

REPORT TO THE PLANNING COMMISSION

MEETING DATE: October 1, 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 related to 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) will also be considered by the PC on October 1, 2026.

BACKGROUND:

- Public Chapter 1044 (Exhibit 1), which becomes effective 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 and September 2026 meetings. The BMA discussed the proposed amendments at a non-voting work session in September 2026.

KEY POINTS:

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

- Per recent changes to TCA 13-4-302(d) (see Exhibit 2), 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 optional.
 - 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. Such a non-binding review option may be added to the Zoning Ordinance for site plans.

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 (likely on December 14, 2026).

STAFF RECCOMENDATION: Deferral of the proposed amendments Subdivision Regulations to the December 2026 PC meeting will allow an opportunity for the PC and stakeholders time to review the proposed changes and for feedback from the November 9, 2026, public hearing on Ordinance 2026-12 to be communicated to the PC. Changes to PC Resolution 2026-B could be necessary to align the amendments to the Zoning Ordinance and Subdivision Regulations.

ATTACHMENTS:

[Exhibit 1 - PC1044 Shot Clocks - signed by gov - effective 1-1-27.pdf](#)

[Exhibit 2 - TCA re Minor Plats.pdf](#)

[Exhibit 3 - PC_Resolution_2026-B Oct 2026 PC.pdf](#)

PROPOSED MOTION: To defer PC Resolution 2026-B (Exhibit 3) to the December 3, 2026, PC meeting, and to hold a public hearing at that time.