



*Prosper is a place where everyone matters.*

## Agenda

Prosper TIRZ No. 1 Board of Directors Meeting

Prosper TIRZ No. 2 Board of Directors Meeting

Prosper Town Council Meeting

Council Chambers

Prosper Town Hall

250 W. First Street, Prosper, Texas

Tuesday, January 25, 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.**

### **MEETING OF THE TOWN OF PROSPER TAX INCREMENT REINVESTMENT ZONE (TIRZ) NO. 1 BOARD OF DIRECTORS.**

**TIME: 5:45 P.M.**

### **Call to Order/ Roll Call.**

- [1.](#) Consider and act upon the minutes from the January 26, 2021 TIRZ No. 1 Board Meeting. (MLS)
- [2.](#) Receive the 2021 Annual Report. (BP)

### **Adjourn.**

**MEETING OF THE TOWN OF PROSPER TAX INCREMENT REINVESTMENT ZONE (TIRZ)  
NO. 2 BOARD OF DIRECTORS.**

**TIME: IMMEDIATELY FOLLOWING THE MEETING ADJOURNMENT OF THE TIRZ NO. 1  
BOARD OF DIRECTORS.**

**Call to Order/ Roll Call.**

- [3.](#) Consider and act upon the minutes from the January 26, 2021, TIRZ No. 2 Board Meeting. (MLS)
- [4.](#) Receive the 2021 Annual Report. (BP)

**Adjourn.**

**MEETING OF THE PROSPER TOWN COUNCIL**

**TIME: IMMEDIATELY FOLLOWING THE MEETING ADJOURNMENT OF THE TIRZ NO. 2  
BOARD OF DIRECTORS.**

**Call to Order/ Roll Call.**

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

**Announcements of recent and upcoming events.**

**Presentations.**

5. Presentation of a Proclamation declaring February 2022 as Congenital Heart Defect Awareness Month. (MLS)

**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 January 11, 2022, Town Council meeting. (MLS)
- [7.](#) Consider and act upon the minutes from the January 13, 2022, Town Council Work Session. (MLS)
- [8.](#) Consider and act upon a resolution approving the Town of Prosper and Prosper Economic Development Corporation (PEDC) Investment Policy and Investment Strategy and approving the list of qualified brokers/dealers and financial institutions that are authorized to engage in investment transactions with the Town of Prosper and the PEDC. (BP)
- [9.](#) Consider and act upon authorizing the Town Manager to execute an Agreement between Motorola Solutions, Inc., and the Town of Prosper, for annual radio system support and maintenance. (SB)



- [10.](#) Consider and act upon approving Amendment No. 3 to the Software Maintenance and Hosting Agreement between Town of Prosper, TX and CentralSquare Technologies, LLC; and authorizing the Town Manager to execute the same. (KD)
- [11.](#) Consider and act upon an ordinance amending Section 1.02.061, “Regular Meetings,” and Subsection (a) of Section 1.02.162, “Public Member Request to Speak at Public Hearing,” of Article 1.02, “Town Council,” of Chapter 1, “General Provisions,” of the Code of Ordinances, regarding the starting time of regular Town Council meetings and at Public Hearings allowing one member of the public to speak on behalf of multiple members of the public. (RB)
- [12.](#) Consider and act upon a resolution appointing a member of the Prosper Town Council to the North Central Texas (NCT) Regional 9-1-1 Emergency Communications District Board of Managers. (MLS)
- [13.](#) 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 Plan or Preliminary Site Plan, including Brookhollow Multifamily, Hope Fellowship, Prosper Town Center, and Victory at Frontier. (AG)

#### **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:**

- [14.](#) Conduct a public hearing and consider and act upon a request to rezone 163.2± acres, from Planned Development-90 (PD-90) to Planned Development (PD), to facilitate the development of a single family residential subdivision with private social club, located on the north side of First Street, east of Coit Road. (Z20-0021). (AG)
- [15.](#) Conduct a public hearing to discuss and consider the Dallas North Tollway (DNT) Design Guidelines. (KD)
- [16.](#) Consider and act upon an ordinance amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget). (BP)
- [17.](#) Consider and act upon approving the purchase of trees from Fannin Tree Farm, LLC, through a City of Frisco contract; and authorizing the Town Manager to execute documents for the same. (PN)
- [18.](#) Consider and act upon the 2022 Town Council regular meeting schedule. (MLS)

19. Receive the 2022-2024 Communications and Community Engagement Plan.(RB)

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

20. Discuss the Denton County Bond Program Call for Projects. (RZ)

**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.*

*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 551.074 - To discuss and consider the Town Manager's performance review.*

*Section 551.071 – To consult with the Town Attorney regarding an Intergovernmental Agreement between the Town and the US Government, 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, January 21, 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

### Town of Prosper TIRZ No. 1 Board of Directors Meeting

Council Chambers

Prosper Town Hall

250 W. First Street, Prosper, Texas

Tuesday, January 26, 2021

### **MEETING OF THE TOWN OF PROSPER TAX INCREMENT REINVESTMENT ZONE (TIRZ) NO. 1 BOARD OF DIRECTORS**

#### **Call to Order/ Roll Call.**

The meeting was called to order at 5:45 p.m.

#### **Board Members Present:**

Mayor Ray Smith

Deputy Mayor Pro-Tem Jason Dixon

Mayor Pro-Tem Craig Andres

Councilmember Meigs Miller

Councilmember Jeff Hodges

Councilmember Marcus E. Ray

Councilmember Amy Bartley

David Bristol, Prosper Economic Development Corporation (Via Zoom)

#### **Board Members Absent:**

Commissioner Susan Fletcher, Collin County Commissioners Court

#### **Staff Members Present:**

Harlan Jefferson, Town Manager

Terry Welch, Town Attorney

Melissa Lee, Town Secretary

Robyn Battle, Executive Director of Community Services

Chuck Springer, Executive Director of Administrative Services

Betty Pamplin, Finance Director

January Cook, Purchasing Manager

Rebecca Zook, Executive Director of Development & Infrastructure Services

Hulon Webb, Engineering Services Director

Dan Heischman, Assistant Director of Engineering Services - Development

Alex Glushko, Planning Manager

Frank Jaromin, Director of Public Works

Leigh Johnson, Director of Information Technology

Dudley Raymond, Director of Parks and Recreation

Doug Kowalski, Police Chief

Stuart Blasingame, Fire Chief

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

Pastor Mike Martin with Hope Fellowship Church led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were recited.

1. **Consider and act upon the minutes from the January 28, 2020, TIRZ No. 1 Board Meeting. (ML)**

Mayor Pro-Tem Dixon made a motion and Deputy Mayor Pro-Tem Andres seconded the motion to approve the minutes from the January 28, 2020, TIRZ No. 1 Board Meeting.

The motion was approved by a vote of 8-0.

**2. Receive the 2020 Annual Report. (BP)**

Hulon Webb, Director of Engineering, presented this item before the Board. Mr. Webb reviewed the businesses within the TIRZ that have received Certificates of Occupancy during the reporting period. The Town received reimbursement request No. 6 on June 22, 2020, in the amount of approximately \$3.4 million. Approximately \$22 million has been billed to date. Finance Director Betty Pamplin continued the presentation. TIRZ No. 1 received \$3.1 million in revenue during the reporting period through property tax, sales tax, impact fees, and interest. After expenses, the ending balance on September 30, 2020, for TIRZ No. 1 was \$278,700. Ms. Pamplin reviewed the rollback tax revenue for each taxing entity in the TIRZ, and the appraised value.

**Adjourn.**

The meeting was adjourned at 5:59 p.m. on Tuesday, January 26, 2021.

These minutes approved on the 25<sup>th</sup> day of January 2022.

**APPROVED:**

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**Ray Smith, Mayor**

**ATTEST:**

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**Michelle Lewis Sirianni, Town Secretary**

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**



**Town of Prosper, Texas**

**Tax Increment Reinvestment Zone #1**  
**(TIRZ #1)**

**ANNUAL REPORT**

**2021**

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

Item 2.

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- 8) Revenue & Expenditures
  - a) TIRZ Rollback Tax Map
  - b) Rollback Tax Revenue
  - c) Property Tax Revenue
  - d) Impact Fee Revenue
  - e) Payment Summaries

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

Item 2.

**YEAR END SUMMARY OF MEETINGS/TOWN COUNCIL/BOARD ACTIONS**

In December 2015, the Town of Prosper Town Council appointed members for the first Tax Increment Reinvestment Zone #1 (TIRZ #1) Board of Directors. In the latter part of 2015 Blue Star Land commenced construction on its Gates of Prosper development at the northeast corner of US 380 and Preston Road with the installation of a large sanitary sewer line from the west, thus marking the first improvements made to the TIRZ #1 site. The first annual TIRZ Board of Directors meeting was held on January 26, 2016. The second annual TIRZ Board of Directors meeting was held on April 11, 2017. The third annual TIRZ Board of Directors meeting was held on January 23, 2018. The fourth annual TIRZ Board of Directors meeting was held on January 22, 2019. The fifth annual TIRZ Board of Directors meeting was held on January 28, 2020. The sixth annual TIRZ Board of Directors meeting was held on January 26, 2021. This is the seventh year that the board has reviewed the annual report.

Special Year end note - After the conclusion of this reporting period it was discovered that the wastewater impact fees of the “Impact Fee Additional Territory” had not been previously deposited into TIRZ #1. Under the Amended Development and Finance Agreement approved on 9/23/2014, wastewater impact fees collected in this additional area outside of the TIRZ #1 boundary are to be deposited to TIRZ #1. This additional area included the Star Trail development. Upon consultation with the Town’s engaged audit firm - Pattillo, Brown & Hill, LLP, the appropriate transfer of wastewater impact fees was made from the Town’s wastewater impact fee fund to TIRZ #1 as a prior period adjustment during the annual audit process. It is for this reason the TIRZ #1 fund financial statement presented on page 25 presents a year-end balance greater than typically targeted. A payment in the amount of \$1,207,638.50 was made to Blue Star Land prior to the annual board meeting to bring this balance back down to the targeted range of \$25,000 cash fund balance plus an amount equal to that of the annual sales tax accrual.

Board members appointed and currently serving are: Town—Mayor Ray Smith, Mayor Pro-Tem Meigs Miller, Deputy Mayor Pro-Tem Craig Andres, and Councilmembers Marcus E. Ray, Amy Bartley, Charles Cotten, and Jeff Hodges. Collin County – County Commissioner Susan Fletcher. Prosper Economic Development Corporation – President David Bristol.



**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

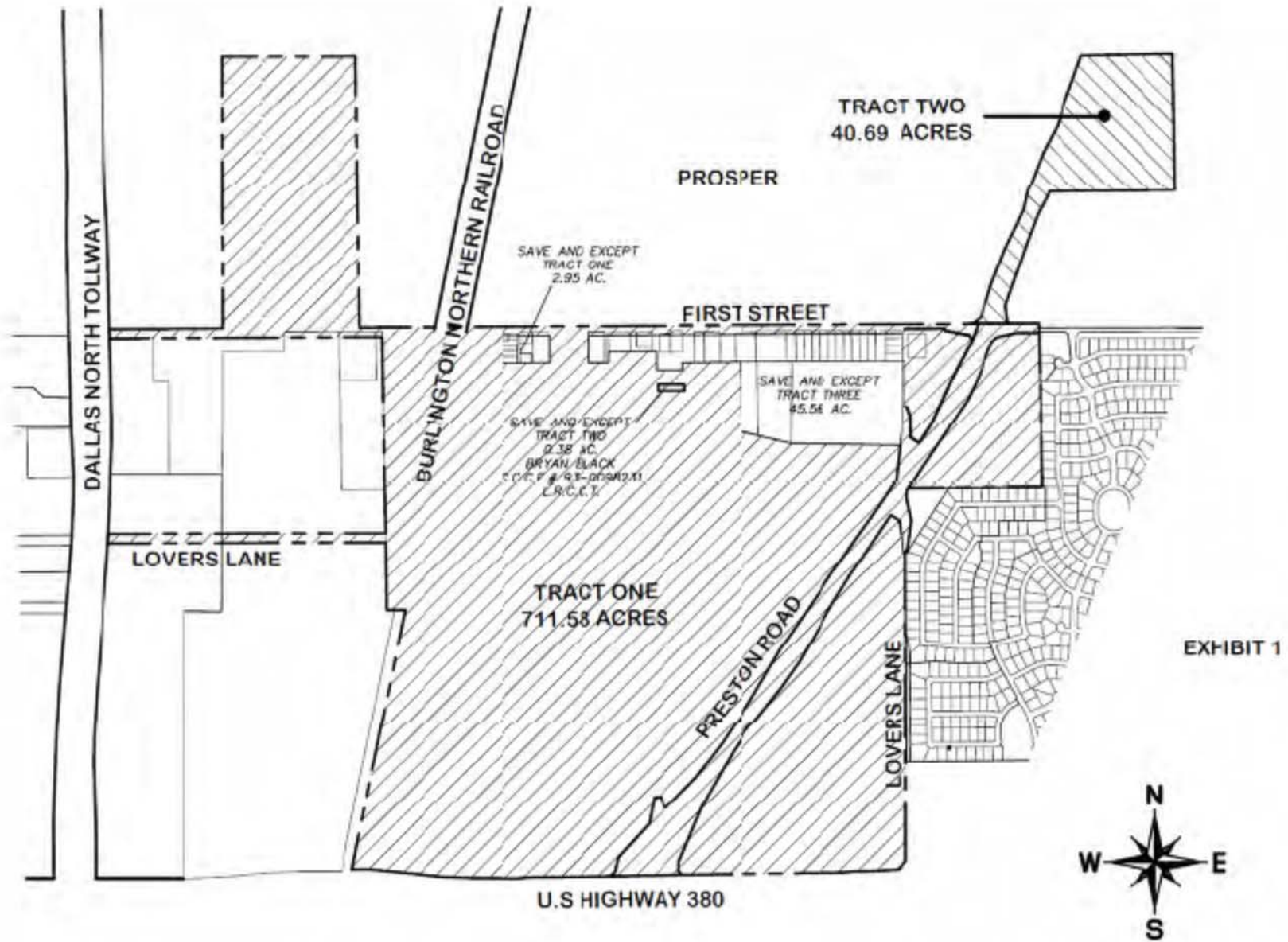
Item 2.

During this reporting period, the following buildings received Certificate of Occupancy:

Business Name	Address	Area	CO Issued Date
Tiff's Treats	1070 S Preston Road, Suite 10	1,500	10/6/2020
T-Mobile	880 S Preston Road, Suite 40	6,152	12/14/2020
Hobby Lobby	1050 S Preston Road	55,000	1/7/2021
Gates of Prosper, Phase 2 - Building G	1140 S Preston Road	7,879	3/1/2021
Gates of Prosper, Phase 2 - Building H	1150 S Preston Road	7,879	3/1/2021
Gates of Prosper, Phase 2 - Building L	820 S Preston Road	2,245	3/1/2021
Starbucks	820 S Preston Road	2,245	3/10/2021
Sleep Number	1100 S Preston Road, Suite 10	2,946	5/17/2021
Michaels	940 S Preston Road	23,178	5/18/2021
City Salon Suites & Spa	980 S Preston Road	10,057	5/24/2021
Spenga	900 S Preston Road, Suite 30	4,764	5/24/2021
Homegoods	1030 S Preston Road	23,054	7/30/2021
Kohl's	920 S Preston Road	55,175	8/20/2021
Visionworks	1150 S Preston Road, Suite 30	2,529	9/13/2021
Wells Fargo Bank	880 S Preston Road, Suite 10	2,519	9/14/2021
Bella Alure Salon	1070 S Preston Road, Suite 100	2,145	9/20/2021

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

Item 2.



**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

Item 2.

**PUBLIC INFRASTRUCTURE / BUILDING PROJECTS**

SUMMARY OF PROJECT COSTS				
DESCRIPTION	TOTAL COST	TIRZ ELIGIBLE CIP COST	TIRZ ELIGIBLE PUBLIC COST	DEVELOPER COST
Thoroughfare	\$57,667,225.00	\$24,756,875.00	\$6,858,100.00	\$26,052,250.00
Wastewater	\$8,599,210.00	\$5,697,850.00	\$0.00	\$2,901,390.00
Water	\$9,256,850.00	\$2,753,100.00	\$2,614,000.00	\$3,889,750.00
Drainage and Detention/Retention	\$9,756,100.00	\$1,416,000.00	\$5,221,050.00	\$3,089,050.00
Utility Relocations	\$3,850,000.00	\$0.00	\$1,925,000.00	\$1,925,000.00
Electrical Duct Bank	\$5,530,000.00	\$0.00	\$2,500,000.00	\$3,030,000.00
Parks / Open Space	\$5,200,000.00	\$0.00	\$2,500,000.00	\$2,700,000.00
Entry Features and Roundabout	\$3,275,000.00	\$0.00	\$1,637,500.00	\$1,637,500.00
GRAND TOTAL	\$103,134,415.00	\$34,653,825.00	\$23,255,650.00	\$45,224,940.00
TOTAL TIRZ ELIGIBLE COSTS		\$57,909,475		



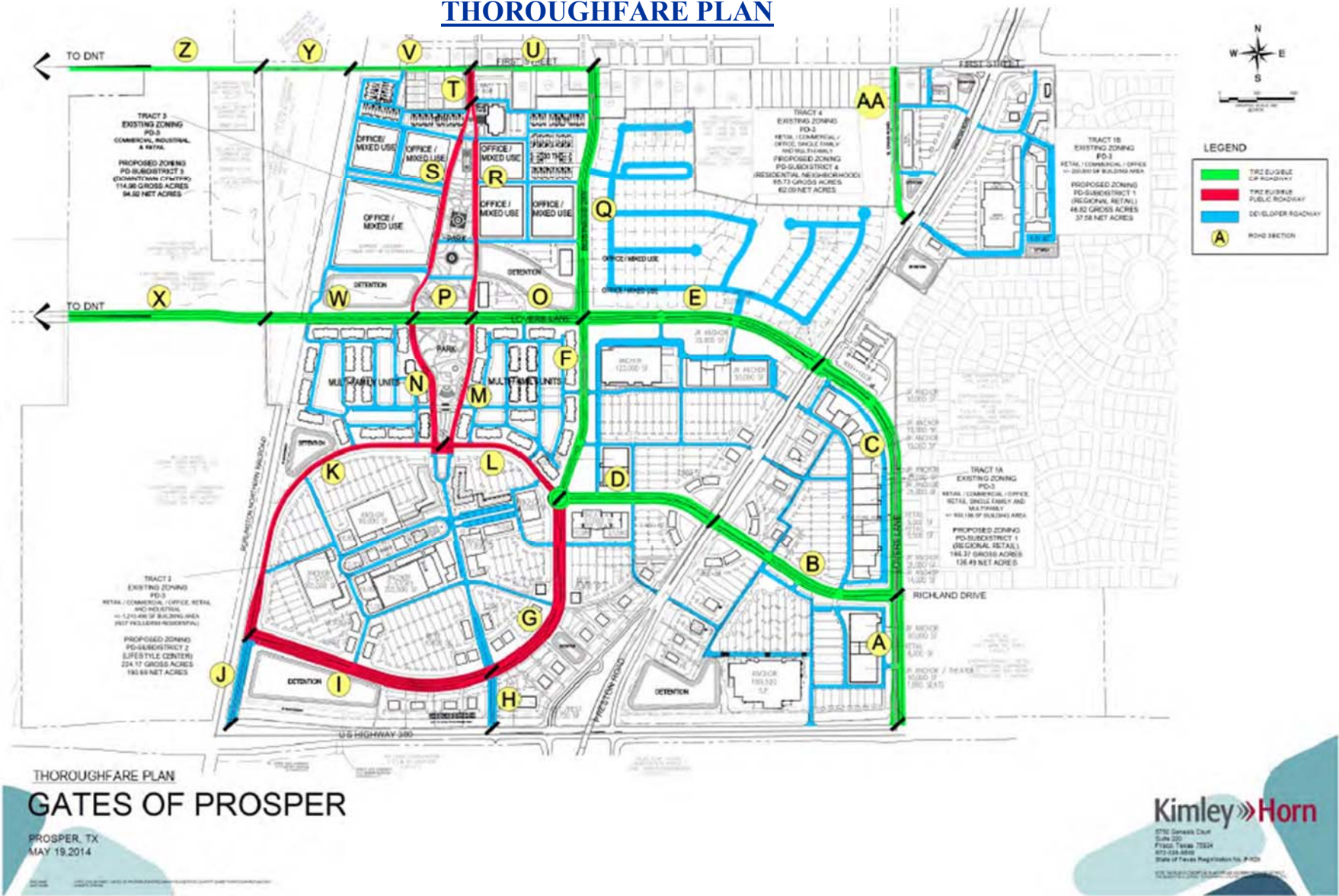
**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**  
As of September 30, 2021

Item 2.

SUMMARY OF PROJECT COSTS BY PHASE									
DESCRIPTION		TOTAL COST	PHASE 1A	PHASE 1B	PHASE 2A	PHASE 2B	PHASE 3A	PHASE 3B	PHASE 4A
Thoroughfare	TOTAL	\$57,667,225.00	\$9,219,035.71	\$6,367,410.71	\$16,063,285.71	\$2,935,885.71	\$6,159,785.71	\$6,651,785.71	\$10,270,035.71
	TIRZ ELIG. CIP	\$24,756,875.00	\$4,139,392.86	\$4,515,267.86	\$302,142.86	\$2,158,142.86	\$1,788,392.86	\$1,650,642.86	\$10,202,892.86
	TIRZ ELIG. PUBLIC	\$6,858,100.00	\$67,142.86	\$67,142.86	\$4,310,642.86	\$777,742.86	\$67,142.86	\$1,501,142.86	\$67,142.86
	DEVELOPER COST	\$26,052,250.00	\$5,012,500.00	\$1,785,000.00	\$11,450,500.00	\$0.00	\$4,304,250.00	\$3,500,000.00	\$0.00
Wastewater	TOTAL	\$8,599,240.00	\$5,901,350.00	\$671,450.00	\$1,113,300.00	\$0.00	\$344,340.00	\$568,800.00	\$0.00
	TIRZ ELIG. CIP	\$5,697,850.00	\$5,210,000.00	\$487,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TIRZ ELIG. PUBLIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DEVELOPER COST	\$2,901,390.00	\$691,350.00	\$183,600.00	\$1,113,300.00	\$0.00	\$344,340.00	\$568,800.00	\$0.00
Water	TOTAL	\$9,256,850.00	\$1,259,700.00	\$2,053,300.00	\$3,487,850.00	\$360,000.00	\$587,600.00	\$1,243,400.00	\$265,000.00
	TIRZ ELIG. CIP	\$2,753,100.00	\$0.00	\$1,291,500.00	\$1,003,200.00	\$0.00	\$0.00	\$458,400.00	\$0.00
	TIRZ ELIG. PUBLIC	\$2,614,000.00	\$468,000.00	\$466,000.00	\$645,000.00	\$360,000.00	\$205,000.00	\$205,000.00	\$265,000.00
	DEVELOPER COST	\$3,889,750.00	\$791,700.00	\$295,800.00	\$1,839,650.00	\$0.00	\$382,600.00	\$580,000.00	\$0.00
Drainage and Detention/Retention	TOTAL	\$9,756,100.00	\$2,043,928.57	\$1,474,128.57	\$2,631,928.57	\$606,328.57	\$807,128.57	\$1,692,728.57	\$499,928.57
	TIRZ ELIG. CIP	\$1,446,000.00	\$365,400.00	\$974,200.00	\$0.00	\$106,400.00	\$0.00	\$0.00	\$0.00
	TIRZ ELIG. PUBLIC	\$5,221,050.00	\$839,264.29	\$249,964.29	\$2,381,964.29	\$249,964.29	\$403,564.29	\$846,364.29	\$249,964.29
	DEVELOPER COST	\$3,089,050.00	\$839,264.29	\$249,964.29	\$249,964.29	\$249,964.29	\$403,564.29	\$846,364.29	\$249,964.29
Utility Relocations	TOTAL	\$3,850,000.00	\$0.00	\$0.00	\$2,200,000.00	\$0.00	\$0.00	\$450,000.00	\$1,200,000.00
	TIRZ ELIG. CIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TIRZ ELIG. PUBLIC	\$1,925,000.00	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$0.00	\$225,000.00	\$600,000.00
	DEVELOPER COST	\$1,925,000.00	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$0.00	\$225,000.00	\$600,000.00
Electrical Duct Bank	TOTAL	\$5,530,000.00	\$790,000.00	\$1,752,500.00	\$1,095,000.00	\$472,500.00	\$0.00	\$262,500.00	\$1,157,500.00
	TIRZ ELIG. CIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TIRZ ELIG. PUBLIC	\$2,500,000.00	\$790,000.00	\$1,710,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DEVELOPER COST	\$3,030,000.00	\$0.00	\$42,500.00	\$1,095,000.00	\$472,500.00	\$0.00	\$262,500.00	\$1,157,500.00
Parks / Open Space	TOTAL	\$5,200,000.00	\$260,000.00	\$260,000.00	\$260,000.00	\$2,080,000.00	\$260,000.00	\$2,080,000.00	\$0.00
	TIRZ ELIG. CIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TIRZ ELIG. PUBLIC	\$2,500,000.00	\$260,000.00	\$260,000.00	\$260,000.00	\$1,720,000.00	\$0.00	\$0.00	\$0.00
	DEVELOPER COST	\$2,700,000.00	\$0.00	\$0.00	\$0.00	\$360,000.00	\$260,000.00	\$2,080,000.00	\$0.00
Entry Features and Roundabout	TOTAL	\$3,275,000.00	\$467,857.14	\$467,857.14	\$467,857.14	\$467,857.14	\$467,857.14	\$467,857.14	\$467,857.14
	TIRZ ELIG. CIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TIRZ ELIG. PUBLIC	\$1,637,500.00	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57
	DEVELOPER COST	\$1,637,500.00	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57	\$233,928.57
TOTALS	TOTAL	\$103,134,415.00	\$19,941,871.43	\$13,046,646.43	\$27,319,221.43	\$6,922,571.43	\$8,626,711.43	\$13,417,071.43	\$13,860,321.43
	TIRZ ELIG. CIP	\$34,653,825.00	\$9,714,792.86	\$7,268,817.86	\$1,305,342.86	\$2,264,542.86	\$1,788,392.86	\$2,109,042.86	\$10,202,892.86
	TIRZ ELIG. PUBLIC	\$23,255,650.00	\$2,658,335.71	\$2,987,035.71	\$8,931,535.71	\$3,341,635.71	\$909,635.71	\$3,011,435.71	\$1,416,035.71
	DEVELOPER COST	\$45,224,940.00	\$7,568,742.86	\$2,790,792.86	\$17,082,342.86	\$1,316,392.86	\$5,928,682.86	\$8,296,592.86	\$2,241,392.86

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

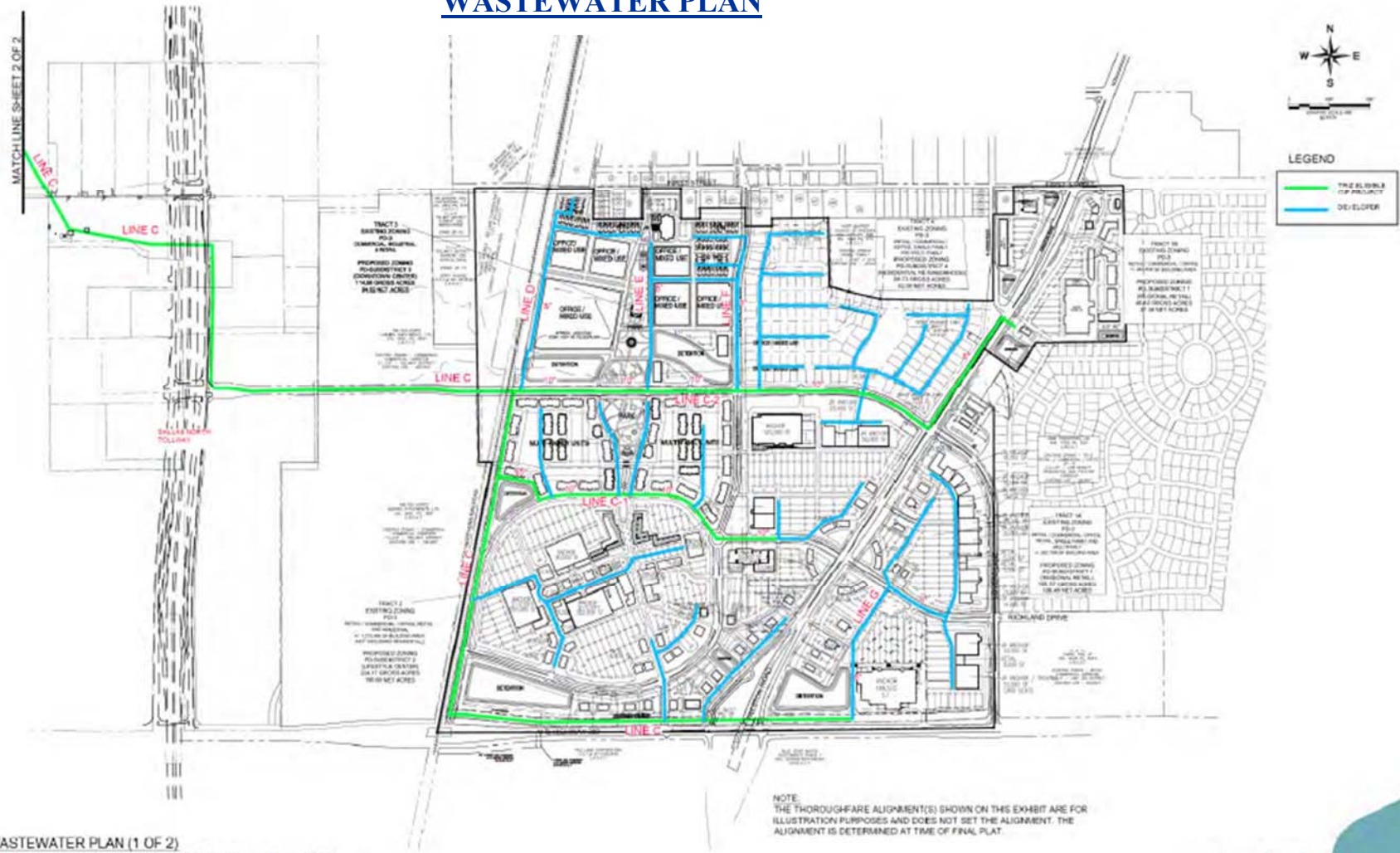
## THOROUGHFARE PLAN





**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**  
**As of September 30, 2021**

**WASTEWATER PLAN**



WASTEWATER PLAN (1 OF 2)  
**GATES OF PROSPER**

PROSPER, TX  
 MAY 19, 2014

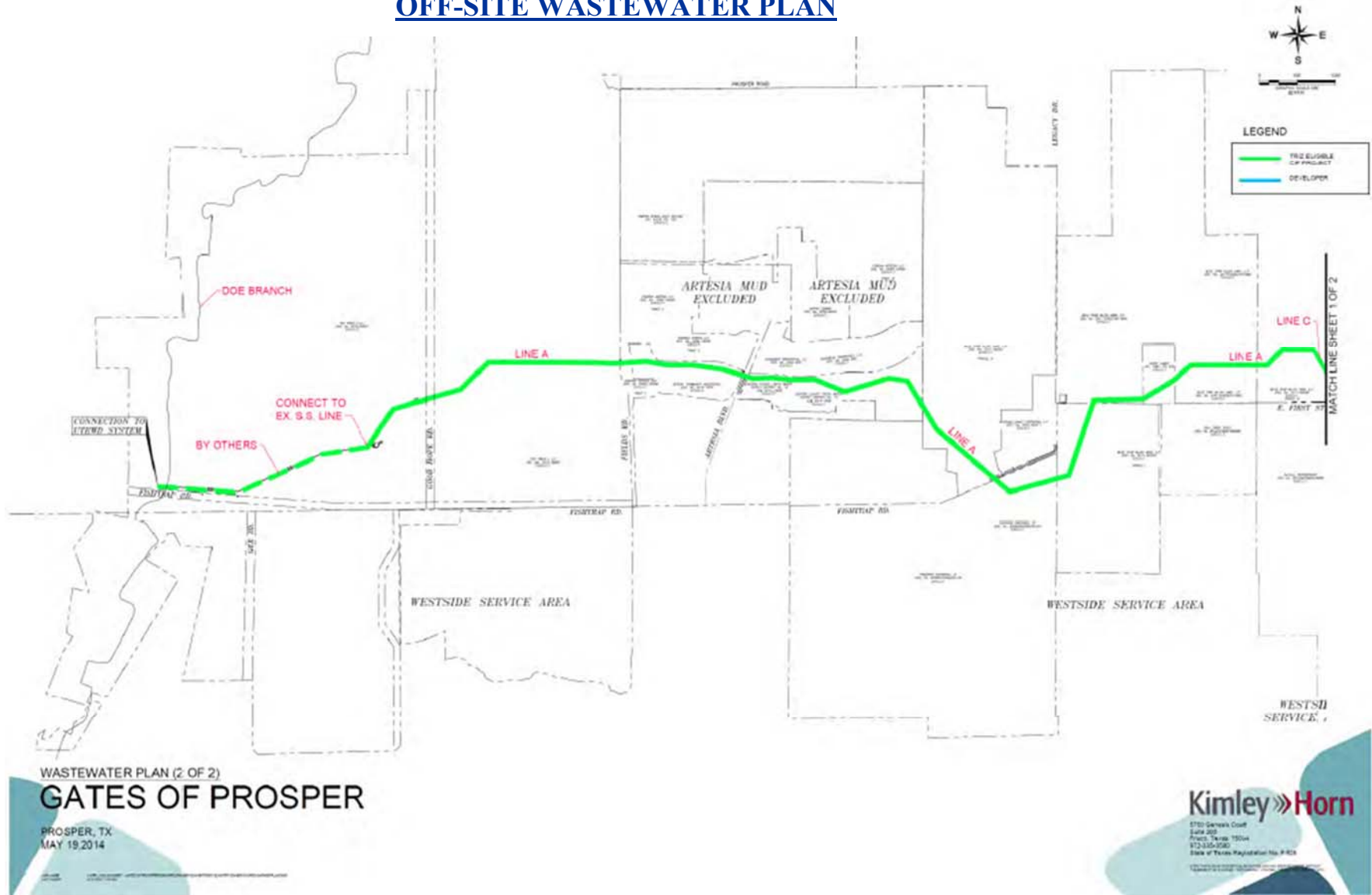
**Kimley»Horn**

8700 Lakeside Court  
 Suite 200  
 Dallas, Texas 75244  
 (214) 358-3500  
 State of Texas Registration No. P-62

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

Item 2.

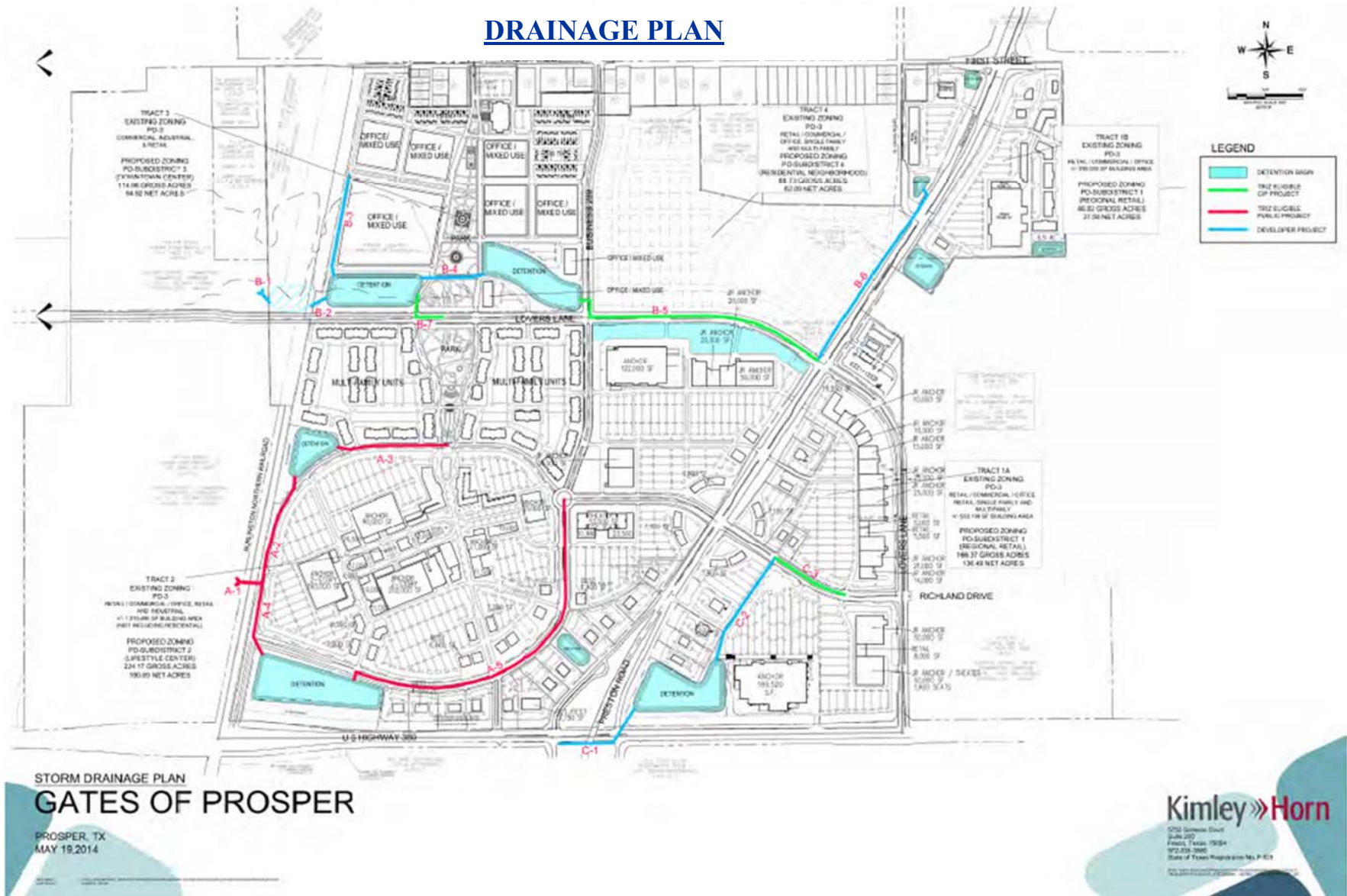
**OFF-SITE WASTEWATER PLAN**







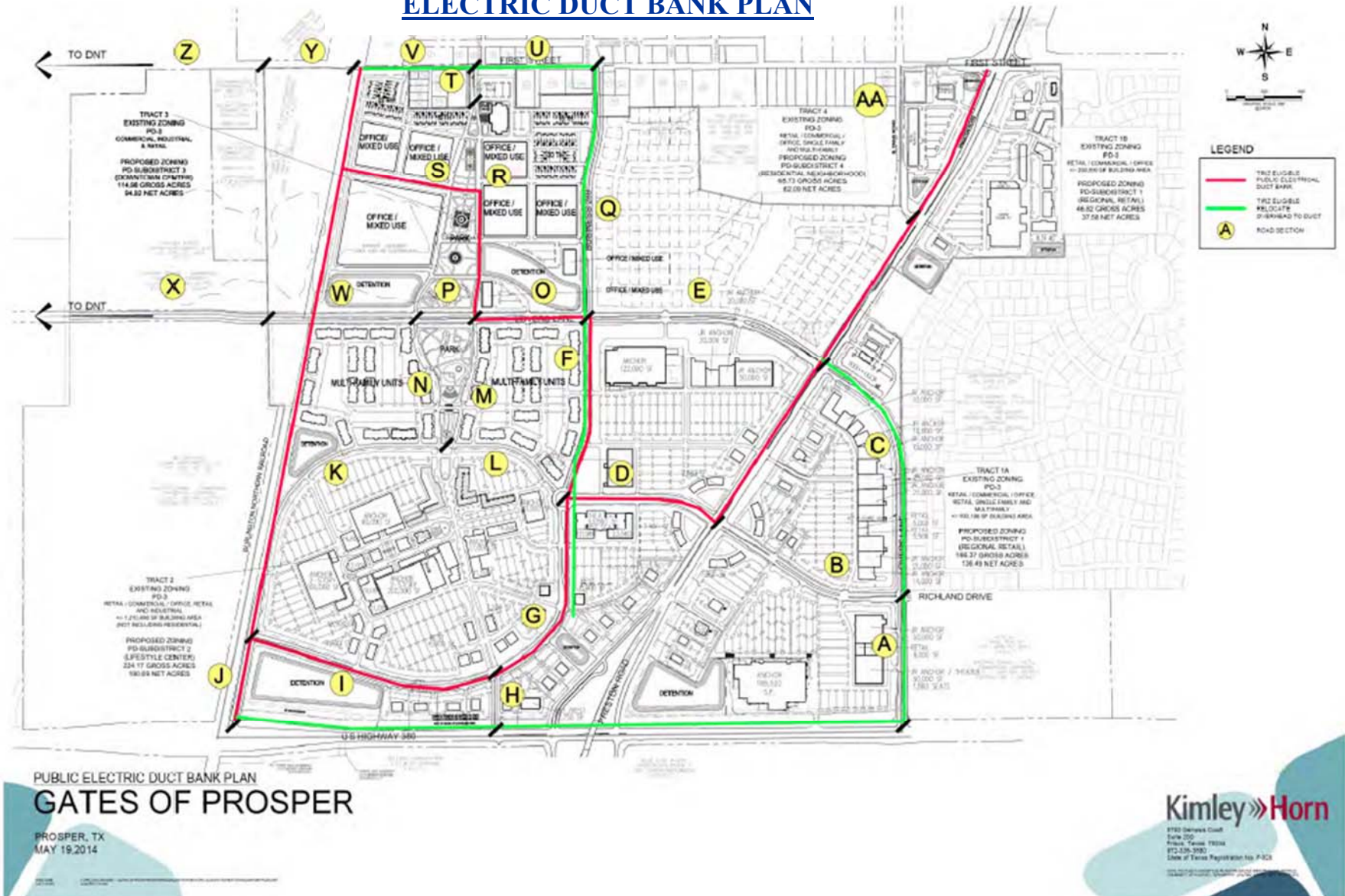
**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**



**Town of Prosper, Texas**  
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Item 2.

**ELECTRIC DUCT BANK PLAN**



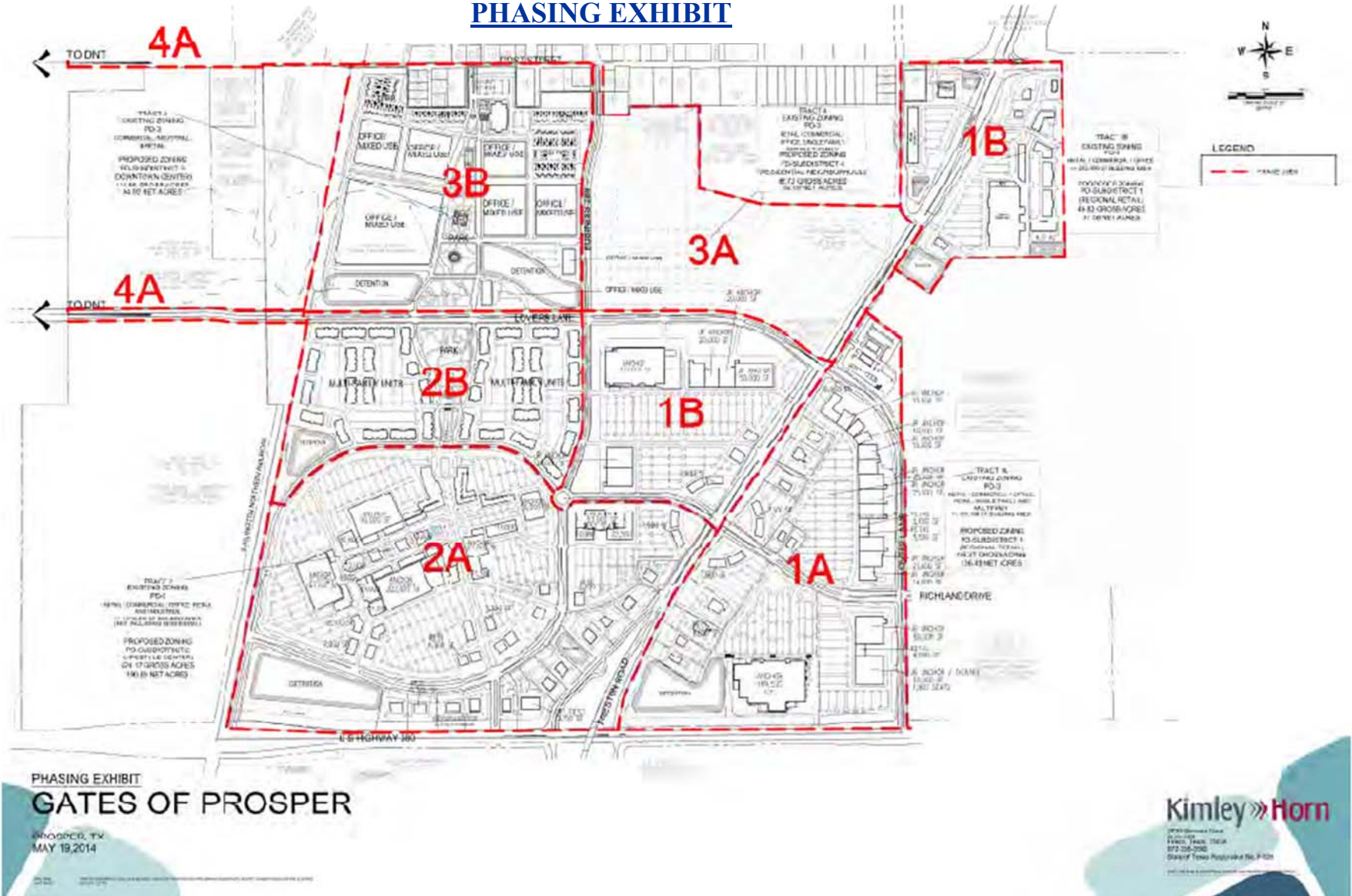


## MISC. IMPROVEMENTS PLAN



**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
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## PHASING EXHIBIT





**Town of Prosper, Texas**  
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**PUBLIC INFRASTRUCTURE/BUILDING PROJECTS**

**ROADWAYS**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
Section A	CIP Roadway	4-Lane Road	1,030	LF	\$725.00	\$746,750.00	1A
Section B	CIP Roadway	4-Lane Road	1,650	LF	\$725.00	\$1,196,250.00	1A
Section C	CIP Roadway	4-Lane Road	2,130	LF	\$725.00	\$1,544,250.00	1A
Section D	CIP Roadway	4-Lane Road	1,290	LF	\$725.00	\$935,250.00	1B
Section E	CIP Roadway	4-Lane Road	1,990	LF	\$725.00	\$1,442,750.00	1B
Section F	CIP Roadway	4-Lane Road	1,480	LF	\$725.00	\$1,073,000.00	1B
Section G	TIRZ Eligible Public Roadway	4-Lane Road	1,670	LF	\$725.00	\$1,210,750.00	2A
Section H	Developer Roadway	4-Lane Road	460	LF	\$725.00	\$333,500.00	2A
Section I	TIRZ Eligible Public Roadway	4-Lane Road	2,020	LF	\$725.00	\$1,464,500.00	2A
Section J	Developer Roadway	3-Lane Road	690	LF	\$425.00	\$293,250.00	2A
Section K	TIRZ Eligible Public Roadway	3-Lane Road	2,580	LF	\$425.00	\$1,096,500.00	2A
Section L	TIRZ Eligible Public Roadway	3-Lane Road	1,110	LF	\$425.00	\$471,750.00	2A
Section M	TIRZ Eligible Public Roadway	2-Lane Road	1,040	LF	\$340.00	\$353,600.00	2B
Section N	TIRZ Eligible Public Roadway	2-Lane Road	1,050	LF	\$340.00	\$357,000.00	2B
Section O	CIP Roadway	4-Lane Road	900	LF	\$725.00	\$652,500.00	2B
Section P	CIP Roadway	4-Lane Road	470	LF	\$725.00	\$340,750.00	2B
Section Q	CIP Roadway	4-Lane Road	2,050	LF	\$725.00	\$1,486,250.00	3A
Section R	TIRZ Eligible Public Roadway	2-Lane Road	1,690	LF	\$340.00	\$574,600.00	3B
Section S	TIRZ Eligible Public Roadway	2-Lane Road	1,760	LF	\$340.00	\$598,400.00	3B
Section T	TIRZ Eligible Public Roadway	4-Lane Road	360	LF	\$725.00	\$261,000.00	3B
Section U	CIP Roadway	4-Lane Road	990	LF	\$725.00	\$717,750.00	3B
Section V	CIP Roadway	4-Lane Road	870	LF	\$725.00	\$630,750.00	3B
Section W	CIP Roadway	4-Lane Road	1,190	LF	\$725.00	\$862,750.00	2B
Section X	CIP Roadway	4-Lane Road	2,650	LF	\$725.00	\$1,921,250.00	4A
Section Y	CIP Roadway	4-Lane Road	820	LF	\$725.00	\$594,500.00	4A
Section Z	CIP Roadway	4-Lane Road	2,600	LF	\$725.00	\$1,885,000.00	4A
Section AA	CIP Roadway	3-Lane Road	1,205	LF	\$425.00	\$512,125.00	1B
Subdistrict 01B	Developer Roadways	2-Lane Road	5,100	LF	\$350.00	\$1,785,000.00	1B
Subdistrict 01A	Developer Roadways	2-Lane Road	13,650	LF	\$350.00	\$4,777,500.00	1A
Subdistrict 02	Developer Roadways	2-Lane Road	30,925	LF	\$350.00	\$10,823,750.00	2A
Subdistrict 03	Developer Roadways	2-Lane Road	10,000	LF	\$350.00	\$3,500,000.00	3B
Subdistrict 04	Developer Roadways	City Std 31' B-B Roadway	9,565	LF	\$450.00	\$4,304,250.00	3A

CIP Roadway:	LENGTH=	23,315	SUBTOTAL=	\$16,541,875.00
TIRZ Eligible Public Roadway:	LENGTH=	13,280	SUBTOTAL=	\$6,388,100.00
Developer Roadway:	LENGTH=	70,390	SUBTOTAL=	\$25,817,250.00
<b>TOTAL ROADWAY:</b>	<b>LENGTH=</b>	<b>106,985</b>	<b>SUBTOTAL=</b>	<b>\$48,747,225.00</b>

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**ADDITIONAL ROADWAY ITEMS**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
Preston Road	CIP	Median Opening and Turn Lane	2	LS	\$175,000.00	\$350,000.00	1A
Preston Road	Developer	Median Opening and Turn Lane	1	LS	\$175,000.00	\$175,000.00	1A
Multiple Locations	CIP	Traffic Sig. Des. and Const.	9	LS	\$235,000.00	\$2,115,000.00	ALL
Multiple Locations	TIRZ Eligible Public	Traffic Sig. Des. And const.	2	LS	\$235,000.00	\$470,000.00	ALL
Richland Blvd.	CIP	Traffic Roundabout	1	LS	\$250,000.00	\$250,000.00	1B
Lovers Lane	CIP	RR Crossing Bridge	1	LS	\$5,500,000.00	\$5,500,000.00	4A
All	Developer	Traffic Impact Analysis (TIA)	1	LS	\$60,000.00	\$60,000.00	1A

CIP Items= \$8,215,000.00  
TIRZ Eligible Public Items= \$470,000.00  
Developer Items= \$235,000.00  
SUBTOTAL= \$8,920,000.00  
TOTAL= \$57,667,225.00

**WASTEWATER**

Line	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
Lines A and C	CIP Project	Trunk Sewer Main	1	LS	\$5,210,000.00	\$5,210,000.00	1A
Line C-1	CIP Project	10" SSWR	3,050	LF	\$55.00	\$167,750.00	1B
Line C-2	CIP Project	10" SSWR	5,820	LF	\$55.00	\$320,100.00	1B
Line D	Developer Project	8" SSWR	1,660	LF	\$45.00	\$74,700.00	3B
Line E	Developer Project	8" SSWR	1,460	LF	\$45.00	\$65,700.00	3B
Line F	Developer Project	8" SSWR	1,520	LF	\$45.00	\$68,400.00	3B
Line G	Developer Project	8" SSWR	1,110	LF	\$45.00	\$49,950.00	1A
Subdistrict 01B	Developer Project	8" SSWR	4,080	LF	\$45.00	\$183,600.00	1B
Subdistrict 01A	Developer Project	8" SSWR	10,920	LF	\$45.00	\$491,400.00	1A
Subdistrict 02	Developer Project	8" SSWR	24,740	LF	\$45.00	\$1,113,300.00	2A
Subdistrict 03	Developer Project	8" SSWR	8,000	LF	\$45.00	\$360,000.00	3B
Subdistrict 04	Developer Project	8" SSWR	7,652	LF	\$45.00	\$344,340.00	3A
All	Developer Project	Master Utility Plan	1	LS	\$150,000.00	\$150,000.00	1A

CIP Wastewater: TOTAL= \$5,697,850.00  
TIRZ Eligible Public Wastewater: TOTAL= \$2,901,390.00  
Developer Wastewater: TOTAL= \$8,599,240.00  
TOTAL WASTEWATER:



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**WATER**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
CIP Line 1	CIP	20" Waterline	6,300	LF	\$205.00	\$1,291,500.00	1B
CIP Line 2	CIP	16" Waterline	5,280	LF	\$190.00	\$1,003,200.00	2A
CIP Line 3a	CIP	16" Waterline	1,860	LF	\$190.00	\$353,400.00	3B
CIP Line 3b	CIP	12" Waterline	1,050	LF	\$100.00	\$105,000.00	3B
Section A	TIRZ Eligible Public Project	12" Waterline	990	LF	\$100.00	\$99,000.00	1A
Section B	TIRZ Eligible Public Project	12" Waterline	1,510	LF	\$100.00	\$151,000.00	1A
Section C	TIRZ Eligible Public Project	12" Waterline	2,180	LF	\$100.00	\$218,000.00	1A
Section D	TIRZ Eligible Public Project	12" Waterline	1,240	LF	\$100.00	\$124,000.00	1B
Section E	TIRZ Eligible Public Project	12" Waterline	1,940	LF	\$100.00	\$194,000.00	1B
Section F	TIRZ Eligible Public Project	12" Waterline	1,480	LF	\$100.00	\$148,000.00	1B
Section G	TIRZ Eligible Public Project	12" Waterline	1,650	LF	\$100.00	\$165,000.00	2A
Section H	Developer Project	12" Waterline	460	LF	\$100.00	\$46,000.00	2A
Section I	TIRZ Eligible Public Project	12" Waterline	2,040	LF	\$100.00	\$204,000.00	2A
Section K	TIRZ Eligible Public Project	12" Waterline	1,710	LF	\$100.00	\$171,000.00	2A
Section L	TIRZ Eligible Public Project	12" Waterline	1,050	LF	\$100.00	\$105,000.00	2A
Section M	TIRZ Eligible Public Project	12" Waterline	1,040	LF	\$100.00	\$104,000.00	2B
Section O	TIRZ Eligible Public Project	12" Waterline	900	LF	\$100.00	\$90,000.00	2B
Section P	TIRZ Eligible Public Project	12" Waterline	470	LF	\$100.00	\$47,000.00	2B
Section Q	TIRZ Eligible Public Project	12" Waterline	2,050	LF	\$100.00	\$205,000.00	3A
Section R	TIRZ Eligible Public Project	12" Waterline	1,450	LF	\$100.00	\$145,000.00	3B
Section T	TIRZ Eligible Public Project	12" Waterline	600	LF	\$100.00	\$60,000.00	3B
Section W	TIRZ Eligible Public Project	12" Waterline	1,190	LF	\$100.00	\$119,000.00	2B
Section X	TIRZ Eligible Public Project	12" Waterline	2,650	LF	\$100.00	\$265,000.00	4A
Subdistrict 01B	Developer Project	8" & 12" Waterline	5,100	LF	\$58.00	\$295,800.00	1B
Subdistrict 01A	Developer Project	8" & 12" Waterline	13,650	LF	\$58.00	\$791,700.00	1A
Subdistrict 02	Developer Project	8" & 12" Waterline	30,925	LF	\$58.00	\$1,793,650.00	2A
Subdistrict 03	Developer Project	8" & 12" Waterline	10,000	LF	\$58.00	\$580,000.00	3B
Subdistrict 04	Developer Project	8" Waterline	9,565	LF	\$40.00	\$382,600.00	3A

CIP Water:	LENGTH=	14,490	TOTAL=	\$2,753,100.00
TIRZ Eligible Public Water:	LENGTH=	26,140	TOTAL=	\$2,614,000.00
Developer Water:	LENGTH=	69,700	TOTAL=	\$3,889,750.00
<b>TOTAL WATER:</b>	<b>LENGTH=</b>	<b>110,330</b>	<b>TOTAL=</b>	<b>\$9,256,850.00</b>

**Town of Prosper, Texas**  
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**DRAINAGE**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
Line A-1	TIRZ Eligible Public Project	4 - 8"x4' MBC	180	LF	\$1,100.00	\$198,000.00	2A
Line A-2	TIRZ Eligible Public Project	2 - 8"x4' MBC	1,440	LF	\$580.00	\$835,200.00	2A
Line A-3	TIRZ Eligible Public Project	10"x4' RCB	1,100	LF	\$310.00	\$341,000.00	2A
Line A-4	TIRZ Eligible Public Project	2 - 8"x4' MBC	130	LF	\$580.00	\$75,400.00	2A
Line A-5	TIRZ Eligible Public Project	10"x4' RCB	1,060	LF	\$310.00	\$328,600.00	2A
		2 - 8"x4' MBC	610	LF	\$580.00	\$353,800.00	2A
Line B-1	Developer Project	2 - 10"x4' MBC	240	LF	\$620.00	\$148,800.00	3B
Line B-2	Developer Project	2 - 10"x4' MBC	310	LF	\$620.00	\$192,200.00	3B
Line B-3	Developer Project	2 - 8"x4' MBC	870	LF	\$580.00	\$504,600.00	3B
Line B-4	Developer Project	2 - 10"x4' MBC	560	LF	\$620.00	\$347,200.00	3B
Line B-5	CIF Project	6"x3' RCB	710	LF	\$200.00	\$142,000.00	1B
		2 - 6"x3' MBC	610	LF	\$400.00	\$244,000.00	1B
		2 - 8"x4' MBC	860	LF	\$580.00	\$382,800.00	1B
		10"x4' RCB	120	LF	\$310.00	\$37,200.00	1B
		2 - 8"x4' MBC	290	LF	\$580.00	\$168,200.00	1B
Line B-6	Developer Project	5"x3' RCB	640	LF	\$180.00	\$115,200.00	3A
		6"x3' RCB	960	LF	\$200.00	\$192,000.00	3A
Line B-7	CIF Project	8"x3' RCB	380	LF	\$280.00	\$106,400.00	2B
Line C-1	Developer Project	2 - 8"x4' MBC	770	LF	\$580.00	\$446,600.00	1A
Line C-2	Developer Project	2 - 8"x4' MBC	970	LF	\$600.00	\$582,000.00	1A
Line C-3	CIF Project	2 - 8"x4' MBC	630	LF	\$580.00	\$365,400.00	1A

CIP Storm:	LENGTH=	3,400	TOTAL=	\$1,446,000.00
TIRZ Eligible Public Storm:	LENGTH=	5,840	TOTAL=	\$2,132,000.00
*Developer Storm:			TOTAL=	\$2,528,600.00
TOTAL STORM:	LENGTH=	13,240	TOTAL=	\$6,106,600.00

**DETENTION/STUDIES**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
	*Developer Project	Detention/Retention Ponds	1	LS	\$3,499,500.00	\$3,499,500.00	ALL
	*Developer Project	Master Drainage/Det. Plan	1	LS	\$150,000.00	\$150,000.00	1A

SUBTOTAL= \$3,649,500.00

\*Half of the Developer Drainage and Detention Cost is TIRZ eligible per the original Development and Financing Agreement.

TOTAL STORM= \$9,756,100.00



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**PUBLIC ELECTRICAL DUCT BANK**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
Section A	N/A	Public Electrical Duct Bank	1,030	LF	\$250.00	\$257,500.00	1A
Section C	N/A	Public Electrical Duct Bank	2,130	LF	\$250.00	\$532,500.00	1A
Section D	N/A	Public Electrical Duct Bank	1,290	LF	\$250.00	\$322,500.00	1B
Section F	N/A	Public Electrical Duct Bank	1,480	LF	\$250.00	\$370,000.00	1B
Section G	N/A	Public Electrical Duct Bank	1,670	LF	\$250.00	\$417,500.00	2A
Section I	N/A	Public Electrical Duct Bank	2,020	LF	\$250.00	\$505,000.00	2A
Section J	N/A	Public Electrical Duct Bank	690	LF	\$250.00	\$172,500.00	2A
Section O	N/A	Public Electrical Duct Bank	900	LF	\$250.00	\$225,000.00	2B
Section R	N/A	Public Electrical Duct Bank	990	LF	\$250.00	\$247,500.00	2B
Internal	N/A	Public Electrical Duct Bank	4,630	LF	\$250.00	\$1,157,500.00	4A
From Section J North to First Street							
Internal	N/A	Public Electrical Duct Bank	1,050	LF	\$250.00	\$262,500.00	3B
From Section R West to Railroad							
Internal	N/A	Public Electrical Duct Bank	4,240	LF	\$250.00	\$1,060,000.00	1B
From intersection of Preston and Richland NE along Preston to First Street							

	TIRZ Eligible CIP Items Subtotal=	
	TIRZ Eligible Public Items Subtotal=	\$2,500,000.00
	Developer Items Subtotal=	\$3,030,000.00
<b>TOTAL DUCT BANK LENGTH=</b>	<b>22,120</b>	<b>TOTAL= \$5,530,000.00</b>

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**AMENITIES**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
	Public and Developer	Parks/Open Space	1	LS	\$5,200,000.00	\$5,200,000.00	ALL
	Public and Developer	Entry Features and Roundabout	1	LS	\$3,275,000.00	\$3,275,000.00	ALL

CIP Items Subtotal      \$0.00  
Public Items Subtotal    \$4,137,500.00  
Developer Items Subtotal   \$4,337,500.00  
Amenities Subtotal        \$8,475,000.00

**UTILITY RELOCATIONS**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase
	TIRZ Eligible Public Projec	US 380 Overhead to Duct	1	LS	\$2,200,000.00	\$2,200,000.00	2A
	TIRZ Eligible Public Projec	Business 289 Overhead to Duct	1	LS	\$450,000.00	\$450,000.00	3B
	TIRZ Eligible Public Projec	First Street Overhead to Duct	1	LS	\$1,200,000.00	\$1,200,000.00	4A

CIP Items Subtotal  
\*TIRZ Eligible Public Items Subtotal    \$1,925,000.00  
\*Developer Items Subtotal                \$1,925,000.00  
SUBTOTAL=                                    \$3,850,000.00

\*50% of the Utility relocation costs are TIRZ eligible as per the original Development and Financing Agreement.

