



MEETING DATE: November 05, 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 – 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 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.

RECORD OF VOTE:

APPROVED:

DISAPPROVED:

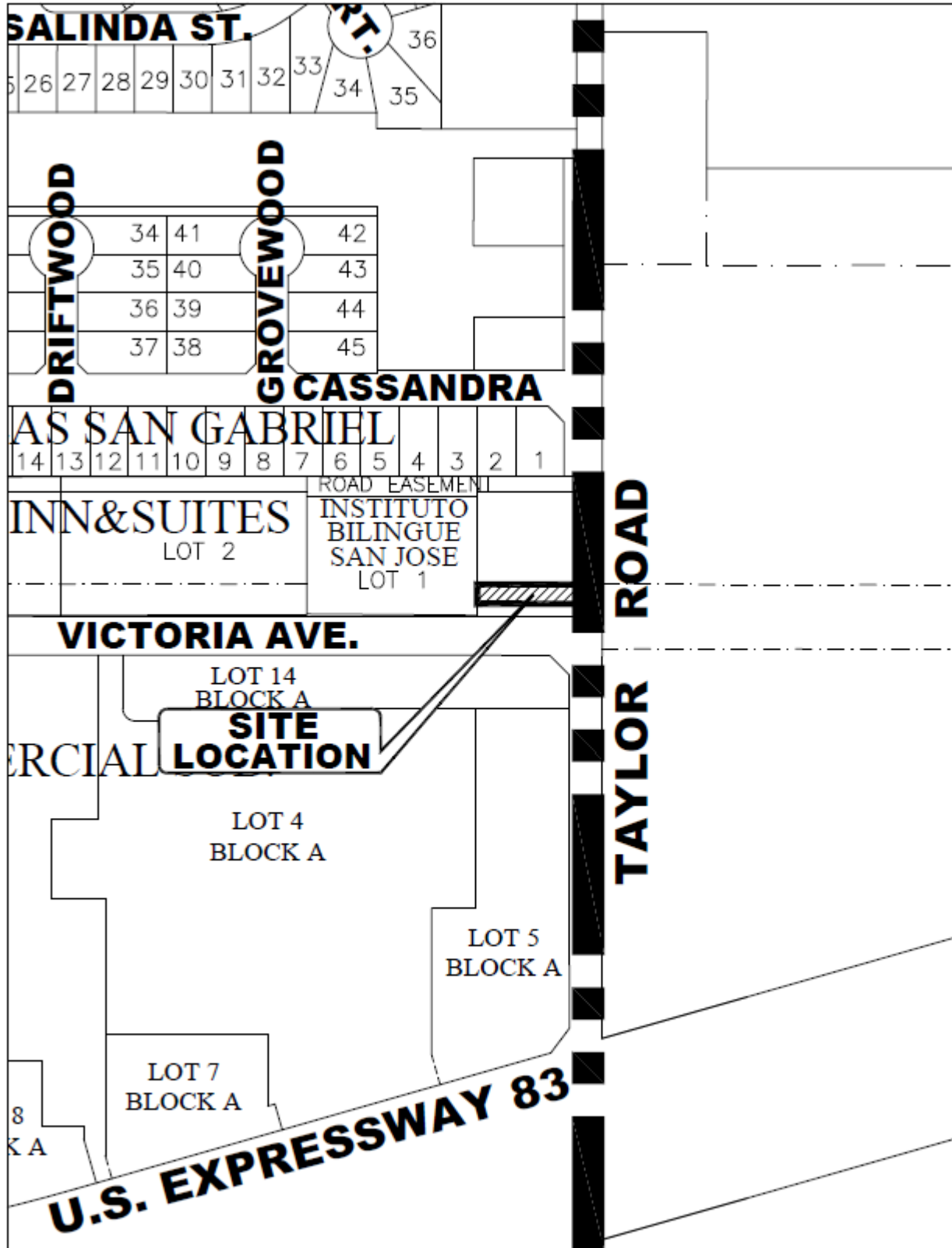
TABLED:

_____ **AYES**

_____ **NAYS**

_____ **DISSENTING** _____

SITE LOCATION



CITY OF MISSION
HIDALGO COUNTY, TEXAS

1201 E. 8th Street
MISSION, TX 78572

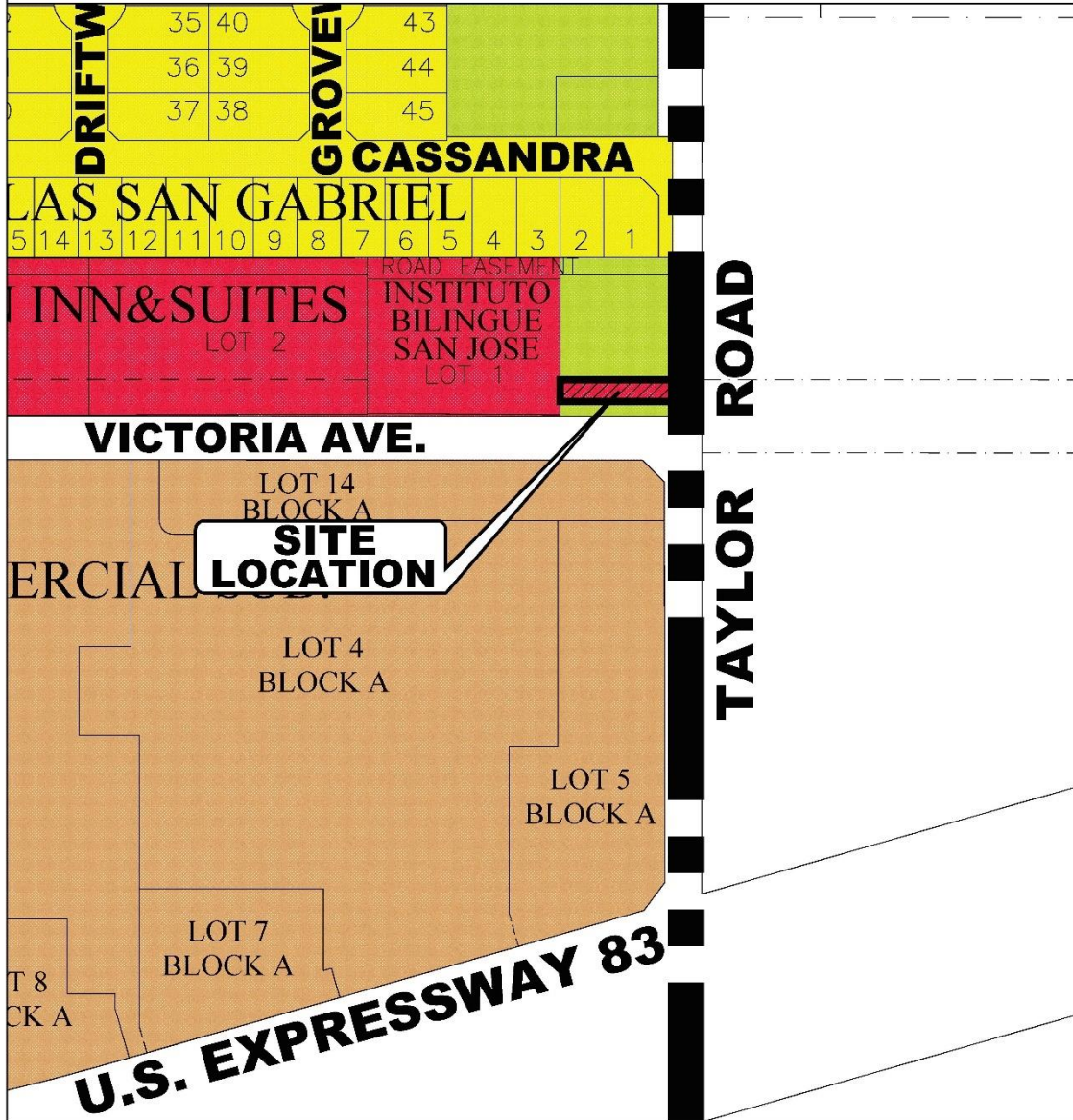
PIE (956) 580-8672
FAX: (956) 580-9680

No.

AERIAL MAP



ZONING MAP



ZONING LEGEND

A0-I AGRICULTURAL OPEN INTERIM	R-3 MULTI-FAMILY RESIDENTIAL	C-4 HEAVY COMMERCIAL
A0-P AGRICULTURAL OPEN PERMANENT	R-4 MOBILE & MODULAR HOME	C-5 ADAPTIVE COMMERCIAL
R-1A LARGE LOT SINGLE FAMILY	R-5 HIGH DENSITY MFC'D HOUSING	I-1 LIGHT INDUSTRIAL
R-IT TOWNHOUSE RESIDENTIAL	C-1 OFFICE BUILDING	I-2 HEAVY INDUSTRIAL
R-1 SINGLE FAMILY RESIDENTIAL	C-2 NEIGHBORHOOD COMMERCIAL	PUD PLANNED UNIT DEVELOPMENT
R-2 DUPLEX-FOURPLEX RESIDENTIAL	C-3 GENERAL BUSINESS	P PUBLIC

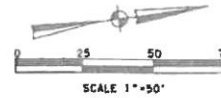
SITE PLAN

JOC-553/2812

Item 13.

