

MEMORANDUM

TO: Baxter Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: May 4, 2026

SUBJECT: May 7, 2026 Planning Commission Meeting

The Baxter Municipal Planning Commission will hold its regularly scheduled meeting on Thursday May 7, 2026 immediately following the Board of Zoning Appeals meeting in the Baxter City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Approval of April 2, 2026 minutes.
3. Consideration of preliminary subdivision plat for property located near Dale Mires Lane (Schubert Division)*
4. Other business as necessary.
5. 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

Schubert Division—Preliminary

Jackie Schubert presented a preliminary 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.

**REPORT OF MEETING
BAXTER MUNICIPAL PLANNING COMMISSION
APRIL 2, 2026**

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

Tommy Lee, UCDD Staff Planner

OTHERS PRESENT

Michael Barnes
John Ramsey, Public Works Director
Bob Lane, Building Inspector
Tom Bennett, City Engineer
Matt White, Fire Chief
Kassie Barnes
Katlyn Ray
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 April 2, 2026 at 5:00 P. M. at the Baxter City Hall.

ITEM 2: APPROVAL OF MARCH 5, 2026 MINUTES

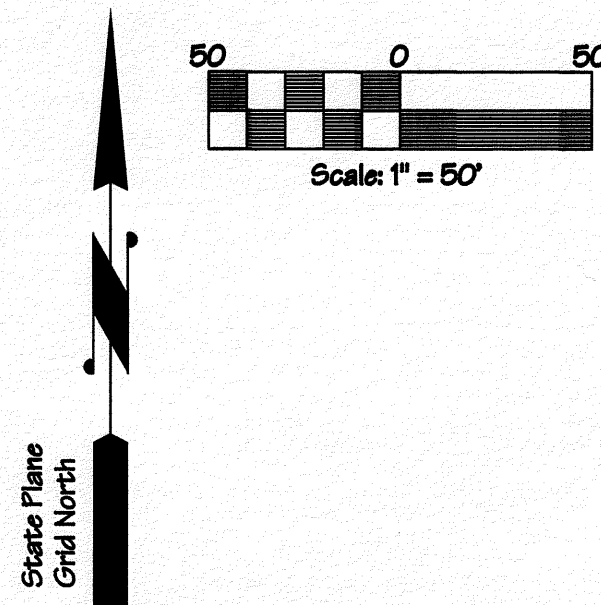
After the meeting was called to order, Chairman Waller asked for approval of the minutes from the February 5, 2026 meeting. Jeff Herald made a motion to approve the minutes as submitted and to dispense with the reading. Robert Vinson seconded and the motion passed with a vote of all ayes.

ITEM 3: CONSIDERATION OF REQUEST TO REZONE PROPERTY LOCATED AT 420 MAIN STREET FROM R-1 (LOW DENSITY RESIDENTIAL) TO C-1 (CENTRAL BUSINESS DISTRICT) (ROBINSON REQUEST)

Staff Planner presented a request on behalf of Michael Barnes to rezone property located at 420 Main Street from R-1 (Low Density Residential) to C-1 (Central Business District). Staff Planner stated that the purpose of the rezoning request is to establish the new medical office for Ascend Pediatrics. After discussion, Mayor Danny Holmes made a motion to recommend to the city council that the property located at 420 Main Street be rezoned from R-1 (Low Density Residential) to C-1 (Central Business District). 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 May 7, 2026.

CTL



HATCH LEGEND	
	Sidewalk
	Utility Easement
	Public Access (40' ROW to be dedicated to the City of Baxter)
	Existing 150' TVA Powerline Easement (See Note B)
	Wetland (See Note A)

LEGEND	
	Catch Basin
	Manhole
	Fence Post
	3/8" Rebar (found)
	Water Meter
	Fire Hydrant
	Water Valve
	Electric Box
	Electric Access Panel
	Fenceline
	Sewer Line
	Water Line
	Setback Line

ZONING (City of Baxter, TN)
R-5

SETBACKS:
Front (Minor Streets) - 30'
Side - 0'
Side (Single Family) - 7.5'
Rear - 15'

SPECIAL FLOOD HAZARD AREA (SFHA) DETERMINATION

According to the FEMA FIRM #4714100125D,
Dated: 5/18/2007

Check One:
 X: No areas of the subject property depicted on this plat are in a SFHA
 All of the subject property depicted on this plat is in a SFHA
 Shaded area(s) of the subject property depicted on this plat are in a SFHA

