

BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: June 23th, 2025
SUBJECT: 110 S Church St - Site Plan Review

Site Plan Review requested by St Therese of Lisieux Parish, agent for St Bernard's Catholic Church, for a parking lot expansion. Parcel PIN(s): 291-0815-0422-140 & 291-0815-0422-141.

SITE DETAILS:

Acres: 1.28 & 0.70 acres
Current Zoning: Two-Family Residential (TR-6) Zoning
Existing Land Use: Church Complex
Future Land Use Designation: Institutional

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to raze two existing buildings on the property and expand the existing on-site parking lot. The proposed parking lot expansion will contain 30 parking stalls with three of the stalls being ADA stalls. The existing parking lot will also be reconfigured as part of this project. The new and reconfigured parking lot will have a total of 66 parking stalls. A CSM to combine the two church parcels into one lot is also pending Plan Commission approval for this project.

STAFF EVALUATION:

Land Use and Zoning:

A Site Plan Review Committee recommendation and Plan Commission approval of the site plan is required pursuant to Sections 550-144 & 550-145 of the zoning code.

Site Layout and Design:

Within the Two-Family Residential (TR-6) Zoning District the minimum paved surface setback is 10 feet [per § 550-25G(2)(e)]. The proposed parking lot expansion meets the pavement setbacks for the Two-Family Residential (TR-6) Zoning District.

Vehicle Access and Circulation

The proposed parking lot meets the aisle width and parking stall dimension requirements specified in the Off-Street Parking and Traffic Circulation Standards [per § 550-107F].

Landscaping:

The applicant has provided a landscaping plan that meets the required landscaping point totals. The project will result in a landscape surface ratio (LSR) is 30%.

Lighting:

The applicant did not provide a lighting and photometric plan. And appropriate lighting and photometric plan that meets ordinance requirements is required.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Site Plan.
2. Approve the Site Plan without conditions.
3. Approve the Site Plan with conditions as identified by the Plan Commission:
 - a) The applicant shall obtain any required erosion control and stormwater permits.
 - b) The applicant shall submit a lighting and photometric plan for parking lot lights that meets ordinance requirements.

ATTACHMENTS:

- Application materials