LAND TITLE SURVEY

Being a 0.102 of an acre tract of land situated in the City of Mission, Hidalgo County, Texas, out of a tract of land adjacent to Lot 176 and Lot 186, John H. Shary Subdivision, as recorded in Volume 1, Page 17, of the Map Records, Hidalgo County, Texas, and being the remainder of a called 0.125 of an acre tract of land, conveyed by Special Warranty Deed, from Ana Maria Torres to Jose Pablo Garza, as described in Document Number 2534915, dated July 15, 2014, recorded July 29, 2014, of the Official Records, Hidalgo County, Texas,

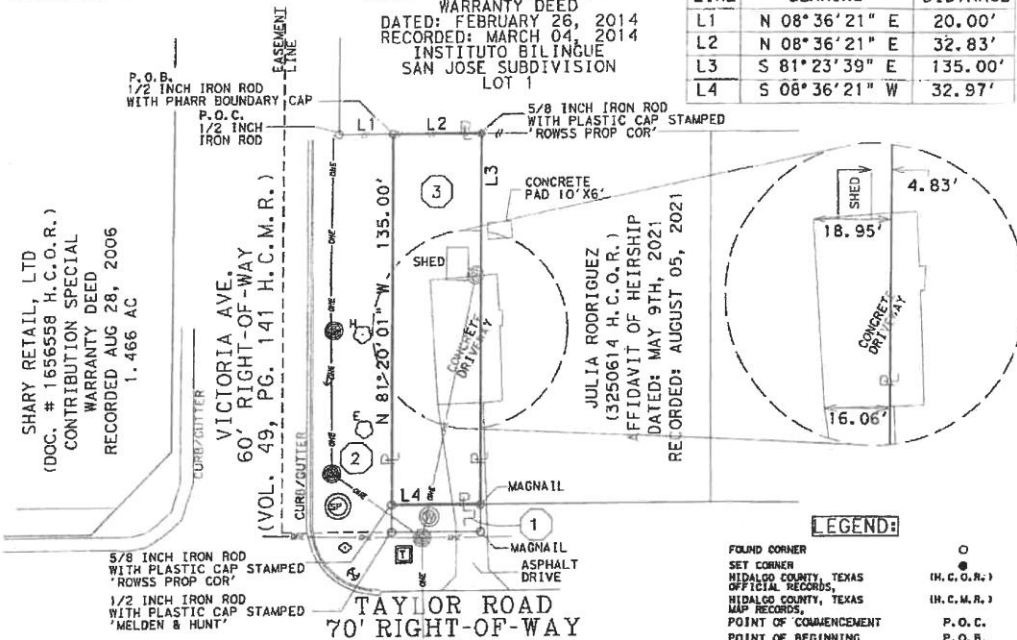


LOT 176
JOHN H. SHARY
SUBDIVISION
(VOL. 1, PG. 17 H.C.M.R.)

SJEP MANAGEMENT, LLC
(DOC. # 2014-249116 H.C.O.R.)
WARRANTY DEED
DATED: FEBRUARY 26, 2014
RECORDED: MARCH 04, 2014
INSTITUTO BILINGUE
SAN JOSE SUBDIVISION
LOT 1

LOT 186
JOHN H. SHARY
SUBDIVISION
(VOL. 1, PG. 17 H.C.M.R.)

LINE	BEARING	DISTANCE
L1	N 08° 36' 21" E	20.00'
L2	N 08° 36' 21" E	32.83'
L3	S 81° 23' 39" E	135.00'
L4	S 06° 36' 21" W	32.97'



①: CITY OF MISSION
(DOC. # 3131899 H.C.O.R.)
GENERAL WARRANTY DEED
DATED: JULY 10, 2020
RECORDED: JULY 21, 2020
330 SQ. FT.

②: UNITED IRRIG. ESMT.
(DOC. # 1421830 H.C.O.R.)

③: JOSE PABLO GARZA
(DOC. # 2534915 H.C.O.R.)
SPECIAL WARRANTY DEED
DATED: JULY 15, 2014
RECORDED: JULY 29, 2014
0.125 AC.