**OTHER MISC. ITEMS**

Section	Description	Item	Quantity	Unit	Cost per Unit	Total Cost	Phase

CIP Items Subtotal      \$0.00  
Public Items Subtotal    \$0.00  
Developer Items Subtotal   \$0.00  
SUBTOTAL=                \$0.00

TOTAL=    \$12,325,000.00

**Town of Prosper, Texas**  
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**CAPITAL IMPROVEMENT PLAN BUDGET**

**Reimbursement Request No. 7 - June 1, 2021**

<b>Payee</b>	<b>Project</b>	<b>Purpose</b>	<b>Amount</b>
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$14,511.64
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$1,784.00
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$11,700.64
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$6,454.39
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$312.25
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$4,270.51
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$584.13
Rone Engineering	Gates Phase 2	Testing - Detention pond, Richland, Lovers, Coleman	\$448.50
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$123,197.40
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$87,655.50
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$642,952.56
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$612,558.00
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$296,125.70
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$144,409.24
Mario Sinacola & Sons Excav.	Gates Phase 2	Deduct for onsite (private) erosion control	\$(151,621.80)
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman	\$204,106.14
Mario Sinacola & Sons Excav.	Gates Phase 2	Richland, Lovers, Coleman FINAL APP	\$1,233,887.30
Superscapes	Gates Phase 2	Street Scapes Install	\$6,044.89
Superscapes	Gates Phase 2	Street Scapes Install	\$132,940.55
Superscapes	Gates Phase 2	Street Scapes Install	\$111,679.97
Superscapes	Gates Phase 2	Street Scapes Install	\$132,385.00
Superscapes	Gates Phase 2	Street Scapes Install	\$16,580.76
Supescapes-FINAL	Gates Phase 2	Street Scapes Install + Retainage	\$44,403.46
Durable Specialties	Gates Phase 1,2	Traffic Signal at Preston and Richland	\$13,641.69
Chandler Signs	Gates Phase 2	Town Standard Thoroughfare Signage	\$49,998.00
Chandler Signs	Gates Phase 2	Town Standard Thoroughfare Signage	\$54,428.90
Crossland Construction	Gates Phase 2	Power to Town Std. Thoroughfare Signage	\$17,814.00
Crossland Construction	Gates Phase 2	Landscape, hardscape and lighting for main entry Ph 2	\$332,331.00
Crossland Construction	Gates Phase 2	Landscape, hardscape and lighting for main entry Ph 2	\$154,334.00
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$6,740.77
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$68,597.10
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$38,079.00
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$93,189.15
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$794.10
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$109,437.54
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$67,815.90
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$7,506.90
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph 1	\$40,358.25
Crossland Construction	Gates Phase 1	Landscape, hardscape and lighting for main entry Ph1	\$47,175.30
<b>Total Gates Phase 2</b>			<b>\$4,779,612.32</b>
<b>Interest</b>	3.5%		<b>\$523,288.16</b>
<b>Total Due Reimbursement #7</b>			
Reimbursement No. 1	FY15		4,110,750.63
Reimbursement No. 2	FY16		2,867,876.09
Reimbursement No. 3	FY17		2,118,275.54
Reimbursement No. 4	FY18		2,809,767.19
Reimbursement No. 5	FY19		3,125,024.60
Reimbursement No. 6	FY20		7,580,390.40
<b>Total Billed To Date</b>			<b>\$27,914,984.93</b>

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

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**As of September 30, 2021**

**ANNUAL FINANCIAL REPORT**

Chapter 311.016 of V.C.T.A. requires the following information as part of the annual report on the status of the TIRZ District. Information is contained in detail on the financial statement.

**1. Amount and source of revenue in the tax increment fund established for the zone:**

\$ 2,782,712      Total Revenue

**2. Amount and purpose of expenditures from the fund:**

\$ 2,135,577      Total Expenditures

**3. Amount of Principal and Interest due on outstanding indebtedness is as follows:**

A. Contributions /Advances from developers— \$14,951,090.37

B. Bonds issued and payment schedule to retire bonds— none

**4. Tax Increment base and current captured appraised value retained by the zone:**

A. Tax Increment base and current captured appraised value retained for Tax Year 2020:

Taxing Jurisdiction	Net Taxable Value Tax Year 2020	Base Year* Value (with AG) Jan. 1, 2008	Captured App. Value Fiscal Year 2020-2021
Town of Prosper	\$139,795,335	\$4,507,850	\$135,287,485
Collin County	\$139,795,335	\$4,507,850	\$135,287,485

B. Tax Increment base and expected captured appraised value for Tax Year 2021:

Taxing Jurisdiction	Net Taxable Value Tax Year 2021	Base Year* Value (with AG) Jan. 1, 2008	Captured App. Value Fiscal Year 2021-2022
Town of Prosper	\$176,821,354	\$4,507,850	\$172,313,504
Collin County	\$176,821,354	\$4,507,850	\$172,313,504

\* Base Year Value as of January 1, 2008, is for Fiscal Year 2007-2008.

**5. Captured appraised value by the municipality and other taxing units, the total amount of the tax increment received, and any additional information necessary to demonstrate compliance with the tax increment-financing plan adopted by the governing body of the municipality.**

A. Captured appraised value shared by the municipality and other participating taxing jurisdictions received in Fiscal Year 2020-2021:

Taxing Jurisdiction	Participation Per \$100/Value	Amount of Fiscal Year 2020-2021 Increment
Town of Prosper (70%)	\$ 0.520000	\$ 492,447
Collin County (50%)	\$ 0.172531	\$ 116,706
<b>Total</b>	<b>\$ 0.694951</b>	<b>\$ 609,153</b>

B. Amount of tax increment received in 2021 from the municipality and the other taxing jurisdictions based on 2011 valuations: **\$ 609,153.**

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

Item 2.

**ANNUAL FINANCIAL REPORT**

- C. Expected appraised value shared by the municipality and other participating taxing jurisdictions to be received in Fiscal Year 2021-2022:

Taxing Jurisdiction	Participation Per \$100/Value	Amount of Fiscal Year 2021-2022 Increment
Town of Prosper (70%)	\$ 0.510000	\$ 615,159
Collin County (50%)	\$ 0.168087	\$ 144,818
<b>Total</b>	<b>\$ 0.678087</b>	<b>\$ 759,977</b>

- D. Other information: None

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

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As of September 30, 2021

**TIRZ FUND FINANCIAL STATEMENT**

		<b>CAPITAL PROJECTS</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
<b>Beginning Balance:</b>				
	<i>10/01/20</i>	\$ 762,755	\$ -	\$ 762,755
<b>Revenues:</b>				
Property Tax:				
Town		\$ 492,447	\$ -	\$ 492,447
Delinquent		-	-	-
County		116,706	-	116,706
Property Rollback Taxes		-	-	-
Sales Tax		1,206,348	-	1,206,348
Impact Fees:				
Water Impact Fees		34,916	-	34,916
Wastewater Impact Fees		771,845	-	771,845
Thoroughfare Impact Fees		155,963	-	155,963
380 Construction Sales Office		-	-	-
Interest		4,487	-	4,487
<b>TOTAL REVENUES</b>		<b>\$ 2,782,712</b>	<b>\$ -</b>	<b>\$ 2,782,712</b>
<b>Expenditures:</b>				
Land Purchases		\$ -	\$ -	\$ -
Professional Services		-	-	-
Construction/Improvements:				
MDB Sewer		34,817	-	34,817
Richland & Lovers		-	-	-
Gates Phase 1		610,899	-	610,899
Gates Phase 2		966,553	-	966,553
Lovers Lane		-	-	-
SH289 Median Openings		-	-	-
Interest Expense		523,288	-	523,288
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,135,557</b>	<b>\$ -</b>	<b>\$ 2,135,557</b>
<b>Ending Balance:</b>				
	<i>09/30/21</i>	\$ 1,409,910	\$ -	\$ 1,409,910

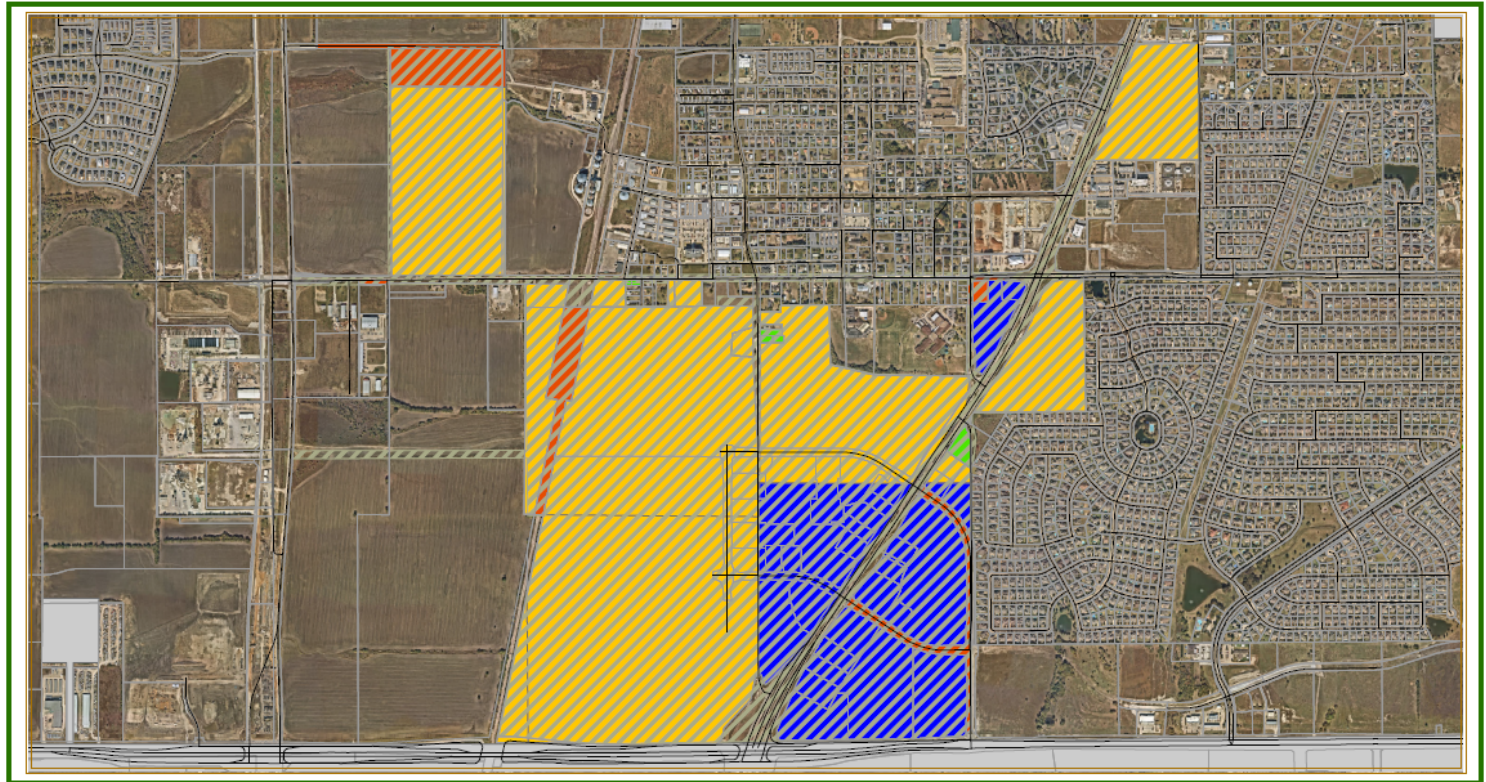







**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***

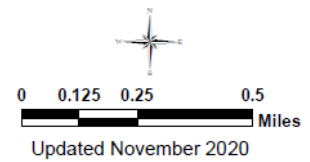
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As of September 30, 2021

**TIRZ 1 Property Tax Rollback**



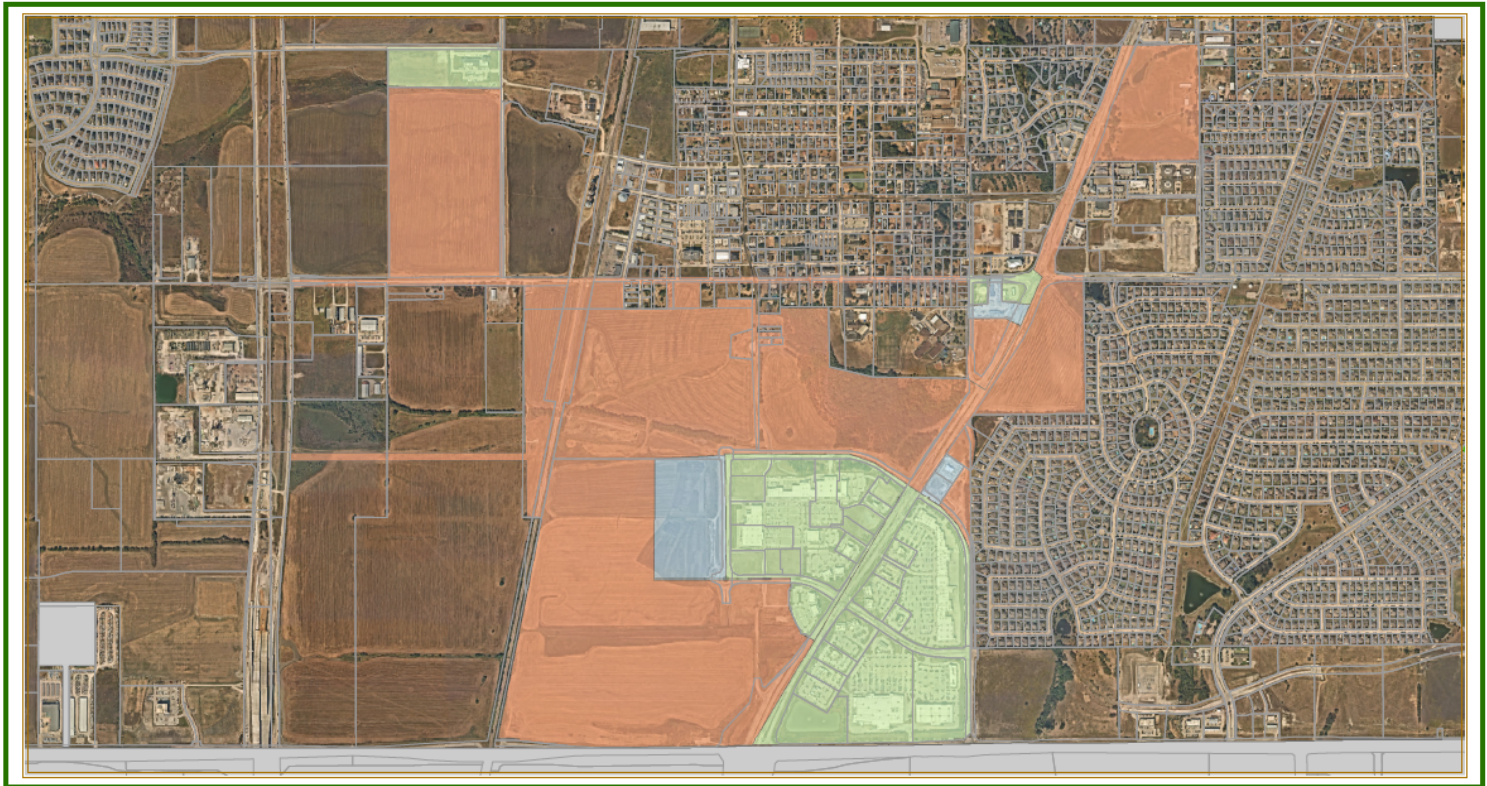
-  TIRZ 1 District
-  Agricultural Land
-  Exempt Properties
-  Properties Not Applicable to Rollback Tax
-  Rollback Taxes Collected



**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

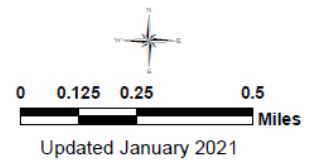
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**TIRZ #1 STATUS**



**STATUS**

- Complete
- Under Construction
- Undeveloped





**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #1***  
**As of September 30, 2021**

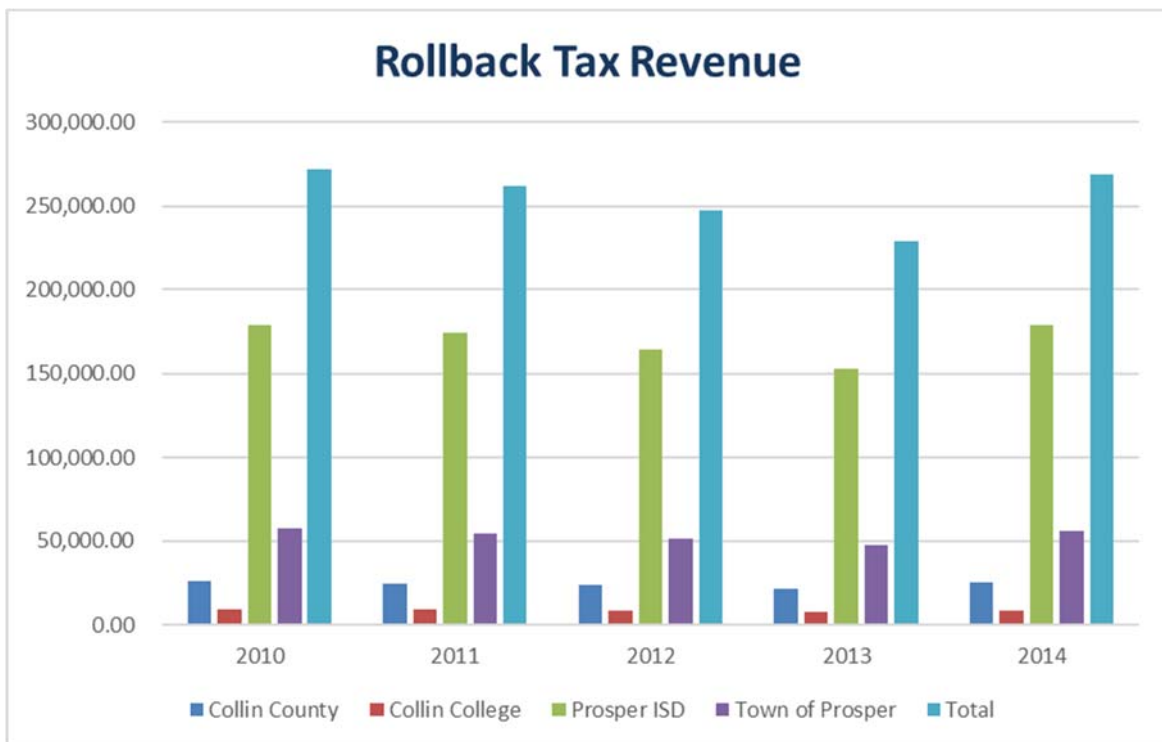
Item 2.

**REVENUES & EXPENDITURES**

**ROLLBACK TAX REVENUE**

Collected in Fiscal Year 2017

	Collin County	Collin College	Prosper ISD	Town of Prosper	Total
<b>2010</b>	26,367.06	9,481.15	179,076.09	57,128.58	272,052.88
<b>2011</b>	25,008.06	8,992.48	174,014.48	54,184.15	262,199.17
<b>2012</b>	23,633.32	8,498.06	164,448.53	51,205.53	247,785.44
<b>2013</b>	21,708.96	7,645.48	152,648.25	47,531.19	229,533.88
<b>2014</b>	25,225.28	8,797.72	179,260.51	55,817.65	269,101.16
<b>TOTAL BY ENTITY</b>	121,942.68	43,414.89	849,447.86	265,867.10	1,280,672.53



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

Item 2.

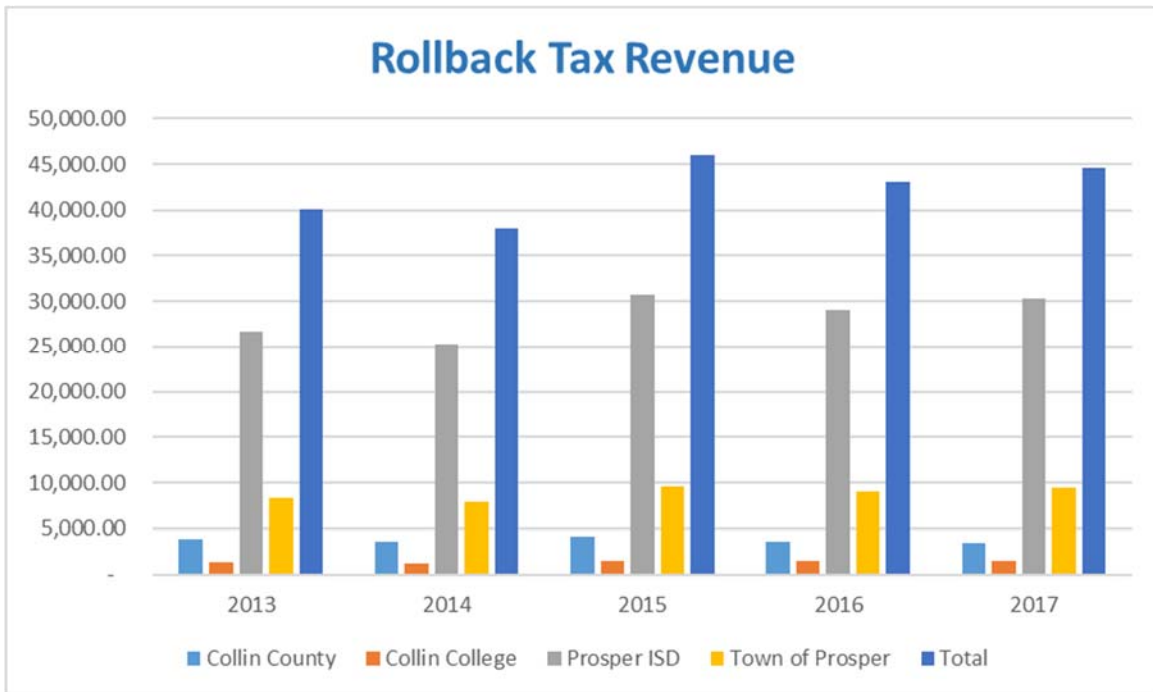
As of September 30, 2021

**REVENUES & EXPENDITURES**

**ROLLBACK TAX REVENUE**

Collected in Fiscal Year 2019

	<b>Collin County</b>	<b>Collin College</b>	<b>Prosper ISD</b>	<b>Town of Prosper</b>	<b>Total</b>
<b>2013</b>	3,797.76	1,337.50	26,704.27	8,315.10	40,154.63
<b>2014</b>	3,563.16	1,242.71	25,321.12	7,884.42	38,011.41
<b>2015</b>	4,147.60	1,510.83	30,784.42	9,585.57	46,028.42
<b>2016</b>	3,618.79	1,410.42	28,999.65	9,029.84	43,058.70
<b>2017</b>	3,481.92	1,445.51	30,246.73	9,418.14	44,592.30
<b>TOTAL BY ENTITY</b>	18,609.23	6,946.97	142,056.19	44,233.07	211,845.46



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

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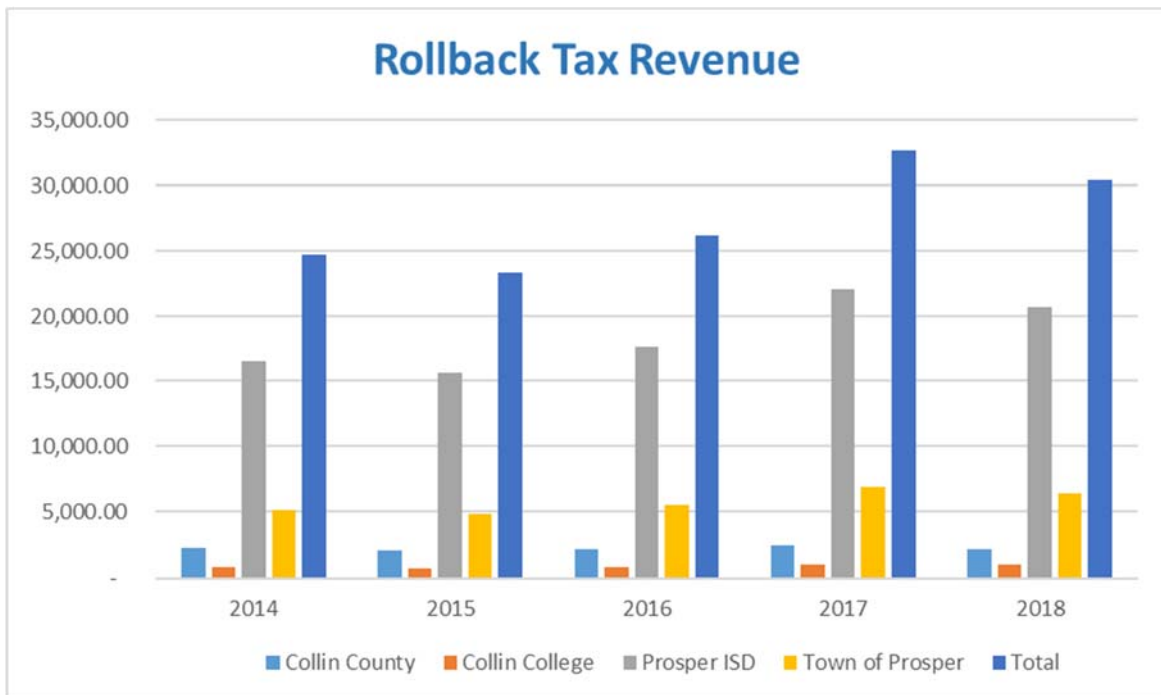
**As of September 30, 2021**

**REVENUES & EXPENDITURES**

**ROLLBACK TAX REVENUE**

Collected in Fiscal Year 2020

	<b>Collin County</b>	<b>Collin College</b>	<b>Prosper ISD</b>	<b>Town of Prosper</b>	<b>Total</b>
<b>2014</b>	2,321.47	809.65	16,497.27	5,136.88	24,765.27
<b>2015</b>	2,102.91	766.02	15,608.31	4,860.08	23,337.32
<b>2016</b>	2,204.35	859.15	17,664.79	5,500.41	26,228.70
<b>2017</b>	2,548.35	1,057.94	22,137.02	6,892.96	32,636.27
<b>2018</b>	2,242.24	1,007.38	20,712.67	6,449.45	30,411.74
<b>TOTAL BY ENTITY</b>	11,419.32	4,500.14	92,620.06	28,839.78	137,379.30



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

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**As of September 30, 2021**

**REVENUES & EXPENDITURES**

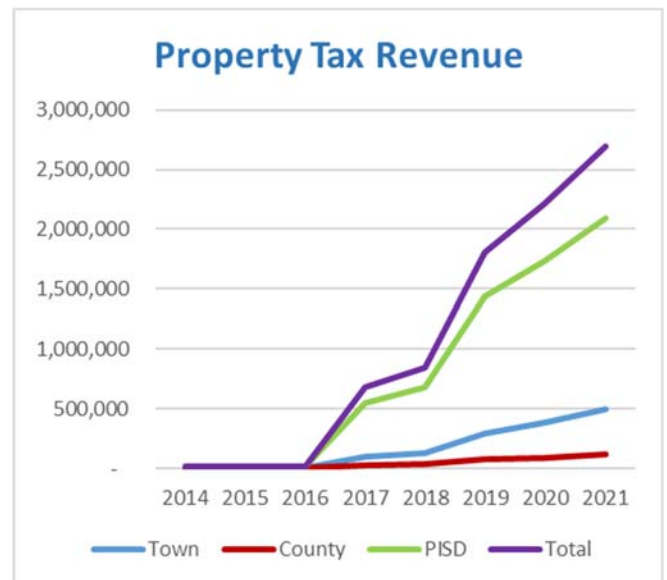
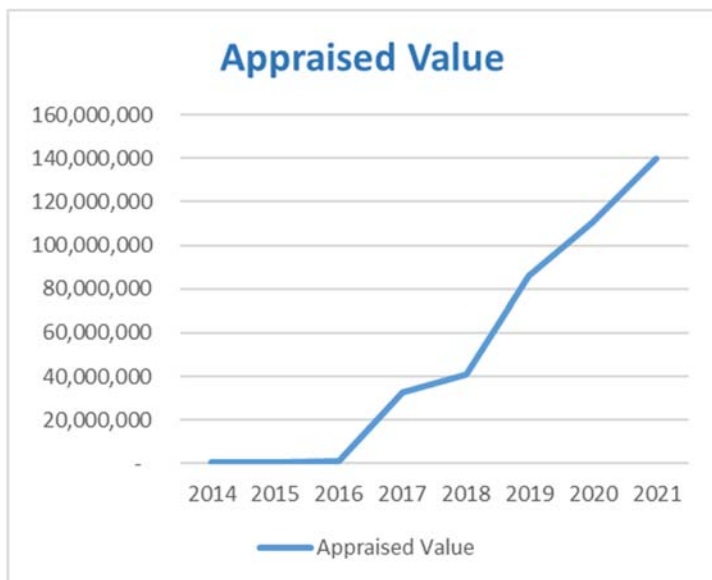
**PROPERTY TAX REVENUE**

<b>Property Taxes (Town)-70%</b>					
<b>Date</b>	<b>Appraised Value</b>	<b>Less Base Value</b>	<b>Tax Rate</b>	<b>Amount</b>	<b>TIRZ Total</b>
2/04/2021	139,795,335	4,507,850	0.520000	703,495	492,447

<b>Property Taxes (County)-50%</b>					
<b>Date</b>	<b>Appraised Value</b>	<b>Less Base Value</b>	<b>Tax Rate</b>	<b>Amount</b>	<b>TIRZ Total</b>
2/04/2021	139,795,335	4,507,850	0.172531	233,413	116,706

<b>Prosper ISD</b>			
<b>Date</b>	<b>Appraised Value</b>	<b>Tax Rate</b>	<b>Total</b>
2/04/2021	139,795,335	1.4927	2,086,725

\*Prosper ISD tax revenue is not remitted to TIRZ—information only



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

Item 2.

**As of September 30, 2021**

**REVENUES & EXPENDITURES**

<b>THOROUGHFARE IMPACT FEES</b>				
<b>Project</b>	<b>Permit Number</b>	<b>Site Address</b>	<b>Amount Paid</b>	<b>Date</b>
CARENOW GATES OF PROSPER	COM20-0001	781 S PRESTON ROAD	\$84,100.50	12/10/2020
SUPER SPLASH CAR CARE - LUBE CENTER	COM21-0007	420 S PRESTON ROAD	\$24,508.23	5/4/2021
SUPER SPLASH CAR CARE - LUBE CENTER	COM21-0006	400 S PRESTON ROAD	\$28,995.48	5/4/2021
WELLS FARGO BANK	FO21-0014	880 S PRESTON ROAD, SUITE 10	\$15,713.52	5/20/2021
GLORIAS LATIN CUISINE	FO21-0018	1110 S PRESTON, SUITE 10	\$2,645.57	6/22/2021
		<b>Total</b>	<b>\$155,963.30</b>	
<b>WATER IMPACT FEES</b>				
<b>Project</b>	<b>Permit Number</b>	<b>Site Address</b>	<b>Amount Paid</b>	<b>Date</b>
CARENOW GATES OF PROSPER	COM20-0001	781 S PRESTON ROAD	\$19,868.00	12/10/2020
SUPER SPLASH CAR CARE - LUBE CENTER	COM21-0007	420 S PRESTON ROAD	\$12,226.00	5/4/2021
SUPER SPLASH CAR CARE - LUBE CENTER	COM21-0006	400 S PRESTON ROAD	\$2,822.00	5/4/2021
		<b>Total</b>	<b>\$34,916.00</b>	
<b>WASTEWATER IMPACT FEES</b>				
<b>Project</b>	<b>Permit Number</b>	<b>Site Address</b>	<b>Amount Paid</b>	<b>Date</b>
CARENOW GATES OF PROSPER	COM20-0001	781 S PRESTON ROAD	\$9,030.00	12/10/2020
SUPER SPLASH CAR CARE - LUBE CENTER	COM21-0007	420 S PRESTON ROAD	\$9,030.00	5/4/2021
SUPER SPLASH CAR CARE - LUBE CENTER	COM21-0006	400 S PRESTON ROAD	\$7,642.00	5/4/2021
		STAR TRAIL PRIOR PERIOD ADJUSTMENTS	\$746,143.00	9/30/2021
		<b>Total</b>	<b>\$771,845.00</b>	
		<b>Grand Total</b>	<b>\$962,724.30</b>	

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #1**

Item 2.

**As of September 30, 2021**

**REVENUES & EXPENDITURES**

**PAYMENT SUMMARIES**

By Project:

TIRZ 1 Totals	MDB Sewer	Richland & Lovers	Gates Phase 1	Gates Phase 2	Lovers Lane	SH289 Median Openings	Interest	Construction Total	Totals
Amount	5,802,881.59	371,316.79	5,657,885.42	13,869,249.08	3,355.75	335,233.80	1,875,062.50	26,039,922.43	<b>27,914,984.93</b>
Paid	770,020.04	371,316.79	5,466,009.09	975,553.48	3,355.75	335,233.80	1,875,062.50	7,921,488.95	<b>9,796,551.45</b>
Remaining	<b>5,032,861.55</b>	-	<b>191,876.33</b>	<b>12,893,695.60</b>	-	-	-	<b>18,118,433.48</b>	<b>18,118,433.48</b>

By Payment Request:

		MDB Sewer	Richland & Lovers	Gates Phase 1	Gates Phase 2	Lovers Lane	SH289 Median Openings	Interest	
	Amount	3,636,320.41	139,196.42	-	-	-	335,233.80	-	4,110,750.63
<b>Reimbursement #1 Totals</b>	Paid	770,020.04	139,196.42	-	-	-	335,233.80	-	1,244,450.26
	Remaining	<b>2,866,300.37</b>	-	-	-	-	-	-	<b>2,866,300.37</b>
	Amount	2,127,917.68	47,549.09	545,177.30	-	3,355.75	-	143,876.27	2,867,876.09
<b>Reimbursement #2 Totals</b>	Paid	-	47,549.09	545,177.30	-	3,355.75	-	143,876.27	739,958.41
	Remaining	<b>2,127,917.68</b>	-	-	-	-	-	-	<b>2,127,917.68</b>
	Amount	38,643.50	26,549.41	1,804,866.36	9,000.00	-	-	239,216.27	2,118,275.54
<b>Reimbursement #3 Totals</b>	Paid	-	26,549.41	1,804,866.36	9,000.00	-	-	239,216.27	2,079,632.04
	Remaining	<b>38,643.50</b>	-	-	-	-	-	-	<b>38,643.50</b>
	Amount	-	132,461.49	2,378,999.15	21,075.20	-	-	277,231.35	2,809,767.19
<b>Reimbursement #4 Totals</b>	Paid	-	132,461.49	2,378,999.15	21,075.20	-	-	277,231.35	2,809,767.19
	Remaining	-	-	-	-	-	-	-	-
	Amount	-	25,560.38	293,199.21	2,488,641.70	-	-	317,623.31	3,125,024.60
<b>Reimbursement #5 Totals</b>	Paid	-	25,560.38	293,199.21	945,478.28	-	-	317,623.31	1,581,861.18
	Remaining	-	-	-	<b>1,543,163.42</b>	-	-	-	<b>1,543,163.42</b>
	Amount	-	-	142,307.71	7,064,255.55	-	-	373,827.14	7,580,390.40
<b>Reimbursement #6 Totals</b>	Paid	-	-	142,307.71	-	-	-	373,827.14	516,134.85
	Remaining	-	-	-	<b>7,064,255.55</b>	-	-	-	<b>7,064,255.55</b>
	Amount	-	-	493,335.69	4,286,276.63	-	-	523,288.16	5,302,900.48
<b>Reimbursement #7 Totals</b>	Paid	-	-	301,459.36	-	-	-	523,288.16	824,747.52
	Remaining	-	-	<b>191,876.33</b>	<b>4,286,276.63</b>	-	-	-	<b>4,478,152.96</b>

By Payments Made:

	Total Charges	2017	2018	2019	2020	2021	Total Payments	Remaining Balance
<b>Total Payment</b>		1,176,006.57	1,846,744.76	1,512,514.84	3,125,727.91	2,135,557.37	9,796,551.45	
<b>Interest</b>	1,875,062.50	383,092.54	468,265.03	310,937.13	189,479.64	523,288.16	1,875,062.50	-
<b>Construction Costs</b>	26,039,922.43	792,914.03	1,378,479.73	1,201,577.71	2,936,248.27	1,612,269.21	7,921,488.95	<b>18,118,433.48</b>



*Prosper is a place where everyone matters.*

Item 3.

## Minutes

### Town of Prosper TIRZ No. 2 Board of Directors Meeting

Council Chambers

Prosper Town Hall

250 W. First Street, Prosper, Texas

Tuesday, January 26, 2021

### **MEETING OF THE TOWN OF PROSPER TAX INCREMENT REINVESTMENT ZONE (TIRZ) NO. 2 BOARD OF DIRECTORS**

#### **Call to Order/ Roll Call.**

The meeting was called to order at 6:00 p.m.

#### **Board Members Present:**

Mayor Ray Smith

Deputy Mayor Pro-Tem Jason Dixon

Mayor Pro-Tem Craig Andres

Councilmember Meigs Miller

Councilmember Jeff Hodges

Councilmember Marcus E. Ray

Councilmember Amy Bartley

David Bristol, Prosper Economic Development Corporation (Via Zoom)

#### **Board Members Absent:**

Commissioner Susan Fletcher, Collin County Commissioners Court

#### **Staff Members Present:**

Harlan Jefferson, Town Manager

Terry Welch, Town Attorney

Melissa Lee, Town Secretary

Robyn Battle, Executive Director of Community Services

Chuck Springer, Executive Director of Administrative Services

Betty Pamplin, Finance Director

January Cook, Purchasing Manager

Rebecca Zook, Executive Director of Development & Infrastructure Services

Hulon Webb, Engineering Services Director

Dan Heischman, Assistant Director of Engineering Services - Development

Alex Glushko, Planning Manager

Frank Jaromin, Director of Public Works

Leigh Johnson, Director of Information Technology

Dudley Raymond, Director of Parks and Recreation

Doug Kowalski, Police Chief

Stuart Blasingame, Fire Chief

### **3. Consider and act upon the minutes from the January 28, 2020, TIRZ No. 2 Board Meeting. (RB)**

Mayor Pro-Tem Dixon made a motion and Deputy Mayor Pro-Tem Andres seconded the motion to approve the minutes from the January 28, 2020, TIRZ No. 2 Board Meeting. The motion was approved by a vote of 8-0.

**4. Receive the 2020 Annual Report. (BP)**

Hulon Webb, Director of Engineering, presented this item before the Board. Reimbursement number 6 for FY 2020 in the amount of \$47,441 was for interest only. Approximately \$2.3 million has been billed to date. Finance Director Betty Pamplin continued the presentation. TIRZ No. 2 received approximately \$16,086 in revenue during the reporting period through property tax, sales tax, and interest. After expenses, the ending balance on September 30, 2020, for TIRZ No. 2 was approximately \$25,000.

**Adjourn.**

The meeting was adjourned at 6:08 p.m. on Tuesday, January 26, 2021.

These minutes approved on the 25<sup>th</sup> day of January 2022.

**APPROVED:**

\_\_\_\_\_  
**Ray Smith, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Michelle Lewis Sirianni, Town Secretary**





## **Town of Prosper, Texas**

### **Tax Increment Reinvestment Zone #2 (TIRZ #2)**

## **ANNUAL REPORT**

# **2021**

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #2***  
**As of September 30, 2021**

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- 3) Year End Summary of Meetings/Town Council/Board Actions
- 4) Public Infrastructure/Building Projects
- 5) Capital Improvement Plan Budget
- 6) Annual Report
- 7) TIRZ Fund Financial Statement
- 8) Revenue & Expenditures
  - a) TIRZ Rollback Tax Map
  - b) Payment Summaries

**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #2***  
**As of September 30, 2021**

**YEAR END SUMMARY OF MEETINGS/TOWN COUNCIL/BOARD ACTIONS**

In December 2015, the Town of Prosper Town Council appointed members for the Tax Increment Reinvestment Zone #2 (TIRZ #2) Board of Directors. In the latter part of 2015 Matthews Southwest commenced construction on its Prosper West development at the northwest corner of US 380 and Dallas North Tollway with the installation of a large sanitary sewer line from the west, thus marking the first improvements made to the TIRZ #2 site. The first annual TIRZ Board of Directors meeting was held on January 26, 2016. The second annual TIRZ Board of Directors meeting was held on April 11, 2017. The third annual board meeting was held on January 23, 2018. The fourth annual TIRZ Board of Directors meeting was held on January 22, 2019. The fifth annual Board of Directors meeting was held on January 28, 2020. The sixth annual Board of Directors meeting was held on January 26, 2021. This is the seventh year that the board has reviewed the annual report.

Board members appointed and currently serving are: Town—Mayor Ray Smith, Mayor Pro-Tem Meigs Miller, Deputy Mayor Pro-Tem Craig Andres, and Councilmembers Marcus E. Ray, Amy Bartley, Charles Cotten, and Jeff Hodges. Collin County – County Commissioner Susan Fletcher. Prosper Economic Development Corporation – President David Bristol.

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
**As of September 30, 2021**

**PUBLIC INFRASTRUCTURE / BUILDING PROJECTS**

	<b>TIRZ</b>	<b>Non-project Costs for Public Improvements</b>	<b>Total Public Improvements</b>
STREETS AND DRAINAGE SYSTEMS	\$11,146,567	\$2,001,748	\$13,148,315
STREET ENHANCEMENTS	\$0	\$1,775,577	\$1,775,577
WATER SYSTEM	\$1,367,721	\$1,116,778	\$2,484,499
SANITARY SEWER SYSTEM	\$641,669	\$358,204	\$999,873
OFFSITE SANITARY SEWER SYSTEM	\$1,479,282	\$0	\$1,479,282
DETENTION/RETENTION PONDS & MASS EXCAVATION	\$0	\$2,882,560	\$2,882,560
SITework FOR DEVELOPMENT PARCELS	\$0	\$15,750,000	\$15,750,000
PARKING DECKS	\$0	\$73,497,600	\$73,497,600
STREET LIGHTS	\$174,000	\$210,000	\$384,000
TRAFFIC SIGNALS (4 budgeted)	\$1,200,000	\$0	\$1,200,000
LOVERS LANE LOOP OFFSITE - STREET K6	\$1,174,992	\$0	\$1,174,992
PRIMARY ELECTRIC SERVICE LOOP	\$0	\$3,600,000	\$3,600,000
ELECTRIC	\$0	\$640,150	\$640,150
GAS	\$0	\$448,105	\$448,105
STREET N2 - WESTSIDE ONT SERVICE ROAD, LOVERS LN. TO FIRST ST.	\$1,687,005	\$0	\$1,687,005
BRAIDED RAMP AT U.S. 380	\$4,000,000	\$0	\$4,000,000
CIVIL ENGINEERING & SURVEYING (10%)	\$1,887,124	\$10,228,072	\$12,115,196
CONSTRUCTION STAKING (2%)	\$377,425	\$2,045,614	\$2,423,039
CONSTRUCTION MANAGEMENT (TOTAL = 3%)	\$477,093	\$3,157,466	\$3,634,559
GEOTECHNICAL STUDY (1%)	\$188,712	\$1,022,807	\$1,211,520
LEGAL (1%)	\$188,712	\$1,022,807	\$1,211,520
CONTINGENCY (8%)	\$1,509,699	\$8,182,458	\$9,692,157
Longo Toyota Roadway Impact Fee Credit	(\$280,779)	\$0	(\$280,779)
<b>Subtotal</b>	<b>\$27,219,221</b>	<b>\$127,939,947</b>	<b>\$155,159,168</b>
TOWN EXPENSE FOR TIRZ ADMINISTRATION	\$1,346,836	\$0	\$1,346,836
<b>Subtotal TIRZ Project Costs Before Finance Expenses</b>	<b>\$28,566,057</b>	<b>\$127,939,947</b>	<b>\$156,506,004</b>



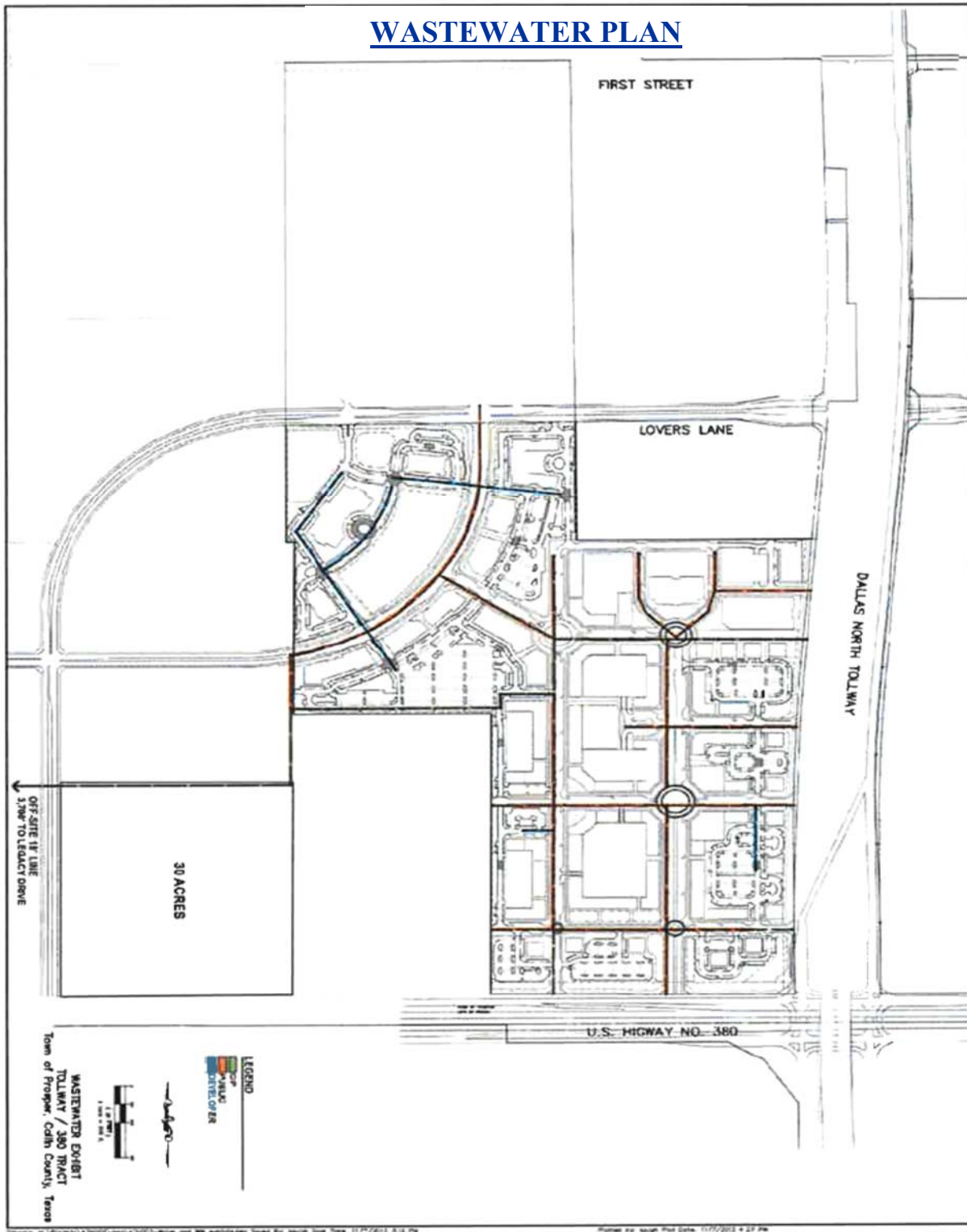
**Town of Prosper, Texas**  
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**Town of Prosper, Texas**  
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**As of September 30, 2021**



**Town of Prosper, Texas**  
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**PUBLIC INFRASTRUCTURE/BUILDING PROJECTS**

(Per Original RIRZ Agreement)

<b>K2 MIDDLE TOLLWAY CROSSING (160' RIGHT OF WAY)</b>		<b>Capital Imps. Program</b>	
	<b>Units</b>	<b>Cost</b>	<b>Quantity Total</b>
<b>Length of Street Segment (LF)</b>	<b>420</b>		
1 Erosion control measures	STA	\$400.00	4 \$1,680.00
2 Excavation ( 3' in depth width of ROW )	CY	\$2.75	7,467 \$20,534
3 Drainage	LF	\$300.00	420 \$126,000
4 10"-3600 PSI concrete street pavement (37' BB)	SY	\$65.00	3,453 \$224,445
5 8" HMAC base material	SY	\$40.00	3,453 \$138,120
6 12"(66lbs./sy) lime stabilized subgrade	SY	\$5.50	3,640 \$20,020
7 Hydrated lime material	TN	\$175.00	120 \$21,000
8 Barrier free ramps	EA	\$1,250.00	8 \$10,000
9 Street signs	EA	\$650.00	4 \$2,600
10 6' wide concrete sidewalk	SF	\$4.00	5,040 \$20,160
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0 \$0
12 Testing	SY	\$0.90	3,640 \$3,276
13 Payment, performance & maintenance bonds	LS	3.00%	1 \$17,635
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0 \$0
<b>TOTAL COST OF K2 MIDDLE TOLLWAY CROSSING</b>			<b>\$605,470</b>

<b>N1 WESTSIDE TOLLWAY SERVICE DRIVE (SOUTH)</b>		<b>Capital Imps. Program</b>		<b>Public Enhancement</b>	
	<b>Units</b>	<b>Cost</b>	<b>Quantity Total</b>	<b>Quantity</b>	<b>Total</b>
<b>Length of Street (LF)</b>	<b>2,700</b>				
1 Erosion control measures	STA	\$400.00	27 \$10,800.00	0	\$0
2 Excavation ( 3' in depth width of ROW )	CY	\$2.75	27,000 \$74,250	0	\$0
3 Drainage	LF	\$100.00	2,700 \$270,000	0	\$0
4 10"-3600 PSI concrete street pavement (37' BB)	SY	\$65.00	11,831 \$769,015	0	\$0
5 8" HMAC base material	SY	\$40.00	11,831 \$473,240	0	\$0
6 12"(66lbs./sy) lime stabilized subgrade	SY	\$5.50	3,640 \$20,020	0	\$0
7 Hydrated lime material	TN	\$175.00	412 \$72,100	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0 \$0	2	\$2,500
9 Street signs	EA	\$650.00	0 \$0	3	\$1,950
10 6' wide concrete sidewalk	SF	\$4.00	0 \$0	32,400	\$129,600
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0 \$0	0	\$0
12 Testing	SY	\$0.90	3,640 \$3,276	0	\$0
13 Payment, performance & maintenance bonds		\$548.03	1 \$54,803	0	\$0
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0 \$0	0	\$0
<b>TOTAL COST OF N1 WESTSIDE TOLLWAY SERVICE DR.</b>			<b>\$1,747,504</b>		<b>\$134,050</b>

<b>N2 WESTSIDE TOLLWAY SERVICE DRIVE (NORTH)</b>		<b>Capital Imps. Program</b>		<b>Public Enhancement</b>	
	<b>Units</b>	<b>Cost</b>	<b>Quantity Total</b>	<b>Quantity</b>	<b>Total</b>
<b>Length of Street (LF)</b>	<b>2,155</b>				
1 Erosion control measures	STA	\$400.00	22 \$8,620.00	0	\$0
2 Excavation ( 3' in depth width of ROW )	CY	\$2.75	21,550 \$59,263	0	\$0
3 Drainage	LF	\$100.00	2,155 \$215,500	0	\$0
4 10"-3600 PSI concrete street pavement (37' B-B)	SY	\$65.00	10,990 \$714,350	0	\$0
5 8" HMAC base material	SY	\$40.00	10,990 \$439,600	0	\$0
6 12"(66lbs./sy) lime stabilized subgrade	SY	\$5.50	3,640 \$20,020	0	\$0
7 Hydrated lime material	TN	\$175.00	382 \$66,850	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0 \$0	4	\$5,000
9 Street signs	EA	\$650.00	0 \$0	3	\$1,950
10 6' wide concrete sidewalk	SF	\$4.00	0 \$0	25,860	\$103,440
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0 \$0	0	\$0
12 Testing	SY	\$0.90	3,640 \$3,276	0	\$0
13 Payment, performance & maintenance bonds		\$49,136	1 \$49,136	0	\$0
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0 \$0	0	\$0
<b>TOTAL COST OF N2 WESTSIDE TOLLWAY SERVICE DR.</b>			<b>\$1,576,615</b>		<b>\$110,390</b>

Public



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<b>K3 EAST/WEST (4 LANES 90' RIGHT OF WAY) LOVERS LANE</b>			<b>Capital Imps. Program</b>		<b>Enhancement</b>	
<b>2 - 25' B-B with median</b>	<b>Units</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>	<b>Quantity</b>	<b>Total</b>
<b>Length of Street Segment (LF)</b>	<b>1,110</b>					
1 Erosion control measures	STA	\$400.00	11	\$4,440.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	7,400	\$20,350	0	\$0
3 Drainage	LF	\$200.00	1,110	\$222,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	7,627	\$366,096	0	\$0
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	8,237	\$22,652	0	\$0
6 Hydrated lime material	TN	\$175.00	136	\$23,800	0	\$0
7 Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
8 Street signs	EA	\$650.00	0	\$0	2	\$1,300
9 6' wide concrete sidewalk	SF	\$4.00	0	\$0	13,320	\$53,280
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	0	\$0
11 Testing	SY	\$0.90	8,237	\$7,413	0	\$0
12 Payment, performance & maintenance bonds	LS	\$21,640.00	1	\$21,640	0	\$0
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	0	\$0
<b>TOTAL COST OF "K3" AT LOVERS LANE</b>				<b>\$688,391</b>		<b>\$54,580</b>

<b>K4 EAST/WEST (4 LANES 90' RIGHT OF WAY) LOVERS LANE</b>			<b>Capital Imps. Program</b>		<b>Public Enhancement</b>	
<b>2 - 25' B-B with median</b>	<b>Units</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>	<b>Quantity</b>	<b>Total</b>
<b>Length of Street Segment (LF)</b>	<b>450</b>					
1 Erosion control measures	STA	\$400.00	5	\$1,800.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,000	\$8,250	0	\$0
3 Drainage	LF	\$300.00	450	\$135,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	3,495	\$167,760	0	\$0
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	3,775	\$10,381	0	\$0
6 Hydrated lime material	TN	\$175.00	62	\$10,850	0	\$0
7 Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
8 Street signs	EA	\$650.00	0	\$0	1	\$650
9 6' wide concrete sidewalk	SF	\$4.00	0	\$0	5,400	\$21,600
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	0	\$0
11 Testing	SY	\$0.90	3,775	\$3,398	0	\$0
12 Payment, performance & maintenance bonds		\$10,791.00	1	\$10,791	0	\$0
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	0	\$0
<b>SUBTOTAL</b>				<b>\$348,230</b>		<b>\$22,250</b>

<b>K5 EAST/WEST (4 LANES 90' RIGHT OF WAY) LOVERS LANE</b>			<b>Capital Imps. Program</b>		<b>Public Enhancement</b>	
<b>2 - 25' B-B with median</b>	<b>Units</b>	<b>Cost</b>	<b>Quantity</b>	<b>Total</b>	<b>Quantity</b>	<b>Total</b>
<b>Length of Street Segment (LF)</b>	<b>900</b>					
1 Erosion control measures	STA	\$400.00	9	\$3,600.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	6,000	\$16,500	0	\$0
3 Drainage	LF	\$100.00	900	\$90,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	6,863	\$319,824	0	\$0
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	7,196	\$19,789	0	\$0
6 Hydrated lime material	TN	\$175.00	119	\$20,825	0	\$0
7 Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
8 Street signs	EA	\$650.00	0	\$0	1	\$650
9 6' wide concrete sidewalk	SF	\$4.00	0	\$0	10,800	\$43,200
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	0	\$0
11 Testing	SY	\$0.90	7,196	\$6,476	0	\$0
12 Payment, performance & maintenance bonds		\$15,626.00	1	\$15,626	0	\$0
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	0	\$0
<b>SUBTOTAL</b>				<b>\$492,640</b>		<b>\$43,850</b>

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K6 EAST/WEST (4 LANES 90' RIGHT OF WAY) LOVERS LANE			Capital Imps. Program	
2 - 25' B-B with median	Units	Cost	Quantity	Total
Length of Street Segment (LF)		1,980		
1 Erosion control measures	STA	\$400.00	20	\$7,920.00
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	13,200	\$36,300
3 Drainage	LF	\$200.00	1,980	\$396,000
4 8"-3600 PSI concrete street pavement	SY	\$48.00	10,972	\$526,656
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	11,850	\$32,588
6 Hydrated lime material	TN	\$175.00	196	\$34,300
7 Barrier free ramps	EA	\$1,250.00	0	\$0
8 Street signs	EA	\$650.00	2	\$1,300
9 6' wide concrete sidewalk	SF	\$4.00	23,760	\$95,040
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0
11 Testing	SY	\$0.90	11,850	\$10,665
12 Payment, performance & maintenance bonds	LS	3.00%	1	\$34,223
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0
<b>SUBTOTAL</b>				<b>\$1,174,992</b>

K7 NORTH/SOUTH (4 LANES 90' RIGHT OF WAY) LOVERS LANE			Capital Imps. Program	
2 - 25' B-B with median	Units	Cost	Quantity	Total
Length of Street Segment (LF)		1,920		
1 Erosion control measures	STA	\$400.00	19	\$7,680.00
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	12,800	\$35,200
3 Drainage	LF	\$100.00	1,920	\$192,000
4 8"-3600 PSI concrete street pavement	SY	\$48.00	11,108	\$533,184
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	11,997	\$32,992
6 Hydrated lime material	TN	\$175.00	198	\$34,650
7 Barrier free ramps	EA	\$1,250.00	0	\$0
8 Street signs	EA	\$650.00	2	\$1,300
9 6' wide concrete sidewalk	SF	\$4.00	23,040	\$92,160
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0
11 Testing	SY	\$0.90	11,997	\$10,797
12 Payment, performance & maintenance bonds	LS	3.00%	1	\$28,199
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0
<b>SUBTOTAL</b>				<b>\$968,162</b>

<b>TOTAL COST OF K3, K4, K5, &amp; K7</b>	<b>\$2,497,423</b>	<b>\$120,680</b>
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J3			Capital Imps. Program	
2 - 25' B-B with median	Units	Cost	Quantity	Total
Length of Street Segment (LF)		860		
1 Erosion control measures	STA	\$400.00	9	\$3,440.00
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	5,733	\$15,767
3 Drainage	LF	\$300.00	860	\$258,000
4 8"-3600 PSI concrete street pavement (37' B-B)	SY	\$48.00	5,945	\$285,360
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	6,421	\$17,658
6 Hydrated lime material	TN	\$175.00	106	\$18,550
7 Barrier free ramps	EA	\$1,250.00	2	\$2,500
8 Street signs	EA	\$650.00	2	\$1,300
9 6' wide concrete sidewalk	SF	\$4.00	10,320	\$41,280
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0
11 Testing	SY	\$0.90	6,421	\$5,779
12 Payment, performance & maintenance bonds	LS	3.00%	1	\$19,489
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0
<b>SUBTOTAL</b>				<b>\$669,122</b>

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J4		Capital Imps. Program		
2 - 25' B-B with median	Units	Cost	Quantity	Total
Length of Street Segment (LF)	850			
1 Erosion control measures	STA	\$400.00	9	\$3,400.00
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	5,667	\$15,583
3 Drainage	LF	\$300.00	850	\$255,000
4 8"-3600 PSI concrete street pavement (37' B-B)	SY	\$48.00	5,982	\$287,136
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	6,461	\$17,768
6 Hydrated lime material	TN	\$175.00	107	\$18,725
7 Barrier free ramps	EA	\$1,250.00	0	\$0
8 Street signs	EA	\$650.00	2	\$1,300
9 6' wide concrete sidewalk	SF	\$4.00	10,200	\$40,800
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0
11 Testing	SY	\$0.90	6,461	\$5,815
12 Payment, performance & maintenance bonds	LS	3.00%	1	\$19,366
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0
<b>SUBTOTAL</b>				<b>\$664,893</b>

J5		Capital Imps. Program		
Segment J5	Units	Cost	Quantity	Total
Length of Street Segment (LF)	1,100			
1 Erosion control measures	STA	\$400.00	11	\$4,440.00
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	7,400	\$20,350
3 Drainage	LF	\$200.00	1,110	\$222,000
4 8"-3600 PSI concrete street pavement (37' B-B)	SY	\$48.00	6,334	\$304,032
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	6,841	\$18,813
6 Hydrated lime material	TN	\$175.00	113	\$19,775
7 Barrier free ramps	EA	\$1,250.00	0	\$0
8 Street signs	EA	\$650.00	3	\$1,950
9 6' wide concrete sidewalk	SF	\$4.00	13,320	\$53,280
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0
11 Testing	SY	\$0.90	6,841	\$6,157
12 Payment, performance & maintenance bonds	LS	3.00%	1	\$19,524
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0
<b>SUBTOTAL</b>				<b>\$670,321</b>

**TOTAL COST OF STREET "J"** **\$2,004,336**

STREET "A"					Public	Public Enhancement
Street "A5"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)		380		2-25' B-B		2-25' B-B
1 Erosion control measures	STA	\$400.00	4	\$1,520.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,449	\$6,735	0	\$0
3 Drainage	LF	\$100.00	380	\$38,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	2,060	\$98,880	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,225	\$6,119	0	\$0
7 Hydrated lime material	TN	\$175.00	37	\$6,475	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	4,560	\$18,240	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,560	\$18,240
12 Testing	SY	\$0.90	2,225	\$2,003	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$5,339	1	\$736
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	26	\$31,200
SUBTOTAL				\$183,310		\$56,476



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Public Enhancement						
Street "A4"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	585		2-25' B-B		2-25' B-B	
1 Erosion control measures	STA	\$400.00	6	\$2,340.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	5,503	\$15,134	0	\$0
3 Drainage	LF	\$100.00	585	\$58,500	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	3,250	\$156,000	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	2,611	\$104,440	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	6,330	\$17,408	0	\$0
7 Hydrated lime material	TN	\$175.00	104	\$18,200	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	8	\$10,000
9 Street signs	EA	\$650.00	0	\$0	4	\$2,600
10 6' wide concrete sidewalk	SF	\$4.00	7,020	\$28,080	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	7,020	\$28,080
12 Testing	SY	\$0.90	6,330	\$5,697	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$12,174	1	\$1,220
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	40	\$48,000
SUBTOTAL				\$417,973		\$89,900

Public Enhancement						
Circle "A2"	Units	Cost	Quantity	Total	Quantity	Total
Circumference Circle/Length of Street (LF)			25' B-B		25' B-B	
			487		487	
1 Erosion control measures	STA	\$400.00	5	\$1,948.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	1,804	\$4,960	0	\$0
3 Drainage	LF	\$100.00	487	\$48,700	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	1,412	\$67,776	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,524	\$4,191	0	\$0
7 Hydrated lime material	TN	\$175.00	25	\$4,375	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
9 Street signs	EA	\$650.00	0	\$0	0	\$0
10 6' wide concrete sidewalk	SF	\$4.00	5,334	\$21,336	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	5,334	\$21,336
12 Testing	SY	\$0.90	1,524	\$1,372	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$4,640	1	\$640
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	27	\$32,400
SUBTOTAL				\$159,298		\$54,376

Public Enhancement						
Street "A3"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	360		2-25' B-B		2-25' B-B	
1 Erosion control measures	STA	\$400.00	4	\$1,440.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,387	\$9,313	0	\$0
3 Drainage	LF	\$200.00	360	\$72,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	2,000	\$96,000	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	1,157	\$46,280	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	3,410	\$9,378	0	\$0
7 Hydrated lime material	TN	\$175.00	56	\$9,800	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	8	\$10,000
9 Street signs	EA	\$650.00	0	\$0	4	\$2,600
10 6' wide concrete sidewalk	SF	\$4.00	4,320	\$17,280	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,320	\$17,280
12 Testing	SY	\$0.90	3,410	\$3,069	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$7,937	1	\$896
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	18	\$21,600
SUBTOTAL				\$272,497		\$52,376



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Street "A2"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Length of Street Segment (LF)</b>	<b>430</b>		<b>2-25' B-B</b>		<b>2-25' B-B</b>	
1 Erosion control measures	STA	\$400.00	4	\$1,720.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	4,045	\$11,124	0	\$0
3 Drainage	LF	\$200.00	430	\$86,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	2,389	\$114,672	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	1,358	\$54,320	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	4,047	\$11,129	0	\$0
7 Hydrated lime material	TN	\$175.00	67	\$11,725	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9 Street signs	EA	\$650.00	0	\$0	1	\$650
10 6' wide concrete sidewalk	SF	\$4.00	5,160	\$20,640	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	5,160	\$20,640
12 Testing	SY	\$0.90	4,047	\$3,642	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$9,449	1	\$714
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	28	\$33,600
<b>SUBTOTAL</b>				<b>\$324,422</b>		<b>\$58,104</b>

