

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: July 30, 2026

SUBJECT: August 6, 2026 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday August 6, 2026 at 5 P.M. at Baxter City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Approval of May 7, 2026 minutes.
3. Consideration of request to rezone multiple parcels located at 430, 436, 438 and 448 Phillips Street from R-1 (Low Density Residential) to R-2 (High Density Residential) (Smith Request)I
4. Consideration of preliminary subdivision plat for property located on Nashville Highway (Omoumi Division) *
5. Staff Report—Lee Adjustment. *
6. Other business as necessary.
7. 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

Omoumi Division—Preliminary

Mike Omoumi presented a preliminary subdivision plat for the purpose of subdividing 10.960 acres into twenty-six (26) proposed new lots for property located on Nashville Highway. The proposed lots would range in size from 0.230 acres (10,018 square feet) to 1.743 acres and all of the proposed new lots are currently vacant. The proposed new lots would be served by an existing six (6) inch water line, a proposed six (6) inch water line, a proposed sewer line, an existing fire hydrant, a proposed fire hydrant and a proposed city street (Myers Landing Drive). The proposed new lots are currently zoned R-1 (Low Density Residential) and would comply with all other requirements of the zoning ordinance and subdivision regulations.

Lee Adjustment—Final

Connie Lee submitted a final lot line adjustment for the purpose of adjusting the common boundary line of two (2) existing lots located on 3rd Avenue North. After the adjustment, Lot 1 would consist of 0.80 acres and two (2) existing structures. Lot 2 would consist of 0.84 acres and two (2) existing structures. The proposed new lots are zoned R-2 (High Density Residential), are served by an existing two (2) inch water line, an existing eight (8) inch sewer line and would comply with all requirements of the zoning ordinance and the subdivision regulations.

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
MAY 7, 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
Jackie Schubert
Andrew Taylor
Stephen Raper
Danny Rader, City Attorney

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 7, 2026 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF APRIL 2, 2026 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the April 2, 2026 meeting. Jeff Herald made a motion to approve the minutes as submitted and to dispense with the reading. Susan Swartzentrover seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF FINAL SUBDIVISION PLAT FOR PROPERTY LOCATED NEAR DALE MIRES LANE (SCHUBERT DIVISION)

Jackie Schubert presented a final subdivision plat for Phase III-A for the purpose of subdividing 3.38 acres into twenty-five 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 (5,490 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). 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. Phase III was granted preliminary approval at the November 7, 2024 meeting. During the discussion, Fire Chief Matt White and Public Works Director John Ramsey determined that the fire hydrants must be 5 ¼ inch instead of 4 ½ inch, and that temporary hammerhead turnarounds must be installed at all dead-end streets. They noted that all infrastructure had been completed with the exception of the final street surfacing. Following the discussion, Jeff Herald made a motion to grant final approval of the submitted final plat, contingent upon obtaining all required signatures, installing the 5 ¼ inch fire hydrants, and completing the final surfacing for London Court. 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 4, 2026.

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 Smith Clarence W.
(last) (first) (middle)

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

☐ Other: (State Relationship) Partnership

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

SG Legacy

NATURE AND CHARACTER OF APPLICATION:

Planning Commission

Requested Action: ☒ Property Re-zoning

PROPERTY LOCATION:

Address: 430, 436, 438, 448 Phillips St.

Parcel Information: 056 161.01 056N F 016.00 056N F 017.00
District Map Ctl Gp Parcel No. SI

Present Zoning Classification R1 Proposed Zoning Classification R2

Description of Intended Use of Property: Duplex's on each lot

Reasons for Request: Rentals

Clarence Smith
Applicant's Signature

7-10-26
Date

931-260-9988

REVIEW AND ADMINISTRATION:

Meeting Date Set For: _____

Recommendations from Other Agencies, Boards or Departments:

Application Reviewed by Building Inspector
Comments and Action:

Date _____

Application Reviewed by Planning Staff
Comments and Action:

Date _____

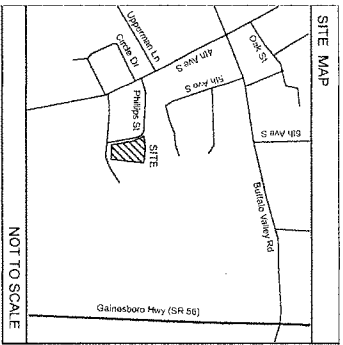
DISPOSITION

Publication Date of Hearing _____ (Attach newspaper notice)

Public Hearing Commentary _____

ACTION BY PLANNING COMMISSION:

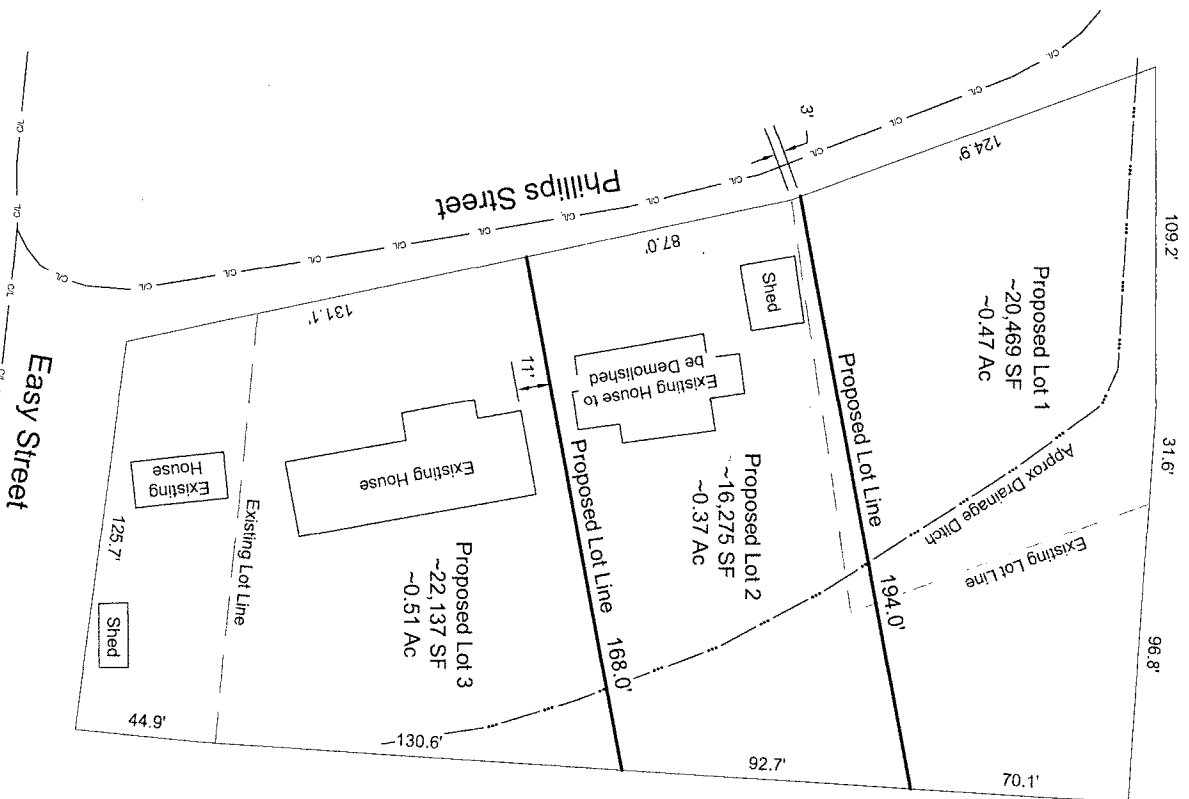
ACTION BY BOARD OF MAYOR AND ALDERMEN:



This drawing is a conceptual land use plan prepared for zoning review purposes only. Property lines, dimensions, building locations, and lot areas are approximate and are based on record information and aerial photography. This drawing is not a boundary survey, plat of survey, or recordable document.

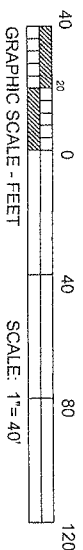
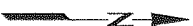
Proposed lot dimensions and areas are approximate and are subject to final zoning requirements, survey, and subdivision approval.

