

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: November 26, 2025

SUBJECT: December 4, 2025 Planning Commission Meeting

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The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday December 4, 2025 at 5 P.M. in the Baxter City Hall. The agenda for the planning commission meeting is as follows:

- I. Call to order.
2. Approval of November 6, 2025 minutes.
3. Consideration of expansion of the Baxter Urban Growth Boundary.
4. Consideration of zoning amendment for R-3 front and rear setbacks.
5. Consideration of subdivision regulation amendment requiring cluster mailboxes for all new street construction.
6. Staff Report-Honeycutt Division.\*
7. Other business as necessary.
8. Adjourn.

CTL

**See Agenda Review\***

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

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

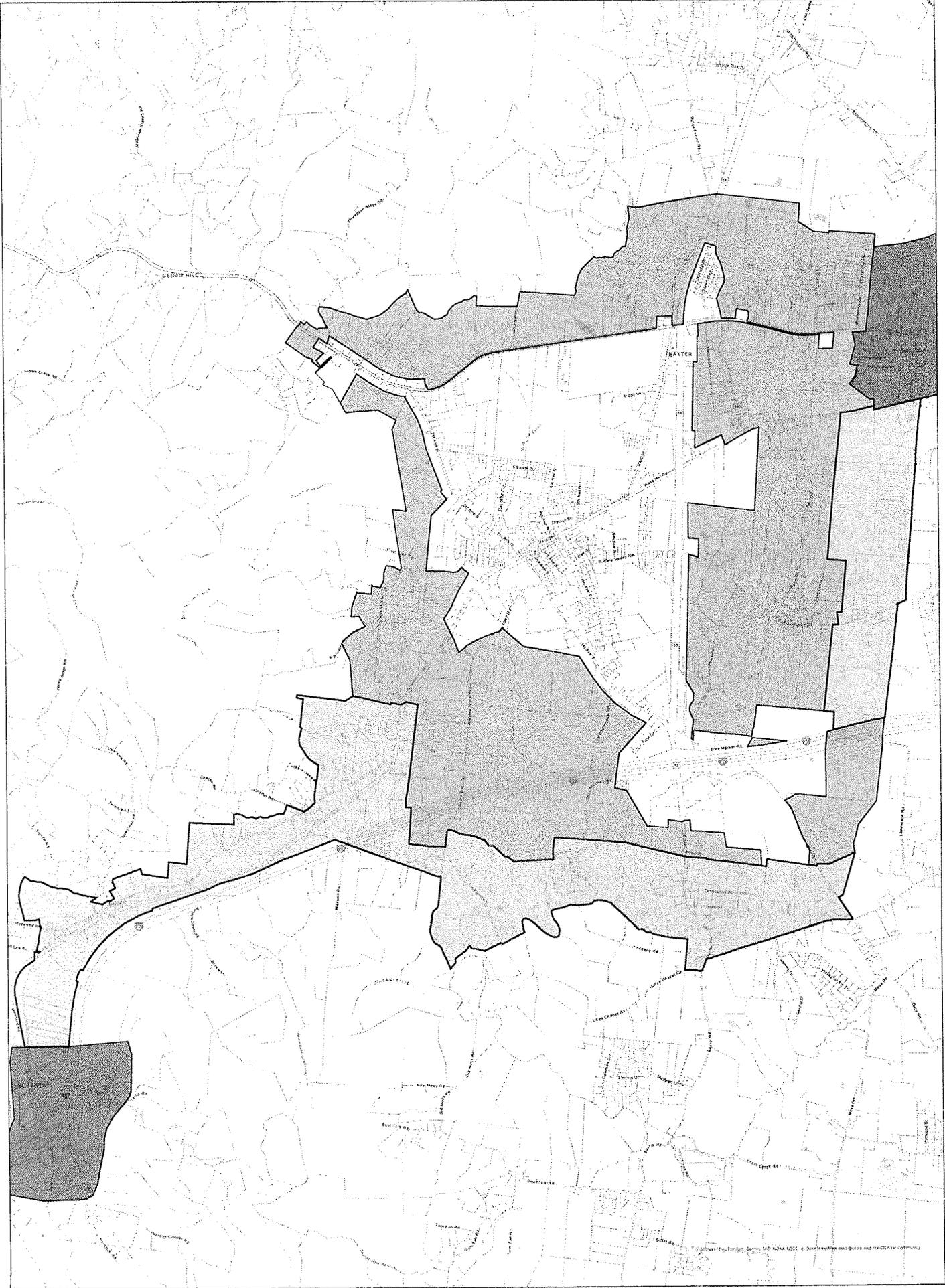
Matt White-Fire Chief\_\_\_ Tom Bennett-City Engineer\_

