Collegedale
Tennessee

To: Mayor Lloyd and Collegedale City Commissioners
From: Garrett Haynes, Planning and Community Development Director
Date: 11/10/2026
RE: Delegation of Administrative Subdivision Plat Review and Approval Authority to Planning Staff

Background:
In 2022, the Tennessee General Assembly adopted Public Chapter 994, which amended Tennessee Code Annotated § 13-4-302 by adding a new subsection (d). This amendment authorizes a municipal planning commission to delegate the responsibility for administrative review and approval of certain eligible subdivision plats to its planning staff, subject to statutory limitations on plat size and scope. TCA § 13-4-302(d)(3) requires that the municipal legislative body approve the delegation by majority vote before it may take effect.

Associated Documentation:
1. Resolution 594

Discussion:
Administrative review and approval of minor subdivision plats (simple land splits) by planning staff are already permitted under previous iterations of TCA. However, Public Chapter 994 (2022) added a new subsection (d), which now requires that any such delegation of authority to planning staff be formally designated by the local government in order to remain in compliance with state law.

To accomplish this delegation, the Planning Commission's Bylaws have been updated to assign responsibility for administrative plat review and approval to planning staff, and PCRES2026-01 was adopted by the Planning Commission at its meeting on October 12, 2026, delegating that authority to staff for plats meeting the criteria set forth in TCA § 13-4-302(d)(2).

You may note that TCA § 13-4-302(d)(2) permits administrative approval of plats with up to five lots without preliminary plat approval, or twenty-five lots with preliminary approval. The number of lots eligible for administrative approval is ***not*** changing under this delegation; that number remains limited to two lots, as established in the City's subdivision regulations. This delegation simply gives the Planning Commission the flexibility to raise that threshold in the future, up to the statutory maximums, should it choose to do so. At this time, staff sees no need to increase the number of lots eligible for administrative approval.

As required by TCA § 13-4-302(d)(3), this delegation is not complete, and the delegation cannot take effect, until it is likewise approved by the City Commission. Resolution 594 has been drafted to formalize the City Commission's approval of the delegation and is provided in the agenda packet for consideration.

Conclusion and/or Recommendations:
Staff recommends that the City Commission approve Resolution 594 to ensure compliance with state law.