

REPORT TO THE PLANNING COMMISSION

MEETING DATE: November 6, 2025

SUBJECT: Case# 233156 - Request approval of an extension previously granted for a Conditional Use Permit (CUP) for a Place of Public Assembly on 6.098 acres located at 10569 Collierville Road

INTRODUCTION:

- Memphis Korean Catholic Community (Nam Youn Kim) is requesting recommendation of an extension to a CUP from the Planning Commission (PC) (see Exhibit 3). The applicant is a nonprofit religious organization, and the facility is likely not open for use by the public, which means a Place of Public Assembly is the most appropriate use classification.
- The property owner is Steib Rev. J. Terry Svd. Bishop of Roman Catholic Diocese of Memphis, Tennessee.
- The subject property is zoned R-1: Low Density Residential and is surrounded by R-1 zoning to the north, south, east, and west. Churches are located to the north, east, and west of the subject property and a single-family dwelling is located to the south.

BACKGROUND:

- The existing 2,455-square foot building was constructed in 1946 as a single-family dwelling.
- The property owner has already undertaken changes to the property to convert it to assembly use.
- The structure can no longer be used as a dwelling because shower and bathing facilities are being removed.
- A CUP was conditionally approved by the Board of Mayor and Aldermen (BMA) (after PC recommendation) on November 27, 2023.
- The Planning Division issued a “Notice to Proceed” for a Site Plan Modification on July 16, 2024 (see Exhibit 5).
- There is an active building permit for the subject property, but no building inspections have been requested by the applicant.

KEY POINTS:

1. The applicant is requesting approval of a one (1) year extension to their approved CUP (see Exhibit 3).

- A condition of approval from the original request states, “The applicant is required to fully establish the conditional use within two years of BMA. Failure to establish the conditional use within the prescribed time period shall result in the voiding of approval of the conditional use permit. The applicant may request an extension from the BMA not to exceed one year” (see Exhibit 2, Condition of Approval #7).
- The applicant has until November 27, 2025, to establish the Place of Assembly use; however, due to challenges and time constraints it will not be established by the required deadline. For the conversion of the dwelling into a nonresidential use, establishment of the new use is considered the issuance of a Certificate of Occupancy (CO) for the nonresidential use.
- The Planning Division made a site visit on September 23, 2025, to observe how much progress had been made to the site. Upon visitation, staff determined the requirements of the approved Site Plan Modification were not being met and the use had not been established (see Exhibits 6 & 7).
- The applicant met with staff to discuss the inadequacies of the Site Plan Modification and

extending the CUP for one (1) year.

2. A Site Plan Modification was submitted May 31, 2024, and was reviewed by the Development and Fire Department.

- The scope of the site changes included adding landscaping, adding lighting, removing a gravel driveway, adding an asphalt driveway, adding parking spaces and adding an ADA path (see Exhibit 7).
- Exhibit 6 includes several comments the applicant will need to address by either amending their Site Plan Modification or correcting the issues on site prior to the issuance of a CO.

3. A Place of Public Assembly is consistent with the “Conventional Suburban Neighborhood Place Type” in the Collierville 2040 Land Use Plan (see Exhibit 4).

- While this Place Type is envisioned to be predominantly comprised of single-family detached uses, institutional uses such as Places of Public Assembly are considered customary Secondary Land Uses.
- There are several Place of Public Assembly (Places of Worship) in the immediate area, including adjacent to the property to the east and west.

4. The surrounding roadways can accommodate traffic generated by this change in use, given the conditions of approval limiting its capacity. If the CUP is ever amended to expand the intensity of the Place of Public Assembly, a traffic impact analysis will be required, and road improvements may be required.

5. The property is currently on the Town’s water and sanitary sewer systems. However, a public fire hydrant will need to be installed along Collierville Road per the Fire Marshal prior to the issuance of a CO.

STAFF RECOMMENDATION:

Staff recommends approval of the CUP extension, subject to the conditions of approval.

ATTACHMENTS:

[Exhibit 1 - Vicinity Map 10.23.25.pdf](#)

[Exhibit 2 - Conditions of Approval 10.31.25.pdf](#)

[Exhibit 3 - Cover Letter 9.26.25.pdf](#)

[Exhibit 4 - CUP Test 10.31.25.pdf](#)

[Exhibit 5 - Notice to Proceed 7.16.24.pdf](#)

[Exhibit 6 - Inspection Punchlist & Photos 9-23-25.pdf](#)

[Exhibit 7 - Approved Site Plan Modification 7.16.25.pdf](#)

PROPOSED MOTION: To recommend approval the Conditional Use Permit (CUP) extension for a Place of Public Assembly on 6.098 acres located at 10569 Collierville Road, subject to the conditions in Exhibit 2.