Circle "A1"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Circumference of Circle (LF)</b>			<b>25' B-B</b>		<b>25' B-B</b>	
<b>Circumference Circle/Length of Street (LF)</b>			<b>393</b>		<b>393</b>	
1 Erosion control measures	STA	\$400.00	4	\$1,572.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	1,456	\$4,003	0	\$0
3 Drainage	LF	\$100.00	393	\$39,300	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	948	\$45,504	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,024	\$2,816	0	\$0
7 Hydrated lime material	TN	\$175.00	17	\$2,975	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	4,206	\$16,824	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,206	\$16,824
12 Testing	SY	\$0.90	1,024	\$922	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$3,417	1	\$544
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	20	\$24,000
<b>SUBTOTAL</b>				<b>\$117,333</b>		<b>\$42,668</b>

Street "A1"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Length of Street Segment (LF)</b>	<b>960</b>					
1 Erosion control measures	STA	\$400.00	10	\$3,840.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,911	\$10,755	0	\$0
3 Drainage	LF	\$100.00	960	\$96,000	0	\$0
4 8"-3600 PSI concrete street pavement	SY	\$48.00	1,387	\$66,576	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	1,810	\$72,400	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	3,452	\$9,493	0	\$0
7 Hydrated lime material	TN	\$175.00	57	\$9,975	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	8	\$10,000
9 Street signs	EA	\$650.00	0	\$0	4	\$2,600
10 6' wide concrete sidewalk	SF	\$4.00	11,520	\$46,080	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	11,520	\$46,080
12 Testing	SY	\$0.90	3,452	\$3,107	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$9,547	1	\$1,760
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	64	\$76,800
<b>SUBTOTAL</b>				<b>\$327,773</b>		<b>\$137,240</b>

<b>TOTAL COST OF STREET " A "</b>				<b>\$1,802,605</b>		<b>\$491,141</b>
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**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
**As of September 30, 2021**

STREET "B"		Public				Public Enhancement	
	Street "B-4"	Units	Cost	Quantity	Total	Quantity	Total
	Length of Street Segment (LF)	400		25' B-B		25' B-B	
1	Erosion control measures	STA	\$400.00	4	\$1,600.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,763	\$10,348	0	\$0
3	Drainage	LF	\$200.00	400	\$80,000	0	\$0
4	7"-3600 PSI concrete street pavement	SY	\$42.00	1,111	\$46,667	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	1,173	\$46,920	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,467	\$6,784	0	\$0
7	Hydrated lime material	TN	\$175.00	41	\$7,175	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9	Street signs	EA	\$650.00	0	\$0	2	\$1,300
10	6' wide concrete sidewalk	SF	\$4.00	4,800	\$19,200	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,800	\$19,200
12	Testing	SY	\$0.90	2,467	\$2,220	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$6,627	1	\$690
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	27	\$32,400
TOTAL COST OF STREET " B-4"					\$227,542		\$56,090

CIRCLE "B1"							
	Circle "B1"	Units	Cost	Quantity	Total	Quantity	Total
	Circumference of Circle (LF)			25' B-B		25' B-B	
	Circumference Circle/Length of Street (LF)			518		518	
1	Erosion control measures	STA	\$400.00	5	\$2,072.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	1,919	\$5,276	0	\$0
3	Drainage	LF	\$100.00	518	\$51,800	0	\$0
4	7"-3600 PSI concrete street pavement	SY	\$42.00	1,372	\$57,624	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,482	\$4,076	0	\$0
7	Hydrated lime material	TN	\$175.00	24	\$4,200	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
9	Street signs	EA	\$650.00	0	\$0	0	\$0
10	6' wide concrete sidewalk	SF	\$4.00	5,706	\$22,824	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	5,706	\$22,824
12	Testing	SY	\$0.90	1,482	\$1,334	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$4,476	1	\$685
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	28	\$33,600
TOTAL COST OF CIRCLE " B1"					\$153,681		\$57,109

Street "B-1"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	850		25' B-B		25' B-B	
1 Erosion control measures	STA	\$400.00	9	\$3,400.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	5,604	\$15,410	0	\$0
3 Drainage	LF	\$200.00	850	\$170,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	2,361	\$99,162	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	2,929	\$117,160	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	5,712	\$15,708	0	\$0
7 Hydrated lime material	TN	\$175.00	94	\$16,450	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	10,200	\$40,800	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	10,200	\$40,800
12 Testing	SY	\$0.90	5,712	\$5,141	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$14,497	1	\$1,413
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	56	\$67,200
SUBTOTAL				\$497,728		\$115,713

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
**As of September 30, 2021**

				Public		Public Enhancement	
Street "B-2"	Units	Cost	Quantity	Total	Quantity	Total	
<b>Length of Street Segment (LF)</b>	<b>680</b>		<b>25' B-B</b>		<b>25' B-B</b>		
1 Erosion control measures	STA	\$400.00	7	\$2,720.00	0	\$0	
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	4,483	\$12,328	0	\$0	
3 Drainage	LF	\$100.00	680	\$68,000	0	\$0	
3 7"-3600 PSI concrete street pavement	SY	\$42.00	1,889	\$79,338	0	\$0	
4 6"-3600 PSI conc. parking	SY	\$40.00	2,337	\$93,480	0	\$0	
5 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	4,654	\$12,799	0	\$0	
6 Hydrated lime material	TN	\$175.00	75	\$13,125	0	\$0	
7 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500	
8 Street signs	EA	\$400.00	0	\$0	0	\$0	
9 6' wide concrete sidewalk	SF	\$4.00	8,160	\$32,640	0	\$0	
10 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	8,160	\$32,640	
11 Testing	SY	\$0.90	4,654	\$4,189	0	\$0	
12 Payment, performance & maintenance bonds	LS	3.00%	1	\$9,559	1	\$1,054	
13 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	43	\$51,600	
<b>SUBTOTAL</b>				<b>\$328,177</b>		<b>\$87,794</b>	

**STREET "B"**

Street "B3"	Units	Cost	Quantity	Total	Quantity	Total	
<b>Length of Street Segment (LF)</b>	<b>410</b>		<b>25' B-B</b>		<b>25' B-B</b>		
1 Erosion control measures	STA	\$400.00	4	\$1,640	0	\$0	
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	1,488	\$4,092	0	\$0	
3 Drainage	LF	\$100.00	410	\$41,000	0	\$0	
4 7"-3600 PSI concrete street pavement	SY	\$42.00	1,139	\$47,838	0	\$0	
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0	
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,230	\$3,383	0	\$0	
7 Hydrated lime material	TN	\$175.00	20	\$3,500	0	\$0	
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000	
9 Street signs	EA	\$650.00	0	\$0	1	\$650	
10 6' wide concrete sidewalk	SF	\$4.00	4,920	\$19,680	0	\$0	
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,920	\$19,680	
12 Testing	SY	\$0.90	1,230	\$1,107	0	\$0	
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$3,667	1	\$760	
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	27	\$32,400	
<b>SUBTOTAL</b>				<b>\$125,907</b>		<b>\$58,490</b>	

<b>TOTAL COST OF STREET " B"</b>	<b>\$1,333,035</b>	<b>\$375,196</b>
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**STREET "C2"**

Street "C2"	Units	Cost	Quantity	Total	Quantity	Total	
<b>Length of Street Segment (LF)</b>	<b>520</b>		<b>2 - 25' B-B</b>		<b>2 - 25' B-B</b>		
1 Erosion control measures	STA	\$400.00	5	\$2,080.00	0	\$0	
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,428	\$9,427	0	\$0	
3 Drainage	LF	\$300.00	520	\$156,000	0	\$0	
4 8"-3600 PSI concrete street pavement	SY	\$48.00	1,444	\$69,312	0	\$0	
5 6"-3600 PSI conc. parking	SY	\$40.00	1,561	\$62,440	0	\$0	
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,560	\$4,289	0	\$0	
7 Hydrated lime material	TN	\$175.00	48	\$8,400	0	\$0	
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500	
9 Street signs	EA	\$650.00	0	\$0	1	\$650	
10 6' wide concrete sidewalk	SF	\$4.00	6,240	\$24,960	0	\$0	
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	6,240	\$24,960	
12 Testing	SY	\$0.90	1,560	\$1,404	0	\$0	
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$10,149	1	\$843	
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	35	\$41,600	
<b>TOTAL COST OF STREET " C2"</b>				<b>\$348,461</b>		<b>\$70,553</b>	



**Town of Prosper, Texas**  
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**As of September 30, 2021**

STREET "D1"			Public		Public Enhancement		
	Street "D1"	Units	Cost	Quantity	Total	Quantity	Total
	Length of Street Segment (LF)		400	25' B-B		25' B-B	
1	Erosion control measures	STA	\$400.00	4	\$1,600.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,637	\$7,252	0	\$0
3	Drainage	LF	\$300.00	400	\$120,000	0	\$0
4	7"-3600 PSI concrete street pavement	SY	\$42.00	1,111	\$46,662	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	1,082	\$43,280	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,368	\$6,512	0	\$0
7	Hydrated lime material	TN	\$175.00	39	\$6,825	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9	Street signs	EA	\$650.00	0	\$0	2	\$1,300
10	6' wide concrete sidewalk	SF	\$4.00	4,800	\$19,200	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,800	\$19,200
12	Testing	SY	\$0.90	2,368	\$2,131	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$7,604	1	\$765
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	26	\$31,200
TOTAL COST OF STREET " D1"					\$261,066		\$57,465

STREET "D2"							
	Street "D2"	Units	Cost	Quantity	Total	Quantity	Total
	Length of Street Segment (LF)		340	25' B-B		25' B-B	
1	Erosion control measures	STA	\$400.00	3	\$1,360.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,241	\$6,164	0	\$0
3	Drainage	LF	\$200.00	340	\$68,000	0	\$0
4	7"-3600 PSI concrete street pavement	SY	\$42.00	944	\$39,648	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	1,225	\$49,000	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,343	\$6,443	0	\$0
7	Hydrated lime material	TN	\$175.00	39	\$6,825	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9	Street signs	EA	\$650.00	0	\$0	2	\$1,300
10	6' wide concrete sidewalk	SF	\$4.00	4,080	\$16,320	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,080	\$16,320
12	Testing	SY	\$0.90	2,343	\$2,109	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$5,876	1	\$679
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	24	\$28,800
TOTAL COST OF STREET " D2"					\$201,745		\$52,099

STREET "D3"							
	Street "D3"	Units	Cost	Quantity	Total	Quantity	Total
	Length of Street Segment (LF)	200		25' B-B		25' B-B	
1	Erosion control measures	STA	\$400.00	2	\$800.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	726	\$1,996	0	\$0
3	Drainage	LF	\$200.00	200	\$40,000	0	\$0
4	7"-3600 PSI concrete street pavement	SY	\$42.00	761	\$31,962	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	822	\$2,261	0	\$0
7	Hydrated lime material	TN	\$175.00	14	\$2,450	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9	Street signs	EA	\$650.00	0	\$0	1	\$650
10	6' wide concrete sidewalk	SF	\$4.00	2,400	\$9,600	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	2,400	\$9,600
12	Testing	SY	\$0.90	822	\$740	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$2,694	1	\$383
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	12	\$14,400
TOTAL COST OF STREET " D3"					\$92,503		\$27,533

<b>TOTAL COST OF STREET " D"</b>				<b>\$555,314</b>		<b>\$137,096</b>
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**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
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STREET "E1"		Public			Public Enhancement		
	Street "E1"	Units	Cost	Quantity	Total	Quantity	Total
	Length of Street Segment (LF)		440		25' B-B		25' B-B
1	Erosion control measures	STA	\$400.00	4	\$1,760.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,770	\$7,619	0	\$0
3	Drainage	LF	\$100.00	440	\$44,000	0	\$0
4	7"-3600 PSI concrete street pavement	SY	\$42.00	1,222	\$51,324	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	1,382	\$55,280	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,812	\$7,733	0	\$0
7	Hydrated lime material	TN	\$175.00	46	\$8,050	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	6	\$7,500
9	Street signs	EA	\$650.00	0	\$0	2	\$1,300
10	6' wide concrete sidewalk	SF	\$4.00	5,280	\$21,120	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	5,280	\$21,120
12	Testing	SY	\$0.90	2,812	\$2,531	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$5,982	1	\$898
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	35	\$42,000
SUBTOTAL					\$205,399		\$72,818

Street "E2"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	390		25' B-B		25' B-B	
1 Erosion control measures	STA	\$400.00	4	\$1,560.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,571	\$7,071	0	\$0
3 Drainage	LF	\$100.00	390	\$39,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	1,083	\$45,486	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	1,358	\$54,320	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,637	\$7,252	0	\$0
7 Hydrated lime material	TN	\$175.00	44	\$7,700	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	4,680	\$18,720	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,680	\$18,720
12 Testing	SY	\$0.90	2,637	\$2,373	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$5,504	1	\$751
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	26	\$31,200
SUBTOTAL				\$188,986		\$56,971

STREET "E3"							
Street "E3"	Units	Cost	Quantity	Total	Quantity	Total	
Length of Street Segment (LF)	200		25' B-B		25' B-B		
1 Erosion control measures	STA	\$400.00	2	\$800.00	0	\$0	
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	725	\$1,994	0	\$0	
3 Drainage	LF	\$100.00	200	\$20,000	0	\$0	
4 7"-3600 PSI concrete street pavement	SY	\$42.00	761	\$31,962	0	\$0	
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0	
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	822	\$2,261	0	\$0	
7 Hydrated lime material	TN	\$175.00	14	\$2,450	0	\$0	
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500	
9 Street signs	EA	\$650.00	0	\$0	1	\$650	
10 6' wide concrete sidewalk	SF	\$4.00	2,400	\$9,600	0	\$0	
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	2,400	\$9,600	
12 Testing	SY	\$0.90	822	\$740	0	\$0	
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$2,094	1	\$383	
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	13	\$15,600	
SUBTOTAL				\$71,900		\$28,733	

<b>TOTAL COST OF STREET " E "</b>	<b>\$466,285</b>	<b>\$158,521</b>
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**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
**As of September 30, 2021**

STREET "F"			Public		Public Enhancement	
Street "F3"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	190		25' B-B		25' B-B	
1 Erosion control measures	STA	\$400.00	2	\$760.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	690	\$1,896	0	\$0
3 Drainage	LF	\$100.00	190	\$19,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	698	\$29,316	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	754	\$2,074	0	\$0
7 Hydrated lime material	TN	\$175.00	12	\$2,100	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9 Street signs	EA	\$650.00	0	\$0	1	\$650
10 6' wide concrete sidewalk	SF	\$4.00	2,280	\$9,120	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	2,280	\$9,120
12 Testing	SY	\$0.90	754	\$679	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$1,948	1	\$368
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	12	\$14,400
<b>SUBTOTAL</b>				<b>\$66,893</b>		<b>\$27,038</b>

Street "F2"			Public		Public Enhancement	
Street "F2"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	300		25' B-B		25' B-B	
1 Erosion control measures	STA	\$400.00	3	\$1,200.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	1,978	\$5,439	0	\$0
3 Drainage	LF	\$100.00	300	\$30,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	833	\$34,986	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	962	\$38,480	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,795	\$4,936	0	\$0
7 Hydrated lime material	TN	\$175.00	32	\$5,600	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	3,600	\$14,400	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	3,600	\$14,400
12 Testing	SY	\$0.90	1,795	\$1,616	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$4,100	1	\$621
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	20	\$24,000
<b>SUBTOTAL</b>				<b>\$140,756</b>		<b>\$45,321</b>

Street "F1"			Public		Public Enhancement	
Street "F1"	Units	Cost	Quantity	Total	Quantity	Total
Length of Street Segment (LF)	500		25' B-B		25' B-B	
1 Erosion control measures	STA	\$400.00	5	\$2,000.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,296	\$9,065	0	\$0
3 Drainage	LF	\$200.00	500	\$100,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	1,389	\$58,338	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	1,312	\$52,480	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,917	\$8,022	0	\$0
7 Hydrated lime material	TN	\$175.00	48	\$8,400	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	6,000	\$24,000	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	6,000	\$24,000
12 Testing	SY	\$0.90	2,917	\$2,625	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$7,948	1	\$909
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	32	\$38,400
<b>SUBTOTAL</b>				<b>\$272,878</b>		<b>\$69,609</b>

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
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Street "F4"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Length of Street Segment (LF)</b>	<b>260</b>		<b>25' B-B</b>		<b>25' B-B</b>	
1 Erosion control measures	STA	\$400.00	3	\$1,040.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	944	\$2,595	0	\$0
3 Drainage	LF	\$100.00	260	\$26,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	848	\$35,616	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	916	\$2,519	0	\$0
7 Hydrated lime material	TN	\$175.00	15	\$2,625	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	3,120	\$12,480	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	3,120	\$12,480
12 Testing	SY	\$0.90	916	\$824	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$2,511	1	\$563
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	18	\$21,600
<b>SUBTOTAL</b>				<b>\$86,211</b>		<b>\$40,943</b>
<b>TOTAL COST OF STREET " F"</b>				<b>\$566,738</b>		<b>\$182,912</b>

**STREET "G"**

Street "G4"	Units	Cost	Quantity		Quantity	
			Total		Total	
<b>Length of Street Segment (LF)</b>	<b>180</b>		<b>25' B-B</b>		<b>25' B-B</b>	
1 Erosion control measures	STA	\$400.00	2	\$720.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	653	\$1,797	0	\$0
3 Drainage	LF	\$100.00	180	\$18,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	782	\$32,844	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	845	\$2,324	0	\$0
7 Hydrated lime material	TN	\$175.00	14	\$2,450	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9 Street signs	EA	\$650.00	0	\$0	1	\$650
10 6' wide concrete sidewalk	SF	\$4.00	2,160	\$8,640	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	2,160	\$8,640
12 Testing	SY	\$0.90	845	\$761	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$2,026	1	\$354
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	12	\$14,400
<b>SUBTOTAL</b>				<b>\$69,561</b>		<b>\$26,544</b>

Street "G3"	Units	Cost	Quantity		Quantity	
			Total		Total	
<b>Length of Street Segment (LF)</b>	<b>380</b>		<b>25' B-B</b>		<b>25' B-B</b>	
1 Erosion control measures	STA	\$400.00	4	\$1,520.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,505	\$6,889	0	\$0
3 Drainage	LF	\$100.00	380	\$38,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	1,056	\$44,352	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	1,075	\$43,000	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	2,301	\$6,328	0	\$0
7 Hydrated lime material	TN	\$175.00	38	\$6,650	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	4,560	\$18,240	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	4,560	\$18,240
12 Testing	SY	\$0.90	2,301	\$2,071	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$5,011	1	\$661
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	24	\$28,800
<b>SUBTOTAL</b>				<b>\$172,061</b>		<b>\$51,501</b>



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
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Street "G2"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Length of Street Segment (LF)</b>	<b>550</b>		<b>25' B-B</b>		<b>25' B-B</b>	
1 Erosion control measures	STA	\$400.00	6	\$2,200.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	1,996	\$5,490	0	\$0
3 Drainage	LF	\$100.00	550	\$55,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	1,465	\$61,530	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	0	\$0	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,582	\$4,351	0	\$0
7 Hydrated lime material	TN	\$175.00	26	\$4,550	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	6,600	\$26,400	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	6,600	\$26,400
12 Testing	SY	\$0.90	1,582	\$1,424	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$4,828	1	\$981
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	36	\$43,200
<b>SUBTOTAL</b>				<b>\$165,772</b>		<b>\$76,881</b>

Street "G1"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Length of Street Segment (LF)</b>	<b>310</b>		<b>25' B-B</b>		<b>25' B-B</b>	
1 Erosion control measures	STA	\$400.00	3	\$1,240.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,044	\$5,620	0	\$0
3 Drainage	LF	\$100.00	310	\$31,000	0	\$0
4 7"-3600 PSI concrete street pavement	SY	\$42.00	861	\$36,162	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	841	\$33,640	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,838	\$5,055	0	\$0
7 Hydrated lime material	TN	\$175.00	30	\$5,250	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	2	\$2,500
9 Street signs	EA	\$650.00	0	\$0	2	\$1,300
10 6' wide concrete sidewalk	SF	\$4.00	3,720	\$14,880	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	3,720	\$14,880
12 Testing	SY	\$0.90	1,838	\$1,654	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$4,035	1	\$560
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	20	\$24,000
<b>SUBTOTAL</b>				<b>\$138,536</b>		<b>\$43,240</b>

<b>TOTAL COST OF STREET " G "</b>	<b>\$545,931</b>	<b>\$198,166</b>
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**Street "R1"**

Street "R1"	Units	Cost	Public		Public Enhancement	
			Quantity	Total	Quantity	Total
<b>Length of Street Segment (LF)</b>	<b>740</b>		<b>25' B-B</b>		<b>25' B-B</b>	
1 Erosion control measures	STA	\$400.00	7	\$2,960.00	0	\$0
2 Excavation ( 2' in depth width of ROW )	CY	\$2.75	3,563	\$9,798	0	\$0
3 Drainage	LF	\$100.00	740	\$74,000	0	\$0
4 6"-3600 PSI concrete street pavement	SY	\$36.00	2,056	\$74,016	0	\$0
5 6"-3600 PSI conc. parking	SY	\$40.00	973	\$38,920	0	\$0
6 6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	3,270	\$8,993	0	\$0
7 Hydrated lime material	TN	\$175.00	54	\$9,450	0	\$0
8 Barrier free ramps	EA	\$1,250.00	0	\$0	0	\$0
9 Street signs	EA	\$650.00	0	\$0	1	\$650
10 6' wide concrete sidewalk	SF	\$4.00	8,880	\$35,520	0	\$0
11 Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	8,880	\$35,520
12 Testing	SY	\$0.90	3,270	\$2,943	0	\$0
13 Payment, performance & maintenance bonds	LS	3.00%	1	\$7,698	1	\$1,085
14 Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	50	\$60,000
<b>TOTAL COST OF STREET " R1 "</b>				<b>\$264,298</b>		<b>\$97,255</b>

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
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Street "R2"		Public			Public Enhancement		
	Street "R2"	Units	Cost	Quantity	Total	Quantity	Total
	Length of Street Segment (LF)	450		25' B-B		25' B-B	
1	Erosion control measures	STA	\$400.00	5	\$1,800.00	0	\$0
2	Excavation ( 2' in depth width of ROW )	CY	\$2.75	2,167	\$5,958	0	\$0
3	Drainage	LF	\$100.00	450	\$45,000	0	\$0
4	6"-3600 PSI concrete street pavement	SY	\$36.00	1,250	\$45,000	0	\$0
5	6"-3600 PSI conc. parking	SY	\$40.00	499	\$19,960	0	\$0
6	6"(33lbs./sy) lime stabilized subgrade	SY	\$2.75	1,889	\$5,195	0	\$0
7	Hydrated lime material	TN	\$175.00	31	\$5,425	0	\$0
8	Barrier free ramps	EA	\$1,250.00	0	\$0	4	\$5,000
9	Street signs	EA	\$650.00	0	\$0	2	\$1,300
10	6' wide concrete sidewalk	SF	\$4.00	5,400	\$21,600	0	\$0
11	Additional concrete sidewalk for total of 12' each side	SF	\$4.00	0	\$0	5,400	\$21,600
12	Testing	SY	\$0.90	1,889	\$1,700	0	\$0
13	Payment, performance & maintenance bonds	LS	3.00%	1	\$4,549	1	\$837
14	Shade tree with 4'x4' metal grate (30' on center e.s.)	EA	\$1,200.00	0	\$0	30	\$36,000
TOTAL COST OF STREET " R2"					\$156,187		\$64,737
TOTAL COST OF STREET " R"					\$420,485		\$161,992



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
**As of September 30, 2021**

<b>A1. Water On-Site (CIP)</b>	<b>Unit</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1 36" RCCP Pipe	LF	\$165.00	0	\$0
2 16" PVC Pipe	LF	\$60.00	10,005	\$600,300
3 12" PVC Pipe	LF	\$40.00	0	\$0
4 36" Valve with vault	EA	\$25,000.00	0	\$0
5 16" Valves	EA	\$5,500.00	12	\$66,000
6 12" Valves	EA	\$2,250.00	0	\$0
7 6" Valves	EA	\$850.00	12	\$10,200
8 Fire hydrants	EA	\$3,000.00	12	\$36,000
9 Fittings (1 ton per 1000')	TON	\$7,500.00	10.01	\$75,038
10 Connect to existing pipe	EA	\$3,500.00	4	\$14,000
11 Trench safety	LF	\$0.50	10,005	\$5,003
12 Testing	LF	\$2.00	10,005	\$20,010
13 Payment, performance & maint bonds	LS	3.00%	1	\$24,797
<b>TOTAL</b>				<b>\$851,347</b>

<b>A2. Water On-Site (Public)</b>	<b>Unit</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1 16" PVC Pipe	LF	\$60.00	0	\$0
2 12" PVC Pipe	LF	\$40.00	14,715	\$588,600
3 16" Valves	EA	\$5,500.00	0	\$0
4 12" Valves	EA	\$2,250.00	37	\$83,250
5 6" Valves	EA	\$850.00	37	\$31,450
6 Fire hydrants	EA	\$3,000.00	37	\$111,000
7 Fittings (1 ton per 1000')	TON	\$5,000.00	14.72	\$73,575
8 Concrete encasement	LF	\$35.00	294	\$10,301
9 Connect to existing pipe	EA	\$1,500.00	6	\$9,000
10 Trench safety	LF	\$0.50	14,715	\$7,358
11 Testing	LF	\$2.00	14,715	\$29,430
12 Payment, performance & maint bonds	LS	3.00%	1	\$28,319
<b>TOTAL</b>				<b>\$972,282</b>

<b>A3. Water On-Site (Developer)</b>	<b>Unit</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1 8" PVC Pipe	LF	\$25.00	13,010	\$325,250
2 8" Valves	EA	\$2,250.00	33	\$74,250
3 6" Valves	EA	\$850.00	37	\$31,450
4 Fire hydrants	EA	\$3,000.00	37	\$111,000
5 Fittings (1 ton per 1000')	TON	\$4,000.00	13.01	\$52,040
6 Concrete encasement	LF	\$35.00	260	\$9,107
7 Connect to existing pipe	EA	\$1,500.00	4	\$6,000
8 Trench safety	LF	\$0.50	13,010	\$6,505
9 Testing	LF	\$2.00	13,010	\$26,020
10 Payment, performance & maint bonds	LS	3.00%	1	\$19,249
<b>TOTAL</b>				<b>\$660,871</b>

<b>B1. Sanitary Sewer Off-Site (CIP)</b>	<b>Units</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1 18" SDR 26 PVC Pipe	LF	\$85.00	7,360	\$625,600
2 5' Diameter manhole	EA	\$6,500.00	15	\$97,500
3 Concrete encasement	LF	\$45.00	147	\$6,624
4 Connect to existing manhole	EA	\$2,500.00	1	\$2,500
5 Trench safety	LF	\$0.50	7,360	\$3,680
6 Testing	LF	\$2.00	7,360	\$14,720
7 Payment, performance & maint bonds	LS	3.0%	1	\$22,519
<b>TOTAL</b>				<b>\$1,479,282</b>

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
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<b>B2. Sanitary Sewer On-Site (CIP)</b>		<b>Units</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1	18" PVC Pipe	LF	\$65.00	2,790	\$181,350
2	12" PVC Pipe	LF	\$55.00	330	\$18,150
3	10" PVC Pipe	LF	\$40.00	0	\$0
4	8" PVC Pipe	LF	\$25.00	0	\$0
5	Concrete encasement	LF	\$35.00	62	\$2,184
6	5' Diameter manhole	EA	\$5,500.00	9	\$49,500
7	Connect to existing manhole	EA	\$1,500.00	1	\$1,500
8	Trench safety	LF	\$0.50	3,120	\$1,560
9	Testing	LF	\$2.00	3,120	\$6,240
10	Payment, performance & maint bonds	LS	3.0%	1	\$7,815
<b>TOTAL</b>					<b>\$268,299</b>

<b>B3. Sanitary Sewer On-Site (Public)</b>		<b>Units</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1	12" PVC Pipe	LF	\$55.00	2,490	\$136,950
2	10" PVC Pipe	LF	\$40.00	0	\$0
3	8" PVC Pipe	LF	\$25.00	8,785	\$219,625
4	Concrete encasement	LF	\$35.00	226	\$7,893
5	5' Diameter manhole	EA	\$5,500.00	32	\$176,000
6	Connect to existing manhole	EA	\$1,500.00	1	\$1,500
7	Trench safety	LF	\$0.50	11,275	\$5,638
8	Testing	LF	\$2.00	11,275	\$22,550
9	Payment, performance & maint bonds	LS	3.0%	1	\$17,105
<b>TOTAL</b>					<b>\$587,260</b>

<b>B4. Sanitary Sewer On-Site (Developer)</b>		<b>Units</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1	12" PVC Pipe	LF	\$55.00	0	\$0
2	10" PVC Pipe	LF	\$40.00	0	\$0
3	8" PVC Pipe	LF	\$25.00	3,160	\$79,000
4	Concrete encasement	LF	\$35.00	63	\$2,212
5	5' Diameter manhole	EA	\$5,500.00	9	\$49,500
6	Connect to existing manhole	EA	\$1,500.00	1	\$1,500
7	Trench safety	LF	\$0.50	3,160	\$1,580
8	Testing	LF	\$2.00	3,160	\$6,320
9	Payment, performance & maint bonds	LS	3.0%	1	\$4,203
<b>TOTAL</b>					<b>\$144,315</b>

<b>C. Drainage (Multi-box Culvert Drainage along US 380)</b>		<b>Units</b>	<b>Cost</b>	<b>Quant</b>	<b>Total</b>
1	4 barrel 8' x 3' RCB	LF	\$1,100.00	1,500	\$1,650,000
2	Storm junction box	EA	\$15,000.00	3	\$45,000
3	Wing wall at 4 barrel 8' x 3' RCB	EA	\$30,000.00	1	\$30,000
4	Rock rip rap	SY	\$85.00	80	\$6,800
5	Trench safety	LF	\$0.35	1,500	\$525
6	Testing	LF	\$1.25	1,500	\$1,875
7	Payment, performance & maint bonds	LS	3.00%	1	\$52,026
<b>TOTAL</b>					<b>\$1,786,226</b>

<b>D. Parking Deck Infrastructure</b>		<b>Total</b>			
1	PARKING DECK D1-5 LEVELS (each level 185 spaces @ \$12,000 per space)				\$13,320,000
2	PARKING DECK F1-5 LEVELS (each level 135 spaces @ \$12,000 per space)				\$9,720,000
3	PARKING DECK G1-5 LEVELS (each level 330 spaces @ \$12,000 per space)				\$23,760,000
4	PARKING DECK R1-5 LEVELS (each level 190 spaces @ \$12,000 per space)				\$13,680,000
5	PARKING DECK R2-4 LEVELS (each level 110 spaces @ \$12,000 per space)				\$6,336,000
6	CONTINGENCY (10%)				\$6,681,600
<b>TOTAL</b>					<b>\$73,497,600</b>

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
**As of September 30, 2021**

**CAPITAL IMPROVEMENT PLAN BUDGET**

<b>REIMBURSEMENTS</b>			
REIMBURSEMENT NO. 1	FY 2015		200,749.95
REIMBURSEMENT NO. 2	FY 2016		1,147,498.19
REIMBURSEMENT NO. 3	FY 2017		589,347.42
REIMBURSEMENT NO. 4	FY 2018		44,938.85 *
REIMBURSEMENT NO. 4A	FY 2018		252,478.79 **
REIMBURSEMENT NO. 5	FY 2019		46,511.71 ***
REIMBURSEMENT NO. 6	FY 2020		47,441.06 ***
REIMBURSEMENT NO. 7	FINAL		14,889.51 ****
<b>TOTAL BILLED TO DATE</b>			<b>\$2,343,855.48</b>

\* Reimbursement No. 4 request submitted to Engineering was denied due to ineligible costs. This is accrued interest.

\*\* Reimbursement No. 4A is payable to Longo Toyota for remaining balance on Mahard Parkway.

\*\*\* Accrued interest only.

\*\*\*\* Accrued interest for final period of 6/1/2020 – 09/22/2020.

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
As of September 30, 2021

Item 4.

**ANNUAL FINANCIAL REPORT**

Chapter 311.016 of V.C.T.A. requires the following information as part of the annual report on the status of the TIRZ District. Information is contained in detail on the financial statement.

**1. Amount and source of revenue in the tax increment fund established for the zone:**

\$ 13,686 Total Revenue

**2. Amount and purpose of expenditures from the fund:**

\$ 13,771 Total Expenditures

**3. Amount of Principal and Interest due on outstanding indebtedness is as follows:**

- A. Contributions /Advances from developers— \$1,557,945.94
- B. Bonds issued and payment schedule to retire bonds— none.

**4. Tax Increment base and current captured appraised value retained by the zone:**

A. Tax Increment base and current captured appraised value retained for Tax Year 2020:

Taxing Jurisdiction	Net Taxable Value Tax Year 2020	Base Year* Value (with AG) Jan. 1, 2014	Captured App. Value Fiscal Year 2020- 2021
Town of Prosper	\$3,024,156	\$29,413	\$2,994,743
Collin County	\$3,024,156	\$29,413	\$2,994,743

B. Tax Increment base and expected captured appraised value for Tax Year 2021:

Taxing Jurisdiction	Net Taxable Value Tax Year 2021	Base Year* Value (with AG) Jan. 1, 2014	Captured App. Value Fiscal Year 2021-2022
Town of Prosper	\$36,058,960	\$29,413	\$36,029,547
Collin County	\$36,058,960	\$29,413	\$36,029,547

\* Base Year Value as of January 1, 2014, is for Fiscal Year 2013-2014.

**5. Captured appraised value by the municipality and other taxing units, the total amount of the tax increment received, and any additional information necessary to demonstrate compliance with the tax increment-financing plan adopted by the governing body of the municipality.**

- A. Captured appraised value shared by the municipality and other participating taxing jurisdictions received in Fiscal Year 2020-2021:

Taxing Jurisdiction	Participation Per \$100/Value	Amount of Fiscal Year 2020-2021 Increment
Town of Prosper (70%)	\$ 0.520000	\$ 10,901
Collin County (50%)	\$ 0.172531	\$ 2,583
<b>Total</b>	<b>\$ 0.672531</b>	<b>\$ 13,484</b>



**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #2***  
**As of September 30, 2021**

Item 4.

**ANNUAL FINANCIAL REPORT**

- B. Amount of tax increment received in 2021 from the municipality and the other taxing jurisdictions based on 2020 valuations: \$ **13,484**
- C. Expected appraised value shared by the municipality and other participating taxing jurisdictions to be received in Fiscal Year 2021-2022:

Taxing Jurisdiction	Participation Per \$100/Value	Amount of Fiscal Year 2021-2022 Increment
Town of Prosper (70%)	\$ 0.510000	\$ 128,626
Collin County (50%)	\$ 0.168087	\$ 30,280
<b>Total</b>	<b>\$ 0.678087</b>	<b>\$ 158,906</b>

- D. Other information: None

**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**  
As of September 30, 2021

Item 4.

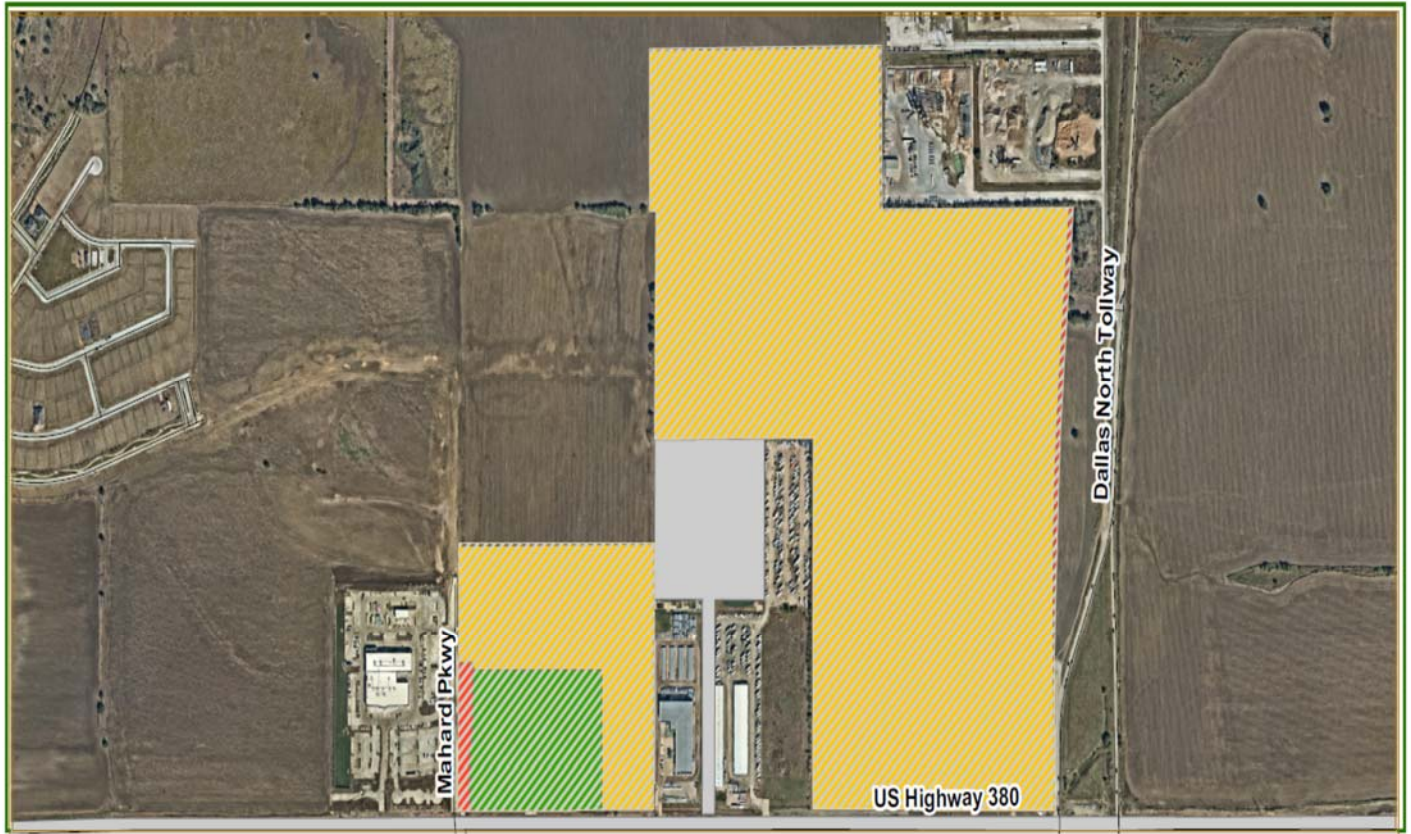
**TIRZ FUND FINANCIAL STATEMENT**

	<b>CAPITAL PROJECTS</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
<b>Beginning Balance:</b>			
<i>10/1/20</i>	\$ 25,190	\$ -	\$ 25,190
<b>Revenues:</b>			
Property Tax:			
Town	\$ 10,901	-	\$ 10,901
Delinquent	-	-	-
County	2,583	-	2,583
Property Rollback Taxes	-	-	-
Sales Tax	-	-	-
Impact Fees:			
Water Impact Fees	-	-	-
Wastewater Impact Fees	-	-	-
Thoroughfare Impact Fees	-	-	-
380 Construction Sales Office	-	-	-
Interest	202	-	202
<b>TOTAL REVENUES</b>	<b>\$ 13,686</b>	<b>\$ -</b>	<b>\$ 13,686</b>
<b>Expenditures:</b>			
Land Purchases	\$ -	\$ -	-
Professional Services	-	-	-
Construction/Improvements:			
Lower DB Sewer	-	-	-
Mahard Parkway	-	-	-
Interest Expense	13,771	-	13,771
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,771</b>	<b>\$ -</b>	<b>\$ 13,771</b>
<b>Ending Balance:</b>			
<i>9/30/21</i>	\$ 25,105	\$ -	\$ 25,105

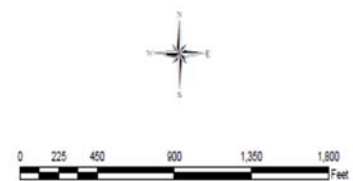
**Town of Prosper, Texas**  
***Tax Increment Reinvestment Zone #2***  
**As of September 30, 2021**

Item 4.

**TIRZ 2 Property Tax Rollback**



-  TIRZ\_2
-  Agricultural Land
-  Exempt Properties
-  Properties Not Applicable to Rollback Tax
-  Rollback Taxes Collected



**Town of Prosper, Texas**  
**Tax Increment Reinvestment Zone #2**

Item 4.

**As of September 30, 2021**  
**REVENUES & EXPENDITURES**

**PAYMENT SUMMARIES**

By Project:

TIRZ 2 Totals	Lower DB Sewer	Mahard Parkway					Interest	Construction Total	Totals
Amount	1,344,730.05	815,655.62	-	-	-	-	183,469.81	2,160,385.67	2,343,855.48
Paid	541,197.40	105,404.85	-	-	-	-	139,307.29	646,602.25	785,909.54
Remaining	803,532.65	710,250.77	-	-	-	-	44,162.52	1,513,783.42	1,557,945.94

By Payment Request:

		Lower DB Sewer	Mahard Parkway					Interest	
	Amount	95,345.10	105,404.85	-	-	-	-	-	200,749.95
Reimbursement #1 Totals	Paid	95,345.10	105,404.85	-	-	-	-	-	200,749.95
	Remaining	-	-	-	-	-	-	-	-
	Amount	1,082,892.73	64,605.46	-	-	-	-	-	1,147,498.19
Reimbursement #2 Totals	Paid	452,878.55	-	-	-	-	-	-	452,878.55
	Remaining	630,014.18	64,605.46	-	-	-	-	-	694,619.64
	Amount	166,492.22	393,166.52	-	-	-	-	29,688.68	589,347.42
Reimbursement #3 Totals	Paid	-	-	-	-	-	-	29,688.68	29,688.68
	Remaining	166,492.22	393,166.52	-	-	-	-	-	559,658.74
	Amount	-	-	-	-	-	-	44,938.85	44,938.85
Reimbursement #4 Totals	Paid	-	-	-	-	-	-	6,773.98	6,773.98
	Remaining	-	-	-	-	-	-	38,164.87	38,164.87
	Amount	-	252,478.79	-	-	-	-	-	252,478.79
Reimbursement #4A Totals	Paid	-	-	-	-	-	-	-	-
	Remaining	-	252,478.79	-	-	-	-	-	252,478.79
	Amount	-	-	-	-	-	-	46,511.71	46,511.71
Reimbursement #5 Totals	Paid	-	-	-	-	-	-	-	-
	Remaining	-	-	-	-	-	-	46,511.71	46,511.71
	Amount	-	-	-	-	-	-	47,441.06	47,441.06
Reimbursement #6 Totals	Paid	-	-	-	-	-	-	-	-
	Remaining	-	-	-	-	-	-	47,441.06	47,441.06
	Amount	-	-	-	-	-	-	14,889.51	14,889.51
Reimbursement #7 Totals	Paid	-	-	-	-	-	-	-	-
	Remaining	-	-	-	-	-	-	14,889.51	14,889.51

By Payments Made:

	Total Charges	PEDC Grant	2-May-2017	21-May-2019	30-Jun-2020	09/20 Int Recalc	30-Jun-21	Total Payments	Remaining Balance
Total Payment		500,000.00	153,628.50	19,958.86	16,503.80	82,047.32	13,771.06	785,909.54	1,557,945.94
Interest	183,469.81	-	7,026.25	19,958.86	16,503.80	82,047.32	13,771.06	139,307.29	44,162.52
Construction Costs	2,160,385.67	500,000.00	146,602.25	-	-	-	-	646,602.25	1,513,783.42





*Prosper is a place where everyone matters.*

## MINUTES

**Prosper Town Council Meeting**  
Council Chambers  
Prosper Town Hall  
250 W. First Street, Prosper, Texas  
Tuesday, January 11, 2022  
**5:45 PM**

### **Call to Order/ Roll Call.**

The meeting was called to order at 5:45 p.m.

### **Council Members Present:**

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

### **Council Members Absent:**

Councilmember Jeff Hodges

### **Staff Members Present:**

Harlan Jefferson, Town Manager  
Terry Welch, Town Attorney  
Michelle Lewis Sirianni, Town Secretary  
Rebecca Zook, Executive Director of Development and Infrastructure Services  
Hulon Webb, Engineering Services Director  
Khara Dodds, Development Services Director  
Leigh Johnson, IT Director  
Betty Pamplin, Finance Director  
Doug Kowalski, Police Chief  
Alex Glushko, Planning Manager  
Brady Cudd, Building Official  
Lindy Higginbotham, Senior Engineer

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

Mike Martin with Hope Fellowship 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:

Residents are still able to drop off their live Christmas tree through January 14 at the drop-off site located at the Central Fire Station, 1500 E. First Street. Service is open to all Prosper residents and businesses free of charge.

Reminder that Town offices will be closed Monday, January 17 for the Martin Luther King Jr. Holiday. There will be no trash service delays due to the holiday.

Prosper families, get ready to jump start your fitness routine after the holidays with this year's Mayor's Fitness Challenge! For 90 days, residents are encouraged to get back on track with their wellness and fitness routines. If you successfully track an average of 90 minutes per week over the course of the Challenge and turn in a completed tracking sheet you, you will earn a free t-shirt and be entered to win a Fitbit. Any of type of exercise qualifies as trackable minutes and all ages are eligible to participate. The Challenge begins January 18 through April 18. Registration details and tracking sheets will be available soon. For more information, contact the Parks and Recreation Department or check the Town's website for updates.

Join Mayor Ray Smith and Prosper ISD Superintendent Dr. Holly Ferguson at the Prosper ISD Children's Health Stadium Community Room on Thursday, January 20 for a year-end recap and what exciting things are ahead in 2022. This year's State of the Community will revisit moments and milestones of 2021 as well as share the future vision as we move forward into 2022. Opportunities to join virtually or in-person will be available. For those who wish to attend in person, doors will open at 5:30 p.m. and the program will begin at 6 p.m. Thank you to this year's sponsors Texas Health Neighborhood Care & Wellness, CWD, and Linebarger.

### **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.**

1. **Consider and act upon the minutes from the November 30, 2021, Town Council Special meeting. (MLS)**
2. **Consider and act upon the minutes from the December 14, 2021, Town Council meeting. (MLS)**
3. **Receive the November Financial Report. (BP)**
4. **Consider and act upon Resolution 2022-01 approving an update to the Prosper Community Library Policies. (LS)**
5. **Consider and act upon approving an agreement for video streaming services with Swaglt Productions, LLC, through the Interlocal Purchasing System (TIPS); and authorizing the Town Manager to execute the same. (RB)**
6. **Consider and act upon authorizing the Town Manager to execute a Development Agreement between Lucky 7 Retail, LLC, and the Town of Prosper, Texas, related to the Victory at Frontier development. (AG)**
7. **Consider and act upon Ordinance 2022-02 for a Specific Use Permit (SUP) for a Restaurant with Drive-Through Service, on 1.2± acres, in the Victory at Frontier development, located on the west side of Preston Road, south of Frontier Parkway. The property is zoned Planned Development-10 (PD-10). (S21-0004). (AG)**

Mayor Pro-Tem Miller made a motion to approve consent agenda items 1 thru 7. Deputy Mayor Pro-Tem Andres seconded that motion, and the motion was unanimously approved.

### **CITIZEN COMMENTS:**

No comments were made.

**Items for Individual Consideration:**

8. **Conduct a public hearing and consider and act upon a request for a Specific Use Permit (SUP) for a Restaurant with Drive-Through Service in the Shops at Prosper Trail, on 1.1± acres, located on the east side of Preston Road, north of Prosper Trail. The property is zoned Planned Development-68 (PD-68). (S21-0005). (AG)**

Mr. Glushko stated the purpose of this request is to allow for a restaurant with drive-through service, totaling 750 square feet. The site includes adequate parking and stacking. The landscaping meets the minimum standards of the Town's Zoning Ordinance. The Planning and Zoning Commission recommended the Council deny the request by a 6-0 vote, noting concerns with the proposed use and building size. Staff has not received any responses to the request, and four residents expressed opposition to the request. Staff is recommending approval subject to approval of a Development Agreement, including, but not limited to, right-of-way and/or easement dedication, and architectural building materials.

Don Silverman, 4622 Maple Ave, Dallas, Developer, stated the materials and design are consistent with the current development as is the landscape screening. Mr. Silverman indicated there are two lanes proposed for the Drive-Through. One for the to-go orders and the other for pick-up. He stated due to the architectural changes made by the applicant, he is in favor of the request.

David Grates, Real Estate Team for Salad and Go, stated this restaurant is a Drive-Through only establishment that offers a low price point on their food items. Their hours of operation provide an earlier opening than other like establishments, but close by 9:00 p.m. each day. Mr. Grates stated the food is prepared and cooked at a location in Dallas and delivered daily to their locations. Therefore, the location is a prep only location. Their mission is to make each order in 90 seconds or less. Mr. Grates stated that they have worked with the Town to increase screening and altered the Site Plan several times to meet the Town's Standards, and they will continue to work with the Town to ensure that all concerns are addressed.

Mayor Smith opened the public hearing.

Dr. Chibuzor Okeke, 920 Circle Trail, is in opposition to the request.

Curt Mooney, 1230 Packsaddle Trail, stated the residents were assured that a Drive-Through restaurant would not be brought to this area. He expressed concerns of congestion and traffic, especially being off Preston Road. He is not in favor of having Drive-Throughs in the Town and if this one would be approved, it would set a precedent. Therefore, he is in opposition to the request.

David Adams, 1311 Packsaddle Trail, stated he lives directly across the street and expressed concerns of adding more traffic and congestion to this area, as well as future concerns of this location. He is opposed to the request.

Dhruv Soni, 1201 Clipston Drive, echoed comments of increased traffic, congestion, and future concerns of the area. He is opposed to the request.

Mayor Smith closed the public hearing.

Mayor Smith and Mayor Pro-Tem Miller recalled at the time when the development was first approved that the Town Council did not want multiple Drive-Throughs in the development nor next to each other. The Council also discussed the footprint of the building, possible future uses, location of the Drive-Through, and handle time per customer due to the establishment being a prep only location. The Council encouraged taller trees or longer berms on the western side of the lot.

Mayor Pro-Tem Miller made a motion to approve the request for a Specific Use Permit (SUP) for a Restaurant with Drive-Through Service in the Shops at Prosper Trail, subject to approval of a Development Agreement, including, but not limited to, right-of-way and/or easement dedication, and architectural building materials. Councilmember Cotten seconded that motion. Motion passed with a 5-1 vote. Councilmember Bartley opposed.

**9. Consider and act upon approving a Guaranteed Maximum Price (GMP) Amendment between Pogue Construction Co., L.P., and the Town of Prosper, related to the Public Safety Complex Phase 2 (Central Fire Station and Fire Administration) project; and authorizing the Town Manager to execute the same. (SB)**

Chief Blasingame stated that based on the Council's recommendations, they have continued to value engineer the project in order to bring the project in under budget. It was noted that if the item was not approved, the bids would expire, and staff would have to re-bid the project. Current anticipated completion date of the project is between March and May of 2023. Staff is recommending approval.

The Council discussed the contingency allowances within the agreement, Subcontractor Default Insurance (SDI), how and who reviewed the subcontractor bids, and risks of not approving the agreement due to the bids expiring.

Councilmember Ray made a motion to approve a Guaranteed Maximum Price (GMP) Amendment between Pogue Construction Co., L.P., and the Town of Prosper, related to the Public Safety Complex Phase 2 (Central Fire Station and Fire Administration) project; and authorizing the Town Manager to execute the same. Mayor Pro-Tem Miller seconded that motion. The motion passes with a 5-1 vote with Councilmember Cotten voting in opposition.

Mr. Jefferson noted based on the questions raised, he will have staff research and provide an update to the Council.

**10. Consider and act upon the creation of a temporary ad hoc HOA Broadband Committee to develop strategies for bringing fiber-to-the-home broadband service to legacy neighborhoods within the Town of Prosper. (RB)**

Mr. Jefferson stated as a result of a survey and the Broadband Committee's recommendations, the Town has initiated several programs to improve broadband access including educational videos, free portable wi-fi hotspots, and a dedicated Help-Desk concierge staff person to help troubleshoot problems. Data also indicates that approximately 75% of all areas in Prosper either have, or will have, fiber-to-the-home connectivity. The remaining 25% of areas not covered are comprised of approximately 20 legacy neighborhoods. Mr. Jefferson described the proposed scope of the committee and the topics they will review. The first meeting is scheduled for



January 27, 2022. Staff is recommending the Council create a temporary ad hoc committee comprised of representatives from the legacy neighborhoods.

Deputy Mayor Pro-Tem Andres mentioned the extension of Wi-fi in the downtown area to be addressed by the committee.

David Bristol, EDC President, stated that the EDC is pursuing a grant with the EDA to try to bring broadband to the entire region in a more effective way. Therefore, is in support of this committee.

Mayor Pro-Tem Miller made a motion to create a temporary ad hoc HOA Broadband Committee to develop strategies for bringing fiber-to-the-home broadband service to legacy neighborhoods within the Town of Prosper. Councilmember Ray seconded the motion and the motion was approved unanimously.

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

**11. Discuss the Sign Ordinance and Incidental Outdoor Merchandise Display regulations. (AG)**

Mr. Glushko reviewed current Sign Ordinance regulations and proposed changes as it pertains to Downtown Signs, Banner Signs, Development/Broker Signs, Wall Signs, and Incidental Outdoor Merchandise Displays.

The Council discussed the proposed changes, how any of these changes would affect new business owners and improving enforcement of the regulations. The Council requested staff to consult with the Downtown Business Alliance as well as consider tracking banner signs due to the number of times they can be placed out, and current maximum sign size requirements.

**12. Discussion regarding First Street (Coleman - Craig). (LH)**

Ms. Higginbotham presented a proposed view of road improvements based on designing the road to include two 12-foot travel lanes, eight (8) foot of parallel parking lanes on each side, eight (8) foot sidewalks on each side, and setbacks of 25 feet on each side of the road. This would require 60 feet of right-of-way as well as acquisition of right-of-way from several parcels along the roadway.

The Council discussed possible different configurations of the road and if a different configuration could be done using only 50 feet of right-of-way, as well as addressing run-off concerns, where current utilities are located, and traffic flow. The Council requested further design research based on their comments.

**13. Discussion regarding Coleman Street (First Street - Gorgeous). (LH)**

Ms. Higginbotham presented a proposed view of road improvements based on designing the road to include a 16-foot median, two (2) 16-foot travel lanes, eight (8) foot parallel parking lanes on each side, and 10-foot sidewalks on each side of the road. This would require 84 feet of right-of-way as well as acquisition of right-of-way from several parcels along the roadway.

The Council discussed a smaller median and a buffer along the sidewalk on each side. However, they agreed on the roadway being a four-lane divided thoroughfare.

**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.*

*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 551.074 – To discuss and consider the Town Manager's performance review.*

The Town Council recessed into Executive Session at 8:54 p.m.

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

The Town Council reconvened the Regular Session at 11:05 p.m.

No action was taken.

**Adjourn.**

The meeting was adjourned at 11:05 p.m.

These minutes approved on the 25<sup>th</sup> day of January 2022.

**APPROVED:**

\_\_\_\_\_  
Ray Smith, Mayor

**ATTEST:**

\_\_\_\_\_  
Michelle Lewis Sirianni, Town Secretary



*Prosper is a place where everyone matters.*

## MINUTES

**Prosper Town Council Work Session**  
Executive Conference Room  
Prosper Town Hall  
250 W. First Street, Prosper, Texas  
Thursday, January 13, 2022  
**6:00 PM**

### **Call to Order/ Roll Call.**

The meeting was called to order at 6:07 p.m.

### **Council Members Present:**

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

### **Council Members Absent:**

Councilmember Jeff Hodges

### **Staff Members Present:**

Harlan Jefferson, Town Manager  
Terry Welch, Town Attorney  
Michelle Lewis Sirianni, Town Secretary  
Rebecca Zook, Executive Director of Development and Infrastructure Services  
Khara Dodds, Development Services Director  
Robyn Battle, Executive Director of Community Services  
Jordan Carmona, Senior GIS Analyst

### **1. Discuss the Dallas North Tollway (DNT) Design Guidelines Project. (KD)**

Ms. Dodds presented an overview and update of the proposed guidelines requested by the Council. Staff is seeking feedback on how the Council would like to proceed.

The Council discussed open space requirements, setbacks, landscape requirements within the current Zoning Ordinance, how they differed within the proposed Design Guidelines, and the enforceability of the guidelines versus the current zoning. The Council also discussed residential versus commercial development along the tollway along with attracting quality development.

The Council agreed to amend the current Zoning Ordinance to provide for additional landscape enhancements and add verbiage regarding incentives to the proposed guidelines.

### **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.*

*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 551.074 – To discuss and consider the Town Manager's performance review.*

The Town did not recess nor take any action as a result of Executive Session.

**Adjourn.**

The meeting was adjourned at 7:46 p.m.

These minutes approved on the 25<sup>th</sup> day of January 2022.

**APPROVED:**

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**Ray Smith, Mayor**

**ATTEST:**

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**Michelle Lewis Sirianni, Town Secretary**





## FINANCE DEPARTMENT

**To:** Mayor and Town Council

**From:** Betty Pamplin, Finance Director

**Through:** Harlan Jefferson, Town Manager

**Re:** Town Council Meeting – January 25, 2022

**Agenda Item:**

Consider and act upon a resolution approving the Town of Prosper and Prosper Economic Development Corporation (PEDC) Investment Policy and Investment Strategy and approving the list of qualified brokers/dealers and financial institutions that are authorized to engage in investment transactions with the Town of Prosper and the PEDC. (BP)

**Description of Agenda Item:**

In March 2006, the Prosper Town Council adopted an Investment Policy for the Town and PEDC. This policy was last reviewed, revised, or adopted in January 2021. In November 2020 the Town engaged Valley View Consulting, L.L.C. to act in the capacity of Investment Advisors. Last year Valley View thoroughly reviewed and updated the policy to include recommended best practices of the Public Funds Investment Act (PFIA) and compliance with State law. The Town's investment program and investment strategy remain the same under the policy and there are no changes to the allowed investments, investment maturity limits or staff responsibilities for Town investments. The only changes to the policy in the current period are minor language changes such as the change from the state law language of "an entity" to specify Prosper. The attached redline version highlights all the proposed minor language changes to the policy. The Investment Policy received Certification from the Government Treasurer's Organization of Texas for a two-year period ending March 15, 2023.

Under Section 2256.05(e) of the Texas Public Funds Investments Act, contained in Chapter 2256 of the Texas Government Code, the governing body of the investing entity shall review its investment policy and investment strategies not less than annually and shall adopt by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

As noted above, the Investment Policy is to reflect the recommended best practices, PFIA checklist requirements, legislative changes, and the designation of investment officers for the Town and PEDC. Under the Public Funds Investment Act, investment officers must attend at least eight hours of instruction relating to the treasurer's or officer's responsibilities not less than once

in a two-year period. Currently, the Finance Director, and Accounting Manager are designated for the Town.

Additionally, the PEDC Investment Policy currently calls for the PEDC Treasurer and the Finance Director to serve as investment officers.

**Vetting of Banks/Brokers:**

Section 2256.005(k) of the Texas Public Funds Investment Act, contained in Chapter 2256 of the Texas Government Code, requires broker/dealers to acknowledge receipt of the entity's investment policy, and the Town may require additional information in order for a bank/broker dealer to qualify to be on the approved list.

The investment policy states the governing body shall, at least annually, review, revise and adopt a list of qualified broker/dealers that are authorized to engage in investment transactions with the Town and PEDC.

The investment policy has identified the qualifying items to be on the approved list as follows:

- Eligibility
- Competitive Environment

Attached is the list of vetted broker/dealers and financial institutions that have qualified to be on the approved list. Financial Northeastern Securities has been removed from the list and Wells Fargo Securities has been added to the list.

**Budget Impact:**

N/A

**Legal Obligations and Review:**

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

**Attached Documents:**

1. Resolution for Investment Policy and Investment Strategy
2. Matrix of qualified brokers/dealers and financial institutions

**Town Staff Recommendation:**

Town staff recommends approval of a resolution approving the Town of Prosper and the PEDC Investment Policy and Investment Strategy, and approve the list of qualified brokers/dealers and financial institutions that are authorized to engage in investment transactions with the Town of Prosper and the PEDC.

**Proposed Motion:**

I move to approve a resolution approving the Town of Prosper and the PEDC Investment Policy and Investment Strategy, and approve the list of qualified brokers/dealers and financial institutions that are authorized to engage in investment transactions with the Town of Prosper and the PEDC.

## TOWN OF PROSPER, TEXAS

## RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, REVIEWING, UPDATING AND ADOPTING THE TOWN OF PROSPER AND PROSPER ECONOMIC DEVELOPMENT CORPORATION INVESTMENT POLICY AND INVESTMENT STRATEGY; MAKING FINDINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Public Funds Investment Act ("the Act"), contained in Chapter 2256 of the Texas Government Code, as amended, provides in Section 2256.005(e) thereof that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually; and

**WHEREAS**, said section of the Act further provides that the governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies; and

**WHEREAS**, the Act requires the written instrument so adopted shall record any changes made to either the investment policy or the investment strategies.

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

**SECTION 1**

The Prosper Town Council hereby confirms that it has reviewed the Town of Prosper and Prosper Economic Development Corporation Investment Policy and Investment Strategy and adopts the Investment Policy dated January 25, 2022, attached hereto as Exhibit "A".

**SECTION 2**

This Resolution shall take effect from and after the date of its passage.

**DULY PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ON THIS 25<sup>th</sup> DAY OF JANUARY, 2022.**

**APPROVED:**

\_\_\_\_\_  
Ray Smith, Mayor

**ATTEST:**

\_\_\_\_\_  
Michelle Lewis Sirianni, Town Secretary

**APPROVED AS TO FORM AND LEGALITY:**

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**Terrence S. Welch, Town Attorney**





**TOWN OF PROSPER, TEXAS**

**and**

**PROSPER ECONOMIC DEVELOPMENT CORPORATION**

**INVESTMENT POLICY**

**JANUARY 25, 2022**

## INVESTMENT POLICY

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## PREFACE

The Town of Prosper and the Prosper Economic Development Corporation are separately chartered, governed, and operated entities. Each ENTITY adheres to its own governing documents and the Public Funds Investment Act. Each ENTITY additionally seeks to safely and effectively manage the funds under its control. To achieve those requirements, the governing body of each ENTITY has legally adopted this Investment Policy.

Throughout this Investment Policy, the two entities shall be singularly referred to as “ENTITY” and collectively referred to as “PROSPER.”

It is the policy of PROSPER that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy.

Effective cash management is recognized as essential to good fiscal management. A comprehensive and effective cash management system will be pursued to optimize investment interest earnings as viable and material revenue to all PROSPER funds. PROSPER’s portfolio shall be designed and managed in a manner responsive to the public trust and consistent with all Federal regulations, State of Texas statutes and other legal requirements, including the Town Charter, Town Ordinances, Articles of Incorporation, and this Policy.

## **I. PURPOSE**

### **A. Formal Adoption**

This Investment Policy is authorized by PROSPER in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act, herein referred to as “PFIA”.

### **B. Scope**

This Investment Policy applies to all of the investment activities of PROSPER. These funds are accounted for in the Town’s Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Debt Service Funds
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Internal Service Funds
- Economic Development Corporation Funds
- Any new fund created by the Town

The Town of Prosper may consolidate cash balances from multiple funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

This Policy establishes guidelines for:

1. Who can invest PROSPER funds,
2. How PROSPER funds will be invested, and
3. When and how a periodic review of investments will be made.

