

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: October 30, 2025

SUBJECT: November 6, 2025 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday November 6, 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 October 2, 2025 minutes.
3. Consideration of final subdivision plat for property located on Main Street (ERB Properties-Copper Hill Phase 2)
4. Consideration of expansion of the Baxter Urban Growth Boundary.
5. Other business as necessary.
6. Adjourn.

CTL

See Agenda Review*

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___

Agenda Review

ERB Properties Division—Final

At the January 21, 2025 meeting, Surveyor Taylor Dillehay submitted a preliminary plat on behalf of ERB properties for the purpose of subdividing 51.79 acres into 120 proposed new lots for property located on Main Street. The proposed new lots would range in size from 10,937 square feet to 56,144 square feet and all of the proposed new lots are currently vacant. The proposed new lots would be served by a proposed eight (8) inch water line, a proposed eight (8) inch sewer line, three (3) proposed new city streets (to be named Regan Loop, Reece Road and Riley Lane) and multiple fire hydrants. The proposed new lots are zoned R-3 (Super High Density Residential) and comply with all subdivision regulations and the zoning ordinance. Building Inspector Bob Lane stated that the eastern lots of the proposed division would use the sewer line located on Main Street and the western lots would use the sewer line located on the adjacent western property. Dillehay asked if the property could be developed in phases. Staff Planner stated that the property could be developed in phases but final approval could only be granted if the infrastructure was completely installed for that particular phase. 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 ayes. At the November 6, 2025 meeting, the final plat for Phase 2 will be presented for consideration of approval. In this submitted phase, ERB properties will subdivide 22.12 acres into fifty-five (55) new lots to be located on Main Street. The proposed new lots would range in size from 10,835 square feet to 54,979 square feet and all of the proposed new lots are currently vacant. The proposed new lots would be served by a proposed eight (8) inch water line, a proposed eight (8) inch sewer line, two (2) proposed new city streets (to be named Regan Loop and Reece Road) and multiple fire hydrants. The proposed new lots are zoned R-3 (Super High Density Residential) and comply with all subdivision regulations and the zoning ordinance.

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
OCTOBER 2, 2025**

MEMBERS PRESENT

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

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
Tom Austin
David Roland

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 June 5, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF MAY 1, 2025 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the May 1, 2025 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 ayes.

ITEM 3: CONSIDERATION OF REQUEST TO REZONE PROPERTY LOCATED AT 199 MILLIE LANE FROM R-1 (LOW DENSITY RESIDENTIAL) TO C-2 (GENERAL COMMERCIAL) (AUSTIN REQUEST).

Staff Planner presented a request on behalf of Tom Austin to rezone property located at 199 Millie Lane from R-1 (Low Density Residential) to C-2 (General Commercial). Staff Planner stated that the property was recently annexed into the corporate limits and Austin did not realize that the property was annexed in as R-1. Staff Planner stated that the aforementioned property is adjacent to a parcel that is already zoned C-2 so that the proposed action would not be considered spot zoning. After discussion, Greg Phillips made a motion to recommend to the city council that the property at 199 Millie Lane be rezoned from R-1 to C-2. Robert Vinson 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 November 6, 2025.

CTL

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, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES, AND DEDICATE ALL STREETS, 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 _____

CERTIFICATE OF APPROVAL OF WATER LINES

I HEREBY CERTIFY THAT (1) WATER LINES AND FIRE HYDRANTS, IF NECESSARY, ARE INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO SPECIFICATIONS OF THE BAXTER PLANNING COMMISSION OR (2) A FINANCIAL GUARANTEE ACCEPTABLE TO THE BAXTER PLANNING COMMISSION IN THE AMOUNT OF \$ _____ HAS BEEN POSTED TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN THE CASE OF DEFAULT.

