REPORT TO THE PLANNING COMMISSION

MEETING DATE: December 3, 2026

SUBJECT: Planning Commission Resolution 2026-B (Public Hearing) – A resolution of the Planning Commission of the Town of Collierville amending the subdivision regulations as follows: Amend Table of Contents related to various changes in section titles; Amend Article II, Section 1 related to General Procedure, Amend Article II, Section 2 related to Sketch Plats; Amend Article II, Section 3 related to Preliminary Plat and Subdivision Infrastructure Construction Plans (Major Subdivisions Only); Article IV, Section 1 related to the Sketch Plat Application; Article IV, Section 2 related to the Preliminary Subdivision Plat Application; Article IV, Section 3 related to the Construction Drawing Submittal; Article IV, Section 4 related to the Final Subdivision Plat Application; and, Article V, Section 2 related to Words and Terms Defined.

INTRODUCTION:

- The Planning Commission (PC) is being asked to make several staff-initiated amendments to the Subdivision regulations regarding a variety of topics related to recent changes to State Law (see Exhibit 1).
- A companion amendment to the Zoning Ordinance (via Ordinance 2026-12) was recommended by the PC on October 1, 2026, and adopted by the Board of Mayor and Aldermen (BMA) on November 23, 2026. It will become effective January 1, 2027.

BACKGROUND:

- Public Chapter 1044 (Exhibit 1), which becomes effective State-wide January 1, 2027, will impose strict, enforceable deadlines on development plan reviews and approvals, site inspections, and project surety (i.e. letters of credit) releases. Certain milestones, such as issuance of consolidated comments, administrative approval, or placement on a public meeting agenda, will be applicable or the request would be approved automatically as submitted.
- To ensure successful implementation, several amendments to local regulations (i.e. Zoning Ordinance and Subdivision Regulations) and processes are needed.
- An interdepartmental working group comprised of staff members from Planning, Engineering, Building and Codes, Fire Department, and Public Utilities, has been formed to study Public Chapter 1044 and develop new tracking systems, regulations, forms, and processes.
- Staff is working closely with the Town Attorney, the University of Tennessee Center for Local Planning (CLP), and peer cities to ensure local compliance with the new timeframes.
- The PC discussed the proposed amendments at its August, September, and October 2026 meetings. The BMA discussed the proposed amendments at a non-voting work session in September and November 2026.

KEY POINTS:

1. The Subdivision Regulations would be amended to address several topics which include the following:

- Per changes to TCA 13-4-302(d) (see Exhibit 2) in May 2022, expand the thresholds for administrative approval by the Town Planner of Final Subdivision Plats to include up to 25 lots if a Preliminary Subdivision Plat has been approved by PC and up to five (5) lots if no Preliminary Subdivision Plat has been approved by the PC; however, no roads or public utilities could be approved administratively by staff without a Preliminary Subdivision Plat.

- Reference within the approval process section of subdivisions a new section being created in the Zoning Ordinance by Ordinance 2026-12 which is consistent with recent changes to State Law (PC 1044) (see Exhibit 1);
- Revise the submittal requirements for Sketch Plats, Final Subdivision Plats, Preliminary Subdivision Plats, and Subdivision Infrastructure Construction Drawings, to reference separate checklists and submittal requirements to be adopted later in 2026 by the Board of Mayor and Aldermen (BMA); and,
- Remove the Sketch Plat as requirement for Major Subdivisions and prerequisite to a Preliminary Subdivision Plat.
    - Almost all applicants for Major Subdivisions voluntarily waive this step, which suggests it is viewed as unnecessary.
    - The Sketch Plat is non-voting and does not establish vesting.
    - Sketch Plats will still be retained in the Subdivision Regulations as a process for gaining early non-binding feedback from the PC, staff, and public; however, it will remain optional. Changes will be made to the checklist for Sketch Plats to allow for potential nonresidential developments to receive such non-binding feedback as well.

2. Resolution 2026-B has a delayed effective date of January 1, 2027, to synchronize with the effective date of Ordinance 2026-12 by the BMA.

NEXT STEPS:

- **PC Review & Decision:** The PC will make a final decision on Resolution 2026-B after holding a public hearing. The BMA does not consider amendments to the subdivision regulations.
- **Post-adoption Tasks:** Once the ordinance is amended, any affected checklists or forms would be updated. Staff will also be trained on the changes.
- **Checklist Adoption:** The BMA will consider the adoption of the checklists and submittal requirements through a separate resolution (on December 14, 2026).

STAFF RECCOMENDATION: Approval of PC Resolution 2026-B is recommended, as changes to the Subdivision Regulations are needed to remain compliant with PC 1044 and to better align with the recent amendments to the Zoning Ordinance.

ATTACHMENTS:
Exhibit 1 - PC1044 Shot Clocks - signed by gov - effective 1-1-27.pdf
Exhibit 2 - TCA Minor Plat Authority 5-4-22.pdf
Exhibit 3 - PC_Resolution_2026-B_Subdivision_Regulations.pdf

PROPOSED MOTION: To approve PC Resolution 2026-B (Exhibit 3).