

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
DECEMBER 4, 2025**

MEMBERS PRESENT

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

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

MEMBERS ABSENT

None

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 December 4, 2025 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF NOVEMBER 6, 2025 MINUTES

After the meeting was called to order, Chairman Waller asked for approval of the minutes from the November 6, 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: DISCUSSION REGARDING THE EXPANSION OF THE BAXTER URBAN GROWTH BOUNDARY.

At the November 6, 2025 meeting, Staff Planner addressed the PC and stated that the Baxter Urban Growth Boundary (UGB) was adopted for the purpose establishing an area contiguous 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. At the December 4, 2025 meeting, Staff Planner presented a proposed UGB amendment map. Staff stated that the parcels that have been added to the existing UGB were determined during a meeting with Mayor Danny Holmes, Public Works Director John Ramsey, City Engineer Tom Bennett and Staff Planner. Staff stated that areas of expansion included areas to the east, south and southeast. Staff stated the parcels to south and southeast are all currently served by water by the city. Staff stated the parcels to the east are served water by the Double Springs Utility District. Staff also stated that there were no parcels added to the west or north due to either topography or lack of city water service. After discussion, Mayor Danny Holmes made a motion to recommend that the city council adopt the map with the proposed UGB amendments. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 4: CONSIDERATION OF ZONING AMENDMENT FOR R-3 FRONT AND REAR SETBACKS

Building Inspector Bob Lane addressed the PC and stated that the front setbacks in the R-3 district have proven to be insufficient as there is an issue of vehicles protruding across the front property line into the

street. Lane stated that a possible solution would be to increase the front setback from twenty-five (25) feet to thirty (30) feet. Lane also stated that to not decrease the typical building envelope, the rear setback back could be decreased from twenty (20) feet to fifteen (15) feet. After discussion, Jeff Herald made a motion to recommend that the city council increase the front setback from twenty-five (25) feet to thirty (30) feet and decrease the rear setback from twenty (20) feet to fifteen (15) feet in the R-3 (Super High Density Residential) District. Donna Jones seconded and the motion passed with a vote of all ayes.

ITEM 5: CONSIDERATION OF SUBDIVISION REGULATION AMENDMENT REQUIRING CLUSTER MAILBOXES FOR ALL NEW STREET CONSTRUCTION.

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.

ITEM 6: 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:

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.

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 February 5, 2026.

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