



**MEETING DATE:** January 27, 2026

**PRESENTED BY:** Xavier Cervantes, Director of Planning

**AGENDA ITEM:** Conduct a public hearing and consideration of a Conditional Use Permit to Construct a Guest House, being Lot 19, Mayberry Manor Subdivision, in a (R-1) Single Family Residential District, located at 2804 Highland Park Drive. Applicant: Margarita Ramirez, Adoption of Ordinance #\_\_\_\_\_ – Cervantes

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**NATURE OF REQUEST:**

Project Timeline:

- December 15, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- December 26, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- January 07, 2026 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- January 27, 2026 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The subject site is located along the East side of Highland Park Drive approximately 125 feet South of Alameda Drive.
- Pursuant to Section 1.371 (3) (d) of the City of Mission Code of Ordinances, a guest house or separate servant’s quarters must comply with regulations.
- The property has an area of 11,571 square feet. Code requires 12,000 minimum lot.
- The guest house cannot be made available or used for lease, rent, hire, and the owner of such use may not receive remuneration for the use of one of the above and must be clearly secondary to the primary residence.
- A guest house shall not have access to a public street (No shared/extended driveway) and shall not have a separate kitchen area or utilities.
- All building setbacks are being met.
- The driveway is more than sufficient to accommodate any incoming vehicle.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (22) legal notices to surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