WILLET MOUNTAIN SURVEYING



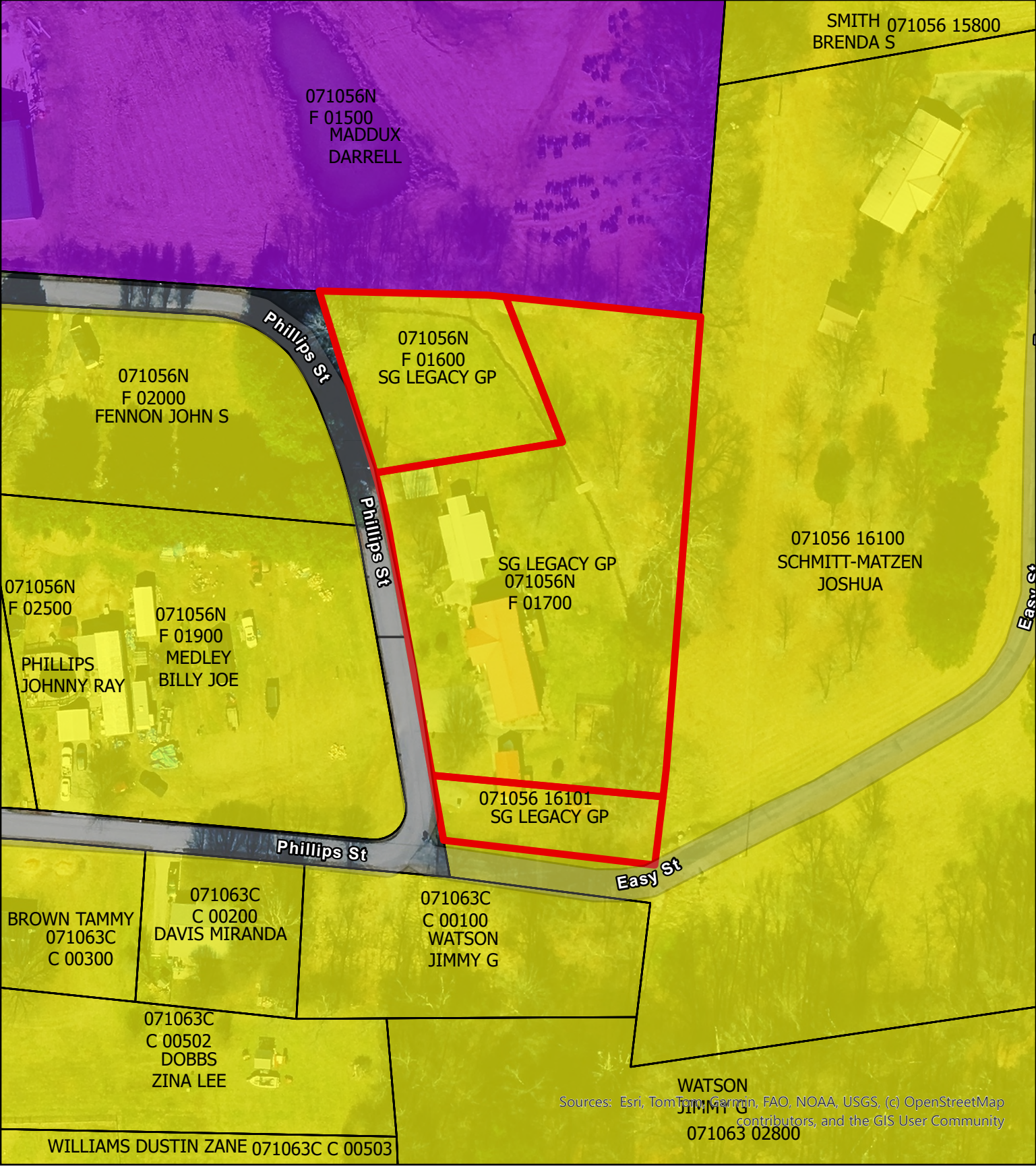
Preliminary Concept Plan

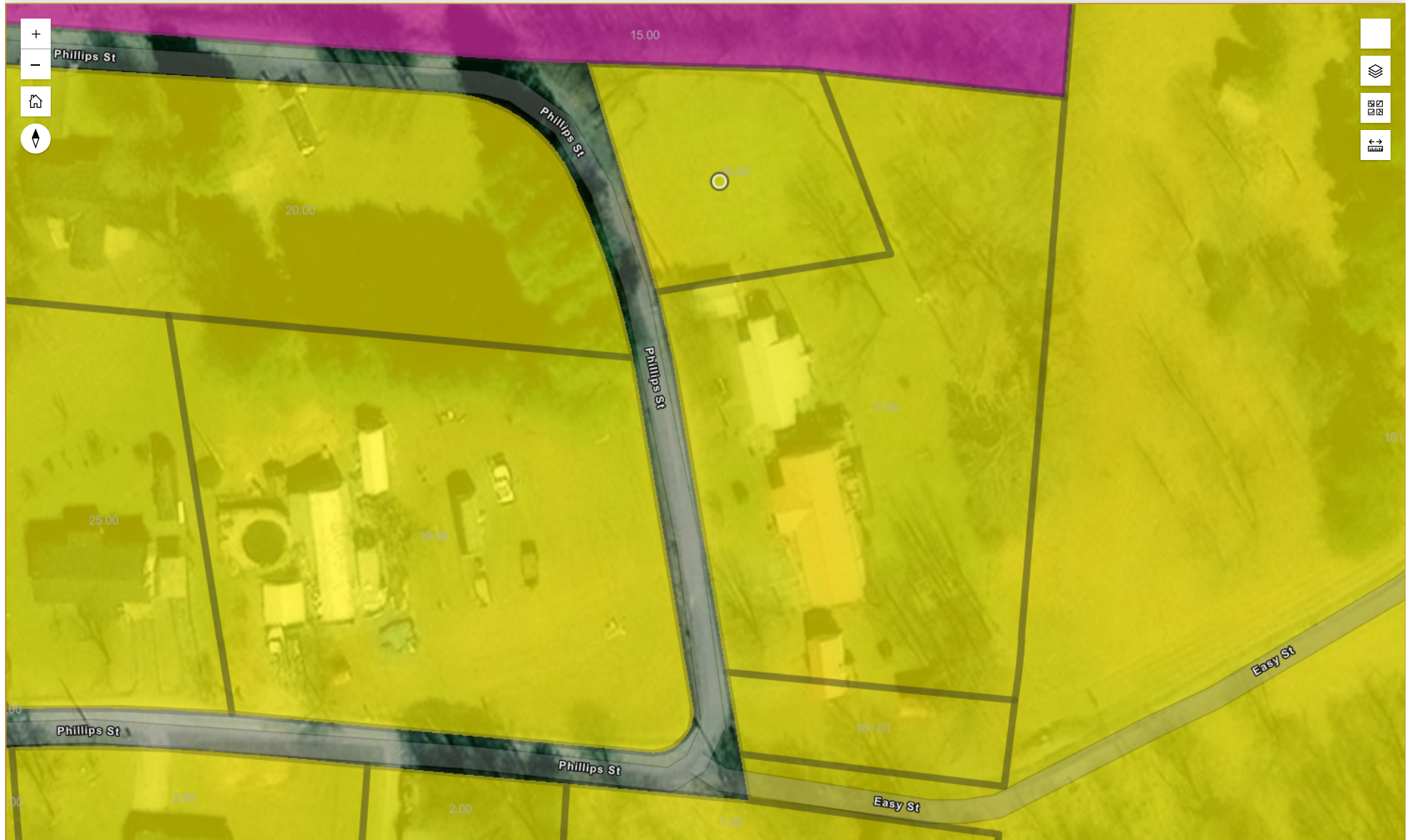
Proposed Combination and Subdivision into Three Lots
Parcels 16, 17, & 161.01
Putnam County, Tennessee
(inside Baxter City Limits)



