



MEETING DATE: December 09, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a portable building for office use, being a 0.102 of one acre tract of land out of a tract of land adjacent to Lot 176, & 186, John H. Shary Subdivision, in a (C-3) General Commercial District, located at 302 S. Taylor Road. Applicant: Best Assets, LLC c/o Ryan Stauffer, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- October 20, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- October 24, 2025 – Following State and local law, notice of the required public hearings was mailed to all property owners within 200 feet of the subject tract.
- November 05, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- December 09, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located at the Northwest corner of Victoria Avenue and S. Taylor Road.
- Pursuant to Section 1.43 (3)(H) of the City of Mission Code of Ordinances, a Portable Building requires the approval of a conditional use permit by the City Council.
- The applicant proposes to renew the conditional use permit to continue to use the 12-foot by 64-foot portable building for office use.
- This will be the applicant's 4th renewal for the conditional use permit for the portable building for office use. 1st. July 25, 2022, 2nd. October 23, 2023, 3rd. December 04, 2024,
- The hours of operation are as follows: Monday through Friday from 8:00 a.m. to 5:00 p.m.
- Staff: 3 employees
- Parking: Based on the square footage of the building, a total of 5 parking spaces are required. The parking requirements are being met.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (11) 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:

- Approval for 1 year to continue to assess this operation;
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.
- CUP is not transferable to others.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____