



MINUTES
Prosper Planning & Zoning Commission
Regular Meeting
Prosper Town Hall
Council Chambers
250 W. First Street, Prosper, Texas
Tuesday, October 21, 2025
6:00 PM

1. Call to Order / Roll Call

The meeting was called to order at 6:04 p.m.

Commissioners Present: Chair Damon Jackson, Vice Chair Josh Carson, Secretary Glen Blanscet, Brett Butler, John Hamilton, Matt Furay, and Deborah Daniel

Staff Members Present: David Hoover, AICP (Director of Development Services), Suzanne Porter, AICP (Planning Manager), Dakari Hill (Senior Planner), Jerron Hicks (Planner), and Michelle Crowe (Senior Administrative Assistant)

2. Recitation of the Pledge of Allegiance.

3. Election of Officers.

Commissioner Hamilton made a motion to nominate Vice Chair Damon Jackson as Chair. The motion was seconded by Commissioner Carson. The motion was carried unanimously by a vote of 7-0.

Commissioner Hamilton made a motion to nominate Commissioner Josh Carson as Vice Chair. The motion was seconded by Commissioner Butler. The motion was carried unanimously by a vote of 7-0.

Commissioner Hamilton made a motion to nominate Commissioner Glen Blanscet as Secretary. The motion was seconded by Chair Jackson. The motion was carried unanimously by a vote of 7-0.

CONSENT AGENDA:

- 4a. Consider and act upon the minutes from the October 7, 2025, Planning & Zoning Commission work session meeting.**
- 4b. Consider and act upon the minutes from the October 7, 2025, Planning & Zoning Commission regular meeting.**
- 4c. Consider and act upon a request for a Site Plan for Restaurant/Retail and Retail Buildings on Mustang Texas Realty Addition, Block A, Lots 1-2, on 3.4± acres, located on the north side of First Street and 170± feet east of Coit Road. (DEVAPP-24-0152)**
- 4d. Consider and act upon a request for a Final Plat of Mustang Texas Realty Addition, Block A, Lots 1-2, on 3.4± acres, located on the north side of First Street and 170± feet east of Coit Road. (DEVAPP-24-0153)**
- 4e. Consider and act upon a request for a Preliminary Site Plan for Restaurant/Retail and Retail Buildings on Westfork Crossing, Block A, Lots 9-10 & 11X, on 82.6±**

acres, located on the north side of University Drive and 510± feet east of Gee Road. (DEVAPP-24-0174)

- 4f. Consider and act upon a request for a Site Plan for Restaurants on Gates of Prosper, Phase 3B, Block B, Lot 3B, on 12.2± acres, located on the northwest corner of Preston Road and University Drive. (DEVAPP-25-0033)
- 4g. Consider and act upon a request for a Final Plat of Gates of Prosper, Phase 3B, Block B, Lot 3B, on 12.2± acres, located on the northwest corner of Preston Road and University Drive. (DEVAPP-25-0032)
- 4h. Consider and act upon a request for a Façade Plan for Restaurants at Gates of Prosper, Phase 3B, Block B, Lot 3B, on 12.2± acres, located on the northwest corner of Preston Road and University Drive. (DEVAPP-25-0031)
- 4i. Consider and act upon a request for a Conveyance Plat of Windsong Ranch Office Addition, Block A, Lots 2-3, on 3.5± acres, located on the east side of Teel Parkway and 900± feet north of Prosper Trail. (DEVAPP-25-0104)
- 4j. [TABLED TO NOVEMBER 4] Conduct a Public Hearing to consider the adoption of a Unified Development Code, which encompasses amendments to Building Regulations, Business Regulations, Fire Prevention and Protection codes, Health and Sanitation codes, the Subdivision Regulation, Utilities standards, the Zoning Ordinance, Engineering Design Standards, and Definitions. (ZONE-25-0014). *Town Staff has requested this item to be tabled.*

Commissioner Hamilton made a motion to approve Items 4a through 4j. The motion was seconded by Commissioner Furay. The motion was carried unanimously by a vote of 7-0.

Mr. Hoover introduced and welcomed Commissioner Butler and Commissioner Daniel.

CITIZEN COMMENTS

No comments were made.

REGULAR AGENDA:

5. Discussion of Proposed Unified Development Code.

Abdul Ghous with Freese and Nichols presented the proposed Unified Development Code. He highlighted updates and substantial changes. The reason for the consolidation of the codes and ordinances is tied to best planning practices and to be aligned with the legislative authority, the Texas Local Government Code (TLGC), to allow regulations to be enforceable and can be defended in court.

Commissioner Blanscet requested the description of “Transient Rental” and asked whether it would fall under short term rentals.

Mr. Ghous clarified it to mean group homes and things of that nature are consolidated to a specific zoning district or not allowable in single-family, townhomes, patio-homes & condos. A short-term rental (i.e. less than 30 days) is defined in the Unified Development Code. Short-term rentals are not an allowable use in Prosper, and this is not changing.

Commissioner Blanscet requested clarification on Chapter 14 regarding the tabling an item when an applicant was not present and whether it pertained to zoning cases.

Ms. Ghous clarified it could be for any application. This codifies the language in the code that may have been absent before. If an applicant is not present for a Commission or Council meeting, the item may be tabled to the next meeting.

Mr. Hoover stated that he does not believe that anything will officially change how cases have been processed historically. This modification codifies the process currently in place. Additionally, the item could be denied; there is nothing stating it cannot be. The update allows for item to be tabled to the next meeting without re-noticing.

Mr. Ghous and Mr. Hoover discussed that the Unified Development Code will consolidate standards into one document, remove conflicts that may be present in the codes, and codify policies that are currently in place.

Commissioner Blanscet requested clarification regarding the expiration provision for Site Plans.

Mr. Ghous clarified that Texas Local Government Code, Section 145.005 allows up to two years, but it is at the Town's discretion. Mr. Hoover stated that site plans currently expire in 18 months. The Town attorney is reviewing this, verifying our ability to shorten this under the code.

The Commissioners asked about the provision prohibiting "jellyfish" style outdoor lighting and how that would affect homes where it is already installed and if the new provision would require the lighting to be removed.

Mr. Ghous stated that Code enforcement will implement these standards when notified by citizen complaints and removal will be required within a certain timeline.

Commissioner Carson asked whether the clarification between lot sizes and density in the Comprehensive Plan had been clarified or if that was a future discussion.

Mr. Hoover stated it will be cleaned up in the Ordinance but the language in the Comprehensive Plan conflicts with each other. The Comprehensive Plan needs to be harmonious with the Unified Development Code and will likely require amending at the same time.

6. Review actions taken by the Planning & Zoning Commission and possibly direct Town Staff to schedule topic(s) for discussion at a future meeting.

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

7. Adjourn

Vice Chair Carson made a motion to adjourn the meeting. The motion was seconded by Commissioner Daniel. The motion was carried unanimously by a vote of 7-0.

The meeting was adjourned at 6:37 P.M.

Michelle Crowe, Senior Administrative Assistant

Glen Blanscet, Secretary