

AGENDA

Planning & Zoning Commission

Prosper Town Hall, Council Chambers 250 W. First Street, Prosper, Texas Tuesday, January 21, 2025 6:30 PM

Welcome to the Prosper Planning & Zoning Commission Meeting.

Citizens may watch the meeting live by using the following link: www.prospertx.gov/livemeetings

Addressing the Planning & Zoning Commission:

Those wishing to address the Planning & Zoning Commission must complete the Public Comment Request Form located on the Town's website or in the Council Chambers.

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

If you are watching online, please submit this form to the Town Secretary prior to 4:00 p.m. on the day of the meeting in order for your comments to be read into the record. The Town assumes no responsibility for technical issues beyond our control.

In compliance with the Texas Open Meetings Act, the Town Council/Board/ Commission may not deliberate or vote on any matter that does not appear on the agenda. The Council/Board/Commission, however, may provide statements of fact regarding the topic, request the topic be included as part of a future meeting, and/or refer the topic to Town Staff for further assistance.

Citizens and other visitors attending Planning & Zoning Commission meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Commission. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Commission or while attending the meeting shall be removed from the room, if so directed by the Mayor or presiding officer, and the person shall be barred from further audience before the Commission during that session of the meeting. Disruption of a public meeting could constitute a violation of Section 42.05 of the Texas Penal Code.

- 1. Call to Order / Roll Call.
- 2. Pledge of Allegiance

CONSENT AGENDA:

Items placed on the Consent Agenda are considered routine in nature and are considered noncontroversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of a Commission Member or Staff.

- Consider and act upon the minutes from the December 3, 2024, Planning & Zoning 3a. Commission regular meeting.
- <u>3b.</u> Consider and act upon a request for a Preliminary Site Plan for Automobile Service, Convenience Store with Gas Pumps, Daycare, Drive-Through Restaurant, Office/Restaurant/Retail, Professional Office, and Restaurant/Retail Buildings on Prosper Legacy, Block D, Lots 1-2, Block E, Lots 1-5, and Block F, Lots 1-2, on 22.2±

acres, located on the southwest corner of Legacy Drive and Prosper Trail. (DEVAPP-24-0083)

CITIZEN COMMENTS

The public is invited to address the Commission on any topic. However, the Commission 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 a staff member prior to the meeting.

REGULAR AGENDA:

If you wish to address the Commission, please fill out a "Public Comment Request Form" and present it to the Chair, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, individuals wishing to address the Planning & Zoning Commission 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 Commission during the Citizen Comments portion of the meeting or when the item is considered by the Planning & Zoning Commission.

- 4. Conduct a Public Hearing and consider and act upon a request for a Planned Development for an existing Professional Office on Bryant's First Addition, Block 15, Lot 1R, on 0.6± acre, to accommodate a right-of-way acquisition along First Street, located on the northeast corner of Coleman Street and First Street. (ZONE-24-0026)
- 5. Review actions taken by the Town Council and possibly direct Town Staff to schedule topic(s) for discussion at a future meeting.
- 6. 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 17, 2025, 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) 569-1073 at least 48 hours prior to the meeting time.

Page 2 of 2

MINUTES



Prosper Planning & Zoning Commission Regular Meeting

Prosper Town Hall Council Chambers 250 W. First Street, Prosper, Texas Tuesday, December 3, 2024, 6:00 p.m.

1. Call to Order / Roll Call

The meeting was called to order at 6:01 p.m.

Commissioners Present: Chair Brandon Daniel, Vice Chair Damon Jackson, Secretary Josh Carson, John Hamilton, Matthew Furay, Glen Blanscet and Sekou Harris (arrived at 6:03 p.m.)

Staff Members Present: David Hoover, AICP (Director of Development Services), Suzanne Porter, AICP (Planning Manager), Dakari Hill (Senior Planner), Jerron Hicks (Planner), and Trey Ramon (Planning Technician)

2. Recitation of the Pledge of Allegiance.

CONSENT AGENDA

- 3a. Consider and act upon the minutes from the November 19, 2024, Planning & Zoning Commission work session.
- 3b. Consider and act upon the minutes from the November 19, 2024, Planning & Zoning Commission regular meeting.
- 3c. Consider and act upon a request for a Site Plan for a Car Wash on Hunter Gateway Centre, Block A, Lot 1, on 2.0± acres, located on the southeast corner of La Cima Boulevard and Richland Boulevard. (DEVAPP-23-0008)
- 3d. Consider and act upon a request for a Final Plat of Hunter Gateway Centre, Block A, Lot 1, on 2.0± acres, located on the southeast corner of La Cima Boulevard and Richland Boulevard. (DEVAPP-23-0012)
- 3e. Consider and act upon a request for a Preliminary Site Plan for Restaurant/Retail Buildings on Prosper Commons, Block B, Lots 1 and 13-15, on 9.3± acres, located on the south side of Richland Boulevard and 250± feet west of Coit Road. (DEVAPP-23-0131)
- 3f. Consider and act upon a request for a Site Plan for a Bank on Frontier Retail Center Revised, Block A, Lot 3, on 1.9± acres, located on the southeast corner of Dallas Parkway and Frontier Parkway, zoned Planned Development-69. (DEVAPP-24-0123)
- 3g. Consider and act upon a request for a Final Plat of Frontier Retail Center Revised, Block A, Lot 3, on 1.9± acres, located on the southeast corner of Dallas Parkway and Frontier Parkway, zoned Planned Development-69. (DEVAPP-24-0113)

Commissioner Carson made a request to pull Items 3a and 3b from the Consent Agenda.

Commissioner Jackson made a request to pull Items 3c and 3d from the Consent Agenda.

Commissioner Hamilton made a motion to approve Items 3e, 3f and 3g. The motion was seconded by Commissioner Jackson. The motion was carried unanimously by a vote of 7-0.

Regarding Items 3a and 3b, Commissioner Carson explained he takes no exception to the items but was not in attendance for the meeting and would abstain from the vote. Commissioner Hamilton made a motion to approve Items 3a and 3 b. The motion was seconded by Commissioner Furay. The motion was carried unanimously by a vote of 6-0 (Commissioner Carson abstained.)

