

**REPORT OF MEETING  
BAXTER MUNICIPAL PLANNING COMMISSION  
SEPTEMBER 5, 2024**

**MEMBERS PRESENT**

John Martin, Mayor  
Robert Vinson  
Richard Waller  
Greg Phillips  
Jeff Herald

**MEMBERS ABSENT**

Peggy Huddleston

**STAFF PRESENT**

Tommy Lee, UCDD Planner

**OTHERS PRESENT**

Bob Lane, Building Inspector  
Matt White, Fire Chief  
John Ramsey, Public Works Director  
See attached

**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 September 5, 2024 at 5:00 P. M. at the Baxter City Hall.

**ITEM 2: APPROVAL OF AUGUST 7, 2024 MINUTES**

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the August 7, 2024 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 PRELIMINARY SUBDIVISION PLAT FOR PROPERTY LOCATED ON CHESTNUT STREET (MCCARTNEY DIVISION)**

At the August 7, 2024 meeting, Luke McCartney submitted a final subdivision plat for the purpose of subdividing 4.80 acres into fourteen (14) proposed new lots for property located on Chestnut Street. The lots would range in size from 0.19 acres (8,398 square feet) to 0.50 acres and all of the proposed new lots are currently vacant. The proposed new lots are zoned R-1 (Low Density Residential) but would have to be rezoned to R-3 (Super High Density Residential) to comply with the zoning ordinance. The proposed new lots are served by a proposed eight (8) inch water line, a proposed six (6) inch water line, a proposed fire hydrant, a proposed city street and would comply with all other requirements of both the zoning ordinance and the subdivision regulations. During discussion, it was determined that the width of the road and an additional fire hydrant would need to be added to the plat. Also, the width of the cul-de-sac would need to be amended. McCartney withdrew his plat from consideration. At the September 5, 2024 meeting, McCartney represented the preliminary plat for consideration. Staff Planner stated that the plat should not be considered until the rezoning is approved by the city council. After discussion, Robert Vinson made a motion to table the submitted plat. Jeff Herald seconded and the motion passed with a vote of all ayes.

**ITEM 4: CONSIDERATION OF FINAL SITE PLAN FOR PROPERTY LOCATED ON BAXTER ROAD (SUITS SITE PLAN)**

Donny Suits presented a final site plan for the purpose of establishing three (3) commercial structures located on Baxter Road. Suits stated that the structure would consist of 5,625 square feet, 5,625 square feet, and 3,500 square feet respectively and have ingress/egress from Baxter Road. Suits also stated that the structures would be available for lease for commercial uses. Neither Fire Chief Matt White nor Public Works Director John Ramsey had reviewed the submitted site plan but neither had an initial objection.

Building Inspector Bob Lane also did not have an objection to the approval of the submitted site plan. Staff Planner stated that the site plan complies with the zoning ordinance. After discussion, Jeff Herald made a motion to approve the submitted site plan pending a more thorough review from Chief White, Inspector Lane and Director Ramsey. Greg Phillips 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 October 3 2024.

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