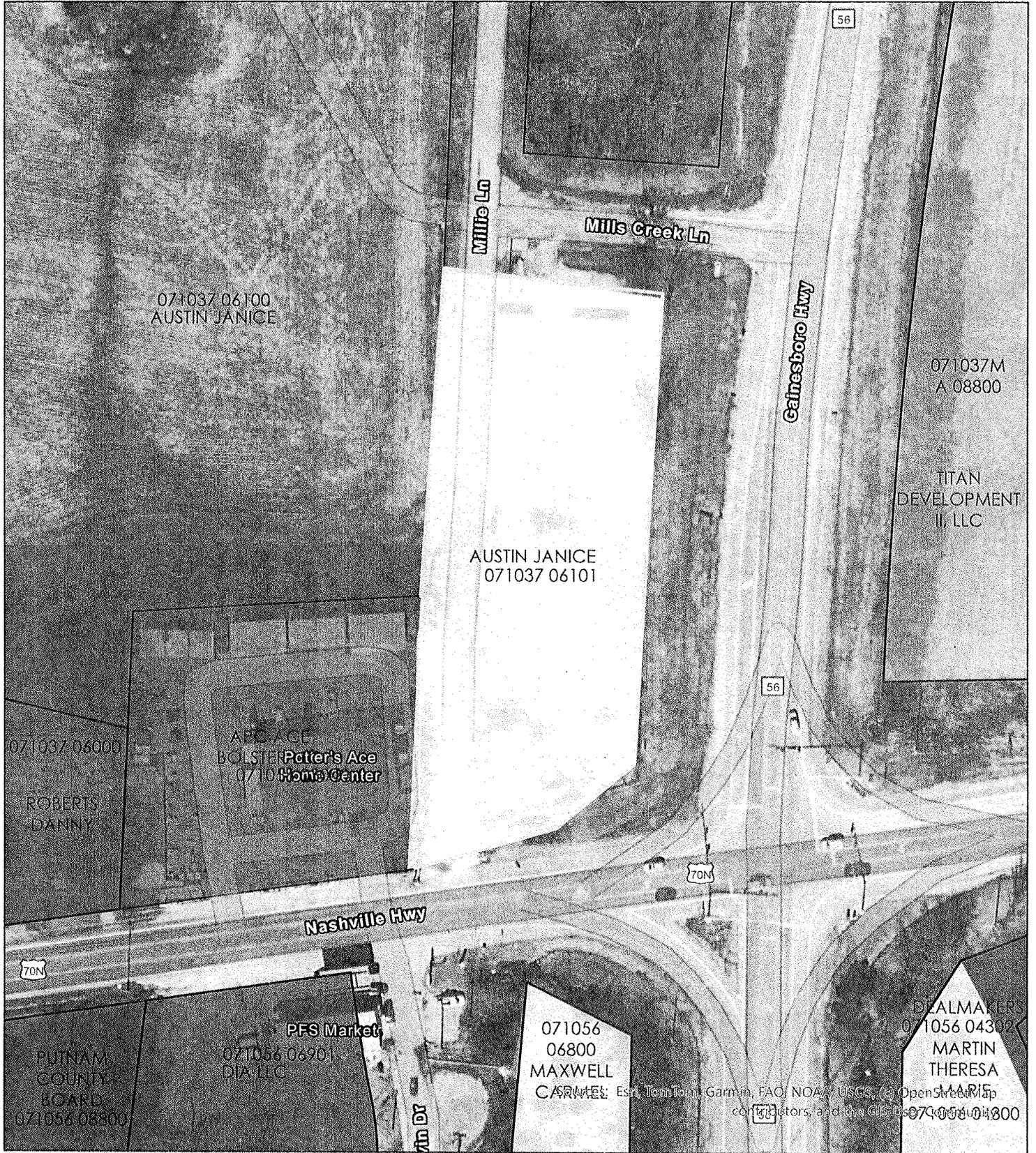
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**ACTION BY BOARD OF MAYOR AND ALDERMEN:**

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# 199 Millie Ln Rezoning



	C-1		CBD		R-1		R-3
	C-2		I-1		R-2		R-M