Commissioner Carson recused himself from this item due to a potential conflict of interest.

Chair Daniel made a motion to pull Items 3c and 3d from the Table for consideration and discussion. The motion was carried unanimously by a vote of 6-0.

Mr. Hoover explained that these items were on the previous Planning & Zoning Commission meeting. Staff had requested tabling the items so that additional review could be done regarding the location of the proposed sidewalk along La Cima Boulevard that was shown through a portion of an easement owned by the La Cima Homeowners' Association. After review, Staff finds the proposed location acceptable. There was discussion about the possibility of modifying the route of the sidewalk; this can be reviewed as part of the construction process. Staff is recommending approval of the items.

Chair Daniel asked whether Staff had met with legal counsel regarding this item.

Mr. Hoover confirmed that the Town Attorney was consulted regarding the issue.

Commissioner Jackson requested confirmation that there was collaboration with the Homeowners' Association to ensure that the landscaping and aesthetics for the residential development are not impacted.

Mr. Hoover explained that this is a consideration and will be an ongoing discussion through the development process.

Commissioner Jackson asked if the applicant would be willing to adjust the sidewalk.

Mr. Clay Christy with ClayMoore Engineering (applicant) discussed the site and why the sidewalk is in its current location. He stated that the developer of Club Car Wash would be willing to install some additional shrubs on the site.

There was additional conversation amongst the Commissioners and Mr. Hoover during which it was stated that this item would not be back for consideration by the Commission.

Mr. Christy discussed the landscaping proposed on the site.

Commissioner Harris made a motion to approve Items 3c and 3d. The motion was seconded by Commissioner Blanscet. The motion was carried by a vote of 5-1 with Commissioner Jackson voting in opposition.

CITIZEN COMMENTS

No comments were made.

REGULAR AGENDA

There were no items on the Regular Agenda.

4. Review actions taken by the Town Council and possibly direct Town Staff to schedule topic(s) for discussion at a future meeting.

Ms. Porter informed the Commissioners of past Town Council actions and upcoming cases for Town Council and Planning & Zoning Commission consideration.

Mr. Hoover provided an overview of what transpired regarding ZONE-24-0013 (Creekside) and ZONE-24-0017 (The School House) following the Planning & Zoning Commission meeting and answered Commissioners' questions regarding the Town Council proceedings.

Commissioner Hamilton requested that in cases where there is a split vote by the Commissioners that Staff information about any modifications to the item and the dialogue from Town Council.

5. Adjourn.

| Commissioner | Jacksor | n made a | motion to | adjourn | the mee | ting. T | he motion | was | seconde | d by |
|--------------|---------|------------|-----------|-----------|----------|---------|-------------|-----|---------|------|
| Commissioner | Harris. | The motion | on was ca | rried una | inimousl | y by a | vote of 7-0 |). | | |

| The meeting was adjourned at 6:37 p.m. | | |
|--|---------------------------|--|
| | | |
| Trey Ramon, Planning Technician | Damon Jackson, Vice-Chair | |

Page 3 of 3



PLANNING

To: Planning & Zoning Commission Item No. 3b

From: Dakari Hill, Senior Planner

Through: David Hoover, AICP, Director of Development Services

Cc: Suzanne Porter, AICP, Planning Manager

Re: Preliminary Site Plan for Prosper Legacy, Blocks D-F

Meeting: January 21, 2025

Agenda Item:

Consider and act upon a request for a Preliminary Site Plan for Automobile Service, Convenience Store with Gas Pumps, Daycare, Drive-Through Restaurant, Office/Restaurant/Retail, Professional Office, and Restaurant/Retail Buildings on Prosper Legacy, Block D, Lots 1-2, Block E, Lots 1-5, and Block F, Lots 1-2, on 22.2± acres, located on the southwest corner of Legacy Drive and Prosper Trail. (DEVAPP-24-0083)

Future Land Use Plan:

The Future Land Use Plan designates this area as Retail & Neighborhood Services.

Zoning:

The property is zoned Planned Development-14 (Retail).

Conformance:

The Preliminary Site Plan conforms to the development standards of Planned Development-14.

Description of Agenda Item:

The Preliminary Site Plan consists of nine buildings totaling 58,400 square feet and associated parking.

- Block D:
 - Lot 1 Daycare (10,400 SF)
 - Lot 2 Professional Office Building (7,500 SF)

Page 1 of 2

Block E:

- Lot 1 Drive-Through Restaurant (1,400 SF)
- Lot 2 Automobile Service Station (4,000 SF)
- Lot 3 Gas Station (4,700 SF)
- Lot 4 Drive-Through Restaurant (3,300 SF)
- Lot 5 Restaurant/Retail Building (11,400 SF)

Block F:

- Lot 1 Drive-Through Restaurant (3,200 SF)
- Lot 2 Office/Restaurant/Retail Building (12,500 SF)

The Planned Development designated Retail zoning at this intersection and permitted this property to be developed for both retail and residential uses. A final plat for the residential portion has been approved. Since the residential lots are zoned Retail, the larger setback requirements for automotive uses and drive-through restaurants adjacent to residential development do not apply. Additionally, Planned Development-14 allows for daycares and drive-through restaurants by right; a Specific Use Permit is not required.

Access:

Access is provided from Legacy Drive and Prosper Trail.

Landscaping, Open Space, and Screening:

The proposed development complies with all landscaping, open space, and screening requirements.