## **Agenda Review**

### **Honeycutt Division-Final**

Mark Honeycutt submitted a final subdivision plat for the purpose of subdividing 4.52 acres into two (2) proposed new lots for property located on Chestnut Street. Lot 1 would consist of 0.92 acres, an existing residential structure and an existing accessory structure. Lot 2 would consist of 3.60 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 six (6) inch sewer line and would comply with all other requirements of both the zoning ordinance and the subdivision regulations.

# Baxter Urban Growth Boundary



**CERTIFICATE OF ACCURACY AND PRECISION**

I hereby certify that the plan shown and described hereon is a 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 survey 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.

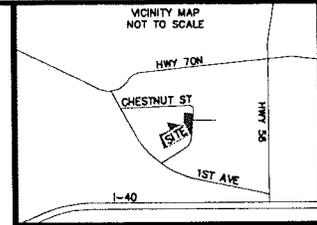
Registered Land Surveyor \_\_\_\_\_ Date \_\_\_\_\_



**CERTIFICATE OF APPROVAL FOR RECORDING**

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

Secretary, Baxter Municipal Planning Commission \_\_\_\_\_ Date \_\_\_\_\_



**CERTIFICATE OF OWNERSHIP & DEDICATION**

I hereby certify that I am the owner of the property shown and described hereon and that I adopt this plan of subdivision with my free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks, and other open spaces to public and private use as noted. I further acknowledge that any change to this subdivision constitutes a re-subdivision and requires the approval of the planning commission.

Owner \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF EXISTING SEWER LINES**

I hereby certify that the sewer lines shown hereon are in place and are maintained by the City of Baxter Water & Sewer Department.

Sewer Utility Representative \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF EXISTING WATER LINES**

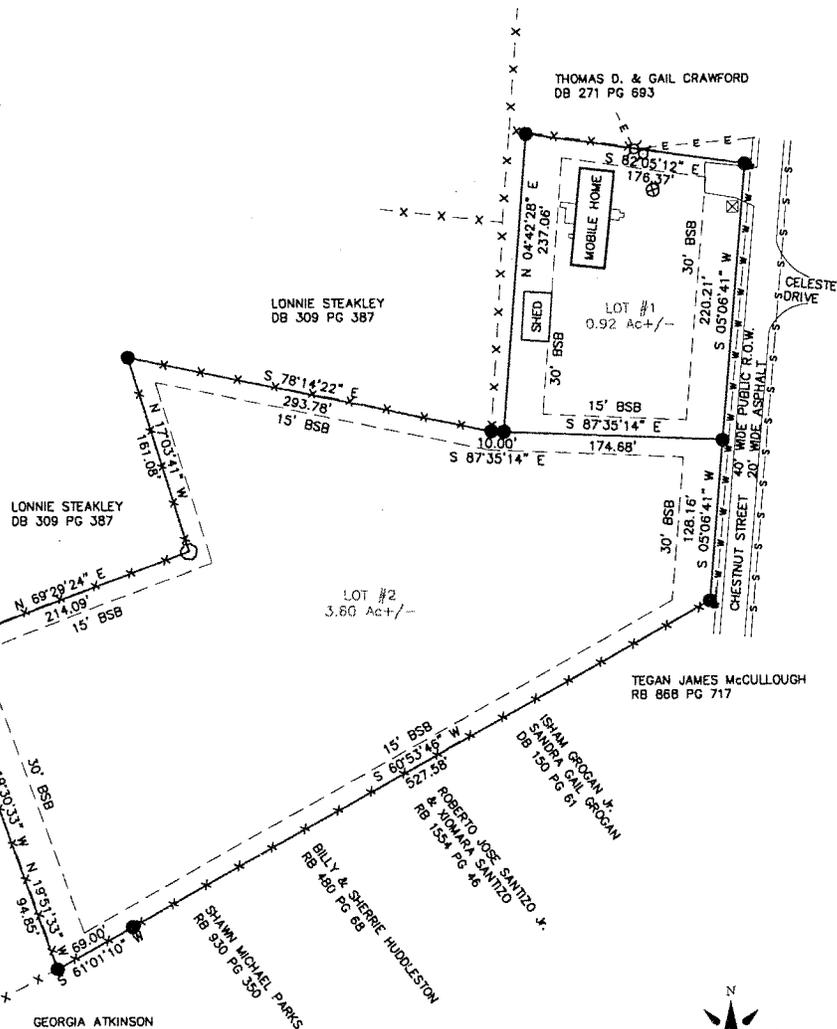
I hereby certify that the water lines shown hereon are in place and are maintained by the City of Baxter Water & Sewer Department.

