

REPORT TO THE PLANNING COMMISSION

MEETING DATE: November 6, 2025

SUBJECT: Case #252698 - Request approval of a Conditional Use Permit (CUP) for a duplex on 0.33 acres located at 544 Harris Street

INTRODUCTION:

- Applicant Benjamin Bommarito (NSB Inc.) and current property owner Charlotte Tate are requesting a recommendation from the Planning Commission (PC) for a CUP to allow for a duplex on property located north of Harris Street (see Exhibit 1). The CUP would allow for two (2) attached dwelling units on the same lot.
- The subject property is 0.33 acres (14374 sq ft) in size, zoned R-3: Medium Density Residential, and is also surrounded by other R-3 zoned properties.

BACKGROUND:

- The existing single-family dwelling on the property, known as Lot 2 of the Burkman Subdivision, was built in 1955.
- The existing structure was damaged recently by fire and is currently unoccupied. The applicant intends to demolish the structure and build a new one.
- The property is neither within the Local Historic District nor the limits of the Downtown Collierville Small Area Plan. The property was studied in 2021 and was determined to be not eligible for the National Register District by the Town's consultant.

KEY POINTS:

1. The applicant intends to construct a new duplex structure on the property with a 30-foot front yard setback (Exhibit 3).

- Each unit will have a separate driveway, providing independent access and parking. There are no garages or carports proposed with this development.
- The duplex will resemble the mass and scale of the single-family detached dwelling with regard to materials, colors, and details.
- As there are no public sidewalks along Harris Street, a private walkway will connect the entrance to the driveway for each unit.
- The applicant has provided a nonbinding conceptual lot layout and exterior elevation seen from Harris Street (see Exhibit 4).
- The applicant also provided a summary of how the development complies with the Town of Collierville's Design Guidelines (see Exhibit 5).

2. There are several existing or planned duplex dwellings in the surrounding area, but some may predate existing zoning standards and lawful nonconforming uses/structures (see Exhibit 6).

- Currently, there are approximately eight (8) known duplexes within proximity, in the following locations:

187 W South Street	199/201 S Rowlett Street
200/202 W South Street	192 Mills Street
204/206 W South Street	181/183 S Rowlett Street
208/210 W South Street	187/189 College Street
- The majority of the duplexes are within the limits of the Downtown Collierville Small Area Plan

and have the Mixed Use or Traditional Neighborhood Place Type, not the Conventional Suburban Neighborhood Place Type designation.

3. Duplex dwellings require a CUP and site plan review by the Planning Commission (PC) and the Board of Mayor and Aldermen (BMA).

- The R-3 Zoning districts allow two-family (duplex) only by CUP.
- This zoning district also requires 30-foot front and rear yard setbacks, and 10-foot side yard setbacks for duplexes with a minimum lot size of 12,000 square feet and a lot width of 90 feet.
- The existing lot complies with the R-3 “bulk requirements” for a duplex; however, additional information will be needed at the building permit stage to ensure the duplex complies with the Collierville Design Guidelines.

4. A duplex is not consistent with the policy recommendations of the Collierville 2040 Plan for this area (see Exhibit 7).

- The 2040 Plan, which is advisory and non-binding in nature, designates the subject property as the Suburban Neighborhood Place Type. The suggested primary land use for this place type is single-family detached residential. Attached dwellings, such as duplexes, are not anticipated in the applicable Place Type. Surrounding uses on this block are single-family detached.
- The secondary uses include civic and institutional uses, open space, parks, greenbelts, and other public spaces.
- The 2040 Plan recommends the maximum gross residential dwelling density for this location be no greater than 2.51 to 3.5 dwelling units per acre (DUA) (see Exhibit 7). If approved, the gross density of the proposed development will be 6.06 DUA.

5. Staff has analyzed the 6-Prong CUP Test (see Exhibit 10) to determine if there are adverse impacts and has added conditions (see Exhibit 2) to minimize any negative impacts to surrounding properties. There is adequate water and sewer capacity for a duplex on this property.

6. Site plans for small, attached dwelling developments like a single duplex are eligible for administrative review per § 151.311(E) but they must comply with the Design Guidelines. Staff will review drainage, landscaping, buffering of adjacent single-family properties, utilities, and architecture (exterior building materials, ornamentation, garages, etc.) during the site plan stage.

STAFF RECOMMENDATION:

Staff cannot recommend approval of the CUP as it is not consistent with the policies of the Collierville 2040 Land Use plan, including exceeding the maximum gross residential dwelling density per acre. Those policies are design to keep this neighborhood as single-family detached. The existence of similar duplexes in proximity predating the current zoning regulations could be considered by the PC and BMA when making a decision to allow a duplex at this location. The Town is currently developing a new Comprehensive Plan. If the PC and BMA find the requested duplex is inconsistent with the current Land Use Plan, the applicant could engage in the development of the new plan to promote policies for infill and redevelopment in this area.

ATTACHMENTS:

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

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

[Exhibit 3 - Cover letter 10.10.25.pdf](#)

[Exhibit 4 - Proposed Floor Plan & Exterior Elevation.pdf](#)

[Exhibit 5 - Design Guidelines Compliance Sheet.pdf](#)

Exhibit 6 - Existing Duplex Housing Map.pdf
Exhibit 7 - Excerpts from Collierville 2040 Plan.pdf
Exhibit 8 - Existing Condition.pdf
Exhibit 9 - Maximum Gross Density Map 10.29.25.pdf
Exhibit 10 - Staff Response to CUP Criteria.pdf

PROPOSED MOTION: To recommend approval of a Conditional Use Permit (CUP) for a duplex on 0.33 acres located at 544 Harris Street, subject to conditions in Exhibit 2.