

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
NOVEMBER 6, 2025**

MEMBERS PRESENT

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

MEMBERS ABSENT

Richard Waller

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Matt White, Fire Chief
John Ramsey, Public Works Director
Bob Lane, Building Inspector
Harold Brown
Taylor Dillehay

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, the Baxter Municipal Planning Commission (PC) meeting was called to order by Staff Planner Tommy Lee on Thursday November 6, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF OCTOBER 2, 2025 MINUTES

After the meeting was called to order, Staff Planner asked for approval of the minutes from the October 2, 2025 meeting. Susan Swartzentrover made a motion to approve the minutes pending the correction of three (3) clerical errors and to dispense with the reading. Jeff Herald seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF FINAL SUBDIVISION PLAT FOR PROPERTY LOCATED ON MAIN STREET (ERB PROPERTIES-COPPER HILL PHASE 2)

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, Harold Brown presented the final plat for Phase 2 on behalf of ERB Properties 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. Public Works Director John Ramsey stated that he had no issue with the installed infrastructure however neither the water or sewer lines had been tested nor had the proposed streets been surfaced. Fire Chief Matt White stated that he had no issue with the presented plat. Staff Planner stated that the cluster mailboxes had not been installed for Phase I. Brown stated that the mailboxes have been ordered and would be installed once they arrived. Building Inspector Bob Lane requested that Brown increase the front setback to 30 feet. Lane stated that the rear setback could be reduced to 15 feet in order to maintain the same building envelope. Brown agreed to the request. After discussion, Jeff Herald made a motion to approve the presented final plat pending that an approved surety instrument be submitted for the installation of the road surfacing, pending that the water and sewer lines be tested by the public works department, pending that the front setbacks be changed to 30 feet and the rear setbacks be changed to 15 feet and pending that all required signatures be obtained. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 4: DISCUSSION REGARDING THE EXPANSION OF THE BAXTER URBAN GROWTH BOUNDARY.

Staff Planner addressed the PC and stated that the Baxter Urban Growth Boundary (UGB) was adopted for the purpose of establishing an area contiguous to the corporate limits that could be potentially be annexed. Staff Planner stated that the UGB was established more than 20 years ago and the other municipalities in Putnam County are considering amending their UGB. Staff presented a draft proposal of the UGB expansion to the member for review. Staff Planner stated that a discussion regarding the proposed UGB expansion would take place at the December 4, 2025 meeting.

With no other business to discuss, Donna Jones 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 December 4, 2025.

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