

MEMORANDUM

TO: Baxter Municipal Planning Commission Members
FROM: Tommy Lee, Staff Planner
DATE: February 25, 2026
SUBJECT: March 3, 2026 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday March 3, 2026 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 February 5, 2026 minutes.
3. Consideration of subdivision regulation amendment requiring cluster mailboxes for all new street construction.
4. Discussion regarding a request to annex property located at 799 Dusty Lane into the corporate limits (Islamoglu Request)
5. Other business as necessary.
6. Adjourn.

CTL

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 ___

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
FEBRUARY 5, 2026**

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Matt White, Fire Chief
John Ramsey, Public Works Director
Bob Lane, Building Inspector
Tom Bennett, City Engineer
Kelly Porch
Marcia Lorance
Daniel Averitt

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 February 5, 2026 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF DECEMBER 4, 2025 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the December 4, 2025 meeting. Jeff Herald made a motion to approve the minutes as submitted and to dispense with the reading. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF SUBDIVISION REGULATION AMENDMENT REQUIRING CLUSTER MAILBOXES FOR ALL NEW STREET CONSTRUCTION.

At the December 4, 2025 meeting, Staff Planner stated that the United States Postal Service (USPS) will not serve residences located on newly constructed streets and due to that fact, he recommends that the subdivision regulations be amended to require cluster mailboxes for any new development requiring street construction. Staff planner stated that he would schedule a public hearing on February 5, 2026 to receive citizen comments regarding the proposed agenda. At the February 5, 2026 meeting, Chairman Waller closed the PC meeting and opened a public hearing to receive comments regarding the installation of cluster mailboxes for all new street construction. Staff Planner presented the following amendment for consideration:

A new section, titled "**Centralized Mail Delivery**," shall be added to read:

- **1.1 Requirement for Centralized Delivery:** All new residential subdivisions involving the construction of new public or private roads shall provide Cluster Box Units (CBUs) for mail delivery. Individual curbside mailboxes are prohibited on new road construction unless a written waiver is provided by the local USPS Growth Manager and submitted to the Planning Commission.
- **1.2 Location and Approval:**
 - The location of all CBUs must be approved by the local Postmaster or USPS Growth Manager **prior** to the submission of the Final Plat.
 - CBU locations must be clearly labeled on the Preliminary and Final Plats.

- CBUs shall be located to allow for safe, "pull-off" access for the carrier and shall not be placed in a manner that obstructs sight distance at intersections or driveways.
- **1.3 Construction and Accessibility:**
 - **Standard:** All units must be USPS-approved "Type 4C" pedestal-mounted CBUs or equivalent.
 - **Foundation:** Units must be mounted on a reinforced concrete pad per manufacturer and USPS specifications.
 - **ADA Compliance:** A minimum five-foot (5') wide sidewalk or hard-surface path must connect the CBU to the public sidewalk system to ensure ADA accessibility.
- **1.4 Right-of-Way Restrictions:** No CBU, associated shelter, or parking area shall be located within the public right-of-way. All units must be placed within a dedicated "Mailbox Easement" or common area on private property.

Karen Porch addressed the PC and stated that she owns property on Reece Road and her neighborhood is experiencing difficulties with the maintenance of an existing cluster mailbox unit. Multiple members questioned what entity would be responsible for the maintenance of the cluster mailbox unit once it is installed. Staff Planner stated that the proposed amendment does not address the maintenance of the unit. With no further public comment, Chairman Waller closed the public hearing and reopened the PC meeting. After discussion, Staff Planner stated that he would reach out to the City of Cookeville and the USPS to determine how they each treat cluster mailbox units.

ITEM 4: STAFF REPORT

Staff Planner presented a report for one (1) subdivision plats that had been administratively approved since the last planning commission meeting. The administratively approved subdivision plat is as follows:

Davis Division—Final

Eddie Davis submitted a final subdivision plat for the purpose of subdividing 0.90 acres into two (2) proposed new lots for property located on Nashville Highway. Lot 1 (shown as Lot 1A) would consist of 0.54 acres, an existing residential structure and an existing accessory structure. Lot 2 (shown as Lot 1B) would consist of 0.36 acres, an existing residential structure and two (2) existing accessory structures. 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, an existing fire hydrant and would comply with all other requirements of both the zoning ordinance and the subdivision regulations.

ITEM 5: OTHER BUSINESS AS NECESSARY

Chairman Waller stated that there is an ongoing issue with existing political signs and banners that are non-compliant with current zoning ordinance. After discussion, Bob Lane stated that he would communicate with other municipalities to see how they regulate political signs.

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 March 5, 2026.

CTL

City of Baxter
Annexation Request Application

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: Islamoglu Temel
(Last) (First) (Middle)

Phone Number: 423-341-3541

Mailing Address of Owner:
P.O. Box 306 Baxter, TN 38544

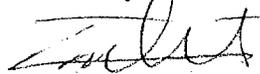
Tax Map and Parcel of property to be annexed: Parcel 056 03500

911 Address of property to be annexed: 799 Dusty LN

Requested Zone (Zoning will automatically come in as R-1, Low Density Residential, unless a different zone is requested) Please select one of the following, if R-1 zoning is not preferred:

R-2-High Density Residential	_____	R-3, Super High Density Residential	<input checked="" type="checkbox"/>
CBD (Central Business District)	_____	C-2- General Commercial District	_____
C-1- Central Commercial District	_____		
I-1, Light Industrial District	_____		

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

02/03/2026
Date

Acknowledgement:

STATE OF TENNESSEE
COUNTY OF PUTNAM

Before me, the Undersigned, a Notary Public in and for said county and state personally appeared Temel Islamoglu, 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 9 day of Feb, 2026

[Signature]
Notary Public

Nov 26 2028
Commission Expiration Date



REVIEW AND ADMINISTRATION:

Meeting Date Set For: _____

Recommendations from Other Agencies, Boards or Departments:

Application Reviewed by Building Inspector _____ Date _____
Comments and Action: _____

Application Reviewed by Planning Staff _____ Date _____
Comments and Action: _____

DISPOSITION

Publication Date of Hearing _____ (Attach newspaper notice)

Public Hearing Commentary _____

ACTION BY PLANNING COMMISSION:

ACTION BY BOARD OF MAYOR AND ALDERMEN:
