



MEETING DATE: July 28, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for a Life and Health Insurance Agency – Puga Insurance Agency, LLC, in a Neighborhood Commercial (C-2) District, being Lot 1, Bannworth Business Center Subdivision, located at 1821 N. Shary Road, Suite 1. Applicant: Noe Puga, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 26, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- July 2, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- July 16, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z). **The Planning and Zoning recommended approval to the conditional use permit request.**
- July 28, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The proposed business is within the Bannworth Business Center located along the West side of Shary Road approximately 360 feet North of Village Drive.
- Pursuant to Section 1.42 (3)(d) of the City of Mission Code of Ordinances, a business establishment which performs services on the premises such as banks, loan companies, insurance and real estate requires the approval of a conditional use permit by the City Council.
- The applicant is leasing a 1,088.00 square foot suite for an insurance business that will be named “Puga Insurance Agency”.
- The proposed hours of operation are as follows: Monday thru Friday from 8:00 am to 5:00 pm.
- Staff will be 4 employees
- Parking: Due to the total of 1,088 square feet, a total of 7 parking spaces are required. There are a total of 62 parking spaces held in common for the commercial plaza.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out 19 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:

- Life of Use permit approval with the understanding the conditional use permit could be revoked
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday thru Friday from 8:00 am to 5:00 pm

- Must obtain a business license prior to occupancy
- CUP is not transferable to others

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____