



Prosper is a place where everyone matters.

Agenda
Prosper Town Council Meeting
Council Chambers
Prosper Town Hall
250 W. First Street, Prosper, Texas
Tuesday, April 26, 2022
5:45 PM

Notice Regarding Public Participation

Welcome to the Prosper Town Council. Individuals may attend the meeting in person, or access the meeting via videoconference, or telephone conference call.

Join the Zoom Meeting by clicking on the following link: <https://us02web.zoom.us/j/87047432329>

To join the meeting by phone, dial (346) 248-7799

Enter Meeting ID: 870 4743 2329

Addressing the Town Council:

Those wishing to address the Town Council must complete the [Public Comment Request Form](#) located on the Town website or in Council Chambers.

If you are attending in person, please submit this form to the Town Secretary prior to the meeting. When called upon, please come to the podium and state your name and address for the record.

If you are attending online/virtually, please submit this form to the Town Secretary prior to 5:00 p.m. on the day of the meeting. Please ensure your full name appears on the screen and you are unmuted so the meeting moderator can recognize you and allow you to speak. The Chat feature is not monitored during the meeting. The Town assumes no responsibility for technical issues that are beyond our control.

If you encounter any problems joining or participating in the meeting, please call our help line at 972-569-1191 for assistance.

Call to Order/ Roll Call.

Invocation, Pledge of Allegiance and Pledge to the Texas Flag.

Announcements of recent and upcoming events.

Presentations.

1. Proclamation recognizing May 2022, as Building Safety Month. (KD)

CONSENT AGENDA:

Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.

2. Consider and act upon the minutes from the April 12, 2022, Town Council meeting. (MLS)
3. Consider and act upon an ordinance amending Appendix A, "Fee Schedule" to the Town's Code Of Ordinances by adding a new subsection (f), "Proration Of Annual Fees," to section XX, "Health And Sanitation Fees" including the addition of late payment charges. (MB)
4. Consider and act upon approving a Cooperative Purchasing Agreement between North Texas Municipal Water District (NTMWD) and the Town of Prosper, for the purchase of Magnesium Hydroxide Treatment Implementation; and authorizing the Town Manager to execute the same. (FJ)
5. Consider and act upon an ordinance abandoning a portion of Good Hope Road prescriptive right-of-way, located north of Windsong Parkway, beginning at a point approximately 300 feet north of Mill Branch Drive and extending northward approximately 750 feet. (PC)
6. Consider and act upon approving an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage". (BC)
7. Consider and act upon whether to direct staff to submit a written notice of appeal on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on any Site Plans, including CHC Prosper Trail, Prosper Tollway Office Park, and Prestonwood Temporary Buildings. (DS)

CITIZEN COMMENTS

The public is invited to address the Council on any topic. However, the Council is unable to discuss or take action on any topic not listed on this agenda. Please complete a "Public Comment Request Form" and present it to the Town Secretary prior to the meeting.

REGULAR AGENDA:

If you wish to address the Council, please fill out a "Public Comment Request Form" and present it to the Town Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, individuals wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For individuals wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

Items for Individual Consideration:

8. Conduct a public hearing and consider and act upon a request to amend Planned Development-94 (PD-94), for the Westside Development, on 64.5± acres, northeast corner of US 380 and FM 1385, regarding hotel uses and development standards. (Z22-0001). (DS)

Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.

9. Discussion regarding First Street (Coleman-Craig). (LH)
- [10.](#) Receive an update regarding Phase 2 of the Matrix Report. (RZ)
11. Receive an update on the Town Hall Balcony Receptions. (RB)

EXECUTIVE SESSION:

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.

Section 551.072 – To discuss and consider purchase, exchange, lease or value of real property for municipal purposes and all matters incident and related thereto.

Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.

Section 551.071 – To consult with the Town Attorney regarding new United States Supreme Court decision in City of Austin v. Reagan National Advertising relative to municipal sign regulation authority and all matters incident and related thereto.

Reconvene in Regular Session and take any action necessary as a result of the Closed Session.

Adjourn.

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted at Prosper Town Hall, located at 250 W. First Street, Prosper, Texas 75078, a place convenient and readily accessible to the general public at all times, and said Notice was posted by 5:00 p.m., on Friday, April 22, 2022, and remained so posted at least 72 hours before said meeting was convened.

Michelle Lewis Sirianni, Town Secretary

Date Notice Removed

Pursuant to Section 551.071 of the Texas Government Code, the Town Council reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed on this agenda.

NOTICE

Pursuant to Town of Prosper Ordinance No. 13-63, all speakers other than Town of Prosper staff are limited to three (3) minutes per person, per item, which may be extended for an additional two (2) minutes with approval of a majority vote of the Town Council.

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS: The Prosper Town Council meetings are wheelchair accessible. For special services or assistance, please contact the Town Secretary's Office at (972) 569-1011 at least 48 hours prior to the meeting time.



Prosper is a place where everyone matters.

MINUTES

Prosper Town Council Meeting
Council Chambers
Prosper Town Hall
250 W. First Street, Prosper, Texas
Tuesday, April 12, 2022
5:45 PM

Call to Order/ Roll Call.

The meeting was called to order at 5:58 p.m.

Board Members Present:

Mayor Ray Smith
Mayor Pro-Tem Meigs Miller
Deputy Mayor Pro-Tem Craig Andres
Councilmember Jeff Hodges
Councilmember Marcus E. Ray
Councilmember Amy Bartley
Councilmember Charles Cotten

Staff Members Present:

Harlan Jefferson, Town Manager
Terry Welch, Town Attorney
Michelle Lewis Sirianni, Town Secretary
Robyn Battle, Executive Director of Community Services
Betty Pamplin, Finance Director
Rebecca Zook, Executive Director of Development & Infrastructure Services
Hulon Webb, Engineering Services Director
Leigh Johnson, IT Director
Dan Baker, Director of Parks and Recreation
Paul Naughton, Senior Park Planner
Trevor Helton, Recreation Supervisor
Patty Kenzie, Marketing Coordinator
Todd Rice, Communications Manager
Frank Jaromin, Public Works Director

Invocation, Pledge of Allegiance and Pledge to the Texas Flag.

Mayor Pro-Tem Miller led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were recited.

Announcements of recent and upcoming events.

Councilmember Cotten made the following announcements:

TxDOT has extended the deadline until Thursday, April 21st for the public input and comments period for the Collin County section of US 380. There will be a rally this Thursday, April 14 regarding the US 380 project at Silo Park located at 380 West Broadway beginning at 5:00 p.m. Town staff will be available to answer questions.

Join Denton County Commissioner Williams for the U.S. 380 East Groundbreaking Ceremony on Monday, April 18 at 4:00 p.m. at Palio's in Crossroads located at 9900 U.S. 380 to celebrate the start of construction from U.S. 380 from US 377 to the County line.

Join the Parks and Recreation Department as they kick off the Discover Downtown Series of events with “Moonlight Movie” on Saturday, April 23 at 7:00 p.m. at Prosper Town Hall. Bring your lawn chairs and blankets as you enjoy some lawn games, balloon artists, shaved ice, and popcorn for the featured movie “Encanto.” The movie begins at 8:30 p.m. Parking will be available on the north side of Town Hall.

There are a few weeks left in the Mayor’s Fitness Challenge. Don’t forget to continue to track your minutes and turn in your tracking sheets by April 24. Any type of exercise qualifies, and all ages are eligible to participate. Tracking sheets are available through the Parks and Recreation Department page of the Town’s website.

Early Voting for the May 7, 2022, General Election begins on Monday, April 25 and runs through Tuesday, May 3. Residents residing in Collin County may vote at Prosper Town Hall and residents residing in Denton County may vote at Fire Station No. 2. Visit the Elections page through the Town’s website for times, additional locations, and information.

On Saturday, April 30, residents may dispose of prescription drugs through the National Prescription Drug Take-Back Day at the Central Fire Station located at 1500 W. First Street from 10:00 a.m. until 2:00 p.m. For more information, click on Upcoming Events from the Town’s website homepage.

Councilmember Bartley congratulated Pastor Over Ochoa from the Iglesia Vida Victoriosa in Prosper for his ten years of service.

Presentations.

3. Consider and act upon Resolution No. 2022-15 naming the park site located on the northwest corner of First Street and Coit Road as “Raymond Community Park.” (RB)

Ms. Battle introduced the item by outlining how parks within the Town are named. She highlighted the contributions and achievements made by Dudley Raymond as the Town's Parks and Recreation Director from 2016 to 2021. At the March 10, Parks and Recreation meeting, the board recommended the park to be built at First Street and Coit Road be named after Mr. Raymond. At the March 29 Town Council meeting, the Council agreed with their recommendation. Staff is recommending approval of the resolution formally naming the park at First Street and Coit to be named "Raymond Community Park."

Councilmember Ray made a motion to approve Resolution No. 2022-15 naming the park site located on the northwest corner of First Street and Coit Road as "Raymond Community Park." Councilmember Hodges seconded that motion, and the motion was unanimously approved.

Mayor Smith read and presented the resolution to the Raymond family.

4. Recognize Kate Carline for her volunteerism and achievements with the Prosper Community Library. (LS)

Ms. Scott introduced Kate Carline by highlighting some of her major achievements.

Mayor Smith read and presented a certificate of recognition to Ms. Carline.

5. Recognize Public Works for an emergency water main break. (RZ)

Ms. Zook detailed the events of the emergency water main break as well as recognized the Public Works staff members for their efforts.

CONSENT AGENDA:

Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.

- 6. Consider and act upon the minutes from the March 29, 2022, Town Council meeting. (MLS)**
- 7. Receive the February financial report. (BP)**
- 8. Consider and act upon approving the purchase of one Pierce Velocity PUC Pumper (Fire Engine) from Siddons Martin Emergency Group, LLC, through the Texas Local Government Purchasing Cooperative; and authorizing the Town Manager to execute documents for the same. (SB)**
- 9. Consider and act upon approving the purchase of one ambulance from Southern Emergency & Rescue Vehicle Sales, LLC, through the Texas Local Government Purchasing Cooperative; and authorizing the Town Manager to execute related documents for the same. (SB)**
- 10. Consider and act upon authorizing the Town Manager to execute a Roadway Construction Reimbursement Agreement between MSW Prosper 380 II, LP, and the Town of Prosper, Texas, related to the construction of roadways within the Town's Tax Increment Reinvestment Zone No. 2 (TIRZ No. 2). (HW)**

Mayor Pro-Tem Miller made a motion to approve consent agenda items 6 thru 10. Councilmember Cotten seconded that motion, and the motion was unanimously approved.

CITIZEN COMMENTS

Representative Matt Shaheen extended his appreciation of the relationship with the Town and is pleased to serve as one of the Town's Representatives.

Items for Individual Consideration:

- 11. Consider and act upon Ordinance No. 2022-16 amending the Project Plan for Tax Increment Reinvestment Zone Number One (TIRZ #1) by adding two (2) TIRZ Eligible Public Roadways to the Thoroughfare Plan for TIRZ #1. (HW)**

Mr. Webb stated the purpose of this amendment is to update the existing thoroughfare Plan for TIRZ #1 to designate Segment H and Segment BB as a TIRZ Eligible Public Roadways, which are located east and west of the planned big box retailer. This will provide improved traffic circulation for the proposed development as well as supplementary access to US 380.

Councilmember Ray made a motion to approve Ordinance No. 2022-16 amending the Project Plan for Tax Increment Reinvestment Zone Number One (TIRZ #1) by adding two (2) TIRZ Eligible Public Roadways to the Thoroughfare Plan for TIRZ #1. Deputy Mayor Pro-Tem Andres seconded that motion, and the motion was unanimously approved.

Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.

Councilmember Cotten requested to have a discussion regarding Billboards.

Councilmember Bartley requested an update regarding the Downtown Master Plan Study being conducted by Stantec.

EXECUTIVE SESSION:

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.

Section 551.072 – To discuss and consider purchase, exchange, lease or value of real property for municipal purposes and all matters incident and related thereto.

Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.

The Town Council recessed into Executive Session at 6:25 p.m.

Reconvene in Regular Session and take any action necessary as a result of the Closed Session.

The Town Council reconvened into Regular Session at 7:27 p.m.

No action was taken.

Adjourn.

The meeting was adjourned at 7:27 p.m.

These minutes approved on the 26th day of April 2022.

APPROVED:

Ray Smith, Mayor

ATTEST:

Michelle Lewis Sirianni, Town Secretary



DEVELOPMENT SERVICES

To: Mayor and Town Council

From: Mary Branch, RS, Health & Code Compliance Supervisor

Through: Harlan Jefferson, Town Manager
Rebecca Zook, Executive Director of Development and Infrastructure Services
Khara C. Dodds, AICP, Director of Development Services

Re: Town Council Meeting –April 26, 2022

Agenda Item:

Consider and act upon an ordinance amending Appendix A, “Fee Schedule” to the Town’s Code Of Ordinances by adding a new subsection (f), “Proration Of Annual Fees,” to section XX, “Health And Sanitation Fees” including the addition of late payment charges.

Description of Agenda Item:

This year, in accordance with the Town’s Strategic Plan, we will be implementing plans to change the renewal cycles on Health Permits for permanent food and beverage establishments. Currently, Health Permits expire at random times of the year. We will be moving to one unified cycle where all Health Permits will expire and be required to be renewed at the same time, annually. It is our goal to structure the fees in which the renewal date is at the beginning of the calendar year with the first renewal cycle to commence at the beginning of 2023. In preparation, we will have to reconcile the current expiration cycles with a new unified one which will entail adjusting businesses permit fees this year.

This endeavor will assist all pertinent staff involved with permitting to be aligned and consistent. This ultimately reduces potential oversight of expired food establishment permits simultaneously establishing late payment charges for those businesses that fail to timely renew an annual permit. Key points of the ordinance amendment include:

- Unifying renewal cycle for annually permitted food establishments.
- Advising to prorate all annual health and sanitation fees in 2022 so that all annual food establishment permit fees will be due and owing on February 1, 2023, annually thereafter.
- Determines that it will be beneficial and advantageous to include late payment charges for those who fail to timely renew an annual permit.
- Will assist with enforcement by providing a uniform date when all such fees must be paid.

Strategic Plan

This initiative completes a 2021-2022 Strategic Plan Action, “Action 1.13, Annual Health Permit Renewal Deadline.”

Budget Impact: The budgetary impact from this ordinance amendment could result in additional revenues if businesses fail to renew their annual health permits in a timely manner resulting in late fees being assessed.

Legal Obligations and Review:

This amended ordinance has been reviewed by Terrence Welch of Brown & Hofmeister, L.L.P., as to form and legality.

Attached Documents:

1. Draft ordinance amending Health and Sanitation Fees Section of Appendix A.
2. Comparison City Survey

Town Staff Recommendation:

Town staff recommends approving an ordinance amending Appendix A, “Fee Schedule” to the Town’s Code Of Ordinances by adding a new subsection (f), “Proration Of Annual Fees,” to section XX, “Health And Sanitation Fees” including the addition of late payment charges.

Proposed Motion:

I move to approve an ordinance amending Appendix A, “Fee Schedule” to the Town’s Code Of Ordinances by adding a new subsection (f), “Proration Of Annual Fees,” to section XX, “Health And Sanitation Fees” including the addition of late payment charges.

TOWN OF PROSPER, TEXAS

ORDINANCE NO. 2022-__

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, AMENDING APPENDIX A, "FEE SCHEDULE," TO THE TOWN'S CODE OF ORDINANCES BY ADDING A NEW SUBSECTION (f), "PRORATION OF ANNUAL FEES," TO SECTION XX, "HEALTH AND SANITATION FEES"; ADDING LATE PAYMENT CHARGES TO THE FOREGOING NEW SUBSECTION; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the Town Council of the Town of Prosper, Texas ("Town Council"), has investigated and determined that it is advisable to prorate all annual health and sanitation fees in 2022 so that all annual permit renewals will be due and owing on February 1, 2023, and every February 1 thereafter; and

WHEREAS, the Town Council has reviewed the proposed provision and concludes that requiring all annual health and sanitation fees to be due and owing on or before January 31, 2023, be prorated to expire on January 31, 2023, and beginning February 1, 2023, and every February 1 thereafter, all such annual fees shall become due and owing, will assist enforcement by providing for a uniform date when all such fees must be paid; and

WHEREAS, the Town Council hereby finds and determines that it will be advantageous, beneficial and in the best interests of the citizens of Prosper to amend Section XX, "Health and Sanitation Fees," of Appendix A, "Fee Schedule," by adding thereto a new Subsection (f) providing for same, including late payment charges for those who fail to timely renew an annual permit.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, THAT:

SECTION 1

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2

From and after the effective date of this Ordinance, Section XX, "Health and Sanitation Fees," of Appendix A, "Fee Schedule," to the Town's Code of Ordinances is hereby amended by adding thereto a new Subsection (f), "Proration of Annual Fees," to read as follows:

"Sec. XX Health and sanitation fees.

* * *

(f) *Proration of annual fees.*

(1) The cost of any annual fee referenced in subsection (a), "Food establishment permit and inspection fees," due and owing on or before January 31, 2023, shall be prorated to expire on January 31, 2023. On February 1, 2023, and every February 1 thereafter, all such annual fees shall be due and owing.

(2) Beginning on February 1, 2023, any annual fee referenced in subsection (a), "Food establishment permit and inspection fees," whose payment is 1 to 5 business days late shall be subject to a late payment penalty equal to fifty percent (50%) of the annual fee amount. Any such annual fee whose payment is more than five (5) business days late shall be subject to a late payment penalty equal to one hundred percent (100%) of the annual fee amount."

SECTION 3

All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portion of conflicting ordinances shall remain in full force and effect.

SECTION 4

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

SECTION 5

This Ordinance shall take effect and be in full force from and after its passage and publication, as provided by the Revised Civil Statutes of the State of Texas and the Home Rule Charter of the Town of Prosper, Texas.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ON THIS 26TH DAY OF APRIL, 2022.

APPROVED:

Ray Smith, Mayor

ATTEST:

Michelle Lewis Sirianni, Town Secretary

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, Town Attorney

Feedback from Health Permit Survey

Survey question: I'm conducting a brief survey. When do your Health Permits expire? (i.e. food establishments, convenience stores, childcare facilities, schools, etc.) Do you assess late fees if they don't renew on time? What is your late fee structure?

Comparison City Responses:

Celina: All our permits expire at the end of each calendar year, regardless of when the permit was purchased, and we do not prorate. We have automated our system somewhat, and all our annual permits can be renewed completely online. About mid-November (six weeks before the expiration date), our system automatically sends an email for each permit, as a reminder that the permit is about to expire. The email contains a link, and instructions for renewing the permit. All they must do is click the link, follow the instructions, confirm, or change information, then pay with a credit/debit card, then they are done. The whole process takes five minutes or less. I then get notified by email that a renewal has been done, and I go in and approve, or disapprove, if necessary. The reminder emails will continue every two weeks until the permit is renewed, or until February 15. After February 15, we start charging late fees. For now, the late fee is a one-time charge of \$100. If we need to make more than a \$100 point, we can issue citations.

Tarrant County (Colleyville): Each establishment has different expiration dates throughout the year. The expiration date is based on when they pay. We use the 10th day of the month (example: 02/11/2022 to 02/10/2023). All our health permits are good for one year. An invoice is sent out 30 days before the due date to the billing address we have on file. A late fee is charged on permits. Late fees are 10% of the entire total fee per permit. (Payment must be postmarked by the due date, we use the 10th of each month, if after the 10th its late)

Example: Walmart with four inventories' (Grocery, Deli, Produce, Meat) at location X. Each of the listed inventory that's late will have a 10% fee assessed.

Coppell: The expiration of a permit is dependent upon when their permit was issued. All permits are valid for one year and then must be renewed. We send out a notification of expiration along with instructions on how to renew 30 days prior to their permit expiring. Example: Subway's permit is issued 2/9/2022, this facility's permit will expire 2/9/2023 a notification email will be sent out 1/9/2023. After 30 days of non-payment, we hand deliver a notice and ask they pay for renewal immediately. We do not charge a late fee.

Frisco: Our permits are valid for one calendar year. For example, if a facility's permit was approved on February 6th it would expire on February 6th every year. Late fees are 50% of the permit fee for 1-30 days late and 100% of the permit fees for 31-60 days late. On day 60 we give written notice that permit fees and additional late fees must be paid within 24 hours to avoid closure for lacking a valid permit.

Little Elm: We currently do not have a late fee policy in place for late or expired health permits. Basically, we'll give them a few chances by sending a couple of letters of violation and if they do not comply, we'll start issuing citations. They expire 12/31 every year.

The Colony: ALL health permits expire December 31st of each year, regardless of the type of health permit. We do charge late fees, see below.

Late Payment of Health Permit - 1 -5 days late: 50% of health permit fee

6+ days late: 100% of health permit fee

McKinney: Our permits are good for one year from the month of issuance. For example, a permit issued today would expire February 28th, 2023. We give the permit holder's a grace period of 30 days to renew their permit. Once 30 days has been exceeded, there is a late fee of \$200. At 60 days expired we would simply issue a close order for the permit holder.

Other comparison cities surveyed but no response:

- **Southlake**
- **University Park**

Recommended Late Fee Structure for The Town Of Prosper:

Late Payment of Health Permit - 1 -5 days late: 50% of health permit fee

6+ days late: 100% of health permit fee



Public Works

To: Mayor and Town Council

From: Frank E. Jaromin, P.E., Director of Public Works

Through: Harlan Jefferson, Town Manager
Rebecca Zook, Executive Director of Development and Infrastructure Services

Re: Town Council Meeting – April 26, 2022

Agenda Item:

Consider and act upon approving a Cooperative Purchasing Agreement between North Texas Municipal Water District (NTMWD) and the Town of Prosper, for the purchase of Magnesium Hydroxide Treatment Implementation; and authorizing the Town Manager to execute the same.

Description of Agenda Item:

NTMWD has a current contract in place with Premier Magnesia, LLC, for Magnesium Hydroxide Treatment Implementation. This product is used for odor control in wastewater lines. Public Works currently purchases ACTI-MAG from Helix Laboratories, Inc., another odor control product. Although both products are effective, the Magnesium Hydroxide Treatment Implementation is more cost effective. Public Works does intend to enter into a price agreement to lock-in pricing for ACTI-MAG and keep Helix Laboratories, Inc. as a secondary source. This price agreement will be forthcoming at a later date.

The Agreement with NTMWD will remain in effect until terminated by either party with thirty (30) days written notice to the other party. Public Works will purchase on an as-needed basis at the unit prices contracted through NTMWD.

Local Government Code 271.102, Subchapter F. Cooperative Purchasing Program authorizes the Town to participate with another local government of the state to purchase goods or services and make payment directly to a vendor under a contract with the local government, while satisfying all state and competitive bid laws.

Budget Impact:

The total amount budgeted for odor control is \$361,100 and will be paid from account 200-5660-50-03, Chemical Supplies. Subsequent annual expenditures will be subject to appropriations granted in future fiscal years.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed the Agreement as to form and legality.

Attached Documents:

1. Cooperative Purchasing Agreement
2. Premier Magnesia, LLC Quote

Town Staff Recommendation:

Town staff recommends approving a Cooperative Purchasing Agreement between North Texas Municipal Water District (NTMWD) and the Town of Prosper, for the purchase of Magnesium Hydroxide Treatment Implementation; and authorizing the Town Manager to execute the same.

Proposed Motion:

I move to approve a Cooperative Purchasing Agreement between North Texas Municipal Water District (NTMWD) and the Town of Prosper, for the purchase of Magnesium Hydroxide Treatment Implementation; and authorize the Town Manager to execute the same.

**COOPERATIVE PURCHASING AGREEMENT BETWEEN
NORTH TEXAS MUNICIPAL WATER DISTRICT
AND THE CITY OF PROSPER**

This Cooperative Purchasing Agreement (the "**Agreement**") is made and entered into by and between The City of Prosper (the "City"), and the North Texas Municipal Water District ("Entity"), a water control and improvement district created pursuant to Article 16, Section 59 of the Texas Constitution.

WHEREAS, Section 271.102 of the TEXAS LOCAL GOVERNMENT CODE authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization; and

WHEREAS, The Entity currently has a contract for Magnesium Hydroxide Treatment Implementation with Premier Magnesia, LLC ("Vendor"); and

WHEREAS, City has a need for the same or similar services and desires to enter into a Cooperative Purchasing Agreement with the City pursuant to Chapter 271 of the Tex. Loc. Gov't Code; and

WHEREAS, a local government that purchases goods and services pursuant to a Cooperative Purchasing Program with another local government satisfies the requirement of the local government to seek competitive bids for the purchase of the goods and materials.

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the sufficiency of which is hereby acknowledged by the Parties, the City and Entity have agreed to the terms and conditions set forth below.

ARTICLE I

PURPOSE

1.1 The purpose of this Agreement is to allow City to prepare, execute and administer its own contract with the Entity's Vendor for 20-102-P Magnesium Hydroxide Treatment Implementation as a Cooperative Purchasing Program.

ARTICLE II

TERM

2.1 . This Agreement may be terminated at any time by the City or Entity, with or without cause, upon thirty (30) days written notice to the other party.

ARTICLE III

DUTIES OF ENTITY

3.1 City shall prepare, execute, and administer its own contract with Vendor and the Entity shall not be a party to the contract with the Vendor and City. City shall have no obligations for payment to Vendor for any services or goods incurred by any party other than the City. Entity shall have no obligations for payment to Vendor for any services or goods incurred by any party other than Entity. Any payments owed the Vendor for services or goods provided to City shall be paid by City directly to Vendor. Payments shall be made out of current revenues available to Entity. Any payments owed the Vendor for services or goods provided to the City shall be paid by the City directly to Vendor. Entity will be responsible for the Vendor's compliance with provisions relating to the quality of items provided to Entity and terms of delivery to Entity and any other terms or conditions of Entity's contract with Vendor. The City will be responsible for the Vendor's compliance with provisions relating to the quality of items provided to the City and terms of delivery to the City and any other terms or conditions of the City's contract with Vendor.

3.2 Entity designates the Entity's Purchasing Manager to act on behalf of Entity in all matters relating to the Entity's Cooperative Purchasing Program.

ARTICLE IV

GENERAL PROVISIONS

4.1 The City and Entity hereby find and agree that the recitals set forth above are true and correct and form the basis upon which the Entity and the City have entered into this Agreement.

4.2 The City and Entity shall cooperate with one another in good faith and comply with all requests of the other Party as reasonably necessary to achieve full compliance with the intent of this Agreement.

4.3 This Agreement will be subject to all applicable federal, state and local laws, ordinances, rules and regulations.

4.4 All payments required under this Agreement shall be made from current revenues available to the paying party.

4.5 The obligations of the Parties hereto are subject to final approval by the governing body or authorized representative of each, and upon request of the other Party, each Party will provide sufficient documentation to the other Party that this Agreement has been authorized by its respective governing body or authorized representative.

4.6 The Parties are each entering into this Agreement solely for the benefit of themselves and agree that nothing in this Agreement shall be construed to confer any right, privilege or benefit on any person or entity other than the Parties.

4.7 This Agreement may not be modified or amended except by an instrument in writing signed by authorized representatives of the Parties.

4.8 The terms of this Agreement shall be binding upon, and inure to, the benefit of each of the Parties and their successors and permitted assigns. However, no assignment of the rights and duties of a Party may be made to a non-governmental entity unless approved in writing by both Parties.

4.9 This Agreement may be executed by the Parties in any number of separate counterparts, each of which, when so executed and delivered, shall be deemed an original, but all such counterparts shall together constitute one and the same contract. If this Agreement is executed in counterparts, then it shall become fully executed only as of the execution of the last such counterpart called for by the terms of this Agreement to be executed.

4.10 This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas, without regard to conflict of law or choice of law principles of Texas or of any other state. Exclusive venue shall be in Collin County, Texas.

4.11 The headings of the Articles of this Agreement are included for convenience only and shall not be deemed to constitute a part of this Agreement.

4.12 The City and Entity agree and acknowledge that (i) this Agreement does not create a joint venture, partnership, or joint enterprise, and that neither Party is an agent of the other, and (ii) that this Agreement shall never be interpreted or construed to imply or otherwise create any such relationship between the Parties.

4.13 The failure of either Party to insist upon the performance of any term or provision of this Agreement or to exercise any right granted hereunder shall not constitute a waiver of that Party's right to insist upon appropriate performance or to assert any such right on any future occasion.

4.14 It is expressly understood and agreed that, in the execution of the Agreement and contracts incidental hereto, neither the City nor Entity waive any immunity or defense that would otherwise be available to it against any claim arising from the Agreement, including the defense of governmental immunity.

4.15 This Agreement, including any exhibits attached hereto and any documents incorporated herein by reference, contains the entire understanding and agreement between the City and Entity as to the matters contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent in conflict with any provisions of this Agreement.

4.16 No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy granted by law or equity, but each shall be cumulative of every right or remedy given hereunder. In the event of any dispute over the meaning or application of any provision of this Agreement, this Agreement shall be interpreted fairly and reasonable, and neither more strongly for or against any Party, regardless of the actual drafter of this Agreement.

4.17 Each party does hereby agree to waive all claims against and release the other party and its respective officials, officers, agents, employees, in both their public and private capacities, from any and all liability, claims, suits, demands and losses, damages, attorney's fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury to or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement. Entity waives any claims it may have for damages against the City in the event that an early termination of the City's contract with Vendor causes an increase in generator repair costs to Entity.

ARTICLE V

NOTICES

5.1 Unless otherwise specified, written notice shall be deemed to have been duly served if delivered in person, sent by email, by fax with successful send confirmation, or by certified mail to the last business address as listed herein.

City of Prosper:

Purchasing Division
Attn: Purchasing Manager
City of Prosper
P.O. Box 307
Prosper, TX 75078
Phone: (972) 569-1018
jcalhoun@prospertx.gov

**North Texas Municipal
Water District:**

Attn: Jennafer P. Covington
Executive Director/General Manager
North Texas Municipal
Water District
501 E. Brown Street
Wylie, Texas 75098
Phone: 972-442-5405
Fax: 972-295-6440
jcovington@ntmwd.com

IN WITNESS WHEREOF, The City and Entity, acting under authority of their respective authorized representatives, have caused this Agreement to be duly executed in several counterparts, each of which shall constitute an original, effective as of the Effective Date.

**NORTH TEXAS MUNICIPAL
WATER DISTRICT**

CITY OF PROSPER

BY: _____

BY: _____

Jennafer P. Covington, Executive Director

"BY" Printed Name and Title

"BY" Printed Name and Title

ATTEST: _____

ATTEST: _____

DATE: _____

DATE: _____

Leann Bumpus, Executive Admin Assistant

"ATTEST" Printed Name and Title

"ATTEST" Printed Name and Title



March 8, 2022

Purchasing Department
City of Prosper, TX
Prosper, TX

Dear Frank,

Thank you for the opportunity to provide the City of Prosper pricing on our Thioguard product (Magnesium Hydroxide). As discussed, we welcome holding our pricing to match NTMWD at \$2.95/gallon. This pricing is for full truck loads at approximately 3500 gallons per load. Please note that once set up in our system the lead time on integrating you into our schedule is 7-10 business days. Listed below is our standard specification that is provided in every load of our product. Each load will include a bill of lading as well as a laboratory report for that specific load.

	Typical	Maximum	Minimum
Slurry Basis:			
Mg(OH) ₂ contained lb/dry Gallon	7.7	8.0	7.5
Dry Solids Basis:			
MgO, wt%	98.7		98.5
CaO, wt%	0.6	0.8	
SiO ₂ , wt%	.20	.35	
Fe ₂ O ₃ , wt%	.10	.21	
Acid Insolubles, wt%	.3	1.0	
Median Particle Size, Micron	3.0	6.0	1.0
Specific Surface Area, m ² /g	10	20	9
Acres/Gallon	3.21	3.5	3.0
Lbs. Alkalinity/Gallon	13.0	14.0	12.0
Caustic Magnesia Activity/Sec	200	250	
Timed Liquid/Solid Settrometer Test, Colloidal Suspension mL/48 hours	248.0	240.0	250.0
Stabilized Residual Test, Grams	1.0	4.0	
Caustic Soda (NaOH) Equivalent	1 lb Equivalent to .73 lb Mg(OH) ₂		
Soda Ash (Na ₂ CO ₃) Equivalent	1 lb Equivalent to .55 lb Mg(OH) ₂		
Physical Properties:			
Density, lbs./gal.	13.0	13.2	12.72
Solids, Weight Percent %	61	62	60
Viscosity, cps	150	300	100
% Passing -325 Mesh Sieve	99.6	100	99.0
Certifications:			
ISO 9001:2008 – ANSI/ISO/ASQ Q9001-2008 Certified Distribution, Sales, and Manufacture of periclase and technical grades of magnesium oxide and hydroxide products.			

Please see the specifications of our product listed below as well as additional services offered that you may be interested in.





Please let me know if you have any questions.

Steven LeBlanc

Premier Magnesia LLC

By offering a holistic system management through our [MgPaaS](#) System we offer:



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- Consulting Services: a global/domestic leader in optimizing performance of water and wastewater facilities with the use of magnesia
- Asset Protection
- Odor Control
- Nutrient Management / Recovery
- Biosolids Processing and Reuse
- Energy Recovery / Optimization

Thioguard Product

The following information will provide a detailed view of not only our Thioguard product but also our general specifications that we offer insuring that the City of Fort Worth receives only the highest quality of magnesium hydroxide available within the United States.

XXXX AUTHORITY

PURCHASE SPECIFICATION

FOR

TECHNICAL GRADE MAGNESIUM HYDROXIDE SLURRY PRODUCED AND DERIVED FROM MAGNESIUM CHLORIDE BRINE AND EQUIPMENT INSTALLATION

FOR MUNICIPAL BIOLOGICAL WASTEWATER TREATMENT PLANTS

1) SCOPE AND CLASSIFICATION

a) Scope

- (a) Biological municipal wastewater treatment requires substantial vender experience when
- (b) Wastewater treatment is performed in a sensitive biological environment wherein operation is performed at near-neutral or slightly alkaline conditions, requiring the highest reactive technical grade magnesium hydroxide derived from magnesium chloride brine available, to provide active buffering at an optimal operational pH.
- (c) Lower reactive grades are incapable of sufficiently neutralizing the acid generated in these environments and will pass through the system unused resulting in settling and damage in sensitive mechanical processes as well as decreased biological performance to meet permitted discharge requirements.

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- (d) The specific application of a technical grade magnesium hydroxide derived from magnesium chloride brine within neutral pH municipal wastewater must be manufactured to exacting particle size, specific surface area and particle size distribution to provide the highest reactivity within the biological treatment process and to maintain proper stability within the treatment process as well as product stability required for transportation, pumping and handling prior to entry into the biological treatment process.
- (e) This specification establishes the minimum requirements for a 60-month supply agreement for the technical grade magnesium hydroxide

slurry produced and derived from highly reactive magnesium chloride brine and the installation of equipment (tanks, pump, and pipe) for dosing of technical grade magnesium hydroxide slurry into the wastewater collection system and treatment process. This product is used to control odor, reduce corrosion, reduce collection system gas binding and to maintain minimum alkalinity levels for the nitrification process. This specification establishes the minimum requirements for a 12-month annual supply agreement with (4) four subsequent (1) one-year evergreen contract periods and includes following sections on Scope and Classification, Applicable Specifications, Material and Contractor Requirements, Delivery Requirements, and Invoicing Requirements. Each annual evergreen renewal shall be subject to pricing adjustments not to exceed an increase of X% annually.

b) Classification

- (a) The installation and service will be located at the following XXXX location(s): *WRF location, City, State, Zip*
- (b) This specification, until revised or rescinded, shall apply to each future purchase and contract for the technical grade magnesium hydroxide derived from magnesium chloride brine described herein. Retain for future use.