In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Law.

All investments made with PROSPER funds prior to the adoption of this Investment Policy shall be held or liquidated as determined to be in the best interest of the financial well being of PROSPER. PROSPER will also monitor changes in the credit ratings of its investments quarterly using a number of resources including rating agencies, broker/dealers or financial publications. PROSPER shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating.

### **C. Review and Amendment**

This Policy shall be reviewed annually by the ENTITY's governing body. The ENTITY's governing body shall adopt a written document stating that it has reviewed and recorded any changes made to the Investment Policy.

### **D. Investment Strategy**

In conjunction with the annual Policy review, the ENTITY's governing body shall review the separate written Investment Strategy for each of PROSPER's funds. The Investment Strategy must describe the investment objectives for each particular fund according to the following priorities:

1. Investment suitability,
2. Preservation and safety of principal,
3. Liquidity,
4. Marketability prior to maturity of each investment,
5. Diversification, and
6. Yield.

## **II. INVESTMENT OBJECTIVES**

### **A. Safety of Principal**

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are avoided, whether they are from securities defaults or erosion of the market value.

### **B. Maintenance of Adequate Liquidity**

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements; investing in securities with active secondary markets; and maintaining appropriate portfolio diversification.

### **C. Public Trust**

All participants in the investment process will seek to act responsibly as custodians of the public trust. Investment officials will avoid any transactions that might impair



public confidence in the Town's ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that the adequate diversification has been implemented and the terms of this policy have been followed.

#### **D. Yield**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

### **III. INVESTMENT POLICIES**

#### **A. Authorized Investments**

Investments described below are authorized by PFIA as eligible securities for PROSPER. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment. Additionally, PROSPER is not required to liquidate investments that were authorized at the time of purchase in the event that subsequent legislation renders certain securities as no longer authorized for purchase by the Town. PROSPER's funds governed by this Policy may be invested in:

- 1. Obligations of Governmental Entities (Section 2256.009).** Except for the items listed in 1.e. below, the following are authorized investments for obligations of governmental agencies:
  - a.** Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
  - b.** Direct obligations of the State of Texas or its agencies and instrumentalities;
  - c.** Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
  - d.** Obligations of states, agencies, counties, cities, and other political subdivisions of any State having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than

“A” or its equivalent;

e. The following *are not authorized investments* for PROSPER:

1. Obligations whose payments represent the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (Interest Only);
2. Obligations whose payments represent the principal stream of cash flow from the underlying mortgage-backed security collateral and bear no interest (Principal Only);
3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index (Inverse Floater).

## 2. Financial Institution Deposits (Section 2256.010).

a. Certificates of deposit, share certificates, or other forms of deposit provided the deposit is issued by a depository institution that has its main office or a branch office in Texas that is:

1. Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; or
2. Secured by obligations that are described by 1. (Obligations of Governmental Entities) above, which are intended to include all direct Federal agency or instrumentality issued mortgage backed securities, but excluding those mortgage-backed securities of the ~~—nature —described —in~~ 1.e. above, that have a market value of not less than the uninsured amount of the deposit; or
3. Secured in any other manner and amount provided by the law for deposits of PROSPER.

b. In addition to the authority to invest funds in certificates of deposit under Subsection “a”, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

1. The funds are invested through:

- (a) a broker that has its main office or a branch office in this state and is selected from a list adopted by ~~the investing entity~~ PROSPER as

required by Section 2256.025; or

- (b) a depository institution that has its main office or a branch office in this state and that is selected by ~~the investing entity~~ PROSPER;
- 2. The broker or the depository institution selected by ~~the investing entity~~ PROSPER under Subdivision (1) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of ~~the investing entity~~ PROSPER;
- 3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
- 4. ~~The investing entity~~ PROSPER appoints the depository institution selected by ~~the investing entity~~ PROSPER under Subdivision (1), an entity described by Section 2257.041(d), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for ~~the investing entity~~ PROSPER with respect to the certificates of deposit issued for the account of ~~the investing entity~~ PROSPER.

### 3. Mutual Funds (2256.014).

- a. A no-load money market mutual fund is an authorized investment under this subchapter if the mutual fund:
  - 1. Is registered with and regulated by the Securities and Exchange Commission;
  - 2. Provides ~~the investing entity~~ PROSPER with a prospectus and other information required by the Securities Exchange Act of 1934 (15 U.S.C. Section 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.); and
  - 3. Includes in its investment objectives the maintenance of a stable net asset value of \$1.0000 for each share.
- b. In addition to a no-load money market mutual fund permitted as an authorized investment in Subsection (a), a no-load mutual fund is an authorized investment under this subchapter if the mutual fund:
  - 1. Is registered with the Securities and Exchange Commission;
  - 2. Has an average weighted maturity of less than two years;

3. Either:
  - (a) Has a duration of one year or more and is invested exclusively in obligations approved by this subchapter; or
4. Has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

c. ~~An Entity~~ PROSPER is not authorized by this section to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Subsection (b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Subsection (b); -or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Subsection (a) or (b) in an amount that exceeds 10 percent of the total assets of the mutual fund.

4. **Local Government Investment Pools (2256.016).** Eligible investment pools organized and operating in compliance with PFIA described in section 2256.016 and 2256.019, have been authorized by the Town's ~~Council governing body~~, whose investment philosophy and strategy include seeking to maintain a stable net asset value of \$1.00 per share, and are consistent with this Policy and PROSPER's ongoing investment strategy.

5. **Commercial Paper (2256.013).** Commercial paper is an authorized investment under this policy if the commercial paper:

- a. Has a stated maturity of 365 days or fewer from the date of its issuance; and
- b. Is rated not less than A-1 or P-1 or an equivalent rating by at least:
  1. two nationally recognized credit rating agencies; or
  2. one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

6. **Repurchase Agreements (2256.011).** Repurchase agreements arranged in compliance with PFIA, under the terms of an executed Repurchase Agreement, and secured in accordance with this Policy.

- a. A fully collateralized repurchase agreement is an authorized investment under PFIA, Subchapter A, if the repurchase agreement:

1. has a defined termination date;
  2. is secured by a combination of cash and obligations described by PFIA, section 2256.009(a)(1); and
  3. requires the securities being purchased by the Town to be pledged to the Town, held in the Town's name, and deposited at the time the investment is made with the Town or with the third-party selected and approved by the Town; and
  4. is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas.
- b. In this section, "repurchase agreement" means a simultaneous agreement to buy, hold for a specific time, and sell back, at a future date, obligations described by Section 2256.009(a)(1), at market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse Security repurchase agreement.
- c. Notwithstanding any other law, the term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered.
- d. Money received by ~~an entity~~PROSPER under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

**7. Guaranteed Investment Contracts (2256.015).**

- a. A guaranteed investment contract is an authorized investment for bond proceeds under this subchapter if the guaranteed investment contract:
1. Has a defined termination date;
  2. Is secured by obligations described by Section 2256.009(a)(1), excluding those obligations described by Section 2256.009(b), in an amount at least equal to the amount of bond proceeds invested under the contract; and
  3. Is pledged to ~~the entity~~PROSPER and deposited with the Town or with a third party selected and approved by the Town.
- b. Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested under this subchapter in a guaranteed investment contract with a term of longer than five years from



the date of issuance of the bonds.

**c. To be eligible as an authorized investment:**

1. The governing body of the Town must specifically authorize guaranteed investment contracts as an eligible investment in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The Town must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The Town must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

**B. Protection of Principal**

PROSPER shall seek to control the risk of loss due to failure of a security issuer or grantor. Such risk shall be controlled by investing only in the safest types of securities as defined in the Policy; by collateralization as required by law; and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed “Delivery versus Payment” (DVP) through PROSPER’s Safekeeping Agent. By so doing, PROSPER’s funds are not released until PROSPER has received, through the Safekeeping Agent, the securities purchased.

**1. Diversification by Investment Type**

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio investments and by controlling the market and opportunity risks associated with specific investment types.

Bond proceeds may be invested in a single security or investment if PROSPER determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record keeping and calculation.

**2. Diversification by Investment Maturity**

In order to minimize risk of loss due to interest rate fluctuations, investment

maturities will not exceed the anticipated cash flow requirements of the funds. Generally, PROSPER will not directly invest in securities maturing more than five years from the date of purchase.

Maturity guidelines by fund type are discussed in Section IV, Investment Strategy Statement.

### **3. Ensuring Liquidity**

Liquidity shall be achieved by anticipating cash flow requirements, by investing in securities with active secondary markets and by investing in eligible financial institution deposit accounts, money market mutual funds, and local government investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or otherwise to adjust the portfolio.

### **4. Depository Agreements**

Consistent with the requirements of State Law, PROSPER requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as PROSPER's Depositories will be required to sign a Depository Agreement with PROSPER and PROSPER's safekeeping agent. The safekeeping portion of the Agreement shall define PROSPER's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The Agreement must be in writing;
- The Agreement has to be executed by the Depository and PROSPER contemporaneously with the acquisition of the asset;
- The Agreement must be approved by the Board of Directors or the designated committee of the Depository and a copy of the meeting minutes must be delivered to PROSPER;
- The Agreement must be part of the Depository's "official record" continuously since its execution.

#### **a. Allowable Collateral**

Eligible securities for collateralization of PROSPER deposits are defined by Chapter 2257, Texas Government Code, the Public Funds Collateral Act, as amended and meet the constraints of this Section III. A. 2.

**b. Collateral Levels**

The market value of pledged collateral must at all times be equal to or greater than 105% of the principal and accrued interest for PROSPER balances, less the applicable level of FDIC insurance.

Letters of Credit shall at all times be equal to or greater than 100% of the total value of the deposits and accrued interest for PROSPER balances, less the applicable level of FDIC insurance. Non-renewable Letters of Credit shall expire not less than two business days after the anticipated deposit withdrawal.

**c. Monitoring Collateral Adequacy**

PROSPER shall require monthly reports of pledged securities marked to market using quotes by a recognized market pricing service quoted on the valuation date from all financial institutions with which PROSPER has collateralized deposits. Additionally, a monthly collateral report shall be provided by the custodian for verification of the pledged securities. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

**d. Additional Collateral**

If the collateral pledged for a deposit falls below adequate levels, as defined above in Section 4.b., the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional securities no later than the end of the next succeeding business day.

**e. Security Substitution**

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact an Investment Officer for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

**5. Safekeeping**

**a. Safekeeping Agreement**

PROSPER shall contract with a bank or banks for the safekeeping of securities

either owned by PROSPER as a part of its investment portfolio or as a part of its depository agreements.

**b. Safekeeping of Deposit Collateral**

All marketable security collateral securing bank deposits must be held by a third-party custodian eligible under the Public Funds Collateral Act, and acceptable to PROSPER, or by a Federal Reserve Bank.

**C. Investment Advisers and Securities Dealers**

Investment Advisers shall adhere to the spirit, philosophy and specific terms of this Policy and shall invest within the same “Standard of Care” as defined in Section E. 3. below. Securities Dealers shall avoid recommending or suggesting transactions outside that “Standard of Care.”

**1. Selection of Investment Advisers**

The selection of Investment Advisers will be performed by the Investment Officers. The Investment Officers will establish criteria to evaluate Investment Advisers including:

- a. Adherence to PROSPER’s policies and strategies,
- b. Investment performance and transaction pricing within accepted risk constraints,
- c. Responsiveness to PROSPER’s request for services, information and open communication,
- d. Understanding of the inherent fiduciary responsibility of investing public funds, and
- e. Similarity in philosophy and strategy with PROSPER’s objectives.

Selected Investment Advisers must be registered under the Investment Advisers Act of 1940 or with the State Securities Board. A contract with an Investment Adviser may not be for a term longer than two years and any contract, renewal or extension must be approved by Town Council.

**2. Selection of Authorized Securities Dealers**

The ENTITY’s governing body shall, at least annually, review, revise, and adopt a list of qualified broker/dealers (Appendix B) that are authorized to engage in investment transactions with the ENTITY.

**a. Eligibility**

Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories.

#### **b. Competitive Environment**

It is the policy of PROSPER to require a competitive environment for all investment activities. Individual investment quotes will be solicited orally, in writing, electronically, or any combination of these methods.

### **3. Policy Certification**

All local government investment pools and discretionary investment management firms (business organizations) offering to engage in an investment transaction with PROSPER will be required to acknowledge in writing that the firm has received and reviewed PROSPER's Investment Policy. This Certification also acknowledges that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between PROSPER and the organization that are not authorized by PROSPER's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of PROSPER's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of PROSPER that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority, as required by PFIA.

## **D. Responsibility and Control**

### **1. Authority to Invest**

The Executive Director of Administrative Services, Finance Director, and the Accounting Manager are the "Investment Officers" of the Town of Prosper. The PEDC Treasurer and the Finance Director are the "Investment Officers" of the PEDC. The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage PROSPER's funds according to this Policy. The Investment Officers may authorize one or more Investment Officers to deposit, withdraw or transfer funds out of or into an investment pool or money market mutual fund in order to meet daily operating needs of PROSPER in compliance with the established Internal Controls.

### **2. Prudent Investment Management**

The designated Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility,



rather than the prudence of a single investment shall be considered.

Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

### **3. Standard of Care**

The standard of care used by PROSPER shall be that as defined in PFIA, Section 2256.006. It states:

“Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

### **4. Standards of Ethics**

The designated Investment Officers shall act as custodians of the public trust avoiding any transactions which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Additionally, all Investment Officers shall file with the Texas Ethics Commission and the ENTITY’s governing body a statement disclosing any personal business relationship with a business organization seeking to sell investments to PROSPER or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to PROSPER. For purposes of this subsection, an Investment Officer has a personal business relationship with business organization if:

- a. The Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- b. Funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer’s gross income for the previous year; or
- c. The Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

### **5. Establishment of Internal Controls**

PROSPER’s Investment Officers will maintain a system of internal controls over the investment activities of PROSPER.

## 6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The weighted average yield to maturity will be the standard for calculating portfolio rate of return. The Investment Officers will provide a quarterly comprehensive report signed by all Investment Officers to the ENTITY's governing body. This investment report shall:

- a. Describe in detail the investment position of PROSPER,
- b. Contain a summary statement, prepared in compliance with generally accepted accounting principles, of each pooled fund group that states the:
  1. beginning market value of the reporting period;
  2. ending market value for the period; and
  3. fully accrued interest for the reporting period;
- c. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- d. State the maturity date of each separately invested asset that has a maturity date;
- e. State the account or fund or pooled group fund for which each individual investment was acquired; and
- f. State the compliance of the investment portfolio with PROSPER's Investment Policy, strategy, and PFIA.

In defining market value, sources independent of the investment provider will determine valuations and consideration will be given to GASB Statement No. 31.

PROSPER, in conjunction with its annual financial audit, shall perform a compliance audit of the management controls on investments and adherence to PROSPER's Investment Policy. If PROSPER invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposits, or money market accounts or similar accounts, the reports prepared by the Investment Officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the ENTITY's governing body by that auditor.

## 7. Training

In order to ensure the quality and capability of PROSPER's investment personnel making investment decisions, PROSPER shall provide periodic training in

investments for the investment personnel through courses and seminars offered by approved independent training sources, including: the Government Finance Officers Association (GFOA), Government Finance Officers Association of Texas (GFOAT), Government Treasurers' Organization of Texas (GTOT), Texas Municipal League (TML), North Central Texas Council of Governments (NCTCOG), International City/County Management Association (ICMA), Texas Society of Certified Public Accountants (TSCPA), American Institute of Certified Public Accountants (AICPA), and University of North Texas (UNT).

**a. The Investment Officers shall:**

1. attend at least 10 hours of training relating to the Investment Officers' responsibilities within 12 months after taking office or assuming duties; and
2. attend an investment training session not less than once in a two-year period that begins on the first day of the Town's fiscal year and consists of the two consecutive fiscal years after that date and receive not less than 8 hours of instruction relating to investment responsibilities under this subchapter.

**b. Training under this section must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with PFIA.**

#### **IV. INVESTMENT STRATEGY STATEMENT**

The investment portfolio shall be designed with the objective of attaining a reasonable market yield at all times, taking into account the investment risk constraints and liquidity needs of the Town. Return on investment is of lesser importance compared to the safety and liquidity objectives described in Section II. In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines by fund-type are as follows:

##### **A. General, Enterprise, or Operating-type Funds**

Operating funds shall have their primary objective to assure that anticipated cash outflows are matched with the adequate investment liquidity. The secondary objective is to create a portfolio structure that will experience minimal volatility during changing economic cycles.

- a. Suitability** - Any investment eligible in the Investment Policy is suitable for General, Enterprise, or Operating-type funds.
- b. Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity of each fund's portfolio to less than one year and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

- c. **Liquidity** - General, Enterprise, or Operating-type Funds require the greatest short-term liquidity of any of the fund-types. Financial institution deposit accounts, short-term investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
- d. **Marketability** - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement.
- e. **Diversification** - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the Town. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.
- f. **Yield** - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio will be the minimum yield objective.

## B. Capital Project Funds and Special Purpose Funds

Capital project funds and special purpose funds shall have as their primary objective to assure that anticipated cash outflows are matched with adequate investment liquidity. The portfolios shall be invested based on cash flow estimates. Funds invested for capital projects may be from bond proceeds that are subject to arbitrage rebate regulations.

- a. **Suitability** - Any investment eligible in the Investment Policy is suitable for Capital Projects Funds.
- b. **Safety of Principal** - All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Projects Funds to not exceed the anticipated expenditure schedule, the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule or three years.
- c. **Liquidity** - Most capital projects programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Financial institution deposit accounts, short term investment pools and money market mutual funds will provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.
- d. **Marketability** - Securities with active and efficient secondary markets are

necessary in the event of an unanticipated cash flow requirement.

- e. **Diversification** - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, the Town is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then current market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.
- f. **Yield** - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury-Bill portfolio will be the minimum yield objective for non-borrowed funds.

### C. Debt Service Funds

Debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Investments purchased shall not have a stated final maturity date which exceeds the debt service payment date.

- a. **Suitability** - Any investment eligible in the Investment Policy is suitable for Debt Service Funds.
- b. **Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.
- c. **Liquidity** - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Financial institution deposit accounts, short term investments pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.
- d. **Marketability** - Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.
- e. **Diversification** - Market conditions influence the attractiveness of fully extending maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, the Town is best served by locking in most investments. If the interest rates are potentially rising, then



investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

- f. Yield** - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio shall be the minimum yield objective.

## Appendix “A”

### Glossary of Cash Management Terms

**Accretion** – Common investment accounting entry in which the book value of securities purchased at a discount are gradually written up to the par value. The process has the effect of recording the discount as income over time.

**Accrued Interest** – Interest earned, but not yet paid, on an investment.

**Active Management** – (also called *active investing*) refers to a portfolio management strategy where the manager makes specific investments with the goal to time the investment based on market conditions, monitor the volatility (or risk), and allow for parameters for liquidity. This will be performed by projecting cash flows to determine liquidity needs and actively monitoring market conditions for advantageous risk/return options.

**Agency** – See Federal Agency.

**Amortization** – Common investment accounting entry in which the book value of securities purchased at a premium are gradually written down to the par value. The process has the effect of recording the premium as a reduction to income over time.

**Arbitrage** – Dealing simultaneously in two markets to take advantage of temporary price distortions at minimal risk. Also related to IRS regulations governing tax-exempt debt proceeds.

**Basis Point** – A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield; e.g., “1/4” of 1 percent is equal to 25 basis points.

**Benchmark** – Index used to compare risk and performance to a managed portfolio.

**Bid** – The indicated price at which a buyer is willing to purchase a security or commodity.

**Book Value** – The original acquisition cost of an investment plus or minus the accrued accretion or amortization.

**Broker** – A financial firm that brings securities buyers and sellers together in return for a fee. The term “broker” is often used interchangeably with “dealer” to refer to a seller of investment securities.

**Callable Bond** – A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**Cash Settlement** – A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

**Collateralization** – Process by which a borrower pledges securities, property, or other

obligations for the purpose of securing the repayment of a loan, deposit and/or security.

**Collateralized Mortgage Obligation (CMO)** – A derivative mortgage-backed security (MBS) created from pools of home mortgage loans. A single MBS is divided into multiple classes, each class containing unique risk profile and security characteristics. A number of CMO classes are expressly prohibited by Texas State law. Also known as a Real Estate Mortgage Conduit (REMIC).

**Commercial Paper** – An unsecured short-term promissory note issued by corporations, with maturities ranging from 1 to 366 days. Commercial paper must carry a minimum rating of A1/P1 in order to be eligible under the Texas Public Funds Investment Act.

**Constant Maturity Treasury (CMT)** – A calculated average released by the Federal Reserve of all Treasury yields along a specific maturity point. This calculation is frequently used as a benchmark for conservative government portfolios.

**Coupon Rate** – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the “interest rate.”

**Credit Risk** – The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Derivative** – Financial instruments whose value is derived from the movement of an underlying index or security.

**Dealer** – A dealer, as opposed to a broker, sets as a principal in all securities transactions, buying and selling for their own account. Often times, the terms “broker” and “dealer” are used interchangeably to refer to a seller of investments securities.

**Delivery Versus Payment (DVP)** – A type of securities transaction in which the purchaser pays for securities at the time of delivery either to the purchaser or his/her security clearance/safekeeping agent.

**Derivative Security** – Financial instrument created from, or whose value depends upon, one or more underlying assets or indices of asset values.

**Discount** – The amount by which the par value of a security exceeds the price paid for the security.

**Diversification** – A process of investing assets among a range of investment types by sector, maturity, and quality rating.

**Dollar Weighted Average Maturity (WAM)** – The average maturity of all the investments that comprise a portfolio weighted by the dollar value of each investment.

**Fair Market Rate** – A documented and verifiable rate of interest which approximates the average rate which could have been earned on similar investments at the time of the transaction.

**Federal Agency** – A sub-division of the Federal Government.

**Federal Deposit Insurance Corporation (FDIC)** – A federal agency that insures bank deposits, currently up to \$250,000 per account. Texas Public Funds deposits that exceed this amount must be properly collateralized.

**Financial Industry Regulatory Authority (FINRA)** - the successor to the **National Association of Securities Dealers, Inc. (NASD)**. FINRA is a private corporation that focuses on regulatory oversight of all securities firms that do business with the public; professional training, testing and licensing of registered persons; arbitration and mediation; market regulation by contract for the New York Stock Exchange, the NASDAQ Stock Market, Inc., the American Stock Exchange LLC, and the International Securities Exchange.

**Interest Rate** – See “Coupon Rate.”

**Internal Controls** – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met.

**Interlocal Cooperation Act** – Law permitting joint participation by local governments providing one or more government functions within the State. This law [Section 891.001 et seq. of the Texas Government Code (the “Act”)] has allowed for the creation of investment pools in Texas.

**Investment Advisers Act of 1940** – Law which requires all Investment Advisers to be registered with the SEC or State-specific regulatory agency in order to protect the public from fraud.

**Investment Policy** – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities. The Texas Public Funds Investment Act requires that public entities have a written and approved investment policy.

**Investment Pool** – An entity created under the Interlocal Cooperation Act to invest public funds jointly on behalf of the entities that participate in the pool.

**Liquidity** – A liquid investment is one that can be easily and quickly converted to cash without substantial loss of value. Investment pools, financial institution deposits and money market funds, which allow for same day withdrawal of cash, are considered extremely liquid.

**Local Government Investment Pool (LGIP)** – An investment by local governments in which their money is pooled as a method for managing local funds.

**Market Risk** - The risk that the value of an investment will rise or decline as a result of changes in market conditions.

**Market Value** – An investment’s par amount multiplied by its market price.

**Maturity** – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a debt and pay the face value to the debtholder.

**Money Market Mutual Fund** – Mutual funds that invest in accordance with SEC regulations and guidelines.

**Mortgage-Backed Security (MBS)** – Security backed by pools of mortgages.

**Net Asset Value (NAV)** – The value of a mutual fund or investment pool at the end of the business day. NAV is calculated by adding the market value of all investments in a fund or pool, deducting expenses, and dividing by the number of shares in the fund or pool.

**Offer** – An indicated price at which market participants are willing to sell a security. Also referred to as the “Ask Price.”

**Par Value** – Face value or principal value of a bond, typically \$1,000 per bond. A security’s par value is multiplied by its coupon rate to determine coupon payment amount.

**Passive Management** – Involves the creation of a portfolio allocation that is the same as a specific index to generate a return that is the same as the chosen index instead of outperforming it

**Premium** – The amount by which the price paid for a security exceeds the security’s par value.

**Primary Government Securities Dealer (Primary Dealer)** – Large government securities dealers who are required to submit daily reports of market activity and monthly financial statements to the New York Federal Reserve Bank. Primary Dealers are required to continually “make a market” in Treasury securities, buying or selling when asked, thereby creating a liquid secondary market for US debt obligations.

**Principal** – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given investment.

**Prudent Investor Rule** – Refers to an investment principle in the Public Funds Investment Act outlining the fiduciary responsibilities of Investment Officers.

**Repurchase Agreement (repo or RP)** – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

**Reverse Repurchase Agreement (Reverse Repo)** – An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

**Safekeeping** – Holding of assets (e.g., securities) by a financial institution on behalf of a client.

**Total Return** – The sum of all investment income plus changes in the market value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period:  $(\text{Price Appreciation}) + (\text{Dividends Paid}) + (\text{Capital Gains}) = (\text{Total Return})$ .



**Treasury Bills** – Short term U.S. government non-interest bearing, debt securities with maturities of one year or shorter. T-Bills pay interest only at maturity. The interest is equal to the face value minus the purchase price.

**Treasury Notes** – Intermediate U.S. government debt securities with maturities of one to 10 years. Treasury notes, or T-notes, are generally issued in terms of 2, 3, 5, 7, and 10 years, and pay interest every six months until they mature.

**Uniform Net Capital Rule** – SEC Rule 15C3-1 outlining capital requirements for brokers/dealers.

**Volatility** – A degree of fluctuation in the price or valuation of securities.

**Yield** – The current rate of return on an investment generally expressed as an annual percentage.

**Yield-to-Call (YTC)** – The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

**Yield Curve** – A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**Yield-to-Maturity** – The rate of return yielded by an investment held to maturity when both interest payments and the investor's purchase price discount or premium are included in the calculation of return.

**Zero-coupon Securities** – Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

## Appendix “B”

### Town of Prosper Authorized Broker/Dealer List

FHN Financial

~~Financial Northeastern Securities~~

Great Pacific Securities

Hilltop Securities, Inc.

Multi-Bank Securities, Inc.

Oppenheimer & Co., Inc.

SAMCO Capital Markets

Wells Fargo Securities

**Matrix of Qualified Brokers/Dealers and Financial Institutions**

*Item 8.*

Name of Firm	FHN Financial	Hilltop Securities, Inc.	Great Pacific Securities	Multi-Bank Securities, Inc. [MBS]	Oppenheimer & Co., Inc.	Samco Capital Markets, Inc	Wells Fargo Securities
Address	920 Memorial City Way, 11th Fl Houston, TX 77024	700 Milam, Suite 500 Houston, TX 77002	151 Kalmus Drive, Ste. H8 Costa Mesa, CA 92626	1000 Town Center, Ste. 2300 Southfield, MI 48075	50 S. 6th St., Ste. 1300 Minneapolis, MN 55402	1700 Pacific Ave Ste 2000 Dallas, TX 75201	1445 Ross Avenue Dallas, TX 75202
Phone	(901) 435-4375	(713) 654-8606	(714) 619-3000	(888) 857-4740	(612) 337-2719	(800) 817-3466	(214) 777-4018
Account Representative	John "Buddy" Saragusa <a href="mailto:buddy.saragusa@fhnfinancial.com">buddy.saragusa@fhnfinancial.com</a>	Gilbert Ramon <a href="mailto:Gilbert.Ramon@hilltopsecurities.com">Gilbert.Ramon@hilltopsecurities.com</a>	Bob "Fitz" Fitzgerald <a href="mailto:bfitz@greatpac.com">bfitz@greatpac.com</a>	Carol Mackoff <a href="mailto:cmackoff@mbssecurities.com">cmackoff@mbssecurities.com</a>	Chris Sullivan <a href="mailto:Chris.Sullivan@opco.com">Chris.Sullivan@opco.com</a>	Robert Phillips <a href="mailto:RPhillips@samcocapital.com">RPhillips@samcocapital.com</a>	Chuck Landry <a href="mailto:chuck.landry@wellsfargo.com">chuck.landry@wellsfargo.com</a>
Texas Office	CRD # 6486777 YES	CRD # 2135146 YES	CRD # 827653 NO	CRD # 2095701 YES	CRD # 4731737 YES	CRD # 1608642 YES	CRD # 4893896 YES
Nature of Office	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities
Primary Dealer status with Federal Reserve	NO	NO	NO	NO	NO	NO	Yes
Registered with FINRA	YES CRD # 46346	YES CRD # 6220	YES CRD#29251	YES CRD # 22098	YES CRD # 1047426	YES CRD # 136532	YES CRD # 126292
Market Sector specialization	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities	Fixed Income Securities
Directly comparable public sector clients	McKinney, Plano, Richardson	Flower Mound, Farmers Branch, Benbrook	San Antonio, Harris County, Collin County, Grand Prairie, Arlington	Keller, Bedford, Cedar Hill	Longview, Harris County; Collin County	Arlington, Grand Prairie, Corinth	Keller, Bedford, Cedar Hill
Read Prosper's Investment Policy	YES	YES	YES	YES	YES	YES	YES
SIPC Insurance Coverage	YES	YES	YES	YES	YES	YES	YES
Buy/Sell Securities?	YES	YES	YES	YES	YES	YES	YES
Rep Registered with Texas State Securities	YES	YES	YES	YES	YES	YES	YES



## FIRE DEPARTMENT

**To:** Mayor and Town Council  
**From:** Stuart Blasingame, Fire Chief  
**Through:** Harlan Jefferson, Town Manager  
**Re:** Town Council Meeting – January 25, 2022

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**Agenda Item:**

Consider and act upon authorizing the Town Manager to execute an Agreement between Motorola Solutions, Inc., and the Town of Prosper, for annual radio system support and maintenance.

**Description of Agenda Item:**

On or about November 24, 2020, the Town Council approved an Interlocal Agreement with the City of Frisco for the use of the Frisco radio communications system. In accordance with the Agreement, the Town utilizes Motorola Solutions, Inc. to service our equipment to ensure compatibility with Frisco's system. This Agreement covers support and maintenance of the public safety communications equipment at the Town of Prosper 9-1-1 Dispatch Center. The term of this Agreement is five (5) years for the period of November 1, 2021 through October 31, 2026.

**Budget Impact:**

The total amount of this purchase is \$154,696.41 and will be funded by the 9-1-1 Communications Contract Services Account #100-5480-20-05 and will be billed on an annual basis.

Year 1 - \$29,840.73  
Year 2 - \$30,368.78  
Year 3 - \$30,911.90  
Year 4 - \$31,472.77  
Year 5 - \$32,102.23

**Legal Obligations and Review:**

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

**Attached Documents:**

1. Motorola Service Agreement

**Town Staff Recommendation:**

Town staff recommends authorizing the Town Manger to execute an Agreement between Motorola Solutions, Inc., and the Town of Prosper, for annual radio system support and maintenance.

**Proposed Motion:**

I move to authorize the Town Manager to execute an Agreement between Motorola Solutions, Inc., and the Town of Prosper, for annual radio system support and maintenance.


**MOTOROLA SOLUTIONS**
**SERVICE AGREEMENT**

500 W Monroe St  
Chicago, IL 60661  
(800) 247-2346

Contract Number: USC000167953  
Contract Modifier: R03-JUL-21 15:00:25

Date: 30-DEC-2021

<p>Company Name: Prosper, Town Of</p> <p>Attn.: Stuart Blasingame</p> <p>Billing Address: 1500 E First St</p> <p>City, State, Zip Code: Prosper, TX 75078</p> <p>Customer Contact: Stuart Blasingame</p> <p>Phone: 972-347-2424</p>
---

P.O.#: N/A  
Customer #: 1036799057  
Bill to Tag#: 0001  
Contract Start Date: 01-NOV-2021  
Contract End Date: 31-OCT-2026  
Payment Cycle: ANNUALLY  
Currency: USD

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
		***** Recurring Services *****		
	LSV01S01107A	ASTRO SYSTEM ESSENTIAL PLUS PACKAGE	\$8,096.38	\$97,156.68
	SVC02SVC0201A	ASTRO SUA II UO IMPLEMENTATION SERVICES	\$0.00	\$0.00
	SVC02SVC0343A	RELEASE IMPACT TRAINING	\$0.00	\$0.00
	SVC02SVC0344A	RELEASE IMPLEMENTATION TRAINING	\$0.00	\$0.00
	SVC02SVC0433A	ASTRO SUA II FIELD IMPLEMENTATN SVC	\$370.73	\$4,448.83
	SVC04SVC0169A	SYSTEM UPGRADE AGREEMENT II	\$4,424.25	\$53,090.90
Sub Total			\$12,891.37	\$154,696.41
Taxes			\$0.00	\$0.00
Grand Total			\$12,891.37	\$154,696.41
SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS			THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA SOLUTIONS	

I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.



Highlighted cybersecurity services added when applicable:

### SECURITY PATCHING

Remote Security Update Service

☐ Does Not Apply

☐ Opt Out - I have received a briefing on this service and choose not to subscribe.

Security Update Service

☐ Does Not Apply

☐ Opt Out - I have received a briefing on this service and choose not to subscribe.

### THREAT DETECTION

Managed Detection & Response

☐ Does Not Apply

☐ Opt Out - I have received a briefing on this service and choose not to subscribe.

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CUSTOMER (PRINT NAME)

\_\_\_\_\_  
MOTOROLA REPRESENTATIVE (SIGNATURE)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TRAVIS TREVINO

\_\_\_\_\_  
(903)494-1592

\_\_\_\_\_  
MOTOROLA REPRESENTATIVE (PRINT NAME)

\_\_\_\_\_  
PHONE

Company Name : Prosper, Town Of  
Contract Number : USC000167953  
Contract Modifier : R03-JUL-21 15:00:25  
Contract Start Date : 01-NOV-2021  
Contract End Date : 31-OCT-2026

## Service Terms and Conditions

Motorola Solutions Inc. ("Motorola") and the customer named in this Agreement ("Customer") hereby agree as follows:

### Section 1. APPLICABILITY

These Maintenance Service Terms and Conditions apply to service contracts whereby Motorola will provide to Customer either (1) maintenance, support, or other services under a Motorola Service Agreement, or (2) installation services under a Motorola Installation Agreement.

### Section 2. DEFINITIONS AND INTERPRETATION

2.1. "Agreement" means these Maintenance Service Terms and Conditions; the cover page for the Service Agreement or the Installation Agreement, as applicable; and any other attachments, all of which are incorporated herein by this reference. In interpreting this Agreement and resolving any ambiguities, these Maintenance Service Terms and Conditions take precedence over any cover page, and the cover page takes precedence over any attachments, unless the cover page or attachment states otherwise.

2.2. "Equipment" means the equipment that is specified in the attachments or is subsequently added to this Agreement.

2.3. "Services" means those installation, maintenance, support, training, and other services described in this Agreement.

### Section 3. ACCEPTANCE

Customer accepts these Maintenance Service Terms and Conditions and agrees to pay the prices set forth in the Agreement. This Agreement becomes binding only when accepted in writing by Motorola. The term of this Agreement begins on the "Start Date" indicated in this Agreement.

### Section 4. SCOPE OF SERVICES

4.1. Motorola will provide the Services described in this Agreement or in a more detailed statement of work or other document attached to this Agreement. At Customer's request, Motorola may also provide additional services at Motorola's then-applicable rates for the services.

4.2. If Motorola is providing Services for Equipment, Motorola parts or parts of equal quality will be used; the Equipment will be serviced at levels set forth in the manufacturer's product manuals; and routine service procedures that are prescribed by Motorola will be followed.

4.3. If Customer purchases from Motorola additional equipment that becomes part of the same system as the initial Equipment, the additional equipment may be added to this Agreement and will be billed at the applicable rates after the warranty for that additional equipment expires.

4.4. All Equipment must be in good working order on the Start Date or when additional equipment is added to the Agreement. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay Service fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice.

4.5. Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

4.6. If Equipment cannot, in Motorola's reasonable opinion, be properly or economically serviced for any reason, Motorola may modify the scope of Services related to that Equipment; remove that Equipment from the Agreement; or increase the price to Service that Equipment.

4.7. Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this Agreement.

### Section 5. EXCLUDED SERVICES

5.1. Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards;

excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

5.2. Unless specifically included in this Agreement, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

## **Section 6. TIME AND PLACE OF SERVICE**

Service will be provided at the location specified in this Agreement. When Motorola performs service at Customer's location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services. Unless otherwise stated in this Agreement, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Agreement, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses.

## **Section 7. CUSTOMER CONTACT**

Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola.

## **Section 8. INVOICING AND PAYMENT**

8.1 Customer affirms that a purchase order or notice to proceed is not required for the duration of this service contract and will appropriate funds each year through the contract end date. Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for each payment period. All other charges will be billed monthly, and Customer must pay each invoice in U.S. dollars within twenty (20) days of the invoice date.

8.2 Customer will reimburse Motorola for all property taxes, sales and use taxes, excise taxes, and other taxes or assessments that are levied as a result of Services rendered under this Agreement (except income, profit, and franchise taxes of Motorola) by any governmental entity. The Customer will pay all invoices as received from Motorola. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

8.3 For multi-year service agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, all Items, Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. All items, not seasonally adjusted shall be used as the measure of CPI for this price adjustment. Measurement will take place once the annual average for the New Year has been posted by the Bureau of Labor Statistics. For purposes of illustration, if in year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base)

## **Section 9. WARRANTY**

Motorola warrants that its Services under this Agreement will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. In the event of a breach of this warranty, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

## **Section 10. DEFAULT/TERMINATION**

10.1. If either party defaults in the performance of this Agreement, the other party will give to the non-performing party a written and detailed notice of the default. The non-performing party will have thirty (30) days thereafter to provide a written plan to cure the default that is acceptable to the other party and begin implementing the cure plan immediately after plan approval. If the non-performing party fails to provide or implement the cure plan, then the injured party, in addition to any other rights available to it under law, may immediately terminate this Agreement effective upon giving a written notice of

termination to the defaulting party.

10.2. Any termination of this Agreement will not relieve either party of obligations previously incurred pursuant to this Agreement, including payments which may be due and owing at the time of termination. All sums owed by Customer to Motorola will become due and payable immediately upon termination of this Agreement. Upon the effective date of termination, Motorola will have no further obligation to provide Services.

10.3 If the Customer terminates this Agreement before the end of the Term, for any reason other than Motorola default, then the Customer will pay to Motorola an early termination fee equal to the discount applied to the last three (3) years of Service payments for the original Term.

#### **Section 11. LIMITATION OF LIABILITY**

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service provided under this Agreement. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

#### **Section 12. EXCLUSIVE TERMS AND CONDITIONS**

12.1. This Agreement supersedes all prior and concurrent agreements and understandings between the parties, whether written or oral, related to the Services, and there are no agreements or representations concerning the subject matter of this Agreement except for those expressed herein. The Agreement may not be amended or modified except by a written agreement signed by authorized representatives of both parties.

12.2. Customer agrees to reference this Agreement on any purchase order issued in furtherance of this Agreement, however, an omission of the reference to this Agreement will not affect its applicability. In no event will either party be bound by any terms contained in a Customer purchase order, acknowledgement, or other writings unless: the purchase order, acknowledgement, or other writing specifically refers to this Agreement; clearly indicate the intention of both parties to override and modify this Agreement; and the purchase order, acknowledgement, or other writing is signed by authorized representatives of both parties.

#### **Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS**

13.1. Any information or data in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer under this Agreement will remain Motorola's property, will be deemed proprietary, will be kept confidential, and will be promptly returned at Motorola's request. Customer may not disclose, without Motorola's written permission or as required by law, any confidential information or data to any person, or use confidential information or data for any purpose other than performing its obligations under this Agreement. The obligations set forth in this Section survive the expiration or termination of this Agreement.

13.2. Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time by Customer to Motorola will be deemed secret or confidential. Motorola will have no obligation to provide Customer with access to its confidential and proprietary information, including cost and pricing data.

13.3. This Agreement does not grant directly or by implication, estoppel, or otherwise, any ownership right or license under any Motorola patent, copyright, trade secret, or other intellectual property, including any intellectual property created as a result of or related to the Equipment sold or Services performed under this Agreement.

#### **Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS**

Customer is solely responsible for obtaining licenses or other authorizations required by the Federal Communications Commission or any other federal, state, or local government agency and for complying with all rules and regulations required by governmental agencies. Neither Motorola nor any of its employees is an agent or representative of Customer in any governmental matters.

#### **Section 15. COVENANT NOT TO EMPLOY**

During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

#### **Section 16. MATERIALS, TOOLS AND EQUIPMENT**

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction.

#### **Section 17. GENERAL TERMS**

17.1. If any court renders any portion of this Agreement unenforceable, the remaining terms will continue in full force and effect.

17.2. This Agreement and the rights and duties of the parties will be interpreted in accordance with the laws of the State in which the Services are performed.

17.3. Failure to exercise any right will not operate as a waiver of that right, power, or privilege.

17.4. Neither party is liable for delays or lack of performance resulting from any causes that are beyond that party's reasonable control, such as strikes, material shortages, or acts of God.

17.5. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.6. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event.

17.7. THIS AGREEMENT WILL RENEW, FOR AN ADDITIONAL ONE (1) YEAR TERM, ON EVERY ANNIVERSARY OF THE START DATE UNLESS EITHER THE COVER PAGE SPECIFICALLY STATES A TERMINATION DATE OR ONE PARTY NOTIFIES THE OTHER IN WRITING OF ITS INTENTION TO DISCONTINUE THE AGREEMENT NOT LESS THAN THIRTY (30) DAYS OF THAT ANNIVERSARY DATE. At the anniversary date, Motorola may adjust the price of the Services to reflect its current rates.

17.8. If Motorola provides Services after the termination or expiration of this Agreement, the terms and conditions in effect at the time of the termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorola's then effective hourly rates.

17.9 This Agreement may be executed in one or more counterparts, all of which shall be considered part of the Agreement. The parties may execute this Agreement in writing, or by electronic signature, and any such electronic signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability and admissibility. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

## Cybersecurity Online Terms Acknowledgement

This Cybersecurity Online Terms Acknowledgement (this "Acknowledgement") is entered into between Motorola Solutions, Inc. ("Motorola") and the entity set forth in the signature block below ("Customer").

**1. Applicability and Self Deletion.** This Cybersecurity Online Terms Acknowledgement applies to the extent cybersecurity products and services, including Remote Security Update Service, Security Update Service, and Managed Detection & Response subscription services, are purchased by or otherwise provided to Customer, including through bundled or integrated offerings or otherwise.

**NOTE: This Acknowledgement is self deleting if not applicable under this Section 1.**

**2. Online Terms Acknowledgement.** The Parties acknowledge and agree that the terms of the *Cyber Subscription Renewals and Integrations Addendum* available at <http://www.motorolasolutions.com/cyber-renewals-integrations> are incorporated in and form part of the Parties' agreement as it relates to any cybersecurity products or services sold or provided to Customer. By signing the signature block below, Customer certifies that it has read and agrees to the provisions set forth and linked on-line in this Acknowledgement. To the extent Customer is unable to access the above referenced online terms for any reason, Customer may request a paper copy from Motorola. The signatory to this Acknowledgement represents and warrants that he or she has the requisite authority to bind Customer to this Acknowledgement and referenced online terms.

**3. Entire Agreement.** This Acknowledgement supplements any and all applicable and existing agreements and supersedes any contrary terms as it relates to Customer's purchase of cybersecurity products and services. This Acknowledgement and referenced terms constitute the entire agreement of the parties regarding the subject matter hereof and as set out in the referenced terms, and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter.

**4. Execution and Amendments.** This Acknowledgement may be executed in multiple counterparts, and will have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing or by electronic signature. An electronic signature, facsimile copy, or computer image of a signature, will be treated, and will have the same effect as an original signature, and will have the same effect, as an original signed copy of this document. This Acknowledgement may be amended or modified only by a written instrument signed by authorized representatives of both Parties.

The Parties hereby enter into this Acknowledgement as of the last signature date below.

**Motorola Solutions, Inc.**

**Customer:** \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## DEVELOPMENT SERVICES

**To:** Mayor and Town Council

**From:** Brady Cudd, Building Official

**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 – January 25, 2022

**Agenda Item:**

Consider and act upon approving Amendment No. 3 to the Software Maintenance and Hosting Agreement between Town of Prosper, TX and CentralSquare Technologies, LLC; and authorizing the Town Manager to execute the same.

**Description of Agenda Item:**

On or about January 13, 2015, the Town Council approved a Software Maintenance and Hosting Agreement related to hosting, maintenance, and support services for TRAKiT Land Management Software. Trakit is primarily used by Building Inspections Department and is both essential and central to daily operations. Other divisions and departments such as Planning, Health and Code, Engineering, Fire, and Parks also use the software.

The original term of the Agreement was five years, expiring in 2020. On or about January 28, 2020, the Town Council approved an Amendment extending the Agreement for an additional one-year term, with a one-year renewal option that expired on December 31, 2021. This Amendment extends the Agreement for an additional one-year term effective January 1, 2022, through December 31, 2022.

Staff does not anticipate continued use of this product after the 2022 calendar year, as we are in the process of transitioning to Tyler Technology's Energov software.

**Budget Impact:**

In the FY 2021-2022 budget, staff allocated \$53,512.00 in IT Fees 100-5418-40-01 for the Trakit software expense as a non-discretionary package. The budgeted amount was based on the previous year's expenditure. The fee for the renewal period is \$56,791.36, which exceeds the budgeted amount by \$3,279.36. However, staff anticipates savings in related budget categories which will offset this additional expense.

**Legal Obligations and Review:**

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

**Attached Documents:**

1. Amendment No. 3 to the Software Maintenance and Hosting Agreement

**Town Staff Recommendation:**

Town staff recommends approving Amendment No. 3 to the Software Maintenance and Hosting Agreement between Town of Prosper, TX and Central Square Technologies, LLC; and authorizing the Town Manager to execute the same.

**Proposed Motion:**

I move to approve Amendment No. 3 to the Software Maintenance and Hosting Agreement between Town of Prosper, TX and Central Square Technologies, LLC; and authorize the Town Manager to execute the same.

# **AMENDMENT # 3 TO THE AGREEMENT FOR SOFTWARE MAINTENANCE AND HOSTING AGREEMENT**

**TOWN OF PROSPER, TX**  
("Customer")

and

**CENTRALSQUARE TECHNOLOGIES, LLC**  
("CentralSquare")

This Amendment (the "Amendment") amends the Agreement for Software Maintenance and Hosting Agreement by and between the Town of Prosper, TX and CRW Systems, Inc. with an Effective Date of January 13<sup>th</sup>, 2015, including any amendments, and/or Quote(s) thereto (the "Agreement") expressly as provided for in this Amendment.

The Effective Date of this Amendment is the latest date shown on the signature page of this Amendment.

Customer and CentralSquare, intending to be legally bound, agree as follows:

- 1) Amendment to and Modification of the Agreement. The Agreement is amended and modified as follows:
  - a) Extension of Original Term. The parties hereto agree to extend the Term of the Agreement for an additional one (1) year term. Pricing for the January 1, 2022 to December 31, 2022 renewal period shall be as follows:

Application	Qty	1/1/2022-12/31/2022
TRAKiT Community Development Core	1	\$ -
CodeTRAK	1	\$ -
iTRAKiT Suite	1	\$ -
LandTRAK	1	\$ -
PermitTRAK	1	\$ -
ProjectTRAK	1	\$ -
TRAKiT End User License	1	\$ 50,908.30
TRAKiT End User License	10	\$ 4,862.03
eTRAKiT Citizen Portal	1	\$ 1,021.03
<b>Total</b>		<b>\$ 56,791.36</b>

Customer shall notify CentralSquare, in writing, no less than sixty (60) days prior to the expiration of this Amendment of its desire to renew for the additional year. Pricing for the optional one-year renewal term shall be determined after receiving notice of Customer's intent to exercise the one-year renewal option.

- 2) Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Execution Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.
- 3) Term. The term of this Amendment shall run concurrently with the Term of the original Agreement. Any termination of the original Agreement shall be considered a termination of this Amendment.

**CentralSquare Technologies, LLC**

BY: Amir Siddiqi  
7B7FDDC48BDF450...  
Amir Siddiqi  
PRINT NAME: \_\_\_\_\_  
PRINT TITLE: Chief Customer Officer  
DATE SIGNED: 11/9/2021

**Town of Prosper, TX**

BY: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_  
PRINT TITLE: \_\_\_\_\_  
DATE SIGNED: \_\_\_\_\_



## TOWN SECRETARY

**To:** Mayor and Town Council

**From:** Michelle Lewis Sirianni, Town Secretary

**Through:** Harlan Jefferson, Town Manager  
Robyn Battle, Executive Director of Community Services

**Re:** Town Council Meeting – January 25, 2022

**Agenda Item:**

Consider and act upon an ordinance amending Section 1.02.061, “Regular Meetings,” and Subsection (a) of Section 1.02.162, “Public Member Request to Speak at Public Hearing,” of Article 1.02, “Town Council,” of Chapter 1, “General Provisions,” of the Code of Ordinances, regarding the starting time of regular Town Council meetings and at Public Hearings allowing one member of the public to speak on behalf of multiple members of the public.

**Description of Agenda Item:**

The Town Charter provides that the Town Council shall determine its own rules of order and procedure, either by ordinance or resolution. The Rules of Order and Procedure were initially adopted in 2006 and amended by ordinance in 2013.

At the November 23, 2021, Town Council meeting, the Town Council discussed public comment procedures that take place during a meeting. The Town Council provided staff with feedback on revisions to be made to the Town’s Rules and Procedures. The objectives outlined below address those revisions for consideration and are outlined in red text within the proposed ordinance.

The purpose of the attached revision is to meet the following objectives:

- Updating meeting start time to 5:45 p.m. to align with current practice.
- Adding a provision to allow a group of individuals to yield their time to an appointed representative to speak on an agenda item.

**Legal Obligations and Review:**

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

**Attached Documents:**

1. Proposed Ordinance - Redlined

**Town Staff Recommendation:**

Town staff recommends the Town Council approve an ordinance amending Section 1.02.061, “Regular Meetings,” and Subsection (a) of Section 1.02.162, “Public Member Request to Speak at Public Hearing,” of Article 1.02, “Town Council,” of Chapter 1, “General Provisions,” of the Code

of Ordinances, regarding the starting time of regular Town Council meetings and at Public Hearings allowing one member of the public to speak on behalf of multiple members of the public.

**Proposed Motion:**

I move to approve an ordinance amending Section 1.02.061, "Regular Meetings," and Subsection (a) of Section 1.02.162, "Public Member Request to Speak at Public Hearing," of Article 1.02, "Town Council," of Chapter 1, "General Provisions," of the Code of Ordinances, regarding the starting time of regular Town Council meetings and at Public Hearings allowing one member of the public to speak on behalf of multiple members of the public.

**TOWN OF PROSPER, TEXAS****ORDINANCE NO. 2022-\_\_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, AMENDING SECTION 1.02.061, "REGULAR MEETINGS," AND SUBSECTION (a) OF SECTION 1.02.162, "PUBLIC MEMBER REQUEST TO SPEAK AT PUBLIC HEARING," OF ARTICLE 1.02, "TOWN COUNCIL," OF CHAPTER 1, "GENERAL PROVISIONS," OF THE CODE OF ORDINANCES OF THE TOWN OF PROSPER, TEXAS, RELATIVE TO THE STARTING TIME OF REGULAR TOWN COUNCIL MEETINGS AND AT PUBLIC HEARINGS ALLOWING ONE MEMBER OF THE PUBLIC TO SPEAK ON BEHALF OF MULTIPLE MEMBERS OF THE PUBLIC, WITH CERTAIN RESTRICTIONS, RESPECTIVELY; MAKING FINDINGS RELATED THERETO; PROVIDING REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on or about December 10, 2013, the Town Council of the Town of Prosper, Texas ("Town Council"), adopted Ordinance No. 13-63, which Ordinance provided, in part, for Rules of Order and Procedure ("Rules") for the Town Council; and

**WHEREAS**, the Town Council has determined that it would be beneficial to make the following minor amendments to the Rules to address the starting time for regular Town Council meetings as well as at public hearings allowing one member of the public to speak on behalf of multiple members of the public, with certain restrictions on such authority.

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

### **SECTION 1**

The findings set forth above are hereby found to be true and correct and 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, existing Section 1.02.061, "Regular Meetings," of Article 1.02, "Town Council," of Chapter 1, "General Provisions," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended to read as follows:

#### **"ARTICLE 1.02      TOWN COUNCIL**

\* \* \*

#### **Division 3.    Town Council meetings**

##### **Sec. 1.02.061      Regular meetings**

Regular meetings of the Town Council shall be held on the second and fourth Tuesdays of each month. The meetings will begin at **5:45 p.m.**, unless the time is otherwise modified by a posted agenda, and will be held at a location specified on the posted agenda. The start time of regular meetings may be changed by resolution of the Town Council.

\* \* \*



### **SECTION 3**

From and after the effective date of this Ordinance, existing Subsection (a) of Section 1.02.162, "Public Member Request to Speak at Public Hearing," of Article 1.02, "Town Council," of Chapter 1, "General Provisions," of the Code of Ordinances of the Town of Prosper, Texas, is hereby amended to read as follows:

#### **"ARTICLE 1.02      TOWN COUNCIL**

\* \* \*

#### **Division 6.      Public hearings**

#### **Sec. 1.02.162      Public member request to speak at public hearing**

(a) Any person wishing to speak at a Public Hearing scheduled on the agenda shall complete a Public Meeting Appearance Card prior to the matter being reached, and present it to the Town Secretary. Upon being recognized by the Mayor, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the Mayor. All persons wishing to speak on the matter shall be limited to three (3) minutes each, and there shall be a cumulative limit of sixty (60) minutes for all those speaking in favor of an item and a like limit for those speaking in opposition. **If multiple individuals wish to speak on a specific topic, they may yield their three (3) minutes to one individual appointed to speak on their behalf. The appointed individual shall be limited to a total of fifteen (15) minutes, regardless of the number of individuals they are representing. All individuals who choose to yield their time must be physically present at the meeting.** The time limit may be extended by a majority vote of the Town Council.

\* \* \*

### **SECTION 4**

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 5**

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 6**

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

**DULY PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ON THIS 25TH DAY OF JANUARY 2022.**

\_\_\_\_\_  
**Ray Smith, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Michelle Lewis Sirianni, Town Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Terrence S. Welch, Town Attorney**



## TOWN SECRETARY

**To:** Mayor and Town Council

**From:** Michelle Lewis Sirianni, Town Secretary

**Through:** Harlan Jefferson, Town Manager  
Robyn Battle, Executive Director of Community Services

**Re:** Town Council Meeting – January 25, 2022

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### **Agenda Item:**

Consider and act upon a resolution appointing a member of the Prosper Town Council to the North Central Texas (NCT) Regional 9-1-1 Emergency Communications District Board of Managers.

### **Description of Agenda Item:**

On April 26, 2016, the Town Council approved Resolution 16-28 authorizing the creation of the North Central Texas Regional 9-1-1 Emergency Communications District (RECD). In 2018, the Town Council appointed Councilmember Jeff Hodges to serve as the Town's representative to the RECD Board of Managers NCT9-1-1 Program.

At the first meeting of the Board of Managers held on January 24, 2019, it was determined that Board members would serve two-year terms with half the Board being up for reappointment each year. Therefore, it is currently the Town's turn to appoint/reappoint its member to the Board. Councilmember Jeff Hodges has expressed continued interest in serving as the Town's representative.

### **Legal Obligations and Review:**

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

### **Attached Documents:**

1. Resolution

### **Town Staff Recommendation:**

Town staff recommends the Town Council approve a resolution appointing a member of the Prosper Town Council to the North Central Texas (NCT) Regional 9-1-1 Emergency Communications District Board of Managers.

### **Proposed Motion:**

I move to approve a resolution appointing Jeff Hodges to the North Central Texas Regional (NCT) 9-1-1 Emergency Communications District Board of Managers.

**TOWN OF PROSPER, TEXAS****RESOLUTION NO. 22-XX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, APPOINTING A REPRESENTATIVE TO THE NORTH CENTRAL TEXAS REGIONAL 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT BOARD OF MANAGERS; MAKING FINDINGS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Resolution No. 16-28, approved by the Prosper Town Council on April 26, 2016, provides that the Town Council has authorized the creation of the North Central Texas Regional 9-1-1 Emergency Communications District; and

**WHEREAS**, the proposed bylaws of the District provide that the District shall be governed by a Board of Managers consisting of elected officials, which shall be comprised of one representative from each of the following entities: Collin County, the Town of Prosper, the City of McKinney, the City of Allen, the City of Frisco, and the City of Murphy.

**WHEREAS**, the Town Council desires to appoint a representative to the Board of Managers.

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

**SECTION 1**

The Prosper Town Council hereby appoints Jeff Hodges as the Town of Prosper representative to the Regional 9-1-1 Emergency Communications District Board of Managers. Such term will be effective upon the approval date of this resolution.

**SECTION 2**

This Resolution shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS ON THIS 25TH DAY OF JANUARY 2022.**

**APPROVED:**

\_\_\_\_\_  
Ray Smith, Mayor

**ATTEST:**

\_\_\_\_\_  
Michelle Lewis Sirianni, Town Secretary

**APPROVED AS TO FORM AND LEGALITY:**

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**Terrence S. Welch, Town Attorney**

## PLANNING



**To:** Mayor and Town Council

**From:** Alex Glushko, AICP, Planning Manager

**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 – January 25, 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 Plan or Preliminary Site Plan, including Brookhollow Multifamily, Hope Fellowship, Prosper Town Center, and Victory at Frontier.

### **Description of Agenda Item:**

Attached are the Preliminary Site Plan and Site Plans that were acted on by the Planning & Zoning Commission at their January 18, 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. Preliminary Site Plan for Brookhollow Multifamily
2. Site Plan for Brookhollow Multifamily
3. Site Plan for Hope Fellowship
4. Site Plan for Prosper Town Center
5. Site Plan for Victory at Frontier

### **Town Staff Recommendation:**

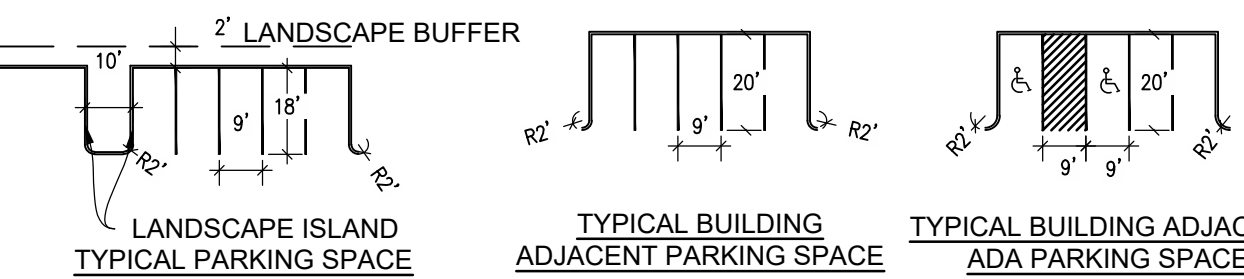
Town staff recommends the Town Council take no action on this item.



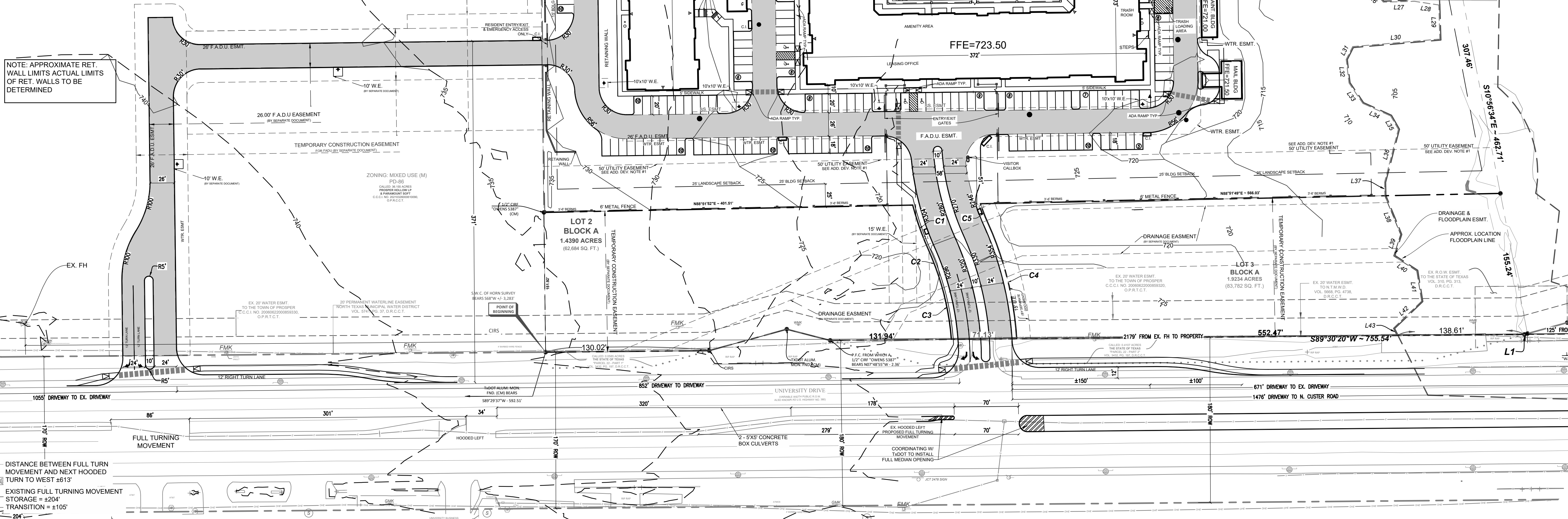
- TOWN GENERAL NOTES:**
- DUMPSTERS & TRASH COMPACTORS SHALL BE SCREENED IN ACCORDANCE WITH THE ZONING ORDINANCE.
  - OPEN STORAGE, WHERE PERMITTED, SHALL BE SCREENED IN ACCORDANCE WITH THE ZONING ORDINANCE.
  - OUTDOOR LIGHT SHALL COMPLY WITH THE LIGHTING AND GLARE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE & SUBDIVISION.
  - LANDSCAPING SHALL CONFORM TO LANDSCAPE PLANS APPROVED BY THE TOWN.
  - ALL ELEVATIONS SHALL COMPLY WITH THE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE.
  - BUILDINGS OF 5,000 S.F. OR GREATER SHALL BE 100% FIRE SPRINKLED. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
  - FIRE LANES SHALL BE DESIGNED & CONSTRUCTED PER TOWN STANDARDS OR AS DIRECTED BY THE FIRE DEPARTMENT.
  - TWO POINTS OF ACCESS SHALL BE MAINTAINED FOR THE PROPERTY AT ALL TIMES.
  - SPEED BUMPS/HUMPS ARE NOT PERMITTED WITHIN A FIRE LANE.
  - HANDICAPPED PARKING AREAS & BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) & WITH THE REQUIREMENTS OF THE CURRENT, ADOPTED BUILDING CODE.
  - ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
  - ALL FENCES & RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN & ARE SUBJECT TO BUILDING OFFICIAL APPROVAL.
  - ALL EXTERIOR BUILDING MATERIALS ARE SUBJECT TO BUILDING OFFICIAL APPROVAL & SHALL CONFORM TO THE APPROVED FACADE PLAN.
  - SIDEWALKS OF NOT LESS THAN SIX (6) FEET IN WIDTH ALONG THOROUGHFARES & COLLECTORS & FIVE (5) FEET IN WIDTH ALONG RESIDENTIAL STREETS, & BARRIER FREE RAMPS AT ALL CURB CROSSINGS SHALL BE PROVIDED PER TOWN STANDARDS.
  - APPROVAL OF THE SITE PLAN IS NOT FINAL UNTIL ALL ENGINEERING PLANS ARE PROVIDED BY THE ENGINEERING SERVICES DEPARTMENT.
  - SITE PLAN APPROVAL IS REQUIRED PRIOR TO GRADING RELEASE.
  - ALL NEW ELECTRICAL LINES SHALL BE INSTALLED AND/OR RELOCATED UNDERGROUND.
  - ALL MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW IN ACCORDANCE WITH THE ZONING ORDINANCE.
  - ALL LANDSCAPE EASEMENTS MUST BE EXCLUSIVE OF ANY OTHER TYPE OF EASEMENT.
  - IMPACT FEES WILL BE ASSESSED IN ACCORDANCE WITH 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.
  - THE APPROVAL OF A PRELIMINARY SITE PLAN SHALL BE EFFECTIVE FOR A PERIOD OF TWO (2) YEARS FROM THE DATE THAT THE PRELIMINARY SITE PLAN IS APPROVED BY THE PLANNING & ZONING COMMISSION. AT THE END OF WHICH TIME THE APPLICANT MUST HAVE SUBMITTED AND RECEIVED THE APPROVAL OF A SITE PLAN BY THE PLANNING & ZONING COMMISSION. IF A SITE PLAN IS NOT APPROVED WITHIN SUCH TWO (2) YEAR PERIOD, THE PRELIMINARY SITE PLAN APPROVAL IS NULL AND VOID. IF SITE PLAN APPROVAL IS ONLY FOR A PORTION OF THE PROPERTY, THE APPROVAL OF THE PRELIMINARY SITE PLAN FOR THE REMAINING PROPERTY SHALL BE NULL AND VOID.