DATE _____ WATER DEPARTMENT / CITY ENGINEER _____

CERTIFICATE OF ACCURACY AND PRECISION

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY TO THE LEVEL OF 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 SUBURBAN DIVISION 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 _____ SURVEYOR _____

CERTIFICATE OF APPROVAL OF SEWAGE COLLECTION FACILITIES

I HEREBY CERTIFY THAT (1) PUBLIC SEWAGE COLLECTION FACILITIES ARE INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO TOWN OF BAXTER'S SPECIFICATIONS, OR (2) A FINANCIAL GUARANTEE ACCEPTABLE TO THE BAXTER PLANNING COMMISSION IN THE AMOUNT OF \$ _____ HAS BEEN POSTED TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN THE CASE OF DEFAULT.

DATE _____ SEWER DEPARTMENT / CITY ENGINEER _____

CERTIFICATE OF APPROVAL OF STREETS AND DRAINAGE SYSTEMS

I HEREBY CERTIFY THAT (1) STREETS, DRAINAGE SYSTEMS (EASEMENTS, CULVERTS, ETC.) AND OTHER IMPROVEMENTS (CURB, SIDEWALKS, ETC.) AS REQUIRED BY THE BAXTER PLANNING COMMISSION ARE INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO REQUIRED SPECIFICATIONS, OR (2) A FINANCIAL GUARANTEE ACCEPTABLE TO THE BAXTER PLANNING COMMISSION IN THE AMOUNT OF \$ _____ HAS BEEN POSTED TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN THE CASE OF DEFAULT.

DATE _____ BAXTER STREET DEPT. REP. _____

CERTIFICATE OF APPROVAL OF 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 _____

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 65°20'39" W	53.80
L2	N 84°19'22" W	50.91
L3	N 83°49'07" W	86.17
L4	N 84°19'22" W	40.00'
L5	N 84°19'22" W	80.00'
L6	S 84°05'04" E	20.64'
L7	N 27°31'04" E	59.00'
L8	S 62°28'56" E	81.32'
L9	S 74°43'30" E	29.18'
L10	S 06°00'57" E	40.00'
L11	S 78°08'04" E	19.80'
L12	S 26°01'52" W	20.55'
L13	N 83°55'31" W	23.83'
L14	N 83°55'30" W	17.27'
L15	N 84°42'12" W	16.86'
L16	N 27°31'04" E	19.97'
L17	N 65°20'39" W	39.97'
L18	N 46°39'47" E	38.79'
L19	S 65°39'38" E	18.42'
L20	N 65°39'38" W	19.60'
L21	N 47°32'45" E	21.76'
L22	S 47°32'45" W	21.76'
L23	S 46°39'47" W	33.28'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1175.00	151.22	151.11	S 22°20'39" W	7.22 23'
C2	1469.64	49.16	49.16	S 25°04'21" W	1.55 00'
C3	105.00	34.78	34.62	N 74°50'00" W	18°58'43"
C4	130.00	40.57	40.41	S 87°04'31" E	17°52'33"
C5	1469.64	9.16	9.16	S 25°51'09" W	0°21'26"
C6	1469.64	40.00	40.00	S 24°53'39" W	1°33'34"
C7	480.00	44.48	44.47	S 81°40'05" E	5°18'34"
C8	480.00	41.62	41.61	S 81°50'19" E	4°58'05"
C9	480.00	2.86	2.86	S 79°11'02" E	0°20'29"
C10	520.00	48.19	48.17	S 81°40'05" E	5°18'34"
C11	145.00	48.03	47.81	N 74°50'00" W	18°58'43"
C12	480.00	44.48	44.47	N 81°40'05" W	5°18'34"
C13	520.00	48.19	48.17	N 81°40'05" W	5°18'34"
C14	245.00	20.61	20.48	N 71°17'21" E	49°15'09"
C15	245.00	42.45	42.40	S 89°02'55" E	9°55'42"
C16	245.00	79.12	78.78	N 76°44'07" E	18°30'13"
C17	245.00	89.03	88.54	N 57°04'24" E	20°49'14"
C18	420.00	207.54	205.44	S 65°35'31" E	28°18'45"
C19	420.00	83.19	83.06	S 57°06'37" E	11°20'57"
C20	420.00	67.22	67.15	S 67°22'13" E	9°10'14"
C21	420.00	57.12	57.08	S 75°51'07" E	7°47'34"
C22	730.00	179.49	179.04	S 72°42'16" E	14°05'16"
C23	730.00	53.83	53.82	S 77°38'09" E	4°13'30"
C24	730.00	125.66	125.51	S 70°35'31" E	9°31'46"
C25	770.00	189.33	188.85	N 72°42'16" W	14°05'16"
C26	770.00	95.83	95.76	N 69°13'32" W	7°07'50"
C27	770.00	80.10	80.07	N 75°46'16" W	5°57'38"
C28	770.00	13.40	13.40	N 79°14'59" W	0°59'49"
C29	380.00	187.78	185.87	N 65°35'31" W	28°18'45"
C30	380.00	56.63	56.58	N 75°28'44" W	8°32'20"
C31	380.00	85.92	85.73	N 64°43'56" W	12°57'15"
C32	380.00	45.23	45.20	N 54°50'44" W	6°49'09"
C33	480.00	96.78	96.61	N 41°46'12" E	11°33'08"
C34	160.56	114.79	112.36	N 68°04'46" E	40°57'38"
C35	199.72	140.22	137.35	S 67°39'29" W	40°13'27"
C36	199.72	50.98	50.84	S 80°27'30" W	14°37'25"
C37	199.72	89.24	88.50	S 60°20'46" W	25°36'02"
C38	520.00	104.84	104.67	S 41°46'12" W	11°33'08"
C39	205.00	176.22	170.85	S 17°12'21" W	49°15'09"

