



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 Renewal for a Home Occupation – Our Mission Primary Home Care LLC in a (R-1) Single Family Residential District, being Lot 1 & the West 52' of Lot 2, Block 4, Parkview No. 1 Subdivision, located at 802 Pamela Drive, Applicant: Arnoldo Morgan, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 20, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- July 2, 2025 – In accordance with State and local law, notice of required public hearings was mailed to all property owners within 200 feet of the subject tract, and notice of public hearings was published in the Progress Times.
- July 16, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission. **The Planning and Zoning recommended approval to the conditional use permit request.**
- July 28, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located at the southwest corner of Pamela Drive and Mayberry Road.
- Per Code of Ordinance, a home occupation requires the approval of a Conditional Use Permit by the City Council.
- The applicant has been operating a Personal Home Care Business for the elderly. The applicant hires personal care attendants to aid with daily living activities for individuals within the community and surrounding cities. Their services are provided at their clients' home not at their business, however the state requires them to have an office with a computer and a place to store their important documentation.
- The proposed days and hours of operation are Monday – Friday from 8:00 am to 5:00 pm
- Staff: 2 employees, both living in the home.
- Parking: In 2024, they had a circular driveway, and now they have 6 parking stalls for the clients.
- The last conditional use permit approved for this home occupation was approved on July 22, 2024 for 1 year.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (14) 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 RECOMMENDATION:

Staff recommends approval of the request subject to compliance with the following conditions:

1. Life of use permit approval with the understanding the permit can be revoked due to non-compliance.
2. Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance
3. Continued compliance with all City Codes (Building, Fire, Sign codes, etc.)
4. CUP is not transferable to others
5. Hours of operation to be as follows: Monday – Friday from 8:00 am to 5:00 pm

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:

DISAPPROVED:

TABLED:

_____ AYES

_____ NAYS

_____ DISSENTING _____