Job # 26-039

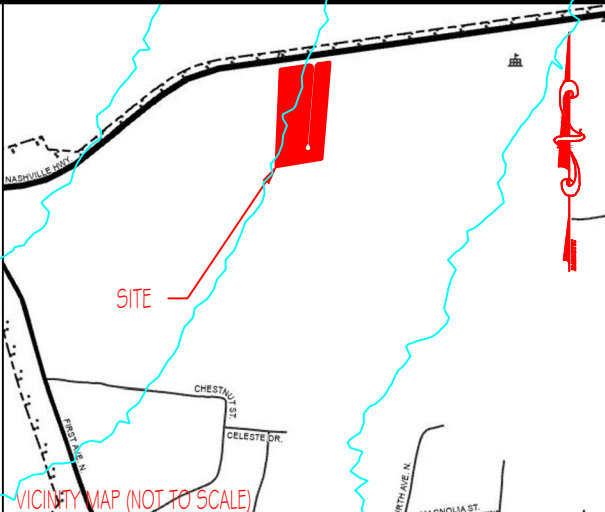
Smith Rezoning





PRELIMINARY

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	25.00	44.88	39.14'	S 46°44'16" E	103°02'31"
C2	25.00	21.03	20.41'	S 28°52'40" W	48°11'12"
C3	50.00	19.73	19.60'	S 41°40'13" W	22°36'18"
C4	50.00	26.18	25.88'	S 19°22'04" W	30°00'00"
C5	50.00	74.69	67.93'	S 42°25'28" E	85°35'09"
C6	50.00	82.39	73.38'	N 47°34'32" E	94°24'59"
C7	50.00	38.20	37.28'	N 21°13'11" W	43°46'28"
C8	25.00	21.03	20.41'	N 19°18'42" W	48°11'12"
C9	25.00	33.58	31.11'	N 43°15'44" E	76°57'29"



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 #4714100050, 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 COMPLETED AND RELIABLY DEPICTED. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED TO CONTACT THE UTILITY COMPANY OR DIAL 811.
- ALL CORNERS ARE 1/2" REBAR (NEW), UNLESS NOTED OTHERWISE.
- THERE IS A 5' UTILITY EASEMENT ALONG ALL INTERIOR LOT LINES AND 25' UTILITY EASEMENT ALONG ALL ROADS.
- LOCATIONS ARE TAKEN FROM STATE OF TENNESSEE LIGHT DETECTION AND RANGING, CONTOUR INTERVAL IS 2 FEET.
- PROPERTY IS LOCATED IN ZONE R-1 WITHIN BAXTER COUNTY, TENNESSEE AND IS SUBJECT TO ALL ZONING REGULATIONS FOR ZONE R-1.
- MINIMUM BUILDING SETBACKS ARE AS FOLLOWS:
FRONT: MINOR STREET: 30'
SECONDARY THOROUGHFARE: 40'
PRIMARY STREET: 50'
REAR: 30'
SIDE: ONE OR TWO STORY: 15'
THREE STORY: 20'

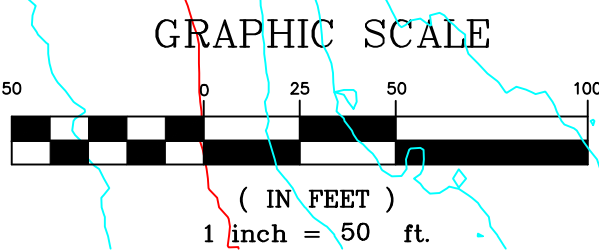
TIMOTHY MAHAN
WOB-332 PG-623
MAP-56 PARCEL-92.01

GLYNDA POWERNITZ 2020
REVOCABLE TRUST
RD-1446 PG-789
MAP-56 PARCEL-90.01

TIMOTHY MAHAN
WOB-332 PG-623
MAP-56 PARCEL-92.01

BARBARA GRAGG & JUDY ARENA
RD-1427 PG-708
MAP-56 PARCEL-90

SETH & ANNA WILLIAMS
RD-829 PG-708
MAP-56 PARCEL-87



LEGEND

- (N) (NEW)
- (O) (OLD)
- C CENTERLINE
- P POWER POLE
- F FENCELINE
- FC FENCE CORNER
- FL FENCE LINE
- WP WOOD POST
- SP STEEL POST
- W WATER LINE
- SS SANITARY SEWER
- H HYDRANT
- E ELECTRIC BOX
- T TRANSFORMER BOX

