



## 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:** Planning & Zoning Commission Meeting – March 19, 2024

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**Agenda Item:**

Conduct a Public Hearing and consider and act upon a request to rezone 0.3± acres on Prosper Central Addition, Block 1, Lot 1 from Single Family-15 to Planned Development–Downtown Office to allow multifamily, office, and retail uses. (ZONE-23-0029)

**History:**

On March 5, 2024, this item was tabled and the public hearing was continued to March 19, 2024, at the direction of the Commission in order to further define the permitted uses.

**Future Land Use Plan:**

The Future Land Use Plan recommends the Old Town District. The proposed zoning request conforms to the Future Land Use Plan.

**Zoning:**

The property is zoned Single Family-15.

**Thoroughfare Plan:**

This property has direct access to Sixth 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 – Survey
3. Exhibit B – Letter of Intent
4. Exhibit C – Development Standards
5. Exhibit D – Conceptual Plan
6. Exhibit E – Development Schedule
7. Exhibit F – Elevations
8. Exhibit G – Landscape Plan

**Description of Agenda Item:**

The purpose of this request is to rezone the property from Single Family-15 to a Planned Development with a base zoning of Downtown Office. The intent of the request is to construct a two-story, mixed-use building that allows for multifamily, office, and retail uses. The first floor will consist of office and retail uses while the second floor will consist of a maximum of four multifamily units.

**Compatibility:**

This zoning change would not be seen as out of character with the existing neighborhood due to compatibility with the surrounding areas. There is surrounding development to the north that shares the same base zoning as the proposed development. Additionally, areas to the south and the west have zoning districts that will produce similar uses to the proposed uses in this Planned Development.

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>	Single Family-15	Vacant	Old Town District
<b>North</b>	Planned Development-112 (Downtown Office)	Office	Old Town District
<b>East</b>	Single Family-15	Residential	Old Town District
<b>South</b>	Commercial	Residential	Old Town District
<b>West</b>	Downtown Retail	Vacant	Old Town District

**Uses:**

The list of permitted uses within this Planned Development is shown below.

- Administrative/Medical and Professional Office
- Art and Craft Store
- Bakery
- Bank/Savings and Loan/Credit Union (No Drive-Thru)
- Beauty Salon/Barber Shop
- Bookstore
- Boot and Shoe Sales
- Business Service
- Ceramics Store
- Clothing and Apparel Store
- Florist
- Hobby or Toy Store
- Ice Cream Shop
- Insurance Office
- Leather Store
- Minor Dry Cleaning (Drop Off Only)
- Minor Print Shop (Drop Off Only)
- Multifamily (2<sup>nd</sup> Floor Only) – Max. 4 Units
- Music Instrument Sales
- Novelty or Gift Shop
- Trophy Sales
- Similar uses, as determined by the Director of Development Services.

**Parking:**

The parking requirements are as follows.

- Multifamily – 2 Spaces per Unit
  - 4 Units (8 Spaces Required)
- Office – 1 Space per 350 Square Feet
  - 2,450 Square Feet (7 Spaces Required)
- Retail – 1 Space per 250 Square Feet
  - 2,450 Square Feet (10 Spaces Required)

A total of 20 spaces are being provided for this development. Of the twenty spaces, eight are allocated to multifamily use and are in enclosed garages. The remaining twelve spaces will be accessible to the public and are sufficient whether the first floor develops as office, retail, or a combination of these uses.

**Landscaping:**

The landscaping standards within this Planned Development in comparison to the Town’s Zoning Ordinance are shown below.

	<b>Proposed Landscaping (Development Standards)</b>	<b>Required Landscaping (Zoning Ordinance)</b>
<b>Northern Boundary (Adjacent to Commercial)</b>	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> Ground cover	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> One ornamental tree and shrub every 15 linear feet.
<b>Eastern Boundary (Adjacent to Residential)</b>	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> One large tree, three-inch caliper minimum, on both landscape islands.  One ornamental tree every 15 linear feet between the landscape islands.	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> One ornamental tree and shrub every 15 linear feet.
<b>Southern Boundary (Sixth Street)</b>	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> Ground cover	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> One ornamental tree and shrub every 15 linear feet.
<b>Western Boundary (Coleman Street)</b>	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> One ornamental tree every 15 linear feet.  Three shrubs, five-gallon minimum, on each landscape planting area on the western property line.	<b>Buffer:</b> 5’ Landscape Area  <b>Plantings:</b> One ornamental tree and shrub every 15 linear feet.

The planting areas on the northern and southern property lines are impacted by the condensed site. Staff recommended ground cover for these buffers and appropriate landscaping adjacent to the neighboring residential property and Coleman Street. Staff has determined that adequate landscaping has been provided on the eastern and western boundaries to mitigate the landscaping provided on the northern and southern boundaries.

**Architectural Standards:**

The architectural standards within this Planned Development require the building to be consistent with the Downtown Office architectural standards. Additionally, all construction shall have an approved façade plan before issuance of a building permit.

**Town Staff Recommendation:**

Town Staff recommends approval of the request to rezone 0.3± acres on Prosper Central Addition, Block 1, Lot 1 from Single Family-15 to Planned Development-Downtown Office.

**Town Council Public Hearing:**

Upon a recommendation by the Planning & Zoning Commission, a Public Hearing for this item will be scheduled for the Town Council at their Regular meeting on March 26, 2024.