



PLANNING

To: Mayor and Town Council

From: David Hoover, AICP, Director of Development Services

Through: Mario Canizares, Town Manager
Chuck Ewings, Assistant Town Manager

Re: Consideration of the Unified Development Code

Town Council Meeting – November 11, 2025

**Strategic Visioning Priority: 3. Commercial Corridors are ready for Development
4. Provide Excellent Municipal Services**

Agenda Item:

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)

Description of Agenda Item:

Throughout the past year, Town Staff has worked with a consultant, Freese and Nichols, to review and updated current codes and ordinances related to development. On November 8, 2024, the consultant had a series of meetings with staff and stakeholders to receive initial feedback about the standards that would be evaluated and modified. A series of work sessions were held with the Planning & Zoning Commission to review the proposed modifications.

On October 14, 2025, key points regarding the changes were discussed at a Town Council Work Session. The item was tabled at the October 28, 2025, Town Council meeting to allow time for revisions to be made prior to the Planning & Zoning Commission meeting on November 4, 2025.

The Planning & Zoning Commission made a motion to approve the Unified Development Code by a vote of 6-0 (Vice Chair Carson absent) with the following modifications:

- Remove the following sections so that they can be reviewed further and revised.

Building Regulations, Division 3.13.06 Prohibited Signs

#12 - LED, string or similar lighting outlining windows, doors, or other similar building features.

Zoning Ordinance, Outdoor Lighting Division 14.04.06(G) Prohibited

#3 - Jellyfish style permanent outdoor string lighting is prohibited in all residential districts.

- Add a definition for “Transient Rental.”

Transient Rental

The rental or offer for rental of any single-family dwelling or any portion of a single family dwelling for a period of less than 30 days.

- The Town Attorney will review the standards related to Mobile Food Trucks in the Health and Sanitation Code (Chapter 6, Article 3) to ensure conformance with state laws.
- Update the language in 14.04.07(A) regarding “Accessory Buildings” by replacing the word “may” with the word “shall.”

Previous Language

An accessory building **may** be similar to the primary dwelling in appearance and character.

Updated Language

An accessory building **shall** be similar to the primary dwelling in appearance and character.

- In Division 14.04.08 Non-residential Design and Development, there is a point system proposed to encourage high-quality design with an incentive of an increase in height. It is recommended that the section remain in the UDC and that the incentives be clarified and enhanced in the future.

Budget Impact:

There is no budgetary impact affiliated with this item.

Legal Obligations and Review:

Notification was provided as required by the Zoning Ordinance and State law. Additionally, the revised document has been distributed to the Prosper Development Council, representatives from engineering and consultant firms that have represented projects submitted to the Town, and to the public on the Town’s website. Staff has received some feedback from engineers/consultants with clarifying questions regarding the changes in the platting process.

Attached Documents:

There are no attachments.

Town Staff Recommendation:

Town Staff recommends the adoption of the Unified Development Code.

Proposed Motion:

I move to approve/deny the adoption of the Unified Development Code.