2) QUANTITY OF WORK

- a) Quantity of Work. There is no guaranteed quantity of work for the period of the Contract, and there are no minimum order quantities. Each truckload order will be full truckload quantities or no less than 3,500 gallons per truckload order. Work will be on an as needed basis as specified by the City for each Delivery Order. Estimated total annual dry tons for all ship to locations is estimated to be X dry tons/year.

3) ENVIRONMENTAL AND SAFETY

- a) The Contractor shall be responsible for complying with all Federal and State of XXXX standards, including but not limited to, regulations and laws concerning this type of service, including EPA standards. This also includes XXXX AUTHORITY ordinances and regulations.

4) MATERIAL SPECIFICATIONS AND CONTRACTOR REQUIREMENTS

- a) Material Specifications





- (a) The Contractor shall at a minimum meet the following Typical specifications in Table 1A directly below as well as the Technical Requirements in section (b) i through (b) xiii below. The Contractor shall provide with the bid submittal written specifications for the product bid that meet all the minimum specifications listed in the Table 1A below. All the specifications listed in Table 1A will require the Contractor shall provide with the bid submittal certified 3rd party laboratory testing results to ensure all the Typical specifications and Certifications listed in Table 1A are achieved. If the written specifications and certified 3rd party laboratory testing documentation is not provided at time of bid submittal, the bid will be disqualified.

Table 1A:

	Typical	Maximum	Minimum
Slurry Basis:			
Mg(OH) ₂ contained lb/dry Gallon	7.7	8.0	7.5
Dry Solids Basis:			
MgO, wt%	98.7		98.5
CaO, wt%	0.6	0.8	
SiO ₂ , wt%	.20	.35	
Fe ₂ O ₃ , wt%	.10	.21	
Acid Insolubles, wt%	.3	1.0	
Median Particle Size, Micron	3.0	6.0	1.0
Specific Surface Area, m ² /g	10	20	9
Acres/Gallon	3.21	3.5	3.0
Lbs. Alkalinity/Gallon	13.0	14.0	12.0
Caustic Magnesia Activity/Sec	200	250	
Timed Liquid/Solid Settlerometer Test, Colloidal Suspension mL/48 hours	248.0	240.0	250.0
Stabilized Residual Test, Grams	1.0	4.0	
Caustic Soda (NaOH) Equivalent	1 lb Equivalent to .73 lb Mg(OH) ₂		
Soda Ash (Na ₂ CO ₃) Equivalent	1 lb Equivalent to .55 lb Mg(OH) ₂		
Physical Properties:			
Density, lbs./gal.	13.0	13.2	12.72
Solids, Weight Percent %	61	62	60
Viscosity, cps	150	300	100
% Passing -325 Mesh Sieve	99.6	100	99.0
Certifications:			
ISO 9001:2008 – ANSI/ISO/ASQ Q9001-2008 Certified Distribution, Sales, and Manufacture of periclase and technical grades of magnesium oxide and hydroxide products.			

- (b) To be considered, the technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine must also meet the following specifications, which shall be confirmed by a written analysis and submitted with the bid submittal. Bid submittal will not be considered complete without requested documentation. If documentation is not provided at the time of bid submittal, the bid will be disqualified. The following specifications and verifications must be provided with the bid submittal:

- (i) Proof of Origination:
1. The technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine must be produced and derived from highly reactive magnesium chloride brine for consistent product sizing, uniformity, reactivity, and highest purity. This requirement is utilized to





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provide consistent performance, better dispersion, and suspension stability. Proof of origination of the technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine shall require the contractor to provide a written description of the method confirming how the technical grade magnesium hydroxide slurry produced is derived from highly reactive magnesium chloride brine with the bid submittal

(ii) ISO Certification:

1. The AUTHORITY will only accept bids from the Contractor for the technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine submitted with this bid that has been certified and maintains ISO 9001:2008 – ANSI/ISO/ASASQ Q9001-2008 registration. ISO 9001:2008 Certificate of Registration helps ensure customers receive consistent, high-quality products and services as specified in the bid. Contractor shall provide ISO 9001:2008 – ANSI/ISO/ASQ Q9001-2008 Certified Distribution, Sales, and Manufacture of periclase and technical grades of magnesium oxide and magnesium products

(iii) Made in the USA Provision:

1. The technical grade magnesium hydroxide slurry must be produced and derived from highly reactive magnesium chloride brine that originates and is manufactured in the United States. Proof of origination of the technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine shall require the contractor to provide the written street address, town, state, zip code, contact name, and contact name telephone number at the manufacturing location address with the bid submittal

(iv) Minimum 98.5% MgO Purity:

1. The technical grade magnesium hydroxide slurry shall have a minimum MgO dry weight percent purity of 98.5% or greater to ensure high-grade consistency, sufficient surface area, reactivity, and maximum alkalinity within the municipal wastewater. This requirement guarantees to minimize non-reactive insolubles and CaO calcium carbonate waste sludge. Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal

(v) Minimum 98.5% MgO Purity per Gallon:

1. The technical grade magnesium hydroxide slurry shall have a minimum 7.5 pounds per gallon of a minimum 98.5% MgO dry weight percent purity to insure a minimum reactive solids content per gallon, consistent sufficient surface area, and reactivity within the municipal wastewater. Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal

(vi) Micron Size:

1. The technical grade magnesium hydroxide slurry shall have a median particle size no greater than 6.0 microns in order to insure sufficient surface area and reactivity within the municipal wastewater. Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal

(vii) Minimum Alkalinity per Gallon:





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1. The technical grade magnesium hydroxide slurry shall have a minimum alkalinity per gallon of 12.0 lbs. per gallon in order to ensure sufficient capacity to neutralize acid within the municipal wastewater and wastewater infrastructure. Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal
- (viii) Specific Surface Area:
 1. The technical grade magnesium hydroxide slurry shall have a specific surface area, m²/g of no less than 9 square meters per gram in order to insure sufficient surface area and reactivity within the municipal wastewater. Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal
- (ix) Reactivity:
 1. The technical grade magnesium hydroxide slurry shall have a Caustic Magnesia Activity/Sec no greater than 250 seconds in order to ensure sufficient MgO wt% purity, alkalinity, surface area and reactivity within the municipal treatment plant. Contractor shall confirm this requirement by providing written analysis with the bid submittal
- (x) Stabilized Residual:
 1. The technical grade magnesium hydroxide slurry shall have a Stabilized Residual Test result in grams of less than or equal to 4.0 grams to prevent feed tank handling and wastewater treatment plant problems associated with instability of low-grade magnesium hydroxide slurry produced from uncalcined brucite, uncalcined dolomite, dolime, brucitic marble, or any caustic-enhanced or lime-enhanced versions of the former. Contractor shall confirm this requirement by providing written analysis with the bid submittal
- (xi) Maximum Allowable CaO:
 1. The technical grade magnesium hydroxide slurry shall be capable of cost-effectively providing non-carbonate alkalinity for biological treatment plant processes. The percent by weight of the Contractor's magnesium hydroxide slurry shall not exceed 1.0% by weight of CaO. This requirement is to prevent water softening and to prevent the precipitation of magnesium and calcium that results in sludge production and reduced reactivity / reduced alkalinity. EPA Wastewater Technology Fact Sheet 832-F-00-018 states: "The addition of treatment chemicals, especially lime, may increase the volume a waste sludge up to 50%". Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal
- (xii) Timed Liquid/Solid Settleometer Test:
 1. The technical grade magnesium hydroxide slurry shall a maximum settling of colloidal suspension of technical grade magnesium hydroxide slurry within a 250 mL graduated cylinder over the course of 48 hours of 10 mL or a maximum settling from 250 mL to no lower than 240 mL. Settling of material requires more energy and effort to maintain uniformity, flowability and pumpability. The same is true in wastewater treatment processes, such as aeration basins and channels where even sufficient mixing may lead to accumulation of unreacted non-technical magnesium hydroxide. If added

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upstream, unreacted non-technical magnesium hydroxide may fail to reach the Biological processes where alkalinity is needed.

(xiii) Solids Weight Percent:

1. The technical grade magnesium hydroxide slurry shall have a minimum solids weight percent of 60% to ensure the minimum percent of reactive solids is present

5) CONTRACTOR REQUIREMENTS

- a) The Contractor shall provide the following information as part of their bid package response. The bid package will not be considered complete without all of the following information submitted as part of the package. Bid packages that do not contain all of the requested items listed below will be disqualified from consideration. The bidder is required to provide:
- b) Magnesium hydroxide slurry produced or derived from uncalcined brucite, uncalcined dolomite, dolime, brucitic marble, or any caustic-enhanced or lime/calcium carbonate-enhanced versions of the former are not compliant with this bid and will not be accepted.
- c) The Contractor's is required to have a distribution terminal within 25 miles of the facility located at City, State, Zip.
- d) The Contractor distribution center shall have a minimum technical grade magnesium hydroxide slurry inventory at the distribution terminal as specified in Table 1A of 60,000 gallons at all times to ensure adequate supply in case of weather-related / force majeure events that impede transportation and delivery.
- e) The Contractor must supply with the bid submittal a current and valid Material Safety Data Sheet (MSDS) for the technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine. The MSDS must include a CAS number for the product.
- f) The Contractor must submit a written company background/history and qualifications with the bid submittal.
- g) The Contractor must submit written complete engineering specifications that detail equipment being provided with the bid submittal.
- h) The Contractor must submit with the bid submittal a minimum of four (4) municipal biological wastewater treatment plant with references in the State(s) of Texas to whom they currently supply technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine including:

- (1) Name and address of the municipal biological wastewater treatment plant
- (2) Contact person name
- (3) Contact person phone number and email address
- (4) Current application location of product within biological wastewater treatment process
- (5) Each of the four (4) municipal biological wastewater treatment plant must have an average daily treatment rate of greater than 5 million gallons treated per day.

6) EQUIPMENT REQUIREMENTS:

- a) The OWNER will require the selected SUPPLIER to provide and install, but not limited to, the following at all sites:
 - (1) Chemical storage tank(s) consistent with magnesium hydroxide industry standard features

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- regarding materials of construction, overflows, vents, mixers, etc.
- (a) Chemical storage tank mixing system with an output signal to OWNER'S remote monitoring system. Additional output connections can be provided for SUPPLIER monitoring.
 - (b) Tank shall be equipped with storage level indicators with a signal output for OWNER'S remote monitoring system. Additional output connections can be provided for SUPPLIER monitoring. Reporting shall be continuous at 5- minute intervals.
- (2) Chemically compatible containment sized in accordance with the tank volumes as required by the site.
- (3) Chemical Injection Metering Pumps (duty + standby) and Integral Control System
- (a) System shall allow for manual adjustment of the chemical flow rate (as necessary to meet the target dissolved sulfide concentration) for each of the metering pump(s) in service with 25:1 turndown capability. Pump metering system shall have hourly flow programming to support diurnal feeding patterns.
 - (b) Automatic switchover to standby pump in the case of a malfunction of duty pump.
 - (c) Display chemical metering flow rate of each pump and total flowrate of each site locally and remotely for continuous monitoring.
 - (d) Signal output for OWNER'S remote monitoring system. Additional output connections can be provided for SUPPLIER monitoring. Reporting shall be continuous at 5-minute intervals.
- (4) All necessary appurtenances for a complete and fully operational system such as valves, fittings, piping, etc. included, but not limited to:
- (a) Chemical fill and injection piping as needed compatible with magnesium hydroxide and designed to minimize clogging due to slurry.
 - (b) Fill-station with camlock quick connect and ball valve assembly installed within the containment area. No part of the fill station shall be out of the containment area. Fill station assembly shall be supported from the containment wall or the ground.
 - (c) Chemical injection flow meter(s) (installed downstream of sample tap) with signal output for OWNER'S remote monitoring system. Additional output connections can be provided for SUPPLIER monitoring. Reporting shall be continuous at 5-minute intervals.





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- (d) Sample tap downstream of the chemical injection pump(s) and upstream of the flow meter(s) to be located inside the containment area.
- (e) Fully functional and operational eyewash station meeting OWNER Health and Safety Standards (OSHA).
 - (i) Submit alternative cost for temporary tank eyewash system. This will only require use if the OWNER has not provided permanent water to the site.
- (5) Temporary feed facilities capable of supplying magnesium hydroxide during replacement of existing facilities.
- (6) All SUPPLIERS are required to provide new equipment and appurtenances at each site except for the concrete pad.
- ii) SUPPLIER must itemize the system components to be furnished and installed at each dosing location as part of the bid documentation.
- iii) All materials of construction for storage, pumping, dosing, metering, piping/tubing, and mixing systems that come in contact with magnesium hydroxide chemical solution shall meet industry standards for material compatibility and conform to engineering best practices and safety for the application.

2.01 TURNKEY SERVICE REQUIREMENTS

- A. SUPPLIER equipment and appurtenances: The selected SUPPLIER shall furnish, deliver, install and place in satisfactory operation a complete turnkey chemical storage and feed system capable of feeding magnesium hydroxide chemical solution directly into the wastewater collection system at dosing rates established herein at the two (2) locations identified above in Section 2.02 A. Provisions shall be included to provide any dosing rate required to meet the target pH range between 8.0-8.5 at the target locations specified herein.
 - 1. The primary physical components of this turnkey system are provided in Section 2.01 and 2.02 of this specification.
 - 2. SUPPLIER shall provide a transition plan to provide treatment with magnesium hydroxide chemical during the period of transition between the existing supplier and the awarded SUPPLIER equipment replacement.
- B. SUPPLIER Operation Requirements
 - 1. The SUPPLIER shall provide as needed operational support to maintain continuous service of equipment 24 hours a day, 7 days a week, 365 days a year.
 - 2. The SUPPLIER shall guarantee a minimum of 13 site visits per year per site and a maximum of 26 site visits per site for manual dose adjustments and operational requirements to maintain a fully operational system. This does not include SUPPLIER site visits related to regular maintenance of the system.
- C. SUPPLIER Maintenance Requirements
 - 1. The SUPPLIER shall provide as needed maintenance support to maintain continuous service of equipment 24 hours a day, 7 days a week, 365 days a year.
 - 2. The SUPPLIER shall be responsible for removal of any spilled magnesium hydroxide chemical.
 - 3. The SUPPLIER shall guarantee a minimum of:
 - a. Quarterly calibrations for the chemical injection pumps
 - b. Quarterly flow meter and storage tank level calibrations
 - c. Quarterly inspections of the fill station, and chemical storage tank and injection piping
 - d. Quarterly inspections of tank mixing system
 - 4. All calibrations shall be communicated to the OWNER. If any changes are made that require scaling factor changes in the OWNER'S remote monitoring system, the SUPPLIER shall notify the OWNER immediately upon completion of the calibration.
- D. OWNER Responsibilities





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1. The OWNER will provide two (2) dosing locations as specified herein and equipment site space for the selected SUPPLIERS tanks, containment, chemical injection metering pumps,





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and any other necessary appurtenances for a fully operational system. This will include but is not limited to:

- a. Site road access for delivery trucks
 - b. Concrete pad for containment
2. The OWNER will provide remote monitoring system units to connect output signals to.
3. The OWNER will provide power at all sites. If no power is provided, or there is not sufficient power, the OWNER shall install the necessary equipment to feed the necessary power requirement. This shall include, but not limited to, the instruments, the pumps, the mixing system, and the flow meter. Coordination with the OWNER by the SUPPLIER will be required to guarantee power is available to the required locations.
4. The OWNER will provide water at all sites where potable water is required. The potable water shall be provided up to the containment area where required. Coordination with the OWNER by the SUPPLIER will be required to guarantee potable water is supplied in the required locations.
5. The OWNER will sample wastewater at the following locations to monitor pH:
 - a. Preston Road LS – ARV 8 2
 - b. Wilson Creek LS – Wilson Creek FM Discharge
6. The OWNER shall coordinate the removal of the existing chemical feed systems with the existing supplier. The awarded SUPPLIER is expected to provide an estimated date to have equipment onsite to allow the OWNER to coordinate with the existing supplier.

PART 3 – EXECUTION

3.01 MAGNESIUM HYDROXIDE PROCUREMENT AND DELIVERY

1. Magnesium hydroxide chemical solution inventory shall be maintained by the selected SUPPLIER at all sites for the proposed duration of this Contract. Minimum chemical inventory at each site shall not fall below the volume equivalent to a one (1) day supply based on the flows specified herein.
2. The SUPPLIER shall supply all required piping, hoses, valves, and fittings for tank filling. The SUPPLIER shall notify the OWNER 24 hours before expected time of each chemical delivery with an anticipated time of delivery and a submittal of the product quality sheet for the chemical to be delivered.
3. Delivery containers and all piping, hoses, valves, and fittings shall be structurally sound and meet industry standards for material compatibility with liquid magnesium hydroxide.
4. The SUPPLIER must provide a certificate of analysis with each Bill of Lading with each load of magnesium hydroxide delivered. Certificate of analysis of each delivery may also be provided with the invoices.
5. All hatches and fill/drain connections shall be capped and in good condition to prevent contamination of product. Delivery vehicle hoses shall be clean, capped, and sealed while in transit to each location to prevent contamination of product during unloading.
6. Packaging and shipping of magnesium hydroxide chemical solution shall conform to all current Federal and State regulations. The OWNER requires weight certificates from a certified scale to accompany all shipments. Tanker trucks shall be in suitable condition for hauling magnesium hydroxide chemical solution and shall not contain any substances that might affect the use or usefulness of the magnesium hydroxide chemical solution in treating wastewater or hazardous to the public or the

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- environment.
7. Any chemical spills at any of the two (2) sites caused by the selected SUPPLIER will be properly and promptly cleaned and disposed of and shall be reported immediately to OWNER personnel. Spill cleanups shall be performed in accordance with all applicable OWNER, State, and Federal regulations at the cost of the SUPPLIER.
 - b) The Contractor shall provide (x) number of feed pumps and (x) number and (x) size of HDPE feed tanks. XXXX AUTHORITY will provide concrete pads for the tanks and equipment including electrical connections and water. Each feed tank shall include:
 - (1) 1 Graco EP Series or Watson Marlow SPX Series peristaltic hose pump per injection point,
 - (2) 1 Basic Operation control panel per location
 - (3) 1 mechanical 2" stainless steel vertical shaft mixer/gearbox/gearbox motor with a minimum 30" diameter stainless steel mixing blades and mixing blades hub OR Authority Approved Equal.
 - (4) 1 spare pump as a back-up at each WWTP plant, at no additional cost to the AUTHORITY.
 - (5) The Contractor shall provide parts and repair service for the feed tanks:
 - (a) Inspect pump and pump motor for proper working condition (2x/month)
 - (b) Inspect pump hose for proper working condition (2x/month)
 - (c) Inspect mixer shaft, hub, blades and gearbox motor for proper working condition that includes proper balance and alignment (2x/month)
 - (d) Inspect gearbox oil levels for proper working condition (2x/month)
 - (e) Change gearbox oil (every 6 months)
 - (f) Inspect pump Hz and compare with scheduled pump Hz (2x/month)
 - (g) Inspect power supply to feed unit (2x/month)
 - (h) Inspect feed unit valves and electrical switches to ensure they are in proper position and record position of hand/auto switch prior to departure
 - (i) Response time for repairs shall be within 4 hours of notification
 - (6) The Contractor shall have a Service Center within (x) miles of the XXXX AUTHORITY in order to respond to emergencies in less than 4 hours after notification by the Plant.
 - (7) The Contractor shall submit a written report with the bid submittal that details how the technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine provides non-carbonate alkalinity in a municipal wastewater treatment plant. This report shall document measurable results obtained through the use of technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine.
 - c) The Contractor shall contact the Contract Manager within 5 business days after award of contract to schedule a meeting. The purpose of this meeting will be to establish and mutually agree upon a schedule and coordination of the contract with plant operations.

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MgOPS System | Operational Performance System

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d) The Contractor shall not impede the operation of the plant. If the Contract Manager determines that the Contractor is interfering with the plant's operation, the Contract Manager reserves the right to stop work and reschedule. The Contractor shall complete the tank installation within 4 weeks after award of the contract.

e) The AUTHORITY Manager will be the sole judge of acceptability of the work.

7) DELIVERY REQUIREMENTS

- a) The Plant Superintendent or his Designee will place orders by phone/fax/email, on an "as needed" basis.
- b) All shipments shall be accompanied by a certified weight certificate, Certificate of Analysis and MSDS.
- c) Delivery hours shall be specified by the Authority
- d) The Contractor shall be responsible for cleanup of any spillage or leakage during transportation or on the plant site due to defective pumping/unloading or negligence of the driver.
- e) Delivery Locations:

- 1. XXXX Wastewater Treatment Plant
- 2. Contact Person:
- 3. Office: XXXX Fax: XXXX
- 4. Email:

- f) The AUTHORITY reserves the right to request additional technical grade magnesium hydroxide slurry produced and derived from highly reactive magnesium chloride brine feed locations as necessary.

8) INVOICING REQUIREMENTS

- a) Invoices shall be submitted to the delivery location within 5 business days after delivery of product and shall include, but is not limited to, the following:
 - (a) Contractor's name, on a professionally pre-printed numbered invoice
 - (b) Contractor's address and phone number
 - (c) AUTHORITIES contract number/purchase order number
 - (d) Date of delivery
 - (e) Location of delivery
 - (f) Itemized description and pricing
 - (g) Signed Chemical Delivery form for each delivery



PLANNING



To: Mayor and Town Council

From: Pamela Clark, Planning/GIS Analyst

Through: Harlan Jefferson, Town Manager
Rebecca Zook, P.E., Executive Director of Development & Infrastructure Services
Khara Dodds, AICP, Director of Development Services

Re: Town Council Meeting – April 26, 2022

Agenda Item:

Consider and act upon an ordinance abandoning a portion of Good Hope Road prescriptive right-of-way, located north of Windsong Parkway, beginning at a point approximately 300 feet north of Mill Branch Drive and extending northward approximately 750 feet.

Description of Agenda Item:

The purpose of this request is to abandon a portion of the prescriptive right-of-way for Good Hope Road, from a point approximately 300 feet north of Mill Branch Road northward approximately 750 feet. VP Windsong Operations, LLC, the developers of Windsong Ranch, has requested this abandonment in order to develop Phase 7I of Windsong Ranch. This is being done to ensure that there are no future issues involving the prescriptive right-of-way. The prescriptive right-of-way is approximately 60 feet in width.

Both sides of this section of Good Hope Road to be abandoned are owned by VP Windsong Operations, LLC. Staff supports this request.

Legal Obligations and Review:

Town Attorney, Terrence Welch of Brown & Hofmeister, L.L.P., has approved the abandonment ordinance as to form and legality.

Attached Documents:

1. Location Map
2. Ordinance
3. Ordinance Exhibit A
4. Abandonment Request Letter

Town Staff Recommendation:

Staff recommends approval of an ordinance abandoning a portion of Good Hope Road prescriptive right-of-way, located north of Windsong Parkway, beginning at a point approximately 300 feet north of Mill Branch Drive and extending northward approximately 750 feet.

Proposed Motion:

I move to approve an ordinance abandoning a portion of Good Hope Road prescriptive right-of-way, located north of Windsong Parkway, beginning at a point approximately 300 feet north of Mill Branch Drive and extending northward approximately 750 feet.

TOWN OF PROSPER, TEXAS**ORDINANCE NO. 2022-__**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ABANDONING AND VACATING CERTAIN PRESCRIPTIVE RIGHT-OF-WAY (GOOD HOPE ROAD) AS REFLECTED ON EXHIBIT A; MAKING FINDINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the Town of Prosper, Texas ("Town"), is a duly organized political subdivision and home-rule municipality of the State of Texas; and

WHEREAS, the Town obtained certain prescriptive right-of-way along a street (indicated as Good Hope Road) generally located north of Windsong Parkway and beginning at a point approximately 300 feet north of Mill Branch Drive and extending northward approximately 750 feet as shown on Exhibit A, a copy of which is attached and is incorporated by reference; and

WHEREAS, Exhibit A reflects an approximately 60-foot (60') wide prescriptive right-of-way (or street), approximately 750 feet in length, as indicated above, and the property upon which the right-of-way (or street) is located has never been dedicated to the Town; and

WHEREAS, since the prescriptive right-of-way (or street) is no longer utilized as such, the Town has determined that the approximately 60' prescriptive right-of-way (or street) should be abandoned and vacated, and that any and all rights that the Town may have in the prescriptive right-of-way (or street) should be released to the adjacent property owners, which abandonment and vacation the Town Council has determined is in furtherance of the public health, safety and welfare of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, THAT:

SECTION 1

Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2

From and after the effective date of this Ordinance, the Town's prescriptive right-of-way (or street) and any and all rights and interests that the Town may have in such right-of-way (or street), as set forth in the attached Exhibit A, are hereby abandoned and vacated by the Town, and the Town hereby disclaims any interest in the right-of-way (or street).

SECTION 3

All ordinances, orders or resolutions heretofore passed and adopted by the Town Council are hereby repealed to the extent that said ordinances, resolutions, or parts thereof, are in conflict herewith.

SECTION 4

If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated, and the Town Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 5

Effective Date. This Ordinance shall become effective from and after its adoption and publication, as required by law.

DULY PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ON THIS 26TH DAY OF APRIL, 2022.

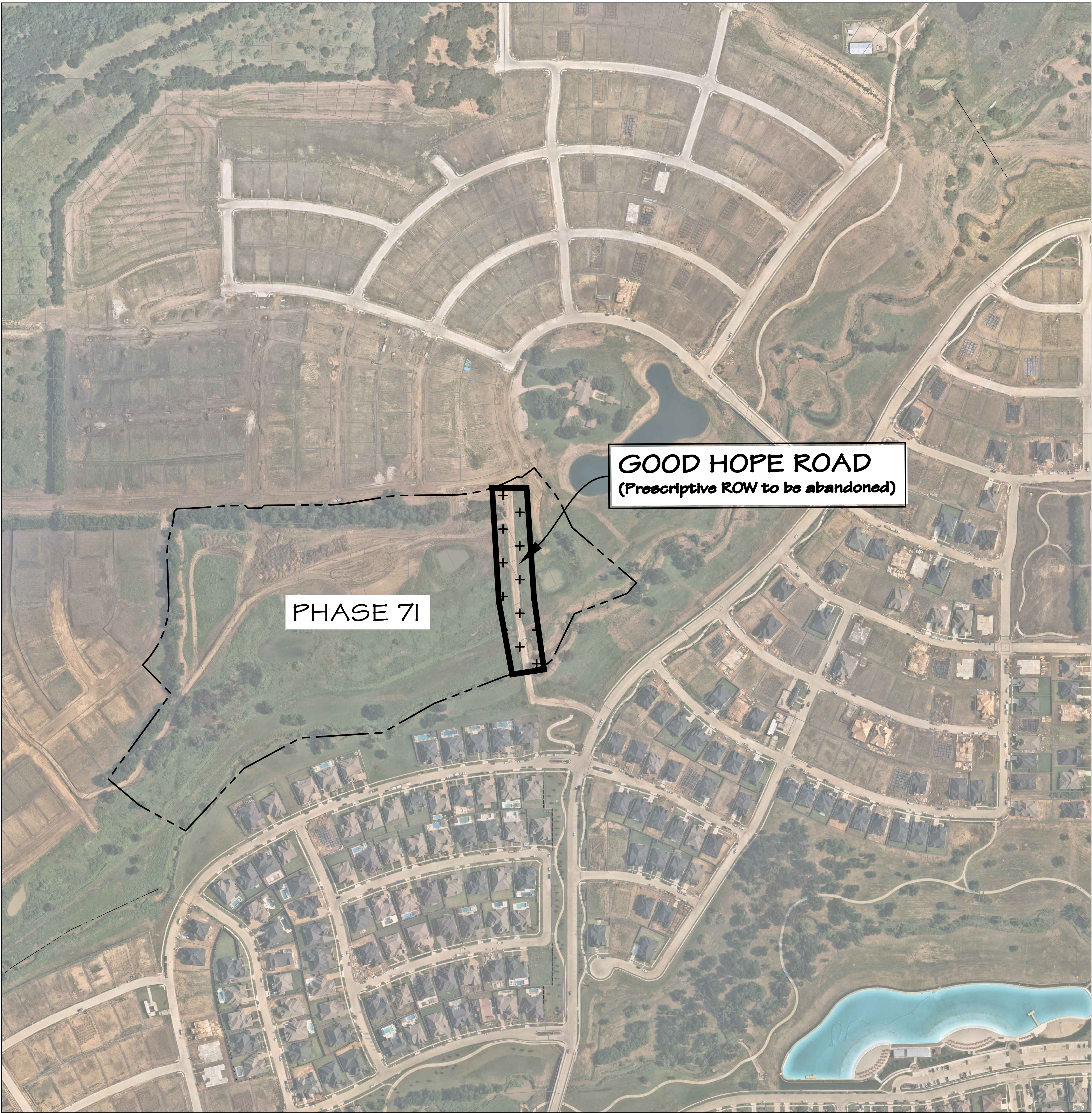
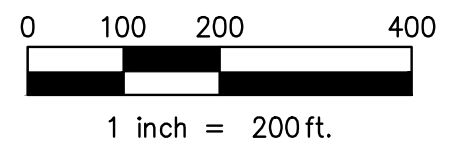
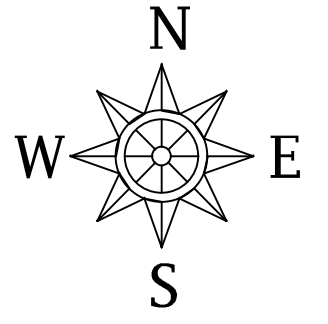
Ray Smith, Mayor

ATTEST:

Michelle Lewis Sirianni, Town Secretary

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, Town Attorney



GOOD HOPE ROAD ABANDONMENT EXHIBIT
WINDSONG RANCH
TOWN OF PROSPER
DENTON COUNTY, TEXAS

Scale: 1"=200' April 8, 2022 Sheet 1 of 1

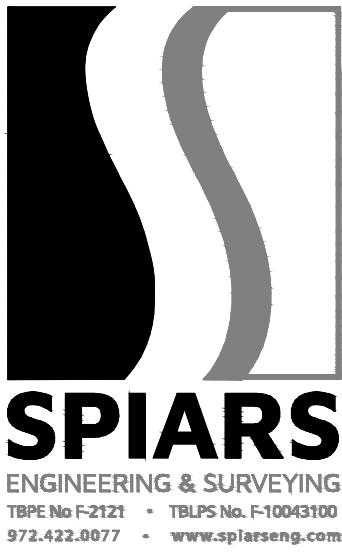


EXHIBIT A

Good Hope Road Abandonment

Portion of Good Hope Rd to be abandoned.





April 11, 2022

VIA: e-Mail

Town of Prosper
Attn: Pamela Clark
200 S. Main St
Prosper, Texas 75078
pclark@prospertx.gov

**RE: Windsong Ranch – Abandonment of Prescriptive Right-of-Way
Phase 7I – Portion of Good Hope Road**

Dear Pamela,

VP Windsong Operations LLC is the respective land owner of Windsong Ranch, a master-planned community within the limits of the Town of Prosper. In conjunction with our project engineer, Spiars Engineering, a portion of prescriptive ROW in relation to Good Hope Road needs to be abandoned in order to continue our platting and engineering process for Phase 7I. Per our request, please find the attached exhibit detailing the most recent area of Good Hope Road that needs to be formally abandoned by the Town of Prosper. We have also included areas on the exhibit of previous prescriptive ROW that have been formally abandoned by Ordinance to keep records consistent.

Please let me know if you have any questions, or if you need any further information for us regarding this matter.

Sincerely,

VP WINDSONG OPERATIONS LLC,
a Delaware limited liability company

By: 
Name: D. Craig Martin
Title: Vice President

Enclosures(s)

CC: Matt Dorsett, Spiars Engineering
Ryan Hartman, Spiars Engineering
Colton Smith, Spiars Engineering

Kris Wilson, Tellus Group LLC



BUILDING INSPECTIONS

To: Mayor and Town Council

From: Brady Cudd, Building Official

Through: Harlan Jefferson, Town Manager
Rebecca Zook, P.E., Executive Director of Development & Infrastructure Services
Khara Dodds, AICP, Director of Development Services

Re: Town Council Meeting – April 26, 2022

Agenda Item:

Consider and act upon approving an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage".

Description of Agenda Item:

Due to the unique characteristics of the Old Town District, including an enlarged TxDOT Right-of-Way along Broadway, staff has previously brought several sign waiver requests to the Town Council asking for a reduction in the required setback(s) from the property line from fifteen feet to one foot. The most recent waiver requests, located at 511 E. Broadway and 101 E. Broadway, were approved by the Town Council in late 2021. Given the continued growth of business activity in the Old Town District, along with a recent request for a sign waiver at 603 E. Broadway, staff is proposing several modifications to the current sign ordinance that will allow business owners greater flexibility for sign placement in the Old Town District without the need to submit a waiver request to the Town Council. The proposed changes modify the sign ordinance to allow for a reduction in the required setback from the property line for Downtown Signs, Monument Signs, and Development Signs in the Old Town District. In addition, Banner Signs in the Old Town District would no longer be required to be secured to a building.

Legal Review:

This amended ordinance has been reviewed and approved by Terrence Welch of Brown & Hofmeister, L.L.P., as to form and legality.

Attachments:

1. Draft Ordinance

Town Staff Recommendation:

Staff recommends approving an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage".

Proposed Motion:

I move to approve an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage".

TOWN OF PROSPER, TEXAS

ORDINANCE NO. 2022-__

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, AMENDING SUBPART (1) OF SUBSECTION (c), "RESTRICTIONS," OF SECTION 3.14.008, "SIGN SPECIFICATIONS AND DESIGN," OF ARTICLE 3.14, "SIGNS," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES OF THE TOWN OF PROSPER, TEXAS, BY PROVIDING FOR SIGNS TO BE PLACED WITHIN ONE FOOT (1') OF ADJACENT TEXAS DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY; AMENDING SUBPART (B)(i)(b) RELATIVE TO "BANNER SIGN," CONTAINED IN SUBSECTION 1, "ATTACHED SIGNAGE," OF SECTION 3.14.012, "CRITERIA FOR PERMISSIBLE SIGNS," OF ARTICLE 3.14, "SIGNS," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES OF THE TOWN OF PROSPER, TEXAS, BY AMENDING THE LOCATION OF SAID SIGNS; AMENDING SUBPART (A)(i)(a) RELATIVE TO "DEVELOPMENT SIGN," CONTAINED IN SUBSECTION 2, "FREESTANDING SIGNAGE," OF SECTION 3.14.012, "CRITERIA FOR PERMISSIBLE SIGNS," OF ARTICLE 3.14, "SIGNS," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES OF THE TOWN OF PROSPER, TEXAS, BY AMENDING THE LOCATION OF SAID SIGNS; AMENDING SUBPART (B)(i)(b) RELATIVE TO "DOWNTOWN SIGN," CONTAINED IN SUBSECTION 2, "FREESTANDING SIGNAGE," OF SECTION 3.14.012, "CRITERIA FOR PERMISSIBLE SIGNS," OF ARTICLE 3.14, "SIGNS," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES OF THE TOWN OF PROSPER, TEXAS, BY AMENDING THE LOCATION OF SAID SIGNS; AMENDING SUBPART (M)(i)(c)(2) RELATIVE TO "MONUMENT SIGN," CONTAINED IN SUBSECTION 2, "FREESTANDING SIGNAGE," OF SECTION 3.14.012, "CRITERIA FOR PERMISSIBLE SIGNS," OF ARTICLE 3.14, "SIGNS," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES OF THE TOWN OF PROSPER, TEXAS, BY AMENDING THE LOCATION OF SAID SIGNS; MAKING FINDINGS; PROVIDING FOR SEVERABILITY, SAVINGS AND REPEALING CLAUSES; PROVIDING FOR PENALTIES; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the Town of Prosper, Texas ("Town"), is a home-rule municipality under the laws of the State of Texas and is duly incorporated; and

WHEREAS, the Town possesses the full power of self-government, as authorized by the Texas Constitution and the Town's duly adopted Charter; and

WHEREAS, the Town Council of the Town has determined that certain restrictions relative to distance from property lines for Banner Signs, Development Signs, Downtown Signs and signs adjacent to Texas Department of Transportation ("TxDOT") right-of-way property lines should be amended due to unique issues that arise and have arisen regarding same; and

WHEREAS, the Town Council, on behalf of Prosper and its citizens, further has determined that the residential real estate signage regulations referenced in this Ordinance will

promote the orderly, safe and efficient growth of the Town and the Town's extraterritorial jurisdiction.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, THAT:

SECTION 1

All of the above findings are hereby found to be true and correct and are hereby incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2

From and after the effective date of this Ordinance, existing Subpart (1) of Subsection (c), "Restrictions," of Section 3.14.008, "Sign Specifications and Design," of Article 3.14, "Signs," of Chapter 3, "Building Regulations," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended to read as follows:

"Sec. 3.14.008 Sign Specifications and Design

* * *

(c) *Restrictions.* Unless otherwise permitted within this article, no person shall post or cause to be posted, attach, or maintain any sign:

(1) Upon any town-owned property or right-of-way except in accordance with V.T.C.A., Election Code, secs. 61.003 and 85.036, as amended; however, signs may be placed within one foot (1") of any adjacent Texas Department of Transportation right-of-way property line.

