



MEETING DATE: December 9, 2025

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 23, Stewart Terrace Subdivision, in a (R-1) Single Family Residential District, located at 1608 Merlin Drive. Applicant: Yesenia Celestino, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- October 22, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- November 06, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- November 19, 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 subject site is located along the South side of Merlin Drive, approximately 350 feet East of N. Stewart Road.
- 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.
- Lot must be a minimum of 12,000 sq. feet. The property has an area of 12,745 square feet.
- 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.
- Proposal must be clearly secondary to the primary residence.
- Shall not have access to a public street (No shared/extended driveway)
- 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 (26) 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.

Staff recommends approval with the conditions below:

1. Life of use permit.
2. The unit may not have a kitchen or separate utilities and electrical connections,
3. Transferability to other future owners, imposing the same conditions imposed on this applicant,
4. Not to be used for rental purposes, and waive the minimum lot size requirements.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____