GPS CERTIFICATION:

I, Christopher M. Vick, hereby certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:
 (a) Type of Survey: Real Time Kinematic
 (b) Positional Accuracy: 0.22 feet
 (c) Date of Survey: 1 November 2024
 (d) Datum/EPOCH: NAD83(2011) Epoch 5010.00
 (e) Published/Fixed-control used: TDOT CORS Network
 (f) Control Model: Single
 (g) Combined grid factor(s): 0.99999496

State Plane Coordinates	Northing	Easting
GPS Base Point	660475.21	2078361.10
CP #1 Water Meter	660725.18	2078685.75
CP #2 Water Meter	660724.80	2078705.68

Note: Every document of record reviewed and considered as a part of this survey is noted hereon. This survey is prepared from the current deed of record and does not represent a title search or a guarantee of title and is subject to any estate of facts that a current accurate title search will reveal. Furthermore, the boundary as shown hereon is subject to change if the surveyor is presented with or made known of any additional information or evidence not represented hereon and deemed essential to establishing the correct boundary line.

This is a boundary line survey. There is absolutely no certification made as to the existence or non-existence of the following: wetlands, cemeteries, easements or rights-of-way unless otherwise noted hereon; sub-surface utilities or streams; above ground utilities other than those which are clearly shown and labeled as such hereon; buildings, structures, ponds, lakes or streams other than those which are clearly shown and labeled as such hereon; flood areas or designated flood zones unless otherwise noted; or any and all other land features that could be deemed topographic.

Note: The plat drawn hereon is subject to regulatory authority and is subject to change according to physical evidence. (i.e. bluffs, painted lines, roads, lakes, ponds, indicia of ownership, etc.)

Note: This property may be subject to utility ingress/egress and/or right-of-ways.

The surveyor is not responsible for any determination or location of any underground conditions not visible and including but not limited to soils, geological conditions, physical devices and pipelines or buried cables and shall not be responsible for any liability that may arise out of the making of or failure to make such determination or location of any subsurface conditions. For underground utility location call 1-800-351-1111 (TN ONE CALL).

I hereby certify that this is a category II & IV survey and that the ratio of precision of the unadjusted survey is at minimum 1:7500 as shown hereon and has been performed in compliance with current Tennessee Minimum Standards of Practice.