* * *

SECTION 3

From and after the effective date of this Ordinance, Subpart (B)(i)(b) relative to "Banner Sign," contained in Subsection 1, "Attached Signage," of Section 3.14.012, "Criteria for Permissible Signs," of Article 3.14, "Signs," of Chapter 3, "Building Regulations," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended by amending the location of said signs, to read as follows:

"Sec. 3.14.012 Criteria for permissible signs

The following signs are permissible, subject to the following conditions listed in Section 3.14.008 of this article. Signs that do not comply with the following conditions and specifications or are not covered within this article are considered prohibited.

* * *

(1) *Attached signage.*

* * *

(B) *Banner sign.*(i) *Location.*

* * *

- b. All four corners shall be securely attached to the front, side, or rear surfaces of a building, excluding banners located on public school property and banners located within the area designated as the "Old Town District" in the Town's Future Land Use Plan.

* * *

SECTION 4

From and after the effective date of this Ordinance, Subpart (A)(i)(a) relative to "Development Sign," contained in Subsection 2, "Freestanding Signage," of Section 3.14.012, "Criteria for Permissible Signs," of Article 3.14, "Signs," of Chapter 3, "Building Regulations," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended by amending the location of said signs, to read as follows:

"Sec. 3.14.012 Criteria for permissible signs"

The following signs are permissible, subject to the following conditions listed in Section 3.14.008 of this article. Signs that do not comply with the following conditions and specifications or are not covered within this article are considered prohibited.

* * *

(2) *Freestanding signage.*

* * *

(A) *Development sign.*(i) *Location.*

* * *

- a. Shall be located a minimum of 15 feet from any property line; however, a one foot (1') minimum setback from the front property line shall be allowed within the area designated as the "Old Town District" in the Town's Future Land Use Plan.

* * *

SECTION 5

From and after the effective date of this Ordinance, Subpart (B)(i)(b) relative to "Downtown Sign," contained in Subsection 2, "Freestanding Signage," of Section 3.14.012, "Criteria for Permissible Signs," of Article 3.14, "Signs," of Chapter 3, "Building Regulations," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended by amending the location of said signs to one foot (1') from a property line," to read as follows:

"Sec. 3.14.012 Criteria for permissible signs

The following signs are permissible, subject to the following conditions listed in Section 3.14.008 of this article. Signs that do not comply with the following conditions and specifications or are not covered within this article are considered prohibited.

* * *

(2) *Freestanding signage.*

* * *

(B) *Downtown sign.*

(i) *Location.*

* * *

b. Shall be located a minimum of one foot from any property line.

* * *"

SECTION 6

From and after the effective date of this Ordinance, Subpart (M)(i)(c)(2) relative to "Monument Sign," contained in Subsection 2, "Freestanding Signage," of Section 3.14.012, "Criteria for Permissible Signs," of Article 3.14, "Signs," of Chapter 3, "Building Regulations," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended by amending the location of said signs, to read as follows:

"Sec. 3.14.012 Criteria for permissible signs

The following signs are permissible, subject to the following conditions listed in Section 3.14.008 of this article. Signs that do not comply with the following conditions and specifications or are not covered within this article are considered prohibited.

* * *

(2) *Freestanding signage.*

* * *

(M) *Monument sign.*

(i) *Location.*

* * *

c. Single tenant/multitenant monument sign:

* * *

2. Shall be located a minimum of 15 feet from any property line; however, a one foot (1') minimum setback shall be allowed within:

(a) the area designated as the "Old Town District" in the Town's Future Land Use Plan; or

(b) the City of Irving waterline easement adjacent to US 380 (University Drive) with approval documentation from the City of Irving.

* * *

SECTION 7

As authorized by Chapter 216 of the Texas Local Government Code, as amended, and other applicable law, the Town Council of the Town of Prosper hereby extends to the extraterritorial jurisdiction of the Town the application of the Sign Ordinance incorporated and referenced herein, to the extent authorized by said Chapter.

SECTION 8

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The Town Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 9

All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 10

Any person, firm, corporation or business entity violating this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be subject to a fine not to exceed the sum of Five Hundred Dollars (\$500.00), and each and every day such violation shall continue shall constitute a separate offense.

SECTION 11

This Ordinance shall become effective from and after its passage and publication.

DULY PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ON THIS 26TH DAY OF APRIL, 2022.

Ray Smith, Mayor

ATTEST:

Michelle Lewis Sirianni, Town Secretary

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, Town Attorney

PLANNING



To: Mayor and Town Council

From: David Soto, Senior Planner

Through: Harlan Jefferson, Town Manager
Rebecca Zook, P.E., Executive Director of Development & Infrastructure Services
Khara Dodds, AICP, Director of Development Services

Re: Town Council Meeting – April 26, 2022

Agenda Item:

Consider and act upon whether to direct staff to submit a written notice of appeal on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on any Site Plans, including CHC Prosper Trail, Prosper Tollway Office Park, and Prestonwood Temporary Buildings.

Description of Agenda Item:

Attached are the Site Plans that were acted on by the Planning & Zoning Commission at their April 5, 2022, meeting. Per the Zoning Ordinance, the Town Council has the ability to direct staff to submit a written notice of appeal on behalf of the Town Council to the Development Services Department for any Preliminary Site Plan or Site Plan acted on by the Planning & Zoning Commission.

Attached Documents:

1. Site Plan for CHC Prosper Trail
2. Site Plan for Prosper Tollway Office Park
3. Site Plan for Prestonwood Temporary Buildings

Town Staff Recommendation:

Town staff recommends the Town Council take no action on this item.

ABBR.	DEFINITION
AC	AIR CONDITIONER
BILLB	BILLBOARD
BOI	BOLLARD
C	COMMUNICATION
CC#	COUNTY CLERK'S FILE NO.
CIRF	IRON ROD FOUND WITH CAP
CIRS	IRON ROD SET W/ CAP STAMPED "W.A.I. 5714"
CM	CONTROLLING MONUMENT
CO	CLEANOUT
DS	DOWNSPOUT
E	ELECTRIC
EB	ELECTRIC BOX
EM	ELECTRIC METER
FH	FIRE HYDRANT
FOMK	FIBER OPTIC MARKER
FP	FLAG POLE
G	GRATE INLET
GL	GROUND LIGHT
GM	GAS METER
GR	GAS MARKER
GV	GAS VALVE
GW	GUY WIRE
HI	BUILDING HEIGHT
HC	HANDICAPPED
ICV	IRRIGATION CONTROL VALVE
IN	INLET
IRF	IRON ROD FOUND

ABBREVIATION LEGEND

LP	DEFINITION
LP	LIGHT POLE
MAG	MAG NAIL SET WITH SHINER STAMPED
MB	MAIL BOX
MBH	MANHOLE
MP	METAL POST
OHL	OVERHEAD LINES
PF	PK NAIL FOUND
PKF	PK NAIL SET
PM	PAINT MARK
PP	POWER POLE
SB	SIGNAL BOX
SN	SIGN
SP	SIGNAL POLE
SS	SANITARY SEWER
SW	STORM WATER
TMK	TELEPHONE MARKER
TP	TRANSFORMER PAD
TSN	TRAFFIC SIGN
UGC	UNDERGROUND CABLE MARKER
W	WATER
WM	WATER METER
WP	WOOD POST
WV	WATER VALVE
XCF	"X" CUT IN CONCRETE FOUND
XCS	"X" CUT IN CONCRETE SET

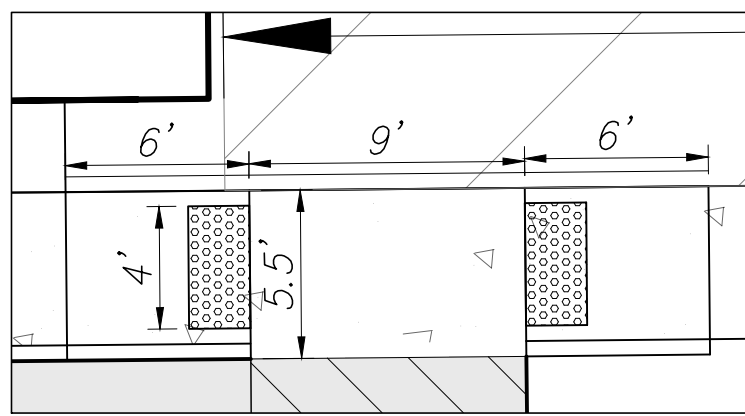
BENCH MARKS:

BM#1 - "X" cut center of the North end of median nose in Armstrong Land just South of Prosper Trail and being Southwest ± 178.5 feet from the Southwest property corner.

ELEVATION - 613.09 feet

BM#2 - "X" cut top of curb, West curb line of Shawnee Trail, ± 30.1 feet North of the Northeast property corner.

ELEVATION - 616.07 feet



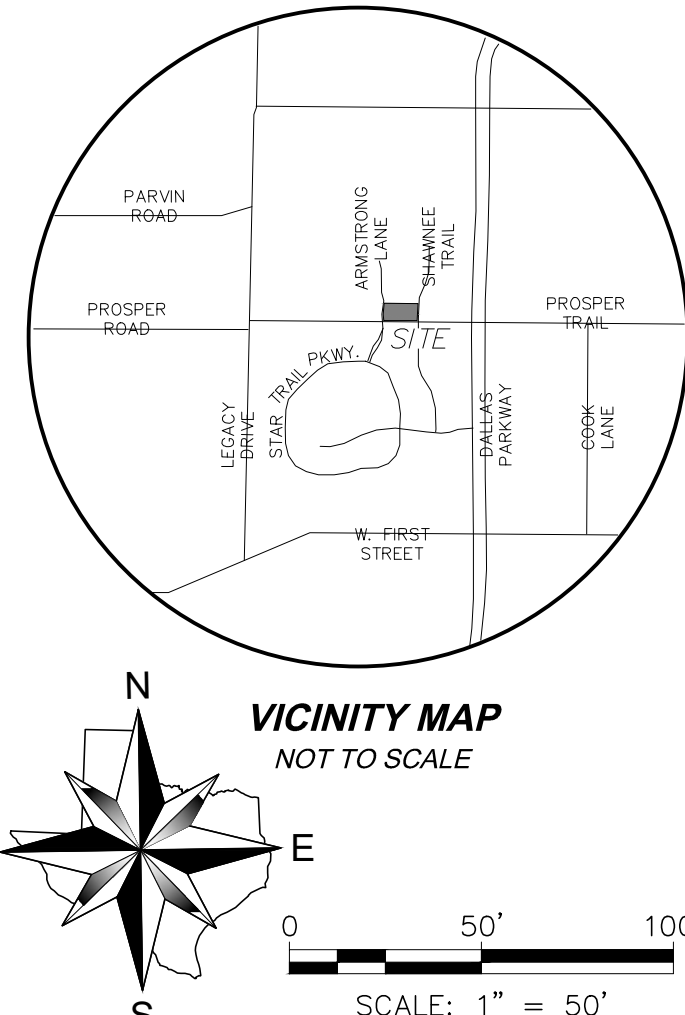
PRIVATE SIDEWALK ADA RAMP (TYP.)
N.T.S.

SITE PLAN NOTES:

- 1) ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE STATED.
- 2) ALL RADIUS ARE 3' UNLESS OTHERWISE STATED.
- 3) THERE ARE CURRENTLY NO TREES ON SITE, THEREFORE A TREE SURVEY WAS NOT PROVIDED.
- 4) HVAC SCREEN WALLS (WROUGHT IRON FENCE WITH MASONRY COLUMNS AND EVERGREEN SHRUBS) ARE 4'-6.5"
- 5) ALL PARKING SPACES TO BE 9'X 18', UNLESS OTHERWISE NOTED. NO CURB STOPS ALLOWED ON 18FT PARKING STALLS.

LEGEND

- PROPOSED SIDEWALK
- PROPOSED FIRELANE / ACCESS DRIVE
- PROPOSED OPEN SPACE
- PROPOSED LIVING SCREEN
- HANDICAP SPACE
- NUMBER OF PARKING SPACES
- FEMA 100 YEAR FLOODPLAIN
- PROPOSED FIRE HYDRANT
- PROPOSED 5" SEWER MANHOLE
- PROPOSED CURB INLET
- EXISTING CURB INLET
- FUTURE CURB INLET BY OTHERS

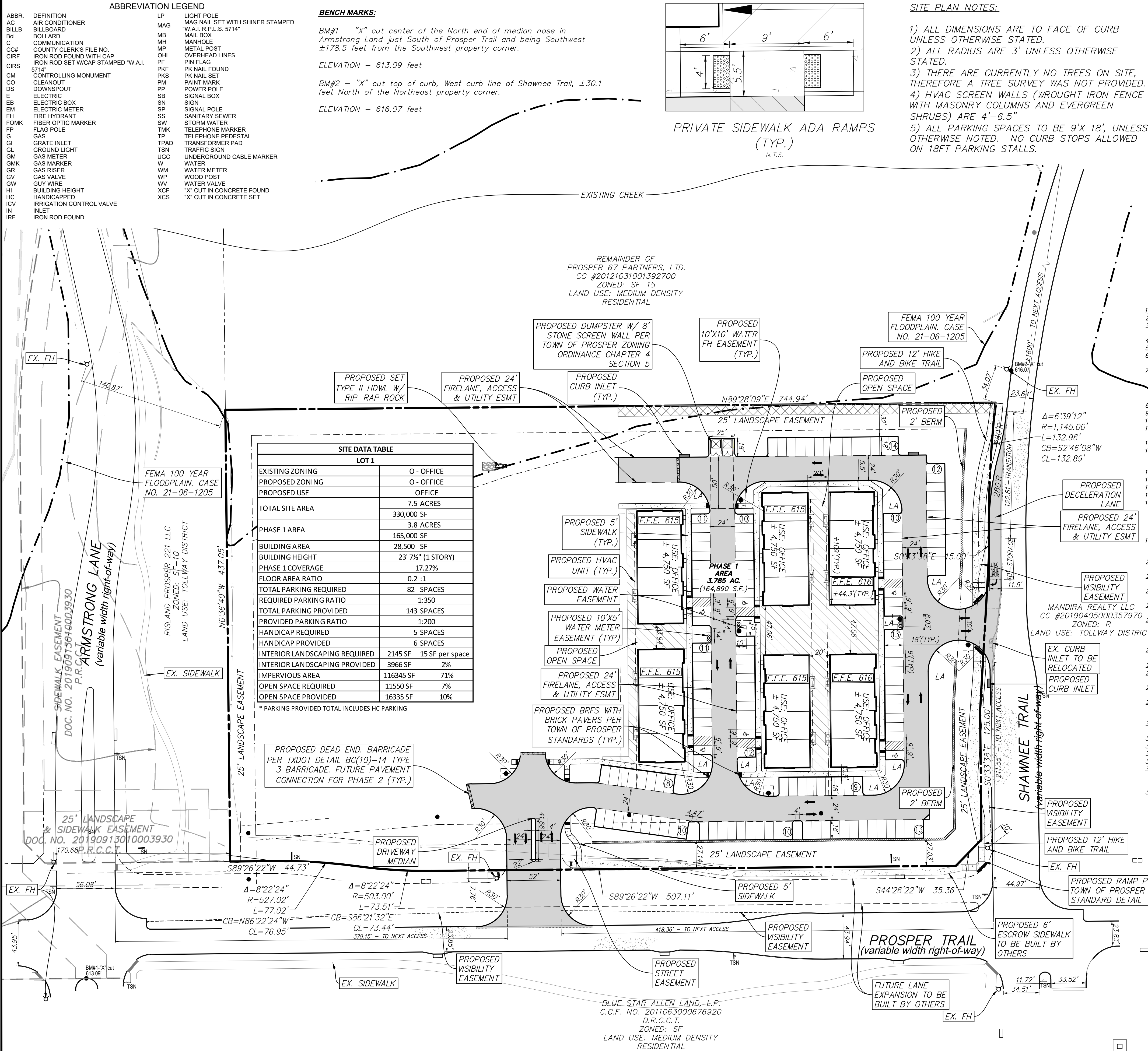


TOWN OF PROSPER SITE PLAN NOTES:

- 1) DUMPSTERS AND TRASH COMPACTORS SHALL BE SCREENED PER THE ZONING ORDINANCE.
- 2) OPEN STORAGE, WHERE PERMITTED, SHALL BE SCREENED PER THE ZONING ORDINANCE.
- 3) OUTDOOR LIGHTING SHALL COMPLY WITH THE LIGHTING AND GLARE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE AND SUBDIVISION ORDINANCE.
- 4) LANDSCAPING SHALL CONFORM TO LANDSCAPE PLANS APPROVED BY THE TOWN.
- 5) ALL ELEVATIONS SHALL COMPLY WITH THE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE.
- 6) BUILDINGS OF 5,000 SQUARE FEET OR GREATER SHALL BE 100% FIRE SPRINKLED. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
- 7) OCCUPANT NOTIFICATION PER THIS SECTION AND 507.5 SHALL BE REQUIRED FOR ALL NEW CONSTRUCTION, OR EXISTING CONSTRUCTION COMPLYING WITH THE INTERNATIONAL BUILDING CODE, FOR RENOVATIONS TO EXISTING BUILDINGS, TENANT SPACES, CHANGES IN OCCUPANCY, REPLACEMENT OR MODIFICATION OF THE EXISTING FIRE ALARM SYSTEM, OR AS REQUIRED BY THE FIRE CODE OFFICIAL, FOR ALL BUILDINGS OR SPACES PROVIDED WITH AN APPROVED AUTOMATIC SPRINKLER SYSTEM.
- 8) FIRE LANES SHALL BE DESIGNED AND CONSTRUCTED PER TOWN STANDARDS OR AS DIRECTED BY THE FIRE DEPARTMENT.
- 9) TWO POINTS OF ACCESS SHALL BE MAINTAINED FOR THE PROPERTY AT ALL TIMES.
- 10) SPEED BUMPS/HUMPS ARE NOT PERMITTED WITHIN A FIRE LANE.
- 11) FIRE LANES SHALL BE PROVIDED WITHIN 150 FEET OF ALL EXTERIOR WALLS OF ANY BUILDING FOR HOSE LAY REQUIREMENTS. AMENDMENT 503.1.1
- 12) THE FIRE LANE SHALL BE A MINIMUM OF 24 FEET WIDE. AMENDMENT 503.2.1
- 13) BUILDINGS MORE THAN 30 FEET IN HEIGHT ARE REQUIRED TO HAVE A MINIMUM OF A 26-FOOT WIDE FIRE LANE IN THE IMMEDIATE VICINITY FOR FIRE FIGHTING OPERATIONS OF THE BUILDING. ONE OF THE 26-FOOT WIDE FIRE LANES SHALL BE LOCATED A MINIMUM OF 15 FEET FROM THE BUILDING AND NO MORE THAN 30 FEET. APPENDIX D105
- 14) THE INSIDE TURNING RADIUS OF THE 24-FOOT FIRE LANE SHALL BE A MINIMUM OF 30 FEET. AMENDMENT 503.2.4
- 15) THE INSIDE TURNING RADIUS OF THE 26-FOOT FIRE LANE SHALL BE A MINIMUM OF 30 FEET. AMENDMENT 503.2.4
- 16) DEAD-END FIRE LANES ARE ONLY PERMITTED WITH APPROVED HAMMERHEADS
- 17) FIRE HYDRANTS SHALL BE PROVIDED AT THE ENTRANCES AND INTERSECTIONS. AMENDMENT 507.5.1
- 18) AS PROPERTIES DEVELOP, FIRE HYDRANTS SHALL BE LOCATED AT ALL INTERSECTING STREETS AND THE MAXIMUM SPACING SHALL BE EVERY 300 FEET (300') FOR ALL DEVELOPMENTS, AND FACILITIES OTHER THAN R-3. R-3 DEVELOPMENTS SHALL BE EVERY 500 FEET (500'). DISTANCES BETWEEN HYDRANTS SHALL BE MEASURED ALONG THE ROUTE THAT FIRE HOSE IS LAID BY A FIRE APPARATUS FROM HYDRANT-TO-HYDRANT, NOT AS THE "CROW FLIES." AMENDMENT 507.5.1
- 19) FIRE DEPARTMENT CONNECTION (FDC) FOR THE FIRE SPRINKLER SYSTEM SHALL BE LOCATED WITHIN 50 FEET OF A FIRE HYDRANT AND 50 FEET OF A FIRE LANE. 5" STORZ, 30-DEGREE DOWNWARD TURN WITH LOCKING CAP. AMENDMENT 507.5.1
- 20) FIRE HYDRANTS SHALL BE LOCATED 2 FOOT (2') TO 6 FOOT (6') BACK FROM THE CURB OR FIRE LANE AND SHALL NOT BE LOCATED IN THE BULB OF A CUL-DE-SAC. AMENDMENT 507.5.1
- 21) THERE SHALL BE A MINIMUM OF TWO (2) FIRE HYDRANTS SERVING EACH PROPERTY WITHIN THE PRESCRIBED DISTANCES LISTED ABOVE. A MINIMUM OF ONE FIRE HYDRANT SHALL BE LOCATED ON EACH LOT. AMENDMENT 507.5.1
- 22) A MINIMUM 10-FOOT UNOBSTRUCTED WIDTH SHALL BE PROVIDED AROUND A BUILDING FOR ADEQUATE FIRE DEPARTMENT ACCESS. A CONTINUOUS ROW OF PARKING AND LANDSCAPING SHALL BE CONSIDERED A BARRIER. AMENDMENT 503.1.1
- 23) THE MAXIMUM DEAD-END CUL-DE-SAC LENGTH SHALL NOT EXCEED SIX HUNDRED FEET (600') AS MEASURED FROM THE CENTERLINE OF THE INTERSECTION STREET TO THE CENTER POINT OF THE RADIUS. AMENDMENT 503.1.5
- 24) ONE- AND TWO-FAMILY DWELLINGS AUTOMATIC FIRE SYSTEMS, AUTOMATIC FIRE PROTECTION SYSTEMS PER NFPA 13D OR NFPA 13R SHALL BE PROVIDED IN ALL ONE- AND TWO-FAMILY DWELLINGS WITH A CONDITIONED FLOOR AREA OF 5,500 SQUARE FEET (511 M2) OR GREATER, DWELLINGS THREE (3) STORIES OR GREATER, OR DWELLINGS WITH ROOF HEIGHTS EXCEEDING THIRTY-FIVE FEET (35') FROM GRADE. IRC-2015 AMENDMENT R313.2
- 25) HANDICAPPED PARKING AREAS AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) AND WITH THE REQUIREMENTS OF THE CURRENTLY ADOPTED BUILDING CODE.
- 26) ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
- 27) ALL FENCES AND RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN AND ARE SUBJECT TO BUILDING OFFICIAL APPROVAL.
- 28) ALL EXTERIOR BUILDING MATERIALS ARE SUBJECT TO BUILDING OFFICIAL APPROVAL AND SHALL CONFORM TO THE APPROVED FAÇADE PLAN.
- 29) SIDEWALKS OF NOT LESS THAN SIX (6) FEET IN WIDTH ALONG THOROUGHFARES AND COLLECTORS AND FIVE (5) FEET IN WIDTH ALONG RESIDENTIAL STREETS AND BARRIER-FREE RAMPS AT ALL CURB CROSSINGS SHALL BE PROVIDED PER TOWN STANDARDS.
- 30) APPROVAL OF THE SITE PLAN IS NOT FINAL UNTIL ALL ENGINEERING PLANS ARE APPROVED BY THE ENGINEERING SERVICES DEPARTMENT.
- 31) SITE PLAN APPROVAL IS REQUIRED BEFORE THE GRADING RELEASE.
- 32) ALL NEW ELECTRICAL LINES SHALL BE INSTALLED AND/OR LOCATED UNDERGROUND.
- 33) ALL MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW PER THE ZONING ORDINANCE.
- 34) ALL LANDSCAPE EASEMENTS SHALL BE EXCLUSIVE OF ANY OTHER TYPE OF EASEMENT.
- 35) IMPACT FEES WILL BE ASSESSED PER THE LAND USE CLASSIFICATION(S) IDENTIFIED ON THE SITE DATA SUMMARY TABLE; HOWEVER, CHANGES TO THE PROPOSED LAND USE AT THE TIME OF CO AND/OR FINISH-OUT PERMIT MAY RESULT IN ADDITIONAL IMPACT FEES AND/OR PARKING REQUIREMENTS.
- 36) THE APPROVAL OF A SITE PLAN SHALL BE EFFECTIVE FOR EIGHTEEN (18) MONTHS FROM THE DATE OF APPROVAL BY THE PLANNING & ZONING COMMISSION, AT THE END OF WHICH TIME THE APPLICANT MUST HAVE SUBMITTED AND RECEIVED THE APPROVAL OF ENGINEERING PLANS AND BUILDING PERMITS. IF THE ENGINEERING PLANS AND BUILDING PERMITS ARE NOT APPROVED, THE SITE PLAN APPROVAL, TOGETHER WITH ANY PRELIMINARY SITE PLAN FOR THE PROPERTY, IS NULL AND VOID.

SITE DATA TABLE	
LOT 1	
EXISTING ZONING	O - OFFICE
PROPOSED ZONING	O - OFFICE
PROPOSED USE	OFFICE
TOTAL SITE AREA	7.5 ACRES
PHASE 1 AREA	3.8 ACRES
BUILDING AREA	165,000 SF
BUILDING HEIGHT	28,500 SF
PHASE 1 COVERAGE	23' 7/8" (1 STORY)
FLOOR AREA RATIO	0.2 :1
TOTAL PARKING REQUIRED	82 SPACES
REQUIRED PARKING RATIO	1:350
TOTAL PARKING PROVIDED	143 SPACES
PROVIDED PARKING RATIO	1:200
HANDICAP REQUIRED	5 SPACES
HANDICAP PROVIDED	6 SPACES
INTERIOR LANDSCAPING REQUIRED	2145 SF 15 SF per space
INTERIOR LANDSCAPING PROVIDED	3966 SF 2%
IMPERVIOUS AREA	116345 SF 71%
OPEN SPACE REQUIRED	11550 SF 7%
OPEN SPACE PROVIDED	16335 SF 10%

* PARKING PROVIDED TOTAL INCLUDES HC PARKING



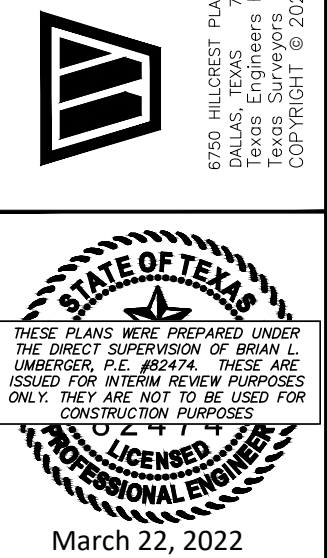
CASE NO.D21-0124

SITE PLAN
THE OFFICES AT PROSPER TRAIL
3.78 ACRES ~ 164,656 S.F.

OUT OF THE COLLIN COUNTY SCHOOL LAND #12 SURVEY, ABSTRACT NO. A0147
TOWN OF PROSPER
COLLIN COUNTY, TEXAS

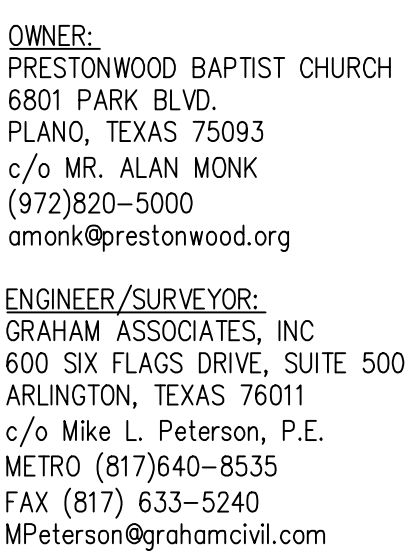
OWNER: PROSPER 67 PARTNERS LTD 5953 DALLAS PKWY SUITE 200A DALLAS, TEXAS 75093 JEREMY STEENSON	DEVELOPER: WILLIAM PEAVY III 1901 N. AKARD STREET DALLAS, TEXAS 75201 214-871-2640	ENGINEER/SURVEYOR: WINKELMANN & ASSOC., INC. 6750 HILLCREST PLAZA DR. SUITE 325 DALLAS, TEXAS 75230 PH: 972.490.7090 BRIAN UMBERGER
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Winkelmanna & Associates, Inc.
CONSULTING CIVIL ENGINEERS SURVEYORS
6750 HILLCREST PLAZA DRIVE, SUITE 215
DALLAS, TEXAS 75230
(972) 490-7990
(972) 490-1099 FAX



SITE PLAN
THE OFFICES AT PROSPER TRAIL
NWC PROSPER TRAIL & SHAWNEE TRAIL
PROSPER, TEXAS

C-04.01



TITLE NAME: J:\PRESTONWOOD\NORTH CAMPUS\PHASE 3\PHASE 3B - CLASSROOM ADDITION\CAD\SITE PLAN\PH 3B - SITE PLAN.DWG
PLOTTED ON: 3/24/2022 2:55 PM

PLANNING



To: Mayor and Town Council

From: Khara Dodds, AICP, Director of Development Services

Through: Harlan Jefferson, Town Manager
Rebecca Zook, P.E., Executive Director of Development & Infrastructure Services

Re: Town Council Meeting – April 26, 2022

Agenda Item:

Conduct a public hearing and consider and act upon a request to amend Planned Development-94 (PD-94), for the Westside Development, on 64.5± acres, northeast corner of US 380 and FM 1385, regarding hotel uses and development standards. (Z22-0001).

Description of Agenda Item:

This item was previously tabled at the March 29, 2022 Town Council Meeting.

The zoning and land use of the surrounding properties are as follows:

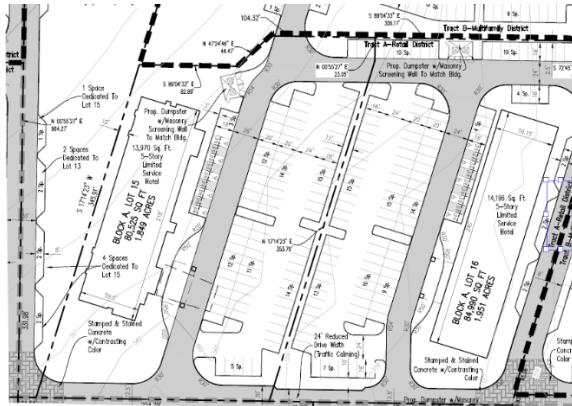
	Zoning	Current Land Use	Future Land Use Plan
Subject Property	Planned Development-94	Undeveloped	US 380 District
North	Agricultural and Planned Development-40-Single Family	Glenbrook Subdivision and Undeveloped	Medium Density Residential
East	Planned Development-40-Single Family	Undeveloped (floodplain)	US 380 District
South	Town of Little Elm	Undeveloped and Holt Cat Equipment Sales	Town of Little Elm
West	Denton County	Undeveloped, Savannah Subdivision, and Valero Gas Station	Denton County

Requested Zoning – In 2018, Planned Development-94 was approved for the Westside development, which was intended to be a mixed-use development including various uses, including, but not limited to multifamily, indoor commercial amusement, limited-service hotel,

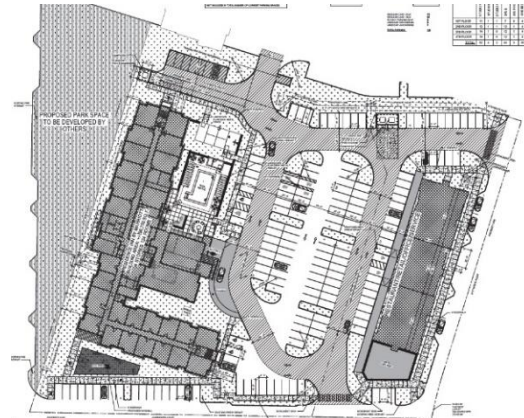
restaurant, retail, convenience store with gas pumps, and open space. At the time of approval, it was anticipated the limited-service hotel would be a La Quinta or a comparable hotel. Since approval of the zoning, the development has been sold to another developer, and the current owner is working with a different type and brand of hotel, an extended-stay hotel, as opposed to a limited-service hotel, which is currently intended to be a Residence Inn by Marriott. The purpose of the proposed PD amendment is to update the PD with regard to the type of hotel, layout, elevations, and parking to accommodate the proposed hotel. Details about the proposed amendment are outlined below.

- **Permitted Uses** – The current PD allows for two (2) limited-service hotels. The proposed PD has been modified to allow for one (1) extended stay hotel.
- **Layout** – To accommodate the new hotel, the proposed layout has been modified, as shown below, by removing the two (2) limited-service hotels and depicting one (1) extended stay hotel. The proposed hotel is four-stories, 96,750 square feet, with 124 rooms. In place of the second hotel, the applicant has included a 10,858-square-foot retail/office/restaurant multitenant building. For comparison purposes, the limited service hotels previously proposed in PD-94 were approximately 80,000 square feet with 113 rooms, and 85,000 square feet with 117 rooms, respectively.

Current Layout



Proposed Layout



- **Parking** – In conjunction with the layout change, the applicant is proposing a modification to the parking regulations for hotel. The zoning ordinance currently requires one parking space per room; however, the applicant is proposing to allow for one parking per 75% of the rooms. The applicant has stated that hotels generally maintain 75-80% occupancy, and that not all guests drive to hotels. Further, the applicant is proposing to allow for the sharing of parking spaces between the hotel and multitenant building, provided all minimum parking requirements are met. In general, the overall Westside development is overparked by over 300 parking spaces with nearby parallel parking spaces to be provided in the future. Staff is supportive of this request.
- **Architecture** – The PD amendment proposes to replace the hotel elevations. The proposed extended-stay hotel will be constructed primarily of brick and stone, as shown below.



No other aspect of the proposed PD related to other uses or provisions are proposed to be modified with this amendment. Staff recommends approval of this request as presented.

Future Land Use Plan – The Future Land Use Plan recommends US 380 District for the property. The request conforms to the Future Land Use Plan.