Companion Item:

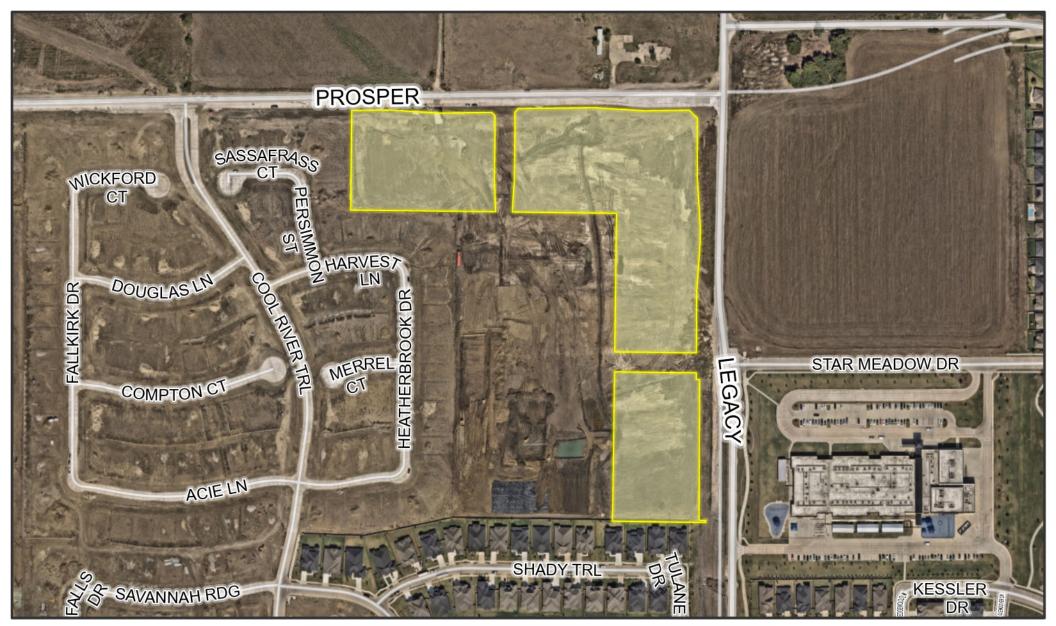
There is no companion item for this case.

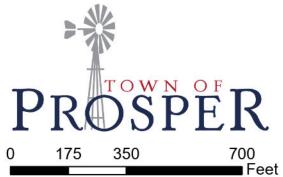
Attachments:

- 1. Location Map
- 2. Preliminary Site Plan

Town Staff Recommendation:

Town Staff recommends approval of the Preliminary Site Plan.





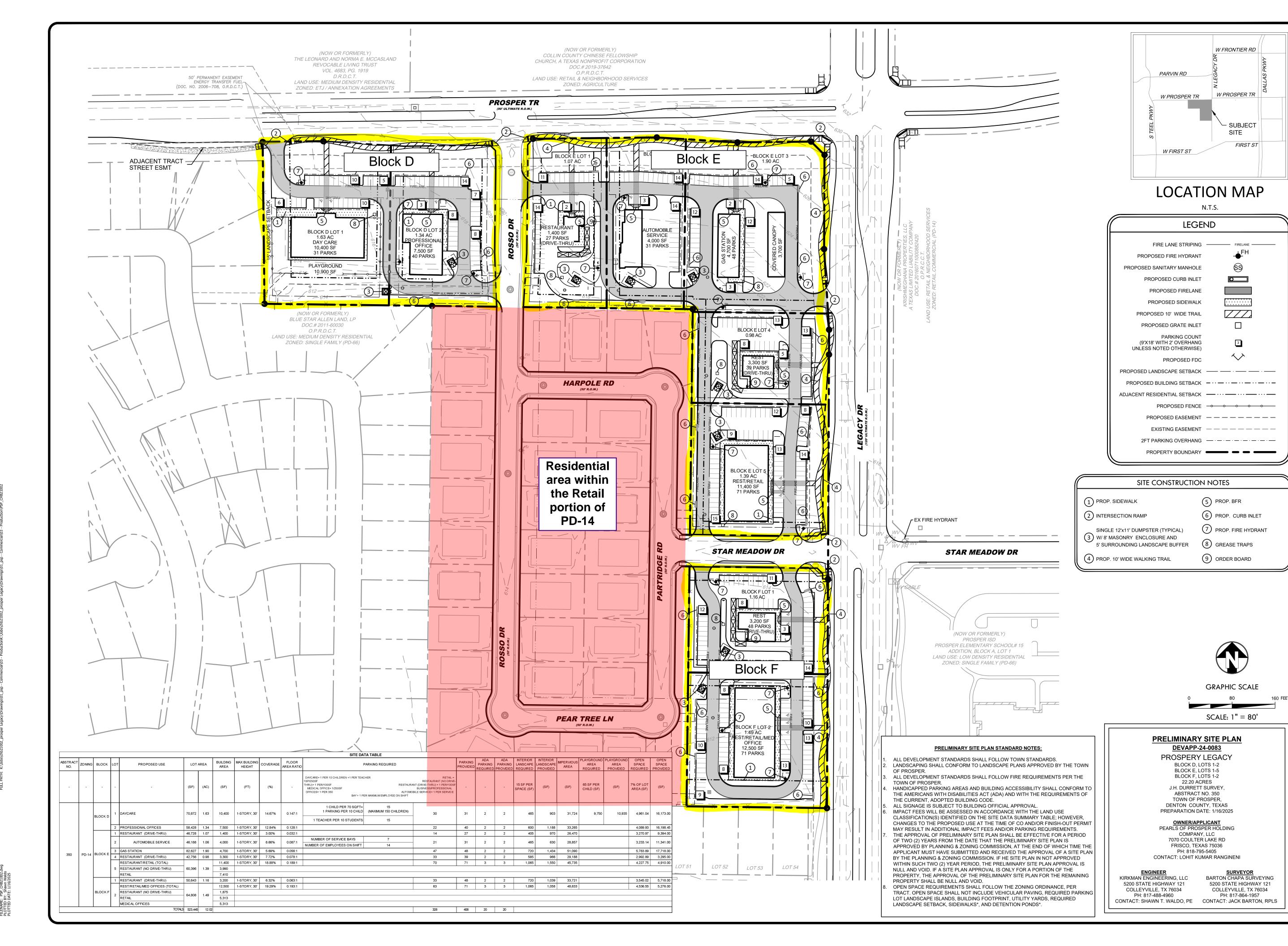


DEVAPP-24-0083

Prosper Legacy Block D, Lots 1-2, Block E, Lots 1-5, and Block F, Lots 1-2

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Preliminary Site Plan



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

> SHAWN T. WALDO P.E.# 138653 DATE: January 16, 2025

PEARLS OF PROSPER HOLDING **COMPANY LLC**

7070 COULTER LAKE ROAD FRISCO, TEXAS 75036

PH: 860-503-9018

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ENGINEERING

KIRKMAN ENGINEERING, LLC 5200 STATE HIGHWAY 121 COLLEYVILLE, TX 76034

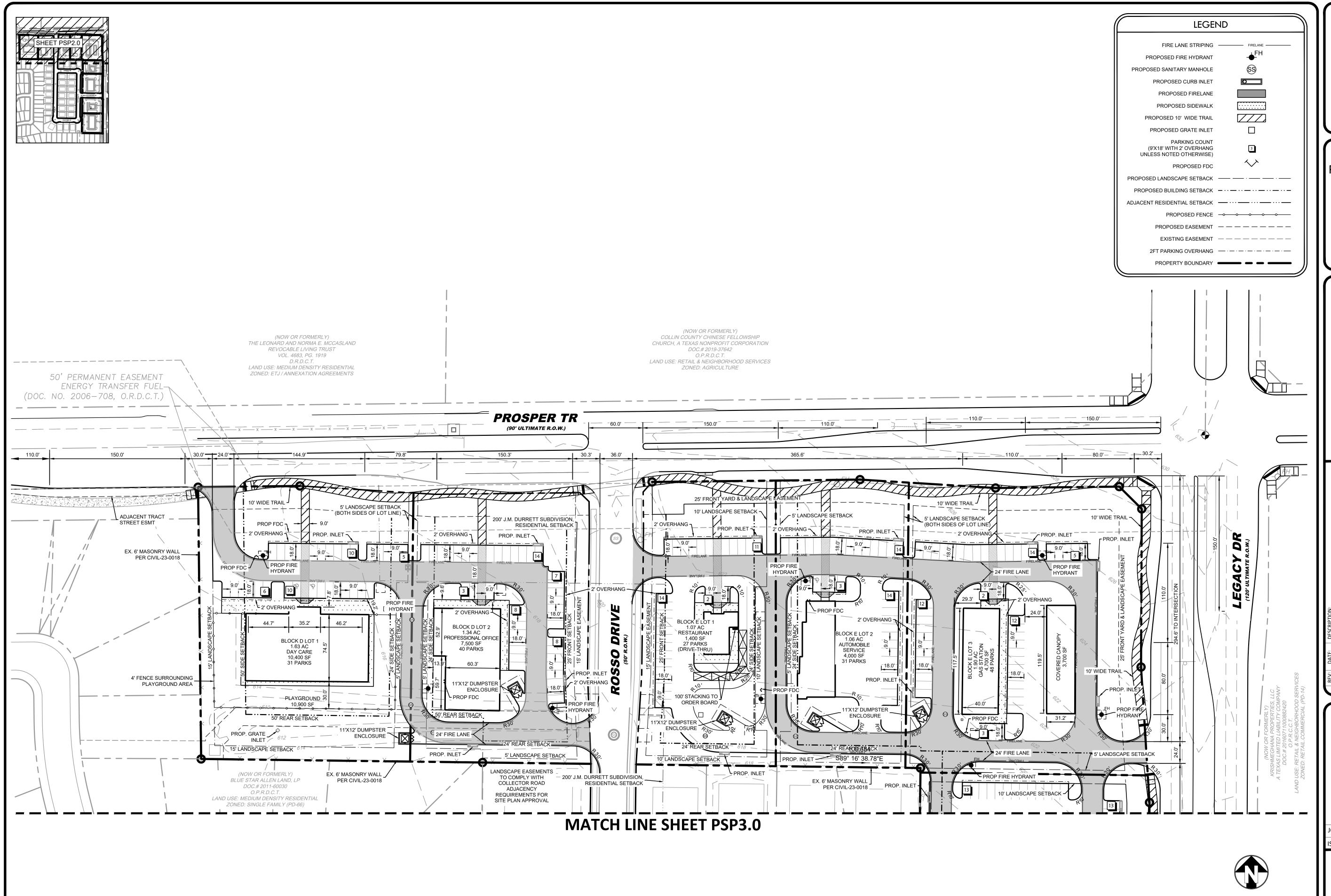
TEXAS FIRM NO. 15874

JOB NUMBER: CHB21002_PROPSER

ISSUE DATE: 1/16/2025

PRELIMINARY

SITE PLAN



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:

> SHAWN T. WALDO P.E.# 138653 DATE: January 16, 2025

PEARLS OF PROSPER HOLDING **COMPANY LLC**

7070 COULTER LAKE ROAD FRISCO, TEXAS 75036

PH: 860-503-9018

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KIRKMAN ENGINEERING, LLC

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

JOB NUMBER: CHB21002_PROPSEF

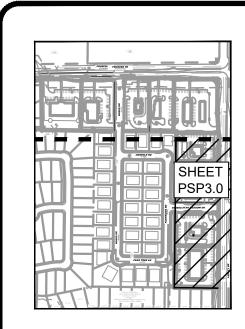
ISSUE DATE: 1/16/2025

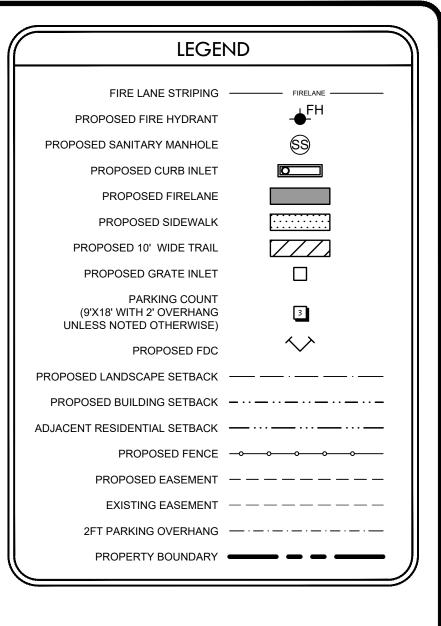
GRAPHIC SCALE

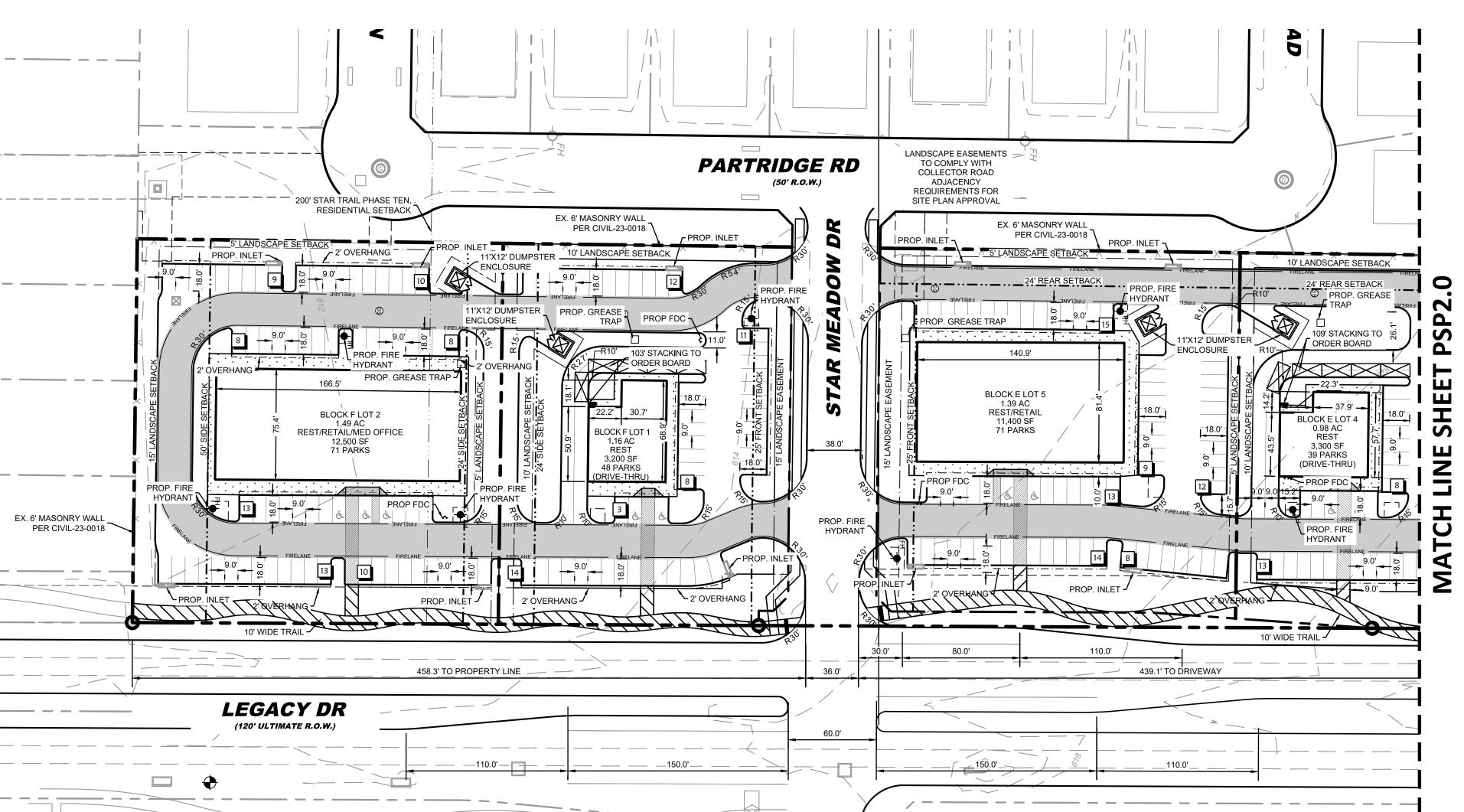
SCALE: 1'' = 50'

PRELIMINARY SITE PLAN

PSP 2.0







GRAPHIC SCALE SCALE: 1'' = 50'

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P.E.# 138653

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7070 COULTER LAKE ROAD FRISCO, TEXAS 75036

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

JOB NUMBER: CHB21002_PROPSEF

ISSUE DATE: 1/16/2025

PRELIMINARY SITE PLAN

PSP 3.0



PLANNING

To: Planning & Zoning Commission Item No. 4

From: Dakari Hill, Senior Planner

Through: David Hoover, AICP, Director of Development Services

Cc: Suzanne Porter, AICP, Planning Manager

Re: Planned Development for 301 South Coleman Street

Meeting: January 21, 2025

Agenda Item:

Conduct a Public Hearing and consider and act upon a request for a Planned Development for an existing Professional Office on Bryant's First Addition, Block 15, Lot 1R, on 0.6± acre, to accommodate a right-of-way acquisition along First Street, located on the northeast corner of Coleman Street and First Street. (ZONE-24-0026)

Future Land Use Plan:

The Future Land Use Plan recommends Old Town District.

Zoning:

The property is zoned Downtown Office.

Thoroughfare Plan:

This property has direct access to Coleman Street, First Street, and Second Street.

Parks Master Plan:

The Parks Master Plan does not indicate a park is needed on the subject property.

Legal Obligations and Review:

Notification was provided as required by the Zoning Ordinance and state law. Staff has not received any response to the proposed zoning request to date.

Attached Documents:

- 1. Aerial & Zoning Maps
- 2. Exhibit A Boundary Exhibit
- 3. Exhibit B Letter of Intent

Page 1 of 3

- 4. Exhibit C Development Standards
- 5. Exhibit D-1 Site Plan
- 6. Exhibit D-2 ROW Acquisition Exhibit

Description of Agenda Item:

The purpose of this request is to create a Planned Development for an existing professional office to accommodate the acquisition of right-of-way along First Street. The Town is acquiring right-of-way along First Street that would render the existing development nonconforming. The Planned Development addresses standards such as setbacks, landscaping, and open space to keep the site in conformance.

Conformance:

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

| | Zoning | Current Land Use | Future Land Use Plan |
|---------------------|------------------|---------------------|----------------------|
| Subject Property | Downtown Office | Professional Office | Old Town District |
| North | Single Family-15 | Single-Family | Old Town District |
| East | Single Family-15 | Single-Family | Old Town District |
| South | Downtown Office | Vacant | Old Town District |
| West | Single Family-15 | Single-Family | Old Town District |

District Regulations:

The district regulations for this Planned Development in comparison to the district regulations for Downtown Office in the Town's Zoning Ordinance are shown below.

| | District Regulations (Downtown Office) | District Regulations (Development Standards) |
|------------------|--|--|
| Front Setback | Setback: | Setback: |
| (Coleman Street) | 25' | 5' |
| Side Setback | Setback: | Setback: |
| (Second Street) | 15' | 15' |
| Side Setback | Setback: | Setback: |
| (First Street) | 15' | 5' |
| Rear Setback | Setback: | Setback: |
| (Adjacent to | 10' | 10' |
| Residential) | | |

Page 2 of 3

13

Uses:

The permitted uses within this Planned Development will be consistent with Downtown Office.

Landscaping and Open Space:

The landscaping standards for this Planned Development in comparison to the landscaping standards for commercial development in the Town's Zoning Ordinance are shown below.

| | Required Landscaping (Commercial Requirements) | Proposed Landscaping (Development Standards) | |
|------------------|--|--|--|
| Northern | Buffer: | Buffer: | |
| Boundary | 15' Landscape Area | 15' Landscape Area | |
| (Second Street) | | 10 2411400440 | |
| Eastern | Buffer: | Buffer: | |
| Boundary | 15' Landscape Area | 15' Landscape Area | |
| (Adjacent to | · | · | |
| Residential) | | | |
| Southern | Buffer: | Buffer: | |
| Boundary | 15' Landscape Area | 5' Landscape Area | |
| (First Street) | | | |
| Western | Buffer: | Buffer: | |
| Boundary | 15' Landscape Area | 5' Landscape Area | |
| (Coleman Street) | · | · | |
| Parking | Dimension: Width: | | |
| Terminus | 9' x 18' | 5' x 18' | |
| Landscaping | | | |
| (First Street) | | | |
| Open Space | Requirement: | Requirement: | |
| | 7% of Net Lot Area | 6% of Net Lot Area | |

<u>Town Staff Recommendation:</u>

Town Staff recommends approval of the request for a Planned Development for an existing Professional Office on Bryant's First Addition, Block 15, Lot 1R, on 0.6± acre, to accommodate a right-of-way acquisition along First Street, located on the northeast corner of Coleman Street and First Street.

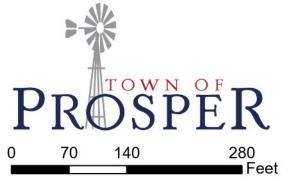
Town Council Public Hearing:

A Public Hearing for this item is scheduled for the January 28, 2025, Town Council meeting.

Page 3 of 3

14



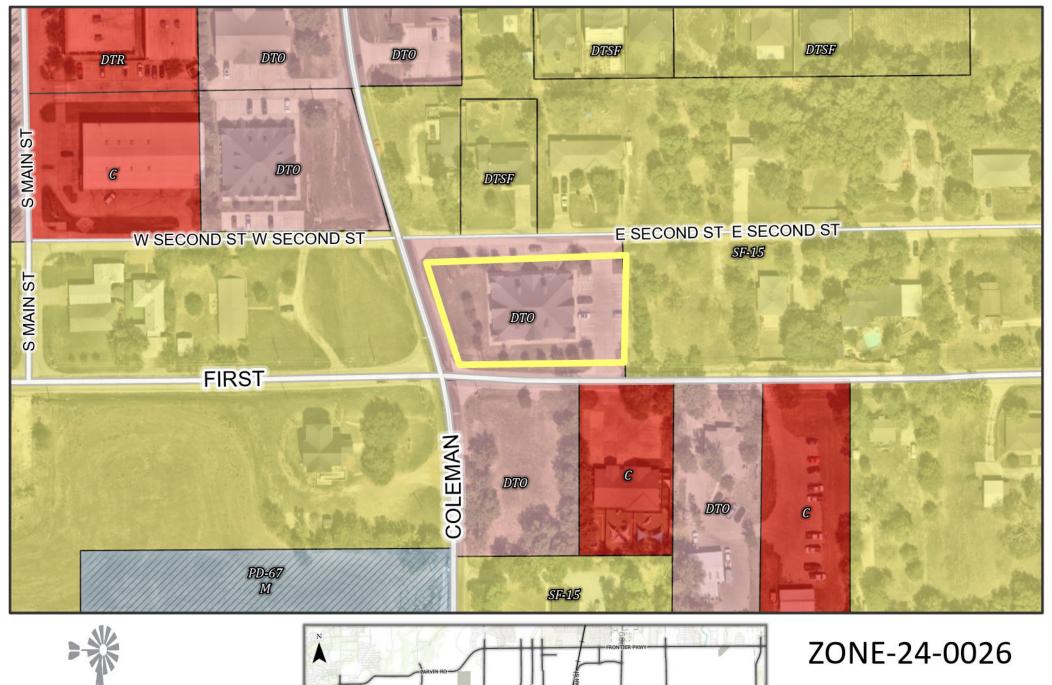


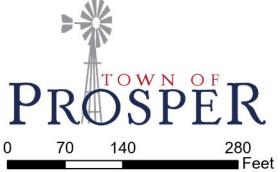


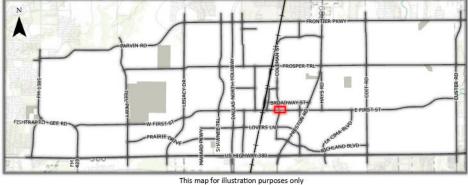
ZONE-24-0026

301 S. Coleman St.

15 Planned Development

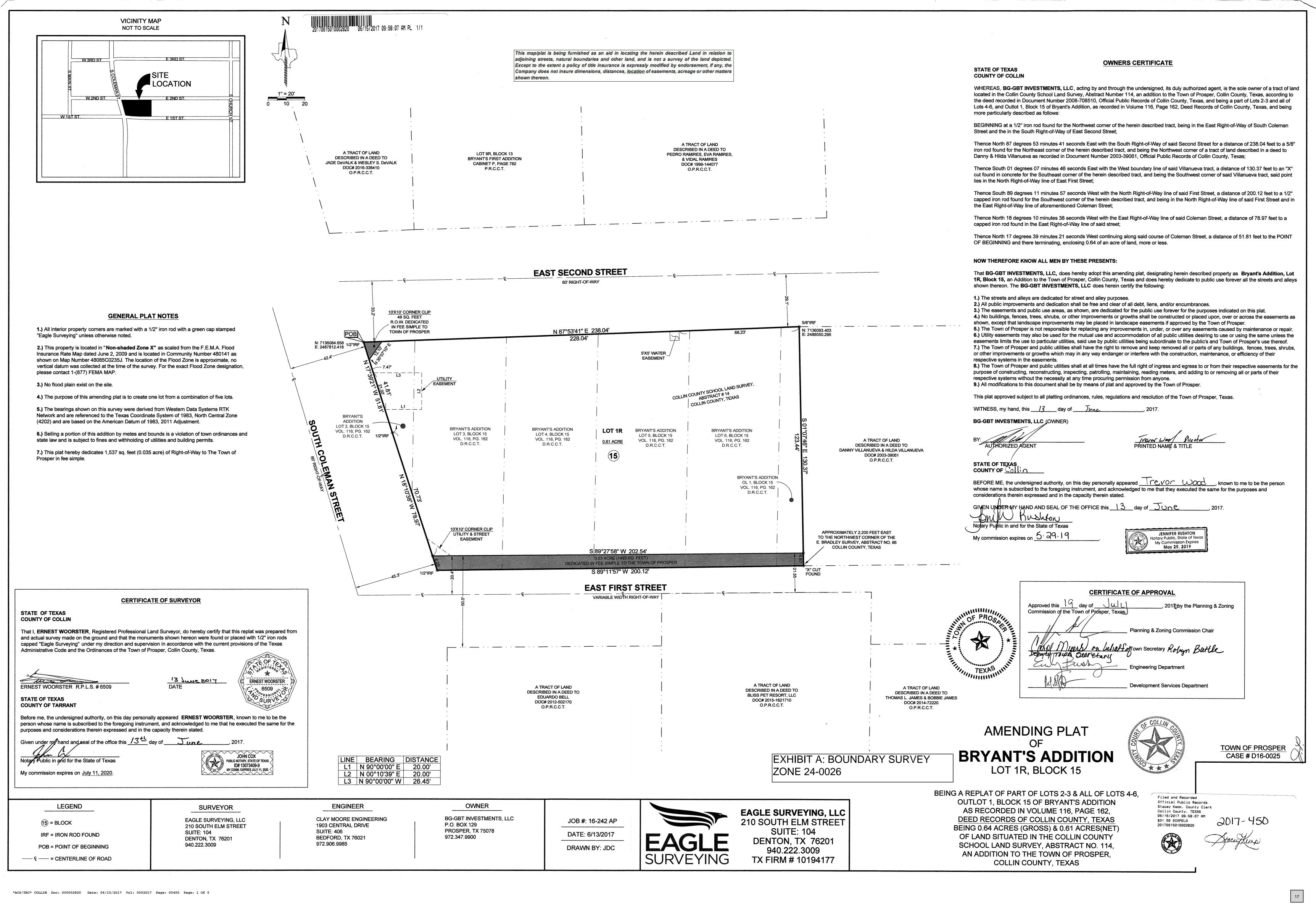






301 S. Coleman St.





HAIBY COLEMAN, LLC

ZONE 24-0026 EXHIBIT B: STATEMENT OF INTENT

Mr. David Hoover Director of Development Services Town of Prosper 250 W. First Street Prosper, TX 75078

Re: Letter of Intent – Haiby Coleman Planned Development Request (301 S. Coleman)

Dear Mr. Hoover:

Please accept this letter of intent for the Planned Development (PD) zoning request associated with the existing office building located at 301 S. Coleman. The purpose of this request is to modify the building setback, landscape setbacks, lot coverage, and open space requirements as a result of the right-of-way condemnation that has occurred to facilitate the First Street/Coleman intersection/round-about. The parcel is currently 0.6089 acres in size but this will be reduced to .5685 acres.

Below are the proposed modifications to the base Downtown Office Zoning to be requested

- Front Yard Setback 5' or Variable Width
- Landscape Setback 5' or Variable Width
- Landscape Islands at Parking Terminus Islands Width to be Reduced to Proposed ROW on First Street
- Open Space Reduction

Should you need any additional information, please contact me at 817-201-6982.

Sincerely,

Matt Moore

Haiby Coleman, LLC

Manager

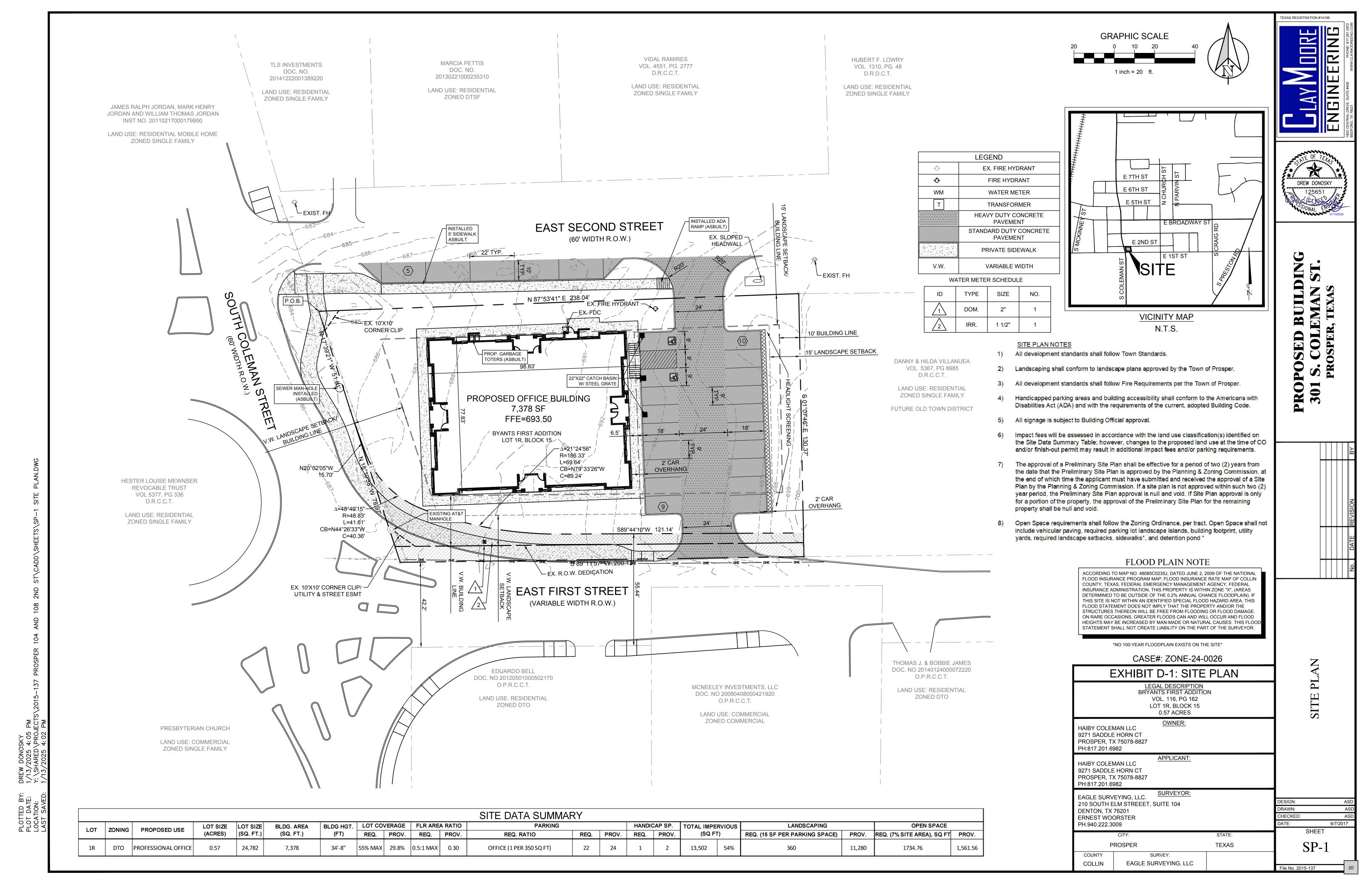
ZONE-24-0026

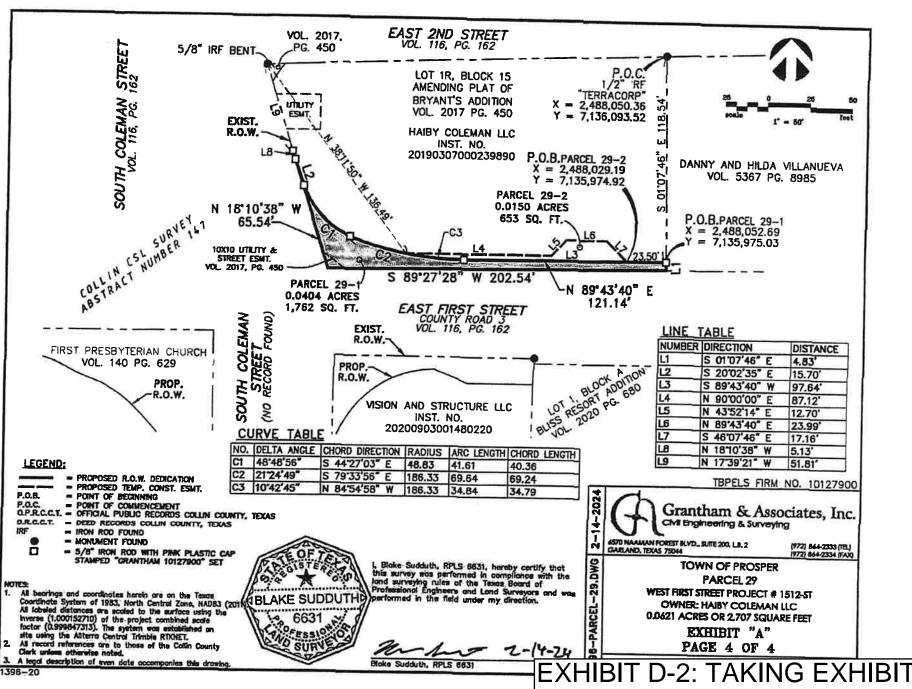
Exhibit "C"

Development Standards

This tract shall develop under the regulation of the Downtown Office (DTO) District as outlined in the Town's Zoning Ordinance as it exists or may be amended with the following conditions:

- 1.0 Permitted Uses
 - 1.1 The permitted uses within this Planned Development District will follow the Downtown Office District.
- 2.0 District Regulations
 - 2.1 The district regulation requirements within this Planned Development District are as follows:
 - Size of Yards
 - Front Setback (Coleman Street) 5'
 - Side Setback (First Street) 5'
 - Side Setback (Second Street) 15'
 - o Rear Setback 10'
- 3.0 Landscaping & Open Space
 - 3.1 The landscaping and open space requirements within this Planned Development District are as follows:
 - Landscaping
 - Coleman Street 5' Landscape Setback
 - First Street 5' Landscape Setback
 - Second Street 15' Landscape Setback
 - Adjacent to Residential 15' Landscape Setback
 - o Parking Terminus Landscaping (First Street) 5' Width
 - Existing sidewalks may be allowed to be within landscaping setbacks.
 - Trees removed due to right-of-way acquisition shall be replaced by the Town.
 - Open Space
 - Six Percent (6%) of Net Lot Area





ZONE 24-0026