GENERAL NOTES

- THE PURPOSE OF THIS PLAT IS TO CREATE ONE FIFTY FIVE (55) RESIDENTIAL LOTS.
- ALL CORNERS ARE 1/2" REBAR SET UNLESS OTHERWISE NOTED.
- THIS SURVEY WAS DONE IN COMPLIANCE WITH CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE.
- FOR BOUNDARY AND/OR TOPOGRAPHIC ASPECTS OF THIS SURVEY, RTK GPS POSITIONAL DATA WAS OBSERVED ON OCTOBER 22, 2020 UTILIZING A TOPCON HIPER-V DUAL FREQUENCY RECEIVER. THE GRID COORDINATES OF THE FIXED STATION SHOWN WERE DERIVED USING THE CLOSEST RTCM 3.0 CORRS STATION REFERENCED TO NAD 83 (2011) (EPOCH 2010), GEOID 12A. *POSITIONAL ACCURACY OF THE GPS VELOCITORS DOES NOT EXCEED: 11.003, V 0.08
- THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAYS, RESTRICTIONS AND/OR EXCEPTIONS WHICH MAY AFFECT SAID PROPERTY.
- THIS SURVEY WAS 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 A CURRENT TITLE SEARCH WILL REVEAL.
- THIS PLAT DOES NOT PURPORT TO ADDRESS THE EXISTENCE, DETECTION OR DELINEATION OF ANY ENVIRONMENTAL PROBLEMS LOCATED WITHIN THE PERIMETER OF THE PROPERTY SHOWN HEREIN.
- LOCATIONS OF UTILITIES ARE APPROXIMATE. CONTACT THE APPROPRIATE UTILITY FOR LOCATION OR UNDERGROUND SERVICES.
- ACCORDING TO FEMA FLOOD RISK INSURANCE MAP #1410C0995D DATED 05-16-2007, NO PORTION OF THIS PROPERTY LIES WITHIN A FLOOD HAZARD AREA.