Thoroughfare Plan – The property is adjacent to US 380, a future six-lane divided major thoroughfare and FM 1385 a future six-lane divided major thoroughfare.

Parks – This property is not needed for the development of a public park. Hike and bike trails are required in conjunction with development of the property in accordance with the Hike and Bike Trail Map of the Parks Master Plan.

Legal Obligations and Review:

Notification was provided to neighboring property owners as required by the Zoning Ordinance and state law. To date, staff has not received any Public Hearing Notice Reply Forms in response to this request.

Attached Documents:

1. Aerial and Zoning Maps
2. Proposed PD Exhibits
3. Proposed Exhibit C Redlines

Planning & Zoning Commission Recommendation:

At their March 1, 2022, meeting, the Planning & Zoning Commission recommended the Town Council approve the request, by a vote of 7-0, subject to an amendment to the existing Development Agreement.

Staff Recommendation:

Staff recommends approval of the request to amend Planned Development-94 (PD-94), for the Westside Development, on 64.5± acres, northeast corner of US 380 and FM 1385, regarding hotel uses and development standards, subject to an amendment to the existing Development Agreement.

Proposed Motion:

I move to approve amending Planned Development-94 (PD-94), for the Westside Development, on 64.5± acres, northeast corner of US 380 and FM 1385, regarding hotel uses and development standards, subject to an amendment to the existing Development Agreement.

Z22-0001 - Westside (PD-94) Amendment

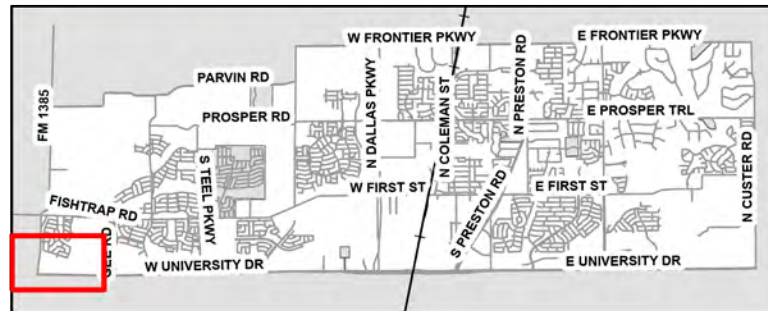
Item 8.



This map is for illustration purposes only.

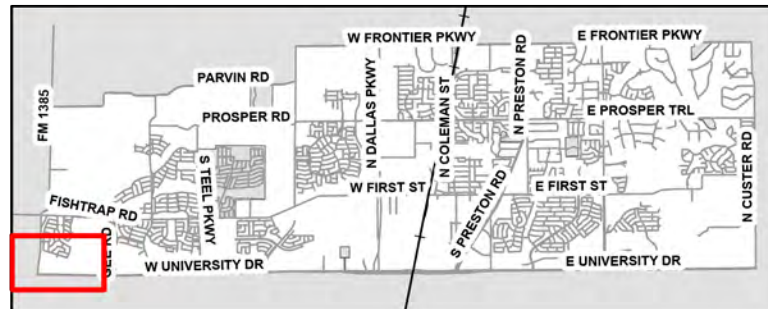


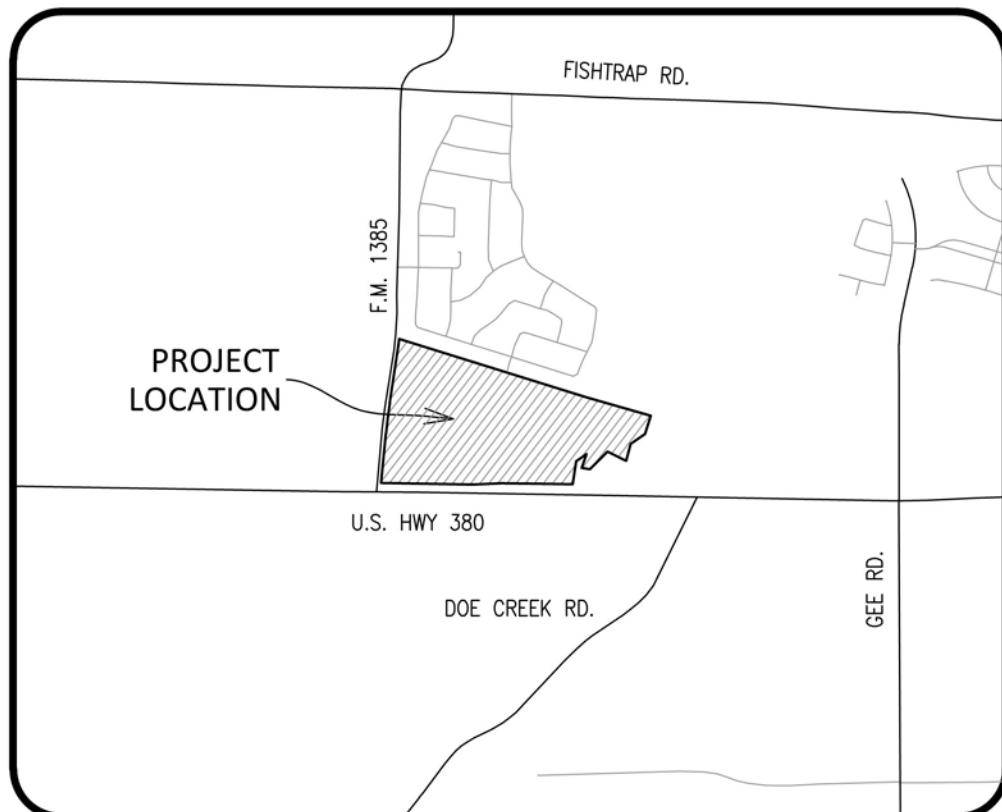
0 350 700 1400 Feet



Item 8.

This map is for illustration purposes only.





Scale: 1"=100' September, 2018 SEI Job No. 17-219

Z22-0001
EXHIBIT B
STATEMENT OF INTENT AND PURPOSE
WESTSIDE

1. Statement of Intent

A. Overall Intent

The purpose of this project is to create a walkable urban neighborhood using a horizontal mix of uses. Access to shopping, housing, community retail and park land promotes a quality of life that nurtures the public health, safety, comfort, convenience, prosperity and general welfare of the immediate community, as well as to assist in the orderly and controlled growth and development of the land area described within this document.

B. Description of Property

The subject property comprises approximately 64 acres of vacant land at the northeast corner of U.S. Highway 380 and F.M. 1385 in Prosper, Texas. It is additionally bounded by the Glenbrooke single family neighborhood to the north and Doe Branch Creek to the east. An existing trail exists along the property's north boundary and currently serves the adjacent single family neighborhood. This trail may extend into the Doe Branch drainage system and be part of the larger Town of Prosper Trails Plan.

C. Description of Proposed Property

The subject property as depicted in Exhibit "D" has been divided into two distinct sub-districts. The purpose of sub-district requirements is to define the character of new development within each sub-district. They have been carefully designed to allow enough flexibility for creative building solutions, while being prescriptive in areas necessary to preserve consistency throughout the development.

Given that the subject property resides at the hard corner of two major thoroughfares and will serve as a gateway to the Town of Prosper, a portion of land with a size yet to be determined, will be set aside as a signage easement for a Town gateway sign near the intersection of U.S. 380 and F.M. 1385.

2. Current Zoning and Land Uses

A. Current Zoning

The subject property comprises land that fall under two distinct zoning classifications. At the intersection of U.S. 380 and F.M. 1385 is a small portion of acreage that zoned for Single Family. The remainder of the property is zoned for Agriculture.

B. Future Land Use Plan

The Future Land Use Plan designates the entire subject property as US 380 District, which is defined as having a variety of uses, such as big box development, hotels, banks, gas/convenience and residential that serves as a buffer between the commercial and nearby single family.

Z22-0001
EXHIBIT C
DEVELOPMENT STANDARDS
WESTSIDE

Conformance with the Town's Zoning Ordinance and Subdivision Ordinance: Except as otherwise set forth in these Development Standards, the regulations of the Town's Zoning Ordinance, as it exists or may be amended, and the Subdivision Ordinance, as it exists or may be amended, shall apply.

Tract A – Retail District

- A1. Except as noted below, the Tract shall develop in accordance with the Retail District as it exists or may be amended.
- A2. Uses. Uses shall be permitted in accordance with the Retail District with the exception of the following:

Permitted Uses

1. Restaurant (with Drive-Through)
 - a. A restaurant with drive-through shall be permitted by right in accordance with the Conditional Development Standards, outlined in the Zoning Ordinance. A maximum of two (2) noncontiguous drive-through restaurants shall be permitted along US 380, and a maximum of two (2) drive-through restaurants shall be permitted along FM 1385, as shown on Exhibit D.
2. Hotel, Extended Stay
 - a. Extended stay hotels shall be permitted by right on the subject property, as shown on Exhibit D, and shall otherwise be permitted in accordance with the Conditional Development Standards, outlined in the Zoning Ordinance.

Prohibited Uses:

1. Athletic Stadium or Field, Public
2. Automobile Parking Lot/Garage
3. Automobile Paid Parking Lot/Garage
4. Recycling Collection Point
5. School District Bus Yard

- A3. Regulations. Regulations shall be permitted in accordance with the Retail District with the exception of the following:
1. Maximum Height
 - a. Commercial Amusement, Indoor: Two (2) stories, no greater than fifty (50) feet at the parapet height, with an additional twenty (20) feet above the parapet for a marquee.
 - b. Hotel, Extended Stay: Five (5) stories, no greater than seventy-five (75) feet.
 - i. Minimum height of four (4) stories.
- A4. Design Guidelines
1. Elevation Review and Approval
 - a. Conceptual Elevations, conforming to Exhibit F, shall be submitted at the time of Preliminary Site Plan, subject to approval by the Planning & Zoning Commission.

- b. Detailed Façade Plans conforming to the Conceptual Elevations shall be submitted for each building at the time of Site Plan, subject to approval by the Planning & Zoning Commission. Façade Plans for the Extended Stay Hotels and the Indoor Commercial Amusement uses shall also be subject to Town Council approval.

2. Architectural Standards

- a. At least eighty percent (80%) of each building's façade (excluding doors and windows) shall be finished in one of the following materials: Masonry (brick or stone)
 - i. Commercial Amusement, Indoor may utilize architectural finished concrete as a primary masonry material, and may be used for up to one hundred percent (80%) of a building elevation, as shown on Exhibit F. In addition, a maximum of ten percent (10%) secondary material, and minimum of ten percent (10%) stone, per elevation, shall be required for Commercial Amusement, Indoor.
- b. For retail/restaurant uses, no more than thirty percent (30%) of each façade elevation shall use wood-based high pressure laminate (i.e. Prodema, Trespa, CompactWood), as shown on Exhibit F.
- c. No more than fifteen percent (15%) of each façade elevation may use a combination of accent materials such as cedar or similar quality decorative wood, architectural metal panel, tile, stucco, or Exterior Insulating Finishing System (EIFS). Stucco and EIFS may only be used eight feet (8') above the ground floor and is prohibited on all building elevations with the exception of its use for exterior trim and molding features. Commercial Amusement, Indoor shall be limited to a maximum ten percent (10%).
- d. Architectural embellishments not intended for human occupancy that are integral to the architectural style of the buildings, including spires, belfries, towers, cupolas, domes, marquees and roof forms whose area in plan is no greater than fifteen percent (15%) of the ground floor footprint may exceed the height limits by up to ten feet (10').
- e. No single material shall exceed eighty percent (80%) percent of an elevation area. Except for Commercial Amusement, Indoor, a minimum of twenty percent (20%) of the front façade and all facades facing public right-of-way shall be natural or manufactured stone. A minimum of ten percent (10%) of all other facades shall be natural or manufactured stone. Commercial Amusement, Indoor shall require a minimum ten percent (10%) stone, per elevation.
 - i. All buildings shall be designed to incorporate a form of architectural articulation every thirty feet (30'), both horizontally along each wall's length and vertically along each wall's height. Acceptable articulation may include the following:
 - ii. Canopies, awnings, or porticos;
 - iii. Recesses/projections;
 - iv. Arcades;
 - v. Arches;
 - vi. Display windows, including a minimum sill height of thirty (30) inches;
 - vii. Architectural details (such as tile work and moldings) integrated into the building facade;
 - viii. Articulated ground floor levels or base;
 - ix. Articulated cornice line;
 - x. Integrated planters or wing walls that incorporate landscape and sitting areas;
 - xi. Offsets, reveals or projecting rib used to express architectural or structural bays; or
 - xii. Varied roof heights;
- f. All buildings shall be architecturally finished on all four (4) sides with same materials, detailing, and features.

- g. Except for the Commercial Amusement, Indoor, all primary and secondary exterior building materials (exclusive of glass) shall be of natural texture and shall be neutrals, creams, or other similar, non-reflective earth tone colors. Bright, reflective, pure tone primary or secondary colors, such as red, orange, yellow, blue, violet, or green are not permitted.
- h. Corporate identities that conflict with the building design criteria shall be reviewed on a case-by-case basis and approved by the Director of Development Services or his/her designee. The applicant may appeal the decision to the Planning & Zoning Commission and Town Council using the appeal procedure in Chapter 4, Section 1 of the Town's Zoning Ordinance.
- i. Exposed conduit, ladders, utility boxes, and drain spouts shall be painted to match the color of the building or an accent color. Natural metal finishes (patina) are an acceptable alternative to paint.
- j. All retail/commercial buildings with facades greater than two hundred feet (200') in length shall incorporate wall plane projections or recesses that are at least six feet (6') deep. Projections/recesses must be at least twenty five percent (25%) of the length of the facade. Except for Commercial Amusement, Indoor, no uninterrupted length of facade may exceed one hundred feet (100') in length.

3. Windows and Doors

- a. All ground floor front facades of buildings along streets or public ways with on-street parking or that face directly onto Open Space and contain non-residential uses shall have transparent storefront windows covering no less than thirty percent (30%) of the façade area. Hotels shall have no less than ten percent (10%) of the façade.
- i. Clear glass is required in all non-residential storefronts. Smoked, reflective, or black glass that blocks two-way visibility is only permitted above the first story. Windows shall have a maximum exterior visible reflectivity of thirty percent (30%).

4. Awning, Canopies, Arcades, and Overhangs

- a. Awnings shall not be internally illuminated.
- b. Canopies shall not exceed one hundred linear feet (100') without a break of at least five feet (5').
- c. Awnings and canopies shall not extend beyond ten feet (10') from the main building façade.

A5. Additional Standards

1. Open Space

a. Urban Open Space

- i. An open space as depicted on the Landscape Plan (Exhibit G) shall comprise a minimum of one (1) acre of useable land area that will serve as the central park to the commercial development. A minimum of one (1) pedestrian connection shall be required from the Urban Open Space to the Rural Open Space; a minimum of one (1) pedestrian connection shall be required from the Urban Open Space to the Glenbrooke neighborhood via Kent Drive. Gates and/or fencing on any pedestrian or vehicular way accessing Kent Drive shall be prohibited.
- ii. The urban park open space shall be constructed at the time of construction of phase 1. The urban park open space shall be constructed at the developer's cost.
- iii. The hike and bike trail system and trailhead shall be constructed at the time of construction of phase 1B. The hike and bike trail system shall be constructed at the developer's cost.

- b. Rural Open Space
 - i. An open space as depicted on the Landscape Plan (Exhibit G) shall comprise a minimum of nine (9) acres of useable land area that will serve the greater community with both active and passive open space.
 - c. Combined Urban Open Space and Rural Open Space shall collectively satisfy all Open Space requirements for both Tract A and Tract B as required by the Town of Prosper Zoning Ordinance.
2. Landscape Screening and Buffering
- a. A thirty-foot (30') landscape easement shall be required along roadways when an adjacent building sides or backs the road. The landscape buffer shall consist of a minimum three-foot (3') foot berm.
 - b. A minimum of twenty feet (20') of landscape easement shall be exclusive of all utility easements, right turn lanes, drainage easements, and rights-of-way. None of the required trees and/or shrubs shall be located within any utility easement.
 - c. A minimum ten-foot (10') landscape buffer is required adjacent to Urban and Rural Open Space.
 - d. Berming shall be required behind the Entertainment/Indoor Commercial Amusement structure located in Phase 2A as reflected on the Phasing Diagram.
3. Lot Frontage
- a. Lots are not required to front on a public right-of-way, provided an access easement is established by plat prior to issuance of a Certificate of Occupancy (CO) for any building on a lot not fronting on right-of-way.
4. Parking Requirement
- a. Hotel, Extended Stay: One (1) parking space, equivalent to seventy-five percent (75%) of the total number of rooms/keys provided. Parking spaces for Lots 15 and 16 may be shared, provided the minimum requirements per the zoning ordinance and herein are met.

Tract B – Multifamily District

- B1. Except as noted below, the Tract shall develop in accordance with the Multifamily District as it exists or may be amended.
- B2. Multifamily Construction
 - 1. For Phase 1B, as shown on Exhibit E2, which consists of a maximum of 243 units, construction may not commence until construction of the first floor framing has begun on the restaurant/retail building as shown on Lot 8 on Exhibit D and the Extended Stay Hotel on Lot 15 on Exhibit D.
 - 2. For Phase 2B, as shown on Exhibit E2, which consists of a maximum of 237 units, construction may not commence until vertical construction has begun on a minimum fifty thousand (50,000) square foot Indoor Commercial Amusement building or similar size retail building.
- B3. Regulations. Regulations shall be permitted in accordance with the Multifamily District with the exception of the following:
 - 1. Maximum Number of Units: Four hundred and eighty (480) units.

2. Maximum Height:
 - a. Two (2) stories, no greater than forty feet (40') for buildings within one hundred (100) feet of a single family zoning district.
 - b. Three (3) stories, no greater than fifty feet (50').
 - c. Four (4) stories, no greater than sixty-five feet (65').
3. Size of Yards
 - a. In accordance with Exhibit D.
4. Minimum Dwelling Area
 - a. One (1) bedroom: 650 square feet
 - b. Two (2) bedroom: 925 square feet
 - c. Three (3) bedroom: 1,150 square feet
5. Lot Coverage: Maximum fifty percent (50%)

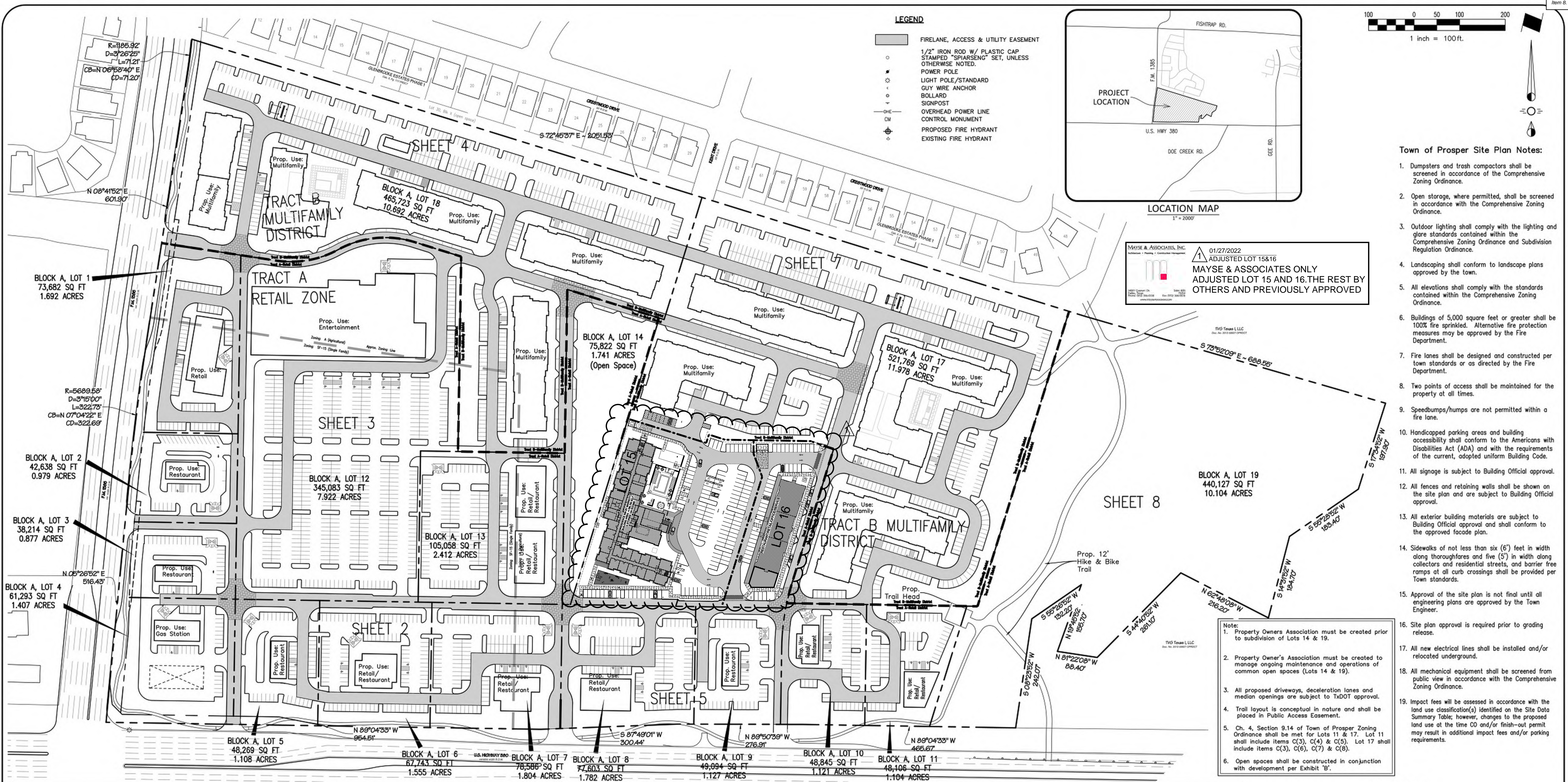
B4. Design Guidelines

1. Elevation Review and Approval
 - a. Conceptual Elevations, conforming to Exhibit F, shall be submitted at the time of Preliminary Site Plan, subject to approval by the Planning & Zoning Commission.
 - b. Detailed Façade Plans conforming to the Conceptual Elevations shall be submitted for each building at the time of Site Plan, subject to approval by the Planning & Zoning Commission.
2. Architectural Standards
 - a. At least eighty percent (80%) of each building's façade (excluding doors and windows) shall be finished in one of the following materials: Masonry (brick and stone).
 - b. No more than fifteen percent (15%) of each façade elevation shall use a combination of accent materials such as cedar or similar quality decorative wood, fiber cement siding, resin-impregnated wood panel system, cementitious-fiber clapboard (not sheet) with at least a fifty (50) year warranty, architectural metal panel, split-face concrete block, tile, stucco, or Exterior Insulating Finishing System (EIFS). Stucco and EIFS may only be used eight feet (8') above the ground floor and is prohibited on all building elevations with the exception of its use for exterior trim and molding features.
 - c. Any enclosed one or two-car garage shall be designed and constructed of the same material as the primary building.

B5. Additional Standards

1. Open Space
 - a. Urban Open Space
 - i. An open space as depicted on the Landscape Plan (Exhibit G) shall comprise a minimum of one (1) acre of useable land area that will serve as the central park to the commercial development. A minimum of one (1) pedestrian connection shall be required from the Urban Open Space to the Rural Open Space; a minimum of one (1) pedestrian connection shall be required from the Urban Open Space to the Glenbrooke neighborhood via Kent Drive. Gates and/or fencing on any pedestrian or vehicular way accessing Kent Drive shall be prohibited.
 - ii. The urban park open space shall be constructed at the time of construction of Phase 1. The urban park open space shall be constructed at the developer's cost.

- iii. The hike and bike trail system and trailhead shall be constructed at the time of construction of phase 1B. The hike and bike trail system shall be constructed at the developer's cost.
 - b. Rural Open Space
 - i. An open space as depicted on the Landscape Plan (Exhibit G) shall comprise a minimum of nine (9) acres of useable land area that will serve the greater community with both active and passive open space.
 - c. Combined Urban Open Space and Rural Open Space shall collectively satisfy all Open Space requirements for both Tract A and Tract B as required by the Town of Prosper Zoning Ordinance.
- 2. Landscape Screening and Buffering
 - a. As depicted on the Landscape Plan (Exhibit G), two (2) rows of minimum three inch (3") caliper trees every fifty feet (50') on center, offset, shall be planted along the northern property line.
 - b. A minimum of twenty feet (20') of landscape easement shall be exclusive of all utility easements, right turn lanes, drainage easements, and rights-of-way. None of the required trees and/or shrubs shall be located within any utility easement, except for the twenty-five foot (25') UTRWD utility easement that currently resides immediately south of the property's north property line.
 - c. A minimum ten-foot (10') landscape buffer is required adjacent to Rural Open Space.
- 3. Lot Frontage
 - a. Lots are not required to front on a public right-of-way, provided an access easement is established by plat prior to issuance of a Certificate of Occupancy (CO) for any building on a lot not fronting on right-of-way.
- 4. Parking
 - a. Minimum "Off-Street" Parking. For the purpose of this ordinance, off-street parking shall mean any parking not located immediately adjacent to and along public drives (i.e. parallel parking) used for internal circulation throughout the development.
 - i. One (1) and two (2) bedroom units: 1.8 parking spaces per unit.
 - ii. Three (3) bedroom units: 2.0 parking spaces per unit.
 - b. Tandem parking shall count towards the parking provided for each designated tract or phase that the parking resides within.
 - c. Surface parallel parking that is provided along interior drives shall count towards the parking provided for each designated tract or phase that the parking resides within.
- 5. The provisions of Chapter 4, Section 9.14 (Non-Residential and Multifamily Development Adjacent to a Major Creek) shall apply to the proposed development.
- 6. The provisions of Chapter 4, Section 9.16 (Residential Open Space) shall apply to the proposed development.
- 7. The provision of Chapter 4, Section 9.17 (Multifamily Site Design) shall not apply to the proposed development.



SITE DATA SUMMARY TABLE																						
LOT	ZONING	PROPOSED USE	LOT AREA		FIRST FLOOR BUILDING AREA (SF)	TOTAL BUILDING AREA (SF)	UNIT COUNT	BUILDING HEIGHT (ft)	MAX. BUILDING HEIGHT (story)	COVERAGE (%)	FLOOR AREA RATIO	REQ. PARKING RATIO	PARKING REQUIRED	PARKING PROVIDED	REQUIRED HANDICAP PARKING	PROVIDED HANDICAP PARKING	INTERIOR LANDSCAPE REQUIRED (SF)	INTERIOR LANDSCAPE PROVIDED (SF)	IMPERVIOUS AREA (SF)	OPEN SPACE REQUIRED (SF)	OPEN SPACE PROVIDED (SF)	
			SF	AC																		
1	PD	RETAIL	73,682	1.69	10,950	10,950	N/A	40'	1	14.9%	0.1486:1	1:250	44	62	2	2	930	34,878	33,874	5,158	Provided in Lots 14/19	
2	PD	RESTAURANT W/ D.T.	42,638	0.98	3,172	3,172	N/A	40'	1	7.4%	0.0744:1	1:100	32	33	1	1	495	13,906	25,754	2,985	Provided in Lots 14/19	
3	PD	RESTAURANT W/ D.T.	38,214	0.88	2,872	2,872	N/A	40'	1	7.5%	0.0752:1	1:100	29	32	1	1	480	12,064	24,600	2,675	Provided in Lots 14/19	
4	PD	GAS STATION	61,293	1.41	4,500	4,500	N/A	40'	1	7.3%	0.0734:1	1:250	18	28	1	1	420	21,561	35,374	4,291	Provided in Lots 14/19	
5	PD	RESTAURANT W/ D.T.	48,269	1.11	2,880	2,880	N/A	40'	1	6.0%	0.0597:1	1:100	29	41	1	1	615	15,949	30,349	3,379	Provided in Lots 14/19	
6	PD	RETAIL/RESTAURANT	67,743	1.56	6,447	6,447	N/A	40'	1	9.5%	0.0952:1	1:75	86	98	4	4	1,470	24,584	38,417	4,742	Provided in Lots 14/19	
7	PD	RETAIL/RESTAURANT	78,586	1.80	6,321	6,321	N/A	40'	1	8.0%	0.0804:1	1:75	85	102	4	4	1,530	26,625	46,460	5,501	Provided in Lots 14/19	
8	PD	RETAIL/RESTAURANT	77,603	1.78	7,700	7,700	N/A	40'	1	9.9%	0.0992:1	1:75	103	99	4	4	1,485	24,516	47,655	5,432	Provided in Lots 14/19	
9	PD	RESTAURANT W/ D.T.	49,094	1.13	2,931	2,931	N/A	40'	1	6.0%	0.0597:1	1:100	30	44	2	2	660	16,273	29,209	3,437	Provided in Lots 14/19	
10	PD	RETAIL/RESTAURANT	48,845	1.12	3,756	3,756	N/A	40'	1	7.7%	0.0769:1	1:75	51	53	3	3	795	18,171	27,255	3,419	Provided in Lots 14/19	
11	PD	RETAIL/RESTAURANT	48,106	1.10	4,805	4,805	N/A	40'	1	10.0%	0.0999:1	1:75	65	65	3	3	975	20,260	24,479	3,367	Provided in Lots 14/19	
12	PD	ENTERTAINMENT	345,083	7.92	56,000	56,000	N/A	50'	2	16.2%	0.1623:1	1:150	374	494	12	12	7,410	105,889	221,992	24,156	Provided in Lots 14/19	
13	PD	RETAIL/RESTAURANT	105,058	2.41	14,819	29,638	N/A	40'	1	14.1%	0.2821:1	1:250	119	152	6	6	2,280	35,118	62,586	7,354	Provided in Lots 14/19	
14	PM	OPEN SPACE	75,822	1.74	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20	N/A	N/A	N/A	N/A	19,200	N/A	66,532	
15	PD	HOTEL	123,227	1.85	27,780	96,750	124	55'	5	22.5%	0.78:1	1 SPACE PER GUESTROOM	124		6	6	1,470	27,051+/-	96,176+/-	5,637	Provided in Lots 14/19	
16	PD	RETAIL/RESTAURANT/ OFFICE	52,296	1.2	10,858	10,858	N/A	40'	1	20.7%	0.20:1	1:250; 1:100; 1:350; REFER TO SHEET A0.2A	63	163 SHARED PARKING			1,830	6,229+/-	46,067+/-	5,949	Provided in Lots 14/19	
17	PD	MULTIFAMILY	521,769	11.98	111,516	319,215	243 (116 - 18, 93 - 28, 24 - 38)	65'	4	21.4%	0.6118:1	1.8 per 18&28 unit 2.0 per 3B unit	443	529	10	10	7,935	141,562	214,547	156,531	Provided in Lots 14/19	
18	PD	MULTIFAMILY	465,723	10.69	99,752	282,821	237 (119 - 18, 93 - 28, 25 - 38)	65'	4	21.4%	0.6073:1	1.8 per 18&28 unit 2.0 per 3B unit	432	443	10	10	6,645	160,528	210,529	139,717	Provided in Lots 14/19	
19	PD	OPEN SPACE	440,127	10.10	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	16,996	N/A	440,127	
Total=			2753170	63.20	370,761	889,208													383,729		506,659	

SHT. 1 OF 8
TOWN OF PROSPER CASE NO. Z22-0001
Exhibit D Conceptual Plan

WestSide
BLOCK A, LOTS 1-19
BEING 64.501 ACRES OF LAND (GROSS)
63.858 ACRES OF LAND (NET)
IN THE B. HODGES SURVEY, ABSTRACT NO. 593 &
IN THE J. GONZALEZ SURVEY, ABSTRACT NO. 447 &
IN THE P. BARNES SURVEY, ABSTRACT NO. 79 &
IN THE R. TAYLOR SURVEY, ABSTRACT NO. 1671 &
IN THE J. HAYNES SURVEY, ABSTRACT NO. 573 &
IN THE ANGUS JAMISON SURVEY

TOWN OF PROSPER, DENTON COUNTY, TEXAS

OWNER
Taylor Hansel
P.O. Box 770
Frisco, Texas 75034

APPLICANT
MCF Investments
15700 S.H. 121
Frisco, Texas 75035
Telephone (214) 619-4930
Contact: Mike Fannin

ENGINEER / SURVEYOR
Spiars Engineering, Inc.
765 Custer Road, Suite 100
Plano, TX 75075
Telephone: (972) 422-0077
TBPE No. F-2121 / TBPLS No. F-10043100
Contact: Kevin Wier

Scale: 1"=100' September, 2018 SET Job No. 17-219

1 SITE PLAN
A3.0 A0.2A 1" = 20'-0"

LIST OF HOTEL AMENITIES PROVIDED

AMENITIES	APPROX SQUARE FOOTAGE
01. HOTEL LOBBY/LOUNGE	855 SQ.FT. +/-
02. REGISTRATION DESK	165 SQ.FT. +/-
03. DINNING AREA & PANTRY	937 SQ.FT. +/-
04. FITNESS CENTER @ 1ST FLOOR	846 SQ.FT. +/-
05. MEETING ROOM/BOARD ROOM @ 1ST FLOOR	342 SQ.FT. +/-

PARKING TABULATION

USE	QTY	REQUIRED PARKING RATIO	PARKING REQUIRED BY ORDINANCE	PROPOSED ACKNOWLEDGE SHARE PARKING	PROVIDED PARKING
HOTEL - GUESTROOMS	124 KEYS	1.0 SPACE PER GUEST ROOM PLUS (1) SPACE FOR EACH 200 SQ.FT. OF COMMERCIAL FLOOR AREA CONTAINED	124	0.8 SPACE PER GUEST ROOM	100
RETAIL	3,888 SQ.FT	1.0 SPACE PER 250 SQ.FT. OF GROSS FLOOR AREA	16	1.0 SPACE PER 250 SQ.FT. OF GROSS FLOOR AREA	16
RESTAURANT	3,795 SQ.FT	1.0 SPACE FOR EACH 100 SQ.FT. OF GROSS FLOOR AREA FOR RESTAURANTS LOCATED WITHIN A MULTI-TENANT BUILDING.	38	1.0 SPACE FOR EACH 100 SQ.FT. OF GROSS FLOOR AREA	38
OFFICE	3,175 SQ.FT	1.0 SPACE PER 350 SQ.FT. OF GROSS FLOOR AREA	9	1.0 SPACE PER 350 SQ.FT. OF GROSS FLOOR AREA	9
			187		163

9 ADDITIONAL PARKING SPOTS BEING BUILT FOR RESIDENTIAL ARE NOT INCLUDED IN TOTAL NUMBER OF CURRENT PARKING SPACES.

REGULAR CARS 20'X8' 72
REGULAR CARS 18'X8' 81
EV ONLY PARKING 20'X8' 4
HANDICAP CAR PARKING 5
HANDICAP VAN PARKING 1
TOTAL PARKING 163

SPECIFIC GUEST ROOM TYPE MATRIX

	STUDIO KING A	STUDIO KING C	STUDIO KING D ACC	DIQ E	DIQ F ACC	ONE BEDROOM END G	TWO BED ROOM H	TWO BED ROOM J ACC	TOTAL
1ST FLOOR	11	1	1	7	0	4	0	1	25
2ND FLOOR	13	1	1	12	1	4	0	1	33
3RD FLOOR	14	1	0	12	1	4	1	0	33
4TH FLOOR	14	1	0	12	1	4	1	0	33
TOTAL	52	4	2	43	3	16	2	2	124

SITE PLAN GENERAL NOTES

- ALL NEW UTILITIES WILL BE INSTALLED UNDERGROUND IN ACCORDANCE WITH CITY REQUIREMENTS.
- ALL COMMERCIAL DUMPSTERS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF PROSPER CODE OF ORDINANCES.
- ALL SIGNAGE WILL COMPLY WITH CITY OF PROSPER CODE OF ORDINANCES AND ON A SEPARATE PERMIT.
- ALL PAVING MATERIALS WILL MEET MINIMUM CITY STANDARDS.
- ALL FENCES, SIGNS, LIGHTING AND LUMINARIES SHALL COMPLY WITH CITY OF PROSPER ORDINANCES. EXCEPT WHERE SPECIFICALLY NOTED OTHERWISE ON THE SITE PLAN.

