



MEETING DATE: August 11, 2026

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to allow a portable building for office use in a property zoned (C-3) General Business District, being a 0.468-acre tract out of Lot 3, Mission Acres Subdivision, located at 1612 West Business Highway 83. Applicant: Maria G. Mendoza, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 26, 2026 – Application for Conditional Use Permit submitted to the City.
- July 2, 2026 – In accordance with State and local law, notice of the required public hearings mailed to all the property owners within 200 feet of the subject tract, and notice of the public hearings was published in the Progress Times.
- July 15, 2026 – Public hearing and consideration of the Conditional Use Permit by the Planning and Zoning Commission.
- August 11, 2026 – Public hearing and consideration of the Conditional Use Permit ordinance by the City Council

Summary:

- The site is located 165 feet West of Washington Avenue along the North side of West Business Highway 83.
- Per Code of Ordinances, portable buildings require the approval of a Conditional Use Permit by the City Council.
- The applicant is requesting a Conditional Use Permit to allow a portable building for office use. The use will be for a used auto dealer on a 0.468-acre tract of land out of Lot 3, Mission Acres Subdivision.
- The proposed days and hours of operation are Monday–Friday from 9:00 am to 6:00 pm and Saturday from 9:00 am to 3:00 pm. Sunday Closed
- Staff: 2 Employees
- Parking: Staff require a minimum of 4 parking stalls for the site.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (16) legal notices to the surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as are needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

Staff recommends approval of the request, subject to:

- A 2-year approval with the understanding there will be no renewal. This will apply to the property not the applicant;
- Must comply with all City Codes (Building, Fire, Health, etc.),

- Must comply with landscaping and parking code,
- Hours of operation are Monday through Friday from 9:00 a.m. to 6:00 p.m. and Saturday from 9:00 am to 3:00 pm
- Must comply with the noise ordinance
- CUP is not transferable to others.
- Must obtain a business license

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____