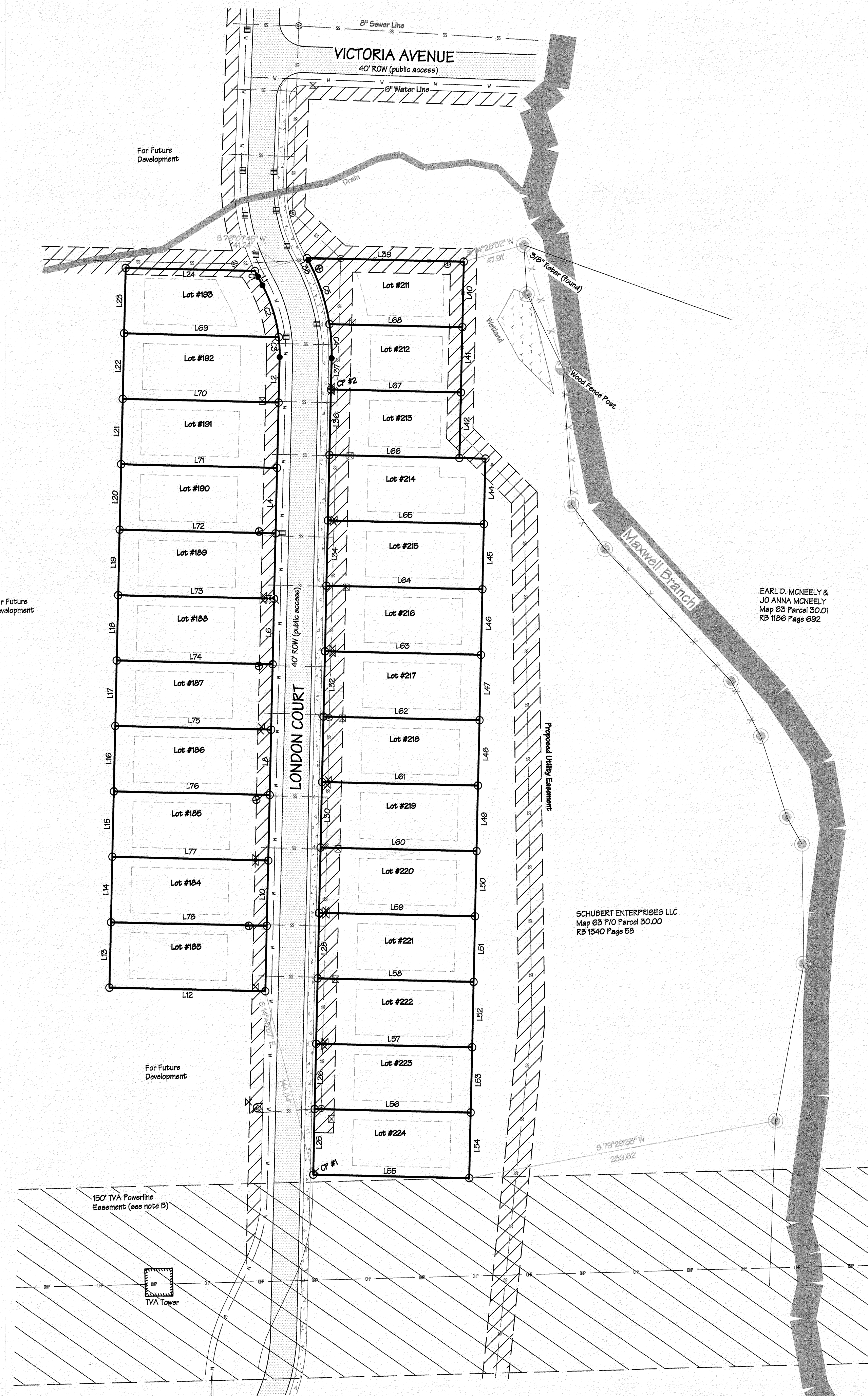
Note: This survey and its representations are intended solely for the benefit of the surveyor's client.

Drawn by: SLN File: 23-22c2 phase III-A

LINE	BEARING	DISTANCE
L1	S 28°25'25" E	7.28'
L2	S 01°17'56" W	34.76'
L3	S 01°17'56" W	50.00'
L4	S 01°17'56" W	50.00'
L5	S 01°17'56" W	50.00'
L6	S 01°17'56" W	50.00'
L7	S 01°17'56" W	50.00'
L8	S 01°17'56" W	50.00'
L9	S 01°17'56" W	50.00'
L10	S 01°17'56" W	50.00'
L11	S 01°17'56" W	50.00'
L12	N 88°42'04" W	120.00'
L13	N 01°17'56" E	50.00'
L14	N 01°17'56" E	50.00'
L15	N 01°17'56" E	50.00'
L16	N 01°17'56" E	50.00'
L17	N 01°17'56" E	50.00'
L18	N 01°17'56" E	50.00'
L19	N 01°17'56" E	50.00'
L20	N 01°17'56" E	50.00'
L21	N 01°17'56" E	50.00'
L22	N 01°17'56" E	50.00'
L23	N 01°17'56" E	50.00'
L24	S 88°42'04" E	99.91'
L25	S 01°17'56" E	50.00'
L26	N 01°17'56" E	50.00'
L27	N 01°17'56" E	50.00'
L28	N 01°17'56" E	50.00'
L29	N 01°17'56" E	50.00'
L30	N 01°17'56" E	50.00'
L31	N 01°17'56" E	50.00'
L32	N 01°17'56" E	50.00'
L33	N 01°17'56" E	50.00'
L34	N 01°17'56" E	50.00'
L35	N 01°17'56" E	50.00'
L36	N 01°17'56" E	50.00'
L37	N 01°17'56" E	23.38'
L38	N 28°25'25" W	1.32'
L39	S 88°42'04" E	120.88'
L40	S 01°17'56" W	50.00'
L41	S 01°17'56" W	50.00'
L42	S 01°17'56" W	50.00'
L43	S 88°42'04" E	20.00'
L44	S 01°17'56" W	50.00'
L45	S 01°17'56" W	50.00'
L46	S 01°17'56" W	50.00'
L47	S 01°17'56" W	50.00'
L48	S 01°17'56" W	50.00'
L49	S 01°17'56" W	50.00'
L50	S 01°17'56" W	50.00'
L51	S 01°17'56" W	50.00'
L52	S 01°17'56" W	50.00'
L53	S 01°17'56" W	50.00'
L54	S 01°17'56" W	50.00'
L55	N 88°42'04" W	120.00'
L56	S 88°42'04" E	120.00'
L57	S 88°42'04" E	120.00'
L58	S 88°42'04" E	120.00'
L59	S 88°42'04" E	120.00'
L60	S 88°42'04" E	120.00'
L61	S 88°42'04" E	120.00'
L62	S 88°42'04" E	120.00'
L63	S 88°42'04" E	120.00'
L64	S 88°42'04" E	120.00'
L65	S 88°42'04" E	120.00'
L66	S 88°42'04" E	100.00'
L67	S 88°42'04" E	100.00'
L68	S 88°42'04" E	102.28'
L69	S 88°42'04" E	118.94'
L70	S 88°42'04" E	120.00'
L71	S 88°42'04" E	120.00'
L72	S 88°42'04" E	120.00'
L73	S 88°42'04" E	120.00'
L74	S 88°42'04" E	120.00'
L75	S 88°42'04" E	120.00'
L76	S 88°42'04" E	120.00'
L77	S 88°42'04" E	120.00'
L78	S 88°42'04" E	120.00'