PROPOSED PLAT FOR
MEYERS LANDING SUBDIVISION

PRESENTED TO CITY OF BAXTER PLANNING COMMISSION	
OWNER: MIKE & PERI ONDUM	SURVEYOR: ALLEN MAPLES (LAI) SURVEYING
ADDRESS: 4200 WALNUT GROVE ROAD	ADDRESS: 38 MAYBERRY STREET
COOKESVILLE, TN 38506	SPARTA, TN 38583
TELEPHONE: (937) 877-0795	TELEPHONE: (931) 837-5446
PLR: RB-1269 PG-64	TAX MAP-56 PARCEL-91
DATE: 07/22/2026	20TH C.D. - PUTNAM COUNTY, TN
SCALE: 1"=50'	ACREAGE SUBDIVIDED: 10.960 AC ±
DRAWING #26-181.D	NUMBER OF LOTS: 26

GNSS CERTIFICATION:

- ALLEN MAPLES, JR., HEREBY CERTIFY THAT THIS IS A CATEGORY IV SURVEY AND THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:
- POSITIONAL ACCURACY - 0.05 FEET
- TYPE OF GNSS FIELD PROCEDURE - REAL TIME KINEMATIC
- DATES OF SURVEY - 06/03/2026
- DATUM/EPOCH - NAD83 (2011) EPOCH: 2010.0000
- PUBLISHED/FIELD CONTROL USE - ASSUMED (AS SHOWN ON PLAT)
- GEOD MODEL - GEOD 2018
- COMBINED GROUND FACTOR - 0.99991986
- CONVERGENCE WIDE - 01'12.33"
- BASE STATIONS USED - T123, T126, T132, & T119
- EQUIPMENT USED - SOKKIA GRX3 BASE & ROVER

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) 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
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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 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 _____
SURVEYOR _____

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

DATE _____ WATER DEPARTMENT _____

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

DATE _____ MAYOR OR STREET DEPT. REF _____

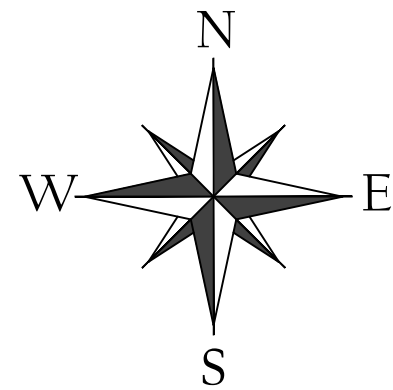
1. THE PURPOSE OF THIS PLAT IS TO ADJUST THE COMMON INTERIOR LOT LINE SHOWN HEREON.
2. THIS SURVEY WAS DONE IN COMPLIANCE WITH CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE.
3. GNSS INFORMATION:
GNSS EQUIPMENT: DUEL FREQUENCY - TOPCON HIPER HR
GNSS SURVEY: REAL TIME KINEMATIC (RTK)
DATES OF OBSERVATION: APRIL 7, 2025 & APRIL 29, 2025
HORIZONTAL DATUM: NAD83(2011) EPOCH: 2010
VERTICAL DATUM/GEOID: NAVD88/GEOID 18
ORIGIN POINT: (N) 664,533.7807 (E) 2,074,112.4643
COMBINED SCALE FACTOR: 1.000076660173
GNSS PRECISION: GNSS VECTORS DO NOT EXCEED $H(0.03) V(0.08)$
DISTANCES SHOWN HEREON: GROUND
4. THIS SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS OF WAYS, RESTRICTIONS AND/OR EXCEPTIONS WHICH MAY AFFECT SAID PROPERTY.
5. 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.
6. 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.
7. LOCATIONS OF UTILITIES ARE APPROXIMATE. CONTACT THE APPROPRIATE UTILITY FOR LOCATION OF UNDERGROUND SERVICES.
8. ACCORDING TO FEMA FLOOD RATE INSURANCE MAP 4714IC0095D DATED 05-16-2007, NO PORTION OF THIS PROPERTY LIES WITHIN A FLOOD HAZARD AREA.