- PLAN GENERAL NOTES:**
- ALL FIRE LANES SHALL BE 26' FACE-TO-FACE UNLESS OTHERWISE NOTED. NON-FIRE LANE DRIVE AISLES SHALL BE 25' BACK-TO-BACK UNLESS OTHERWISE NOTED.
  - ALL FIRE LANE INSIDE RADI SHALL BE 30' TO FACE OF CURB UNLESS OTHERWISE NOTED. NON-FIRE LANE DRIVE AISLE INSIDE RADI SHALL BE 10' TO FACE OF CURB. UNLESS OTHERWISE NOTED.
  - ALL SITE SIGNAGE, TRANSFORMERS, AC CONDENSER AND SITE LIGHTING (E.G. LAMP MODEL, LOCATION, SIZE, HEIGHT, FOOT CANDLE LEVEL, & ORIENTATION) SHALL CONFORM TO TOWN OF PROSPER STANDARDS.
  - ALL LANDSCAPING SHALL CONFORM TO THE TOWN OF PROSPER STANDARDS AND SPECIFICATIONS.
  - ALL SCREENING WALLS SHALL CONFORM TO THE TOWN OF PROSPER STANDARDS AND SPECIFICATIONS.
  - ALL MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW IN ACCORDANCE WITH THE TOWN OF PROSPER CODE OF ORDINANCES.
  - ANY REVISIONS TO THIS PLAN WILL REQUIRE TOWN APPROVAL AND WILL REQUIRE REVISIONS TO ANY CORRESPONDING PLANS TO AVOID CONFLICTS BETWEEN PLANS.
  - ALL DIMENSIONS SHALL BE TO THE FACE OF CURB.

- ADDITIONAL DEVELOPMENT NOTES:**
- DEVELOPMENT WILL RESERVE 50 FT FOR EASEMENTS AND RELOCATION OF EXISTING TOWN AND NTMWD FACILITIES (AND UP TO 10 FT OF ADDITIONAL RIGHT-OF-WAY NEEDS AS PART OF 50 FT NOT IN ADDITION TO) ON THE SOUTH SIDE OF THE MULTI-FAMILY DEVELOPMENT.
    - AREA WILL INCLUDE FUTURE BERMS, SLOPES UP TO 25%, FENCING (WITH COLUMNS), DIVIDED FIRELANE, PUBLIC WATERLINE, IRRIGATION, SIGNAGE/SITE LIGHTING, ELECTRIC UTILITIES, GAS, AND MEANDERING (PRIVATE) SIDEWALK.
    - THOROUGHFARE LANDSCAPING SHALL BE REMOVED FOR PORTIONS THAT FOLLOW WITHIN PUBLIC EASEMENTS. (LANDSCAPING TO BE CLUSTERED AND PLACED IN AREAS OUTSIDE OF EASEMENT AND WHERE NOT CONFLICTING WITH BUILDINGS. WHERE MINIMIZES NEED FOR REMOVAL DURING UTILITY RELOCATION.)
  - DEVELOPMENT WILL DEDICATE A 30 FT WATER LINE EASEMENT ON NORTH SIDE OF PROPERTY FOR FORTHCOMING 42" WATER LINE.
    - PERIMETER LANDSCAPING SHALL BE WAIVED IN THIS AREA BUT SOME LANDSCAPING BE CLUSTERED IN AREAS OUTSIDE OF EASEMENT AND WHERE NOT CONFLICTING WITH BUILDINGS.
    - PERIMETER SCREENING WALL (NORTH) AND 6" METAL FENCE (WEST) TO BE DEFERRED UNTIL AFTER CONSTRUCTION OF 42" WATER LINE.
    - AREA WILL INCLUDE SLOPES UP TO 25%, PUBLIC WATERLINE, IRRIGATION, AND PRIVATE SIDEWALK.
    - IN EXCHANGE FOR 30 FT EASEMENT ON NORTH SIDE TOWN WILL WAIVE WATER, IRRIGATION, AND WASTEWATER IMPACT FEES.
    - DEVELOPMENT WILL BE PROVIDED A WAIVER FROM WET POND REQUIREMENTS AND ALLOWED TO INSTALL A DRY DETENTION POND.



NOTE: APPROXIMATE RET. WALL LIMITS ACTUAL LIMITS OF RET. WALLS TO BE DETERMINED



DISTANCE BETWEEN FULL TURN MOVEMENT AND NEXT HOODED TURN TO WEST 461'2"

EXISTING FULL TURNING MOVEMENT STORAGE = ±204' TRANSITION = ±105'

SITE DATA SUMMARY TABLE

LOT	ZONING	PROPOSED USE	LOT AREA		FIRST FLOOR BUILDING AREA	TOTAL BUILDING AREA	UNIT COUNT				BUILDING HEIGHT				LOT COVERAGE	FLOOR AREA RATIO	REQD. PARKING RATIO	PARKING REQD.				PARKING PROVD.					REQD. /PROV. HANDICAP PARKING	INTERIOR LANDSCAPE REQD.	INTERIOR LANDSCAPE PROVD.	IMPERVIOUS AREA	OPEN SPACE REQD.	OPEN SPACE PROVD.
N/A	N/A	N/A	SF	AC	SF	SF	TOTAL	1B	2B	3B	#1 (FT/ST)	#2 (FT/ST)	#3 (FT/ST)	#4 (FT/ST)	%	N/A	SPACES/UNIT	1B(1.5)	2B(2.0)	3B(2.5)	TOTAL	SURFACE	LEASING	TANDEM	GARAGES	TOTAL	SPACES	SF	SF	SF	SF	SF
--	PD-86	MULTI-FAMILY	950,240	21.81	152,164	345,290	300	122	166	12	45'-6"	45'-6"	43'-6"	43'-6"	16	1:6	1.5, 2.0 & 2.5	183	332	30	545	531 (86%)	9 (2%)	15 (2%)	65 (10%)	620	11 REQ./ 14 PROV.	10,780	15,250	414,240	284,182	489,909

OWNER: DD BROOKHOLLOW, LLC  
5339 ALPHEA ROAD, STE. 201  
STOCKBRIDGE, GA 30281  
CONTACT: FRED HAZEL  
PHONE: (770) 474-4345

APPLICANT: DAVIS DEVELOPMENT  
6509 WINDCREST DR. STE. 600  
PLANO, TX 75024  
CONTACT: GENE BABB  
PHONE: (214) 466-6220

ENGINEER: BURRESS & NIPLE  
3 SUGAR CREEK CENTER  
BOULEVARD, STE. 610  
SUGARLAND, TX 77478  
CONTACT: JOSEPH T. REJE  
PHONE: (281) 980-7705

ARCHITECT: HUMPHREYS & PARTNERS  
ARCHITECTS LLP  
300 DALLAS, TEXAS 75240  
CONTACT: DON DAVIS  
PHONE: (214) 269-5136

ARCHITECT: GEBBER LEWIS ASSOCIATES  
649 17TH AVE. ATLANTA, GA 30318  
CONTACT: BRIAN TOMLIN  
PHONE: (404) 355-4378

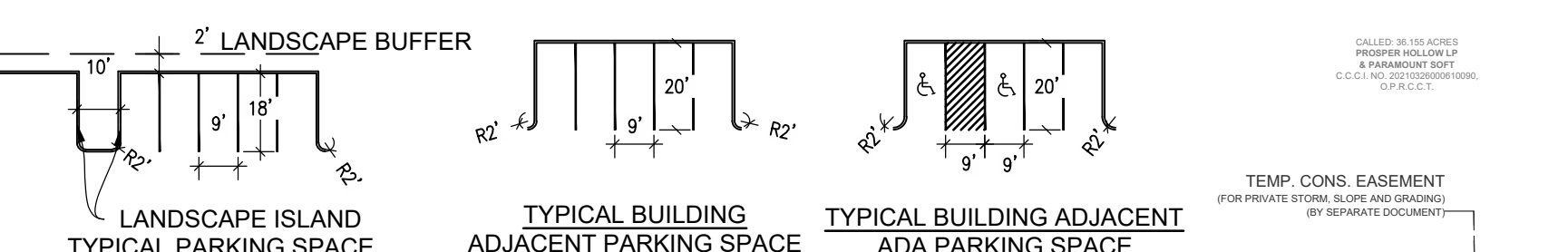
SURVEYOR: SPOONER & ASSOCIATES  
309 BYERS STREET, SUITE 100  
EULESSA, TX 76039  
CONTACT: ERIC SPOONER, RLS  
PHONE: (817) 312-4405



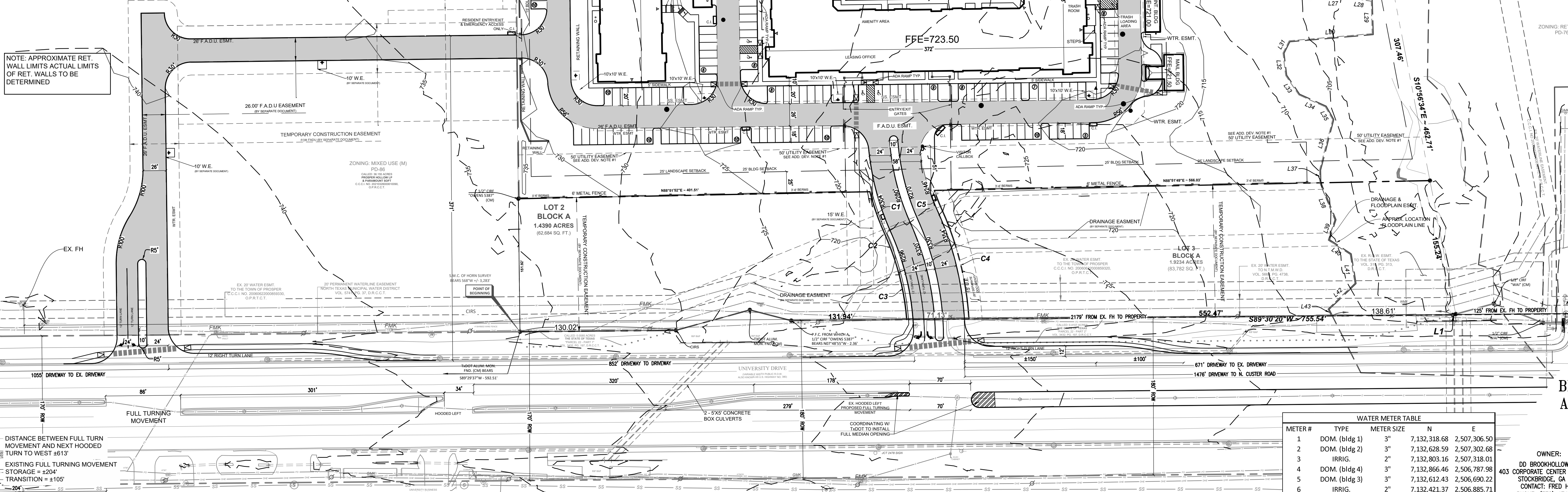
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  - BUILDINGS OF 5,000 S.F. OR GREATER SHALL BE 100% FIRE SPRINKLED. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
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  - THE APPROVAL OF A SITE PLAN SHALL BE EFFECTIVE 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.

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    - DEVELOPMENT WILL BE PROVIDED A WAIVER FROM WET POND REQUIREMENTS AND ALLOWED TO INSTALL A DRY DETENTION POND.



NOTE: APPROXIMATE RET. WALL LIMITS ACTUAL LIMITS OF RET. WALLS TO BE DETERMINED



SITE DATA SUMMARY TABLE																													ARCHITECT HUMPHREYS & ARCHITECTS 5339 ALPHEA RD 300 DALLAS, TEXAS CONTRACT NO. PHONE: (214) 353-1111				
LOT	ZONING	PROPOSED USE	LOT AREA		FIRST FLOOR BUILDING AREA	TOTAL BUILDING AREA	UNIT COUNT				BUILDING HEIGHT				LOT COVERAGE	FLOOR AREA RATIO	REQD. PARKING RATIO	PARKING REQD.				PARKING PROVD.				REQD. /PROV. HANDICAP PARKING	INTERIOR LANDSCAPE REQD.	INTERIOR LANDSCAPE PROVD.		IMPERVIOUS AREA	OPEN SPACE REQD.	OPEN SPACE PROVD.	
N/A	N/A	N/A	SF	AC	SF	SF	TOTAL	1B	2B	3B	#1 (FT/ST)	#2 (FT/ST)	#3 (FT/ST)	#4 (FT/ST)	%	N/A	SPACES/UNIT	1B(1.5)	2B(2.0)	3B(2.5)	TOTAL	SURFACE	LEASING	TANDEM	GARAGES	TOTAL	SPACES	SF		SF	SF	SF	SF
--	PD-86	MULTI-FAMILY	950,240	21.81	152,164	345,290	300	122	166	12	45'-6"	45'-6"	43'-6"	43'-6"	16	1:6	1.5, 2.0 & 2.5	183	332	30	545	531 (86%)	9 (2%)	15 (2%)	65 (10%)	620	11 REQ./ 14 PROV.	10,780		15,250	414,240	284,182	489,909

CASE No. D21-0103  
SITE PLAN  
BROOKHOLLOW APARTMENTS  
ADDITION, LOT 1, BLOCK A  
IN  
PROSPER, TEXAS

OWNER:  
DD BROOKHOLLOW, LLC  
403 CORPORATE CENTER DR. STE 201  
STOCKBRIDGE, GA 30281  
CONTACT: FRED HAZEL  
PHONE: (770) 474-4345

APPLICANT:  
DAVIS DEVELOPMENT,  
6509 WINDCREST DR. STE 600  
PLANO, TX 75024  
CONTACT: GENE BABB  
PHONE: (214) 466-6220

ENGINEER:  
BURGES & NIPLE  
3 SUGAR CREEK CENTER  
BOULEVARD, STE. 610  
SUGARLAND, TX 77478  
CONTACT: JOSEPH T. REJE  
PHONE: (281) 980-7005

ARCHITECT:  
HUMPHREYS & PARTNERS  
ARCHITECTS LLP  
300 ALFA ROAD STE.  
300 DALLAS, TEXAS 75240  
CONTACT: DON DAVIS  
PHONE: (214) 269-5136


ARCHITECT:  
GEBBER LEWIS ASSOCIATES  
649 17TH ST. ATLANTA,  
GA 30318

SURVEYOR:  
SPOONER & ASSOCIATES  
309 BYERS STREET, SUITE  
100  
EULESSA, TX 76039  
CONTACT: ERIC SPOONER,  
RPLS  
PHONE: (817) 312-4405



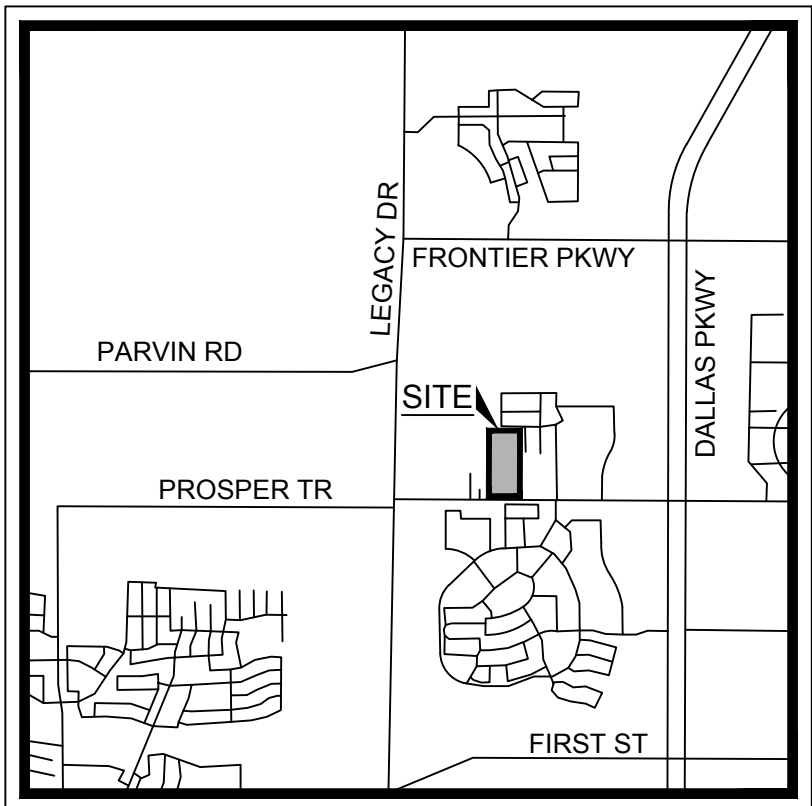
1. DUMPSTERS AND TRASH COMPACTORS SHALL BE SCREENED PER THE ZONING ORDINANCE.
2. EXTERIOR LIGHTS SHALL BE SCREENED AND SHALL BE SCREENED PER THE ZONING ORDINANCE.
3. OUTDOOR LIGHTING SHALL COMPLY WITH THE LIGHTING AND GLARE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE AND SUBDIVISION ORDINANCE.
4. LANDSCAPING SHALL CONFORM TO LANDSCAPE PLANS APPROVED BY THE TOWN.
5. ALL ELEVATIONS SHALL COMPLY WITH THE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE.
6. BUILDING AREA 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 903.10.2 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 REQUIRED BY THE FIRE CODE OFFICIAL, FOR ALL BUILDINGS OR SPACES PROVIDED WITH AN APPROVED AUTOMATIC SPRINKLER SYSTEM.
8. FIRE LINES SHALL BE DESIGNED AND CONSTRUCTED TO MEET 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 LINES 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.
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 FIREFIGHTING OPERATIONS OF THE BUILDING. ONE OF THE 26-FOOT WIDE FIRE LINES SHALL BE LOCATED AT 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
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 LINES ARE ONLY PERMITTED WITH APPROVED HEADERHEADS.
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 INTERSECTIONS, 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 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 15 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 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 TWO FIRE HYDRANT SHALL BE LOCATED ON EACH LOT. AMENDMENT 507.5.1
22. A MINIMUM 10-FOOT UNOBSTRUCTED WIDTH SHALL BE PROVIDED ABOVE A BUILDING FOR ADEQUATE FIRE DEPARTMENT ABOVE. A CONTINUOUS ROW OF PARKING AND LANDSCAPING SHALL BE CONSIDERED SPACING. AMENDMENT 507.5.1
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 SPACING. AMENDMENT 507.5.1
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 FLOORED FLOOR AREA OF 5,500 SQUARE FEET (511 M<sup>2</sup>) 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. EXISTING PARKING SPACES AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) AND WITH THE REQUIREMENTS OF THE CURRENT, 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 PARKING AND 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 RELOCATED UNDERGROUND.
33. ALL LANDSCAPE EQUIPMENT SHALL BE SCREENED FROM THE PUBLIC VIEW AND APPROVED.
34. ALL MECHANICAL EASEMENTS MUST 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 SHEET AND TABLE 1. IMPACT FEES FOR 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. THE PLANNING AND 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.

**GRAPHIC SCALE**



60 0 30 60 120

1 inch = 60 ft.



## FLOODPLAIN NOTE

ACCORDING TO MAP NO. 48121C0230J, DATED APRIL 18, 2011 AND MAP NO. 48121C0151J, DATED JUNE 2, 2009 OF THE NATIONAL FLOOD INSURANCE PROGRAM MAP, FLOOD INSURANCE RATE MAP OF DALLAS COUNTY, TEXAS, THE PROPERTY IS NOT IN A FLOOD HAZARD AREA. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE TEXAS DEPARTMENT OF AGRICULTURE AND FORESTRY, THE PROPERTY IS NOT IN A FLOOD HAZARD AREA. THE PROPERTY IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA (SFE) AND IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA. IF THIS SITE IS NOT WITHIN AN IDENTIFIED SPECIAL FLOOD HAZARD AREA, THIS FLOOD STATEMENT DOES NOT HAVE A FLOOD HAZARD RISK. IF THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE, ON RARE OCCASIONS, GREATER FLOODS CAN WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

CONSTRUCTION SCHEDULE	
①	4' PARKING STALL STRIPING COLOR: WHITE (TYP)
②	CURB & GUTTER
③	PROPOSED PEDESTRIAN RAMP
④	HANDICAP SYMBOL
⑤	PAVEMENT STRIPING
⑥	HANDICAP SIGN
⑦	PROPOSED SIDEWALK
⑧	PROPOSED DUMPSTER ENCLOSURE
⑨	CURB STOP PER DETAIL

**HOPE FELLOWSHIP CHURCH**

---

**CASE # : D21-0099**

---

OWNER:  
HOPE FELLOWSHIP MINISTRIES  
309 MAIN STREET  
FRISCO, TX 75036  
PH: (972) 377 8855

---

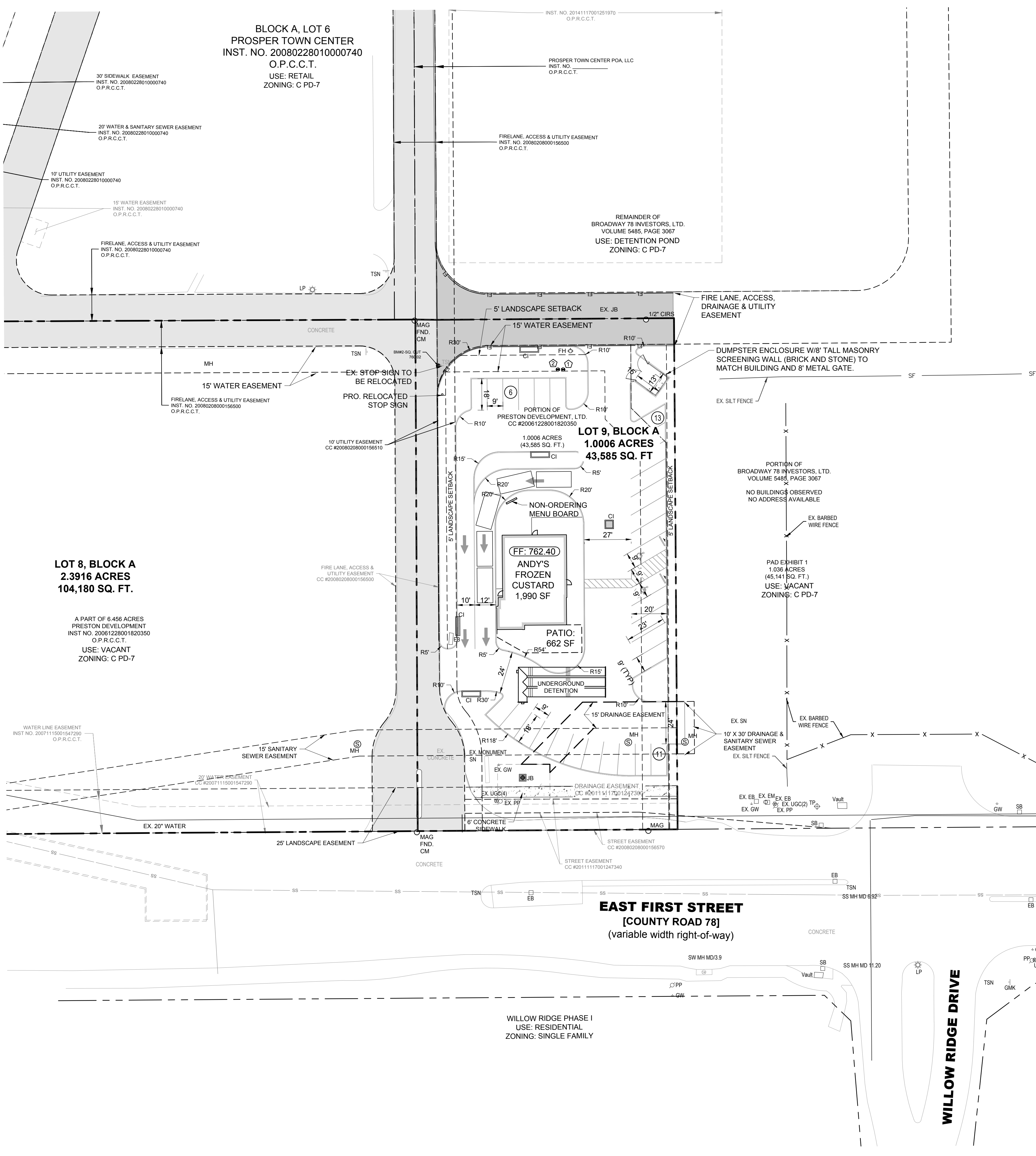
APPLICANT/REPRESENTATIVE:  
CLAYMOORE ENGINEERING, INC.  
301 S. COLEMAN, SUITE #40  
PROSPER, TX 75078  
PH: 817.201.6982

CONTACT NAME: MATT MOORE

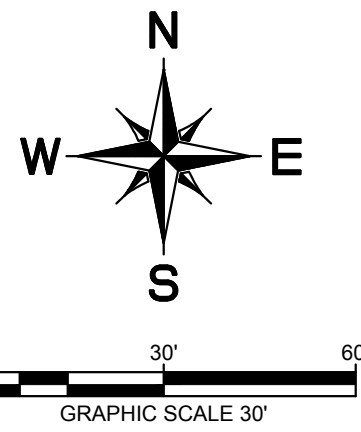
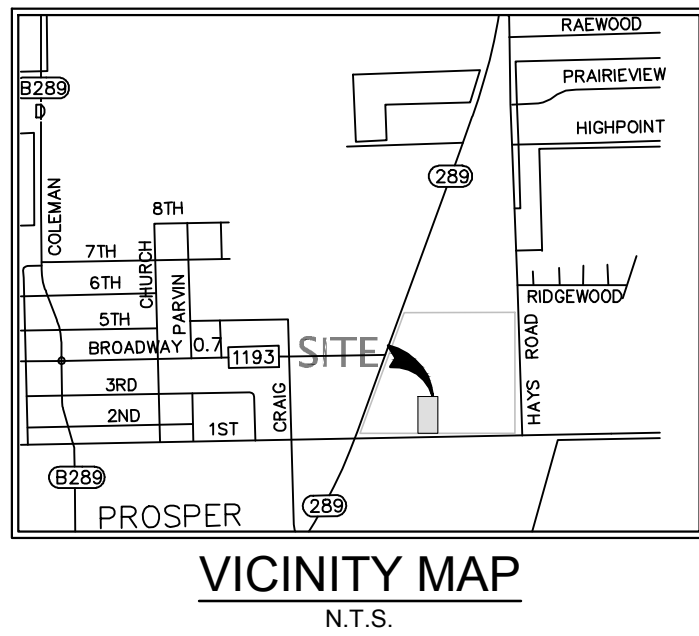
# SITE PLAN



This document, together with the concepts and designs presented herein, is an instrument of service, and its use is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and deliberation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



METER SCHEDULE				
ID	BLOCK	LOT	TYPE	SIZE
①	A	9	DOMESTIC	2"
②	A	9	IRRIGATION	1"



LEGEND

FL	PROPOSED FIRE LANE
FL	EXISTING FIRE LANE
6"	PROPOSED 6" CONCRETE SIDEWALK
PROPOSED BUILDING	
ACCESSIBLE PARKING SYMBOL	
NUMBER OF PARKING SPACES	
WATER METER (AND VAULT)	
FIRE HYDRANT	
FIRE DEPARTMENT CONNECTION	
SANITARY SEWER MANHOLE	
TRANSFORMER PAD	
CURB INLET	
GRATE INLET	
JUNCTION BOX OR WYE INLET	
TYPICAL	
SANITARY SEWER EASEMENT	
WE	WATER EASEMENT
DE	DRAINAGE EASEMENT
BL	BUILDING LINE/SETBACK
CI	CURB INLET
WI	WYE INLET
JB	JUNCTION BOX
MH	MANHOLE
EX	EXISTING
PRO	PROPOSED
EM	ELECTRIC METER
ICV	IRRIGATION CONTROL VALVE
GW	GUY WIRE
PP	POWER POLE
EB	ELECTRIC BOX
SB	SIGNAL BOX
TP	TELEPHONE PEDESTAL
TS	TRAFFIC SIGN
UGC	UNDERGROUND CABLE MARKER
WV	WATER VALVE

- TOWN OF PROSPER SITE PLAN NOTES**
- DUMPSTERS AND TRASH COMPACTORS SHALL BE SCREENED PER THE ZONING ORDINANCE.
  - OPEN STORAGE, WHERE PERMITTED, SHALL BE SCREENED PER THE ZONING ORDINANCE.
  - OUTDOOR LIGHTING SHALL COMPLY WITH THE LIGHTING AND GLARE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE AND SUBDIVISION ORDINANCE.
  - LANDSCAPING SHALL CONFORM TO LANDSCAPE PLANS APPROVED BY THE TOWN.
  - ALL ELEVATIONS SHALL COMPLY WITH THE STANDARDS CONTAINED WITHIN THE ZONING ORDINANCE.
  - BUILDINGS OF 5,000 SQUARE FEET OR GREATER SHALL BE 100% FIRE SPRINKLED. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
  - OCCUPANT NOTIFICATION PER THIS SECTION AND 907.5 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.
  - FIRE LANES SHALL BE DESIGNED AND CONSTRUCTED PER TOWN STANDARDS OR AS DIRECTED BY THE FIRE DEPARTMENT.
  - TWO POINTS OF ACCESS SHALL BE MAINTAINED FOR THE PROPERTY AT ALL TIMES.
  - SPEED BUMPS/HUMPS ARE NOT PERMITTED WITHIN A FIRE LANE.
  - FIRE LANES SHALL BE PROVIDED WITHIN 150 FEET OF ALL EXTERIOR WALLS OF ANY BUILDING FOR HOSE LAY REQUIREMENTS. AMENDMENT 503.1.1
  - THE FIRE LANE SHALL BE A MINIMUM OF 24 FEET WIDE. AMENDMENT 503.2.1
  - 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 FIREFIGHTING 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
  - THE INSIDE TURNING RADIUS OF THE 24-FOOT FIRE LANE SHALL BE A MINIMUM OF 30 FEET. AMENDMENT 503.2.4
  - THE INSIDE TURNING RADIUS OF THE 26-FOOT FIRE LANE SHALL BE A MINIMUM OF 30 FEET. AMENDMENT 503.2.4
  - DEAD-END FIRE LANES ARE ONLY PERMITTED WITH APPROVED HAMMERHEADS.
  - FIRE HYDRANTS SHALL BE PROVIDED AT THE ENTRANCES AND INTERSECTIONS. AMENDMENT 507.5.1
  - 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 R3, 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
  - 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
  - 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
  - THERE SHALL BE A MINIMUM OF TWO (2) FIRE HYDRANTS SERVING EACH PROPERTY WITHIN THE PRESCRIBED DISTANCES LISTED A MINIMUM OF ONE FIRE HYDRANT SHALL BE LOCATED ON EACH LOT. AMENDMENT 507.5.1
  - 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
  - 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
  - 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
  - HANDICAPPED PARKING AREAS AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT AND WITH THE REQUIREMENTS OF THE CURRENT, ADOPTED BUILDING CODE.
  - ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
  - ALL FENCES AND RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN AND ARE SUBJECT TO BUILDING OFFICIAL APPROVAL.
  - ALL EXTERIOR BUILDING MATERIALS ARE SUBJECT TO BUILDING OFFICIAL APPROVAL AND SHALL CONFORM TO THE APPROVED FAÇADE PLAN.
  - 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.
  - APPROVAL OF THE SITE PLAN IS NOT FINAL UNTIL ALL ENGINEERING PLANS ARE APPROVED BY THE ENGINEERING SERVICES DEPARTMENT.
  - SITE PLAN APPROVAL IS REQUIRED BEFORE THE GRADING RELEASE.
  - ALL NEW ELECTRICAL LINES SHALL BE INSTALLED AND/OR RELOCATED UNDERGROUND.
  - ALL MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW PER THE ZONING ORDINANCE.
  - ALL LANDSCAPE EASEMENTS MUST BE EXCLUSIVE OF ANY OTHER TYPE OF EASEMENT.
  - 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.
  - 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.

Item 13.

DATE

REVISIONS

No.

Kimley»Horn

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260 EAST DAVIS STREET, SUITE 100, MCKINNEY, TX 75069  
PHONE: 469-301-2580 FAX: 972-239-9820  
WWW.KIMLEY-HORN.COM TX F-828

KHA PROJECT  
064516903

DATE  
JANUARY 2022

SCALE  
AS SHOWN

DESIGNED BY  
MTD

DRAWN BY  
AB

CHECKED BY  
MTD

PROSPER TOWN  
CENTER  
ANDY'S FROZEN  
CUSTARD

PROSPER, TEXAS

TOWN OF  
PROSPER

SITE PLAN

CASE NO. D21-0134

SHEET NUMBER  
C-3-00

Page 136



P R E L I M I N A R Y  
FOR REVIEW ONLY  
THESE DOCUMENTS ARE FOR  
DESIGN REVIEW ONLY AND  
NOT INTENDED FOR THE  
PURPOSES OF CONSTRUCTION,  
BIDDING OR PERMIT. THEY  
WERE PREPARED BY, OR  
UNDER THE SUPERVISION OF:

PATRICK C. FILSON  
P.E.# 108577  
DATE: 12/20/2021

**VICTORY GROUP**  
Victory Real Estate Group

6125 LUTHER LANE SUITE 583  
DALLAS, TX 75225-6202  
214-934-2566

**VICTORY AT  
FRONTIER - LOT 5**  
LOT 5, BLOCK A  
TOWN OF PROSPER  
COLLIN COUNTY, TEXAS

DESCRIPTION:

REV. DATE:



KIRKMAN ENGINEERING, LLC  
5200 STATE HIGHWAY 121  
COLLEYVILLE, TX 76034  
TEXAS FIRM NO. 15874

JOB NUMBER: VIC21019

ISSUE DATE:

**SITE PLAN**

SHEET:

**C3.0**

**VICINITY MAP**  
N.T.S.

**LAYOUT & DIMENSIONAL CONTROL NOTES:**

1. BOUNDARY LINES AND EASEMENT: REFER TO THE FINAL PLAT TO VERIFY PROPERTY LINES AND EXISTING EASEMENT LOCATIONS.
2. DIMENSION CONTROL: UNLESS NOTED OTHERWISE, ALL PAVING DIMENSIONS SHOWN ARE TO FACE OF CURB.
3. CURB RADI: UNLESS NOTED OTHERWISE, ALL CURB RADI SHALL BE 3' AT FACE OF CURB.
4. BUILDING DIMENSIONS: REFERENCE ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS.
5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND COORDINATES PRIOR TO CONSTRUCTION.
6. ALL COORDINATES ARE U.S. SURVEY FEET, NAD '83 SURFACE.







**NOTE TO CONTRACTOR**

THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES (WHETHER SHOWN ON PLANS OR NOT) PRIOR TO COMMENCING CONSTRUCTION. IF FIELD CONDITIONS DIFFER SIGNIFICANTLY FROM LOCATIONS SHOWN ON THE PLANS, THE CONTRACTOR SHALL CONTACT THE PROJECT ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.

**METER TABLE**

①	2" DOMESTIC SERVICE
②	1" IRRIGATION SERVICE

**LEGEND**

- PROPOSED FIRE HYDRANT 
- PROPOSED CURB INLET 
- ACCESSIBLE ROUTE 
- PARKING COUNT 
- PROPERTY BOUNDARY 
- PROPOSED PAVEMENT 

**SITE PLAN DATA TABLE**

EXISTING ZONING	PD-10
LOT AREA (SF) / (ACRES)	52,186 SF / 1.198 AC.
TOTAL BUILDING AREA (SF)	RESTAURANT: 4,845 SF
BUILDING HEIGHT	20'-0" (1 STORY)
MAXIMUM FAR (4:1)	9.28% / 0.0928:1

**PARKING DATA TABLE**

RESTAURANT PARKING REQUIREMENT	1 SPACE PER 100 SF
BUILDING AREA / PATIO AREA	4,430 SF / 290 SF = 4,720 SF
RESTAURANT PARKING SPACES REQUIRED	48 SPACES
TOTAL PARKING SPACES PROVIDED	56 SPACES
REQUIRED ADA PARKING	3 SPACES (1 VAN)
PROVIDED ADA PARKING	3 SPACES (1 VAN)
IMPERVIOUS AREA (SF)	42,971 SF
REQUIRED LANDSCAPING (10% OF LOT AREA)	5,218 SF
PROVIDED LANDSCAPING	9,215 SF
REQUIRED OPEN SPACE (7% OF LOT AREA)	3,654 SF
PROVIDED OPEN SPACE	3,654 SF

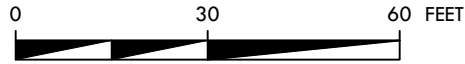
**STANDARD NOTES**

ANY REVISION TO THIS PLAN WILL REQUIRE TOWN APPROVAL AND WILL REQUIRE REVISIONS TO ANY CORRESPONDING PLANS TO AVOID CONFLICTS BETWEEN PLANS.

1. DUMPSTERS AND TRASH COMPACTORS SHALL BE SCREENED IN ACCORDANCE WITH THE ZONING ORDINANCE.
2. OPEN STORAGE, WHERE PERMITTED, SHALL BE SCREENED IN ACCORDANCE WITH 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 GRATER SHALL BE 100% FIRE SPRINKLED. ALTERNATIVE FIRE PROTECTION MEASURES MAY BE APPROVED BY THE FIRE DEPARTMENT.
7. FIRE LANES SHALL BE DESIGNED AND CONSTRUCTED PER TOWN STANDARDS OR AS DIRECTED BY THE FIRE DEPARTMENT.
8. TWO POINTS OF ACCESS SHALL BE MAINTAINED FOR THE PROPERTY AT ALL TIMES.
9. SPEED BUMPS/HUMPS ARE NOT PERMITTED WITHIN A FIRE LANE.
10. HANDICAPPED PARKING AREAS AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) AND WITH THE REQUIREMENTS OF THE CURRENT, ADOPTED BUILDING CODE.
11. ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
12. ALL FENCES AND RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN AND ARE SUBJECT TO BUILDING OFFICIAL APPROVAL.
13. ALL EXTERIOR BUILDING MATERIALS ARE SUBJECT TO BUILDING OFFICIAL APPROVAL AND SHALL CONFORM TO THE APPROVED FACADE PLAN.
14. 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.
15. APPROVAL OF THE SITE PLAN IS NOT FINAL UNTIL ALL ENGINEERING PLANS ARE APPROVED BY THE ENGINEERING DEPARTMENT.
16. SITE PLAN APPROVAL IS REQUIRED PRIOR TO GRADING RELEASE.
17. ALL NEW ELECTRICAL LINES SHALL BE INSTALLED AND/OR RELOCATED UNDERGROUND.
18. ALL MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW IN ACCORDANCE WITH THE ZONING ORDINANCE.
19. ALL LANDSCAPE EASEMENTS MUST BE EXCLUSIVE OF ANY OTHER TYPE OF EASEMENT.
20. IMPACT FEES WILL BE ASSESSED IN ACCORDANCE WITH THE LAND USE CLASSIFICATION(S) IDENTIFIED ON THE SITE DATA SUMMARY TABLE; HOWEVER, CHANGES TO THE PROPOSED LAND USE AT THE TIME OF GO AND FINISH-OUT PERMIT MAY RESULT IN ADDITIONAL IMPACT FEES AND/OR PARKING REQUIREMENTS.
21. THE APPROVAL OF A SITE PLAN SHALL BE EFFECTIVE FOR A PERIOD OF 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 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.
22. NO 100-YEAR FLOODPLAIN EXISTS ON THE SITE.



GRAPHIC SCALE



SCALE: 1" = 30'

**SITE PLAN**

**CASE NO. D21-0129**

**VICTORY AT FRONTIER LOT 5**

1.198 ACRES

LOT 5, BLOCK A

VICTORY AT FRONTIER, LLC

(VOL. 2018, PAGE 699)

P.R.C.C.T.

TOWN OF PROSPER, COLLIN, TEXAS

PREPARATION DATE: 12/21/2021

**OWNER/APPLICANT**

VICTORY AT FRONTIER, LLC

6125 LUTHER LANE STE 583

DALLAS, TX 75225-6202

PH: 214-934-2566

CONTACT: BOBBY MENDOZA

**LANDSCAPE ARCHITECT**

LONDON LANDSCAPES

P.O. BOX 28

COLLEYSVILLE, TX 76233

CONTACT: AMY LONDON, RLA

**ENGINEER**

KIRKMAN ENGINEERING, LLC

5200 STATE HIGHWAY 121

COLLEYVILLE, TX 76034

PH: 817-488-4960

CONTACT: PATRICK FILSON, PE

**SURVEYOR**

BARTON CHAPA SURVEYING

5200 STATE HIGHWAY 121

COLLEYVILLE, TX 76034

PH: 817-864-1957

CONTACT: JACK BARTON, RPLS



Know what's below.  
Call before you dig.



## PLANNING



**To:** Mayor and Town Council

**From:** Alex Glushko, AICP, Planning Manager

**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 – January 25, 2022

### **Agenda Item:**

Conduct a public hearing and consider and act upon a request to rezone 163.2± acres, from Planned Development-90 (PD-90) to Planned Development (PD), to facilitate the development of a single family residential subdivision with private social club, located on the north side of First Street, east of Coit Road. (Z20-0021).

### **History:**

This item was tabled at the August 10, 2021, August 24, 2021, September 14, 2021, September 28, 2021, and December 14, 2021, Town Council meetings. In addition, a Joint Work Session which included the Town Council, Parks and Recreation Board, and the Planning & Zoning Commission was conducted on September 1, 2020. At that time, the proposed request included a private social club with a subdivision including various lot sizes as shown below.

Min. Lot Size	Min. Lot Width	Approx. # of Lots	% of Total Lots
4,000 sq. ft. (alley-served)	40 feet	70	22%
6,000 sq. ft.	50 feet	67	21%
8,100 sq. ft.	60 feet	87	27%
10,360 sq. ft.	74 feet	50	16%
12,040 sq. ft.	86 feet	36	11%
14,250 sq. ft.	95 feet	9	3%

Since that time, the applicant has revised the request by providing lot sizes consistent with the existing zoning, as described below.



**Description of Agenda Item:**

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

	<b>Zoning</b>	<b>Current Land Use</b>	<b>Future Land Use Plan</b>
<b>Subject Property</b>	Planned Development-90-Single Family	Undeveloped and Single Family Residential	Low Density Residential
<b>North</b>	Agricultural, Planned Development-5-Single Family, and Planned Development 18-Single Family	Undeveloped and Residential Subdivision (Whispering Farms)	Low Density Residential
<b>East</b>	Agricultural, Planned Development-49-Single Family	Undeveloped and Residential Subdivision (Whitley Place)	Low Density Residential
<b>South</b>	Planned Development-87-Single Family	Undeveloped	Low Density Residential
<b>West</b>	Planned Development-5-Single Family and Planned Development 18-Single Family	Undeveloped and Residential Subdivision (Greenspoint)	Low Density Residential

**Requested Zoning** – This is a request to rezone 163.2± acres, from Planned Development-90 (PD-90) to Planned Development (PD), in order to allow for the development of a single-family residential subdivision with private social club, called Town Lake Village. The current PD-90 zoning allows maximum of 348 lots, requiring a minimum of 70 lots be a minimum of 15,000 square feet in area and a minimum of 90 feet in width, and the remaining 278 lots shall have a minimum lot area of 10,000 square feet with a minimum of 75 feet in width. The applicant is proposing to allow a maximum of 275 lots, consisting for four (4) types as follows:

<b>Lot Type</b>	<b>Min. Lot Size</b>	<b>Min. Lot Width</b>
Type A	18,000 sq. ft.	120 feet
Type B (Minimum 67 Lots)	15,000 sq. ft.	100 feet
Type C	12,000 sq. ft.	90 feet
Type D	10,000 sq. ft.	75 feet

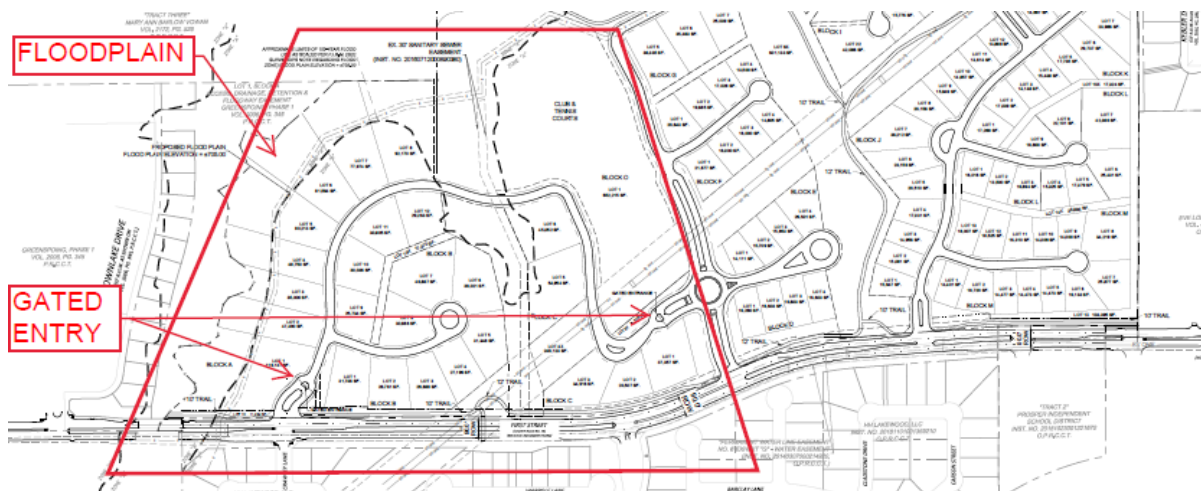
While the proposed development is generally in accordance with the existing zoning with regard to lot size and development standards, the applicant is proposing rezoning to allow for the following modifications to the development standards:

- **Land Use** – PD-90 currently does not allow for a Private Social Club. This request would allow a Private Social Club as a permitted use. While it is anticipated that a Private Social Club will be provided with the development, the PD includes provisions in the instance a club is not provided, specifically with regard to proposed Park Dedication location, Hike and Bike Trail alignment, and floodplain on private lots as described below.

In general, the applicant is proposing a Park Dedication location and Hike and Bike Trail alignments that deviate from the Parks Master Plan. The Parks and Recreation Board has considered the applicant's request and is in support of the deviations, provided a Private Social

Club is included in the development. The proposed PD includes provisions that allow deviations to the Parks Master Plan if a Private Social Club is included in the development, and if a Club is not included the recommendations of the Parks Master Plan would be required.

- *Floodplain* – Town standards currently do not permit floodplain to be located on private lots. The western portion of the development is proposed to be gated, consists of Type A lots, and has adjacency to floodplain. While floodplain is typically located in an HOA owned and maintained common area, the proposed PD would allow the floodplain to be located on the private lots. However, the PD assigns maintenance of the floodplain to the HOA. The proposed PD includes provisions indicating if a Private Social Club is not provided in the development, floodplain located on private lots would not be permitted. The location of the gated portion of the subdivision and floodplain is shown below.



Future Land Use Plan – The Future Land Use Plan recommends Low Density Residential for the property.

Thoroughfare Plan – The property is adjacent to First Street, a future four-lane divided major thoroughfare.

Parks Master Plan – The Parks Master Plan identifies a park and hike and bike trail on the subject property.

### Legal Obligations and Review:

Notification was provided to neighboring property owners as required by state law. To date, staff has received two (2) Public Hearing Reply Forms, not in opposition to the request.

**Attached Documents:**

1. Aerial and Zoning Maps
2. Exhibits A-F
3. Public Hearing Notice Reply Forms

### **Parks and Recreation Board:**

At their July 8, 2021, meeting the Parks and Recreation Board approved the proposed Park Dedication and Hike and Bike Trails as proposed by zoning, by a vote of 5-0.

**Planning & Zoning Commission Recommendation:**

At their July 20, 2021, meeting, the Planning & Zoning Commission recommended the Town Council approve the request, by a vote of 6-0.

**Staff Recommendation:**

Staff recommends approval of the request to rezone 163.2± acres, from Planned Development-90 (PD-90) to Planned Development (PD), to facilitate the development of a single-family residential subdivision with private social club, located on the north side of First Street, east of Coit Road, subject to Town Council approval of a Development Agreement, including, but not limited to, right-of-way and/or easement dedication, and architectural building materials.

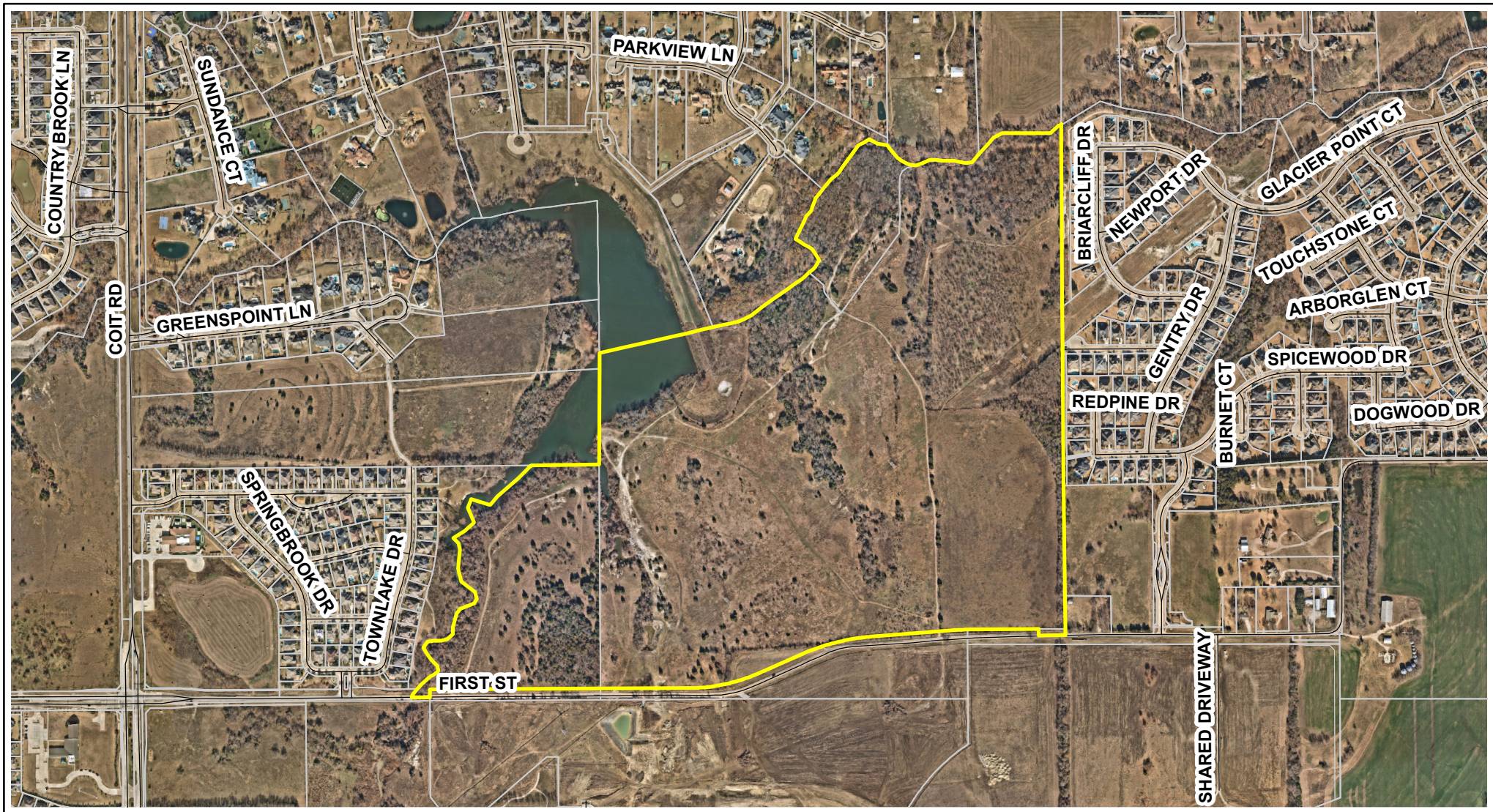
**Proposed Motion:**

I move to approve the request to rezone 163.2± acres, from Planned Development-90 (PD-90) to Planned Development (PD), to facilitate the development of a single-family residential subdivision with private social club, located on the north side of First Street, east of Coit Road, subject to approval of a Development Agreement, including, but not limited to, right-of-way and/or easement dedication, and architectural building materials.



# Z20-0021 - Town Lake Village

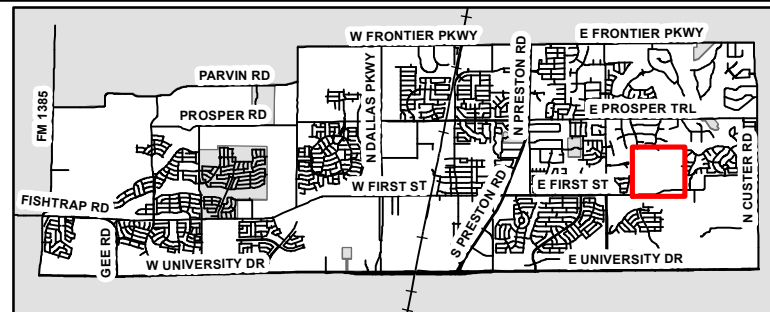
Item 14.



This map is for illustration purposes only.



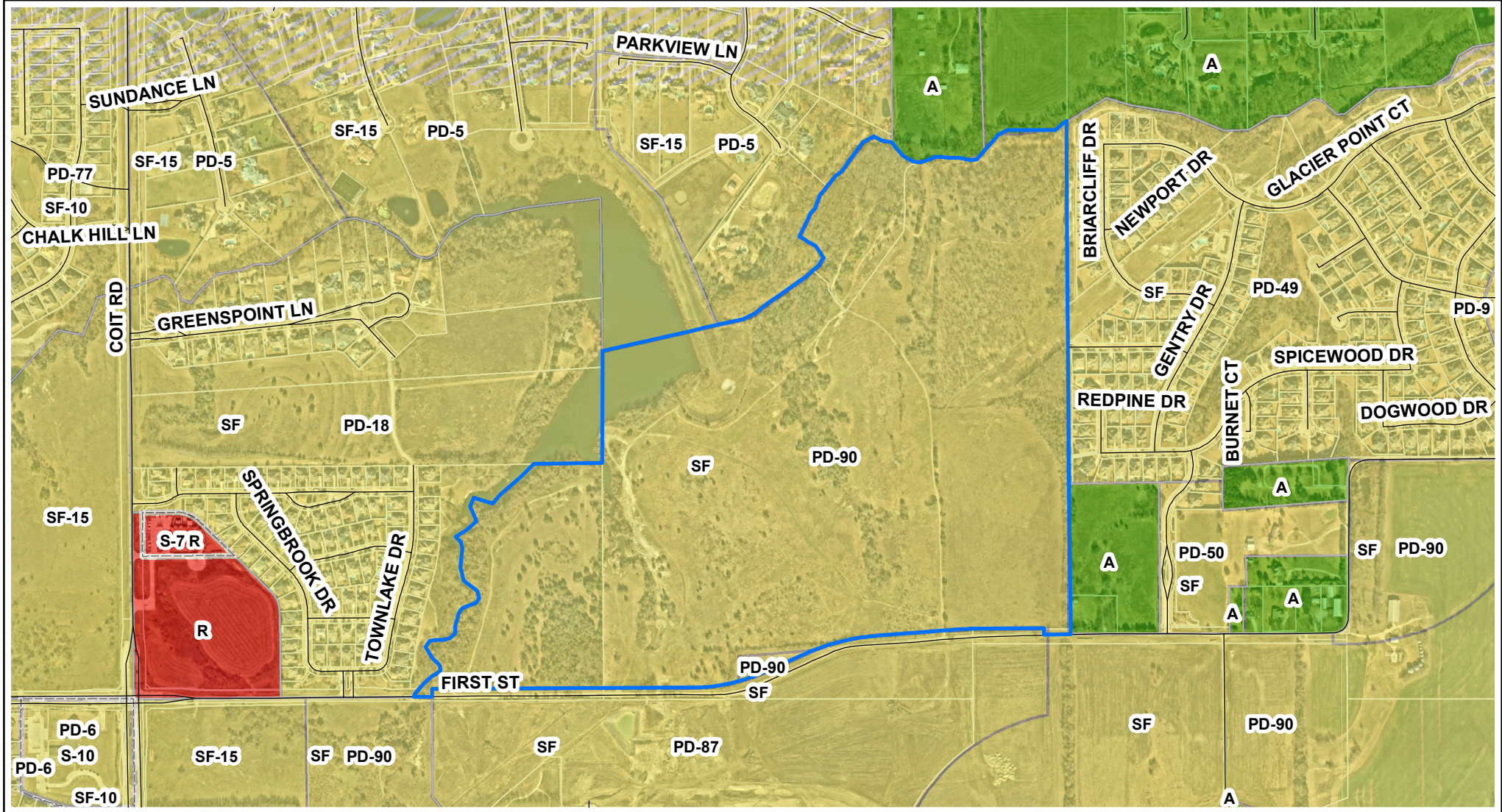
0 750 1,500 Feet





# Z20-0021 - Town Lake Village

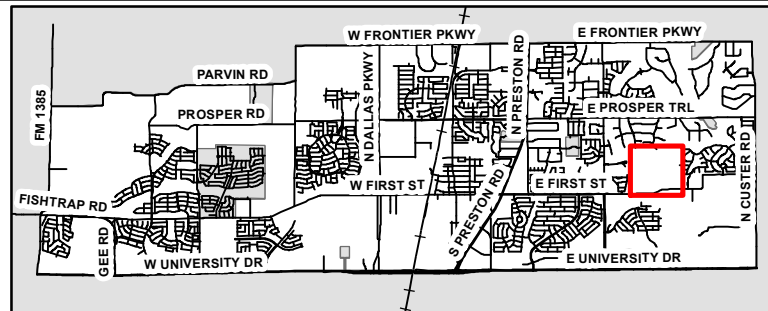
Item 14.



This map is for illustration purposes only.



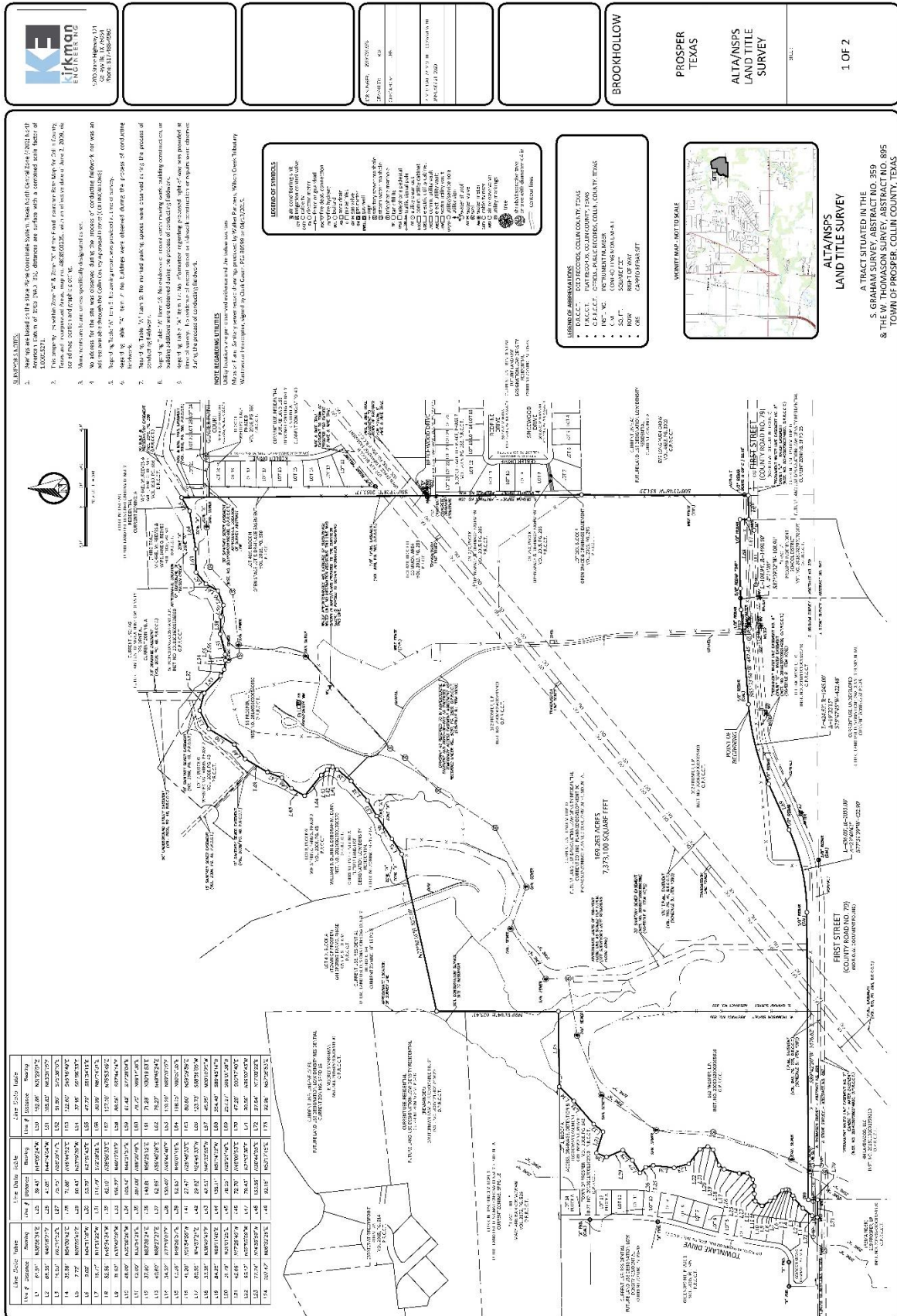
0 750 1,500 Feet





Z20-0021

EXHIBIT "A"



**EXHIBIT “A”**

2.PROSPER  
TEXAS

### ULTA/NSPS AND TITLE SURVEY



2

A TRACT SITUATED IN THE  
S. GRAHAM SURVEY, ABSTRACT NO. 359  
& THE W. THOMASON SURVEY, ABSTRACT NO. 895  
TOWN OF PROSPER, COLLIN COUNTY, TEXAS

[illegible]

Issue of 1:21 or 1:20? November 20, 2021

12

Proposed Insured: James Land & Lake Cement, LLC, a Texas Limited Liability Company

Order: T00  
 CAP Title: Business Computers (IS, No. CT04A39-80U36101517-405)  
 This is to certify that the group is part of the survey in which it is known were made. A number is given to the 20.6  
 All minor changes and special requirements for: AIAA's Lane Title Survey, hereby established a not adopted by  
 AIAA as of 1992, and includes items: 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817,

Issue of 1:21 or 1:20? November 20, 2021

*[Signature]*

[illegible]

30. NORTH-23: 21° 15' N, 116° 15' W, 29 seconds EAST and a distance of 92.43 feet
31. NORTH-21: 21° 15' N, 116° 15' W, 43 seconds EAST and a distance of 76.79 feet
32. SOUTH-27: 20° 45' N, 116° 26' W, 26 seconds EAST and a distance of 114.79 feet
33. NORTH-21: 21° 15' N, 116° 15' W, 33 seconds EAST and a distance of 62.10 feet
34. NORTH-20: 20° 45' N, 116° 26' W, 33 seconds EAST and a distance of 156.27 feet

[illegible]

**Z20-0021****EXHIBIT "B"****STATEMENT OF INTENT AND PURPOSE**

Town Lake Village is intended to be a high quality, single family neighborhood which is compatible with its surrounding uses. It is anticipated the neighborhood will have a broad mix of residents ranging from empty nesters in sprawling 1-story homes to families drawn to the community and schools in larger, 2-story homes. Town Lake Village will provide an opportunity to create a place that has the quality of life Prosper residents expect as well as easy access to other areas in the DFW Metroplex.