Lot #	Sq. Feet
183	6000
184	6000
185	6000
186	6000
187	6000
188	6000
189	6000
190	6000
191	6000
192	5995
193	5562
211	5490
212	5020
213	5000
214	6000
215	6000
216	6000
217	6000
218	6000
219	6000
220	6000
221	6000
222	6000
223	6000
224	6000

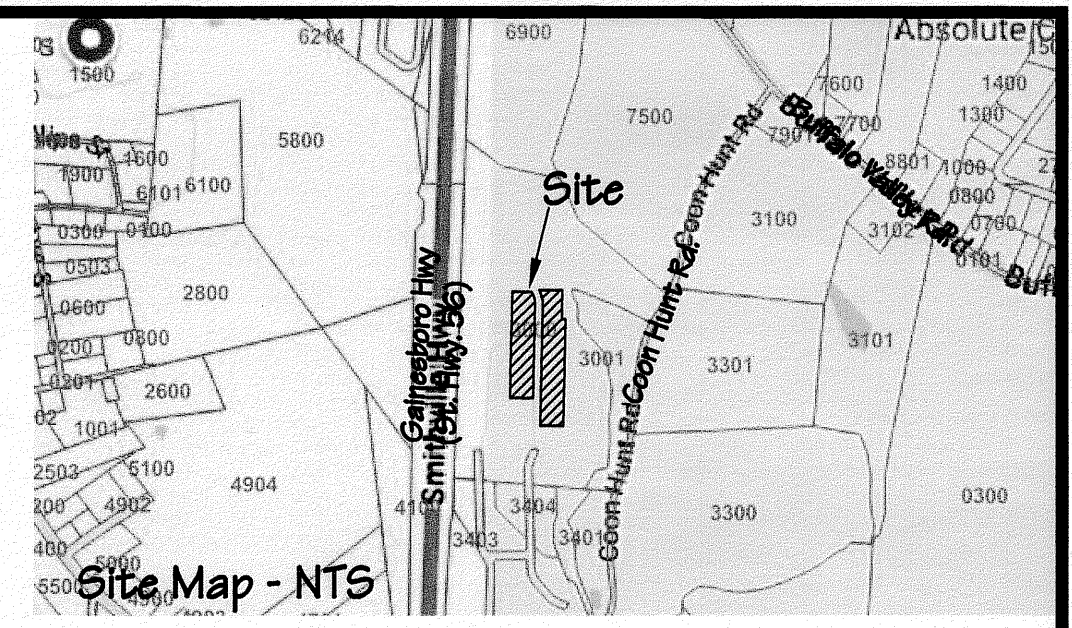
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	150.00'	5.01'	5.01'	S 72°30'00" E
C2	110.00'	41.76'	41.51'	S 77°24'48" E
C3	110.00'	15.30'	15.28'	S 02°41'07" E
C4	150.00'	26.17'	26.14'	N 03°41'59" W
C5	150.00'	19.64'	19.59'	N 16°33'30" W



Note A: Wetland information shown hereon is derived from the plat in Plat Cabinet K Page 160A as recorded in the Register's Office for Putnam County, Tennessee. The information on said plat was supplied by MRW Environmental, LLC.