BUILDING SQUARE FOOTAGE

FLOOR	AREA PER FLOOR SF
1ST FLOOR	27,780 SF +/-
2ND FLOOR	22,990 SF +/-
3RD FLOOR	22,990 SF +/-
4TH FLOOR	22,990 SF +/-
TOTAL	96,750 SF +/-

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Engineer

RESIDENCE INN BY MARRIOTT

LOTS 15&16 WESTSIDE
ADDITION, US 380/FM 1385,
PROSPER, TX

Residence INN
BY MARRIOTT



ATLANTIC HOTEL GROUP

1801 BRYAN STREET, SUITE M-210,
DALLAS, TEXAS 75201

Revisions:

1 No
2

SITE LEGEND

- LANDSCAPE
- CONCRETE SIDEWALK
- BUILDING FOOT PRINT
- PAVERS
- PAVERS
- INDICATES TRAFFIC DIRECTION
- PROPERTY LINE
- EASEMENT LINE AS INDICATED

date
01/03/2022

A job no. **21122**

sheet title
EXHIBIT D-1

sheet no.

A0.2A

Z22-0001
EXHIBIT E
DEVELOPMENT SCHEDULE
WESTSIDE

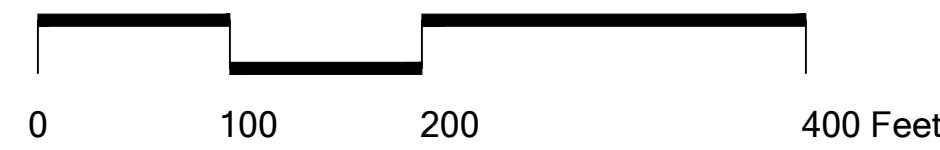
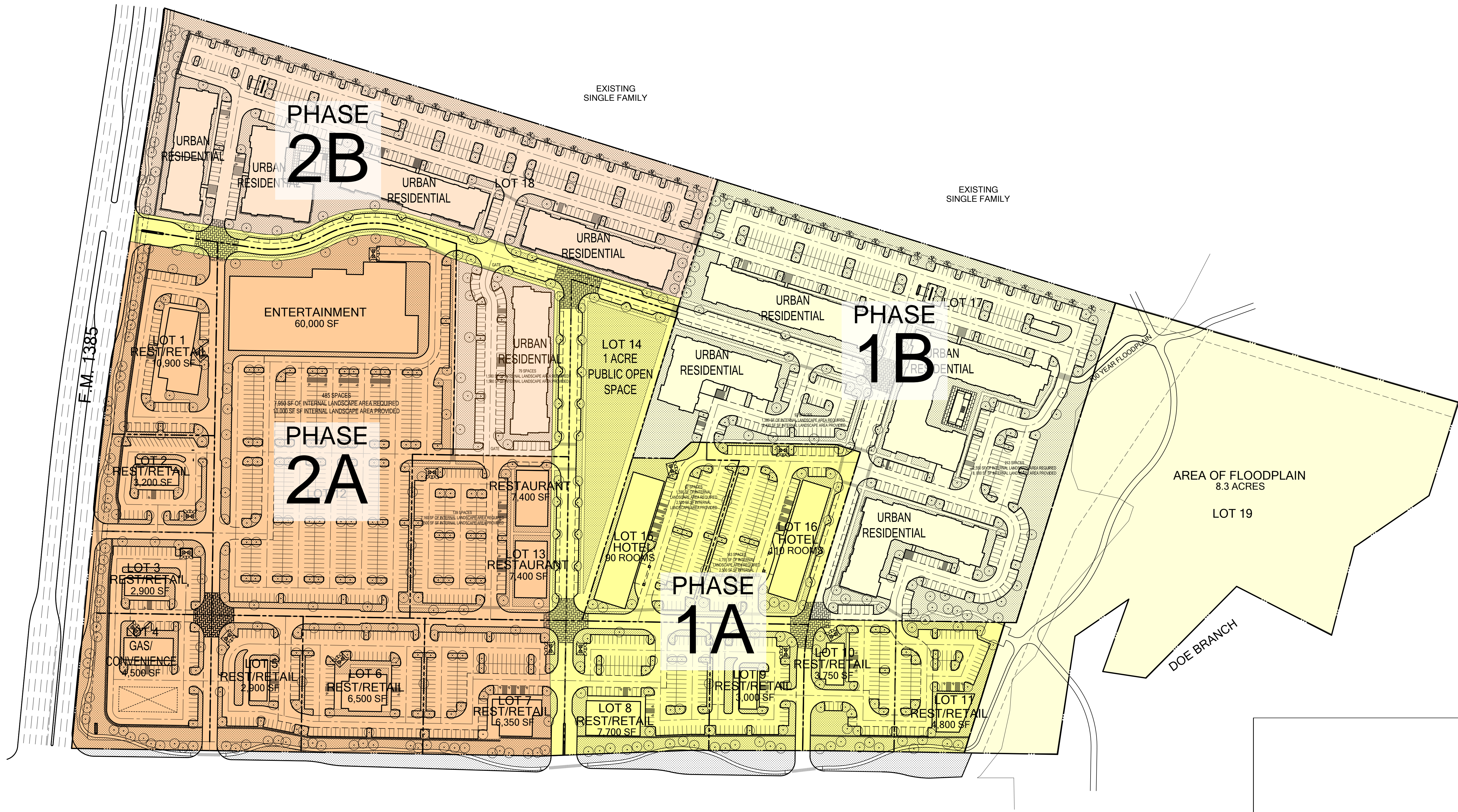
The phasing and development of this project is dependent upon both market conditions and the individual developers' timing. The anticipated schedule for the buildout will likely include a division of developmental increments. Upon commencement of development, the project construction is expected to require between 18 – 60 months. See Exhibit E2 for a graphic depiction.

Phase 1A: The central core of the property coupled with the construction of the central park. It would comprise both the physical heart of the project, plus individual pads inside the retail development. Vehicular access to the property will mostly be included in this phase. Depending on the schedule of the multi-family developer, Phase 1B could be developed in conjunction with Phase 1A.

Phase 1B: The initial phase of a two phase multi-family development.

Phase 2A: The second phase of a two phase commercial development, including retail/restaurant and entertainment uses to the west of the central park.

Phase 2B: The second phase of a multi-family development, located to the north of Phase 2A. Phase 2B could be developed in conjunction with Phase 2A.



Owner: GF3 Partnership, LLC Contact: Michael C. Fannin 15700 State Highway 121 Frisco, Texas 75035 972.747.9233 mcfannin@gmail.com		For Staff Use	
Job #: File Name: Date: Drawn by:		17173.02 LandscapeSite-2018-1016.dwg 10/22/18 BEM, RR, PA	
Job #: File Name: Date: Drawn by:		17173.02 LandscapeSite-2018-1016.dwg 10/22/18 BEM, RR, PA	
Job #: File Name: Date: Drawn by:		17173.02 LandscapeSite-2018-1016.dwg 10/22/18 BEM, RR, PA	



PLANNING

Dallas | Fort Worth | Austin

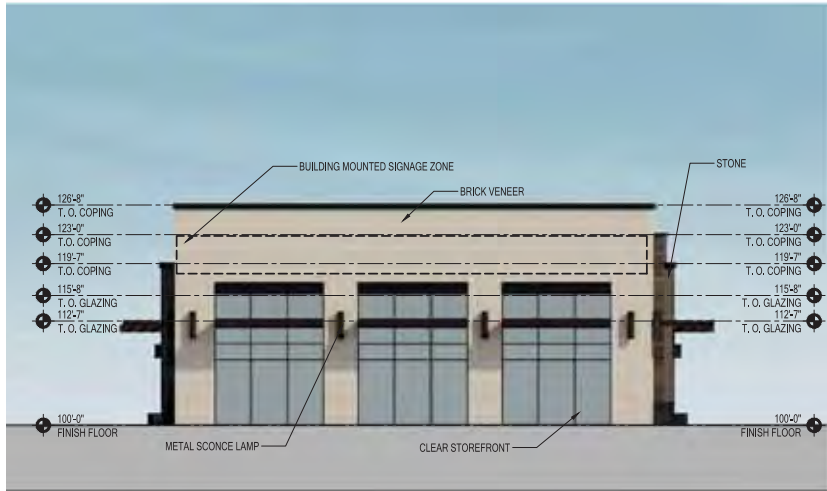
EXHIBIT "E2" - PHASING DIAGRAM
US 380 / FM 1385 NEC
Prosper, Texas
63.905 Acres



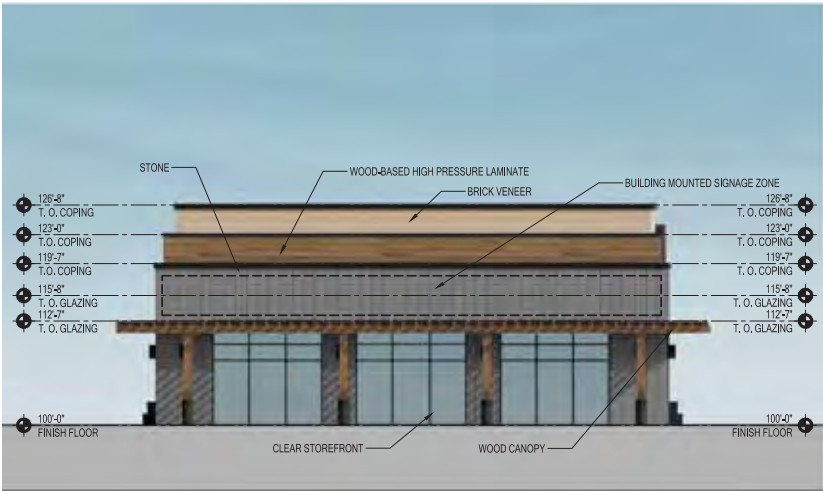
1 EAST ELEVATION
3/32" = 1'-0"



2 WEST ELEVATION
3/32" = 1'-0"



3 NORTH ELEVATION
3/32" = 1'-0"



4 SOUTH ELEVATION
3/32" = 1'-0"

FACADE MATERIAL ANALYSIS		
01 EAST ELEVATION		
MATERIAL	AREA (SF)	%
BRICK VENEER	1220	46.90%
WOOD-BASED HIGH PRESSURE LAMINATE	509	19.60%
STONE	873	33.60%
TOTALS*	2602	100.00%
*GLAZING NOT INCLUDED		
02 WEST ELEVATION		
MATERIAL	AREA (SF)	%
BRICK VENEER	1220	47.50%
WOOD-BASED HIGH PRESSURE LAMINATE	511	19.90%
STONE	839	32.60%
TOTALS*	2570	100.00%
*GLAZING NOT INCLUDED		
03 NORTH ELEVATION		
MATERIAL	AREA (SF)	%
BRICK VENEER	1474	100.00%
WOOD-BASED HIGH PRESSURE LAMINATE	0	0.00%
STONE	0	0.00%
TOTALS*	1474	100.00%
*GLAZING NOT INCLUDED		
04 SOUTH ELEVATION		
MATERIAL	AREA (SF)	%
BRICK VENEER	161	10.70%
WOOD-BASED HIGH PRESSURE LAMINATE	186	12.40%
STONE	1157	76.90%
TOTALS*	1504	100.00%
*GLAZING NOT INCLUDED		

NOTES	
1	This Conceptual Elevation is for conceptual purposes only. All building plans require review and approval from the Building Inspection Division.
2	All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance.
3	When permitted, exposed utility boxes and conduits shall be painted to match the building.
4	All signage areas and locations are subject to approval by the Building Inspection Department.
5	Windows shall have a maximum exterior visible reflectivity of (10) percent.

MATERIALS TABLE	
	MAS 1
	MAS 2
	WOOD 1

Owner:
GF3 Partnership, LLC
Contact: Michael C. Fannin
15700 State Highway 121
Frisco, Texas 75035
972.747.9233
mcfannin@gmail.com

Job #: 17173.02
File Name: RestaurantRetailElevations_2018-0928.dwg
Date: 09/28/18
Drawn by: BEM, LA, PA

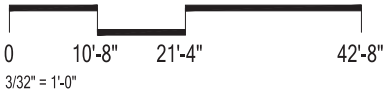


PLANNING

2808 Fairmount Street,
Suite 300
Dallas, Texas 75201 |
214.303.1500

3300 West 7th Street,
Suite 110
Fort Worth, Texas 76107 |
817.303.1500

EXHIBIT "F"
US 380 / FM 1385 NEC
Prosper, Texas
63.905 Acres





PERSPECTIVE - EAST VIEW



PERSPECTIVE - HOTEL MAIN ENTRY



PERSPECTIVE - NORTH VIEW

Engineer
..

RESIDENCE INN
BY MARRIOTT

LOTS 15&16 WESTSIDE
ADDITION, US 380/FM 1385,
PROSPER, TX


Residence INN
BY MARRIOTT



ATLANTIC HOTEL
GROUP

1601 BRYAN STREET, SUITE M-210,
DALLAS, TEXAS 75201

Revisions:

1		No
2		

date
01/03/2022

job no.
21122

sheet title
Z22-0001 EXHIBIT F

sheet no.

A0.4



PERSPECTIVE - SOUTH WEST VIEW



PERSPECTIVE - WEST VIEW (FACING PARK)



PERSPECTIVE - SOUTH EAST VIEW

Item 8.

MAYSE & ASSOCIATES, INC.
Architecture • Planning • Construction Management



14881 Quorum Dr.
Dallas, Texas 75254
Phone: (972) 386-0338

Suite 600
75254
Fax: (972) 386-0578
www.MayseAssociates.com

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Engineer
..

**RESIDENCE INN
BY MARRIOTT**

LOTS 15&16 WESTSIDE
ADDITION, US 380/FM 1385,
PROSPER, TX

Residence INN
BY MARRIOTT

**ATLANTIC HOTEL
GROUP**

1801 BRYAN STREET, SUITE M-210,
DALLAS, TEXAS 75201

Revisions:

1		No
2		

date
01/03/2022

job no.
21122

sheet title
222-0001 EXHIBIT F

sheet no.

A0.5

1/24/2022 3:41:28 PM
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UNAUTHORIZED DUPLICATION PROHIBITED.

Page 73

1/24/2022 3:40:41 PM
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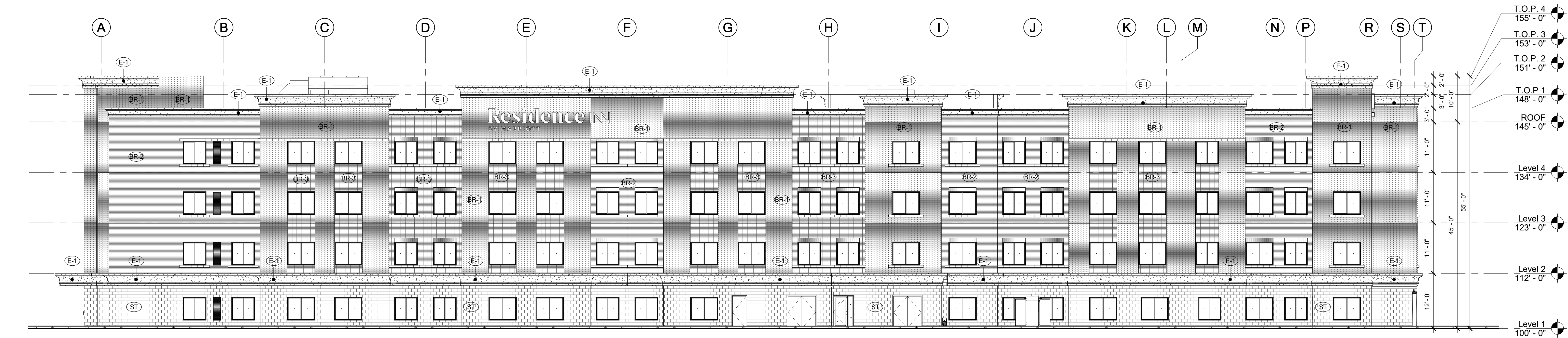
E

D

C

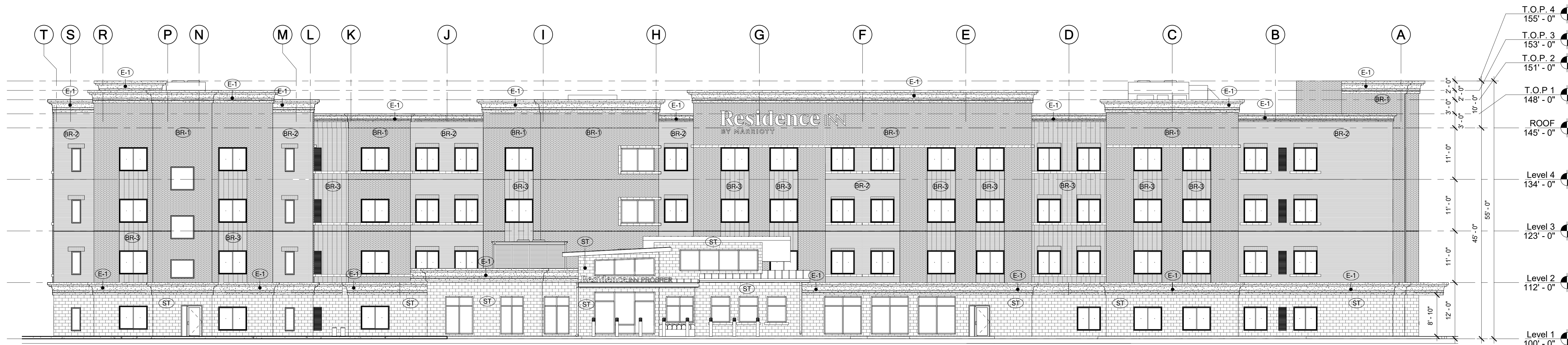
B

A



2 WEST BUILDING ELEVATION

A3.0 3/32" = 1'-0"

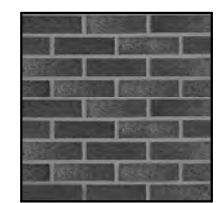


1 EAST BUILDING ELEVATION

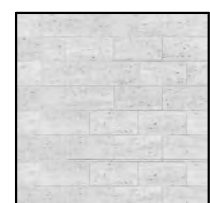
A3.0 3/32" = 1'-0"

FACADE MATERIAL ANALYSIS

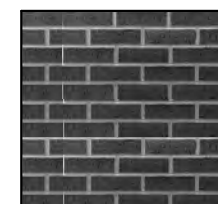
MATERIAL TABLE



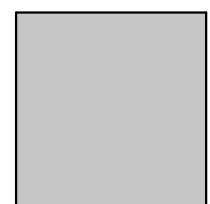
BRICK COLOR 1
MANGANESE IRON SPOT - VELOR (BR-1)



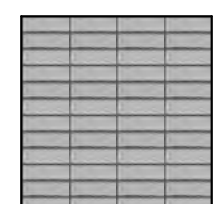
STONE
COTTON WOOD HONEY (ST)



BRICK COLOR 2
AUTUMN SAND (BR-2)



EIFS APPLIQUE
SAND BEACH (E-1)



BRICK COLOR 3
ARCTIC WHITE (BR-3)

NORTH ELEVATION

MATERIAL	AREA	%
STONE	2,580 SF +/-	25%
BRICK COLOR 1	3,560 SF +/-	34.5%
BRICK COLOR 2	1,735 SF +/-	16.8%
BRICK COLOR 3	1,220 SF +/-	11.9%
EIFS COLOR 1	1,215 SF +/-	11.8%
TOTAL	10,310 SF +/-	100%

SOUTH ELEVATION

STONE	1,490 SF +/-	16.9%
BRICK COLOR 1	3,710 SF +/-	42%
BRICK COLOR 2	1,915 SF +/-	21.7%
BRICK COLOR 3	560 SF +/-	6.3%
EIFS COLOR 1	1,165 SF +/-	13.1%
TOTAL	8,840 SF +/-	100%

EAST ELEVATION

STONE	4,140 SF +/-	25%
BRICK COLOR 1	6,530 SF +/-	39.5%
BRICK COLOR 2	2,400 SF +/-	14.5%
BRICK COLOR 3	1,450 SF +/-	8.8%
EIFS COLOR 1	2,025 SF +/-	12.2%
TOTAL	16,545 SF +/-	100%

WEST ELEVATION

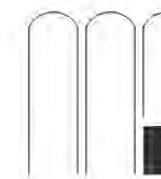
STONE	2,455 SF +/-	17.4%
BRICK COLOR 1	5,895 SF +/-	41.8%
BRICK COLOR 2	2,255 SF +/-	16%
BRICK COLOR 3	1,490 SF +/-	10.6%
EIFS COLOR 1	2,035 SF +/-	14.2%
TOTAL	14,130 SF +/-	100%

EXTERIOR ELEV. GEN. NOTES

1. ALL MATERIALS END ON INSIDE CORNER UNLESS NOTED OTHERWISE
2. STUCCO CONTROL JOINTS & REVEAL PATTERNS SHALL BE RETURNED TO INSIDE CORNERS AT FACES NOT SHOWN. VERIFY WITH ARCHITECT
3. REFER TO ELECTRICAL FOR EXTERIOR WALL MOUNTED FIXTURES
4. ALL STONE VENEER WALLS TO HAVE CONTROL JOINTS AT ALL INSIDE CORNERS AND AT MINIMUM OF 75 FT.
5. ALIGN WINDOWS AT HEAD ACROSS BUILDING (TYP.)

MAYSE & ASSOCIATES, INC.

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ADDITION, US 380/FM 1385,
PROSPER, TX

Residence INN
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ATLANTIC HOTEL GROUP

1601 BRYAN STREET, SUITE M-210,
DALLAS, TEXAS 75201

Revisions:

I	No
1	2

EXTERIOR FINISH LEGEND

	BRICK COLOR 1
	BRICK COLOR 2
	BRICK COLOR 3
	STONE
	EIFS COLOR 1

date
01/03/2022

job no.
21122

sheet title
222-0001 EXHIBIT F

sheet no.

A3.0

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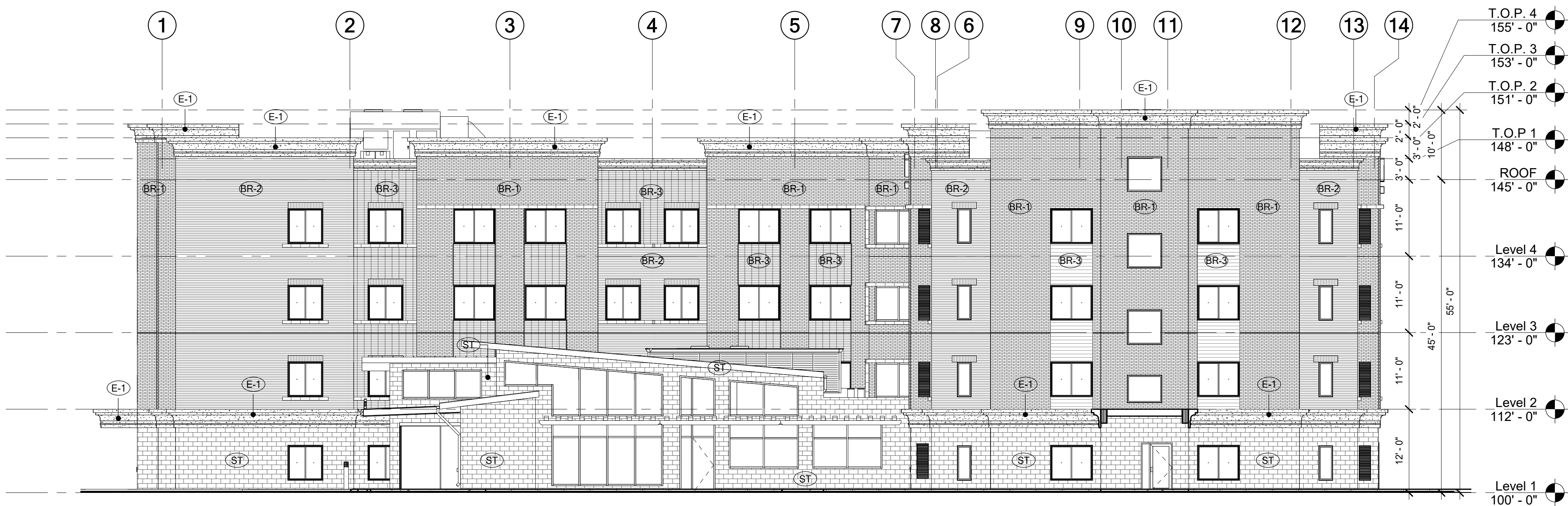
E

D

C

B

A



2 NORTH BUILDING ELEVATION

A3.1 3/32" = 1'-0"



1 SOUTH BUILDING ELEVATION

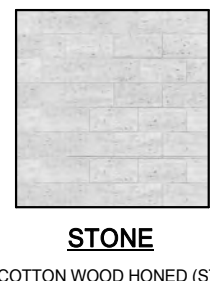
A3.1 3/32" = 1'-0"

FACADE MATERIAL ANALYSIS

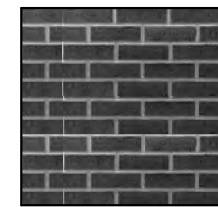
MATERIAL TABLE



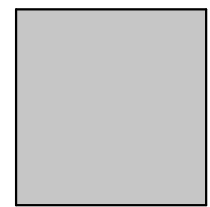
BRICK COLOR 1
MANGANESE IRON SPOT - VENDOR (BR-1)



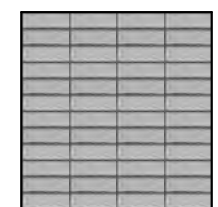
STONE
COTTON WOOD HONEY (ST)



BRICK COLOR 2
AUTUMN SAND (BR-2)



EIFS APPLIQUE
SAND BEACH (E-1)



BRICK COLOR 3
ARCTIC WHITE (BR-3)

NORTH ELEVATION

MATERIAL	AREA	%
STONE	2,580 SF +/-	25%
BRICK COLOR 1	3,560 SF +/-	34.5%
BRICK COLOR 2	1,735 SF +/-	16.8%
BRICK COLOR 3	1,220 SF +/-	11.9%
EIFS COLOR 1	1,215 SF +/-	11.8%
TOTAL	10,310 SF +/-	100%

SOUTH ELEVATION

STONE	1,480 SF +/-	16.9%
BRICK COLOR 1	3,710 SF +/-	42%
BRICK COLOR 2	1,915 SF +/-	21.7%
BRICK COLOR 3	960 SF +/-	6.3%
EIFS COLOR 1	1,165 SF +/-	13.1%
TOTAL	8,840 SF +/-	100%

EAST ELEVATION

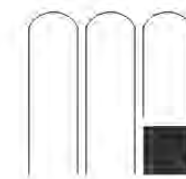
STONE	4,140 SF +/-	25%
BRICK COLOR 1	6,530 SF +/-	39.5%
BRICK COLOR 2	2,400 SF +/-	14.5%
BRICK COLOR 3	1,450 SF +/-	8.8%
EIFS COLOR 1	2,025 SF +/-	12.2%
TOTAL	16,545 SF +/-	100%

WEST ELEVATION

STONE	2,455 SF +/-	17.4%
BRICK COLOR 1	5,885 SF +/-	41.8%
BRICK COLOR 2	2,255 SF +/-	16%
BRICK COLOR 3	1,480 SF +/-	10.6%
EIFS COLOR 1	2,035 SF +/-	14.2%
TOTAL	14,130 SF +/-	100%

EXTERIOR ELEV. GEN. NOTES

1. ALL MATERIALS END ON INSIDE CORNER UNLESS NOTED OTHERWISE
2. STUCCO CONTROL JOINTS & REVEAL PATTERNS SHALL BE RETURNED TO INSIDE CORNERS AT FACES NOT SHOWN. VERIFY WITH ARCHITECT
3. REFER TO ELECTRICAL FOR EXTERIOR WALL MOUNTED FIXTURES
4. ALL STONE VENEER WALLS TO HAVE CONTROL JOINTS AT ALL INSIDE CORNERS AND AT MINIMUM OF 75 FT. ALIGN WINDOWS AT HEAD ACROSS BUILDING (TYP.)
- 5.



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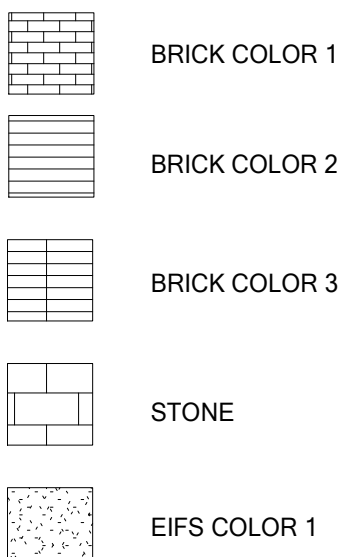
**ATLANTIC HOTEL
GROUP**

1801 BRYAN STREET, SUITE M-210,
DALLAS, TEXAS 75201

Revisions:

I	#	No
2		

EXTERIOR FINISH LEGEND



date
01/03/2022

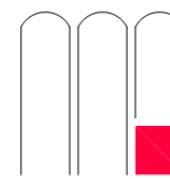
job no.
21122

sheet title
222-0001 EXHIBIT F

sheet no.

A3.1

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1 No
2

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01/03/2022

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21122

sheet title
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sheet no.

A3.2

EXTERIOR FINISH LEGEND

- BRICK COLOR 1 (BR-1)
- BRICK COLOR 2 (BR-2)
- BRICK COLOR 3 (BR-3)
- STONE (ST)
- PERFORATED CORTEN PANEL (CR)
- EIFS COLOR 1 (E-1)

FACADE MATERIAL ANALYSIS

MATERIAL TABLE



BRICK COLOR 1
MANGANESE BROWN SPOT - VENDOR (BR-1)



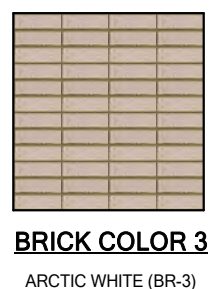
STONE
COTTON WOOD HONED (ST)



BRICK COLOR 2
AUTUMN SAND (BR-2)



EIFS APPLIQUE
SAND BEACH (E-1)



BRICK COLOR 3
ARCTIC WHITE (BR-3)

NORTH ELEVATION

MATERIAL	AREA	%
STONE	2,580 SF +/-	25%
BRICK COLOR 1	3,560 SF +/-	34.5%
BRICK COLOR 2	1,735 SF +/-	16.8%
BRICK COLOR 3	1,220 SF +/-	11.9%
EIFS COLOR 1	1,215 SF +/-	11.8%
TOTAL	10,310 SF +/-	100%

SOUTH ELEVATION

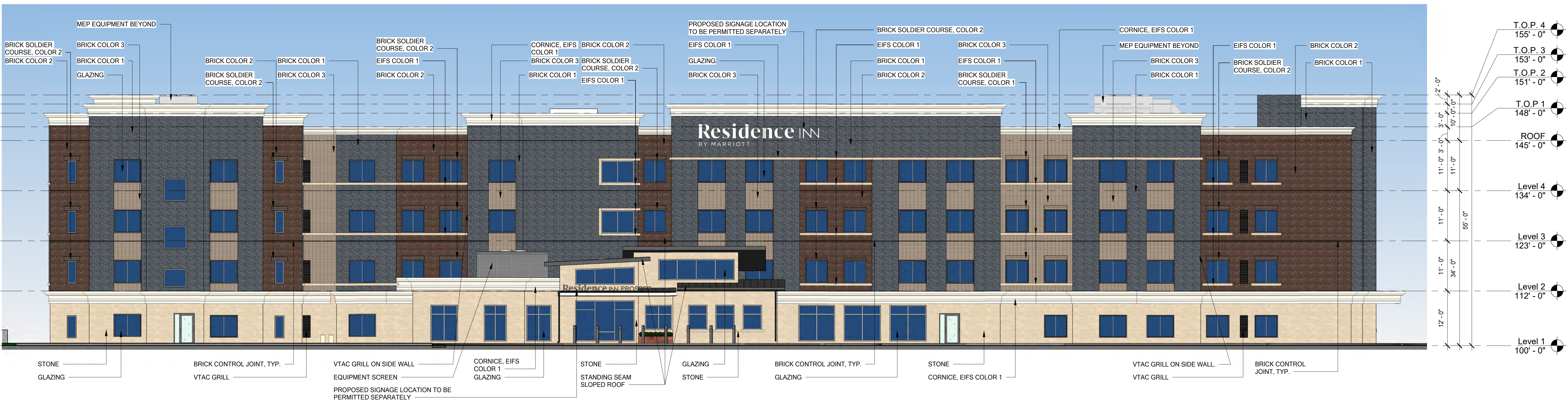
STONE	1,490 SF +/-	16.9%
BRICK COLOR 1	3,710 SF +/-	42%
BRICK COLOR 2	1,915 SF +/-	21.7%
BRICK COLOR 3	560 SF +/-	6.3%
EIFS COLOR 1	1,165 SF +/-	13.1%
TOTAL	8,840 SF +/-	100%

EAST ELEVATION

STONE	4,140 SF +/-	25%
BRICK COLOR 1	6,530 SF +/-	39.5%
BRICK COLOR 2	2,400 SF +/-	14.5%
BRICK COLOR 3	1,450 SF +/-	8.8%
EIFS COLOR 1	2,025 SF +/-	12.2%
TOTAL	16,545 SF +/-	100%

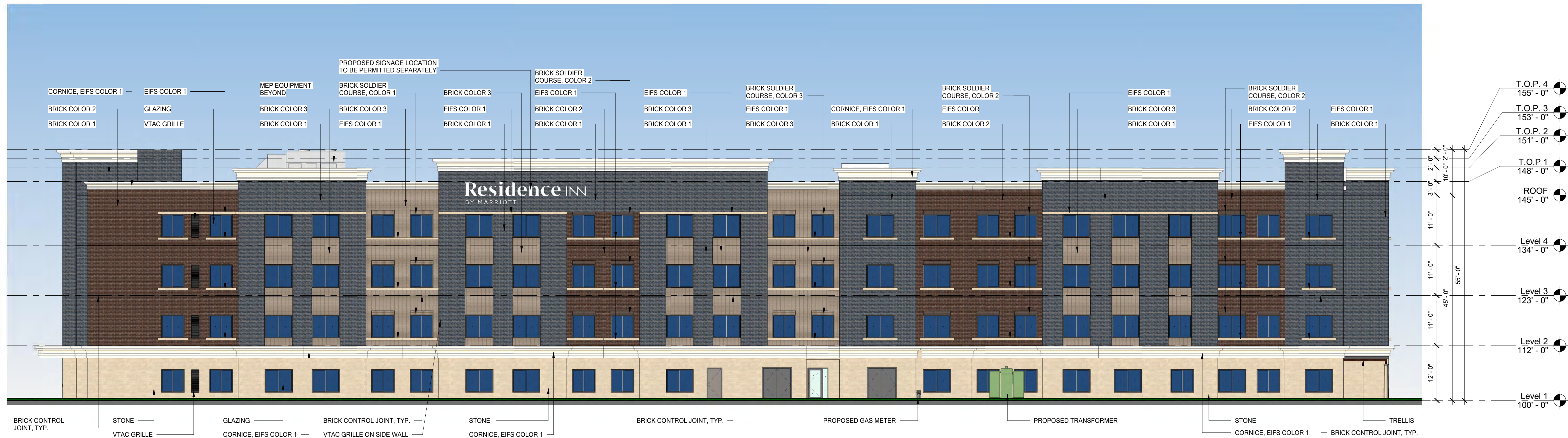
WEST ELEVATION

STONE	2,455 SF +/-	17.4%
BRICK COLOR 1	5,895 SF +/-	41.8%
BRICK COLOR 2	2,255 SF +/-	16%
BRICK COLOR 3	1,490 SF +/-	10.6%
EIFS COLOR 1	2,035 SF +/-	14.2%
TOTAL	14,130 SF +/-	100%



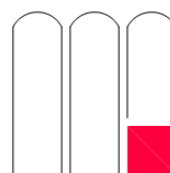
2 EAST BUILDING ELEVATION - COLOR

A3.2 3/32" = 1'-0"



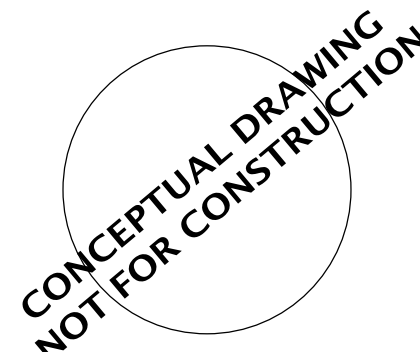
1 WEST BUILDING ELEVATION-COLOR

A3.2 3/32" = 1'-0"



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**ATLANTIC HOTEL
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Revisions:

1  No

2

date
01/03/2022

job no. 21122

sheet title
Z22-0001 EXHIBIT F



sheet no.