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
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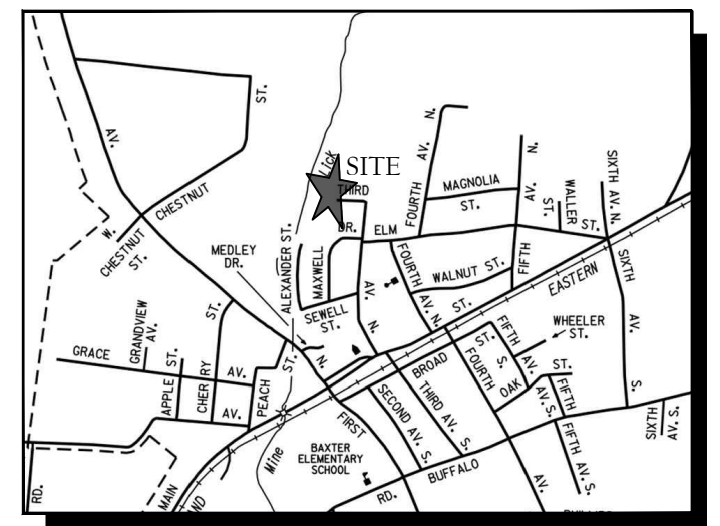
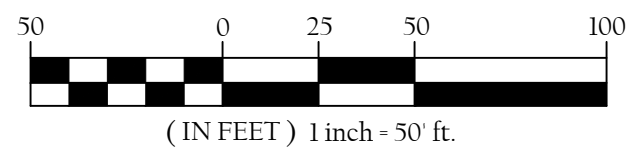
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	42.36'	22.67'	22.40'	S 39°59'45" E	30°39'54"

LINE	BEARING	DISTANCE
L1	N 04°29'17" E	27.57'



TNSPC: TN-4100

GRAPHIC SCALE



VICINITY MAP (NOT TO SCALE)

BEING ALL OF PARCEL 97.01, AS SHOWN ON
PUTNAM COUNTY TAX MAP 056, AND BEING
ALL OF PARCEL 30.00, AS SHOWN ON PUTNAM
COUNTY TAX MAP 056], GROUP "B".

PARCEL 30.00
BEING THE SAME PROPERTY CONVEYED TO
CONNIE M. PIPPIN, DARREL LEE PIPPIN, AND
PAUL EDWARD PIPPIN, OF RECORD IN RECORD
BOOK 23 PAGE 463, R.O.P.C., TN.

PARCEL 97.01
BEING THE SAME PROPERTY CONVEYED TO
CONNIE LEE, OF RECORD IN RECORD BOOK 1630
PAGE 306, R.O.P.C., TN.

HIGH DENSITY RESIDENTIAL DISTRICT
SETBACKS
FRONT - 30'
REAR - 20'
SIDE - 10' (ONE AND TWO STORY BUILDINGS)