Town Lake Village aims to provide its residents with high-quality custom homes in a community that balances manmade and natural environments. It is anticipated the neighborhood may feature a Private Club.

The relationship of natural and manmade elements is further highlighted in the design of Town Lake Village. The neighborhood is designed with an emphasis on lots backing or siding creeks, greenbelts, and open space areas. The meandering nature of the streets will highlight the natural beauty and topography of the land.

Along with the design of the neighborhood, development standards will be created to complement existing nearby neighborhoods by building upon major trends in household type, characteristics, and preferences as a means of enhancing the attractiveness of the area.

The combination of these design ideas creates a neighborhood attractive to a broad assortment of groups wanting to call Prosper home.

**Z20-0021****EXHIBIT “C”****DEVELOPMENT STANDARDS**

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 (Ordinance No. 05-20), as it exists or may be amended, and the Subdivision Ordinance (Ordinance No. 17-41), as it exists or may be amended, shall apply.

**1. Development Plans**

- 1.1. Concept Plans: The property shall be developed in general accordance with the attached concept plans, set forth in Exhibit D. However, if the property does not develop in accordance with Exhibit D, it shall otherwise be developed in accordance with the development standards of this Planned Development, the Zoning Ordinance, and the Subdivision Ordinance, as they exist or may be amended. Development of a Private Social Club shall be developed in general accordance with Exhibit D-1.
- 1.2. Elevations: Development of a Private Social Club shall be developed in general accordance with the attached elevations, set forth in Exhibit F.

**2. Allowed Uses:****2.1. Land Uses**

- Accessory buildings incidental to the allowed use and constructed of the same materials as the main structure.
- Churches / rectories
- Civic facilities
- Electronic security facilities, including gatehouses and control counter
- Fire stations and public safety facilities
- Gated communities with private streets, (developed to Town Standards)
- Public and/or Private Parks, playgrounds and neighborhood recreation facilities including, but not limited to, swimming pools, clubhouse facilities and tennis courts, to be stated on plat
- Residential uses as described herein
- Schools – public and/or private
- Golf Course for Country Club (including clubhouse, maintenance facilities, on-course food and beverage structure, and on course restroom facilities.)
- Private Social Club (including, but not limited to a clubhouse, maintenance facilities, tennis, pickleball, basketball/sport courts with lights (conforming to the Town Lighting Regulations), dining facilities, food and beverage service, beer, wine, and spirit service (in accordance with applicable TABC regulations), pools, and other club amenities).
  - Incidental uses may include but are not limited to a winery or micro-brewery (in accordance with applicable TABC regulations), and childcare provided for club membership in conjunction with club activities. A Licensed Child Care Center is not included in this definition.
- Temporary real estate sales offices for each builder or developer during the development and marketing of the Planned Development which shall be removed no later than 30 days following the final issuance of the last Certificate of Occupancy (CO) on the last lot owned by that builder.
- Temporary buildings / offices for builders’ or developers’ incidental construction work on the premises, which shall be removed upon completion of such work.
- Other necessary temporary construction facilities, which shall be removed upon completion of such work.
- Utility distribution lines and facilities. Electric substations shall be allowed by SUP.

**3. Lot Area Regulations:****3.1. General Description**

- 3.1.1. This Planned Development Ordinance shall permit a maximum of 275 single-family residential units.

### 3.2. Lot Area Regulations

	<b>Type A</b>	<b>Type B*</b>	<b>Type C</b>	<b>Type D</b>
Minimum Lot Area (sq. ft.)	18,000	15,000	12,000 SF	10,000 SF
Minimum Lot Width (ft.)	120	100	90	75
Minimum Lot Depth (ft.)	150	150	130	125
Minimum Front Yard (ft.)	20	20	20	20
Interior Side (ft.)	10	7	7	7
Street Side - Corner Lot (ft.)	15	15	15	15
Minimum Rear Lot (ft.)	5	5	5	5
Minimum Dwelling Area (sq. ft.)	4,000	3,800	3,500	3,000

\* Minimum of 67 lots.

## 4. General Standards

### 4.1. Layout and Design

- 4.1.1. A Private Social Club is not a required component of Town Lake Village. However, should a Private Social Club be included in the development, it shall be in general accordance with Exhibits D and F.
- 4.1.2. If a Private Social Club is not provided with the development, design and development of Town Lake Village shall be in accordance as otherwise provide in this Planned Development, the Zoning Ordinance, and the Subdivision Ordinance, as they exist or may be amended.
- 4.1.3. The layout of Town Lake Village shall allow lots to back or side creeks, greenbelts, and open space areas, in general conformance with Exhibit D. This provision shall not be applicable if a Private Social Club is not provided in conjunction with the development.

### 4.2. Floodplain

- 4.2.1. Lots may include floodplain in general accordance with Exhibit D. However, no dwelling unit or permanent structure shall be constructed within the limits of any floodplain. The provision shall not be applicable if a Private Social Club is not provided in conjunction with the development.
- 4.2.2. A Final Plat that provides lots that include floodplain shall not be approved until a Final Plat for a Private Social Club has been approved.
- 4.2.3. Maintenance of all floodplain areas within residential lots shall be the responsibility of the HOA. The HOA may transfer mowing and all other maintenance responsibilities to the individual owner through CC&R's or other, but Town shall place all responsibilities including maintenance of excessive erosion, facilities installed without a permit or other floodplain obligations to the HOA.

### 4.3. Driveways

- 4.3.1. All driveways shall be constructed of one or more of the following materials: brick pavers, stone, interlocking pavers, decorative rock, or exposed aggregate; with brick or stone borders or other approved materials. The Developer may consider driveways of stamped or broom finished concrete with brick or stone borders on a case-by-case basis. All front entry surfaces must be constructed in brick, stone, slate, flagstone, or other approved materials to match the architecture of the house. All sidewalks and steps from the public sidewalk or front driveway to the front entry must be constructed in brick, stone, slate, flagstone, or other approved materials to match the architecture of the house.

## 5. Building Standards

### 5.1. Garages

- 5.1.1. All garage doors shall be constructed of decorative wood, glass, or similar architectural material. Standard metal or aluminum garage doors are not permitted.
- 5.1.2. Except for garage doors provided on J-swing garages, garage doors shall be located at or behind the primary front façade of the home.
- 5.1.3. Garage doors shall be setback a minimum of 25 feet from the front property line.

## 6. Landscape Standards

- 6.1. A minimum 30' landscape buffer shall be provided adjacent to all roadways identified on the Thoroughfare Plan. The buffer shall be in a private "non-buildable" lot that is owned and maintained by the HOA. All plantings, screening, fencing and design elements shall comply with the Town's Subdivision Ordinance as it exists or may be amended.
- 6.2. Trees
  - 6.2.1. Front yard: a minimum of two 4" caliper trees shall be required in the front yard.



6.2.2. Rear yard: a minimum of one 4" caliper tree shall be required in the rear yard.

6.2.2.1. Lots with more than 95 feet of frontage to adjacent streets will require no less than two 4" caliper trees in the back yard.

6.2.3. Corner Lots: two additional 4" caliper trees shall be planted in each side yard space that abuts a street. These required trees shall be in addition to the required front yard and rear yard trees.

6.2.4. Timing: the required trees will typically be planted by the builder at the time of house construction and must be installed prior to the issuance of the certificate of occupancy for that lot and house.

### 6.3. Parks and Trails

6.3.1. All trails, parks and open spaces shall generally conform to Exhibit D at the cost of the developer. The park and trail improvements shall meet the requirements of the park improvement fee obligation for this development

6.3.2. Construction of trails shall include all sufficient storm drain infrastructure.

6.3.3. All hike and bike trails will be constructed with the associated phase of development, and built to meet the federal, state and local ADA and town trail requirements.

6.3.4. In addition to the hike and bike trails, the developer will be responsible for the construction of a parking lot at no cost to the Town. This parking lot will consist of a minimum 10 parking spaces and a handicap parking space.

6.3.5. Construction of hike and bike trails shall not commence until a Final Plat for a Private Social Club has been approved.

### 6.4. Parkland Dedication Requirements

6.4.1. The parkland dedication requirement shall be in accordance with Exhibit D, and all dedicated parks and trails shall be maintained by the Homeowners Association.

6.4.2. In addition to the parkland dedication, the developer will be required to ensure there is access to the waters edge

6.4.3. Parkland dedication shall not be accepted until a Final Plat for a Private Social Club has been approved.

6.4.4. Parkland dedication shall not occur until park improvements with associated parkland property is complete.

6.4.5. Hike and bike trail easements on the proposed parkland shall be required to meet the requirement of having hike and bike trails constructed with each phase of development.

6.5. The open spaces and detention areas shown on Exhibit D, which may vary in size, design, and location shall be landscaped and maintained by the Homeowners Association.

## 7. Screening / Walls /Fencing

### 7.1. Screening / Walls / Fencing

7.1.1. Walls and screens visible from streets or common areas shall be constructed of masonry matching that of the residence, masonry and ornamental metal fencing, or ornamental metal fencing. Walls and screens not visible from streets or common areas may be constructed of smooth finish redwood or #1 grade cedar, or similar. All fence posts shall be steel set in concrete and shall not be visible from the alley or another dwelling. All fence tops shall be level with grade changes stepped up or down as the grade changes.

7.1.2. A common ornamental metal fence detail, to be used for all rear and side fencing within the greenbelt / flood plain areas, will be chosen by the developer.

7.1.3. All fence returns shall consist of ornamental metal, not to exceed 8' in height.

7.1.4. Corner lots adjacent to a street shall consist of ornamental metal fencing, not to exceed 8' in height.

### 7.2. Mechanical Equipment

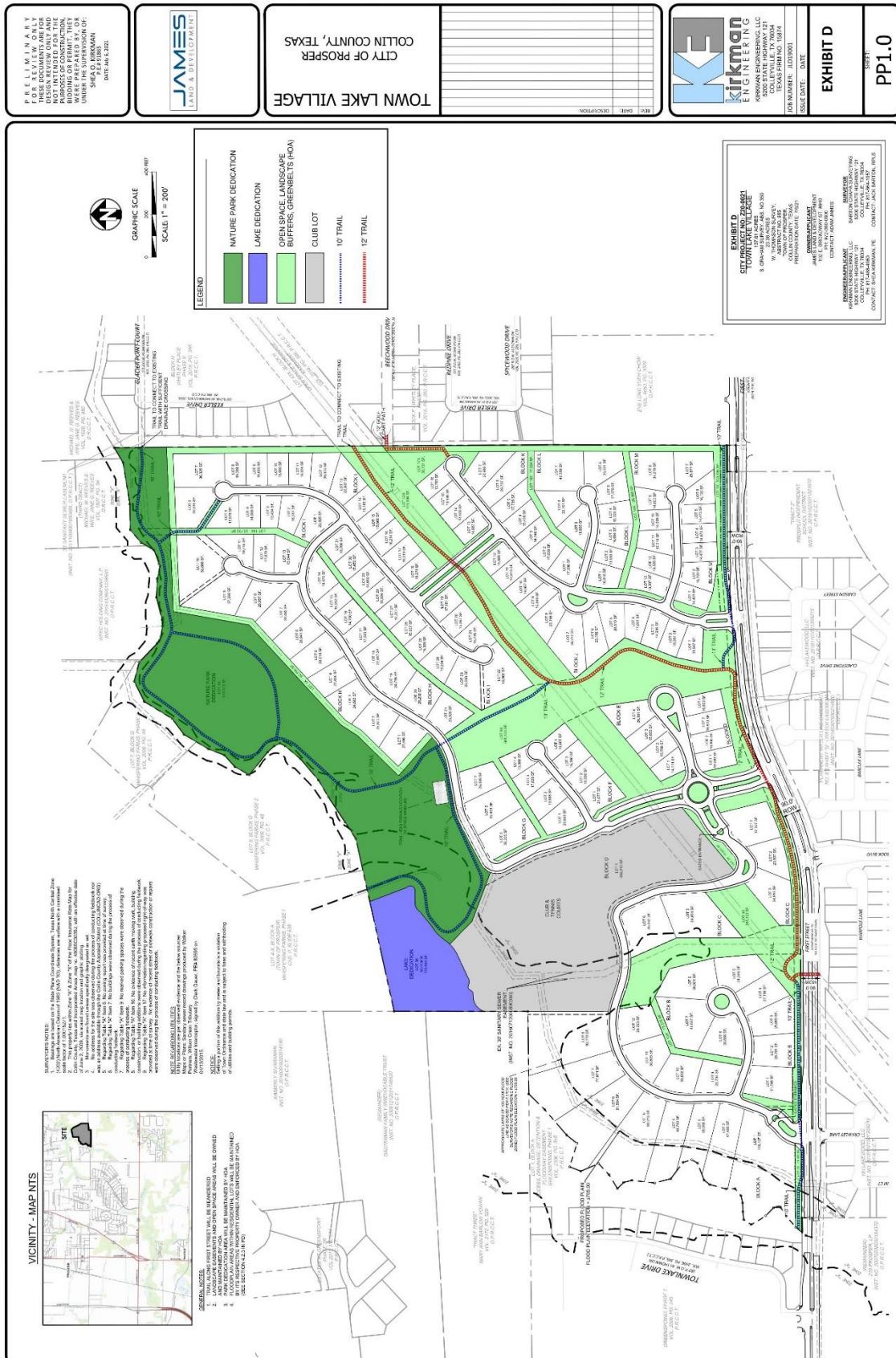
7.2.1. All mechanical equipment (pool, air conditioning, etc.) shall be completely screened from public view. A combination of hedges or walls shall be used to screen equipment or mechanical areas.

7.2.2. All mechanical equipment, air conditioning compressors, service yards, storage piles, woodpiles, garbage receptacles, and similar items must be visually screened from streets, alleys, common areas and neighboring lots by a combination of hedges or walls that match the residence material.

7.3. Screening along thoroughfares shall be decorative fencing, ornamental metal fencing, masonry columns, berms, shrubs, ponds or a combination of these elements.

Z20-0021

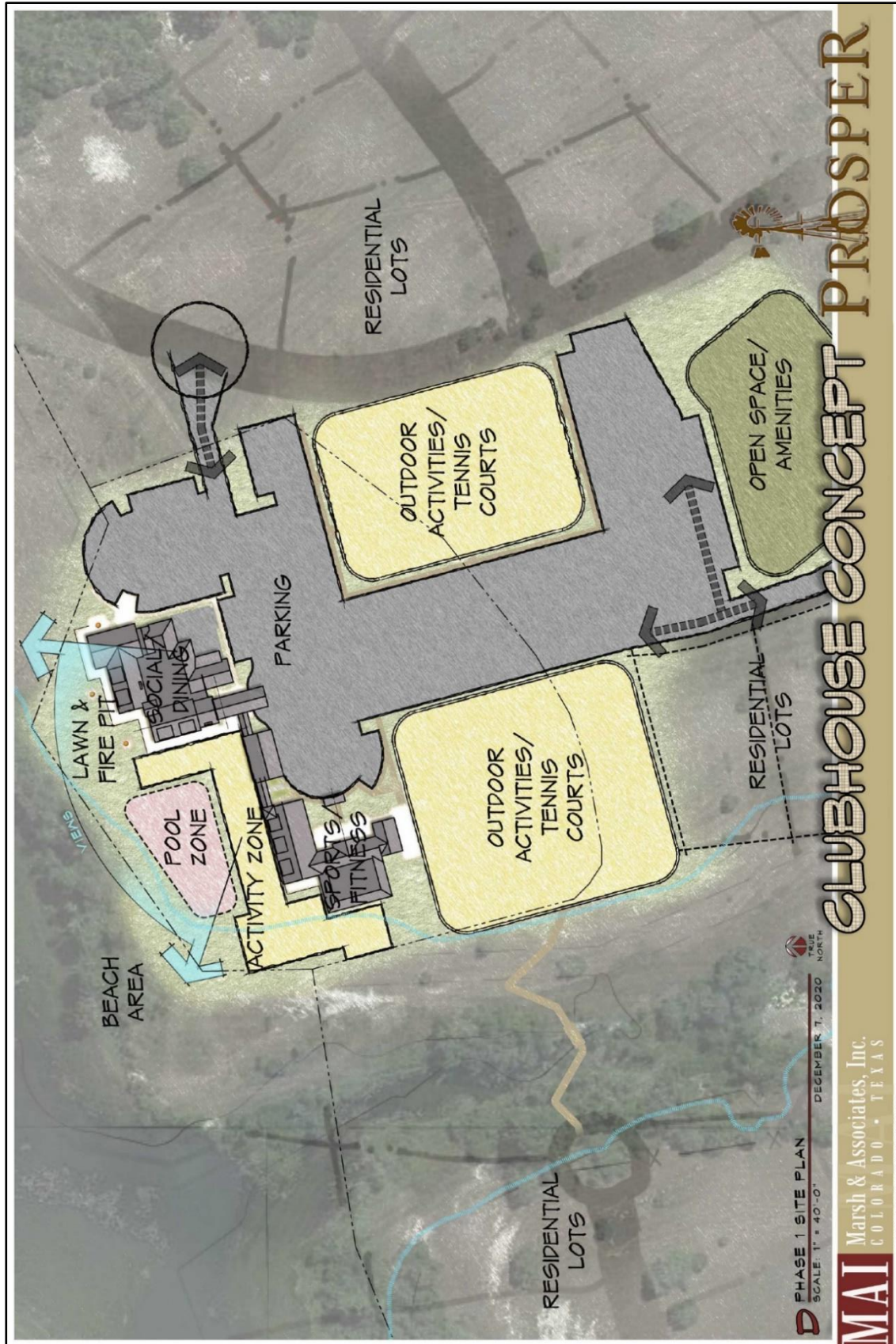
EXHIBIT "D"





Z20-0021

EXHIBIT "D-1"



**Z20-0021**

**EXHIBIT “E”**

**DEVELOPMENT SCHEDULE**

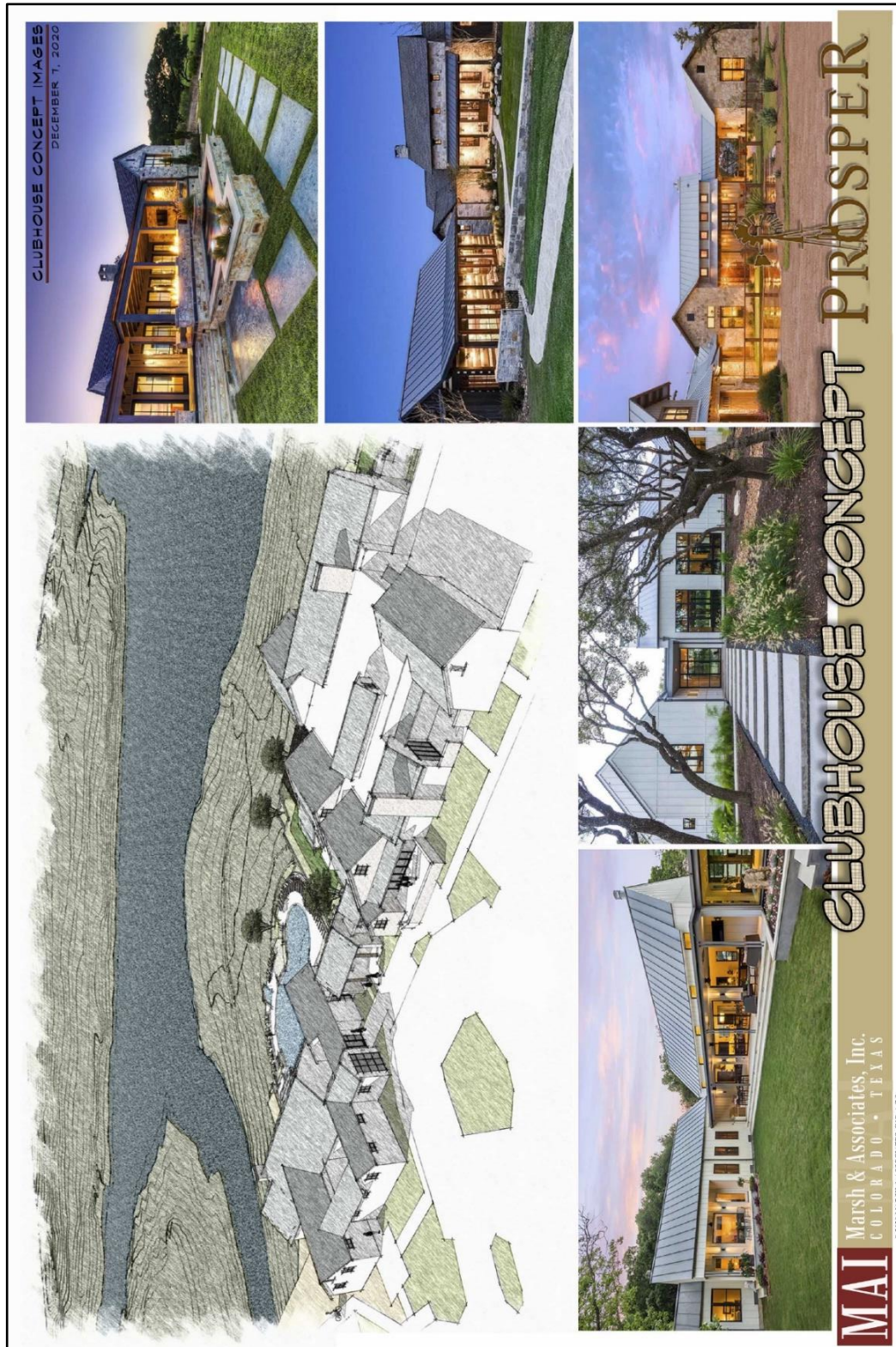
It is anticipated that construction of Town Lake Village will begin within the next one to five years. Dates are approximate and are subject to change with final design and due to external forces, such as market conditions.



Z20-0021

**EXHIBIT "F"**

The following conceptual elevations and renderings shall be representative of the architectural style, colors, and material selections and placement for the club.





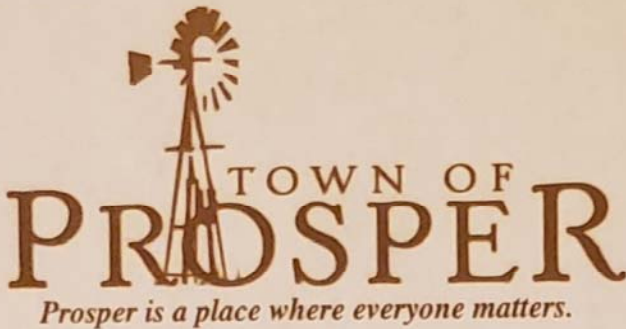
Z20-0021

**EXHIBIT "F"**

The following conceptual elevations and renderings shall be representative of the architectural style, colors, and material selections and placement for the club.





**DEVELOPMENT SERVICES****DEPARTMENT**

250 W. First Street  
Prosper, TX 75078  
Phone: 972-346-3502

**REPLY FORM****SUBJECT:**

Zoning Case Z20-0021: The Town of Prosper has received a request to rezone Planned Development-90 (PD-90), to Planned Development (PD), on 163.2± acres, to facilitate the development of a single family residential subdivision with private social club.

**LOCATION OF SUBJECT PROPERTY:**

The property is located on the north side of First Street, between Coit Road and Custer Road.

- ☐ I **OPPOSE** the request as described in the notice of Public Hearing. If in opposition, please provide a reason for opposition.
- ☒ I **DO NOT OPPOSE** the request as described in the notice of Public Hearing.

COMMENTS (ATTACH ADDITIONAL SHEETS IF NECESSARY):

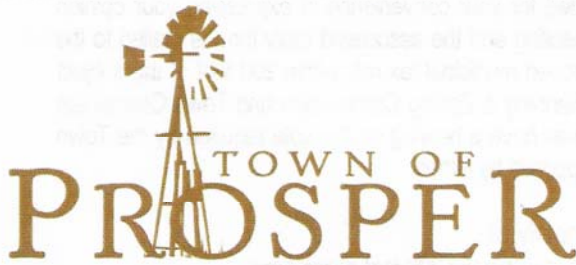
While we do not oppose the development of a subdivision behind our home, we are concerned with the value of our home decreasing, as the current density of the greenbelt could be greatly reduced based on the new subdivision design we are seeing behind Kebler Drive.

David Kirkwood  
Name (please print)  
Mary Jean Kirkwood  
281 Kebler Dr  
Address

Prosper TX 75078  
City, State, and Zip Code

Signatures Mary Jean Kirkwood  
7-14-2021  
Date

daKirkwood7@gmail.com  
E-mail Addresses  
MJHAVENS0817@Comcast.net



*Prosper is a place where everyone matters.*

# DEVELOPMENT SERVICES

## DEPARTMENT

250 W. First Street  
Prosper, TX 75078  
Phone: 972-346-3502

### REPLY FORM

#### SUBJECT:

Zoning Case Z20-0021: The Town of Prosper has received a request to rezone Planned Development-90 (PD-90), to Planned Development (PD), on 163.2± acres, to facilitate the development of a single family residential subdivision with private social club.

#### LOCATION OF SUBJECT PROPERTY:

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- ☐ I **OPPOSE** the request as described in the notice of Public Hearing. If in opposition, please provide a reason for opposition.
- ☒ I **DO NOT OPPOSE** the request as described in the notice of Public Hearing.

COMMENTS (ATTACH ADDITIONAL SHEETS IF NECESSARY):

MUCH IMPROVED COMPARED TO ORIGINAL PLAN

HOPING THAT THE DEVELOPER PRESERVES THE  
TREES AROUND THE ENTIRE BORDER OF  
TOWN LAKE PARK!

JOSEPH SAN

Name (please print)

Signature

124 TOWNLAKE DRIVE

Address

Date

PROSPER, TX 75078

City, State, and Zip Code

JRS6757@GMAIL.COM

E-mail Address



## DEVELOPMENT SERVICES

**To:** Town Council

**From:** Khara C. Dodds, AICP, Director of Development Services

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

**Re:** Town Council Meeting – January 25, 2022

---

**Agenda Item:**

Conduct a public hearing to discuss and consider the Dallas North Tollway (DNT) Design Guidelines.

**Description of Agenda Item:**

Attached for Town Council's review are copies of the Dallas North Tollway (DNG) Design Guidelines. One document consists of the draft design guidelines. The other document dated "January 17, 2022" consists of the updated version of the guidelines with the nine proposed amendments incorporated into the document. The document consisting of the nine proposed amendments discussed at the Town Council meeting on December 14, 2021, is also attached.

Per the Town Council Work Session on January 13, 2022, Section Q has also been included in the document. This section describes the ability of the Town Council to offer Economic Development Incentives for development proposals.

**Attachments:**

1. Draft Design Guidelines
2. Final Design Guidelines dated January 17, 2022
3. DNT Proposed Amendments

**Staff Recommendation:**

Staff recommends that the design guidelines become part of the Town's Comprehensive Plan. Therefore, the following amendments to the Town's Comprehensive Plan are recommended:

1. Comprehensive Plan Amendment 1- Include new sub-objective under the Section entitled, "Implementation Plan". This sub-objective will be included under Goal 1 entitled, "Provide a variety of land uses, in accordance with the vision of Prosper Residents, which diversify the tax base and enable all types of people to live, work, shop, eat and relax in Prosper" Objective 1.3 under this Goal states: "Create specific landscaping and thematic design guidelines for development along the Dallas North Tollway."

*New sub-objective 1.3.1 (to be included under Objective 1.3) will state, "Develop Dallas North Tollway Design Guidelines to create a vision for future development on the Tollway, as described in Exhibit 1."*

2. Comprehensive Plan Amendment 2- Include Dallas North Tollway Design Guidelines, which will be described as Exhibit 1 in the Comprehensive Plan."

At its regular meeting of December 7, 2021, the Planning and Zoning Commission recommended approval of the two amendments to the Comprehensive Plan with a vote of 4-2.

**Proposed Motion:**

I move to approve the following amendments to the Town of Prosper Comprehensive Plan:

1. Amendment 1- Include new sub-objective 1.3.1 under Objective 1.3 in the Section entitled, "Implementation Plan". Sub-objective 1.3.1 shall read as follows: *"Develop Dallas North Tollway Design Guidelines to create a vision for future development on the Tollway, as described in Exhibit One."*
2. Amendment 2- Include the Dallas North Tollway Design (DNT) Guidelines, which will be described as Exhibit One in the Comprehensive Plan."



**Dallas North Tollway District**  
**Design Guidelines**  
**January 17, 2022**



### **A. Intent and Purpose**

The Dallas North Tollway is a primary thoroughfare within the Town of Prosper and one of the most heavily traveled roadways in North Texas. It is recognized that the Dallas North Tollway will serve as a significant opportunity for economic development and a sustainable tax base for the Town. The Comprehensive Plan identified the Dallas North Tollway as a future location for the Town's most intense land uses.

The purpose of these design guidelines is to provide direction on land use and design for future development that the Town of Prosper envisions on the Dallas North Tollway. Design guidelines define the qualities of building and site design that make successful projects and are tools for guiding projects to positive development outcomes. These guidelines will help to elevate the community's expectations for the built environment in the Tollway District. They provide a series of design and land use statements that explain the desired development elements and qualities that will shape the future of the Dallas North Tollway.

This document is a tool that should be utilized when guiding applications for new zoning or change of zoning of parcels located in the Dallas North Tollway District. It is the goal that the statements within this document will help shape development plans that are part of zoning applications and/or become part of development agreements for approved zone changes. These guidelines will communicate Town expectations to property owners when formulating development plans for proposed projects. The guidelines will provide a framework of land use and designs that will ensure projects are compatible with the goals of the Town for the Tollway.

These guidelines are not zoning requirements, rather, they offer flexibility allowing for project creativity, imagination and innovation while encouraging careful and thoughtful land use and design choices that promote high quality and sustainable developments. The anticipated outcome is that these guidelines will result in a vibrant community along the Tollway that is a welcoming and attractive place for people to live, work, play and visit.

This document is a tool that should be utilized when guiding applications for new zoning or change of zoning of parcels located in the Dallas North Tollway District. It is the goal that the statements within this document will help shape development plans that are part of zoning applications and/or become part of development agreements for approved zone changes.

### **B. General Description**

The design guidelines shall apply to future development proposals located within the area as designated on Exhibit One, also known as the Dallas North Tollway District. This area consists of the entire length of the Dallas North Tollway in a north and south direction and approximately one-thousand (1,000) feet east and west of the Tollway. Where the one-thousand (1,000) foot extent ends at a point that is within a boundary of a Planned Development as identified on the Town's Zoning Map, the boundary line for

the District may be extended beyond 1,000 feet to include the entirety of the Planned Development (See *Exhibit One*).

### **C. Tollway Sub-districts**

#### ***Go to Exhibits 2-5 for boundary maps of the subdistricts***

The Tollway Design District is divided into three sub-districts. The east and west boundaries of the subdistricts are as identified on Exhibits Two, Three and Four. The northern and southern boundaries of the subdistricts are as follows:

1. *U.S. 380 Gateway*

The boundary of the U.S. 380 Gateway sub-district extends from U.S. Highway 380 to First Street.

2. *Frontier Parkway Gateway*

On the east side of the Dallas North Tollway, the boundary extends from Frontier Parkway and down to the southerly property line of Planned Development 69. On the west side of the Tollway the gateway area extends from Frontier Parkway in the north to Prosper Trail in the south.

3. *Neighborhood Services and Retail sub-district*

On the east side of the Dallas North Tollway, the Neighborhood Services and Retail sub-district extends from the southerly boundary of PD 69 in the north down to W. First Street. On the west side of the Tollway, this sub-district extends from Prosper Trail in the north to First Street in the south.

### **D. Tollway Sub-District Requirements**

#### **1. U.S. 380 Gateway**

- a. On the Dallas North Tollway and U.S. 380, the minimum front yard is fifty (50) feet and shall include a thirty (30) foot landscape buffer.
- b. No parking or drive aisles may occur in the landscape buffer.
- c. A maximum of two rows of parking in the front of the building.
- d. Minimum building height shall be two (2) stories or forty (40) feet. If the building contains a use(s) as described in Section E, Permitted Uses, the building height can be a one (1) story building with a minimum of twenty (20) feet in height.

#### **2. Frontier Parkway Gateway**

- a. On the Dallas North Tollway and Frontier Parkway, the minimum front yard is fifty (50) feet and shall include a thirty (30) foot landscape buffer.
- b. No parking or drive aisles may occur in the landscape buffer.

- c. A maximum of two rows of parking in the front of the building.
- d. Minimum building height shall be two (2) stories or forty (40) feet. If the building contains a use(s) as described in Section E, Permitted Uses, the building height can be a one (1) story building with a minimum of twenty (20) ft in height.

### **3. Neighborhood Services and Retail sub-district**

- a. On the Dallas North Tollway, the minimum front yard setback shall be thirty (30) feet. Landscape buffer requirements shall be in accordance with Section M-Landscaping of these guidelines.
- b. No parking or drive aisles may occur in the landscape buffer.
- c. A maximum of one row of parking in the front of the building.
- d. Minimum building height shall be one (1) story.
- e. The Neighborhood Services and Retail subdistrict is adjacent to existing residential neighborhoods. For context sensitivity in development, the maximum building heights shall be as follows:

On the east side of the sub-district (east side of the Tollway), the maximum building height shall be two (2) stories from the southerly boundary of PD 69 in the north down to Prosper Trail in the south. From Prosper Trail to W. First Street, the maximum building height shall be three (3) stories with a maximum of eight (8) stories permitted within the first five-hundred (500) feet of the Tollway for Business Establishments as identified in Section F, "Business Establishments Pursuant to the Town's Vision."

- i. On the west side of the sub-district (west side of the Tollway from Prosper Trail to W. First Street), the maximum building height shall be two (2) stories with a maximum of eight (8) stories permitted within the first five-hundred (500) feet of the Tollway for Business Establishments as identified in Section F, "Business Establishments Pursuant to the Town's Vision."

### **E. Permitted Business Establishments**

The following business establishments shall be permitted in the Dallas North Tollway District. Businesses followed by an "S" are only permitted upon approval of a Specific Use Permit. Businesses followed by a "C" are permitted subject to the Conditional Development Standards as outlined in Section 1.4 of Section 1 of Chapter 3 of the Zoning Ordinance. Certain businesses permitted subject to the Conditional Development Standards may also require approval of a Specific Use Permit.

<b>Schedule of Permitted Business Establishments for the Dallas North Tollway District</b>
Administrative, Medical, Insurance or Professional Office
Antique Shop
Automobile Paid Parking Lot/Garage
Automobile Parking Lot/Garage
Bank, Savings and Loan, or Credit Union
Beauty Salon/Barber Shop as an Incidental Use
Big Box <b>(S)</b>
Building Material and Hardware Sales, Major <b>(S)</b>
Business Service
Catering Business
Child Care Center, Incidental (Care of Children of Employees in the Building)
Civic/Convention Center
College, University, Trade, or Private Boarding School
Commercial Amusement, Indoor <b>(S)</b>
Farm, Ranch, Stable, Garden, or Orchard
Food Truck Park <b>(C)</b>
Furniture, Home Furnishings and Appliance Store
Governmental Office
Gymnastics/Dance Studio <b>(S)</b>
Health/Fitness Center <b>(S)</b>
Helistop <b>(S)</b>
Hospital
Hotel, Full Service <b>(C)</b>
Hotel, Limited Service <b>(C)</b>
Hotel, Residence/Extended Stay <b>(C)</b>
House of Worship
Massage Therapy, Licensed as an Incidental Use
Meeting/Banquet/Reception Facility <b>(S)</b>
Mobile Food Vendor <b>(S)</b>
Multifamily <b>(S)</b>
Municipal Uses Operated by the Town of Prosper
Museum/Art Gallery
Outdoor Merchandise Display, Temporary
Park or Playground
Print Shop, Minor
Private Club <b>(C)</b>
Private Utility, Other Than Listed
Research and Development Center <b>(S)</b>
Restaurant without Drive-thru or Drive-in Service <b>(C)</b>
Restaurant with Drive-thru Service <b>(S)</b>
Retail Stores and Shops
Retail/Service Incidental Use
School, Private or Parochial
School, Public



Telephone Exchange
Temporary Buildings for Churches, Public Schools and Governmental Agencies <b>(S)</b>
Theater, Neighborhood
Theater, Regional
Veterinarian Clinic and/or Kennel, Indoor (S)
Winery ( <i>enclosed operations</i> )
Wireless Communications and Support Structures (Cell Tower) <b>(S)</b>

### *Grocery Stores with Gas Pumps*

Through a Planned Development process, the Town Council may permit a big box grocery store with gas pumps. If permitted, gas pump area shall follow the following guidelines:

- There shall be a minimum of a 15 ft landscape buffer to screen the pumps from the street edge.
- The site design for projects located at street corners should provide special landscape treatment at street intersection to emphasize the corner.
- The use of mature trees is encouraged to provide an immediate impact especially when used in buffering adjacent uses.
- All display items for sale should occur within the main building or within designated areas that are screened from public streets.
- The design of pump islands and canopy should be architecturally integrated with other structures on-site using similar colors, materials and architectural detailing. All signage should be architecturally integrated with their surroundings in terms of size, shape and lighting so that they do not visually compete with architecture of the building and design of the sight.

### *Restaurant, Drive-Thru Service*

Where site conditions permit, drive-thru queuing lanes shall be designed so that the queuing wraps behind the building instead of in front of the building. If the queue lane wraps in the front of the building, the site shall provide for an ample amount of landscaping that will provide a buffer from the public rights-of-way. There shall be a maximum of two drive-thru restaurants permitted for every 5 acres on a PD development plan. If a development plan is under 5 acres, one drive-thru shall be permitted.

### *Multi-family Developments*

The Town Council may permit a multi-family housing as part of a wholistic development that includes a combination of businesses designed to create a live, work and play environment. These businesses can be, but are not limited, retail, office, recreational, family-friend entertainment and/or restaurant establishments. If multi-family housing is part of a development proposal that includes businesses and/or amenities described in Section F. "Business Establishments Pursuant to the Town's Vision"

increased density may be permitted. It is highly recommended that multi-family units be designed with structure parking as opposed to surface parking.

#### **F. Business Establishments Pursuant to the Town's Vision**

The Town Council envisions the Dallas North Tollway to be a place for not only employment centers, but also for families. It is the desire to create an environment with amenities that will allow families to visit and enjoy. The following business establishments, as also included in the table of permitted businesses above, are strongly encouraged.

- Museum/Art gallery
- Theatre
- Commercial amusement-Indoor
- Civic/Convention Center
- Hotel-Full Service
- Restaurants -Dine In with or without outdoor patio
- Developments are also strongly encouraged to include public open space, public gathering places and public art, where feasible.

#### **G. Discouraged Business Establishments**

The following businesses are discouraged in the Dallas North Tollway District as they are not consistent with the Town's vision and goals for the corridor.

<b>Discouraged Establishments for the Dallas North Tollway District</b>
Artisan's Workshop
Assisted Living Facility
Athletic Stadium or Field, Private
Athletic Stadium or Field, Public
Auto Parts Sales, Inside
Automobile Repair, Major (Paint & Body or Outdoor Storage)
Automobile Repair, Minor
Automobile Sales, Used
Automobile Sales/Leasing, New
Automobile Storage
Bed and Breakfast Inn
Body Art Facilities
business for drug paraphernalia sales;
Building Material and Hardware Sales, Minor
Cabinet/Upholstery Shop
Car Wash
Car Wash, Self-Serve

Cemetery or Mausoleum
Child Care Center, Licensed
Commercial Amusement, Outdoor
Community Center
Contractor's Shop and/or Storage Yard
Convenience Store with Gas Pumps (located at two major thoroughfares)
Convenience Store without Gas Pumps
Credit access businesses**
Day Care Center, Adult
Donation or Recycling Bin
Dry Cleaning, Major
Equipment and Machinery Sales and Rental, Major
Equipment and Machinery Sales and Rental, Minor
Fairgrounds/Exhibition Area
Farmer's Market
Feed Store
Flea Market, Inside
Fraternal Organization, Lodge, Civic Club, Fraternity, or Sorority
Funeral Home (On-site Cremation Requires SUP)
Furniture Restoration
Gaming-oriented businesses (including slot machines)
General Manufacturing/Industrial Use Complying with Performance Standards
Golf Course and/or Country Club
Homebuilder Marketing Center
Indoor Gun Range
Laundromat
Limited Assembly and Manufacturing Use Complying with Performance Standards
Locksmith/Security System Company
Machine Shop
Mini-Warehouse/Public Storage
Motorcycle Sales/Service
Nursery, Major (outside display)
Nursery, Minor (no outside display)
Office and Storage Area for Public/Private Utility
Office/Showroom
Office/Warehouse/Distribution Center
Open Storage
Outside Storage, Primary Use
Outside Storage, Incidental
Package Liquor Stores **
Pawn Shops
Pet Day Care
Print Shop, Major
Private Recreation Center
Recreational Vehicle Sales and Service, New/Used

Recreational Vehicle/Truck Parking Lot or Garage
Recycling Center
Recycling Collection Point
Rehabilitation Care Institution
Repair Service, Indoor
Restaurant, Drive In
School District Bus Yard
Sewage Treatment Plant/Pumping Station
Sexually-oriented Businesses ***
Small Engine Repair Shop
Smoke/Vape Shops
Storage or Wholesale Warehouse
Taxidermist
Temporary Buildings for Private Enterprises
Trailer Rental
Transit Center
Truck Sales, Heavy Trucks
Used Furniture
Veterinarian Clinic and/or Kennel, Outdoor

\*Credit access businesses, as defined in Texas Finance Code § 393.601, as amended, including but not limited to payday lending businesses, “cash for title” lenders, and credit services businesses, as defined in Texas Finance Code § 393.001, as amended.

\*\*Package liquor stores, defined as any business entity that is required to obtain a Package Store Permit from the Texas Alcoholic Beverage Commission for the off-premise consumption of alcohol.

\*\*\*Sexual-oriented businesses, including but not limited to business entities whose primary purpose is the sale of lewd merchandise.

## H. The Gateways

The gateways are the entrances to the subject area that set the tone for the entire corridor. Gateways provide a unique sense of identity, transition, and anticipation. They act as a transition from one space to another and they identify the uniqueness that sets that space apart from another. Gateway properties are prime locations for creating an image that leads visitors to form a positive attitude toward a community even before they enter the main street of an area.

### 1. *The gateways should be clearly identifiable to vehicular and pedestrian travelers.*

- a. Monument signage shall be used at major intersections to mark the arrival of specific areas or to identify marquee development projects.
- b. Entrances to marquee developments shall incorporate a generous amount of landscaping that is diverse and colorful that provides texture and interest to the area.
- c. Street banner signs and wayfinding signage are also great ways to give a unique identity to a location. It is important that there is uniformity in terms of sign and banner materials,

print/logos, and color. Signs should also complement and add to the positive experience for an area.

2. *Include Public Art in Gateway Areas to promote vitality and provide a unique sense of identity.*

Art can be an expression of a collective community identity. It can celebrate what is unique about a community and honor the past and present heritage. Art can include references to the Town's geography, history, landmarks, ethnic and cultural diversity which can increase a sense of belonging when people can associate themselves with a place.

- a. Art should be integrated into the community fabric of the Tollway and should be used to mark significant intersections of the Tollway.
- b. Developers should incorporate artist into the design team from the inception of planning to integrate works of art into their projects.
- c. Stand-alone public art can also be used and does not necessarily have to be tied to a project. Local artists should be used whenever possible.

**I. Site Design and Building Placement**

It is important that site design for development plans foster the creation of high-quality architectural forms, scale, and pedestrian amenities. With the Tollway being one of the most heavily traveled roadways through the Town, the site design needs to create an aesthetically pleasing appearance on the Tollway for visitors and travelers.

1. The site design shall designate major entryways into a development with an entry feature that includes assets such as landscaping, an entry monument, a sculpture, or a fountain(s).
2. The building's primary façade shall face the public road from which addressing is provided. Where the building's primary façade is unable to be oriented parallel to the road from which it is addressed due to site constraints or other factors, each façade which is clearly visible from a public right-of-way or public area shall be designed with architectural treatments used for primary façades.
3. Buildings shall have entrances oriented to the sidewalk for ease of pedestrian access and shall be located in such a manner as to minimize conflicts between pedestrians and automobiles.
4. Corner lots: At key intersections, buildings located on corner lots should utilize variations in building massing to emphasize street intersections as points of interest in the district.
5. Driveways, curb cuts, parking and internal roadway/traffic circulation shall be designed to provide cross access so that uninterrupted vehicular access from parcel to parcel can be achieved.



6. For streets with on-street parking, a build-to-line shall be required. A “build-to-line” is a line parallel to a public or private street where the primary façade of a building must be built to.
  - a. Buildings with non-residential uses on the first floor shall be established at the minimum front yard setback. The primary façade shall be continuous along block face and at least 70% shall be located adjacent to the build-to-line.
7. All lighting standards shall be in accordance with the Town of Prosper Zoning Ordinance, Chapter 3, Section 6, entitled, “Outdoor Lighting.”

#### *Parking Design Standards*

The intent of this section is to design parking lots that provide access to commercial and office developments, while minimizing the potential negative impact associated with expansive vistas of unbroken concrete pavement along the Tollway. All requirements in accordance with Chapter 4, Section 4 entitled, “Parking, Circulation and Access,” in the Town of Prosper Zoning Ordinance shall be followed.

1. The majority of off-street parking for new developments within the Tollway district shall be provided on the side or rear of the primary building.
2. Parking maximums between the building and the street are in accordance with the requirements of the subdistrict requirements in Section D, above.
3. Shared parking agreements for adjacent properties are acceptable where they include a business pursuant to the Town’s vision as identified above in Section F and there is a written agreement between the property owners that clearly stipulates the terms of the joint use of the parking spaces and that such spaces are committed and available to the respective users on a non-conflicting basis.
4. Up to thirty (30) percent of the parking spaces required may be waived for a theatre or other place of evening dining and entertainment (after 6:00pm), and if used jointly by banks, offices and similar uses not normally open or operated during the evening hours.
5. Parking garages shall be located behind or to the side of the primary building. If a parking garage fronts on a public street, it shall have an architecturally finished façade facing the street(s), complementary to the surrounding buildings. Street front openings in parking structures should not exceed 55 percent of the façade area. This percentage excludes the top floor if the garage is unroofed. Where possible, the narrower façade of the parking garage should be oriented to the street in order to minimize the visual impact of the structure on the public right-of-way and pedestrian paths.

#### **J. Residential Neighborhoods**

Buffering existing neighborhoods through compatibility standards serves to integrate the existing neighborhoods into the community fabric and respects their essential value.

1. Commercial developments shall be planned to minimize increased use of adjacent neighborhood streets. Vehicular access to new development and parking requirements shall minimize the impact on neighborhood traffic flow and avoid major disturbances to the neighborhood character. Projects with frontage on a neighborhood street should limit public access from that street and limit business associated parking on that street to avoid significantly altering the residential character.
2. Buildings located within 150 feet of single-family zoned properties shall not exceed two (2) stories, and no greater than 40 feet in height.
3. Buildings which exceed two (2) stories or 40 feet, shall have an additional setback from single family zoned properties at the rate of one foot of setback, beyond the aforementioned 150 feet, for each additional foot of building exceeding two (2) stories and 40 feet.
4. When a new project is proposed, it is vital that communications occur with existing neighborhoods in proximity to the project site. This should be strongly encouraged.
5. Existing residential neighborhoods shall be buffered from the new Tollway development by open space and/or a linear network of greenways. Pedestrian and bicycle pathways can also be integrated to transform the buffer area into a passive recreational amenity while providing a low-intensity transitional use adjacent to the non-residential Tollway development. The Town of Prosper Bike and Trail Master Plan should be referenced in making decisions regarding locations of greenways, pedestrian and bicycle pathways.

#### **K. Building Design**

All building architecture and design shall be in accordance with the standards as identified in the Town of Prosper Zoning Ordinance Chapter 3, Section 8, entitled, "Non-Residential Design and Development."

##### **1. *Building the Pedestrian Realm***

It is important that the materials and construction of streetscapes and buildings at the lower floors provide a level of detail and quality which creates a pedestrian-friendly environment that is warm and inviting.

- a. Ground floor facades facing the Dallas North Tollway and any intersecting thoroughfare must incorporate articulated entry areas, arcades, display windows, awnings, or other architectural variety features along no less than sixty percent (60%) of the facade. The entrance or entrances on all buildings shall be defined with strong architectural features.
- b. Storefronts on facade treatments that span multiple tenants shall use architecturally compatible materials, colors, details, awnings signage, and lighting fixtures. Retail ground floors shall have windows covering a minimum of 60% of the major street fronting facade(s). Other ground level uses shall have facade treatments appropriate to such uses(s).

## 2. *Building Entrances*

The design and location of building entrances in the Tollway District are important to help define the pedestrian environment and create retail-friendly environments.

1. Entrances should be easily identifiable as primary points of access to buildings. Building entrances may be defined and articulated by architectural elements such as lintels, pediments, pilasters, columns, porticos, porches, overhangs, railings, balustrades, and others, as appropriate. All building elements for entryways shall be compatible with the architectural style, materials, colors, and details of the building as a whole.

### **L. Service Equipment Areas**

1. Loading docks, truck parking, trash collection, dumpsters, and other service functions shall be incorporated into the overall design of the building or placed behind or on the side of a building and screened to not be seen from the rights-of-way. On corner lots, these areas shall be located behind the buildings.
2. Roofs shall be designed and constructed in such a way that they acknowledge their visibility from other buildings and from the street. Rooftop mechanical equipment shall be adequately screened with durable material that is architecturally compatible with the building design.
3. All other requirements as identified in the Zoning Ordinance in Chapter 4, Section 5, entitled, "Screening, Fences and Walls," shall be followed.

### **M. Landscaping Standards**

In addition to the requirements as described below, all other requirements as identified in the Town of Prosper Zoning Ordinance, Chapter 4, Section 2, entitled, "Landscaping," shall be adhered to.

1. A landscaped area consisting of living trees, turf, or other living ground cover and being at least thirty (30) feet in width measured from the property line interior to the property shall be provided adjacent to and outside of the right-of-way on all properties adjacent to the Dallas North Tollway, F.M. 1461, and US Hwy 380.
  - a. One (1) large tree, four (4) inch caliper minimum (at the time of planting) per twenty-five (25) feet of linear roadway frontage shall be planted within the required landscaped area.
  - b. The trees may be planted in groups with appropriate spacing for species.
  - c. Shrub plantings shall be provided at a minimum rate of 22 shrub plantings per thirty (30) linear feet which shall be a minimum of five (5) gallon shrubs (at the time of planting).
  - d. Parking abutting the landscaped area will be screened from the adjacent roadway. The required screening may be with shrubs or earthen berms.
  - e. During the review of development proposals, the Town Council may also require additional landscaping features such as berms or hardscape elements for enhanced beautification of the Tollway District.

2. A landscaped area consisting of living trees, turf, or other living ground cover and being at least twenty-five (25) feet in width measured from the property line interior to the property shall be provided adjacent to and outside of the right-of-way on all properties adjacent to a minor thoroughfare as defined by the Town of Prosper Thoroughfare and Circulation Design Standards.
  - a. One (1) large tree, four (4) inch caliper minimum (at the time of planting) per thirty (30) feet of linear roadway frontage shall be planted within the required landscaped area.
  - b. The trees may be planted in groups with appropriate spacing for species.
  - c. Shrub plantings shall be provided at a minimum rate of 20 ten (10) gallon shrubs per thirty (30) linear feet.
  - d. Parking abutting the landscaped area will be screened from the adjacent roadway. The required screening may be with shrubs or earthen berms.
  - e. During the review of development proposals, the Town Council may also require additional landscaping features such as berms or hardscape elements for enhanced beautification of the Tollway District.
3. Additional Requirements: For big box retail and grocery stores, one (1) additional tree planted for each one-hundred (100) linear feet of lot frontage. The trees shall be a minimum of 4" caliper and may be placed in planters.

**N. Pedestrian Connectivity and Amenities**

1. A minimum six (6) foot wide, paved pedestrian sidewalk shall connect the perimeter sidewalk to the building entry, if the building is set back from the perimeter sidewalk. This connecting sidewalk shall be handicapped accessible.
2. Sidewalks must be a minimum width of ten (10) feet wide adjacent to any four-lane or six-lane roadway. All other roadway adjacencies must have sidewalks of least 6 ft.
3. Large sites should create a pedestrian pathway system that links all buildings, parking areas and open spaces utilizing the pedestrian pathways that will connect to any nearby public sidewalks.
  - a. Linkages between the uses and the parking areas will also encourage activity at the pedestrian level and provide safety for the pedestrians. Pedestrian crosswalks shall be clearly marked and provided at all key street intersections.
4. Pedestrian pathways shall also be designed for the pedestrian's comfort. Shade trees shall be provided along pedestrian pathways to provide a comfortable walk, which will encourage people to use sidewalks and pathways.
5. Overhead covers shall extend from the sides of buildings that have adjacent sidewalks, offering adequate protection from the sun and rain.

- a. Overhead protection should be located a minimum of 9 to 14 feet and projections may take the form of retractable or non-retractable awnings, or fixed non-fabric projected covers.
6. Streetscape amenities such as benches, trash receptacles, planters, bike racks and pedestrian-scale lighting support the public domain and will promote the use and vitality of pedestrian and bicycle pathways. The use of the amenities shall be encouraged, where applicable.
7. Amenities shall be placed in such locations as to not block pedestrian or emergency access.
8. A continuous pedestrian/bicycle route shall be constructed throughout the Tollway District. Locations of bike and trail connections as identified in the Town's Hike and Bike Trail Master Plan shall be considered in making development decisions.
9. This section supplements and does not replace any existing town requirement for sidewalk construction. All town ordinances and engineering requirements shall be adhered to.

#### **O. Public Parks and Open Spaces**

Publicly accessible parks and open space organize and reinforce neighborhood structure. They offer a wide variety of passive and active recreational experiences ranging in size and type, but together, they create an integrated system enhancing livability, natural appearance, and ecological values while providing gathering places and interaction opportunities for the community.

1. Public parks and open spaces shall be visible and easily accessible from public areas such as building entrances and adjacent streets and sidewalks.
2. Within these parks, ample seating shall be provided, including walls, ledges, and other raised surfaces which can serve a similar purpose.
3. Active uses such as retail, cafes, restaurants, higher density residential and office uses which provide pedestrian traffic should be considered as appropriate uses to line parks and open spaces.
4. Development plans shall take the goals and objectives of the Town's Bike and Trail Master Plan into consideration when planning for new parks and open space amenities.

#### **P. Signage**

1. A comprehensive sign package shall be developed for each project and shall be approved by the Planning & Zoning Commission and Town Council.
2. The immediate area around a monument sign shall be landscaped with plantings of an appropriate height not to block or obscure the sign.



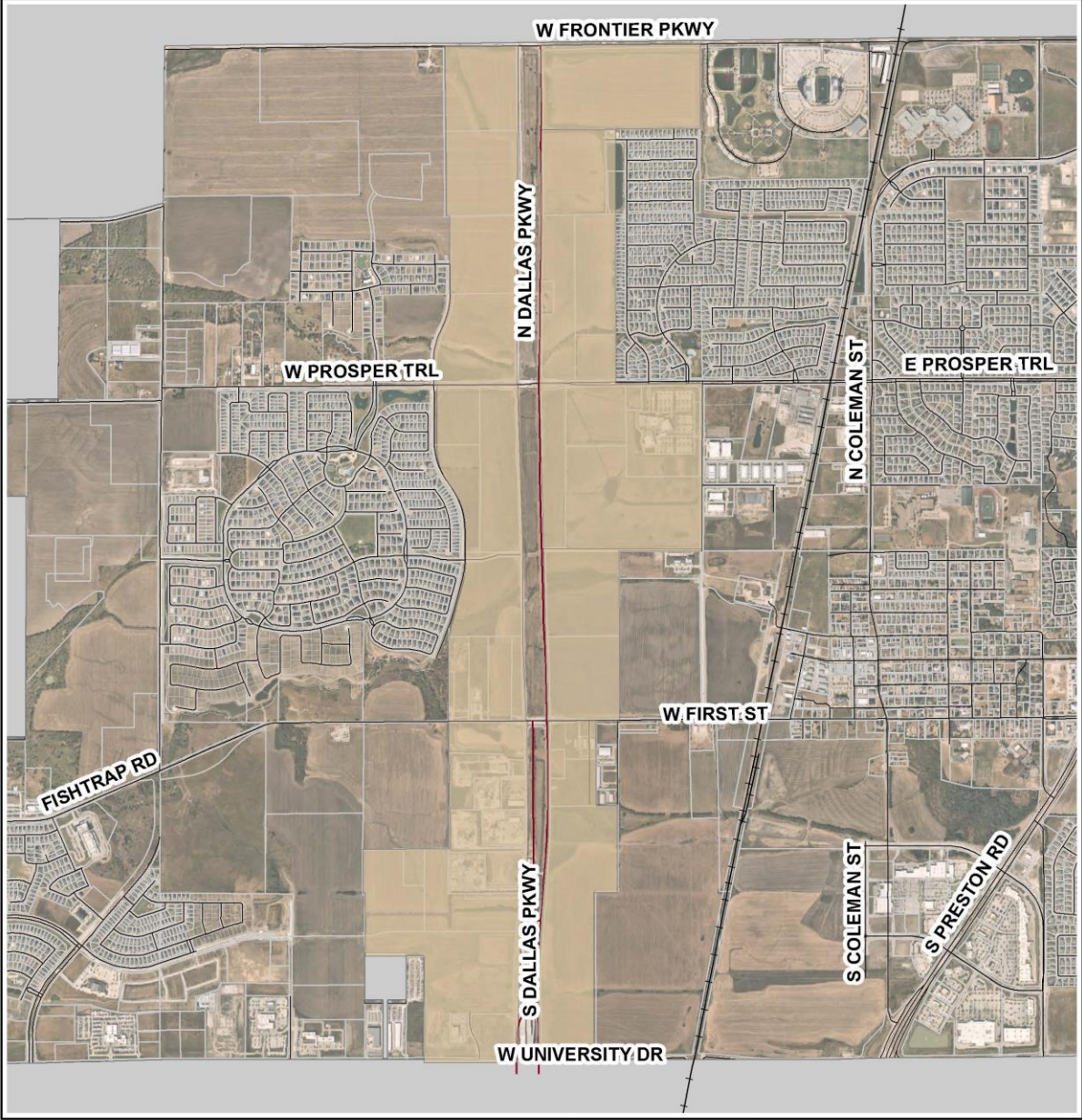
3. Signage shall enhance the pedestrian character of the districts by providing signs that are pedestrian in scale and located so as to be legible from the sidewalks.
4. Businesses are encouraged to create individually styled signage that distinguishes their establishment. However, multi-tenant developments shall have signage that is uniform in style, type, material and lighting.
5. Directory signs may be provided to help direct the public to different businesses and services in the Gateway sub-districts. These may be provided at prominent locations in the sub-districts.
6. Signs may be lit by external light sources as long as such sources are not visually intrusive as determined with the project's comprehensive sign package.

**Q. Incentives**

To encourage development in the Dallas North Tollway District consistent with these Design Guidelines, economic development incentives may be considered by the Town Council in its sole discretion on a project-by-project basis and may include one or more economic development incentives authorized by state law or Town ordinances, as amended.

EXHIBIT 1

Tollway District



Tollway District



This map is for illustration purposes only.

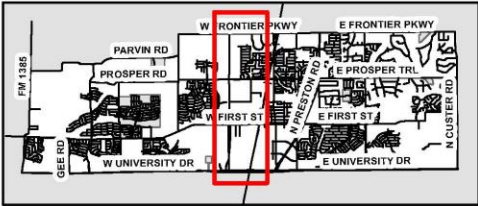
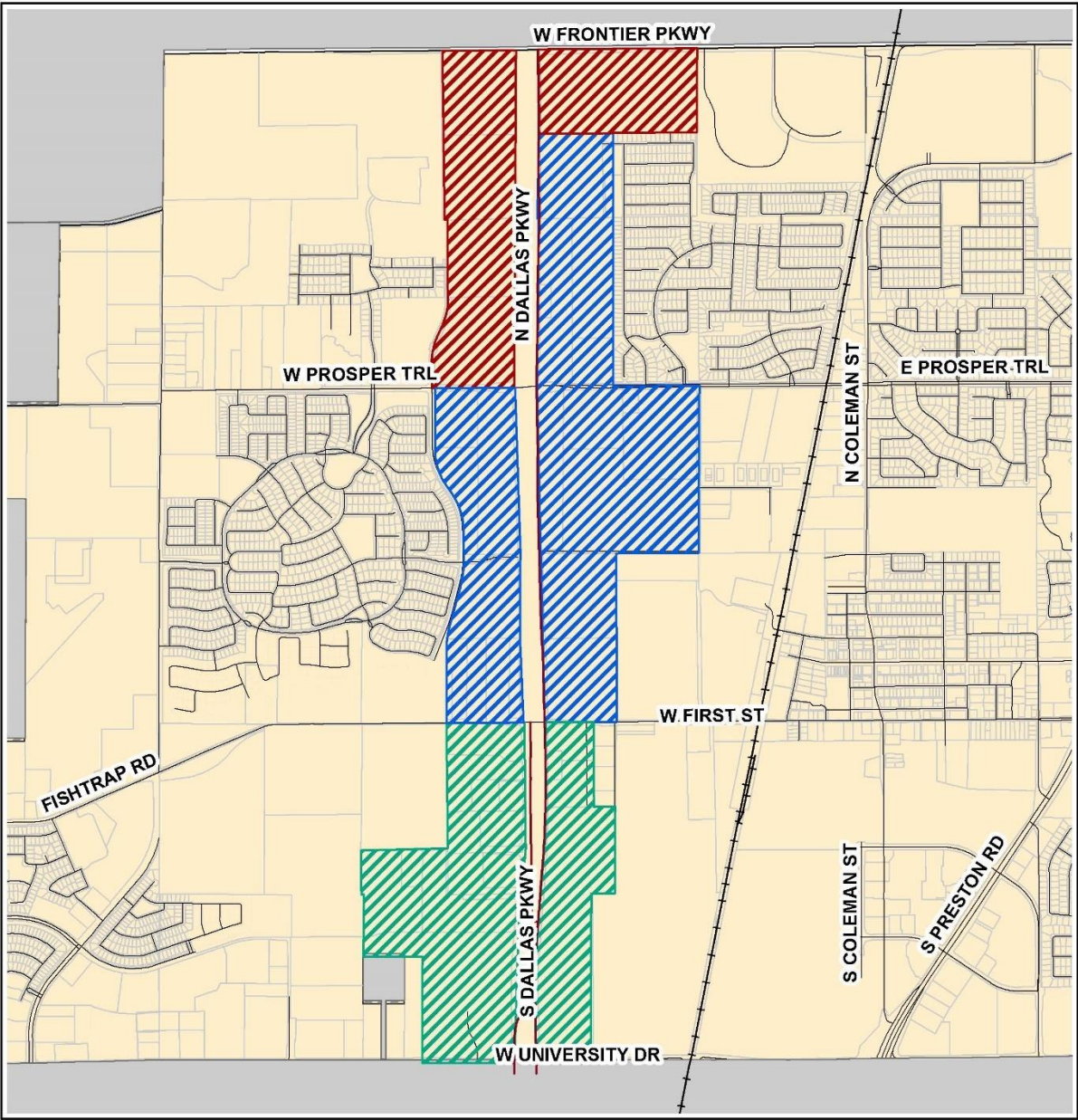




EXHIBIT 2

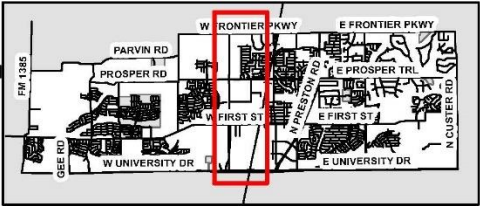
Tollway Subdistrict Designations



- District
- Frontier Parkway Gateway
  - Neighborhood Services and Retail
  - U.S. 380 Gateway



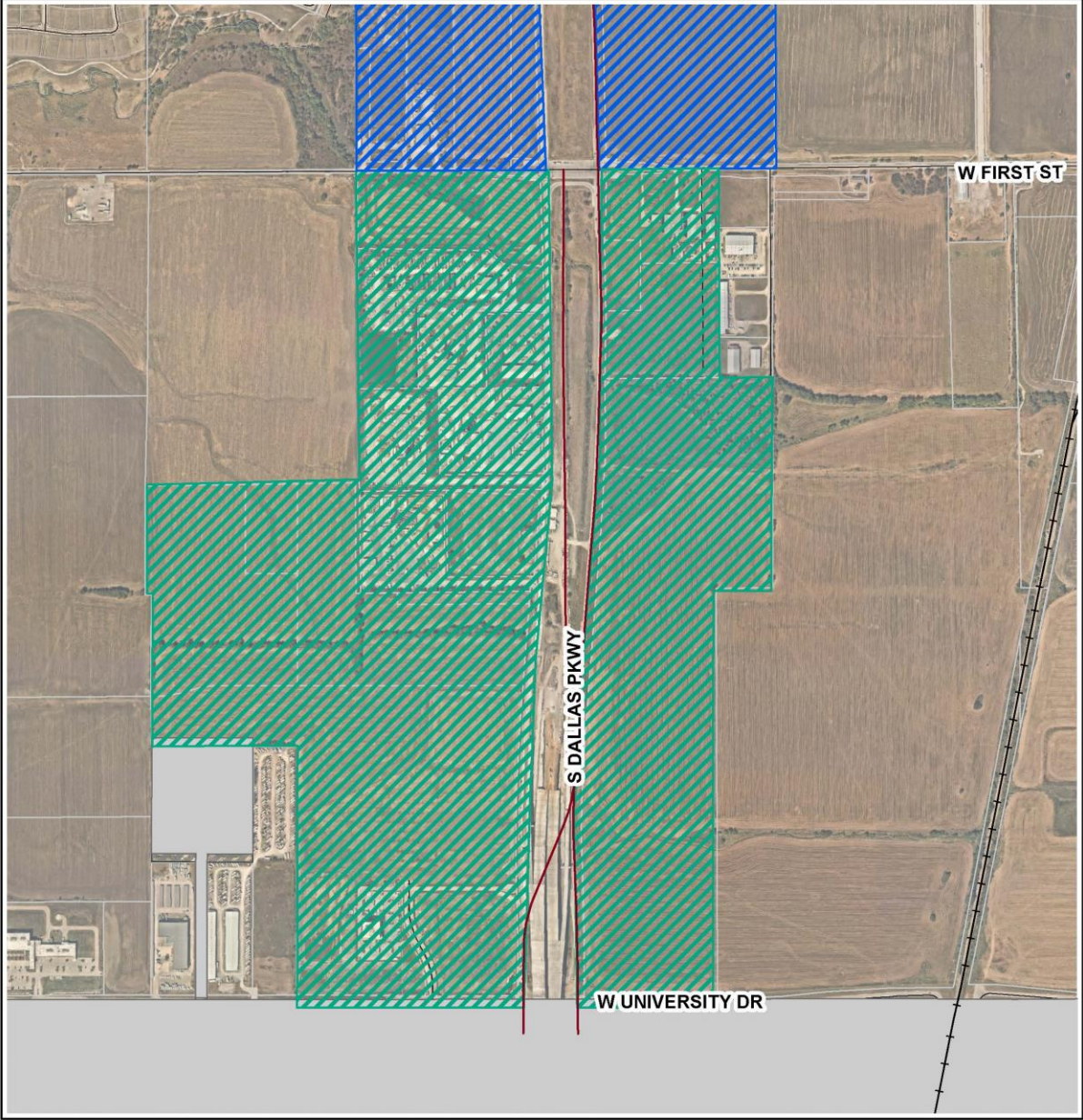
This map is for illustration purposes only.





**EXHIBIT 3**

**U.S. 380 Gateway  
Subdistrict**



- District**
-  Frontier Parkway Gateway
  -  Neighborhood Services and Retail
  -  U.S. 380 Gateway

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This map is for illustration purposes only.

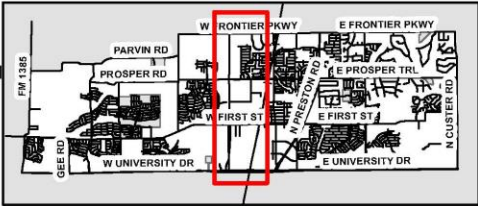
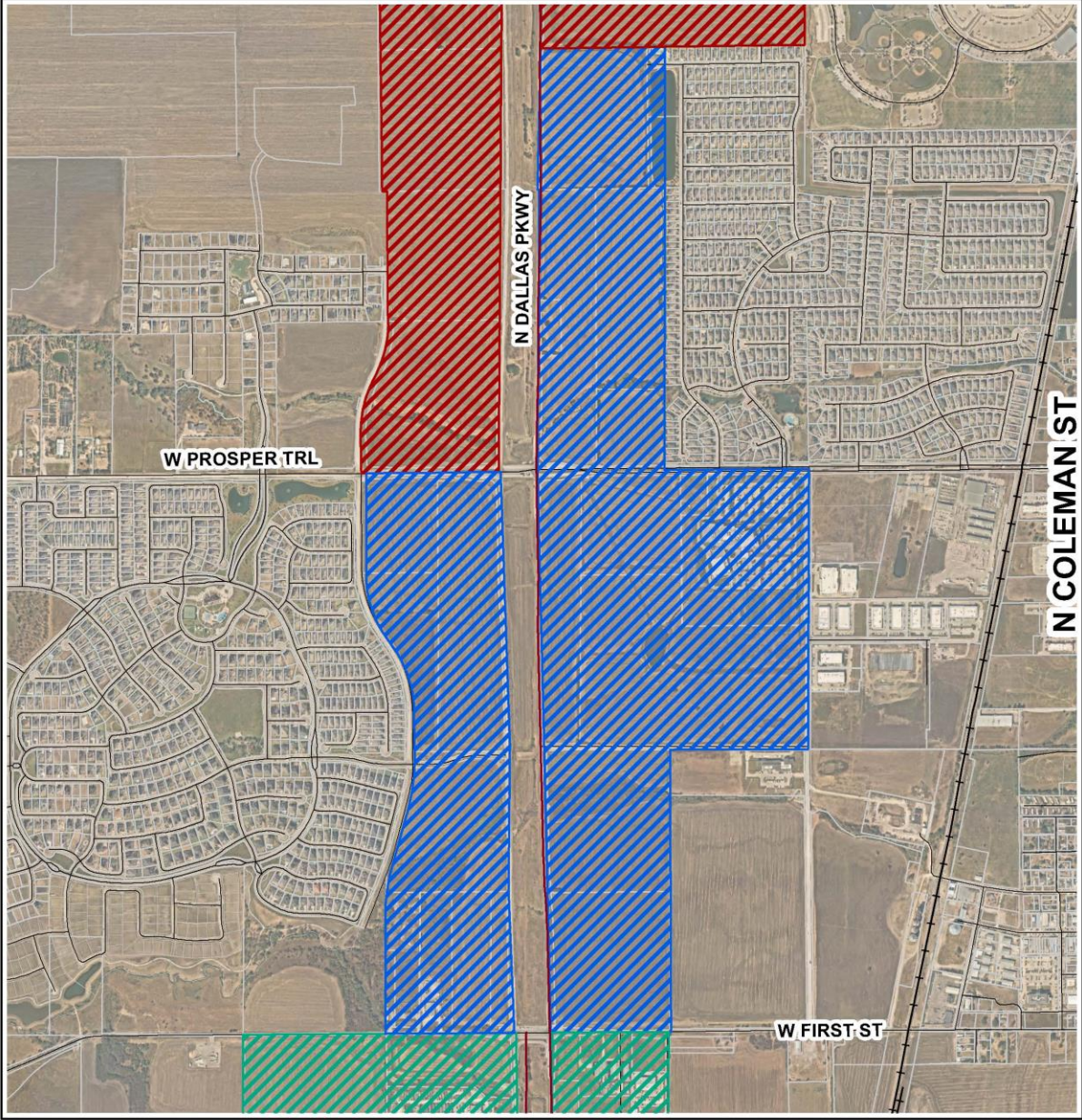




EXHIBIT 4

Neighborhood Services & Retail  
Subdistrict



- District
- Frontier Parkway Gateway
  - Neighborhood Services and Retail
  - U.S. 380 Gateway

0 1 2 Mile

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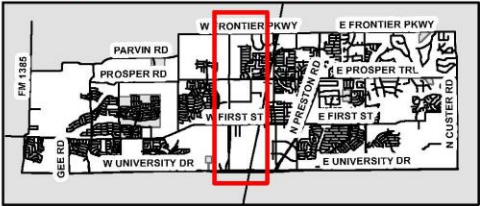
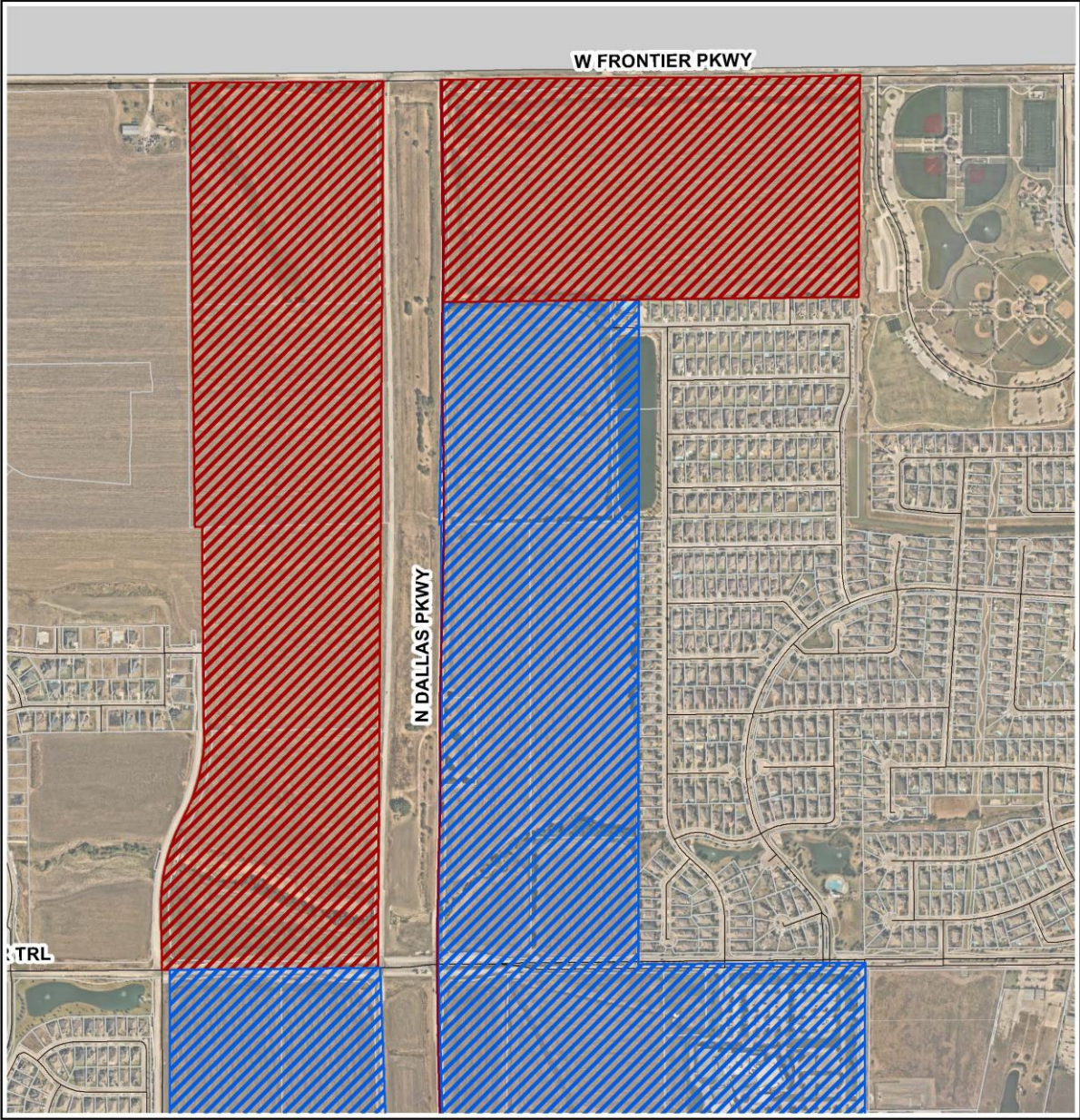




EXHIBIT 5

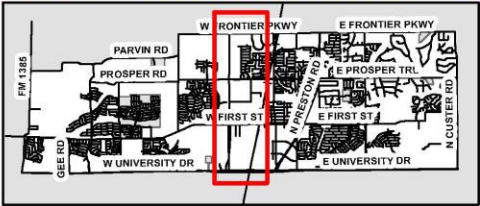
Frontier Parkway Gateway  
Subdistrict



- District**
-  Frontier Parkway Gateway
  -  Neighborhood Services and Retail
  -  U.S. 380 Gateway

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This map is for illustration purposes only.



**Dallas North Tollway District**  
**Design Guidelines**  
**DRAFT**



## **Dallas North Tollway District**

### **Design Guidelines**

#### **A. Intent and Purpose**

The Dallas North Tollway is a primary thoroughfare within the Town of Prosper and one of the most heavily traveled roadways in North Texas. It is recognized that the Dallas North Tollway will serve as a significant opportunity for economic development and a sustainable tax base for the Town. The Comprehensive Plan identified the Dallas North Tollway as a future location for the Town's most intense land uses.

The purpose of these design guidelines is to provide direction on land use and design for future development that the Town of Prosper envisions on the Dallas North Tollway. Design guidelines define the qualities of building and site design that make successful projects and are tools for guiding projects to positive development outcomes. These guidelines will help to elevate the community's expectations for the built environment in the Tollway District. They provide a series of design and land use statements that explain the desired development elements and qualities that will shape the future of the Dallas North Tollway.

This document is a tool that should be utilized when guiding applications for new zoning or change of zoning of parcels located in the Dallas North Tollway District. It is the goal that the statements within this document will help shape development plans that are part of zoning applications and/or become part of development agreements for approved zone changes. These guidelines will communicate Town expectations to property owners when formulating development plans for proposed projects. The guidelines will provide a framework of land use and designs that will ensure projects are compatible with the goals of the Town for the Tollway.

These guidelines are not zoning requirements, rather, they offer flexibility allowing for project creativity, imagination and innovation while encouraging careful and thoughtful land use and design choices that promote high quality and sustainable developments. The anticipated outcome is that these guidelines will result in a vibrant community along the Tollway that is a welcoming and attractive place for people to live, work, play and visit.

This document is a tool that should be utilized when guiding applications for new zoning or change of zoning of parcels located in the Dallas North Tollway District. It is the goal that the statements within this document will help shape development plans that are part of zoning applications and/or become part of development agreements for approved zone changes.

#### **B. General Description**

The design guidelines shall apply to future development proposals located within the Dallas North Tollway District as designated on the Future Land Use Plan Map for the Town of Prosper. Maps of the Dallas North Tollway District are identified in Exhibits One and Two, attached.

### **C. Tollway Sub-districts**

***Go to Exhibits 4-6 for boundary maps of the subdistricts***

The Tollway Design District is divided into three sub-districts. The eastern and western boundaries of the subdistricts are as identified in the Dallas North Tollway District on the Future Land Use Plan Map for the Town of Prosper. The northern and southern boundaries of the subdistricts are as follows:

1. *U.S. 380 Gateway*  
The boundary of the U.S. 380 Gateway sub-district extends from U.S. Highway 380 to First Street.
2. *F.M. 1461 Gateway*  
On the east side of the Dallas North Tollway, the boundary extends from F.M. 1461 and down to the southerly property line of Planned Development 69. On the west side of the Tollway the gateway area extends from F.M. 1461 in the north to Prosper Trail in the south.
3. *Neighborhood Services and Retail sub-district*  
On the east side of the Dallas North Tollway, the Neighborhood Services and Retail sub-district extends from the southerly boundary of PD 69 in the north down to W. First Street. On the west side of the Tollway, this sub-district extends from Prosper Trail in the north to First Street in the south.

### **D. Tollway Sub-District Requirements**

#### **1. U.S. 380 Gateway**

- a. On the Dallas North Tollway and U.S. 380, the minimum front yard is fifty (50) feet and shall include a thirty (30) foot landscape buffer.
- b. No parking or drive aisles may occur in the landscape buffer.
- c. A maximum of two rows of parking in the front of the building.
- d. Minimum building height shall be two (2) stories. If the building contains a use(s) as described in Section E, Permitted Uses, the building height can be a one (1) story building with a minimum of twenty (20) feet in height.

#### **2. F.M. 1461 Gateway**

- a. On the Dallas North Tollway and F.M. 1461, the minimum front yard is fifty (50) feet and shall include a thirty (30) foot landscape buffer.
- b. No parking or drive aisles may occur in the landscape buffer.
- c. A maximum of two rows of parking in the front of the building.



- d. Minimum building height shall be two (2) stories. If the building contains a use(s) as described in Section E, Permitted Uses, the building height can be a one (1) story building with a minimum of twenty (20 ft in height.

### 3. Neighborhood Services and Retail sub-district

- a. On the Dallas North Tollway, the minimum front yard setback shall be thirty (30) feet. Landscape buffer requirements shall be in accordance with Section M-Landscaping of these guidelines.
- b. No parking or drive aisles may occur in the landscape buffer.
- c. A maximum of one row of parking in the front of the building.
- d. Minimum building height shall be one (1) story.
- e. The Neighborhood Services and Retail subdistrict is adjacent to existing residential neighborhoods. For context sensitivity in development, the maximum building heights shall be as follows:
  - i. On the east side of the sub-district (east side of the Tollway), the maximum building height shall be two (2) stories from the southerly boundary of PD 69 in the north down to Prosper Trail in the south. From Prosper Trail to W. First Street, the maximum building height shall be three (3) stories.
  - ii. On the west side of the sub-district (west side of the Tollway from Prosper Trail to W. First Street), the maximum building height shall be two (2) stories.

### E. Permitted Business Establishments

The following business establishments shall be permitted in the Dallas North Tollway District. Businesses followed by an "S" are only permitted upon approval of a Specific Use Permit. Businesses followed by a "C" are permitted subject to the Conditional Development Standards as outlined in Section 1.4 of Section 1 of Chapter 3 of the Zoning Ordinance. Certain businesses permitted subject to the Conditional Development Standards may also require approval of a Specific Use Permit.

<b>Schedule of Permitted Business Establishments for the Dallas North Tollway District</b>
Administrative, Medical, Insurance or Professional Office
Automobile Paid Parking Lot/Garage
Automobile Parking Lot/Garage
Bank, Savings and Loan, or Credit Union
Beauty Salon/Barber Shop as an Incidental Use
Big Box (S)
Building Material and Hardware Sales, Major (S)
Business Service
Catering Business



Child Care Center, Incidental (Care of Children of Employees in the Building)
Civic/Convention Center
College, University, Trade, or Private Boarding School
Commercial Amusement, Indoor <b>(S)</b>
Farm, Ranch, Stable, Garden, or Orchard
Food Truck Park <b>(C)</b>
Furniture, Home Furnishings and Appliance Store
Governmental Office
Gymnastics/Dance Studio <b>(S)</b>
Health/Fitness Center <b>(S)</b>
Helistop <b>(S)</b>
Hospital
Hotel, Full Service <b>(C)</b>
Hotel, Limited Service <b>(C)</b>
Hotel, Residence/Extended Stay <b>(C)</b>
House of Worship
Massage Therapy, Licensed as an Incidental Use
Meeting/Banquet/Reception Facility <b>(S)</b>
Mobile Food Vendor <b>(S)</b>
Multifamily <b>(S)</b>
Municipal Uses Operated by the Town of Prosper
Museum/Art Gallery
Outdoor Merchandise Display, Temporary
Park or Playground
Print Shop, Minor
Private Club <b>(C)</b>
Private Utility, Other Than Listed
Research and Development Center <b>(S)</b>
Restaurant without Drive-thru or Drive-in Service <b>(C)</b>
Restaurant with Drive-thru Service <b>(S)</b>
Retail Stores and Shops
Retail/Service Incidental Use
School, Private or Parochial
School, Public
Telephone Exchange
Temporary Buildings for Churches, Public Schools and Governmental Agencies <b>(S)</b>
Theater, Neighborhood
Theater, Regional
Winery ( <i>enclosed operations</i> )
Wireless Communications and Support Structures (Cell Tower) <b>(S)</b>

#### *Grocery Stores with Gas Pumps*

Through a Planned Development process, the Town Council may permit a big box grocery store with gas pumps. If permitted, gas pump area shall follow the following guidelines:

- There shall be a minimum of a 15 ft landscape buffer to screen the pumps from the street edge.
- The site design for projects located at street corners should provide special landscape treatment at street intersection to emphasize the corner.
- The use of mature trees is encouraged to provide an immediate impact especially when used in buffering adjacent uses.
- All display items for sale should occur within the main building or within designated areas that are screened from public streets.
- The design of pump islands and canopy should be architecturally integrated with other structures on-site using similar colors, materials and architectural detailing. All signage should be architecturally integrated with their surroundings in terms of size, shape and lighting so that they do not visually compete with architecture of the building and design of the sight.

#### *Restaurant, Drive-Thru Service*

Where site conditions permit, drive-thru queuing lanes shall be designed so that the queuing wraps behind the building instead of in front of the building. If the queue lane wraps in the front of the building, the site shall provide for an ample amount of landscaping that will provide a buffer from the public rights-of-way.

#### *Multi-family Developments*

The Town Council may permit a multi-family housing as part of a wholistic development that includes a combination of businesses designed to create a live, work and play environment. These businesses can be, but are not limited, retail, office, recreational, family-friend entertainment and/or restaurant establishments. If multi-family housing is part of a development proposal that includes businesses and/or amenities described in Section F. "Business Establishments Pursuant to the Town's Vision" increased density may be permitted. It is highly recommended that multi-family units be designed with structure parking as opposed to surface parking.

### **F. Business Establishments Pursuant to the Town's Vision**

The Town Council envisions the Dallas North Tollway to be a place for not only employment centers, but also for families. It is the desire to create an environment with amenities that will allow families to visit and enjoy. The following business establishments, as also included in the table of permitted businesses above, are strongly encouraged.

- Museum/Art gallery
- Theatre
- Commercial amusement-Indoor
- Civic/Convention Center
- Hotel-Full Service
- Restaurants -Dine In with or without outdoor patio

- Developments are also strongly encouraged to include public open space, public gathering places and public art, where feasible.

### G. Discouraged Business Establishments

The following businesses are discouraged in the Dallas North Tollway District as they are not consistent with the Town's vision and goals for the corridor.

Discouraged Establishments for the Dallas North Tollway District
Antique Shop and Used Furniture
Artisan's Workshop
Assisted Living Facility
Athletic Stadium or Field, Private
Athletic Stadium or Field, Public
Auto Parts Sales, Inside
Automobile Repair, Major (Paint & Body or Outdoor Storage)
Automobile Repair, Minor
Automobile Sales, Used
Automobile Sales/Leasing, New
Automobile Storage
Bed and Breakfast Inn
Body Art Facilities
business for drug paraphernalia sales;
Building Material and Hardware Sales, Minor
Cabinet/Upholstery Shop
Car Wash
Car Wash, Self-Serve
Cemetery or Mausoleum
Child Care Center, Licensed
Commercial Amusement, Outdoor
Community Center
Contractor's Shop and/or Storage Yard
Convenience Store with Gas Pumps (located at two major thoroughfares)
Convenience Store without Gas Pumps
Credit access businesses**
Day Care Center, Adult
Donation or Recycling Bin
Dry Cleaning, Major
Equipment and Machinery Sales and Rental, Major
Equipment and Machinery Sales and Rental, Minor
Fairgrounds/Exhibition Area
Farmer's Market
Feed Store

Flea Market, Inside
Fraternal Organization, Lodge, Civic Club, Fraternity, or Sorority
Funeral Home (On-site Cremation Requires SUP)
Furniture Restoration
Gaming-oriented businesses (including slot machines)
General Manufacturing/Industrial Use Complying with Performance Standards
Golf Course and/or Country Club
Homebuilder Marketing Center
Indoor Gun Range
Laundromat
Limited Assembly and Manufacturing Use Complying with Performance Standards
Locksmith/Security System Company
Machine Shop
Mini-Warehouse/Public Storage
Motorcycle Sales/Service
Nursery, Major (outside display)
Nursery, Minor (no outside display)
Office and Storage Area for Public/Private Utility
Office/Showroom
Office/Warehouse/Distribution Center
Open Storage
Outside Storage, Primary Use
Outside Storage, Incidental
Package Liquor Stores **
Pawn Shops
Pet Day Care
Print Shop, Major
Private Recreation Center
Recreational Vehicle Sales and Service, New/Used
Recreational Vehicle/Truck Parking Lot or Garage
Recycling Center
Recycling Collection Point
Rehabilitation Care Institution
Repair Service, Indoor
Restaurant, Drive In
School District Bus Yard
Sewage Treatment Plant/Pumping Station
Sexually-oriented Businesses ***
Small Engine Repair Shop
Smoke/Vape Shops
Storage or Wholesale Warehouse
Taxidermist
Temporary Buildings for Private Enterprises
Trailer Rental
Transit Center

Truck Sales, Heavy Trucks
Veterinarian Clinic and/or Kennel, Indoor
Veterinarian Clinic and/or Kennel, Outdoor

\*Credit access businesses, as defined in Texas Finance Code § 393.601, as amended, including but not limited to payday lending businesses, “cash for title” lenders, and credit services businesses, as defined in Texas Finance Code § 393.001, as amended.

\*\*Package liquor stores, defined as any business entity that is required to obtain a Package Store Permit from the Texas Alcoholic Beverage Commission for the off-premise consumption of alcohol.

\*\*\*Sexual-oriented businesses, including but not limited to business entities whose primary purpose is the sale of lewd merchandise.

## H. The Gateways

The gateways are the entrances to the subject area that set the tone for the entire corridor. Gateways provide a unique sense of identity, transition, and anticipation. They act as a transition from one space to another and they identify the uniqueness that sets that space apart from another. Gateway properties are prime locations for creating an image that leads visitors to form a positive attitude toward a community even before they enter the main street of an area.

### 1. *The gateways should be clearly identifiable to vehicular and pedestrian travelers.*

- a. Monument signage shall be used at major intersections to mark the arrival of specific areas or to identify marquee development projects.
- b. Entrances to marquee developments shall incorporate a generous amount of landscaping that is diverse and colorful that provides texture and interest to the area.
- c. Street banner signs and wayfinding signage are also great ways to give a unique identity to a location. It is important that there is uniformity in terms of sign and banner materials, print/logos, and color. Signs should also complement and add to the positive experience for an area.

### 2. *Include Public Art in Gateway Areas to promote vitality and provide a unique sense of identity.*

Art can be an expression of a collective community identity. It can celebrate what is unique about a community and honor the past and present heritage. Art can include references to the Town’s geography, history, landmarks, ethnic and cultural diversity which can increase a sense of belonging when people can associate themselves with a place.

- a. Art should be integrated into the community fabric of the Tollway and should be used to mark significant intersections of the Tollway.
- b. Developers should incorporate artist into the design team from the inception of planning in order to integrate works of art into their projects.



- c. Stand alone public art can also be used and does not necessarily have to be tied to a project. Local artists should be used whenever possible.

## **I. Site Design and Building Placement**

It is important that site design for development plans foster the creation of high-quality architectural forms, scale and pedestrian amenities. With the Tollway being one of the most heavily traveled roadways through the Town, the site design needs to create an aesthetically pleasing appearance on the Tollway for visitors and travelers.

1. The site design shall designate major entryways into a development with an entry feature that includes assets such as landscaping, an entry monument, a sculpture or a fountain(s).
2. The building's primary façade shall face the public road from which addressing is provided. Where the building's primary façade is unable to be oriented parallel to the road from which it is addressed due to site constraints or other factors, each façade which is clearly visible from a public right-of-way or public area shall be designed with architectural treatments used for primary façades.
3. Buildings shall have entrances oriented to the sidewalk for ease of pedestrian access and shall be located in such a manner as to minimize conflicts between pedestrians and automobiles.
4. Corner lots: At key intersections, buildings located on corner lots should utilize variations in building massing to emphasize street intersections as points of interest in the district.
5. Driveways, curb cuts, parking and internal roadway/traffic circulation shall be designed to provide cross access so that uninterrupted vehicular access from parcel to parcel can be achieved.
6. For streets with on-street parking, a build-to-line shall be required. A "build-to-line" is a line parallel to a public or private street where the primary façade of a building must be built to.
  - a. Buildings with non-residential uses on the first floor shall be established at the minimum front yard setback. The primary façade shall be continuous along block face and at least 70% shall be located adjacent to the build-to-line.
7. All lighting standards shall be in accordance with the Town of Prosper Zoning Ordinance, Chapter 3, Section 6, entitled, "Outdoor Lighting."

### *Parking Design Standards*

The intent of this section is to design parking lots that provide access to commercial and office developments, while minimizing the potential negative impact associated with expansive vistas of unbroken concrete pavement along the Tollway. All requirements in accordance with Chapter 4, Section 4 entitled, "Parking, Circulation and Access," in the Town of Prosper Zoning Ordinance shall be followed.

1. The majority of off-street parking for new developments within the Tollway district shall be provided on the side or rear of the primary building.
2. Parking maximums between the building and the street are in accordance with the requirements of the subdistrict requirements in Section D, above.
3. Shared parking agreements for adjacent properties are acceptable where they include a business pursuant to the Town's vision as identified above in Section F and there is a written agreement between the property owners that clearly stipulates the terms of the joint use of the parking spaces and that such spaces are committed and available to the respective users on a non-conflicting basis.
4. Up to thirty (30) percent of the parking spaces required may be waived for a theatre or other place of evening dining and entertainment (after 6:00pm), and if used jointly by banks, offices and similar uses not normally open or operated during the evening hours.
5. Parking garages shall be located behind or to the side of the primary building. If a parking garage fronts on a public street, it shall have an architecturally finished façade facing the street(s), complementary to the surrounding buildings. Street front openings in parking structures should not exceed 55 percent of the façade area. This percentage excludes the top floor if the garage is unroofed. Where possible, the narrower façade of the parking garage should be oriented to the street in order to minimize the visual impact of the structure on the public right-of-way and pedestrian paths.

#### **J. Residential Neighborhoods**

Buffering existing neighborhoods through compatibility standards serves to integrate the existing neighborhoods into the community fabric and respects their essential value.

1. Commercial developments shall be planned to minimize increased use of adjacent neighborhood streets. Vehicular access to new development and parking requirements shall minimize the impact on neighborhood traffic flow and avoid major disturbances to the neighborhood character. Projects with frontage on a neighborhood street should limit public access from that street and limit business associated parking on that street to avoid significantly altering the residential character.
2. Buildings located within 150 feet of single-family zoned properties shall not exceed two (2) stories, and no greater than 40 feet in height.
3. Buildings which exceed two (2) stories or 40 feet, shall have an additional setback from single family zoned properties at the rate of one foot of setback, beyond the aforementioned 150 feet, for each additional foot of building exceeding two (2) stories and 40 feet.

4. When a new project is proposed, it is vital that communications occur with existing neighborhoods in proximity to the project site. This should be strongly encouraged.
5. Existing residential neighborhoods shall be buffered from the new Tollway development by open space and/or a linear network of greenways. Pedestrian and bicycle pathways can also be integrated to transform the buffer area into a passive recreational amenity while providing a low-intensity transitional use adjacent to the non-residential Tollway development. The Town of Prosper Bike and Trail Master Plan should be referenced in making decisions regarding locations of greenways, pedestrian and bicycle pathways.

## **K. Building Design**

All building architecture and design shall be in accordance with the standards as identified in the Town of Prosper Zoning Ordinance Chapter 3, Section 8, entitled, "Non-Residential Design and Development."

### **1. *Building the Pedestrian Realm***

It is important that the materials and construction of streetscapes and buildings at the lower floors provide a level of detail and quality which creates a pedestrian-friendly environment that is warm and inviting.

- a. Ground floor facades facing the Dallas North Tollway and any intersecting thoroughfare must incorporate articulated entry areas, arcades, display windows, awnings, or other architectural variety features along no less than sixty percent (60%) of the facade. The entrance or entrances on all buildings shall be defined with strong architectural features.
- b. Storefronts on facade treatments that span multiple tenants shall use architecturally compatible materials, colors, details, awnings signage, and lighting fixtures. Retail ground floors shall have windows covering a minimum of 60% of the major street fronting facade(s). Other ground level uses shall have facade treatments appropriate to such uses(s).

### **2. *Building Entrances***

The design and location of building entrances in the Tollway District are important to help define the pedestrian environment and create retail-friendly environments.

1. Entrances should be easily identifiable as primary points of access to buildings. Building entrances may be defined and articulated by architectural elements such as lintels, pediments, pilasters, columns, porticos, porches, overhangs, railings, balustrades, and others, as appropriate. All building elements for entryways shall be compatible with the architectural style, materials, colors, and details of the building as a whole.

## **L. Service Equipment Areas**

1. Loading docks, truck parking, trash collection, dumpsters, and other service functions shall be incorporated into the overall design of the building or placed behind or on the side of a building

and screened to not be seen from the rights-of-way. On corner lots, these areas shall be located behind the buildings.

2. Roofs shall be designed and constructed in such a way that they acknowledge their visibility from other buildings and from the street. Rooftop mechanical equipment shall be adequately screened with durable material that is architecturally compatible with the building design.
3. All other requirements as identified in the Zoning Ordinance in Chapter 4, Section 5, entitled, "Screening, Fences and Walls," shall be followed.

#### **M. Landscaping Standards**

In addition to the requirements as described below, all other requirements as identified in the Town of Prosper Zoning Ordinance, Chapter 4, Section 2, entitled, "Landscaping," shall be adhered to.

1. A landscaped area consisting of living trees, turf, or other living ground cover and being at least thirty (30) feet in width measured from the property line interior to the property shall be provided adjacent to and outside of the right-of-way on all properties adjacent to the Dallas North Tollway, F.M. 1461, and US Hwy 380.
  - a. One (1) large tree, four (4) inch caliper minimum (at the time of planting) per twenty-five (25) feet of linear roadway frontage shall be planted within the required landscaped area.
  - b. The trees may be planted in groups with appropriate spacing for species.
  - c. Shrub plantings shall be provided at a minimum rate of 22 shrub plantings per thirty (30) linear feet which shall be a minimum of five (5) gallon shrubs (at the time of planting).
  - d. Parking abutting the landscaped area will be screened from the adjacent roadway. The required screening may be with shrubs or earthen berms.
  - e. During the review of development proposals, the Town Council may also require additional landscaping features such as berms or hardscape elements for enhanced beautification of the Tollway District.
2. A landscaped area consisting of living trees, turf, or other living ground cover and being at least twenty-five (25) feet in width measured from the property line interior to the property shall be provided adjacent to and outside of the right-of-way on all properties adjacent to a minor thoroughfare as defined by the Town of Prosper Thoroughfare and Circulation Design Standards.
  - a. One (1) large tree, four (4) inch caliper minimum (at the time of planting) per thirty (30) feet of linear roadway frontage shall be planted within the required landscaped area.
  - b. The trees may be planted in groups with appropriate spacing for species.
  - c. Shrub plantings shall be provided at a minimum rate of 20 ten (10) gallon shrubs per thirty (30) linear feet.
  - d. Parking abutting the landscaped area will be screened from the adjacent roadway. The required screening may be with shrubs or earthen berms.
  - e. During the review of development proposals, the Town Council may also require additional landscaping features such as berms or hardscape elements for enhanced beautification of the Tollway District.

3. Additional Requirements: For big box retail and grocery stores, one (1) tree planted for each one-hundred (100) linear feet. The trees shall be a minimum of 4" caliper and may be placed in planters.

**N. Pedestrian Connectivity and Amenities**

1. A minimum six (6) foot wide, paved pedestrian sidewalk shall connect the perimeter sidewalk to the building entry, if the building is set back from the perimeter sidewalk. This connecting sidewalk shall be handicapped accessible.
2. Sidewalks must be a minimum width of ten (10) feet wide adjacent to any four-lane or six-lane roadway. All other roadway adjacencies must have sidewalks of least 6 ft.
3. Large sites should create a pedestrian pathway system that links all buildings, parking areas and open spaces utilizing the pedestrian pathways that will connect to any nearby public sidewalks.
  - a. Linkages between the uses and the parking areas will also encourage activity at the pedestrian level and provide safety for the pedestrians. Pedestrian crosswalks shall be clearly marked and provided at all key street intersections.
4. Pedestrian pathways shall also be designed for the pedestrian's comfort. Shade trees shall be provided along pedestrian pathways to provide a comfortable walk, which will encourage people to use sidewalks and pathways.
5. Overhead covers shall extend from the sides of buildings that have adjacent sidewalks, offering adequate protection from the sun and rain.
  - a. Overhead protection should be located a minimum of 9 to 14 feet and projections may take the form of retractable or non-retractable awnings, or fixed non-fabric projected covers.
6. Streetscape amenities such as benches, trash receptacles, planters, bike racks and pedestrian-scale lighting support the public domain and will promote the use and vitality of pedestrian and bicycle pathways. The use of the amenities shall be encouraged, where applicable.
7. Amenities shall be placed in such locations as to not block pedestrian or emergency access.
8. A continuous pedestrian/bicycle route shall be constructed throughout the Tollway District. Locations of bike and trail connections as identified in the Town's Hike and Bike Trail Master Plan shall be considered in making development decisions.
9. This section supplements and does not replace any existing town requirement for sidewalk construction. All town ordinances and engineering requirements shall be adhered to.



**O. Public Parks and Open Spaces**

Publicly accessible parks and open space organize and reinforce neighborhood structure. They offer a wide variety of passive and active recreational experiences ranging in size and type, but together, they create an integrated system enhancing livability, natural appearance, and ecological values while providing gathering places and interaction opportunities for the community.

1. Public parks and open spaces shall be visible and easily accessible from public areas such as building entrances and adjacent streets and sidewalks.
2. Within these parks, ample seating shall be provided, including walls, ledges, and other raised surfaces which can serve a similar purpose.
3. Active uses such as retail, cafes, restaurants, higher density residential and office uses which provide pedestrian traffic should be considered as appropriate uses to line parks and open spaces.
4. Development plans shall take the goals and objectives of the Town's Bike and Trail Master Plan into consideration when planning for new parks and open space amenities.

**P. Signage**

1. A comprehensive sign package shall be developed for each project and shall be approved by the Planning & Zoning Commission and Town Council.
2. The immediate area around a monument sign shall be landscaped with plantings of an appropriate height not to block or obscure the sign.
3. Signage shall enhance the pedestrian character of the districts by providing signs that are pedestrian in scale and located so as to be legible from the sidewalks.
4. Businesses are encouraged to create individually styled signage that distinguishes their establishment. However, multi-tenant developments shall have signage that is uniform in style, type, material and lighting.
5. Directory signs may be provided to help direct the public to different businesses and services in the Gateway sub-districts. These may be provided at prominent locations in the sub-districts.
6. Signs may be lit by external light sources as long as such sources are not visually intrusive as determined with the project's comprehensive sign package.

EXHIBIT 1  
Town of Prosper Future Land Use Plan Map

Dallas North Tollway District 

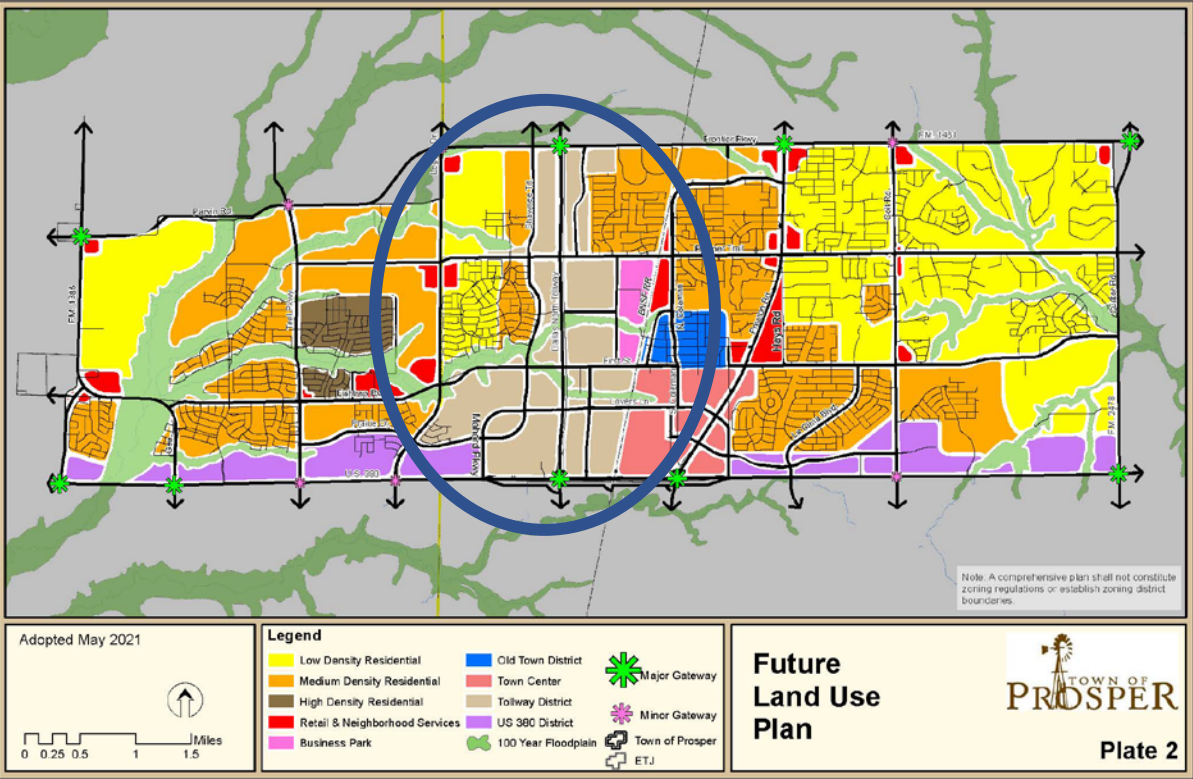


EXHIBIT 2

Future Land Use Plan  
Tollway District Designation

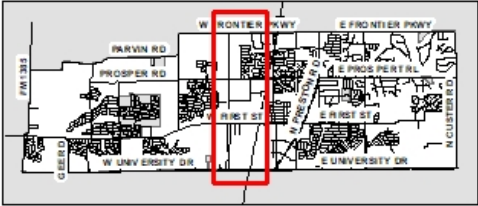
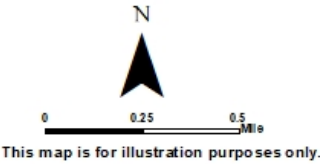
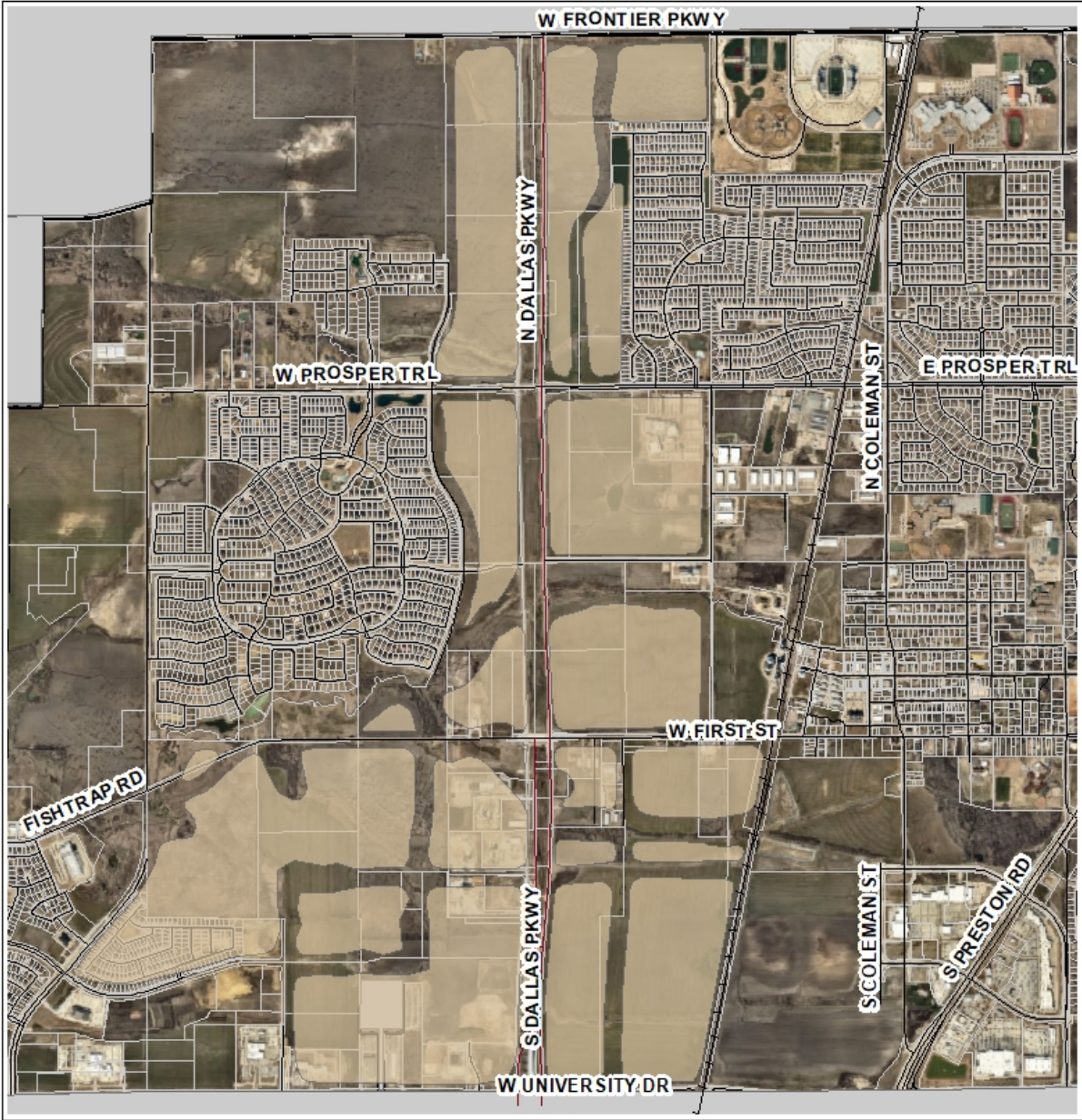
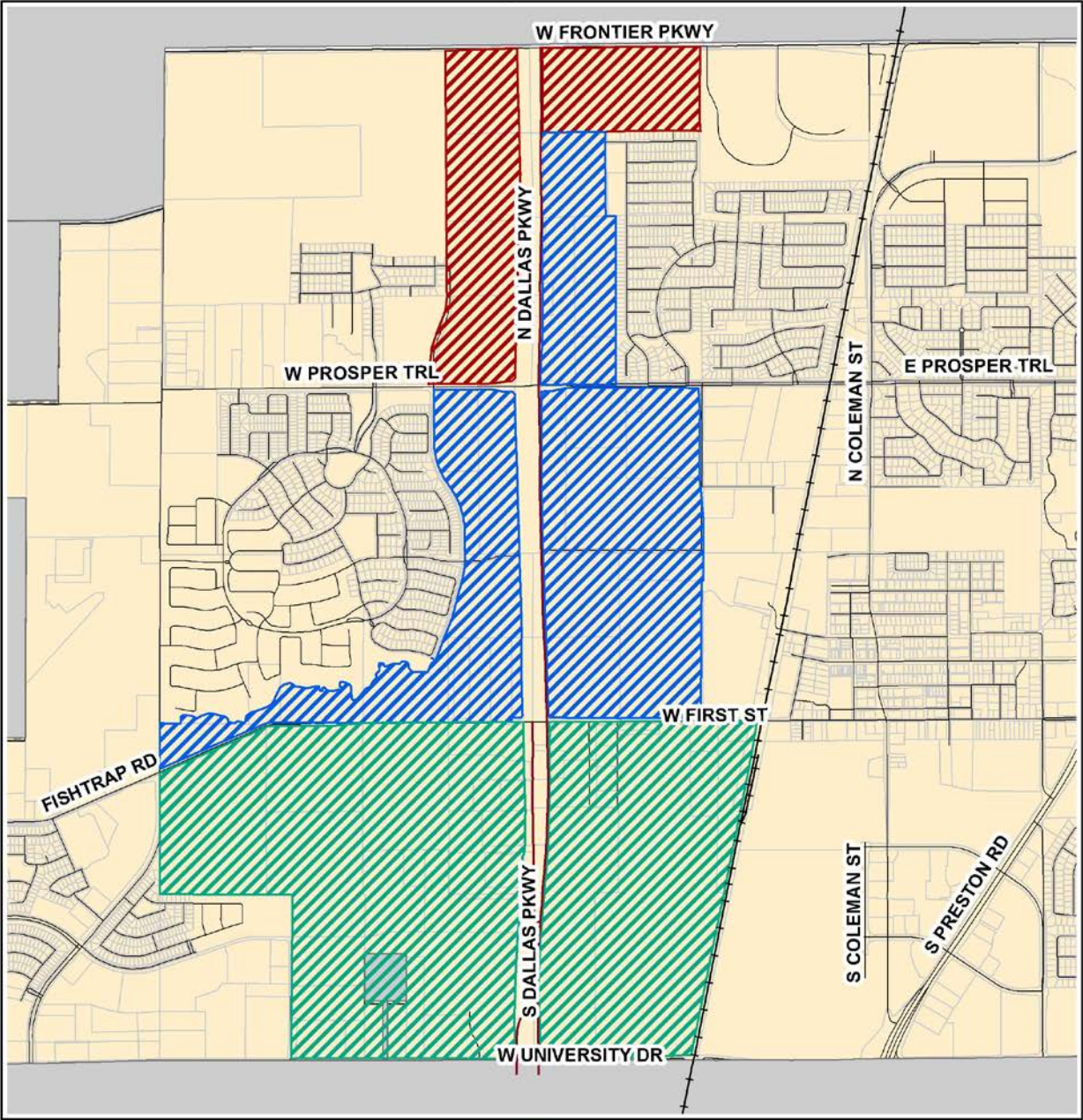




EXHIBIT 3

Tollway Subdistrict  
Designations



Tollway Subdistricts

- F.M. 1461 Gateway
- Neighborhood Services and Retail
- U.S. 380 Gateway

0 1 2 Mile

This map is for illustration purposes only.

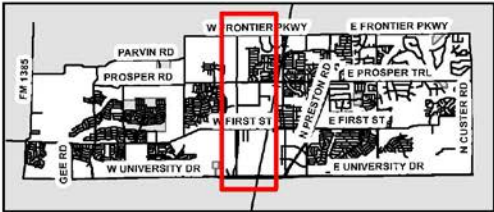




EXHIBIT 4

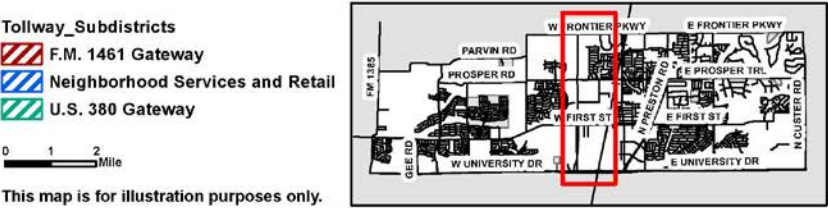
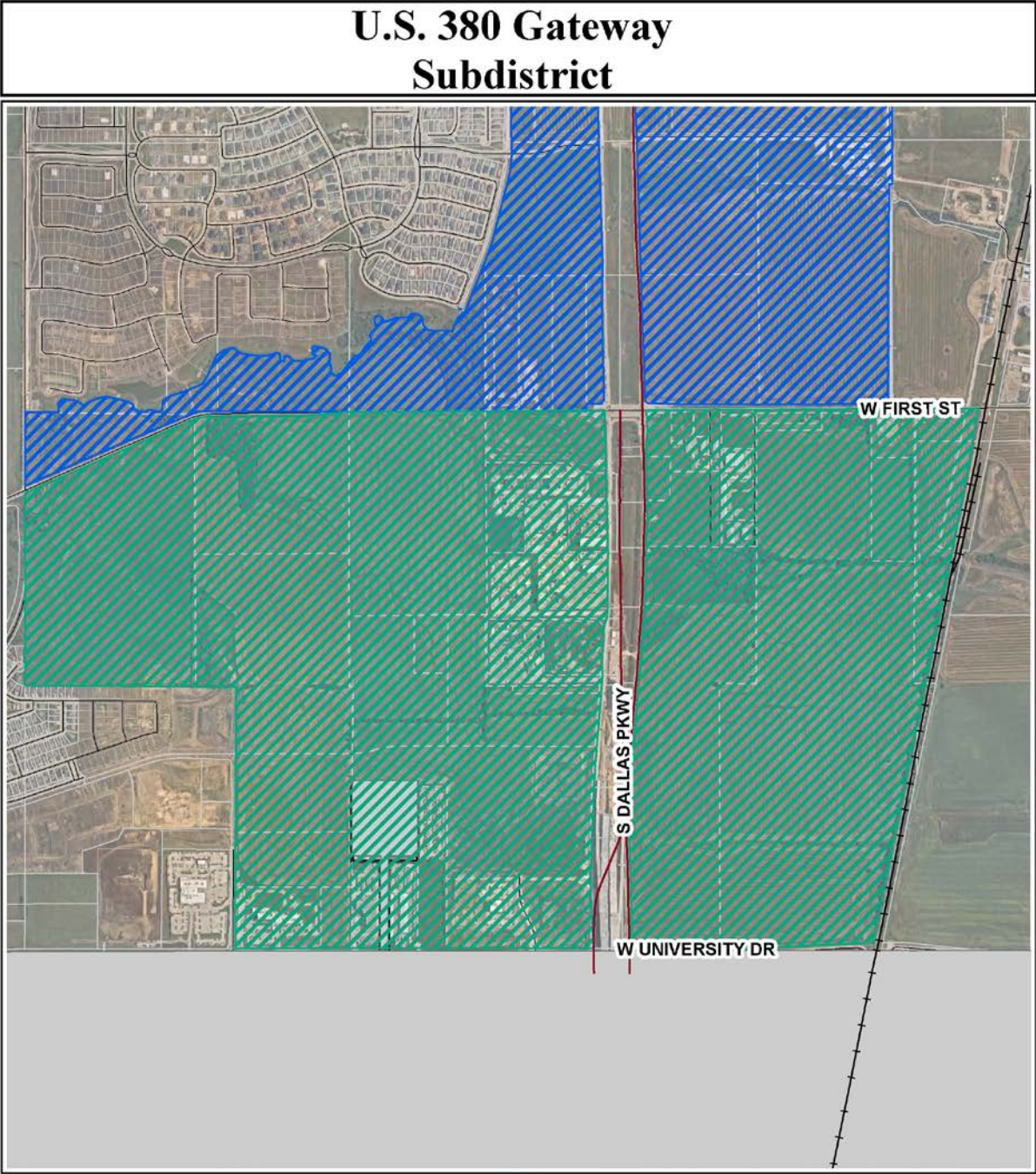
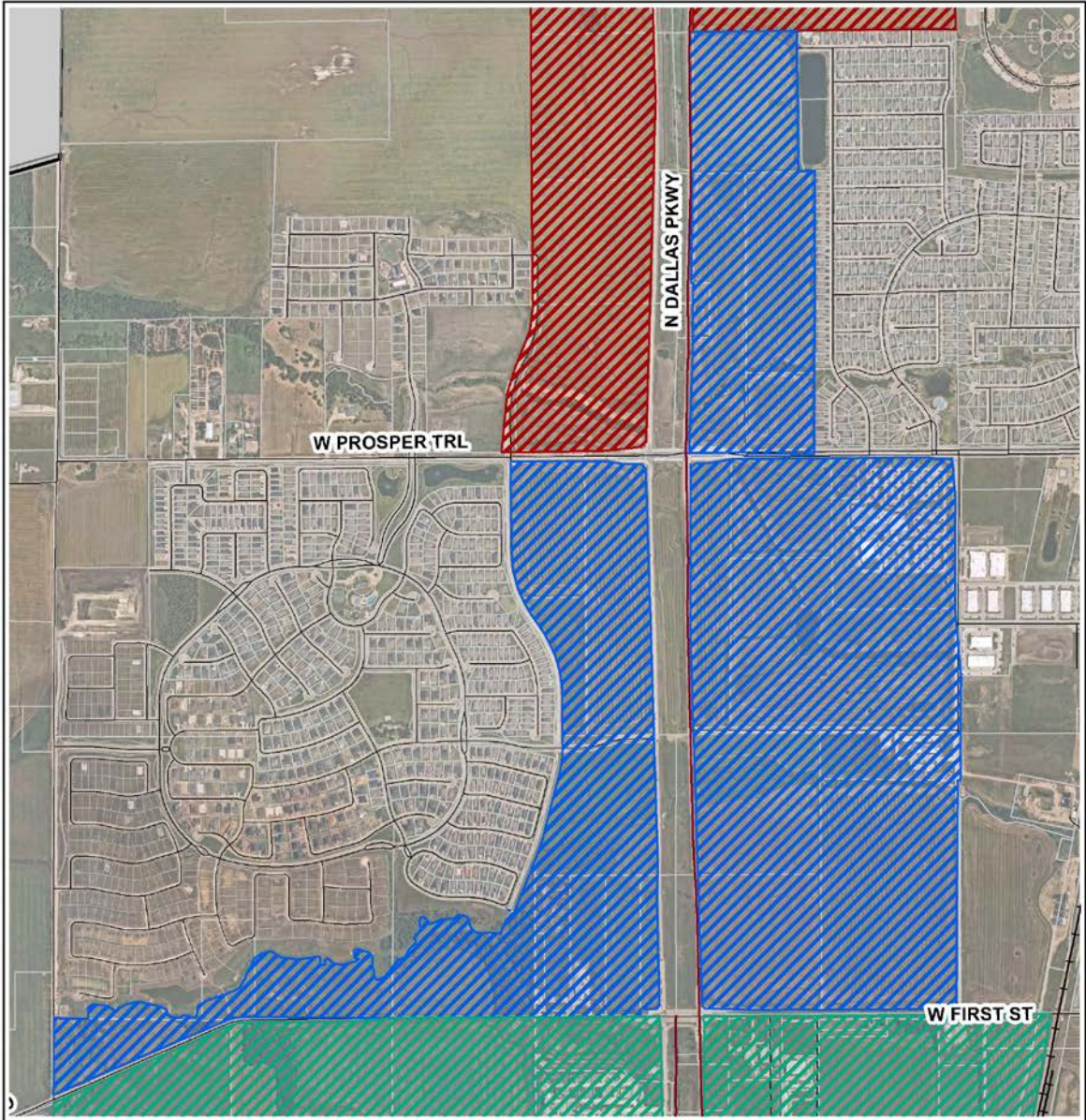




EXHIBIT 5

Neighborhood Services & Retail  
Subdistrict



Tollway\_Subdistricts

- F.M. 1461 Gateway
- Neighborhood Services and Retail
- U.S. 380 Gateway

0 1 2 Mile

This map is for illustration purposes only.

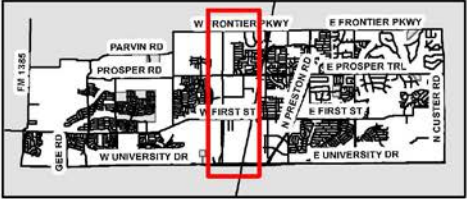
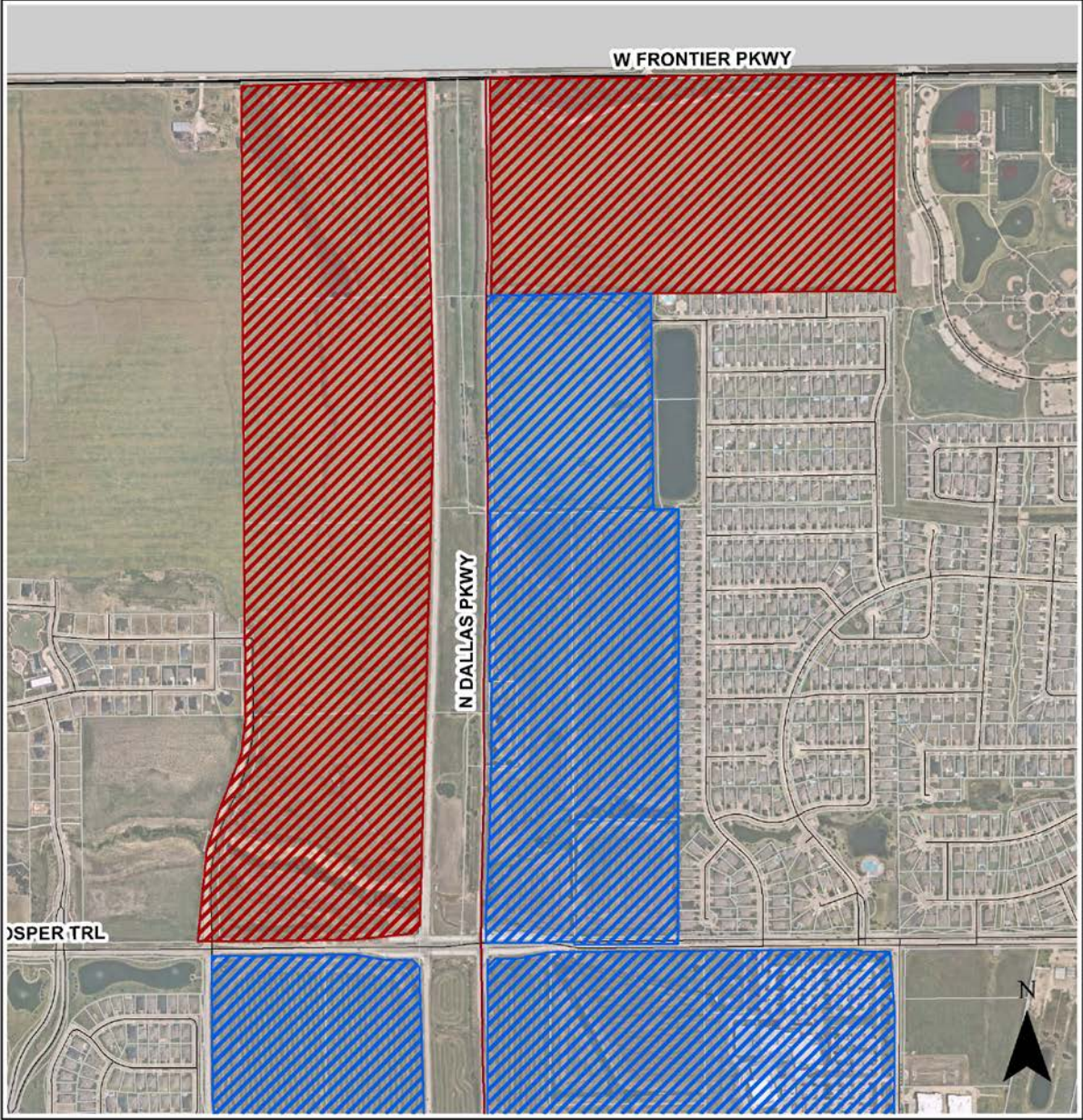




EXHIBIT 6

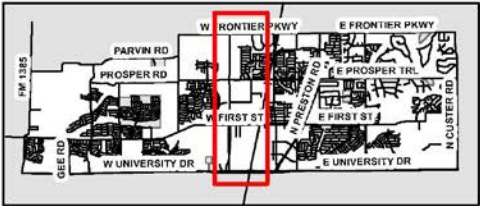
F.M. 1461 Gateway  
Subdistrict



- Tollway\_Subdistricts
- F.M. 1461 Gateway
  - Neighborhood Services and Retail
  - U.S. 380 Gateway

0 1 2  
Mile

This map is for illustration purposes only.



## Dallas North Tollway Design Guidelines- Proposed Amendments

12/3/2021

Amendment Number	Section	Requested Amendment	Current Text	Proposed Text
1	Section B. General Description	1. A request to shrink the boundary lines of the Dallas North Tollway District, specifically in the area in between First Street and U.S. 380 on the west side of the Tollway. 2. A Request from Vijaya Borra of Legacy and First to be removed from the Tollway District (property is located on the west side of the Tollway in between U.S. 380 and First St. 3. Request from Matt Moore, representing the Standridge Family, to remove the two parcels the family owns from the Tollway District. Properties are also located on the west side of the Tollway in between U.S. 380 and First Street.	The design guidelines shall apply to future development proposals located within the Dallas North Tollway District as designated on the Future Land use Plan Map for the Town of Prosper.	The design guidelines shall apply to future development proposals located within the Dallas North Tollway District as designated in Exhibit One. The boundaries are generally 1,000 ft± east and west of the frontage roads on each side of the Tollway. Where the 1,000 ft limit ends within an area identified as a PD, the boundary line of the district is extended to encompass the outer most limits of that PD.
2	E. Permitted Business Establishments	A request to allow antique stores as a permitted business establishment.	Antique stores are currently listed under Section G. Discouraged Business Establishments.	Remove Antique Stores from Section G and include under Section E. Permitted Business Establishments.
3	E. Permitted Business Establishments	A request to allow veterinarians as a permitted business establishment.	Indoor Veterinarian Clinics are currently listed under Section G. Discouraged Business Establishments	Remove Indoor Veterinarian Clinics from Section G and include under Section E. Permitted Business Establishments.
4	C. Tollway Sub-districts	A request to reword F.M 1461 to Frontier	On the east side of the Dallas North Tollway, the boundary extends from F.M. 1461 and down to the southerly property line of Planned Development 69. On the west side of the Tollway the gateway area extends from F.M. 1461 in the north to Prosper Trail in the south.	On the east side of the Dallas North Tollway, the boundary extends from Frontier Parkway (F.M. 1461) and down to the southerly property line of Planned Development 69. On the west side of the Tollway the gateway area extends from <b>Frontier Parkway</b> in the north to Prosper Trail in the south.
5	M. Landscaping Standards	A request to reword F.M 1461 to Frontier	A landscaped area consisting of living trees, turf or other living ground cover and being at least thirty (30) feet in width measured from property line interior to the property shall be provided adjacent to and outside of the right-of-way on all properties adjacent to the Dallas North Tollway, F.M. 1461, and US Hwy 380.	A landscaped area consisting of living trees, turf or other living ground cover and being at least thirty (30) feet in width measured from property line interior to the property shall be provided adjacent to and outside of the right-of-way on all properties adjacent to the Dallas North Tollway, <b>Frontier Parkway</b> , and US Hwy 380.
6	D. Tollway Sub-district Requirements (Part 1d and Part 2 d)	Request to add in footage requirement	Minimum building height shall be two (2) stories. If the building contains a use(s) as described in Section E, Permitted Uses, the building height can be a one (1) story building with a minimum of twenty (20) feet in height.	Minimum building height shall be two (2) stories, or <b>40 ft.</b> If the building contains a use(s) as described in Section E, Permitted Uses, the building height can be a one (1) story building with a minimum of twenty (20) feet in height.
7	D-3 Neighborhood Services and Retail Sub-District	Request to increase building height maximums with the Neighborhood Retail and Services Sub-district	On the east side of the sub-district (east side of the Tollway), the maximum building height shall be two (2) stories from the southerly boundary of PD 69 in the north down to Prosper Trail in the south. From Prosper Trail to W. First Street, the maximum building height shall be three (3) stories.	On the east side of the sub-district (east side of the Tollway), the maximum building height shall be two (2) stories from the southerly boundary of PD 69 in the north down to Prosper Trail in the south. From Prosper Trail to W. First Street, <b>the maximum building height shall be three (3) stories with a maximum of 8 stories permitted within the first 500 ft of the Tollway for Business Establishments as identified in Section F, "Business Establishments Pursuant to the Town's Vision."</b>
8	D-3 Neighborhood Services and Retail Sub-District	Request to increase building height maximums with the Neighborhood Retail and Services Sub-district	On the west side of the sub-district (west side of the Tollway from Prosper Trail to W. First Street), the maximum building height shall be two (2) stories.	On the west side of the sub-district (west side of the Tollway from Prosper Trail to W. First Street), <b>the maximum building height shall be two (2) stories with a maximum of 8 stories permitted within the first 500 ft of the Tollway for Business Establishments as identified in Section F, "Business Establishments Pursuant to the Town's Vision."</b>
9	E. Permitted Business Establishments- Subsection-Restaurant, Drive-thru service	Request to add a condition to set a maximum of drive-thru restaurants for each development on the Tollway.	N/A	There shall be a maximum of two drive-thru restaurants permitted for every 5 acres on a PD development plan. If a development plan is under 5 acres, one drive-thru shall be permitted.



## FINANCE DEPARTMENT

**To:** Mayor and Town Council  
**From:** Betty Pamplin, Finance Director  
**Through:** Harlan Jefferson, Town Manager  
**Re:** Town Council Meeting – January 25, 2022

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**Agenda Item:**

Consider and act upon an ordinance amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget). (BP)

**Description of Agenda Item:**

The Town of Prosper suffered landscape plant loss and damage during the winter freeze that occurred in early February 2021. This winter freeze was particularly damaging to landscaping plants due to the number of hours the temperature stayed below freezing as well as how far below freezing the temperatures sank.

At the April 27, 2021, Town Council meeting, Council approved replacing the dead shrubs and grasses that had been identified for replacement. During the meeting it was presented that staff would be monitoring the trees throughout Town to determine what would need to be replaced with the intent to request future funding to replace the trees.

Over the past few months, staff has quantified and determined several trees within parks and medians that need to be removed and replaced. Staff has identified over 100 trees of various sizes and species that will need to be removed. As staff has identified these trees, they have determined that in a few of these locations it would be better to not replant a tree due to poor performance and ongoing maintenance. Staff will be replanting approximately 72 of these trees. Like the shrubs, these replanted trees will be smaller than its replacement, as it is cost prohibitive to replant inch for inch.

Staff has contract pricing already in place to plant approximately 72 trees as well as for the mulch that will be required. The cost to remove and replant the trees is \$90,780.

Landscape plants are currently in short supply due to the large number of plants being purchased as replacements, along with the fact that many nurseries and growers lost plants as well. These plants will be replaced as inventory is available.

**Budget Impact:**

The General Fund expenditures will increase by \$90,780.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed and approved the budget amendment ordinance as to form and legality.

**Attached Documents:**

1. Ordinance

**Town Staff Recommendation:**

Town staff recommends approval of amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget) to provide funding increased expenditures in the General Fund.

**Proposed Motion:**

I move to approve amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget) to provide funding increased expenditures in the General Fund.



## TOWN OF PROSPER, TEXAS

## ORDINANCE NO. 2022-XX

**AN ORDINANCE OF THE TOWN OF PROSPER, TEXAS, AMENDING ORDINANCE NO. 2021-55 (FY 2021-2022 BUDGET) TO FUND INCREASED EXPENDITURES OF \$90,780 IN THE GENERAL FUND BUDGET; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.**

**WHEREAS**, the Town Council of the Town of Prosper, Texas ("Town Council"), has investigated and determined that it will be beneficial and advantageous to the residents of the Town of Prosper, Texas ("Prosper"), to amend Ordinance No. 2021-55 (FY 2021-2022 Budget) for the purposes listed in Exhibit "A," attached hereto and incorporated herein by reference; and

**WHEREAS**, the changes will result in budgeted funds being allocated and an overall net increase in the budget for funding from fund balance.

**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**

Amendment to Ordinance No. 2021-55 (FY 2021-2022 Budget). Ordinance No. 2021-55 (FY 2021-2022 Budget) is hereby amended to allow for increases to appropriations as shown in Exhibit "A," attached hereto and incorporated herein by reference.

### **SECTION 3**

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

### **SECTION 4**

Severability. 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. Prosper hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

### **SECTION 5**

Effective Date. This Ordinance shall become effective immediately upon its passage.

**DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ON THIS 25TH DAY OF JANUARY, 2022.**

**TOWN OF PROSPER, TEXAS**

\_\_\_\_\_  
**Ray Smith, Mayor**

**ATTEST TO:**

\_\_\_\_\_  
**Michelle Lewis Sirianni, Town Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Terrence S. Welch, Town Attorney**

**EXHIBIT "A"**  
**BUDGET AMENDMENT**  
**FISCAL YEAR 2021-2022**  
**January 25, 2022**

General Fund	Original Budget	Current Budget	Amended Budget	Increase (Decrease)
<b>Revenues:</b>				
Property Tax	19,266,473	19,266,473	19,266,473	-
Sales Tax	8,077,237	8,077,237	8,077,237	-
Franchise Fees	1,997,889	1,997,889	1,997,889	-
License, Fees & Permits	5,068,480	5,068,480	5,068,480	-
Charges for Services	583,724	583,724	583,724	-
Fines & Warrants	325,500	325,500	325,500	-
Grants	232,914	232,914	232,914	-
Investment Income	70,000	70,000	70,000	-
Transfers In	1,100,514	1,100,514	1,100,514	-
Miscellaneous	132,850	132,850	132,850	-
Park Fees	441,500	441,500	441,500	-
<b>Total</b>	<b>\$ 37,297,081</b>	<b>\$ 37,297,081</b>	<b>\$ 37,297,081</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Administration	7,222,692	8,197,606	8,197,606	-
Police Services	6,520,223	6,568,800	6,568,800	-
Fire Services	8,738,347	8,916,206	8,916,206	-
Public Works	3,697,980	4,276,699	4,276,699	-
Community Services	6,575,735	6,745,376	6,836,156	90,780
Development Services	4,211,352	4,557,791	4,557,791	-
Engineering	4,175,692	4,199,813	4,199,813	-
<b>Total</b>	<b>\$ 41,142,021</b>	<b>\$ 43,462,291</b>	<b>\$ 43,553,071</b>	<b>\$ 90,780</b>

<b>Total Revenue</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 90,780.00</b>
<b>Net Effect All Funds</b>	<b>\$ (90,780.00)</b>



## Parks and Recreation

**To:** Mayor and Town Council

**From:** Paul Naughton, RLA, Parks Planning Manager  
Dan Baker, MBA, Parks and Recreation Director

**Through:** Harlan Jefferson, Town Manager  
Robyn Battle, Executive Director of Community Services

**Re:** Town Council Meeting – January 25, 2022

**Agenda Item:**

Consider and act upon approving the purchase of trees from Fannin Tree Farm, LLC, through a City of Frisco contract; and authorizing the Town Manager to execute documents for the same.

**Description of Agenda Item:**

The Town of Prosper suffered landscape damage during the winter freeze that occurred in early February 2021 due to the number of hours the temperature stayed below freezing, as well as how far below freezing the temperatures dropped.

At the April 27, 2021, Town Council meeting, the Town approved a budget amendment to fund the removal of dead shrubs and grasses that had been damaged. During that meeting it was explained that staff would be monitoring the trees throughout the Town to determine which trees would need to be replaced, and a future agenda item would be presented requesting funds to replace those trees.

Over the last few months, staff has identified over 100 trees of various sizes and species in the parks and medians that need to be removed. Of the trees identified, staff has determined it would be better not to replant in certain locations due to poor performance and ongoing maintenance issues. Therefore, staff anticipates replanting approximately 72 of these trees. Similar to the shrubs, these replanted trees will be smaller than the originals, as it is cost prohibited to replant inch for inch.

Staff has obtained pricing through an existing City of Frisco contract for the purchase and planting of approximately 72 trees, as well as the mulch that will be required.

Trees are currently in short supply due to the large number being purchased as replacements, along with the vendors who experienced losses in inventory as well. These trees will be replaced as inventory is available.

**Budget Impact:**

The cost for this purchase is \$90,780.00. A budget amendment for the additional funds is included on tonight's agenda. If the budget amendment is approved, this item will be funded from Contracted Services Account No. 100-5480-60-02.

**Attached Documents:**

1. Town of Prosper Tree Quote

**Town Staff Recommendation:**

Town staff recommends approving the purchase of trees from Fannin Tree Farm, LLC, through a City of Frisco contract.; and authorizing the Town Manager to execute documents for the same.

**Proposed Motion:**

I move to approve the purchase of trees from Fannin Tree Farm, LLC, through a City of Frisco contract.; and authorize the Town Manager to execute documents for the same.





## Fannin Tree Farm Sales, LLC

15700 Texas 121 | Frisco, Texas 75035  
 972.747.9233 | clair@fannintreefarm.com | www.fannintreefarm.com

### Estimate #48589

Sent on \_\_\_\_\_

**Total** **\$90,780.00**

#### RECIPIENT:

#### City of Prosper

250 W 1st St  
 Prosper, TX 75078  
 Phone: 318-664-0353

#### SERVICE ADDRESS:

Prosper

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Tree Removal	Remove tree to grade level. No stump grinding included in tree removal. Tree Size Removing: 3" or less	90	\$175.00	\$15,750.00
Tree removal & Grind 6"-8"	Stump removal 16 to 18" deep. Shaving are neatly piled up where stump was removed. Tree Stump Size:	19	\$495.00	\$9,405.00
Tree Removal and Grind - 10"-12"	Stump removal 16 to 18" deep. Shaving are neatly piled up where stump was removed. Stump removal	14	\$950.00	\$13,300.00
Tree Transplant - No Warranty	Fannin Tree Farm does not warranty Tree Transplants.	1	\$300.00	\$300.00
Magnolia -45 Gallon - Southern	Magnolia -45 Gallon	17	\$575.00	\$9,775.00
Live Oak - 100 Gallon	Live Oak - 100 Gallon	16	\$925.00	\$14,800.00
Cedar Elm - 100 Gallon	Cedar Elm - 100 Gallon	16	\$925.00	\$14,800.00
Crepe Myrtle - 45 Gallon - NATCHEZ	Crepe Myrtle - 45 Gallon - NATCHEZ	7	\$425.00	\$2,975.00
Afghan Pine - 6' ht	Afghan Pine - 6' Ht	1	\$325.00	\$325.00
Red Oak - 100 Gallon	Red Oak - 100 Gallon	2	\$925.00	\$1,850.00
Bald Cypress - 100 Gallon	Bald Cypress - 100 Gallon	5	\$925.00	\$4,625.00
Mexican Sycamore - 45 gal	Mexican Sycamore - 45 gal	2	\$650.00	\$1,300.00
Pecan Tree - 45 Gallon	Pecan Tree - 45 Gallon	5	\$315.00	\$1,575.00
Pam Poemoceah	Today you were helped by Pam Poemoceah. Please send all correspondence to Pam. Email: Pam@fannintreefarm.com Cell: 972.837.7904 Office: 972.747.9233 My days off are Thursday and Friday.			



# Fannin Tree Farm Sales, LLC

15700 Texas 121 | Frisco, Texas 75035  
972.747.9233 | [clair@fannintreefarm.com](mailto:clair@fannintreefarm.com) | [www.fannintreefarm.com](http://www.fannintreefarm.com)

Item 17.

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
FRISCO CONTRACT PRICING - Tax Exempt - FREIGHT N/A				

Total \$90,780.00

\* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.  
LIABILITY REALEASE: Owner will assume any extra cost incurred by contractor to remove/repair any fences, walls, sprinklers, concrete/ stone surface & driveways, utility lines, or any other obstruction which prevents easy access where trees are to be planted. Fannin Tree Farm Sales, LLC will contact 811 to mark public lines. Customer is responsible for marking private lines. Fannin Tree Farm Sales, LLC is not responsible for repair to any private lines not marked by customer prior to install. A minimum of \$250 will be charged if rock is encounter and / or if additional equipment is required. Any tree order cancelled will incur a 3% restocking fee and if order is canceled less than 48 hours of installation a 20%



## Fannin Tree Farm Sales, LLC

15700 Texas 121 | Frisco, Texas 75035

972.747.9233 | clair@fannintreefarm.com | www.fannintreefarm.com

### Notes Continued...

restocking fee will be charged.

TREE CARE GUIDE: I have received a copy of the water guide.

TREE MAINTENANCE INSTRUCTIONS Refer to your Care Guide for care of your newly planted tree you received at time of sale for detailed directions.

WATERING REMINDERS: Trees require deep watering. Your sprinkler systems will not be enough unless on drip system or bubblers.

Water around the entire root ball thoroughly. In hot summer months, water, as needed, 3 or 4 times a week with water hose filling the base with a slow soak. Shower leaves, limbs and trunk on hot windy days to relieve heat stress. Cooler months water as needed.

STAKING: will be installed as needed and is to be removed by owner after 2nd spring season of install to prevent girdling and other permanent damaged.

FERTILIZATION: Use Superthrive and Epsom Salt monthly for the first year. Dilute fertilizer in water and pour at the base of soil well and water in thoroughly. We recommend using Osmocote twice a year (April and August.)

FANNIN TREE FARM WARRANTY (TREES PLANTED BY FANNIN TREE FARM SALES, LLC):

TERMS: All trees shall be under warranty for one year from the day of installation at said address and same location of original planting.

Warranty is non-transferable and is only valid for original purchaser.

WARRANTY: Warranty will cover only one tree replacement. Warranty will not apply if tree dies due to fire, freezes, storms, drought, insects, hail, diseases, extreme heat, other acts of nature, damage, theft, owner's neglect, including under-watering, over-watering and poor drainage.

TREE REPLACEMENTS: Any tree acquired under this contract that dies, will be removed and replaced. No prior discounts or warranties will apply. This warranty only covers the dollar value of the original tree at the time of purchase. Fannin Tree Farm will not cover any additional cost of a replacement due to a year-to-year increased value in inventory.

ACCESS/ADDITIONAL COST FOR REPLACEMENT: Owner will assume any extra cost incurred by Fannin Tree Farm to remove any fences, walls, stone or brick planter for the replacement tree. If a crane or additional equipment is needed for setting tree replacement, an extra charge will be added. If rock is encountered, an additional charge must be added to cover the cost of air hammer or additional labor.

PICK-UP TREE WARRANTY: Fannin Tree Farm Sales, LLC does not warranty trees picked-up and planted by customer.

WARNING- DO NOT ADD SOIL OR PLANT MATERIAL ON TOP OF THE ROOT BALL. THIS INCLUDES SOD, FLOWERS, SHRUBS AND ANY OTHER PLANT MATERIAL. DOING SO WILL VOID YOUR WARRANTY.

EMAILS: If you do not wish to receive any emails from Fannin Tree Farm Sales, LLC past the point of installation, please email admin@fannintreefarm.com to be removed from our list.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TOWN SECRETARY

**To:** Mayor and Town Council

**From:** Michelle Lewis Sirianni, Town Secretary

**Through:** Harlan Jefferson, Town Manager  
Robyn Battle, Executive Director of Community Services

**Re:** Town Council Meeting – January 25, 2022

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**Agenda Item:**

Consider and act upon the 2022 Prosper Town Council regular meeting schedule.

**Description of Agenda Item:**

Each year, the Town Council has an opportunity to review the regular meeting schedule and advise staff if there are any meetings they wish to cancel. Historically, the Town Council has canceled the second meeting in December. Therefore, for 2022 it would be Tuesday, December 27, 2022. This schedule does not include any special meetings that may be called throughout the year.

Unless otherwise posted, all Prosper Town Council Regular meetings take place in the Council Chambers of Prosper Town Hall and begin at 5:45 p.m.

The Town Council Regular meetings for 2022 are as follows:

- January 11 and 25
- February 8 and 22
- March 8 and 22
- April 12 and 26
- May 10 and 24
- June 14 and 28
- July 12 and 26
- August 9 and 23
- September 13 and 27
- October 11 and 25
- November 8 and 22
- December 13 and 27 (Canceled)

**Town Staff Recommendation:**

Town staff recommends the Town Council approve the 2022 Prosper Town Council Regular meeting schedule as presented.

**Proposed Motion:**

I move to approve the 2022 Prosper Town Council Regular meeting schedule as presented.



## COMMUNITY SERVICES

**To: Mayor and Town Council**

**From: Robyn Battle, Executive Director of Community Services**

**Through: Harlan Jefferson, Town Manager**

**Re: Town Council Meeting – January 25, 2022**

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**Agenda Item:**

Receive the 2022-2024 Communications and Community Engagement Plan.

**Description of Agenda Item:**

Town staff has completed the 2022-2024 Town of Prosper Communications and Community Engagement Plan, which outlines goals and actions that will assist the Town of Prosper with informing, engaging, and connecting residents with their Town government. The Town's first comprehensive Communications Plan was submitted in 2019.

The Town recognizes the need for open and two-way communication, particularly as it pertains to providing information, listening to residents, gathering feedback and the expanding use of technology in providing relevant, accurate, and timely information. This plan is intended to serve as a guide to achieve the Town's communication and community engagement goals over the next three years.

The Communications and Community Engagement Plan is a living document intended to be adapted and enhanced as the Town continues to evolve, and as goals are achieved. This plan is expected to change to meet emerging needs, and as communication technology and platforms for resident engagement continue to advance. This plan addresses the changing needs of Prosper's communication strategy, building upon the Town's communication strengths, expanding opportunities for more effective resident engagement, and improving internal communication.

The plan memorializes current communication and community engagement efforts and provides a guide for implementation of future efforts in response to changing goals and priorities, emerging communication trends, new concepts, and opportunities to communicate with the Town's target audiences. As it is written today, the plan is a snapshot of the Town's current communication and community engagement goals and provides a unified approach to achieve those goals.

The updated plan has been expanded to include community engagement tactics that have been added since 2019. A five-year staffing projection helps align proposed programs and program enhancements with the staff resources that will be necessary to implement them.



The plan establishes five specific Goals:

Goal 1: External Communication

Goal 2: Internal Communication

Goal 3: Crisis Communication

Goal 4: Community Engagement

Goal 5: Legislative Advocacy

Each goal is comprised of specific objectives, strategies and tactics that were developed based on Council priorities and staff recommendations. Each tactic has been assigned a performance measure and a target timeline for completion.

Prior to completion, the draft plan was submitted to the Communications and Community Engagement staff, the interdepartmental Communications Team, and the Community Engagement Committee for review and feedback. Completion of the updated plan was identified as an Action Item under Town Council Strategic Goal 3: Financially Responsible Town Providing Exceptional Services.

**Town Staff Recommendation:**

Town staff requests feedback on the 2022-2024 Communications and Community Engagement Plan. This is an informational item only. No action is required.

2022-2024

# Town of Prosper Communications and Community Engagement Plan



# Town of Prosper Communications and Community Engagement Plan 2022-2024

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## Executive Summary

The 2022-2024 Town of Prosper Communications and Community Engagement Plan outlines goals and actions that will assist the Town of Prosper with informing, engaging, and connecting residents with their Town government. The Town recognizes the need for open and two-way communication, particularly as it pertains to providing information, listening to residents, gathering feedback and the expanding use of technology in providing relevant, accurate, and timely information. This Plan is intended to serve as a guide to achieve the Town's communication and community engagement goals over the next three years.

The Communications and Community Engagement Plan is a living document intended to be adapted and enhanced as the Town continues to evolve, and as goals are achieved. This Plan is expected to change to meet emerging needs, and as communication technology and platforms for resident engagement continue to advance. This Plan addresses the changing needs of Prosper's communication strategy, building upon the Town's communication strengths, expanding opportunities for more effective resident engagement, and improving internal communication. Through this Plan, the Town will enhance how and when it communicates with all target audiences.

The Plan memorializes current communication and community engagement efforts and provides a guide for implementation of future efforts in response to changing goals and priorities, emerging communication trends, new concepts, and opportunities to communicate with the Town's target audiences. As it is written today, the Plan is a snapshot of the Town's current communication and community engagement goals and provides a unified approach to achieve those goals. The information in this Plan was used to develop a set of Goals, Objectives, Strategies, and Tactics that will guide staff's efforts over the next three years.



# Current State of Communications and Community Engagement

## Guiding Principles

The Town of Prosper recognizes that good communication is a fundamental obligation of a responsive and transparent government, and an essential component of an engaged and informed community. Through consistent, accurate, and timely communication, the Town of Prosper has the ability to increase resident participation in government, enhance community pride, and instill a high level of public confidence. The Town recognizes that having a Communications and Community Engagement Plan in place that effectively outlines a framework for effective communication will foster an engaged, informed community. The Town of Prosper's Communications and Community Engagement Plan is guided by the following principles that support effective municipal communication:

### 1. Tell Our Own Story

It is the Town's responsibility to share Town-related information with residents, rather than rely on others to interpret the organization's actions, issues and decisions. The Town's Communications staff and the communication channels that are utilized will be the most accurate and reliable sources for Town government information. When residents are well-informed, they can participate more effectively in their government and make the best decisions about issues impacting their lives.

### 2. Proactive vs. Reactive

The Town must take a proactive, coordinated approach to initiate communication and disseminate information, rather than simply responding to issues and events as they occur. The Town of Prosper believes in building and maintaining positive relationships and partnerships between the Town government, residents, businesses, community organizations, and other stakeholders to achieve a high level of community engagement and awareness.

### 3. Decentralized Approach

The Town's current communications are primarily decentralized among designated staff serving as subject matter experts in various departments. The Town's Communications staff serve as liaisons to coordinate media responses, and as a resource to support staff in their communication efforts. Within the decentralized system, there must be a commitment to presenting consistent, focused messaging to the community. Communications staff will provide a unified communication system that supports open, inclusive government and provides all Town employees with the training necessary to communicate information effectively and accurately about each department's programs and services.

### 4. Open, Two-Way Communication

The Town of Prosper believes in providing an open and transparent government for residents and employees, ensuring that information is shared throughout the community and within the organization, emphasizing two-way informational flow and fostering positive dialogue. Communications staff will



respond quickly to comments and inquiries, and communication will be presented in a way that allows for productive conversation and feedback.

### 5. Consistent Messaging

This plan supports, reinforces, and reflects a key principle in the Town of Prosper Mission, to *Engage and Connect Our Community*, emphasizing the concept that the Town of Prosper's primary directive is to serve its residents. Communications and Community Engagement staff will provide a unified message that effectively supports the mission and goals of the Town of Prosper government, as established by the Town Council.

### 6. Build Relationships

True community engagement occurs when relationships are created between government and individuals, or groups of individuals. Collaboration and the identification of shared values help build relationships. This leads to increased trust in government, better communication, and improved civic infrastructure, all of which can be leveraged to solve problems and improve the quality of life in a community. Communities solve problems when people are willing to trust each other, talk to each other, listen to each other, and help each other.

### 7. Never Stop Learning

For effective communication and community engagement to occur, the Town's staff must consistently look for new ways to reach the Town's target audiences in the ways they prefer to communicate. That means staying informed on the latest use of technology, social media platforms, and communication channels, finding new ways to connect and engage individuals and groups of individuals, and using digital analytics and other performance measures to make sure the Town's messaging and engagement efforts remain relevant and effective.

## Communication Structure

The Town of Prosper Communications and Community Engagement staff is comprised of the Executive Director of Community Services, who directs the efforts of a full-time Communications Manager. The Communications Manager is responsible for overseeing the Town's communication efforts, coordinating the communication strategy, and implementing the Communications portion of the Plan. A full-time Communications Specialist is responsible for maintaining the Town's social media platforms. The Communications Specialist also collaborates with staff members to develop special marketing projects, and graphics, takes photographs and video at Town events, and prepares analytic reports of communication activities. A part-time Community Engagement Specialist assists with maintaining content on the Town's website and helps coordinate the Town's community engagement activities.

## Communications and Community Engagement Staff



Aside from the Town's staff Communicators, anyone who represents the Town of Prosper government in any official capacity may be considered a communicator for the Town. Reliable and relatable two-way conversation with and for the Town's stakeholders is a primary objective of this Plan. Creating a structure for those considered public communicators enables the Town to provide consistent and clear messages. The Town has built a team of core communicators who are primarily responsible for sharing the Town's messages with the public and the media.

### Town of Prosper Core Communicators

- Communications & Community Engagement Staff
- Mayor and Town Council
- Town Manager
- Executive Directors and Directors
- Town Board, Commission and Committee members
- Departmental Communicators – designated staff from various Town departments who regularly communicate with the public and/or media as subject matter experts
- Communications Team – a committee of departmental communicators that meets monthly to share information and encourage interdepartmental collaboration

## Target Audiences and Stakeholders

A key component of any communication plan is to identify partners in the conversation. The Town of Prosper considers the following groups and entities as community stakeholders:

### Internal Stakeholders:

- Town Employees
- Town Council
- Town Board, Commission and Committee Members and other appointed positions

### External Stakeholders:

- Residents
- Homeowners Associations
- Visitors
- Media
- Prosper ISD
- Prosper Chamber of Commerce
- Prosper Business Community
- Developers and Development Professionals
- Community and Service Organizations
- Neighboring Cities and Towns
- Local and State Government Agencies
- Future/potential homeowners and businesses

## Communication Channels

The primary channels used in providing information to target audiences is through various forms of digital communication and media, including the Town website, social media, and email. To engage a diverse audience, however, the Town utilizes multiple communication formats to reach target audiences. Listed below are the communication channels currently employed by the Town.

### Website

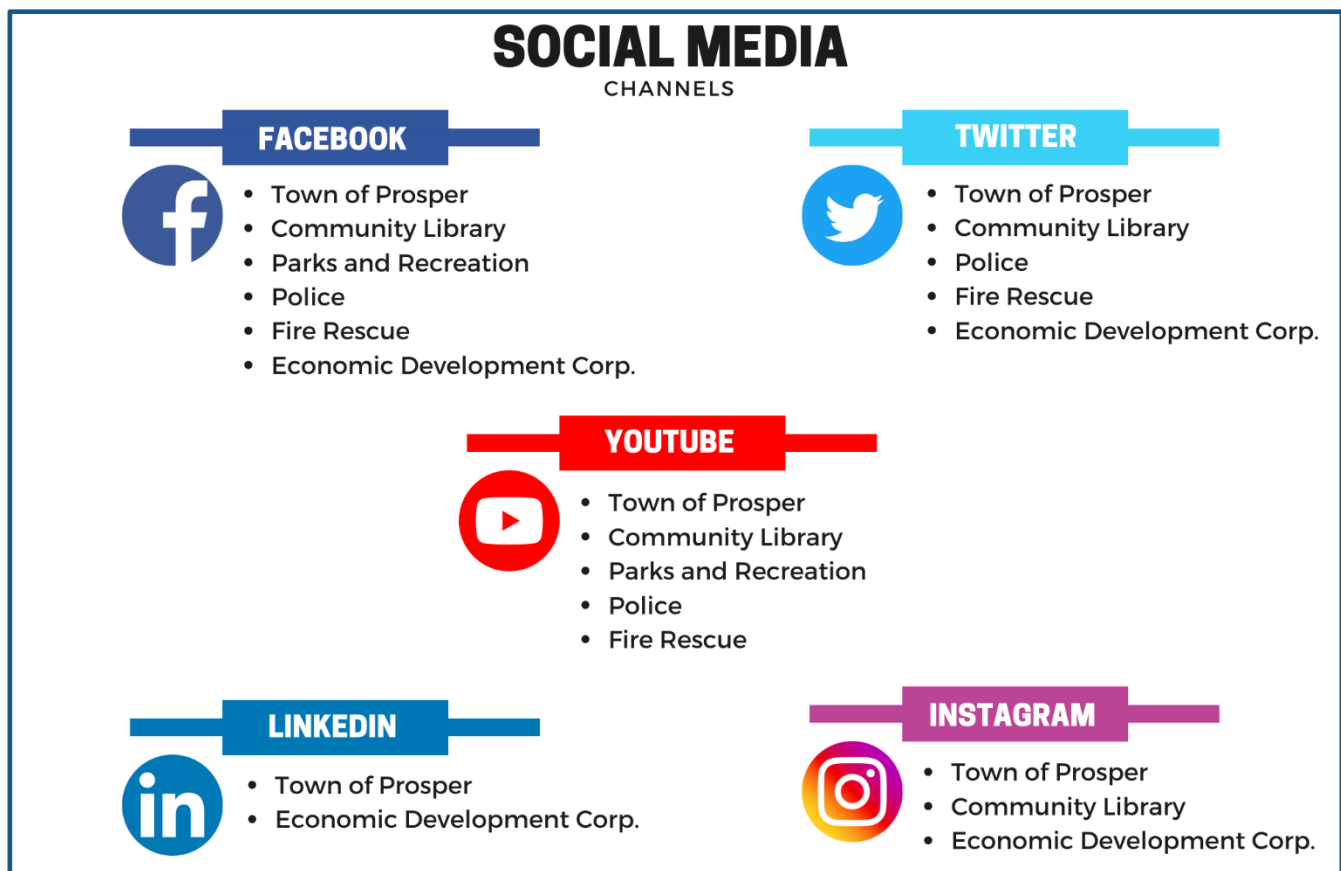
- The Town of Prosper website, [www.prospertx.gov](http://www.prospertx.gov), is the Town's main portal for information. It is the responsibility of Department Heads and/or designated personnel to review content periodically to ensure information is current and accurate.

- The Town maintains a separate website for the annual Christmas Festival, [www.prosperchristmas.org](http://www.prosperchristmas.org), which is utilized to market the festival to sponsors and vendors, and provide information about festival activities to the public.
- The Parks and Recreation Department maintains a separate website, [www.prosperparksandrec.org](http://www.prosperparksandrec.org), to promote recreational programs, and provide an online registration portal.

The Town anticipates conducting a complete redesign of the Town website in 2022 to improve the user experience, enhance interaction, and ensure ADA compliance.

### Social Media Platforms

To address the rapidly changing manner in which residents communicate and obtain information, the Town makes appropriate use of various forms of social media to communicate with residents in ways they find most convenient. Currently, the Town manages 20 different social media accounts across seven different platforms: Facebook, Twitter, Instagram, Nextdoor, YouTube, LinkedIn, and Pinterest. While the Town maintains a primary page, several Town departments also maintain their own accounts in order to cater specifically to the interests of their respective audiences. Information is shared between accounts when appropriate, depending on the nature of the content. New accounts may be added as audiences continue to grow. Content is customized to the audience, as different platforms have different audiences with different interests.



### Video Content

The popularity of live and recorded video content has increased dramatically on social media platforms, particularly on Facebook and Instagram. Trends show that there is a much higher response rate on social media platforms for video content, as opposed to photographs and graphics. In response to this trend, Communications staff and departmental communicators continue to produce a wide variety of promotional video content to keep residents interested and engaged. The Communications staff has purchased a new camera and drone in order to produce more high-quality videos in-house, and the staff utilizes a professional video production company to produce more complex projects. Some of the newest video projects include the Prosper Works video series and the Community Engagement Committee introductory videos.

### Digital and Print Publications

The cost effectiveness of digital distribution versus print publications is an ongoing factor in any communication strategy. In most cases, digital distribution of information is the preferred and predominant method. The Communications staff assists departments with the development of digital and printed publications and promotional materials on an as-needed basis, including but not limited to newsletters, flyers, posters, postcards, brochures, calendars, social media graphics and infographics. These materials are used to help promote and market the Town's various events, programs, and activities.

### MyProsper Mobile App

The MyProsper mobile app was launched in 2017 as an engagement tool for residents. In June 2021, the mobile app was redesigned and relaunched with a new look and multiple new options for service requests and other Town information. Residents can use the app to request services, access Town information, and sign up for resident newsletters. Service requests are automatically routed to appropriate staff, and residents are provided with status updates until the request is resolved.

### Media Relations

Developing and maintaining positive working relationships with local media outlets is an important way to ensure that all aspects of Town programs, services, and activities are being accurately shared with the public. The Communications staff is responsible for producing media releases, monitoring media coverage, and facilitating media inquiries and interviews.

### Crisis Communications

The Communications staff assists public safety and emergency management staff with crisis communication efforts to ensure that residents are informed in a timely, consistent, and transparent manner in times of crisis. The Town has retained a strategic communications consulting firm for on-call crisis communications services should the need arise. Staff members receive ongoing training in crisis communication to maintain readiness in the event of a crisis. Town residents may subscribe to the Town's Smart911/RAVE Emergency Alert System to receive urgent notifications regarding emergencies, storm warnings, or other related information distributed via social media and/or text if the resident chooses to opt in. A Continuity of Operations Plan (COOP) is maintained through the Town's Office of Emergency Management



### Internal Communication Methods

An effective internal communications system ensures that the Town Council and Town employees not only receive important information but are regularly updated on the Town's progress toward meeting its goals and objectives. When information flows freely up and down the communication chain, employees are more likely to feel that their opinions are heard, their contributions matter, and they are valued members of the organization. Good communication builds trust by fostering transparency, and dispelling rumors and misinformation. Internal communication also provides an opportunity to reward and reinforce members of the staff who demonstrate exceptional performance and customer service, and contribute to a positive organizational culture. The following internal communication strategies are currently utilized by the Town:

- Weekly Update – Town Manager's weekly newsletter distributed each Friday to the Town Council and Executive Staff focusing on events, news, and major project updates that occurred during the week.
- The Week That Was – employee version of the Weekly Update.
- Employee Edition – monthly e-newsletter focused on news and information of particular interest to employees.
- Town-wide Email – employee events, announcements, policy updates and other important information is distributed via a Town-wide distribution list. Information is typically printed and displayed for those employees with limited access to email.
- Informational Meetings – the Human Resources Department and the Town Manager's Office schedule informational meetings on topics of particular importance to employees, such as Open Enrollment Meetings, and Town Manager Briefings.
- Employee Events – annual events such as the Thanksgiving Luncheon and Employee Banquet provide an opportunity for employees to build relationships with each other, and for Town leadership to convey key messages to staff in a fun, informal setting.
- Digital Signage – monitors in the employee break room, the Town Hall common areas and the Police Station show upcoming events and other important information.
- Town Manager Briefings – the Town Manager addresses the entire staff at least twice per year with updates on Town-related matters including the Strategic Plan, Budget, policy updates and major accomplishments.
- Prosper THRIVES – the Town's Management Team and Employee Engagement Committee conducted a facilitated exercise in 2021 to identify the Town's organizational core values: Teamwork, Heart, Respect, Integrity, Vision, Excellence and Service. The Communications staff assisted with the development of a logo and marketing materials to help transmit the core values throughout the organization.



## Advertising

With the exception of publication of notices for public hearings, elections, bid openings, and other legal requirements, the Town does utilize paid advertisements for the sole purpose of promoting itself. Revenue-generating departments, such as the Parks and Recreation Department, may purchase advertising for promotional purposes and as recognition for sponsors and partners for Town events.

## Community Engagement

Community Engagement is an integral part of building a community of active and engaged residents. Individuals and groups of individuals participating in the local government decision-making process results in improved delivery and quality of Town services. The Town can also improve the quality of life in the community by providing opportunities for residents to build relationships with Town officials, and with each other. The Town is committed to providing a variety of ways for residents to be involved in promoting public values, addressing areas of public concern, and enhancing the quality of life in Prosper. Town Council and staff members regularly attend and participate in Town events and activities in order to engage and interact with residents, ensuring that all residents feel included in the community, and all voices have an opportunity to be heard.

### Community Engagement Activities

- National Night Out
- Homecoming Parade
- HOA Presidents Meetings
- Mayor's Active Adult Luncheon and Coffee
- Coffee with a Cop
- Citizen Academies
- State of the Community
- Town Talks Speakers Bureau
- Town Council Candidate Orientation
- Board and Commission Recognition Event

Communications and Community Engagement staff assist with the coordination and implementation of the events listed here, in addition to preparing presentations for the Mayor, Town Council, and Town Manager for public meetings. The staff is also responsible for assisting all Departments with website updates, monitoring the MyProsper mobile app for service requests, and coordinating reservations for the Town Hall Community Room by the public.

The Town Council appointed a new ad hoc Community Engagement Committee (CEC) in December 2020. The Committee held its first meeting in March 2021. The Community Engagement Committee was established for the purpose of providing residents an opportunity to enhance the Town's interaction with the public. The Community Engagement Committee's scope and purpose include acting in an advisory capacity to the Town Council regarding Community Engagement activities, serving as a focus group for selected projects and programs, acting as social media ambassadors, and participating in community events to help share information and facilitate effective communication between the Town and residents.

The Town's Communications and Community Engagement staff will continue to seek new ways to connect with individuals and groups of individuals to ensure residents have multiple options to engage with the Town.

## Town-wide Training and Support

Town Communications and Community Engagement staff will serve as an ongoing resource to departmental communicators. Educational programs such as media and communication training will be provided on an as-needed basis to ensure the Town's communicators have the skills needed to convey consistent messaging. Staff members are available to assist departmental communicators and staff with the development of content, talking points, interview preparation, and communication best practices to effectively convey information about Town programs, events, and activities.

In 2020, the Communications staff implemented a help ticket system with the assistance of the IT Department. Help tickets may be entered by staff from any Town department using the same platform as an IT help ticket. The ticket system allows Communications staff to manage and track requests from departments for website updates, graphic design assistance, social media posts, media releases, or help with online forms.

## Policies and Procedures

The Town's Communications and Community Engagement policies are located in Chapter 18 of the Town of Prosper Administrative Regulations. The first section is comprised of a Social Media Policy that provides guidelines for posting content and interacting with the public using the Town's various social media platforms. A Media Relations Policy and a Photography and Video Recording Policy were added in 2019. Additional sections will be added to Chapter 18 over time, including a Graphic Identity Policy, plus any additional policies that may be deemed necessary by the Communications and Community Engagement staff. Guidelines for employee use of social media are located in Chapter 7 of the Town's Administrative Regulations.

## Performance Measures

### Monthly Communications Report

The Communications and Community Engagement staff compile a report each month to measure the effectiveness of communication efforts. Without effective data and statistics, it is difficult to know whether the Town's communication efforts are reaching the desired audience or having the intended effect. The report tracks the output of each communication channel, such as the number of mobile app service requests and the number of media releases generated. The report also tracks the number of social media followers on each platform, the number of e-newsletter subscribers, community engagement opportunities, and mobile app downloads. Website data provides insight on which pages are visited the most and the amount of time visitors spend on the website. The report shows the number of Communication Help Tickets submitted by each department and highlights selected user-generated content. The report is a helpful tool in tracking the success of the various communication channels.

### Communications Survey Results

A survey was conducted in December 2020 to assess the strengths and weaknesses of the Town's communication efforts, and the channels that are used most often by the public. The non-scientific survey, conducted through Survey Monkey, was promoted through the Town's social media channels, e-

newsletters, direct email to HOA groups, and a direct-mail postcard to residents that included a QR code and web link to take the survey. The survey was comprised of fourteen questions to assess the public's self-perception of their knowledge about Town programs, services, and activities, the quality, credibility, and relevance of the information the Town provides, and the usefulness of the communication channels that are currently being used by the Town. The survey was comprised of multiple-choice questions using a Likert scale and open-ended questions that allowed for individual responses. The results of the survey are an indicator of the public's perception of how well the Town is communicating important information.

The survey received 656 responses over a four-week period from mid-November through mid-December 2020. Ninety-nine percent (99%) of responders indicated they were residents of Prosper. A summary of the survey results indicated the following:

- 80% of responders indicated they feel either adequately informed, fairly well informed, or fully informed by the Town's communication efforts.
- 68% of responders indicated that they always believe the information shared by Town staff. 29% stated they believe about half of it.
- 50% of responders indicated that they visit the Town website at least once per month.
- 63% of responders indicated that they only occasionally find the information they seek when visiting the Town website.
- Less than half of the responders (47%) reported that they subscribe to the Town's e-newsletter.
- 82% of responders indicated that they use one or more social media platform for Town information. The majority of those who responded use Facebook as their preferred platform for Town information (68%), followed closely by Nextdoor (49%).
- When asked for suggestions for how Town staff could improve communications, responders suggested improvements to the Town website content and the events calendar, and improvements to email communications.

### Key Findings

Survey results indicated that residents have a desire to learn more about Town operations, indicating that more work needs to be done to improve the content and user-friendliness of the Town website. The Town has a strong social media following; however, it is important for the Town to continue to follow current trends as they relate to how residents prefer to receive their information. Other areas of improvement include updating the look and feel of the Town's e-newsletter and building a more comprehensive events calendar. In response to the survey results, Town staff has initiated new programs and program enhancements such as the Prosper Works video series, a relaunch of the MyProsper Mobile App, and a redesign of the Resident Update e-newsletter and Employee Edition. The survey results and data collected from the Monthly Communications Report, Communications Team Meetings, the Council Strategic Plan, and other sources were used to develop the Goals, Objectives, Strategies, and Tactics listed in the next section of this Plan.

## Five-Year Staffing Projection

The chart below outlines the projected need for additional staff resources over the next 3-5 years in order to achieve the Goals, Objectives, Strategies and Tactics outlined in the next section of this plan. Implementation of the key components of this plan are dependent upon additional staff resources approved through the annual budget process.

Job Title	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027
Executive Director of Community Services	1	1	1	1	1	1
Director of Communications and Community Engagement			1	1	1	1
Communications Manager	1	1	1	1	1	1
Senior Communications Specialist			1	1	1	1
Communications Specialist	1	1	1	1	1	1
Marketing/Graphic Design Specialist		1	1	1	1	1
Video Production Specialist				1	1	1
Senior Community Engagement Specialist				1	1	1
Community Engagement Specialist	0.5	1	1	1	1	1
Crisis Communications Consultant	0.2	0.2	0.2	0.2	0.2	0.2
<b>Total:</b>	<b>3.7</b>	<b>5.2</b>	<b>7.2</b>	<b>9.2</b>	<b>9.2</b>	<b>9.2</b>



# Goals, Objectives, Strategies and Tactics

## Goal 1: External Communication

Provide relevant, accurate, and timely communication to residents and stakeholders using a multi-channel communication approach.

Objective 1: Provide an accessible and informative website presence that is easy to use.

		Measure	Timeline
<b>Strategy 1:</b>	<b>Redesign and launch a new Town website.</b>		
➤ Tactic:	Create an RFP for website redesign and select a vendor.	Select a Vendor	Spring 2022
➤ Tactic:	Assemble a website redesign committee composed of staff website users to assist with development and design of departmental web pages.	Assemble Website User Team	Spring 2022
➤ Tactic:	Launch Redesigned Website.	Website fully tested and launched	FY 2022-2023
<b>Strategy 2:</b>	<b>Ensure the Town website is regularly updated with relevant content.</b>		
➤ Tactic:	Discuss relevant news, events, hot topics, etc., that should be added to the website at monthly Communications Team meetings.	Add standing agenda item to monthly meeting agendas	Ongoing
➤ Tactic:	Conduct meetings with Departmental staff to review/refresh content at least twice per year.	Monthly report from Community Engagement Specialist	Ongoing
➤ Tactic:	Update chatbot FAQs every quarter.	Quarterly report from Community Engagement Specialist	Ongoing
➤ Tactic:	Provide online or recorded training opportunities through website provider for departmental staff.	Offer online training opportunities to new employees	Ongoing
		Track number of training sessions provided each year	Ongoing
➤ Tactic:	Regularly update the Strategic Planning Dashboard on the Town website to reflect progress on the Strategic Plan.	Monthly departmental updates to Strategic Plan	Ongoing

➤ Tactic:	Utilize SiteImprove tools and reports to make continual improvements to Town website.	Monthly report from Community Engagement Specialist	Ongoing
➤ Tactic:	Develop website analytics reports for analysis.	Website metrics in Monthly Communications Report	Ongoing
➤ Tactic:	Reclass PT Community Engagement Specialist to FT	Submit decision package in Proposed Budget	FY 2022-2023
➤ Tactic:	Create and fill a Senior Community Engagement Specialist position	Submit decision package in Proposed Budget	FY 2024-2025

**Objective 2: Produce high-quality print, digital and video content for external distribution that is timely, relevant and accurate.**

		Measure	Timeline
Strategy 1:	Use video to highlight Town events, programs, and activities.		
➤ Tactic:	Continue the Prosper Works video series featuring the Town Manager visiting various Town Departments.	Produce one video per month	Ongoing
➤ Tactic:	Capture video content of special events to create recap videos after each event, and to use as promotional content for the following year.	Produce recap videos for Fishing Derby, Community Picnic, Pride in the Sky and Christmas Festival	Ongoing
➤ Tactic:	Continue monthly video series of road and infrastructure projects.	Produce one video per month	Ongoing
➤ Tactic:	Produce a Digital Year-In-Review/Annual Report video to highlight notable accomplishments from the previous year.	Release video concurrent with State of the Community each January	Ongoing
➤ Tactic:	Pursue drone video training for Communications staff	Register Communications Manager for training	FY 2022-2023
➤ Tactic:	Create and fill an in-house Video Production Specialist position	Submit decision package in Proposed Budget	FY 2024-2025
Strategy 2:	Ensure all print and digital publications are accurate, well-composed, and engaging, utilizing industry best practices within the scope of Town policies.		

	➤ Tactic: Develop and implement a graphic identity policy/brand guidelines for the appropriate use of the Town logo and seal across all communication platforms.	Submit a recommendation to Council for logo redesign and/or graphic identity policy	Spring
	➤ Tactic: Create a cross-channel content calendar to schedule and coordinate all digital and print communication	Research and report back on potential calendar tools	Spring 2022
		Implement content calendar	Fall 2022
	➤ Tactic: Conduct a comprehensive review of all communications policies to ensure they adhere to industry standards and best practices.	Review and amend existing policies in Chapter 18 of the Administrative Regulations	FY 2022-2023
<b>Strategy 3: Utilize expertise and improve coordination among the designated communicators in each department.</b>			
	➤ Tactic: Provide regular opportunities for departmental communicators to share information.	Encourage attendance at monthly Communication Team meetings	Ongoing
	➤ Tactic: Provide communication and media relations training opportunities for Town communicators.	Track the number of training opportunities provided each year, and the number of attendees	Ongoing
	➤ Tactic: Assist designated departmental communicators with the development of department-specific communication and marketing plans.	Develop or update at least two Departmental Communication Plans per year	FY 2022-2023 / Ongoing
	➤ Tactic: Create and fill a Marketing/Graphic Design Specialist position	Submit decision package in Proposed Budget	FY 2022-2023
	➤ Tactic: Collaborate with Town Departments to create a "Facts & Figures" web page comprised of statistical and demographic information	Launch web page	FY 2023-2024 / Ongoing

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### Objective 3: Provide an interactive social media presence on multiple platforms that encourages two-way communication.

		Measure	Timeline
<b>Strategy 1: Broaden the Town's social media audience by exploring emerging trends and platforms and analyzing performance measures.</b>			
	➤ Tactic: Review quarterly social media analytics reports to analyze the reach and effectiveness of content.	Include social media analytics in Monthly Communications Report	Ongoing

Item 19.			
➤ Tactic:	Investigate the use of a curated selection of podcasts appropriate for target audiences.	Conduct a benchmark study of survey cities	FY 2022
➤ Tactic:	Create and fill a Senior Communications Specialist position	Submit decision package in Proposed Budget	FY 2024-2025
Strategy 2:	Identify relevant sources for industry best practices, training and tools through participation in professional programs.		
➤ Tactic:	Participate in online and in-person training opportunities focusing on best practices and current trends.	Include professional development activities in annual performance evaluations for staff	Ongoing
➤ Tactic:	Encourage two-way communication on social media by providing a timely response to all questions and inquiries.	Ensure appropriate responses to comments and private messages are provided within one business day	Ongoing
Strategy 3:	Utilize surveys, online polling and other tools to gather feedback from stakeholders on Town programs, activities, and events		
➤ Tactic:	Redesign the Town of Prosper Service Satisfaction Survey	Complete & relaunch revised survey	Summer 2022
Objective 4: Develop and maintain effective working relationships with the media.			
		Measure	Timeline
Strategy 1:	Keep local media informed of Town-related activities, events, program enhancements, and infrastructure projects.		
➤ Tactic:	Regularly distribute media releases to relevant media contacts.	Minimum of five media releases and/or advisories per month	Ongoing
➤ Tactic:	Respond quickly and accurately to all media requests and inquiries.	Respond to media requests and requests for interviews within one business day	Ongoing
➤ Tactic:	Proactively contact members of the local media to establish relationships and discuss topics of interests to target audiences.	Contact Prosper Press reporter at least twice per month to suggest potential news stories	Ongoing

## Objective 5: Recruit and retain a highly-skilled Communications and Community Engagement staff.

		Measure	Timeline
Strategy 1:	Create a positive working environment that provides professional development opportunities for talented municipal communicators		
➤ Tactic:	Develop a five-year staffing plan for the Communications and Community Engagement Division	Update annually prior to budget kickoff	Ongoing
		Include budget requests for staff resources in annual Proposed Budget	Ongoing
➤ Tactic:	Invest in training opportunities in videography, digital marketing, and municipal communication strategies.	Track professional development activities on annual performance evaluations	Ongoing
➤ Tactic:	Maintain memberships for communications staff in professional communicator associations.	Include professional membership status in annual performance evaluations	Ongoing
		Include cost of professional memberships for all staff in annual Communications budget	Ongoing
➤ Tactic:	Create and fill a Director of Communications and Community Engagement position	Submit decision package in Proposed Budget	FY 2023-2024



## Goal 2: Internal Communication

Develop effective internal communication tools for Town Council and staff.

Objective 1: Utilize a variety of communication tools to ensure employees have access to important work-related information.

		Measure	Timeline
Strategy 1:	Utilize email communication to convey important Council actions and Town news to employees.		
➤ Tactic:	Reformat the Employee Edition to an e-newsletter format, using Constant Contact for distribution.	Track the number of employees viewing the monthly employee newsletter	Ongoing
Strategy 2:	Maintain useful and relevant information on the Employee Intranet.		
➤ Tactic:	Collaborate with HR and the Communication Team to regularly add/refresh content on the Intranet.	Quarterly audit of Intranet pages to ensure accuracy	Ongoing
➤ Tactic:	Upgrade the Employee Intranet in conjunction with the Town website redesign.	Work with selected vendor to design Intranet	FY 2022-2023
Strategy 3:	Ensure that work-related information is accessible to all employees		
➤ Tactic:	Ensure departments have processes in place to convey information to employees who have limited access to email.	Annual review of procedures with HR	Ongoing
➤ Tactic:	Ensure departments have processes in place to convey information to employees who may have language barriers.	Annual review of procedures with HR	Ongoing
Strategy 4:	Provide Town Manager Briefings 2-3 times per year that are engaging and informative.		
➤ Tactic:	Utilize weekly Executive Staff meetings to identify potential topics for Town Manager Briefings.	Include a discussion item on the Executive Staff Agenda prior to each briefing	Ongoing
➤ Tactic:	Include a variety of speakers and topics to keep the meetings interesting and engaging.	Keep a record of meeting topics and speakers to ensure a variety of content	Ongoing

- **Tactic:** Continue to offer live-streamed versions of the Town Manager Briefings.

Coordinate live-streaming with IT

**Objective 2: Effectively transmit the Town's organizational culture to all levels of employees by integrating the Town's Core Values into internal communication efforts.**

		Measure	Timeline
<b>Strategy 1:</b>	Develop a set of internal communication objectives, structures, and methods that incorporate the core values of the organization.		
➤ <b>Tactic:</b>	Collaborate with HR to design a monthly employee news flyer to be posted in key areas of Town facilities	Research and report back on model programs	Spring 2022
		Initiate program	Summer 2022
➤ <b>Tactic:</b>	Collaborate with HR to develop a comprehensive internal communications plan.	Conduct a planning meeting	FY 2022-2023

**Objective 3: Utilize a variety of communication tools to ensure Town Councilmembers have access to important Town-related information.**

		Measure	Timeline
<b>Strategy 1:</b>	Maintain a limited-access website (Council Dashboard) for Town Council to access relevant news, reports, events, and information.		
➤ <b>Tactic:</b>	Regularly update Strategic Planning Dashboard on the Town website that reflects progress on the Town Council Strategic Plan.	Monthly departmental updates to Strategic Plan	Ongoing
➤ <b>Tactic:</b>	Upgrade the Council Dashboard in conjunction with the Town website redesign.	Work with selected vendor to design Dashboard	FY 2022-2023

### Goal 3: Crisis Communication

Ensure residents are informed and the Town's organizational stability is protected during emergencies.

Objective 1: Ensure the Town has the appropriate communication tools and resources to respond effectively during an emergency.

		Measure	Timeline
Strategy 1:	Ensure the Town's emergency communication plans and policies are up to date and follow industry standards for best practices.		
➤ Tactic:	Update the Town's Emergency Management Plan Annexes related to Communications	Update Annexes B, I, and U	Fall 2022
➤ Tactic:	Update the Continuity of Operations Plan (COOP) for the Communications Division.	Update COOP	Spring 2022
Strategy 2:	Utilize all available communication channels in the event of an emergency.		
➤ Tactic:	Expand the use of Smart911/RAVE system to notify subscribers of emergency information via text messaging and social media.	Communication staff completes training on RAVE system	Spring 2022
➤ Tactic:	Develop a collection of media release templates for various emergencies that can be quickly customized and released to the media.	Complete an inventory of templates	FY 2022-2023
Strategy 3:	Maintain staff readiness in the event of an emergency		
➤ Tactic:	Cross-train staff in website, social media, and RAVE system to ensure 24/7 staffing during an emergency.	Include appropriate cross-training objectives in annual performance evaluations.	Ongoing
➤ Tactic:	Communications staff will participate in tabletop exercises coordinated by the Emergency Management Coordinator.	Track staff's participation in tabletop exercises.	Ongoing
➤ Tactic:	Communications staff completes FEMA, NIMS, or other training recommended by the Emergency Management Coordinator.	Include recommended emergency management training in annual performance evaluations.	Ongoing

➤ Tactic:	Develop a comprehensive Crisis Communication Plan	Select a Crisis Communication firm; finalize agreement	Winter 2022
		Conduct media training/crisis communication training for key staff and Council	Summer 2022
		Complete a Crisis Communications Plan and "toolkit"	FY 2022-2023

## Goal 4: Community Engagement

Cultivate and encourage community engagement in local government programs and activities by fostering opportunities for residents and stakeholders to feel connected and involved.

Objective 1: Increase community awareness and support of Town events, activities, and programs.

		Measure	Timeline
Strategy 1:	Improve community awareness, participation, and involvement in Town government.		
➤ Tactic:	Continue to build and promote the Town Talks Speakers Bureau Program.	Track the number of Town Talks requests on the monthly Communications report	Ongoing
➤ Tactic:	Invest in training opportunities for staff in community engagement activities and programs to stay on trend with best practices.	Track professional development activities on annual performance evaluations	Ongoing
➤ Tactic:	Continue to expand membership and participation in the quarterly HOA Presidents Meetings by providing informational programs that are of interest to neighborhoods.	Track attendance at quarterly HOA Presidents Meetings.	Ongoing
		Maintain a list of potential topics of interest that are timely and relevant	Ongoing
		Add a link to the Town Talks web page on all HOA correspondence	Spring 2022 / Ongoing
➤ Tactic:	Offer an annual Citizens Academy featuring a series of presentations, tours, and demonstrations by Town departments related to Town operations.	Conduct first Citizens Academy	Spring 2022
➤ Tactic:	Initiate monthly e-newsletters to HOA representatives and management companies.	Begin monthly distribution	Spring 2022
Strategy 2:	Create and maintain positive relationships with target audiences that strengthen community partnerships.		



➤ Tactic:	Build relationships with the Nonprofit Community to facilitate information-sharing and connect residents to needed services.	Conduct monthly courtesy emails with major nonprofit partners.	Ongoing
➤ Tactic:	Initiate Town Hall Balcony Receptions for partner organizations and groups.	Conduct two receptions	Spring/Fall 2022
➤ Tactic:	Initiate a Mayor's Internship Program to build relationships between PISD students and local businesses.	Research and report back on model programs	Spring 2022
		Initiate program	FY 2022-2023
➤ Tactic:	Initiate an ongoing Town Council Leadership Series comprised of public appearances, coffees, and/or other Town-sponsored interactions	Research and report back on model programs	Spring 2022
		Initiate program	FY 2022-2023
➤ Tactic:	Initiate a Mayor's Business Round Table program to strengthen relationships between the Town, the small business community, the Chamber of Commerce and/or the Prosper EDC.	Research and report back on model programs	Spring 2022
		Initiate program	FY 2022-2023
➤ Tactic:	Initiate a volunteer coordination program to match residents in need with volunteer groups seeking to serve.	Research and report back on model programs	FY 2022-2023
		Initiate program	FY 2023-2024
➤ Tactic:	Initiate a Mayor's Faith-Based partnership program to facilitate services and information-sharing between the Town and the faith-based community.	Research and report back on model programs	Spring 2022
		Initiate program	FY 2023-2024
➤ Tactic:	Implement an online tool for community engagement.	Research and report back on model programs	FY 2022-2023
		Initiate program	FY 2023-2024
<b>Strategy 3: Utilize the Community Engagement Committee (CEC) to enhance relationships with residents and stakeholder groups</b>			
➤ Tactic:	Facilitate CEC attendance at community events	Encourage attendance at State of the Community, Community Picnic, Christmas Festival, etc.	Ongoing
➤ Tactic:	Initiate a quarterly New Resident Mixer for new families moving to Prosper.	Research and report back on model programs	Spring 2022
		Conduct the first mixer	Summer 2022

## Goal 5: Legislative Advocacy

Develop strategies to engage local, state, and federal elected officials in order to convey the Town's legislative priorities and influence the legislative process.

Objective 1: Proactively participate in the legislative process by communicating the Town's legislative priorities to state and federal elected officials.

		Measure	Timeline
Strategy 1:	Create and maintain positive relationships with the Town's local, state and federal elected officials.		
➤ Tactic:	Initiate in-person or virtual meetings with the Town's legislators and their key staff members	Schedule meetings twice per year	Ongoing
➤ Tactic:	Invite legislators to attend Town events	Send email invitations for Special Events, Ribbon Cuttings, and other appropriate Town events	Ongoing
Strategy 2:	Identify priority legislative issues and actively participate in the legislative process on the Town's behalf.		
➤ Tactic:	Engage a legislative advocacy firm (lobbyist) to assist in advancing the Town's legislative agenda	Issue RFP; select vendor	Spring 2022
		Conduct initial meeting	Spring 2022
➤ Tactic:	Develop a Legislative Agenda for the Town prior to each legislative session that conveys the Town Council's legislative priorities	Propose a Resolution adopting the Town's Legislative Agenda prior to each biannual legislative session	Fall 2022 / Ongoing