



PLANNING

To: Planning & Zoning Commission **Item No. 4i**
From: Jerron Hicks, Planner
Through: David Hoover, AICP, Director of Development Services
Cc: Suzanne Porter, AICP, Planning Manager
Re: Conveyance Plat of Windsong Ranch Office Addition, Block A, Lots 2-3
Meeting: October 21, 2025

Agenda Item:

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)

Future Land Use Plan:

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

Zoning:

The property is zoned Planned Development-103 (Office).

Conformance:

The Conveyance Plat conforms to the development standards of Planned Development-103.

Description of Agenda Item:

The purpose of this Conveyance Plat is to divide Lot 2 into two lots. A Conveyance Plat (D22-0023) was approved by the Planning & Zoning Commission on April 5, 2022, that created Lots 1 and 2. This plat subdivides Lot 2 into two lots, creating Lot 3 in the process.

A Site Plan (DEVAPP-24-0040) and Final Plat (DEVAPP-24-0041) were approved for the development of two lots on September 3, 2024. Construction of the site is underway, and the owner desires to subdivide the property. The final plat that dedicates all development related easements will be recorded after construction.

Companion Item:

There is no companion item on this Planning & Zoning Commission agenda.

Attached Documents:

1. Location Map
2. Revised Conveyance Plat
3. Approved Conveyance Plat (D22-0023)
4. Approved Site Plan (DEVAPP-24-0040)
5. Approved Final Plat (DEVAPP-24-0041)

Town Staff Recommendation:

Town Staff recommends approval of the Conveyance Plat.