IF YOU DIG IN TENNESSEE...
CALL US FIRST!
1-800-351-1111
1-615-366-1987
TENNESSEE ONE CALL
IT'S THE LAW



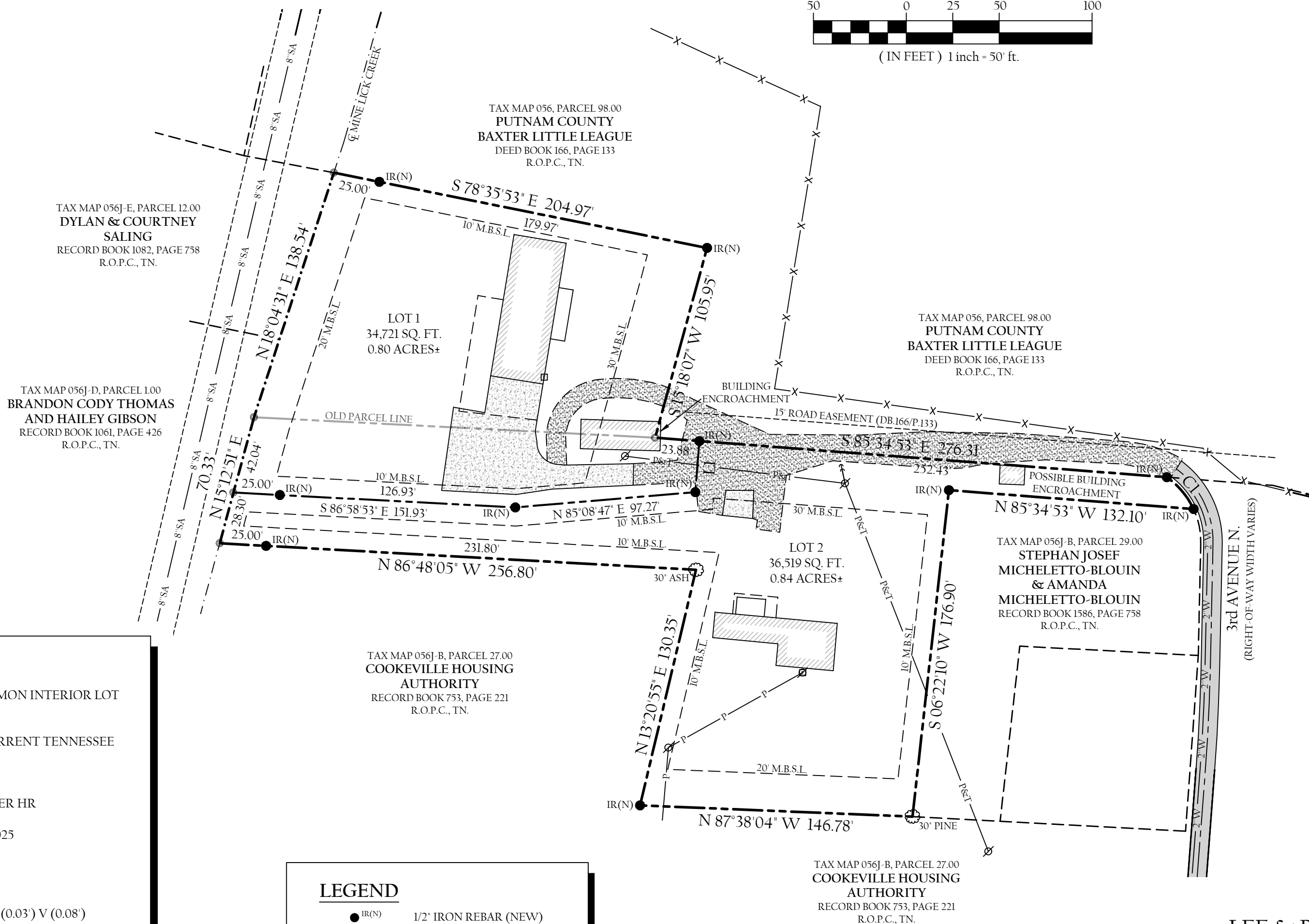
FINAL SUBDIVISION PLAT

20th CIVIL DISTRICT,
PUTNAM COUNTY, TENNESSEE

DRAWN BY: _____	TLD _____	ACRES: _____	1.64
NUMBER OF LOTS: _____	2	JOB NUMBER: _____	26-076
PARCEL #: _____	MAP 056]-B, PAR. 30.00 & 97.01	DATE: _____	06-22-2026
ADDRESS: _____	424 3rd AVENUE N.	SCALE: _____	1"=50'

CONNIE LEE
3rd AVENUE N.
BAXTER, TN. 38544
931-644-1875

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



	1/2" IRON REBAR (NEW)
	NON-MONUMENTED POINT
	ELECTRIC METER
	TREE
	UTILITY POLE
	POWER LINE
	FENCE LINE
	TELEPHONE LINE
	WATER LINE
	SEWER LINE
M.B.S.L.	MINIMUM BUILDING SETBACK LINE
R.O.P.C., TN.	REGISTER S' OFFICE PUTNAM COUNTY, TN.
	GRAVEL AREA
	CONCRETE AREA
	ASPHALT SURFACE

LOT 1 AREA = 34,721 SQ. FT. OR 0.80 ACRES±
 LOT 2 AREA = 36,519 SQ. FT. OR 0.84 ACRES±
TOTAL AREA = 71,240 SQ.FT. OR 1.64 ACRES±