Water Utility Representative \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF EXISTING STREETS & ROADS**

I hereby certify that the subdivision as shown hereon is served by a county or state road and rights-of-way are appropriate.

Baxter Street Department Representative \_\_\_\_\_ Date \_\_\_\_\_



**ZONING**

The property shown hereon is zoned R-1 - Low Density Residential.

**Building Setbacks:**  
 Front - 30'  
 Rear - 30'  
 Side - 15'

**FLOOD ZONE INFORMATION**

By graphic plotting only, this property is located in Zone "X" of the Flood Insurance Rate Map, Community Panel No. 47141C0095D, which bears an effective date of May 15, 2007 and is NOT in a special flood hazard area. No field surveying was performed to determine this Zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

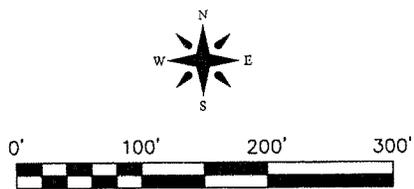
Zone "X" denotes areas outside the 500-year flood plain.

**NOTES**

- This plat and its associated elements, including the field coordinates upon which it is based, are proprietary material and information and may not be reproduced or disseminated without the expressed written consent of Global Surveying, LLC.
- This survey is subject to any and all rights-of-way easements, exceptions, setbacks, and/or restrictions, recorded and unrecorded, which may affect this property.
- The proper utility authority having jurisdiction should verify the location of any utility affecting the property shown hereon.
- This survey was completed using the latest recorded property deeds as the date of the completed field work.
- This survey does not represent a title search or a guarantee of title.

**LEGEND**

- 0.5" Iron Rod
- 14" Gum Tree
- ⊗ Water Meter
- ⊕ Water Tap
- ⊙ Utility Pole
- E- Overhead Utility Line
- X- Fence
- W- 6" Water Line
- S- 6" Sewer Line



**GLOBAL SURVEYING LLC**  
 50 Hunters Rest Lane / Piperton, TN 38017  
 1-800-603-8994

RODGERS DIVISION PRESENTED TO BAXTER MUNICIPAL PLANNING COMMISSION	
DEVELOPER: MARK HONEYCUTT ADDRESS: 3503 RICKMAN ROAD RICKMAN, TN 38582 TELEPHONE: (931) 260-4060	SURVEYOR: BRIAN MCMEANS ADDRESS: 30 HUNTERS REST LANE PIPERTON, TN 38017 TELEPHONE: (901) 207-4775
ENGINEER: ADDRESS: TELEPHONE:	OWNER: DANYELLE RODGERS ADDRESS: 144 CHESTNUT STREET BAXTER, TN 38544 TELEPHONE:
ACREAGE SUBDIVIDED: 4.52+/- NUMBER OF LOTS: 2	TAX MAP 056J GROUP A PARCEL 009.00 SCALE: 1" = 100'