



MEMORANDUM

Date: September 18, 2025

To: Luke Winchester, Chairman
and Planning Commission

From: Jon Baughman, City Planner
Jill Johnson, Planner I

Re: St. Stephens Columbarium
14544 Lebanon Road
Site Plan Modification
Map – 053
Parcel – 134.00

Request: Jake Porter with Heritage Civil, on behalf of his client, St. Stephens Catholic Church, is requesting a site plan modification for the addition of a columbarium at the existing church on Lebanon Road in District 1.

Analysis: The subject site is located on the south side of Lebanon Road and is zoned RS-40. Religious facilities are a conditional use in RS-40 zoning, the proposed changes to the site illustrated in this plan set do not require any additional permits from the BZA as it does not add additional seating capacity to the sanctuary.

The columbarium is to be placed within the courtyard area, among the church buildings and is designed to be complimentary to the surrounding church structure with a masonry and ceramic tile façade. The proposed columbarium will be built in three phases for a total of 1,533 niches and 120 memorial wall spaces, of which is calculated as follows:

Phase 1- 432 niches and 80 memorial wall spaces
Phase 2 – 669 niches
Phase 3 – 432 niches and 40 memorial wall spaces.

The footprint of the structure is 4,356sf and it will be located in a courtyard area of the church, surrounded on three sides by the church. The structure will not have a roof. The walls are faced with masonry and the proposed gates are aluminum, decorative type. A flag pole is also proposed as part of the structure. No additional parking is proposed or required.

Summary: The applicant has addressed staff's initial concerns. Any items to be addressed are minor or routine and may be corrected via the conditions of approval below.

Recommendation: Staff recommends approval of the site plan modification for St. Stephens Church 14544 Lebanon Road subject to the conditions of approval below:

Planning and Zoning:

1. All brick must be clay, baked and individually laid.
2. All stone must be individually laid.
3. All commercial design guidelines (6-103.7) shall be adhered to except any waivers granted by the Planning Commission.
4. All fencing must be low maintenance and decorative in nature.
5. Any exterior lighting and poles must be decorative in nature and shall be a color complimentary to the existing church buildings.
6. Correct the building setbacks in the site data table.

Engineering:

1. Due to the proposed impervious surface not meeting the minimum threshold for water quality/quantity, the drainage report, construction plan review, and erosion control permits from Public Works are not required.

WWUD:

1. WWUD has no comments.

Wilson County Schools:

1. No Comments Received