LOT TABLE

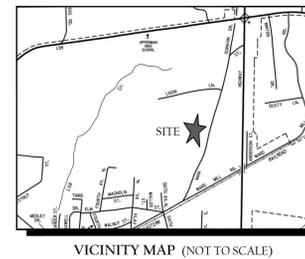
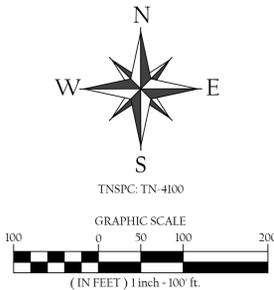
NO.	SQ. FEET	ACRES
18	18,597	0.43
19	23,840	0.55
20	10,835	0.25
21	17,810	0.41
22	12,154	0.28
23	11,953	0.27
24	11,774	0.27
25	11,769	0.27
26	21,014	0.48
27	16,284	0.37
28	10,942	0.25
29	10,895	0.25
30	16,189	0.37
32	16,146	0.37
33	11,698	0.27
34	18,609	0.43
35	25,253	0.58
36	19,636	0.45
37	11,880	0.27
38	11,855	0.27
39	11,881	0.27
40	11,808	0.27
41	11,935	0.27
49	12,000	0.28
50	12,000	0.28
51	12,000	0.28
52	12,000	0.28
53	12,000	0.28

LOT TABLE

NO.	SQ. FEET	ACRES
54	12,000	0.28
55	12,000	0.28
56	12,074	0.28
57	14,291	0.33
58	13,485	0.31
60	12,191	0.28
61	14,402	0.33
62	18,551	0.43
64	14,115	0.32
65	17,070	0.39
66	10,827	0.25
67	11,462	0.26
68	14,913	0.34
69	11,999	0.28
70	12,040	0.28
71	12,080	0.28
72	12,121	0.28
73	12,161	0.28
74	12,201	0.28
105	21,688	0.50
106	54,979	1.26
107	22,851	0.52
108	20,726	0.48
109	12,154	0.28
110	12,127	0.28
111	12,101	0.28
112	12,074	0.28

LEGEND

- IRON (OLD)
- IRON REBAR (NEW)
- NON-MONUMENTED POINT
- METAL FENCE POST
- SEWER MANHOLE
- WATER VALVE
- FIRE HYDRANT
- UTILITY POLE
- P — POWER LINE
- F — FENCE LINE
- T — TELEPHONE LINE
- W — WATER LINE
- S — SEWER LINE
- P.U.E — PUBLIC UTILITY EASEMENT
- M.B.S.L. — MINIMUM BUILDING SETBACK
- R.O.P.C. — REGISTER'S OFFICE PUTNAM COUNTY, TN
- ASPHALT SURFACE



VICINITY MAP (NOT TO SCALE)

PARCEL REFERENCE

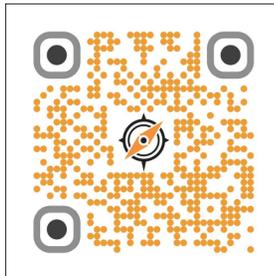
BEING A PORTION OF PARCEL 84.00, AS SHOWN ON PUTNAM COUNTY TAX MAP 056.

DEED REFERENCE

BEING A PORTION OF THE SAME PROPERTY CONVEYED TO ERB DEVELOPMENT, LLC, OF RECORD IN RECORD BOOK 1573 PAGE 775, R.O.P.C., TN.

ZONED R-3

MULTI-FAMILY RESIDENTIAL ONLY DISTRICT
SETBACKS
FRONT - 25'
REAR - 20'
SIDE - 7.5'