STATE OF TEXAS
COUNTY OF HIDALGO

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS SURVEY IS TRUE AND CORRECT ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION, AND SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS MANUAL OF PRACTICE REQUIREMENTS FOR A LAND TITLE SURVEY.

Juan E. Galvan
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4011
08/30/2022

TITLE AGENT:
COMMONWEALTH LAND TITLE
INSURANCE COMPANY
OF-177870
EFFECTIVE DATE: MARCH 2, 2022
ISSUED DATE: MARCH 16, 2022
SCHEDULE B:

A. EASEMENTS, RULES, REGULATIONS AND RIGHTS IN FAVOR OF UNITED IRRIGATION DISTRICT.
B. ROADS, EASEMENTS AND RESERVATIONS AS SHOWN ON THE MAP AND DEDICATION OF JOHN H. SHARY SUBDIVISION, RECORDED IN VOLUME 1, PAGE 17, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
D. RIGHT OF WAY EASEMENT IN FAVOR OF HIDALGO COUNTY, AS SHOWN BY INSTRUMENT DATED JANUARY 22, 1960, RECORDED IN VOLUME 970, PAGE 213, DEED RECORDS OF HIDALGO COUNTY, TEXAS.
E. RIGHT OF WAY EASEMENT IN FAVOR OF HIDALGO COUNTY, AS SHOWN IN INSTRUMENT DATED FEBRUARY 26, 1960, RECORDED IN VOLUME 973, PAGE 109, DEED RECORDS OF HIDALGO COUNTY, TEXAS.

LEGEND:

- FOUND CORNER
- SET CORNER
- HIDALGO COUNTY, TEXAS OFFICIAL RECORDS
- HIDALGO COUNTY, TEXAS MAP RECORDS
- POINT OF COMMENCEMENT
- POINT OF BEGINNING
- OVERHEAD ELECTRIC LINE
- WOODEN FENCE
- SANITARY SEWER MANHOLE
- POWER POLE
- TELEPHONE PEDESTAL
- WATER VALVE
- FIRE HYDRANT
- IRRIGATION STAND PIPE
- HACKBERRY TREE (30 INCHES)
- EVERGREEN TREE (30 INCHES)

NOTES:
1. THIS SURVEYOR HAS NOT CONDUCTED A TITLE SEARCH TO DEPICT OTHER MATTERS OF RECORD, SUCH AS EASEMENTS, SETBACKS, RESTRICTIONS OR OTHER ENCUMBRANCES THAT MAY AFFECT THIS PROPERTY.
2. BEARING BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, TEXAS SOUTH CENTRAL ZONE (4204), NORTH AMERICAN DATUM 1983.
3. THIS SURVEYOR MADE NO ATTEMPT TO LOCATE ANY UNDERGROUND UTILITIES.



ROW SURVEYING SERVICES, L.L.C.
900 S. STEWART RD. SUITE 113
MISSION, TEXAS 78572
TEL: 1920 424-3133

TXPLS REG. FIRM# 10192866

R22 122

PICTURES



PICTURES



MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
707603	S2979-00-00A-0014-00	SHARY RETAIL LTD	12603 SOUTHWEST FWY #166	STAFFORD	TX	77477
707593	S2979-00-00A-0004-00	SHARY RETAIL LTD	12603 SOUTHWEST FWY #166	STAFFORD	TX	77477
707594	S2979-00-00A-0005-00	SHARY RETAIL LTD	12603 SOUTHWEST FWY #166	STAFFORD	TX	77477
727429	S2950-00-000-0186-58	BEST ASSETS LLC	PO BOX 1809	MCALLEN	TX	78505-1809
280987	S2950-00-000-0186-35	RODRIGUEZ JULIA	300 S TAYLOR	MISSION	TX	78572-1104
280988	S2950-00-000-0186-36	RAY JACK W & CARLOS J	210 S TAYLOR RD	MISSION	TX	78572-1103
897865	I4060-00-000-0001-00	SJEP MANAGEMENT LLC	2519 VICTORIA AVE	MISSION	TX	78572-6491
898482	V3851-00-000-0001-00	SOTO ALEXANDER & AMPARO	2808 CASSANDRA ST	MISSION	TX	78572-6668
898484	V3851-00-000-0002-00	SOSA VICTOR EMMANUEL JARAMILLO	2806 CASSANDRA ST	MISSION	TX	78572-6668
898485	V3851-00-000-0003-00	IKAME LLC	2000 WESTMINSTER CIR	BROWNSVILLE	TX	78521-3666
898486	V3851-00-000-0004-00	DIANA O MARTINEZ	2802 CASSANDRA ST	MISSION	TX	78572