A3.3

FACADE MATERIAL ANALYSIS


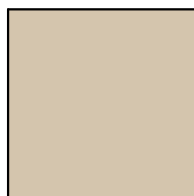
MATERIAL TABLE

NORTH ELEVATION

	
BRICK COLOR 1 MANGANESE IRON SPOT - VELLOW (BR-1)	STONE COTTON WOOD HONED (ST)

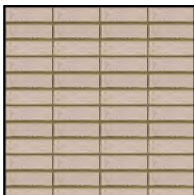
MATERIAL	AREA	%
STONE	2,980 SF +/-	26%
BRICK COLOR 1	3,960 SF +/-	34.5%
BRICK COLOR 2	1,735 SF +/-	16.8%
BRICK COLOR 3	1,220 SF +/-	11.9%
EIFS COLOR 1	1,215 SF +/-	11.8%
TOTAL	10,310 SF +/-	100%

SOUTH ELEVATION

	
BRICK COLOR 2 AUTUMN SAND (BR-2)	EIFS APPLIQUE SAND BEACH (E-1)

STONE	1,490 SF +/-	16.9%
BRICK COLOR 1	3,710 SF +/-	42%
BRICK COLOR 2	1,915 SF +/-	21.7%
BRICK COLOR 3	960 SF +/-	6.3%
EIFS COLOR 1	1,165 SF +/-	13.1%
TOTAL	8,840 SF +/-	100%

EAST ELEVATION

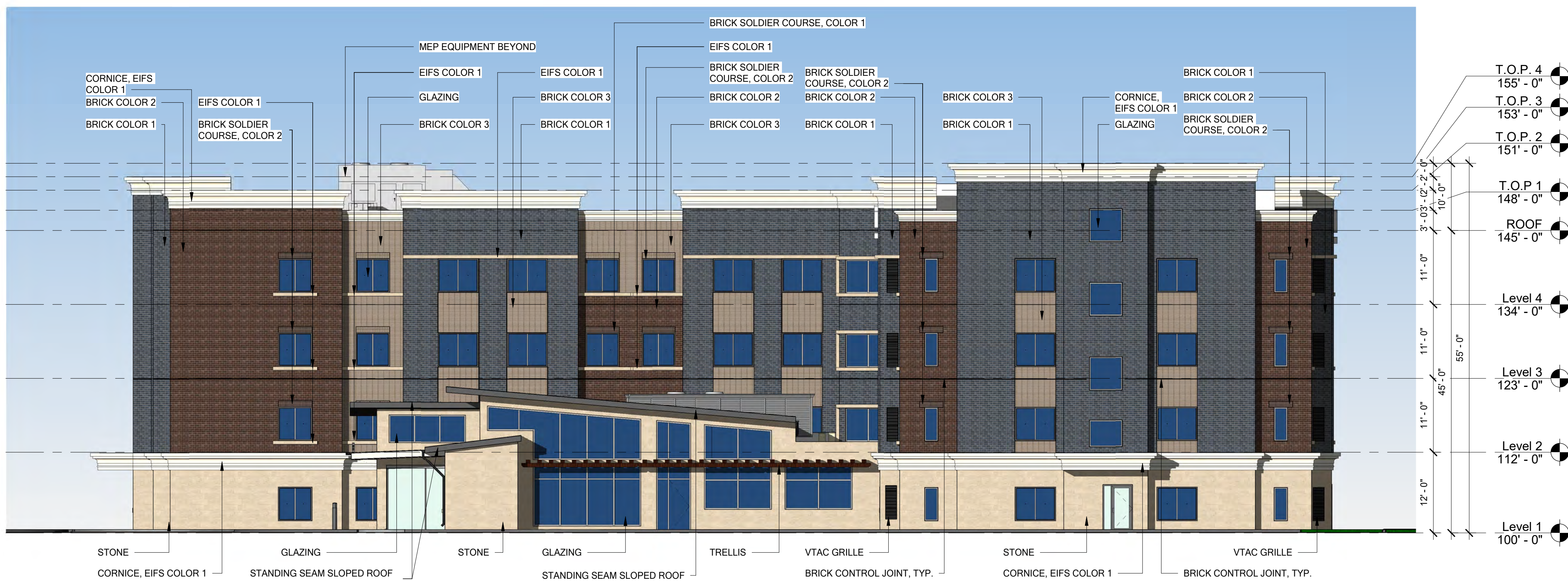
	
BRICK COLOR 3 ARCTIC WHITE (BR-3)	

STONE	4,140 SF +/-	25%
BRICK COLOR 1	6,530 SF +/-	39.5%
BRICK COLOR 2	2,400 SF +/-	14.5%
BRICK COLOR 3	1,450 SF +/-	8.8%
EIFS COLOR 1	2,025 SF +/-	12.2%
TOTAL	16,545 SF +/-	100%

WEST ELEVATION

STONE	2,455 SF +/-	17.4%
BRICK COLOR 1	5,895 SF +/-	41.8%
BRICK COLOR 2	2,255 SF +/-	16%
BRICK COLOR 3	1,490 SF +/-	10.6%
EIFS COLOR 1	2,035 SF +/-	14.2%
TOTAL	14,130 SF +/-	100%

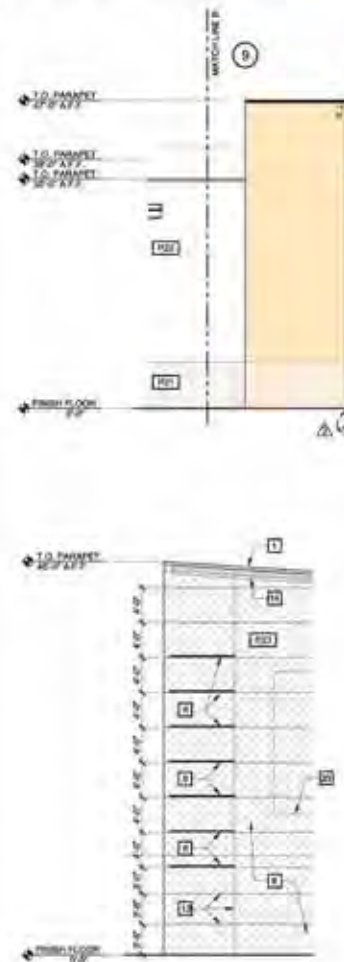
2 NORTH BUILDING ELEVATION- COLOR



1 SOUTH BUILDING ELEVATION- COLOR



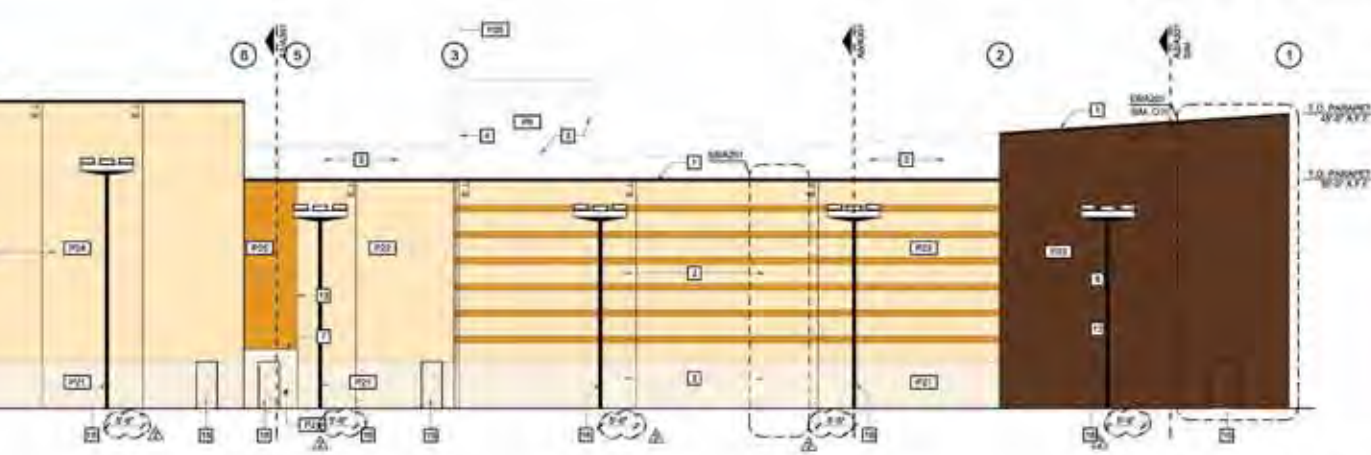
E6 PAINT DETAIL
SCALE: 1/8" = 1'-0"



B6 EIFS DETAIL
SCALE: 3/32" = 1'-0"



D1 NORTH ELEVATION - AREA 'B'
SCALE: 3/32" = 1'-0"



C1 NORTH ELEVATION - AREA 'A'
SCALE: 3/32" = 1'-0"



B1 SOUTH ELEVATION - AREA 'A'
SCALE: 3/32" = 1'-0"



A1 SOUTH ELEVATION - AREA 'B'
SCALE: 3/32" = 1'-0"

KEY NOTES

1. FINISHED METAL CORING PER SPEC.
2. EXPOSED TILT WALL PANEL, TEXTURED PAINT
3. PARAPET BEYOND
4. STUCCO FINISH - PAINT PER
5. POSTER CASE SUPPLIED BY OWNER'S VENDOR, O.C. TO INSTALL AND PROVIDE POWER AND BLOCKING
6. CORING LIGHT, RE. MECH. ROOMS
7. PAINT FINE OF ALUMINUM PERPENDICULAR TO VIEW, P21
8. 2 1/2" ARCHITECTURALLY FINISHED CONCRETE, RE. WALL SECTIONS
9. 4" ARCHITECTURALLY FINISHED CONCRETE, RE. WALL SECTIONS
10. STAINLESS STEEL TILT - T11
11. STUCCO FINISHED CONCRETE - PAINT PER
12. TILT FINISH - T1
13. REVEAL 1/8" RE. CORING
14. CONTIGUOUS CORING LIGHT MOUNTED ON WALL SYSTEM, RE. MECH. & BEAD 11 SBR
15. HOLLOW METAL DOOR - PAINT TO MATCH ADJACENT COLOR, T11
16. TIE-IN METAL DOWNSPOUT WITH 3 DOWNSPOUT DRAINAGE TYP. PAINT TO MATCH PER. RE. CHAIRS, MECH. & CIVIL DRAWINGS
17. TICKET KIOSK SUPPLIED AND INSTALLED BY OWNER'S VENDOR, O.C. TO INSTALL, PROVIDE POWER DATA AND BLOCKING
18. ANODIZED ALUMINUM STATIONARY, RE. PLANT & WINDOW SEALS
19. TICKET COUNTER - ANODIZED ALUMINUM WINDOW, RE. WINDOW SCHEDULE
20. DASHED LINE INDICATES SIGNAGE SUPPLIED AND INSTALLED BY OWNER'S VENDOR, O.C. TO PROVIDE POWER & BLOCKING
21. REVEAL 1/8" - CORING
22. TILT WALL VERTICAL EXPANSION JOINTS 1/2" RE. MECH.

GENERAL NOTES

- A. PROVIDE EGRESS WALL, BACK TO BE MOUNTED 1" OF ABOVE EMERGENCY EXIT DOOR FRAME AND O.C. OF EACH DOOR OPENING, RE. MECH.
- B. SEAL ALL EXTERIOR PENETRATIONS, CONTROL JOINTS AND JOINTS IN DISCREET WALL ASSEMBLY
- C. SEAL TOP OF ALL EXTERIOR LIGHT FIXTURES WITH CAULK, FINISH TO MATCH FIXTURE COLOR, RE. SPEC.
- D. ALL EXTERIOR GROUND BUILDING AND ROOFTOP MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW ON ALL SIDES
- E. ALL EXTERIOR MATERIALS TO MEET LOCAL REQUIREMENTS AND SPECIFICATIONS
- F. ALL SCORERS AND CONCRETE SHALL BE FINISHED TO MATCH ADJACENT FINISH MATERIALS
- G. INSTALL INTEGRALLY COLORED EXTERIOR CAULK AT ALL CONTROL JOINTS AFTER BUILDING HAS BEEN FINISHED. CAULK SHALL CHANGE COLORING AS REQUIRED TO MATCH ADJACENT MATERIAL, FIELD COLOR COORDINATE EXACT COLOR WITH ARCHITECT. DO NOT PAINT CAULK.
- H. SEAL TOP OF ALL EXTERIOR LIGHT FIXTURES WITH CAULK, FINISH TO MATCH EXTERIOR COLOR, RE. SPECIFICATIONS
- I. ALL EXTERIOR SIGNAGE IS SUBJECT TO APPROVAL BY LOCAL AUTHORITY

SCREENING NOTE

ALL EXTERIOR GROUND BUILDING AND ROOFTOP MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW ON ALL SIDES. EQUIPMENT TO BE SCREENED INCLUDES, BUT IS NOT LIMITED TO: HEATING, AIR CONDITIONING AND REFRIGERATION EQUIPMENT, PLUMBING LINES, DUCTWORK, TRANSFORMERS, AND METER BANKS. SCREENING MATERIALS MAY BE STUCCO, CONCRETE, WOOD, LANDSCAPING, OR OTHER OPACQUE MATERIAL. FINISH IS COMPATIBLE WITH THE BUILDING ARCHITECTURE AND EFFECTUALLY SCREENS MECHANICAL EQUIPMENT SO THAT IT IS NOT VISIBLE FROM A PUBLIC STREET OR ADJACENT LOT. SCREENING MATERIAL MAY HAVE EVENLY DISTRIBUTED OPENINGS OR PERFORATIONS NOT EXCEEDING 50% OF THE SURFACE AREA. ROOFTOP EQUIPMENT MAY BE SCREENED USING ENCLOSURE, PARTIAL SCREENS, OR PARAPET WALLS.

FACADE MATERIAL ANALYSIS

D1 NORTH ELEVATION - AREA 'B'		
MATERIAL	AREA (SF)	%
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	0	0.0
STAINLESS STEEL TILT-T11	0	0.0
STUCCO FINISH PAINT P1	0	0.0
EXPOSED TILT WALL PANEL, TEXTURED PAINT	5627	100
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	0	0.0
TOTAL	5627	100

C1 NORTH ELEVATION - AREA 'A'

MATERIAL	AREA (SF)	%
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	1910	16.3
STAINLESS STEEL TILT-T11	0	0.0
STUCCO FINISH PAINT P1	0	0.0
EXPOSED TILT WALL PANEL, TEXTURED PAINT	8309	81.3
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	0	0.0
TOTAL	10209	100

B1 SOUTH ELEVATION - AREA 'A'

MATERIAL	AREA (SF)	%
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	5004	80.2
STAINLESS STEEL TILT-T11	0	0.0
STUCCO FINISH PAINT P1	0	0.0
EXPOSED TILT WALL PANEL, TEXTURED PAINT	718	11.3
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	542	8.5
TOTAL	6264	100

A1 SOUTH ELEVATION - AREA 'B'

MATERIAL	AREA (SF)	%
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	2020	32.6
STAINLESS STEEL TILT-T11	0	0.0
STUCCO FINISH PAINT P1	0	0.0
EXPOSED TILT WALL PANEL, TEXTURED PAINT	3961	63.0
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	2113	33.5
TOTAL	9003	100

- NOTES**
1. This Conceptual Elevation is for conceptual purposes only. All building plans require review and approval from the Building Inspection Division.
 2. All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance.
 3. When permitted, exposed utility boxes and conduits shall be painted to match the building.
 4. All signage areas and locations are subject to approval by the Building Inspection Department.
 5. Windows shall have a maximum exterior visible reflectivity of 10% percent.

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111 Tenth Street, Norman, Texas 77050-1500 Fax 713.580.3196

OWNER:
ShowBiz Cinemas
111 Tenth Street, Norman, Texas 77050-1500
Phone: 713.580.3196
Fax: 713.580.3196

STRUCTURE:
111 Tenth Street, Norman, Texas 77050-1500
Phone: 713.580.3196
Fax: 713.580.3196

MEP:
111 Tenth Street, Norman, Texas 77050-1500
Phone: 713.580.3196
Fax: 713.580.3196

PROJECT NAME AND ADDRESS:
SHOWBIZ EDMOND
WE CORNER OF W BOONER RD. AND E. COVELL RD.
EDMOND, OKLAHOMA 73116

DATE:
11/15/2018

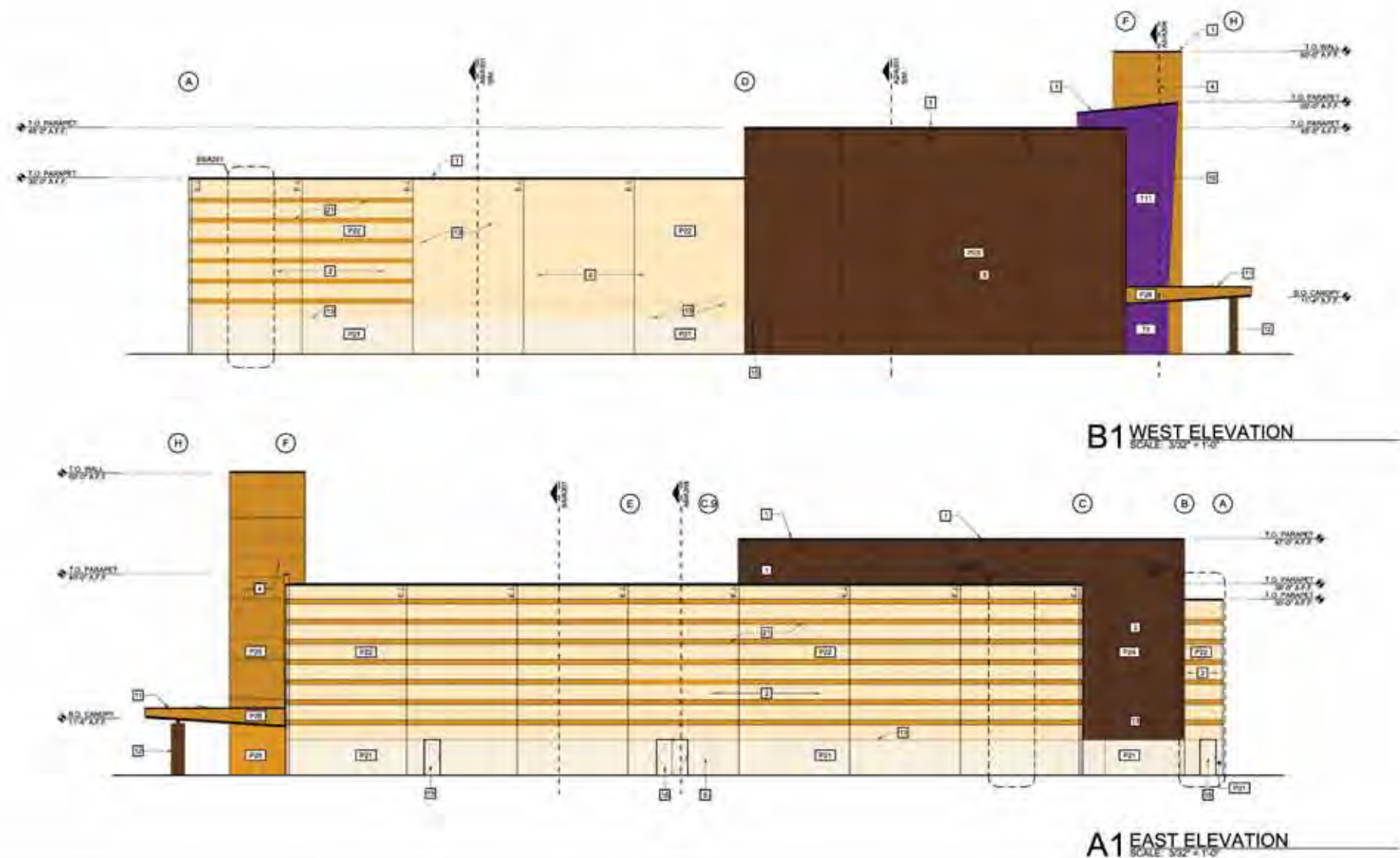
REVISION:
11/15/2018

TITLE:
EXTERIOR ELEVATIONS

SCALE:
1/8" = 1'-0"

SHOWBIZ CINEMAS

A201



- ## KEY NOTES
1. TWO FINISHED METAL CORING PIER SPICE.
 2. EXPOSED TILT WALL PANEL, TEXTURED PAINT.
 3. PARAPET BEYOND.
 4. STUCCO FINISH - PAINT F25.
 5. POSTER CASE SUPPLIED BY OWNERS VENDOR. G. C. TO METALL AND PROVIDE POWER AND BLOCKING.
 6. CORING LIGHT. RE. MET. SEALS.
 7. PANEL FACE OF ALUMINUM PERPENDICULAR TO VIEW. F21.
 8. 2" 1/2" ARCHITECTURALLY FINISHED CONCRETE. RE. WALL SECTIONS.
 9. 4" ARCHITECTURALLY FINISHED CONCRETE. RE. WALL SECTIONS.
 10. STAINLESS STEEL. T8.8 - 811.
 11. STUCCO FINISHED CANTOPY - PAINT F28.
 12. TILT FINISH. T8.
 13. REVEAL "TILT" RE. CHASSIS.
 14. CONTINUOUS CORING LIGHT MOUNTED ON WALL SYSTEM. RE. MRP & BRACKET 808.
 15. FOLLOW METAL DOOR - PAINT TO MATCH ADJACENT COLOR. T78.
 16. TIECH METAL DOWNPOUT/ WITH 2" OVERFLOW DRAINING THE PAINT TO MATCH F25. RE. CHASSIS, MRP & DRAIN DRAINING.
 17. TICKET KIOSK SUPPLIED AND INSTALLED BY OWNERS VENDOR. G. C. TO METALL, PROVIDE POWER DATA AND BLOCKING.
 18. ANODIZED ALUMINUM STRETCHER. RE. PLAN & WINDOW SCHEDULE.
 19. TICKET COUNTER - ANODIZED ALUMINUM WINDOW. RE. WINDOW SCHEDULE.
 20. TIECH LINE INDICATES SUPRISE SUPPLIED AND INSTALLED BY OWNERS VENDOR. G. C. TO PROVIDE POWER & BLOCKING.
 21. REVEAL "TILT" CHASSIS.
 22. TILT WALL VERTICAL EXPANSION JOINTS "TILT" RE. ASBT.

- ### GENERAL NOTES
- A. PROVIDE EXTERIOR WALL PLACK TO BE MOUNTED 7" ABOVE FINISHED EXTERIOR DOOR THRESH AND O.C. OF EACH DOOR OPENING. SEE DETAIL.
 - B. SEAL ALL EXTERIOR PENETRATIONS, CONTROL JOINTS AND JOINTS IN DISJUNCTION WALL ASSEMBLIES.
 - C. SEAL TOP OF ALL EXTERIOR LIGHT FIXTURES WITH CAULK, FINISH TO MATCH TEXTURE COLOR, REFER TO SPECIFICATIONS.
 - D. ALL EXTERIOR GROUND BULBING AND POOPST WITH MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW ON ALL SIDES.
 - E. ALL EXTERIOR MATERIALS TO MEET LOCAL REQUIREMENTS AND SPECIFICATIONS.
 - F. ALL ROOFING AND GUTTERING SHALL BE FINISHED TO MATCH ADJACENT FINISH MATERIALS.
 - G. INSTALL INTERNALLY COLORED EXTERIOR CAULK AT ALL CONTROL JOINTS AT BUILT-UPS ARE BUILT FINISH. CAULK SHALL CHOOSE COLOR TO BE CLOSEST TO MATCH ADJACENT MATERIAL. FIELD COLOR COORDINATE EXACT COLORS WITH ARCHITECT. DO NOT CHOOSE CAULK.
 - H. SEAL TOP OF ALL EXTERIOR LIGHT FIXTURES WITH CAULK, FINISH TO MATCH TEXTURE COLOR, REFER TO SPECIFICATIONS.
 - I. ALL EXTERIOR SIGNAGE IS SUBJECT TO APPROVAL BY LOCAL AUTHORITIES.

- SCREENING NOTE**
ALL EXTERIOR OPENING, BUILDING AND ROOFTOP MECHANICAL EQUIPMENT SHALL BE IDENTIFIED FROM PUBLIC VIEW. ALL SUCH EQUIPMENT MUST BE SCREENED. THIS INCLUDES, BUT IS NOT LIMITED TO: HEAVY AIR CONDITIONING, AND REFRIGERATION EQUIPMENT, PLUMBING LINES, DUCTWORK, TRANSFORMERS, AND OTHER BANNED SCREENING MATERIALS. ANY BANNED EQUIPMENT, SUCH AS LANDSCAPING, OR OTHER ORANGE MATERIAL, THAT IS COMPATIBLE WITH THE BUILDING ARCHITECTURE AND EFFECTIVELY SCREENS MECHANICAL EQUIPMENT SO THAT IT IS NOT VISIBLE FROM A PUBLIC STREET OR HIGHWAY SHALL BE IDENTIFIED. MATERIAL MAY HAVE AVOIDED DISTURBED ORANGE OR INFORMATION NOT SUFFICIENT TO PERCENT OF THE SURFACE AREA. ROOFTOP EQUIPMENT MAY BE SCREENED UNDER ENCLOSURE, PARTIAL SCREENS, OR PARAPET WALLS.

FACADE MATERIAL ANALYSIS			
B1 WEST ELEVATION			
MATERIAL	AREA (SF)	%	
2 1/2" ARCHITECTURALLY FINISHED CONCRETE	3415	42.9	
STAINLESS STEEL TILE-T11	488	6.1	
STUCCO FRESH-PAT PS	236	3	
EXPOSED BRICK PANEL-TEXTURED PANE	3812	48	
# ARCHITECTURALLY FINISHED CONCRETE	0	0	
TOTAL	7,951	100	
AT EAST ELEVATION			
MATERIAL	AREA (SF)	%	
3 1/2" ARCHITECTURALLY FINISHED CONCRETE	0	0	
STAINLESS STEEL TILE-T11	0	0	
STUCCO FRESH-PAT PS	746	8.7	
EXPOSED BRICK PANEL-TEXTURED PANE	7799	91.3	
# ARCHITECTURALLY FINISHED CONCRETE	0	0	
TOTAL	8,545	100	

- | NOTES | |
|-------|--|
| 1 | This Conceptual Elevation is for conceptual purposes only. All building plans require review and approval from the Building Inspection Division. |
| 2 | All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance. |
| 3 | When permitted, exposed utility boxes and conduits shall be painted to match the building. |
| 4 | All signage areas and locations are subject to approval by the Building Inspection Department. |
| 5 | Windows shall have a maximum exterior visible reflectivity of (10) percent. |



GLA-ATT, LLC

400 11TH STREET
ATLANTA, GA 30314
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NOTES

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2. All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance.
3. When permitted, exposed utility lines and conduits shall be painted to match the building.
4. All signage areas and locations are subject to approval by the Building Inspector Department.
5. Windows shall have a maximum exterior visible reflectivity of (1%) percent.

MATERIAL CALCULATION (PHASE 2-BLDG. 1)

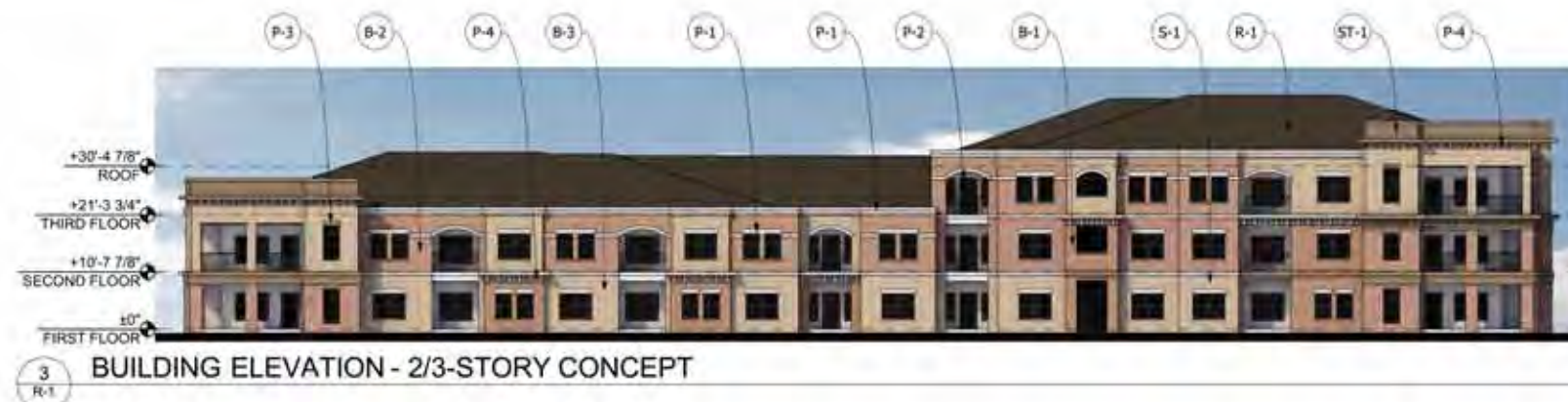
TOTAL AREA (EXCLUDING GLAZING) IN SF: 4,675 = 100%			
MASONRY (BRICK/STONE) IN SF:	3,981 SF	85.2%	
STUCCO IN SF: (TRIM/PANTRY)	634 SF	13.6%	
FIBER CEMENT/OTHER IN SF: (BALCONY FASCIA)	58 SF	1.2%	

MATERIAL CALCULATION (3-Story Concept)

TOTAL AREA (EXCLUDING GLAZING) IN SF: 2,414 = 100%			
MASONRY (BRICK/STONE) IN SF:	6,337 SF	89.0%	
STUCCO IN SF: (TRIM/PANTRY)	761 SF	10.3%	
FIBER CEMENT/OTHER IN SF: (BALCONY FASCIA)	58 SF	0.7%	

MATERIAL CALCULATION (4-Story Concept)

TOTAL AREA (EXCLUDING GLAZING) IN SF: 11,076 = 100%			
MASONRY (BRICK/STONE) IN SF:	12,057 SF	86.8%	
STUCCO IN SF: (TRIM/PANTRY)	781 SF	7.0%	
FIBER CEMENT/OTHER IN SF: (BALCONY FASCIA)	240 SF	2.2%	



SITE PLAN

FACADE PLANS

PROJECT INFO.