FINAL SUBDIVISION PLAT
COPPERHILL FARMS, PH.II
20th CIVIL DISTRICT,
PUTNAM COUNTY, TENNESSEE

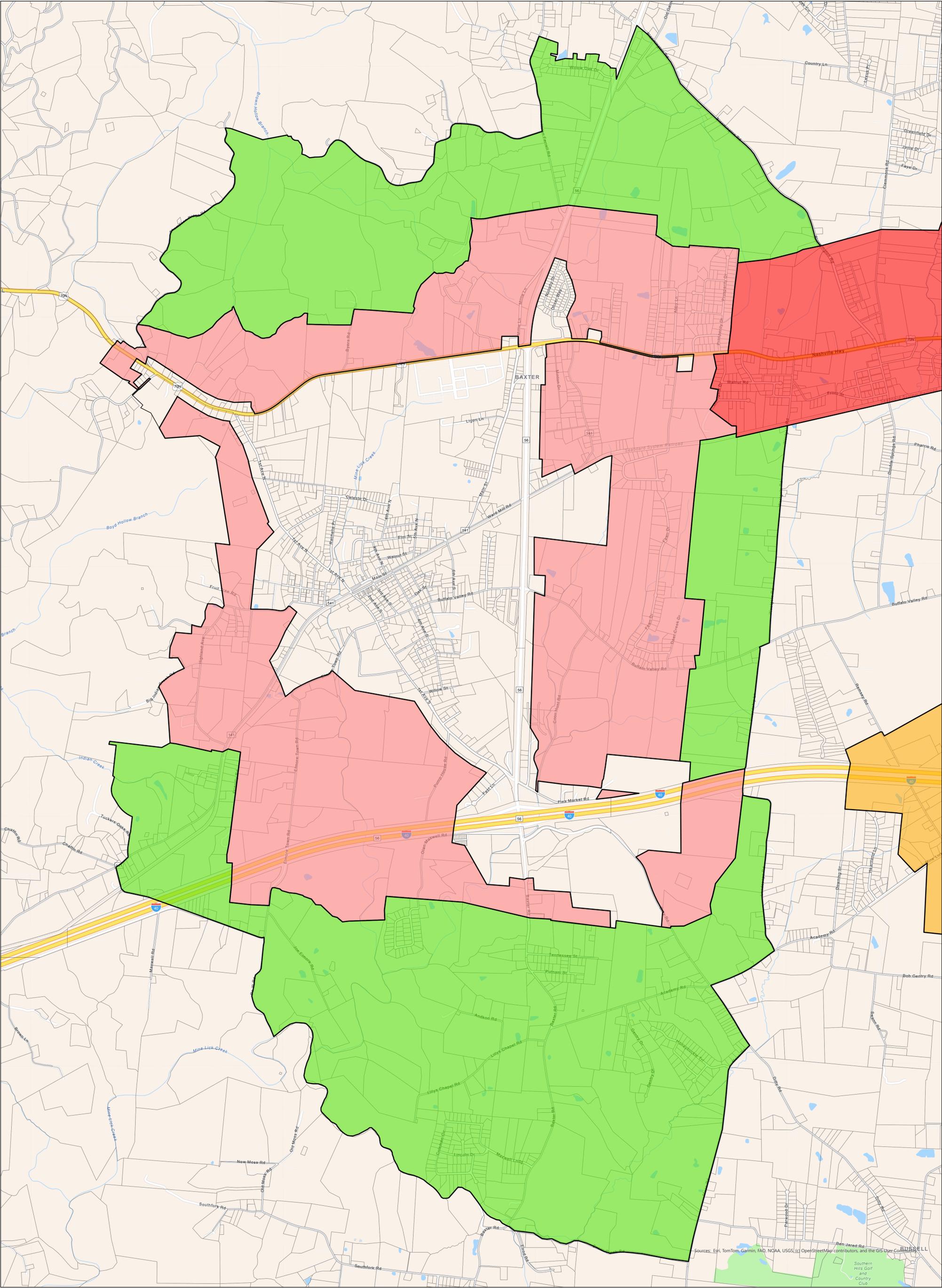
DRAWN BY: _____ TLD _____ ACRES: 22.12
NUMBER OF LOTS: 55 JOB NUMBER: 20-418
PARCEL #: p10 MAP 056, PARCEL 84.00 DATE: 10-27-2025
ADDRESS: 900 MAIN STREET SCALE: 1"=100'

OWNERS
ERB DEVELOPMENT, LLC
1794 E. SPRING STREET
COOKEVILLE, TN 38506
931-260-4330

SURVEYOR
TAYLOR DILLEHAY
WHITTENBURG LAND SURVEYING
214 EAST STEVENS STREET
COOKEVILLE, TN 38501
931-528-LAND

TOTAL AREA = 22.12 ACRES

Baxter Urban Growth Boundary



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