Note B: The 150' TVA Powerline Easement as shown hereon is derived from Deed Book 70 Page 419 as recorded in the Register's Office for Putnam County, Tennessee.

Any new construction or additions to any current structures or any replacement of a depleted structure encroaching on setback requirements must abide by current setbacks.



CERTIFICATE OF OWNERSHIP AND DEDICATION

I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, and parts as shown to the public or private use noted. I further acknowledge that any change to this subdivision constitutes a resubdivision and requires the approval of the Planning Commission.

Date Signed _____ Owner's Signature _____

CERTIFICATION OF THE APPROVAL OF WATER LINES

I hereby certify that (1) water lines and fire hydrants, if necessary, are installed in an acceptable manner and according to the specifications of the Baxter Planning Commission (or _____); or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$ _____ has been posted to assure completion of all required improvements in the case of default.

Date _____ Water Department/City Engineer _____

CERTIFICATE OF APPROVAL OF SEWAGE COLLECTION FACILITIES

I hereby certify that (1) public sewage collection facilities are installed in an acceptable manner and according to Town of Baxter's specifications; or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$ _____ has been posted to assure completion of all required improvements in the case of default.

Date _____ Sewer Department/City Engineer _____

CERTIFICATE OF APPROVAL FOR RECORDING

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 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 _____

CERTIFICATION OF PROPERTY ADDRESS

I hereby certify that the subdivision as shown hereon and properties therein have been assigned addresses as per the Putnam County Street Naming and Property Numbering System, and that hereafter properties shall be addressed as shown hereon.

Date _____ Director Putnam County E-911 _____

CERTIFICATION OF THE APPROVAL OF STREETS AND DRAINAGE SYSTEM

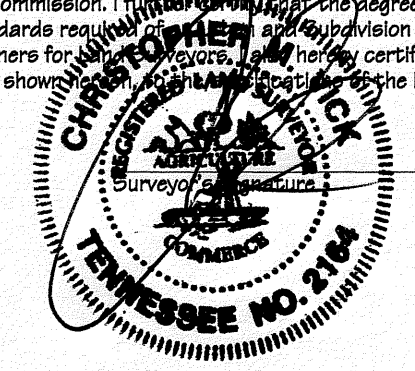
I hereby certify (1) that streets, drainage system (sewerlines, culverts, etc.) and other improvements (curbs, sidewalks, etc.) as required by the Baxter Planning Commission are installed in an acceptable manner and according to required specifications; or (2) a Financial Guarantee acceptable to the Baxter Planning Commission in the amount of \$ _____ has been posted to assure completion of all required improvements in case of default.

Date _____ Baxter Street Dept. Repr. _____

CERTIFICATE OF ACCURACY AND PRECISION

I 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 subdivision as established by the Tennessee Board of Examiners for Professional Surveyors and Engineers has been placed as shown hereon and that the monuments and pins have been placed as shown hereon and that the survey was conducted in accordance with the Tennessee Minimum Standards of Practice.

Date Signed: 4/11/2024



20th Civil District
Final Plat
For the
PADDINGTON PLACE SUBDIVISION
PHASE III-A
Presented to
City of Baxter Municipal Planning Commission

DEVELOPER: Schubert Enterprises ADDRESS: 290 County Farm Road Cookeville, TN 38501	SURVEYOR: Christopher M. Vick ADDRESS: 2772 Hidden Cove Road Cookeville, TN 38506
TELEPHONE: 931-200-1057	TELEPHONE: 931-372-1286
ENGINEER: Clinton Engineering ADDRESS: 380 S. Lowe Ave. Suite 6 Cookeville, TN 385013	OWNER: Schubert Enterprises ADDRESS: 290 County Farm Road Cookeville, TN 38501
TELEPHONE: 931-372-0146	TELEPHONE: 931-200-1057

ACREAGE SUBDIVIDED: 3.58 LOTS: 25 TAX MAP: 63 P/O PARCEL NO: 30.00
DEED BOOK REFERENCE: RB 1540/58 SCALE: 1"=50'-0" DATE: Revised 4/22/2026

Christopher M. Vick, RLS #2164
VICK SURVEYING, LLC
2772 Hidden Cove Road, Cookeville, TN 931-372-1286