NOTES

BUILDING HEIGHTS		1. ALL MECHANICAL UNITS SHALL BE SCREENED FROM PUBLIC VIEW, OR AS REQUIRED BY ZONING GUIDELINES.
NUMBER OF STORIES	RIDGE HEIGHT	2. BUILDING RENDERINGS REFLECT THE DESIGN FORM AND INTENT OF THE REFERENCED BUILDINGS. ADDITIONAL DETAIL, GARAGE, TRASH SERVICES, AND OTHER ELEMENTS TO BE INCORPORATED AS DESIGN DEVELOPS.
4	54'-11"	3. SITE PLAN IS FOR GENERAL LOCATION PURPOSES ONLY AND MAY NOT FULLY REFLECT EXISTING/CONCEPTUAL SITE DESIGN. PLEASE REFERENCE EXHIBIT D "CONCEPTUAL SITE PLAN".
3	49'-5"	4. MATERIAL CALCULATIONS DO NOT INCLUDE WINDOW OR MATERIALS ABOVE THE COMMON ROOF BEARING PLANE.
2/3	43'-7"	

ABBREVIATIONS

ALLUM.	ALLIEDWAY
BLDG.	BUILDING
BIZWY	BREEZEWAY
FF.	FINISHED FLOOR
STL.	STEEL

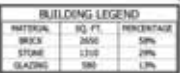
0'-0" ELEVATION HGT.
0'-0" DWG. TITLE SCALE
TITLE

MATERIAL LEGEND

TAG	SWATCH	DESCRIPTION	TAG	SWATCH	DESCRIPTION	TAG	SWATCH	DESCRIPTION	TAG	SWATCH	DESCRIPTION
S-1		VENDOR: BORA CASTPET CUT: FRENCH GRAY COLOR: GRAY MATERIAL: NATURAL STONE	B-1		VENDOR: BORA BRICK COLOR: REMINGTON CLASSIC MATERIAL: CLAY-FIRED BRICK	P-1		VENDOR: SHERWIN WILLIAMS COLOR: WESTHIGHLAND VARIETY NUMBER: SW7596 R-242, G-238, B-228 MATERIAL: TRIM & GUTTER	P-4		VENDOR: SHERWIN WILLIAMS COLOR: BARCELONA BEIGE NUMBER: SW7530 R-194, G-180, B-138 MATERIAL: SUB TRIM, CORNER CORBELS
ST-1		VENDOR: SHERWIN WILLIAMS COLOR: STUDIO TAUPÉ NUMBER: SW7549 R-173, G-156, B-113 MATERIAL: STUCCO	B-2		VENDOR: BORA BRICK COLOR: SUMMER HARVEST MATERIAL: CLAY-FIRED BRICK	P-2		VENDOR: SHERWIN WILLIAMS COLOR: URBANE BRONZE NUMBER: SW7048 R-94, G-90, B-74 MATERIAL: RAILINGS & DOORS	B-3		VENDOR: SHERWIN WILLIAMS COLOR: SAN ANTONIO SAGE NUMBER: SW7731 R-167, G-151, B-120 MATERIAL: CORNER HEADERS

*EQUAL ALTERNATES MAY BE SUBSTITUTED WITH APPROVAL FROM ARCHITECT AND OWNER

Subdivision's Name: WestSide
Block & Lot Number: A / 1-19
Client: Davis Development
Phone: 770.478.5213
Address: 1070 Eagles Landing Parkway, Suite 100
Stockbridge, Georgia 30261
Architect: Gehlert-Lewis Assoc.
Phone: 404.228.1918
Address: 949 11th St.
Atlanta, Georgia 30318
Applicant: MCF Investments
Phone: (214) 619-8939
Address: 15700 S.H. 121
Frisco, Texas 75035
Scale: AS NOTED
Date: 11/07/2018
Drawn By: RT

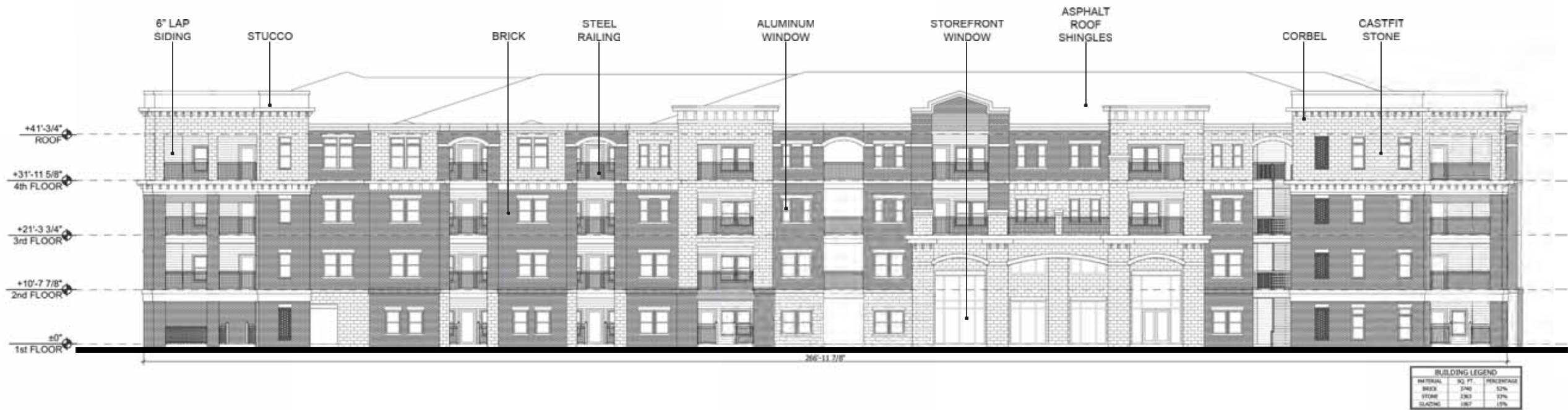


Age Group	Total (%)	Male (%)	Female (%)	Unknown (%)
0-17	~1	~1	~1	~1
18-24	~4	~4	~4	~4
25-34	~8	~8	~8	~8
35-44	~12	~12	~12	~12
45-54	~16	~16	~16	~16
55-64	~12	~12	~12	~12
65-74	~8	~8	~8	~8
75+	~4	~4	~4	~4

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2 FRONT ELEVATION
R-3 SCALE: 3/32" = 1'-0"



1 FRONT ELEVATION
R-3 SCALE: 3/32" = 1'-0"

FACADE PLANS														PROJECT INFO.	
NOTES		NOTES	FACADE PLAN NOTES		MATERIAL LEGEND									<div>Subdivision's Name: WestSide</div> <div>Block / Lot Number: A / 1-19</div> <div>Client: Davis Development</div> <div>Phone: 770.474.5213</div> <div>Address: 1090 Eagles Landing Parkway, Suite 300 Stockbridge, Georgia 30081</div> <div>Architect: Gefheber Lewis Assoc.</div> <div>Phone: 404.228.1958</div> <div>Address: 649 11th St. Atlanta, Georgia 30318</div> <div>Applicant: MCF Investments</div> <div>Phone: (214) 619-4930</div> <div>Address: 15700 S.H. 121 Pico, Texas 75035</div> <div>Scale: AS NOTED</div> <div>Date: 08/28/2018</div> <div>Drawn By: BT</div> <div>NOT RELEASED FOR CONSTRUCTION</div> <div>www.glaatl.com</div>	
1 This Conceptual Elevation is for conceptual purposes only. All building plans require review and approval from the Building Inspection Division.		1. RENDERING AND ELEVATIONS ON SHEETS R-2, R-3, AND R-4 ARE REPRESENTATIVE. THE BUILDING DO NOT EXACTLY REFLECT THOSE OF THE PROPOSED PROJECT, BUT ARE INDICATIVE OF DESIGN INTENT AND SIMILAR CONDITIONS.	1. ALL MECHANICAL UNITS SHALL BE SCREENED FROM PUBLIC VIEW, OR AS REQUIRED BY ZONING GUIDELINES.		TAG	SWATCH	DESCRIPTION	TAG	SWATCH	DESCRIPTION	TAG	SWATCH	DESCRIPTION		
2 All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance.	2. BUILDING RENDERINGS REFLECT THE DESIGN FORM AND INTENT OF THE REFERENCED BUILDINGS. ADDITIONAL DETAIL, GARAGE, TRASH SERVICES, AND OTHER ELEMENTS TO BE INCORPORATED AS DESIGN DEVELOPS.		S-1		VENDOR: BORAL CASTFIT CUT: FRENCH GRAY COLOR: GRAY MATERIAL: NATURAL STONE	B-4		VENDOR: BORAL BRICK COLOR: REDINGTON CLASSIC MATERIAL: CLAY-FIRED BRICK	P-1		VENDOR: SHERWIN WILLIAMS COLOR: WEB GRAY NUMBER: SW7075 R-197, G-102, B-105 MATERIAL: SIDING				
3 When permitted, exposed utility boxes and conduits shall be painted to match the building.	3. SITE PLAN IS FOR GENERAL LOCATION PURPOSES ONLY AND MAY NOT FULLY REFLECT EXACT CURRENT SITE DESIGN. PLEASE REFERENCE EXHIBIT D "CONCEPTUAL SITE PLAN".		ST-1		VENDOR: SHERWIN WILLIAMS COLOR: STUDIO TAUPÉ NUMBER: SW7548 R-173, G-136, B-133 MATERIAL: STUCCO	B-5		VENDOR: BORAL BRICK COLOR: SUMMER HARVEST MATERIAL: CLAY-FIRED BRICK	P-2		VENDOR: SHERWIN WILLIAMS COLOR: REPOSE GRAY NUMBER: SW7115 R-204, G-201, B-192 MATERIAL: TRIM & GUTTER				
4 All signage areas and locations are subject to approval by the Building Inspection Department.	4. MATERIAL CALCULATIONS DO NOT INCLUDE MINOR TRIM OR MATERIALS ABOVE THE COMMON ROOF BEARING PLANE.														
5 Windows shall have a maximum exterior visible reflectivity of (10) percent.	ABBREVIATIONS														
		ALUM. ALUMINUM BLDG. BUILDING BRZKY. BREEZEWAY FF. FINISHED FLOOR STL. STEEL		ELEVATION HGT. DWG. NO. DWG. TITLE DRAWING SCALE TITLE											
				*EQUAL ALTERNATES MAY BE SUBSTITUTED WITH APPROVAL FROM ARCHITECT AND OWNER											

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GLA-ATL, LLC

444 11TH STREET
ATLANTA, GA 30318
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2 FRONT ELEVATION
R-4 SCALE: 1/32" = 1'-0"

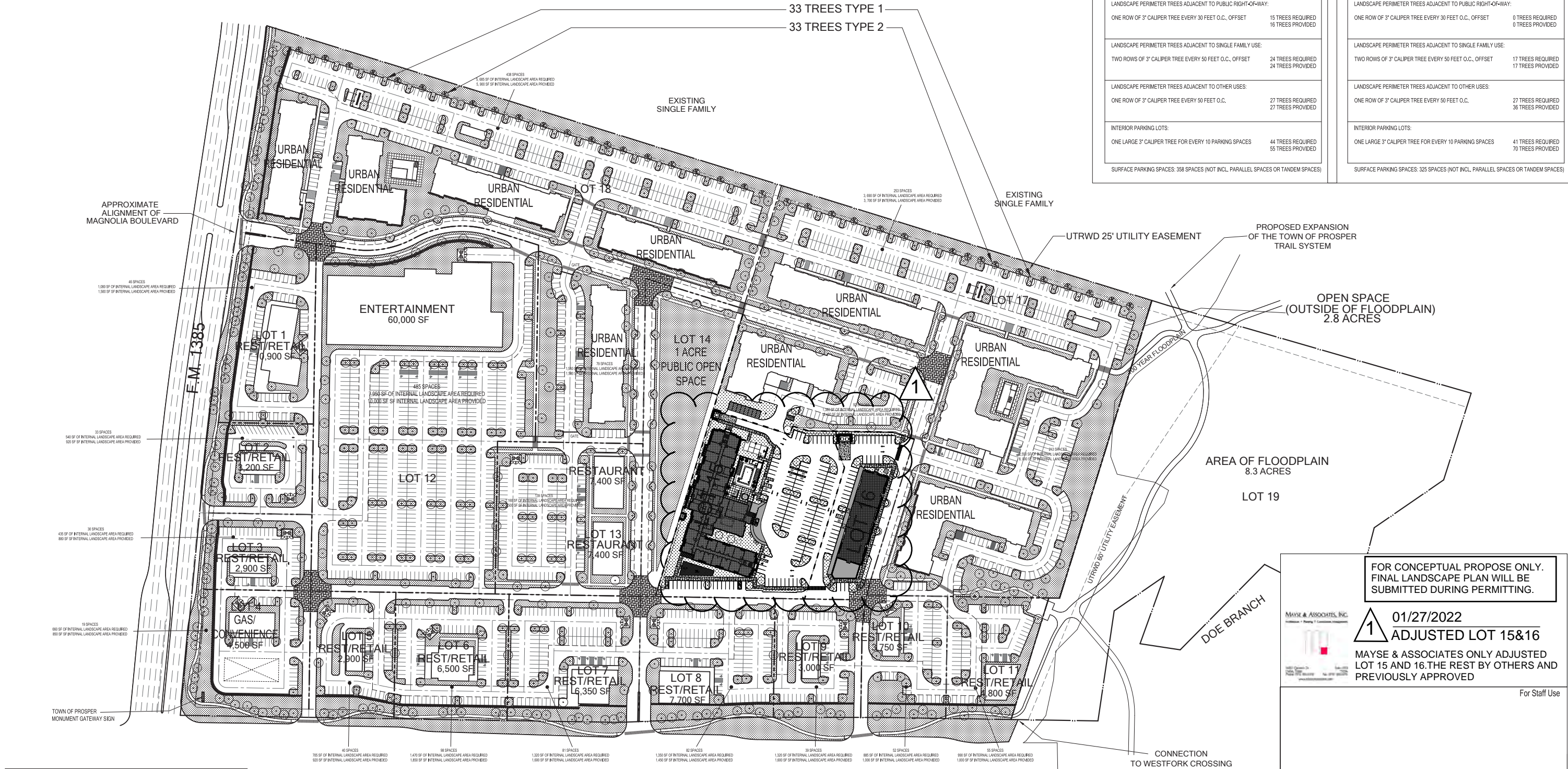


1 FRONT ELEVATION
R-4 SCALE: 1/32" = 1'-0"



FACADE PLANS														PROJECT INFO.		
NOTES		NOTES	FACADE PLAN NOTES	MATERIAL LEGEND										<div>Subdivision's Name: WestSide</div> <div>Block / Lot Number: A / 1-19</div> <div>Client: Davis Development</div> <div>Phone: 770.474.5213</div> <div>Address: 1090 Eagles Landing Parkway, Suite 300 Stockbridge, Georgia 30081</div> <div>Architect: Gefheber Lewis Assoc.</div> <div>Phone: 404.228.1958</div> <div>Address: 649 11th St. Atlanta, Georgia 30318</div> <div>Applicant: MCF Investments</div> <div>Phone: (214) 619-4930</div> <div>Address: 15700 S.H. 121 Pico, Texas 75035</div> <div>Scale: AS NOTED</div> <div>Date: 08/28/2018</div> <div>Drawn By: BT</div> <div>NOT RELEASED FOR CONSTRUCTION</div> <div>www.glaatl.com</div>		
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2 All mechanical equipment shall be screened from public view in accordance with the Zoning Ordinance.	B-1				VENDOR: BORAL CASTFIT CUT: FRENCH GRAY COLOR: GRAY MATERIAL: NATURAL STONE	B-4		VENDOR: BORAL BRICK COLOR: REDINGTON CLASSIC MATERIAL: CLAY-FIRED BRICK	P-1		VENDOR: SHERWIN WILLIAMS COLOR: WEB GRAY NUMBER: SW7015 R:97, G:182, B:125 MATERIAL: SIDING				COLOR: BRONZE MATERIAL: WINDOWS(ALUM.)	
3 When permitted, exposed utility boxes and conduits shall be painted to match the building.	ST-1				VENDOR: SHERWIN WILLIAMS COLOR: STUDIO TAUPE NUMBER: SW7548 R:173, G:156, B:133 MATERIAL: STUCCO	B-5		VENDOR: BORAL BRICK COLOR: SUMMER HARVEST MATERIAL: CLAY-FIRED BRICK	P-2		VENDOR: SHERWIN WILLIAMS COLOR: REPOSE GRAY NUMBER: SW7015 R:204, G:201, B:192 MATERIAL: TRIM & GUTTER	R-2			VENDOR: CERTAINTED SERIES: LANDMARK COLOR: HEATHER BLEND MATERIAL: ASPHALT SHINGLES	
4 All signage areas and locations are subject to approval by the Building Inspection Department.	B-6				VENDOR: BORAL BRICK COLOR: TARRYTOWN MATERIAL: CLAY-FIRED BRICK	P-3		VENDOR: SHERWIN WILLIAMS COLOR: URBAN BRONZE NUMBER: SW7048 R:94, G:86, B:71 MATERIAL: RAILINGS & DOORS	*EQUAL ALTERNATES MAY BE SUBSTITUTED WITH APPROVAL FROM ARCHITECT AND OWNER							
5 Windows shall have a maximum exterior visible reflectivity of (10) percent.	ABBREVIATIONS															
		ALUM. ALUMINUM	ELEVATION HGT.													
		BLDG. BUILDING	DWG. NO.													
		BZWAY. BREEZEWAY	DWG. TITLE													
		FF. FINISHED FLOOR	SCALE													
		STL. STEEL	ENCLOSURE TITLE													

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MULTIFAMILY TRACT 1 LANDSCAPE DATA	MULTIFAMILY TRACT 2 LANDSCAPE DATA
LANDSCAPE PERIMETER TREES ADJACENT TO PUBLIC RIGHT-OF-WAY: ONE ROW OF 3" CALIPER TREE EVERY 30 FEET O.C., OFFSET 15 TREES REQUIRED 16 TREES PROVIDED	LANDSCAPE PERIMETER TREES ADJACENT TO PUBLIC RIGHT-OF-WAY: ONE ROW OF 3" CALIPER TREE EVERY 30 FEET O.C., OFFSET 0 TREES REQUIRED 0 TREES PROVIDED
LANDSCAPE PERIMETER TREES ADJACENT TO SINGLE FAMILY USE: TWO ROWS OF 3" CALIPER TREE EVERY 50 FEET O.C., OFFSET 24 TREES REQUIRED 24 TREES PROVIDED	LANDSCAPE PERIMETER TREES ADJACENT TO SINGLE FAMILY USE: TWO ROWS OF 3" CALIPER TREE EVERY 50 FEET O.C., OFFSET 17 TREES REQUIRED 17 TREES PROVIDED
LANDSCAPE PERIMETER TREES ADJACENT TO OTHER USES: ONE ROW OF 3" CALIPER TREE EVERY 50 FEET O.C. 27 TREES REQUIRED 27 TREES PROVIDED	LANDSCAPE PERIMETER TREES ADJACENT TO OTHER USES: ONE ROW OF 3" CALIPER TREE EVERY 50 FEET O.C. 27 TREES REQUIRED 36 TREES PROVIDED
INTERIOR PARKING LOTS: ONE LARGE 3" CALIPER TREE FOR EVERY 10 PARKING SPACES 44 TREES REQUIRED 55 TREES PROVIDED	INTERIOR PARKING LOTS: ONE LARGE 3" CALIPER TREE FOR EVERY 10 PARKING SPACES 41 TREES REQUIRED 70 TREES PROVIDED
SURFACE PARKING SPACES: 358 SPACES (NOT INCL. PARALLEL SPACES OR TANDEM SPACES)	SURFACE PARKING SPACES: 325 SPACES (NOT INCL. PARALLEL SPACES OR TANDEM SPACES)

COMMERCIAL TRACT LANDSCAPE DATA
LANDSCAPE PERIMETER TREES ADJACENT TO MAJOR OR MINOR THOROUGHFARE: ONE ROW OF 3" CALIPER TREE EVERY 30 FEET O.C. 110 TREES REQUIRED 112 TREES PROVIDED
SURFACE PARKING SPACES: 1561 SPACES (NOT INCL. PARALLEL SPACES)

THIS TABLE IS NOT UPDATED FOR LOT 15 AND LOT 16 CHANGES

- SECURITY GATE
- 3" CALIPER TREE-TYPE I
- ⊗ 3" CALIPER EVERGREEN TREE-TYPE II
- 15 GALLON SHRUB

Note: The minimum requirements for perimeter landscaping and parking terminus landscaping islands will be provided at the time of Site Plan, subject to Park and Recreation Department approval.

U.S. HIGHWAY 380
(UNIVERSITY DRIVE)

Owner:
GF3 Partnership, LLC
Contact: Michael C. Fannin
15700 State Highway 121
Frisco, Texas 75035
972.747.9233
mcfannin@gmail.com

Job #: 17173.02
File Name: LandscapeSite-2018-1016.dwg
Date: 10/30/18
Drawn by: BEM, RR, PA

FOR CONCEPTUAL PROPOSE ONLY.
FINAL LANDSCAPE PLAN WILL BE
SUBMITTED DURING PERMITTING.

1 01/27/2022
ADJUSTED LOT 15&16
MAYSE & ASSOCIATES ONLY ADJUSTED
LOT 15 AND 16.THE REST BY OTHERS AND
PREVIOUSLY APPROVED

For Staff Use

MAYSE & ASSOCIATES, INC.
Landscape Architecture • Planning • Engineering • Construction Management

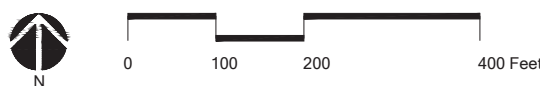
14000 Glenview Dr.
Suite 100
Dallas, TX 75244
(214) 343-1100
www.mayseandassociates.com



PLANNING

Dallas | Fort Worth | Austin

EXHIBIT "G"
US 380 / FM 1385 NEC
Prosper, Texas
63.905 Acres



Z22-0001
EXHIBIT C
DEVELOPMENT STANDARDS
WESTSIDE

Conformance with the Town's Zoning Ordinance and Subdivision Ordinance: Except as otherwise set forth in these Development Standards, the regulations of the Town's Zoning Ordinance, as it exists or may be amended, and the Subdivision Ordinance, as it exists or may be amended, shall apply.

Tract A – Retail District

- A1. Except as noted below, the Tract shall develop in accordance with the Retail District as it exists or may be amended.
- A2. Uses. Uses shall be permitted in accordance with the Retail District with the exception of the following:

Permitted Uses

1. Restaurant (with Drive-Through)
 - a. A restaurant with drive-through shall be permitted by right in accordance with the Conditional Development Standards, outlined in the Zoning Ordinance. A maximum of two (2) noncontiguous drive-through restaurants shall be permitted along US 380, and a maximum of two (2) drive-through restaurants shall be permitted along FM 1385, as shown on Exhibit D.
2. Hotel, ~~Limited Service~~Extended Stay
 - a. ~~A maximum of two (2) limited service~~Extended stay hotels shall be permitted by right on the subject property, as shown on Exhibit D, and shall otherwise be permitted in accordance with the Conditional Development Standards, outlined in the Zoning Ordinance.

Prohibited Uses:

1. Athletic Stadium or Field, Public
2. Automobile Parking Lot/Garage
3. Automobile Paid Parking Lot/Garage
4. Recycling Collection Point
5. School District Bus Yard

- A3. Regulations. Regulations shall be permitted in accordance with the Retail District with the exception of the following:
1. Maximum Height
 - a. Commercial Amusement, Indoor: Two (2) stories, no greater than fifty (50) feet at the parapet height, with an additional twenty (20) feet above the parapet for a marquee.
 - b. Hotel, ~~Limited Service~~Extended Stay: Five (5) stories, no greater than seventy-five (75) feet.
 - i. Minimum height of four (4) stories.
- A4. Design Guidelines
1. Elevation Review and Approval
 - a. Conceptual Elevations, conforming to Exhibit F, shall be submitted at the time of Preliminary Site Plan, subject to approval by the Planning & Zoning Commission.
 - b. Detailed Façade Plans conforming to the Conceptual Elevations shall be submitted for each building at the time of Site Plan, subject to approval by the Planning & Zoning Commission.

Façade Plans for the ~~Limited Service~~Extended Stay Hotels and the Indoor Commercial Amusement uses shall also be subject to Town Council approval.

2. Architectural Standards

- a. At least eighty percent (80%) of each building's façade (excluding doors and windows) shall be finished in one of the following materials: Masonry (brick or stone)
 - i. Commercial Amusement, Indoor may utilize architectural finished concrete as a primary masonry material, and may be used for up to one hundred percent (80%) of a building elevation, as shown on Exhibit F. In addition, a maximum of ten percent (10%) secondary material, and minimum of ten percent (10%) stone, per elevation, shall be required for Commercial Amusement, Indoor.
 - ~~ii. Limited Service Hotels may utilize sintered stone as a primary masonry material, as shown on Exhibit F.~~
- b. For retail/restaurant uses, no more than thirty percent (30%) of each façade elevation shall use wood-based high pressure laminate (i.e. Prodema, Trespa, CompactWood), as shown on Exhibit F.
- c. No more than fifteen percent (15%) of each façade elevation may use a combination of accent materials such as cedar or similar quality decorative wood, architectural metal panel, tile, stucco, or Exterior Insulating Finishing System (EIFS). Stucco and EIFS may only be used eight feet (8') above the ground floor and is prohibited on all building elevations with the exception of its use for exterior trim and molding features. Commercial Amusement, Indoor shall be limited to a maximum ten percent (10%).
- d. Architectural embellishments not intended for human occupancy that are integral to the architectural style of the buildings, including spires, belfries, towers, cupolas, domes, marquees and roof forms whose area in plan is no greater than fifteen percent (15%) of the ground floor footprint may exceed the height limits by up to ten feet (10').
- e. No single material shall exceed eighty percent (80%) percent of an elevation area. Except for Commercial Amusement, Indoor, a minimum of twenty percent (20%) of the front façade and all facades facing public right-of-way shall be natural or manufactured stone. A minimum of ten percent (10%) of all other facades shall be natural or manufactured stone. Commercial Amusement, Indoor shall require a minimum ten percent (10%) stone, per elevation.
 - i. All buildings shall be designed to incorporate a form of architectural articulation every thirty feet (30'), both horizontally along each wall's length and vertically along each wall's height. Acceptable articulation may include the following:
 - ii. Canopies, awnings, or porticos;
 - iii. Recesses/projections;
 - iv. Arcades;
 - v. Arches;
 - vi. Display windows, including a minimum sill height of thirty (30) inches;
 - vii. Architectural details (such as tile work and moldings) integrated into the building facade;
 - viii. Articulated ground floor levels or base;
 - ix. Articulated cornice line;
 - x. Integrated planters or wing walls that incorporate landscape and sitting areas;
 - xi. Offsets, reveals or projecting rib used to express architectural or structural bays; or
 - xii. Varied roof heights;
- f. All buildings shall be architecturally finished on all four (4) sides with same materials, detailing, and features.
- g. Except for the Commercial Amusement, Indoor, all primary and secondary exterior building materials (exclusive of glass) shall be of natural texture and shall be neutrals, creams, or other

similar, non-reflective earth tone colors. Bright, reflective, pure tone primary or secondary colors, such as red, orange, yellow, blue, violet, or green are not permitted.

- h. Corporate identities that conflict with the building design criteria shall be reviewed on a case-by-case basis and approved by the Director of Development Services or his/her designee. The applicant may appeal the decision to the Planning & Zoning Commission and Town Council using the appeal procedure in Chapter 4, Section 1 of the Town's Zoning Ordinance.
- i. Exposed conduit, ladders, utility boxes, and drain spouts shall be painted to match the color of the building or an accent color. Natural metal finishes (patina) are an acceptable alternative to paint.
- j. All retail/commercial buildings with facades greater than two hundred feet (200') in length shall incorporate wall plane projections or recesses that are at least six feet (6') deep. Projections/recesses must be at least twenty five percent (25%) of the length of the facade. Except for Commercial Amusement, Indoor, no uninterrupted length of facade may exceed one hundred feet (100') in length.

3. Windows and Doors

- a. All ground floor front facades of buildings along streets or public ways with on-street parking or that face directly onto Open Space and contain non-residential uses shall have transparent storefront windows covering no less than thirty percent (30%) of the façade area. Hotels shall have no less than ten percent (10%) of the façade.
- i. Clear glass is required in all non-residential storefronts. Smoked, reflective, or black glass that blocks two-way visibility is only permitted above the first story. Windows shall have a maximum exterior visible reflectivity of thirty percent (30%).

~~b. At the time of Site Plan in conjunction with the detailed Façade Plans for a Limited Service Hotel, window detailing shall be provided, including but not limited to articulations, recesses, and/or projections.~~

4. Awning, Canopies, Arcades, and Overhangs

- a. Awnings shall not be internally illuminated.
- b. Canopies shall not exceed one hundred linear feet (100') without a break of at least five feet (5').
- c. Awnings and canopies shall not extend beyond ten feet (10') from the main building façade.

A5. Additional Standards

1. Open Space

- a. Urban Open Space
 - i. An open space as depicted on the Landscape Plan (Exhibit G) shall comprise a minimum of one (1) acre of useable land area that will serve as the central park to the commercial development. A minimum of one (1) pedestrian connection shall be required from the Urban Open Space to the Rural Open Space; a minimum of one (1) pedestrian connection shall be required from the Urban Open Space to the Glenbrooke neighborhood via Kent Drive. Gates and/or fencing on any pedestrian or vehicular way accessing Kent Drive shall be prohibited.
 - ii. The urban park open space shall be constructed at the time of construction of phase 1. The urban park open space shall be constructed at the developer's cost.
 - iii. The hike and bike trail system and trailhead shall be constructed at the time of construction of phase 1B. The hike and bike trail system shall be constructed at the developer's cost.
- b. Rural Open Space

- i. An open space as depicted on the Landscape Plan (Exhibit G) shall comprise a minimum of nine (9) acres of useable land area that will serve the greater community with both active and passive open space.
 - c. Combined Urban Open Space and Rural Open Space shall collectively satisfy all Open Space requirements for both Tract A and Tract B as required by the Town of Prosper Zoning Ordinance.
- 2. Landscape Screening and Buffering
 - a. A thirty-foot (30') landscape easement shall be required along roadways when an adjacent building sides or backs the road. The landscape buffer shall consist of a minimum three-foot (3') foot berm.
 - b. A minimum of twenty feet (20') of landscape easement shall be exclusive of all utility easements, right turn lanes, drainage easements, and rights-of-way. None of the required trees and/or shrubs shall be located within any utility easement.
 - c. A minimum ten-foot (10') landscape buffer is required adjacent to Urban and Rural Open Space.
 - d. Berming shall be required behind the Entertainment/Indoor Commercial Amusement structure located in Phase 2A as reflected on the Phasing Diagram.
- 3. Lot Frontage
 - a. Lots are not required to front on a public right-of-way, provided an access easement is established by plat prior to issuance of a Certificate of Occupancy (CO) for any building on a lot not fronting on right-of-way.
- 4. Parking Requirement
 - a. Hotel, Extended Stay: One (1) parking space, equivalent to seventy-five percent (75%) of the total number of rooms/keys provided.
 - a. Parking spaces for Lots 15 and 16 may be shared, provided the minimum requirements per the zoning ordinance and herein are met.

Tract B – Multifamily District

- B1. Except as noted below, the Tract shall develop in accordance with the Multifamily District as it exists or may be amended.
- B2. Multifamily Construction
 - 1. For Phase 1B, as shown on Exhibit E2, which consists of a maximum of 243 units, construction may not commence until construction of the first floor framing has begun on the restaurant/retail building as shown on Lot 8 on Exhibit D and the ~~Limited Service~~Extended Stay Hotel on Lot 15 on Exhibit D.
 - 2. For Phase 2B, as shown on Exhibit E2, which consists of a maximum of 237 units, construction may not commence until vertical construction has begun on a minimum fifty thousand (50,000) square foot Indoor Commercial Amusement building or similar size retail building.
 - ...

Development Review Service Analysis

Prosper, Texas

April 7, 2022



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1. Introduction and Executive Summary

The Matrix Consulting Group (Matrix) was retained by the Town of Prosper in the summer of 2021 to update their development services customer survey from 2017. The customer survey highlighted several changes related to the services provided by the Town. In December 2021, the Town contracted with the Matrix Consulting Group to conduct a deeper dive into their development review, permitting, and inspection operations. This subsequent study focused on the following areas:

- Review of the application review process.
- Auditing of prior application materials to understand the quality of application and staff's approach to providing feedback and reviews.
- Comparison of the Town's development review practices to industry best practices.
- Comparison of the Town's adopted performance metrics to other high performing communities.

Matrix conducted interviews with staff from Building Inspection, Engineering, Fire Marshal Office, Planning, and Parks. The intent of the interviews was to develop an understanding of current process, policies, and procedures. At the conclusion of interviews, staff provided a random sampling of application materials from 2021 for the project team to review. Upon review of the application materials, Matrix conducted a best management practices assessment and developed recommendations to improve the Town's development review processes, technology, and website.

This study includes a detailed evaluation of current development review and related operations and a roadmap to enhance services, including the identification of process and technology improvements.

1. Key Strengths of the Development Process

While many of this report's recommendations focus on improvement opportunities, it is important to highlight strengths of the organization's development review functions and processes, which include:

- Staff provides consistent review comments and adequate information for the applicant to correct their application.
- Processes are generally efficient although the lack of a robust permitting system impacts some operational efficiencies and collaboration between review teams.

- Adopted performance metrics align with or exceed many other North Texas communities.
- Development review departmental webpages provide very detailed development review information. This includes detailed submittal requirements and applicable checklists.
- Building Inspections may be scheduled until 7 a.m. the day of inspection.
- The Town has transitioned to digital application submittals and reviews. Applications are submitted via email.
- A new permitting software system will be implemented in 2022. The system will improve operational efficiency for staff. An online portal will help streamline the process for applicants.

4. Summary of Recommendations

Based on Matrix's assessment and analysis, there are several recommendations related to the process, technology, and the Town's website. All recommendations are summarized below by prioritization level and implementation time frame. Timelines for implementation include the following:

- Winter (December 21 – March 18)
- Spring (March 19 – June 19)
- Summer (June 20 – September 21)
- Fall (September 22 – December)

The following table summarizes the recommendations made in this report.

Rec.#	Recommendation	Priority	Implementation Season
2	An application should be checked for completeness before being accepted. Incomplete applications should be rejected and returned with notes indicating missing components.	High	Spring 2022
5	Applicant should submit a cover sheet with the resubmittal to outline any design changes made to plan not previously shown or commented on.	High	Spring 2022
7	A standardized and consistent approach to reviewing calculations should be provided by all reviewers. If calculations are deemed acceptable then they should not be included on any returned or approved application materials.	High	Spring 2022

Rec.#	Recommendation	Priority	Implementation Season
30	Development staff contact information should be provided in a consistent format on each departmental webpage. Information should include name, title, email address, and phone number.	Medium	Spring 2022
8	The reviewer contact information should be included on the returned plan set and other materials. The reviewer will serve as the point of contact for their department or function.	Low	Spring 2022
1	All applications should include a completed and signed checklist of required application materials. If checklist is missing the application will be deemed incomplete.	High	Summer 2022
9	A policy should be established that, after the third review, an applicant must meet with staff prior to resubmittal. An exception can be made in cases where only very minor modifications are needed.	High	Summer 2022
19	Create a development review authority matrix that includes applicable review departments and decision-making authority by application type.	High	Summer 2022
27	Appoint a Development and Infrastructure Services staff member to serve as the software administrator and internal reference for all permitting software issues.	High	Summer 2022
3	All review comments should be provided in the same color for consistency.	Low	Summer 2022
14	Create tiered performance metrics for high volume applicants.	High	Fall 2022
15	A single department should be responsible for zoning compliance review. Currently Building Inspections handle residential applications while sharing commercial applications with Planning.	High	Fall 2022
20	Develop a user guide and frequently asked questions brochure for the new software system.	High	Fall 2022
22	Develop a training program for the public on how to use the online capabilities of the system to submit applications, pay fees, check application status, review comments, and request inspections.	High	Fall 2022

Rec.#	Recommendation	Priority	Implementation Season
6	Review comments should be standardized and consistent in their format and approach. Specific standards/ordinance/code should be referenced in the comment, especially if the code is a locally adopted variation or deviates from industry norm.	Medium	Fall 2022
29	Establish a consistent approach to including application overview information - either within the application PDF or as a separate document.	Medium	Fall 2022
18	The Development Guide should be expanded to all include all development applications versus primarily focusing on Planning applications.	High	Winter 2022 / 2023
4	Comments made by reviewers should be consolidated into a checklist that is provided to the applicant for use during the resubmittal process. The checklist should be returned when the application is resubmitted.	High	Winter 2022 / 2023
21	Provide contact information in the user guide, brochure, and on the Town's website for individuals who can assist the public with using the online system.	High	Winter 2022 / 2023
23	Establish an internal training program for new hire software orientation.	High	Winter 2022 / 2023
24	Ensure that staff receive ongoing training for the software as new updates and features are implemented.	High	Winter 2022 / 2023
28	Create a more robust and centralized development review webpage.	High	Winter 2022 / 2023
33	Designate an individual staff member from each development review department to maintain their respective webpage.	High	Winter 2022 / 2023
32	Each department's webpage should provide an overview of the processes that it manages.	Medium	Winter 2022 / 2023
34	Establish a consistent approach to providing development information links on departmental webpages. Include a consistent depth of information on the primary information page and provide links to secondary sources.	Medium	Winter 2022 / 2023

Rec.#	Recommendation	Priority	Implementation Season
35	All development webpages should have a link to take the user back to the centralized development webpage.	Medium	Winter 2022 / 2023
31	The fee schedule should be included on all development review departmental webpages.	Low	Winter 2022 / 2023
10	An additional review fee should be established for cases in which an application is submitted more than three times. The fee should be charged for every resubmittal that occurs after the third attempt.	High	Spring 2023
11	The fee schedule should be updated and reflect established cost recover goals for Building Inspection, Planning, Engineering, and Parks/Landscape.	High	Spring 2023
13	Separate processing times for residential new construction (single family) and single family remodel/renovation applications. Establish a processing timeline of 5 business days for single family remodel/renovation applications.	Medium	Spring 2023
16	Upon implementation of the new permitting software system, create workflow process diagrams for key applications including external and internal processes. Flowcharts should be incorporated into the Development Guide.	Medium	Spring 2023
12	Revise the residential accessory use permit application resubmittal to a five day review timeline versus the current three day turnaround.	Low	Spring 2023
17	Managers should be provided with weekly and monthly performance reports (all disciplines) regarding application review and current processing times.	Low	Spring 2023
25	Provide training for managers on how to utilize the software system and performance metric features.	Low	Spring 2023
26	Develop weekly & monthly reports that are created automatically and distributed to management that includes workload, processing timelines, and other relevant performance metrics.	Low	Spring 2023

2. Application Audit

Town staff highlighted a concern with the quality of application materials received. One of the challenges noted by staff was some applicant's inability to address reviewer comments and compliance with adopted design standards, codes, and ordinances. The quality of applications received impacts the workload associated with each application review (initial and resubmission), as well as operational efficiency. Impacting staff's ability from conducting reviews more quickly and other tasks.

The project team requested a random sampling of application materials to understand the quality of the (re)submittals and staff's approach to providing feedback and comments. The following points summarize the applications audited:

- Building Inspection – 12 Residential Applications
- Engineering – 11 Applications
- Fire Marshal – 5 Applications
- Planning – 7 Applications

Parks and Landscape was included in the audit. Their comments were incorporated into the Planning applications.

1. Building Inspection Application Audit

Building Inspections is responsible for reviewing building permit applications. The Town primarily focuses on residential applications and outsources commercial building applications for review to Bureau Veritas. The project team reviewed a combination of accessory and single-family new construction applications.

The quality of original application submittals varied greatly for both accessory structures and new single-family construction. High and low quality applications were reviewed for both application types. The following themes were noted:

- The new single-family applications were more comprehensive and included professional site plans for all applications.
- Accessory structure applications were more likely to be incomplete and several applications did not include the appropriate site plan / lot survey. This impeded the reviewer's ability to conduct a complete review.
- Accessory structure review comments generally focused on the lack of a complete application while new single family construction comments focused on code issues.

- Single family home applications often cited the applicable code section. Accessory applications referenced an adopted policy of the Town's Building Official.
- Applications were frequently approved based on conditions noted and final acceptance during field inspection. This facilitates an expeditious approach to issuing the permit versus requiring the applicant to resubmit for minor edits that can be just as easily confirmed and approved during inspections.

Many of the applications reviewed by the project team were submitted in an incomplete state. Several of the recommendations made in the Process Chapter will help address the issues of application completeness.

Building Inspection staff were consistent in their approach to providing review comments, noting minor changes on the plan set, and providing flexibility for the contractor to correct issues in the field versus resubmitting. Staff's approach to providing comments align with prevailing practices.

2. Engineering Application Audit

A combination of application types was reviewed for Engineering. Application types included engineering site plans, preliminary/final plats, stormwater, utility, and transportation plan sets. The designer/engineer of record included both local and national engineering companies.

The quality of the engineering plan sets reviewed were sporadic and this theme was consistent regardless of the plan review type. The following key themes were noted for the application quality and staff's approach to providing feedback:

- Application checklists were used periodically by the applicant and submitted as part of the application packet.
- The depth of the information provided on the plan sets varied depending on the design engineer. Some plan sheets had too much information while others did not provide basic/standard information.
- Review comments were generally specific and clearly indicated the issue. Comment depth was generally based on the severity of the issue.
- Review comments did not generally reference the exact code/ordinance/design standard but provided enough detail for correction.
- For resubmittals, review comments primarily focused on unresolved comments. There were several notes that indicated previously missed issues. However, these were often noted on plan sheets that were difficult to read.
- Some applicants consistently leave prior issues unaddressed in their resubmittals.

- A consistent approach and level of comment detail was provided on all applications. An exception was noted in cases where the application was of poor quality. These applications were subject to more scrutiny than others and thus their review comments were much more detailed.

The review of the engineering applications shows a wide variety of application quality and depth. Some applications require more time to review than others, regardless of the depth of the information provided. Recommendations made in the Process Chapter will help address the issues of application quality and thoroughness. Staff provided a consistent approach for their comments and sufficient depth/quality for the applicant to correct the issues.

3. Fire Marshal Application Audit

The project team was provided with five applications that included reviews for public safety site access, fire sprinkler, and suppression systems. The applications reviewed by the project team included one from a national firm and four from local firms. The following themes were noted in reviewing the fire applications:

- Review staff provided detailed review comments.
- Review comments referenced the adopted code/ordinance/standards directly in the redline sections or highlighted where the designer notes for Prosper's regulations were not met. Comments were clear.
- Significant markups were provided on returned plan sets, including the calculations or measurements that staff made to ensure compliance with adopted ordinances. This approach is different than other Town reviewers.
- Several application plan sheets included contradictory information that negatively impacted the quality of submittal and increased the workload for the reviewer.
- Lack of consistency in application depth and quality was noted between one firm that included multiple application samples.
- The depth of review comments was consistent for all applications including referencing the adopted code.
- Depth of staff's review comments when compared to other review disciplines, they were much more detailed. Examples include showing respective calculation detail (pass and fail), lengthy explanation of issues, and frequently included graphics.

The review of the fire related applications shows a wide variety of application quality and consistency. There were even quality and consistency issues between applications from the same firm. However, the Town provided a consistent approach to their review

comments and referencing of the applicable ordinance/code. The Fire Marshal Office comments were generally more in depth than other Town reviewers.

4. Planning Application Audit

Planning applications included a wide variety of application types and included review comments from multiple disciplines, including Parks. Application samples were provided from both local and national firms. The following key themes were noted:

- Planning staff provided the reviewer contact information, while other departments generally did not.
- The quality of the application materials varied between applications, even between similar application types by the same firm.
- Review comments from Planning were consistent in their depth and sufficient in identifying the issue and a potential resolution.
- Review comments generally did not include references to adopted codes/ordinances. However, there were several instances where the reviewer attached adopted design standards to the marked-up application.
- Parks provided consistent depth in their review comments. Comments were adequate enough to guide the applicant in correcting the design. Parks and Landscape used green text and was the only reviewer to use a color other than red.
- Planning applications are unique in that they generally involve non-planning reviewers. The depth of review comments was inconsistent between review disciplines, but many of the planning applications may have been previously reviewed or permitted (e.g. final plat) or will have independent and more detailed review as part of a separate application in the future (e.g. infrastructure).

5. Summary of Key Themes

Upon auditing multiple applications for Building Inspections, Engineering, Fire Marshal, and Planning there were several consistent themes as outlined below:

- Application quality and the depth of information provided was inconsistent, even between similar application types by the same firm. This was the case with both national and local design professionals.
- Local design professionals had more instances where the same comment was repeated on multiple reviews.
- Town staff varied in their approach to providing comments. Reviewers were inconsistent in noting the code/ordinance/design standards in their comments.
- Staff review comments were generally specific enough for the applicant to correct the issue.

- Staff were inconsistent in their approach to providing a review of applicable calculations. Some reviewers noted calculations (pass and fail) directly on the returned plan sheets, while others simply noted compliance or inaccuracy.
- Reviewers generally focused on their specific discipline but would periodically note potential conflicts with other review areas of expertise. This was especially prominent in cases where modification may impact multiple departments.
- Parks reviewers were the only team to mark up the plans in a color other than red.
- Planning provided contact information for the reviewer, other departments did not provide this information directly on the plan sheets.
- Each review discipline provided their comments on individual sheets.

The key findings and challenges noted above will be analyzed in greater detail in the subsequent chapters.

3. Process Evaluation

This chapter analyzes the Town's development review, permitting, and inspection processes and provide recommendations to improve internal and external customer services. This chapter includes a best management practice assessment followed by analysis and recommendations.

1. Process Related Best Practice Assessment

The section evaluates the Town's development review process practices in the context of industry best and prevailing practices. The assessment is presented in a checklist format. The checklist identifies whether current practices do or do not meet the target. Descriptions for improvement opportunities are included in the last column of the table.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Permit technicians are certified by the International Code Council (ICC).	Partial	Building Inspection Permit Technician Manager and Commercial Plans Coordinator are certified.
Permit technicians review applications for completeness at time of submittal.	Partial	Planning Tech reviews for completeness at submittal for Planning applications. Engineering site plans are not fully reviewed for completeness by Planning staff. Building Inspection conduct a completeness review at time of submittal.
Incomplete applications are rejected.	Partial	Building Inspections has recently started reviewing some applications prior to acceptance and rejecting incomplete applications.
Plans are routed only to departments for whom the project is relevant.	Yes	Applications are uploaded to a shared folder and an email notification is sent to review staff.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Staff uses a case management approach for larger projects.	Partial	<p>Planning applications have an assigned planner that serves as application manager, but reviewers frequently communicate directly with applicant.</p> <p>Building Inspection plans examiners serve as the application manager, except for the applications that go to Bureau Veritas. The Plans Coordinator serves as the application manager for commercial applications.</p>
Applications provide sufficient evidence / documentation for staff (or the relevant approval authority) to successfully review the submittal and make a decision.	Partial	<p>Application completeness and quality vary by applicant.</p> <p>Consider conducting application completeness checks prior to acceptance and rejecting incomplete applications.</p>
Preapplication meetings are held for major projects.	Yes	
The Town provides clear and comprehensive checklists identifying all items required to be submitted for each application type.	Yes	Checklists exist but do not necessarily accompany the application submittal.
Review timelines are posted on the Town's website.	Yes	Adopted review timelines are noted. Current processing time could be provided in the future.
The Town provides application deadlines for applications that require a public meeting or hearing.	Yes	Planning has a Zoning and Development schedule calendar posted on their website.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Expedited building plan review services are provided.	No	Expedited service is not provided. Current processing times (10 days for residential and 20 days for commercial) are robust performance metrics. Examples of expedited plan review would be 5 days for residential and 7 days for commercial applications. Research indicated few jurisdictions provide expedited service in North Texas.
Resubmittal review turnaround times are quicker than new applications.	Yes	The Town has adopted shorter turnaround times for select application types.
Adopted review timelines are met consistently.	Partial	Staff reported that they generally meet the deadlines, but due to recent workload volumes and staff vacancies there are instances where adopted timeliness were not met.
A formal internal Development Review Committee is responsible for ensuring that plans address all City requirements.	Yes	DRC is primarily used for Planning applications and meets the day before comments are due.
All review comments are incorporated into a single comment letter and distributed to applicant by project manager.	No	Prosper's approach is to mark up the plan sheets individually. The majority of review comments are provided in a single email response to the applicant. This approach works well and may continue with modifications noted in this report.
Review comments are consistent in their approach, format, and information provided.	Partial	Each department is consistent in their review comments. The depth and format of comments varies greatly between departments.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Project review / comment letters provide reference to checklist and / or code reference.	Partial	Review staff provide comments directly on the plan sheets versus a consolidated review comment letter. Some reviewers provided reference to applicable codes, while others indicate the required changes directly.
Plans are reviewed concurrently to avoid delays.	Yes	
For re-submitted plans, reviewers focus on ensuring that comments have been addressed, not issues that should have been brought up in initial review.	Yes	The application audit found two instances where a resubmittal comment was not mentioned in the initial review. However, these plan sheets were overly complex and detailed, presenting challenges for the reviewer(s).
The Town has adopted a fee for excessive application reviews to promote compliance with adopted codes/ordinances.	No	After the 3 rd review, considering requiring the applicant to meet with staff to resolve significant issues. Excessive reviews generally occur with the 4 th and subsequent reviews.
Approval authorities for planning and zoning applications/permits are clearly stated. Simple permits are approved administratively.	Yes	Planning applications include the decision-making authority and summarize the review process.
Applicants can track their permit application on-line.	No	This feature will be included in the Town's new permitting software system.
Staff reports to the Planning & Zoning Commission and Town Council are thorough and include staff/PC recommendation.	Yes	Staff reports are a short summary of the application, staff provided options, and include comprehensive application materials and supporting documentation.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Simple permits (e.g., basic electrical, mechanical, and plumbing permits and minor building alterations) can be issued on the spot or online with no review, subject to inspection.	Yes	When new software system is implemented, this may include automatic issuance of permit once applicable fees are paid.
Customers are given an approximate time to expect their inspector.	No	May provide an estimated time for inspection. Explore software solutions that may notify the contractor that their inspector is enroute.
Applicants can request inspections up to 5 pm on the day before. Next day inspections are available for 100% of requests.	Yes	Applicants may request an inspection until 7 a.m. on the day of inspection.
An online inspection request system is utilized to receive inspections with linkage to the permit information system.	Yes	Building inspections are requested through eTRAKiT.
Combination reviewers/inspectors are used to reduce the need for duplicate inspections at a single project.	Yes	
Building Inspectors conduct between 15 and 18 inspections or 8 to 10 stops per day.	Yes	Staff indicated they conduct on average between 15 and 20 inspections most days.
The town charges a re-inspection fee to encourage builders to ensure work is complete and ready to inspect at time of inspection.	Yes	The option exists for re-inspection fee and inspectors have the authority to charge as needed.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
For Certificate of Occupancy Inspection all applicable inspectors complete the inspection at the same time.	No	Final inspections are scheduled and completed within two business days. Most inspections occur same day. This approach is acceptable as most jurisdictions perform them within 48 hours of request.

2. Assessment of Proposed Processing Times

The project team was asked by Town staff to analyze current plan review performance standards and compare them to other jurisdictions. The following table summarizes the current plan review performance standards for the Town of Prosper.

Plan Review Performance Standards (Business Days)

Permit Type	1 st Review	Subsequent Reviews
BUILDING INSPECTIONS		
Minor Permits: Swimming Pools, Patio Covers, Arbors, Signs, Fences, Fire Pits, Outdoor Grilling Stations, Storm Shelters, etc.	5	5
Single Family Permits: Consist of New Homes, Residential Remodels, Guest Homes, Pool Cabanas/House, Screening Walls and Retaining Walls that Require Engineering or Planning Review, etc.	10	5
Commercial Permits: Standalone Buildings, Shell Buildings, Remodels, Tenant Finish Outs, Additions, etc.	20	10
ENGINEERING		
Development: Preliminary Site Plan, Site Plan, Plats (Final/Replat/Preliminary/Amending/Conveyance)	8	4
Zoning: Rezoning, Planned Development, Specific Use Permit (SUP)	8	4
Construction Plans: All civil plans associated with residential or non-residential development	10	10
Infrastructure Plans: Offsite improvements usually proceeding development or in conjunction with development	10	10
Development Agreement Plans: Infrastructure identified on Town's Master CIP Plans being constructed by private development	10	10
Land Disturbance Permits: Individual lot grading, early grading for development, floodplain reclamation separate from development, mass tree removal, etc.	10	10
Retaining Walls Permits: Engineer support review of all retaining wall permits	5	5

Permit Type	1 st Review	Subsequent Reviews
Building Permits w/ Adjacent Floodplain and/or Drainage Easements: Engineer support review to ensure improvements in or near floodplain meet Town requirements	5	5
Miscellaneous Building Permit Review: Engineer support review of atypical circular driveways, culvert sizing, etc.	5	5
ROW Permits	5	3
Engineering Studies: Flood Studies, Traffic Analyses, Environmental, etc.	10	10
TxDOT Permits: Staff review prior to sending to TxDOT or returning to applicant with comments	10	10
FIRE		
Development: Conducted in conjunction with Engineering and Planning Reviews	8	4
Outsourced to BV: Fire Suppression, Fire Alarm, Kitchen Hoods, Special Systems, Controlled Access, Underground Supplies, Residential Fire Suppression, etc.	10	10
PARKS		
Development: Preliminary Site Plan, Site Plan, Plats (Final/Replat/Preliminary/Amending/Conveyance)	8	4
Zoning: Planned Development, Specific Use Permit (SUP)	8	4
Construction Plans: Trail, Grading/ Berming, Erosion Control, Landscape and Irrigation Plans, Tree Survey	10	10
Grading Plans: Tree Survey	7	4
Individual Tree Survey Review	7	4
PLANNING		
Development: Preliminary Site Plan, Site Plan, Plats (Final/Replat/Preliminary/Amending/Conveyance)	8	4
Zoning: Rezoning, Planned Development, Specific Use Permit (SUP)	8	4
Miscellaneous: Sign Waivers, Variances, Network Nodes, ROW Abandonment	8	4
Administrative: TSO Alcohol Permits and Zoning Verification Letters	10	N/A

Prosper's processing timelines align with many other North Texas communities and exceed many of their regional peers. Examples of robust processing times includes many of the Engineering reviews which are conducted between 8 and 10 days. Several communities take between 15 and 30 days to review these applications. Also, the Town's

approach to a shorter processing time for resubmittals aligns with industry best practices.

The following table summarizes the performance goals for other jurisdictions.

Development Review Performance Goals (In Days)

Jurisdiction	Residential Building	Commercial Building	Development / Zoning
Allen	5-10	7-21	10
Celina	10	10	10
Dallas	15	21	30
Flower Mound	5	10	15
Frisco	7-14	10-20	10
McKinney	Unknown	15-30	15-25
The Colony	10-15	10-15	Unknown
Prosper	10	20	8

Also, the residential remodel permit timeline of 10 is the same time frame for a new single family construction. Frequently, other communities will have different timelines for residential remodels when compared to new residential construction. Remodels are generally half the processing time than for new construction, especially in communities that have review timeframes for new residential construction that is 15 days or greater. Prosper should separate processing times for residential new construction (single family) and single family remodel/renovation applications.

Prosper's development application processing times align with or exceed other North Texas jurisdictions and provides exceptional service. The one exception is to Flower Mound which has robust processing times that exceed the goals in Prosper for initial residential and commercial building applications. The Town should maintain their current performance metrics as they provide robust and predictable service to applicants.

3. Process Related Analysis Recommendations

The development review processes deployed by Prosper are efficient and provide a high level of service to both internal and external customers. Several of the process challenges are related to the lack of a robust permitting system that provides automation of the process and enhanced collaboration between reviewers. However, the lack of a software solution does not hamper the ability of staff to provide a comprehensive review of development applications.

The following points outline recommendations that focus on process improvements to provide a more consistent development review and permitting process for all functional areas. Note that none of these recommendations are substantial changes to the current processes.

- (1) All applications should include a completed and signed checklist of required application materials.
- (2) An application should be checked for completeness before being accepted. Incomplete applications should be rejected and returned with notes indicating missing components. Note: for hard copy applications completeness check should be conducted when application is being dropped off. For electronic submittals this shall occur within one business day of submittal.
- (3) All review comments should be provided in the same color for consistency.
- (4) Comments made by reviewers should be consolidated into a checklist that is provided to the applicant for use during the resubmittal process. The checklist should be returned when the application is resubmitted. Alternatively for digitally reviewed plans and for markups directly on the plan set, the applicant should initial all comments to ensure they have been addressed.
- (5) Applicant should submit a cover sheet with the resubmittal to outline any design changes made to plan not previously shown or commented on.
- (6) Review comments should be standardized and consistent in their format and approach. When referencing a specific standards/ordinance/code it should be referenced in the comment, especially if the code is a locally adopted variation or deviates from industry norm. Example: Reference Chapter 4, Section 4.2.B of the municipal code.
- (7) A standardized and consistent approach to reviewing calculations should be provided by all reviewers. If calculations are deemed acceptable then they should not be included on any returned or approved application materials.
- (8) The reviewer contact information should be included on the returned plan set and other materials. The reviewer will serve as the point of contact for their department or function. This reviewer may also serve as the case manager for the application when reviewed by only one department.

- (9) A policy should be established that, after the third review, an applicant must meet with staff prior to resubmittal. An exception can be made in cases where only very minor modifications are needed.
- (10) An additional review fee should be established for cases in which an application is submitted more than three times. The fee should be charged for every resubmittal that occurs after the third attempt. This may be a flat fee or an hourly rate that is intended to recoup staff cost associated with additional reviews.
- (11) The fee schedule should be updated and reflect established cost recover goals for Building Inspection, Planning, Engineering, and Parks/Landscape. (Planning's fee schedule indicated being last updated in 2016, Building Inspection's schedule did not include a date).
- (12) Revise the residential accessory use permit application resubmittal to a five day review timeline versus the current three day turnaround.
- (13) Separate processing times for residential new construction (single family) and single family remodel/renovation applications. Establish a processing timeline of 5 business days for single family remodel/renovation applications.
- (14) Create tiered performance metrics for high volume applicants. (e.g. national homebuilder that submits all applicants for Phase 1 of a newly plated subdivision) For example, up to 10 new single family building applications will be processed within the adopted timeline (10 business days), if 10 to 20 applications are submitted in a week, the processing time will be up to 15 business days, 20 to 40 applications will be processed in 20 days, and more than 40 applications will be reviewed within 30 days.
- (15) A single department should be responsible for zoning compliance review. Currently Building Inspections handle residential applications while sharing commercial applications with Planning.
- (16) Upon implementation of the new permitting software system, create workflow process diagrams for key applications including external and internal processes. Flowcharts should be incorporated into the Development Guide.
- (17) Managers should be provided with weekly and monthly performance reports (all disciplines) regarding application review and current processing times. They should be used to adjust resources.

- (18) The Development Guide should be expanded to all include all development applications versus primarily focusing on Planning applications.
- (19) Create a development review authority matrix that includes applicable review departments and decision-making authority by application type. The matrix would include rather the final decision is made by staff or elected/appointed body.

Implementation of these recommendations will provide a more consistent approach to development services, improve application quality, and enhance operational efficiency.

4. Technology and Website Evaluation

This chapter analyzes the Town's technology use and the availability of development information on the Town's website.

1. Technology and Website Best Practice Assessment

This section evaluates the Town's technology features and website information in comparison to best practices. The following best practices are used to evaluate the Town's current technology use and website. It should be noted that the Town is transitioning to a new permitting software system (EnerGov) in the second half of 2022 and the new system will incorporate many of the technological features identified as best practices.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Technology		
Applicants can apply, pay for, and receive permits (sometimes instantly) using an online portal.	No	Applications are currently submitted via email. This element should be included in the new system.
The permit software system can calculate the appropriate plan check and permitting fees.	No	Will be included in the new system.
Applicants can look up status of a permit, including comments from reviewers online or using the software.	No	Will be included in the new system.
Staff can look up the status of a permit, including comments from reviewers, online or using the software.	No	Will be included in the new system.
Permit tracking software is used to manage the permit intake, review, and issuance process as well as related inspections.	No	Will be included in the new system.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
All plan review comments are entered into the permitting system and are made available to other reviewers, permit techs, and applicants (via the front end).	No	Staff have access to all review comments in the application folder on a shared network drive. The new system should include this feature.
The permitting system electronically routes applications to all reviewers, who can also electronically approve, disapprove, and provide comments.	No	Applications are currently placed in a shared folder and reviewers are emailed when a new application is received or ready for review. Will be included in the new system.
The Town has transitioned to a paperless system for all stages of permitting and development review.	Yes	
The permitting system generates clear, user friendly reports on permitting activity which can be posted to the internet.	No	Will be included in the new system.
Development staff has access to applicable GIS layers.	Yes	
The general public can look up zoning information, flood zones, and other pertinent information using Web GIS.	Yes	Interactive map includes multiple development related layers. Also, the Planning webpage includes links to adopted long range plans and maps.
The permitting software system is utilized as a database for all development related information for the parcel/address.	No	The new system should include this feature.
One software system is utilized for all permitting, inspection, and code enforcement functions in the Town.	No	Will be included in the new system.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Permitting software users are provided with new user training upon being hired by the City.	No	A training program should be created for all users when the new software system is implemented. Continuous training should be provided as new features and updates are implemented.
Website		
The Town provides easy-to-understand and attractive guides to the planning, building permit, and inspections process.	Yes	Each departmental website includes links to application materials, standards, and ordinances. Planning has a comprehensive development guide for all planning applications and submittal requirements. The Development Guide is updated twice annually.
The Development Guide is comprehensive and provides insight to all applicable development processes, applications, and permits.	No	The Development Guide is specific to planning applications and their requirements. It is inclusive of all applicable requirements for other departments, as long as the review is initiated by Planning.
The Town web site includes a virtual "one stop shop" that provides a links to, and an overview of, all permitting requirements by department or division.	No	Each development review entity has an autonomous webpage. Planning's website includes information for other review functions that are part of planning applications.
Fee schedule is published and regularly updated.	Partial	Fee schedules were accessible on Building Inspection and Planning webpages. Planning's fee schedule was last updated in 2016.
A fee estimator is provided on respective departmental webpages.	Partial	An impact fee calculator is provided on Planning's webpage.
The Town's policies/website clearly identify what applications can be approved administratively versus approval by the Planning and Zoning Commission or Town Council.	No	This information is provided by individual application types. No summary matrix exists.

Best Practice / Operational Target	Meets Target (Yes/No)	Comments and Notes
Application forms are available on-line and can be filled out electronically.	Yes	
The Town's long-term plans and land development code are available on-line.	Yes	Planning's webpage provides links.
The Town's adopted ordinance, regulations, and design standards are available and up-to-date online.	Yes	
The Town has a dedicated webpage that identifies major on-going development projects.	Partial	Engineering has a current capital project webpage. Other departments/divisions include a monthly report of permits issued in PDF format.
Informational brochures for small development projects - particularly ones that are relevant to homeowners - are provided in English and Spanish.	No	The current development guide is only published in English.

2. Proposed Elements of a New Permitting Software System

The Town is in the process of implementing a new permitting software system (EnerGov). The new permitting software system will have many features that will provide enhanced process efficiency for both the applicant and staff.

The project team has not reviewed the specifications of the new permitting software solution but wanted to outline the features that should be included in the new system. These are listed below:

- Provides a robust online system for the public. Online features should include:
 - Submittal of all development application types.
 - Applicant online portal including access to review comments, status updates, and ability to request inspections.

- Integrated feature for the general public to search application and development activity status (e.g., status of an application, view approved site plans for new commercial development, etc.).
- Integrates the Town's development process and workflow so that progress can be tracked by staff from application submittal to certificate of occupancy.
- Calculates application and permitting fees and accepts payment through the software and/or online portal. This may be accomplished through integration with the Town's finance software or through the permitting system itself.
- Ability to calculate development impact fees in the software system and ability for applicant to pay through the software system.
- Allows review staff to receive notifications regarding new tasks, deadlines, and status updates by application.
- Allows for the uploading of review comments and monitors the status of individual reviewers (e.g., pending Planning comments, Building Inspection has approved, Engineering submitted comments, etc.). All users should have the ability to see other reviewer's comments and markups.
- Feature that allows the Town development review staff to notify the applicant if delays in the review with an updated completion time.
- Utilizes templates to prepopulate standardized information for review comment checklist, staff reports, permits, etc., including checklists, ability to link to ordinances, codes, and design standards, automate public notices, etc.
- Has a searchable database by address or other approved identifier such as parcel number.
- Contains approved and constructed plan sets that are linked to the permit file.
- The mobile version of the software program allows field staff to remotely access the system to consult approved plan sets, inspection results, and determine open permits and violations.
- Ability to upload photos via mobile version and link to the permit file.
- A web-based access portal for staff to access the system remotely.

- Is capable of capturing staff's time for project review. This should be through a manual input of total time spent on each application (e.g. review, meetings, staff report, Planning Commission and Council presentations, etc.)
- Allows for the integration of the City's GIS system and links to the permit file by identifier.
- Allows for managers to run performance/workload reports from the system. Ideally, the system could link to a performance dashboard on the Town's website.
- Has a code enforcement module that tracks open code violations and is integrated into the permitting portal.

Incorporating these elements into the new permitting software system will provide the applicant with an easy to use online application portal. The online application portal should be comprehensive and serve as a one stop shop for applicants. Similarly, the new permitting software system will serve as a centralized program for all development activity and functions for the Town. The use of a new system will result in enhanced operational efficiency and increased collaboration and accountability for all development review staff.

In addition to the prescribed functional capabilities of the permitting software system, the following recommendations are made regarding the implementation of the permitting software system:

- (20) Develop a user guide and frequently asked questions brochure for the new software system.
- (21) Provide contact information in the user guide, brochure, and on the Town's website for individuals who can assist the public with using the online system.
- (22) Develop a training program for the public on how to use the online capabilities of the system to submit applications, pay fees, check application status, review comments, and request inspections. Training should be provided to users prior to going live with the new software system.
- (23) Establish an internal training program for new hire software orientation.
- (24) Ensure that staff receive ongoing training for the software as new updates and features are implemented.

- (25) Provide training for managers on how to utilize the software system and performance metric features.
- (26) Develop weekly and monthly reports that are created automatically and distributed to management that includes workload, processing timelines, and other relevant performance metrics.
- (27) Appoint a Development and Infrastructure Services staff member to serve as the software administrator and internal reference for all permitting software issues.

3. Analysis of the Town's Website

This section focuses on the analysis of the development review, permitting, and inspection information on the Town's website.

Each of the development review departments have a separate webpage on the Town's website. Departmental webpages provide a tremendous amount of development review information, and the respective pages are primarily focused on providing resources specific to that process. The webpages reviewed by the project team include Building Inspection, Fire Marshal, Engineering, and Planning.

Key findings include:

- Each of the respective webpages include detailed information regarding the development process.
- Links are present for adopted codes, standards, forms, guidelines, and general information regarding the development process.
- Monthly development report links are found on all webpages. Reports provide a general overview of the number of permits issued, value, etc.
- Information regarding master plans, long range planning documents, maps, etc. are easily accessible on Engineering, Fire Marshal, and Planning pages.
- A staff directory for each department is provided. Planning does not provide direct phone numbers for staff. Building Inspections require an additional click from their primary webpage.
- All webpages provide direct links to their respective applications and include detailed information, either embedded in the permit application file or as a separate PDF.
- Engineering has a link to current City capital construction projects.
- Development Services and Engineering have links to monthly activity reports in PDF format.

- Building Inspection and Planning provide links to their fee schedule. Planning provides an Impact Fee Calculator.
- Parks/Landscape development information is generally provided under Planning application information.
- A centralized development webpage was not found on the Town's website, but staff provided a link to one. The "Developing in Prosper" webpage provides links to Building Inspections, Engineering, and Planning divisional webpages. Users then must go to respective departmental webpages to find development information.
- There is limited connectivity between departmental development webpages. This requires the applicant to go to respective webpages versus clicking on links between departments.

A wealth of development information is provided on respective departmental webpages, but there is limited information sharing between departments. Furthermore, the centralized development webpage does not provide an overview of the entire development process, but links to three of the five development departments/divisions involved in the development process. Fire and Parks/Landscaping are not accessible from this webpage. This webpage should serve as a starting point when researching development practices in the Town.

The following recommendations are made regarding the Town's development related webpages:

- (28) Create a more robust and inclusive centralized development review webpage. Elements included on this webpage include:
- An overview of the entire development review process.
 - Link for the comprehensive development guide.
 - Narrative for responsibilities of the respective departments/divisions involved in the development review process.
 - Link to the online application portal when the new permitting software system is implemented. Including a link to the "How To" guide for application submittal.
 - Inspection request link.
 - Links to individual departmental development webpages.
 - Link to the Town's GIS system and other pertinent maps.
 - Webpage link to the Town's adopted ordinances/design standards/regulations.
 - Fee estimator/calculator for all development fees (including impact fees).

- The current application/permitted webpage link should be accessible from the centralized webpage.
 - Performance reports link.
 - Frequently asked question PDF.
 - Provide the development review authority matrix.
- (29) Establish a consistent approach to including application overview information - either within the application PDF or as a separate document. E.g. flowchart, narrative, or other graphic representation.
- (30) Development staff contact information should be provided in a consistent format on each departmental webpage. Information should include name, title, email address, and phone number.
- (31) The fee schedules should be included on all development review departmental webpages.
- (32) Each department's webpage should provide an overview of the processes that it manages.
- (33) Designate an individual staff member from each development review department to maintain their respective webpage.
- (34) Establish a consistent approach to providing development information links on departmental webpages. Include a consistent depth of information on the primary information page and provide links to secondary sources. E.g. Fire should consolidate the links to topic areas and include more detail on the next page.
- (35) All development webpages should have a link to take the user back to the centralized development webpage.

Appendix A: Recommendation in Order

This Appendix presents the recommendations the order they are presented in the report.

Rec. #	Recommendation	Priority	Implementation Season
Process			
1	All applications should include a completed and signed checklist of required application materials. If checklist is missing the application will be deemed incomplete.	High	Summer 2022
2	An application should be checked for completeness before being accepted. Incomplete applications should be rejected and returned with notes indicating missing components.	High	Spring 2022
3	All review comments should be provided in the same color for consistency.	Low	Summer 2022
4	Comments made by reviewers should be consolidated into a checklist that is provided to the applicant for use during the resubmittal process. The checklist should be returned when the application is resubmitted.	High	Winter 2022 / 2023
5	Applicant should submit a cover sheet with the resubmittal to outline any design changes made to plan not previously shown or commented on.	High	Spring 2022
6	Review comments should be standardized and consistent in their format and approach. Specific standards/ordinance/code should be referenced in the comment, especially if the code is a locally adopted variation or deviates from industry norm.	Medium	Fall 2022
7	A standardized and consistent approach to reviewing calculations should be provided by all reviewers. If calculations are deemed acceptable then they should not be included on any returned or approved application materials.	High	Spring 2022
8	The reviewer contact information should be included on the returned plan set and other materials. The reviewer will serve as the point of contact for their department or function.	Low	Spring 2022
9	A policy should be established that, after the third review, an applicant must meet with staff prior to resubmittal. An exception can be made in cases where only very minor modifications are needed.	High	Summer 2022

Rec. #	Recommendation	Priority	Implementation Season
10	An additional review fee should be established for cases in which an application is submitted more than three times. The fee should be charged for every resubmittal that occurs after the third attempt.	High	Spring 2023
11	The fee schedule should be updated and reflect established cost recover goals for Building Inspection, Planning, Engineering, and Parks/Landscape.	High	Spring 2023
12	Revise the residential accessory use permit application resubmittal to a five day review timeline versus the current three day turnaround.	Low	Spring 2023
13	Separate processing times for residential new construction (single family) and single family remodel/renovation applications. Establish a processing timeline of 5 business days for single family remodel/renovation applications.	Medium	Spring 2023
14	Create tiered performance metrics for high volume applicants.	High	Fall 2022
15	A single department should be responsible for zoning compliance review. Currently Building Inspections handle residential applications while sharing commercial applications with Planning.	High	Fall 2022
16	Upon implementation of the new permitting software system, create workflow process diagrams for key applications including external and internal processes. Flowcharts should be incorporated into the Development Guide.	Medium	Spring 2023
17	Managers should be provided with weekly and monthly performance reports (all disciplines) regarding application review and current processing times.	Low	Spring 2023
18	The Development Guide should be expanded to all include all development applications versus primarily focusing on Planning applications.	High	Winter 2022 / 2023
19	Create a development review authority matrix that includes applicable review departments and decision-making authority by application type.	High	Summer 2022
Technology			
20	Develop a user guide and frequently asked questions brochure for the new software system.	High	Fall 2022

Rec. #	Recommendation	Priority	Implementation Season
21	Provide contact information in the user guide, brochure, and on the Town's website for individuals who can assist the public with using the online system.	High	Winter 2022 / 2023
22	Develop a training program for the public on how to use the online capabilities of the system to submit applications, pay fees, check application status, review comments, and request inspections.	High	Fall 2022
23	Establish an internal training program for new hire software orientation.	High	Winter 2022 / 2023
24	Ensure that staff receive ongoing training for the software as new updates and features are implemented.	High	Winter 2022 / 2023
25	Provide training for managers on how to utilize the software system and performance metric features.	Low	Spring 2023
26	Develop weekly & monthly reports that are created automatically and distributed to management that includes workload, processing timelines, and other relevant performance metrics.	Low	Spring 2023
27	Appoint a Development and Infrastructure Services staff member to serve as the software administrator and internal reference for all permitting software issues.	High	Summer 2022
Website			
28	Create a more robust and centralized development review webpage.	High	Winter 2022 / 2023
29	Establish a consistent approach to including application overview information - either within the application PDF or as a separate document.	Medium	Fall 2022
30	Development staff contact information should be provided in a consistent format on each departmental webpage. Information should include name, title, email address, and phone number.	Medium	Spring 2022
31	The fee schedule should be included on all development review departmental webpages.	Low	Winter 2022 / 2023
32	Each department's webpage should provide an overview of the processes that it manages.	Medium	Winter 2022 / 2023

Rec. #	Recommendation	Priority	Implementation Season
33	Designate an individual staff member from each development review department to maintain their respective webpage.	High	Winter 2022 / 2023
34	Establish a consistent approach to providing development information links on departmental webpages. Include a consistent depth of information on the primary information page and provide links to secondary sources.	Medium	Winter 2022 / 2023
35	All development webpages should have a link to take the user back to the centralized development webpage.	Medium	Winter 2022 / 2023