



MEETING DATE: January 07, 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 19, Mayberry Manor Subdivision, in a (R-1) Single Family Residential District, located at 2804 Highland Park Drive. Applicant: Margarita Ramirez – Cervantes

NATURE OF REQUEST:

Project Timeline:

- December 15, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- December 26, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- January 07, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- January 27, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The subject site is located along the East side of Highland Park Drive approximately 125 feet South of Alameda Drive.
- 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.
- The property has an area of 11,571 square feet. Code requires 12,000 minimum lot.
- Guest house 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 and must be clearly secondary to the primary residence.
- A guest house shall not have access to a public street (No shared/extended driveway) and 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 (22) 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.

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

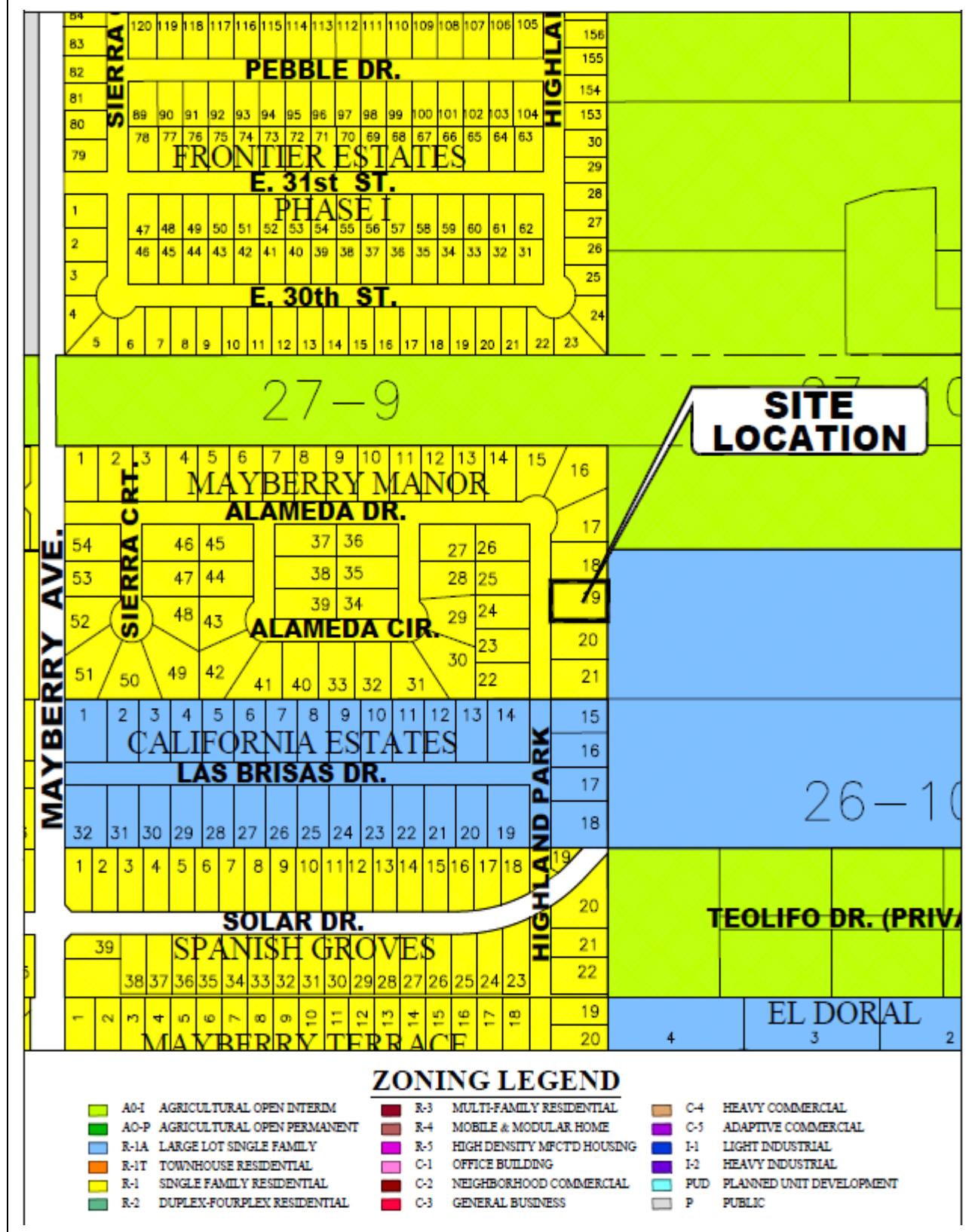
_____ NAYS

_____ DISSENTING _____

ARIEL MAP



ZONING MAP

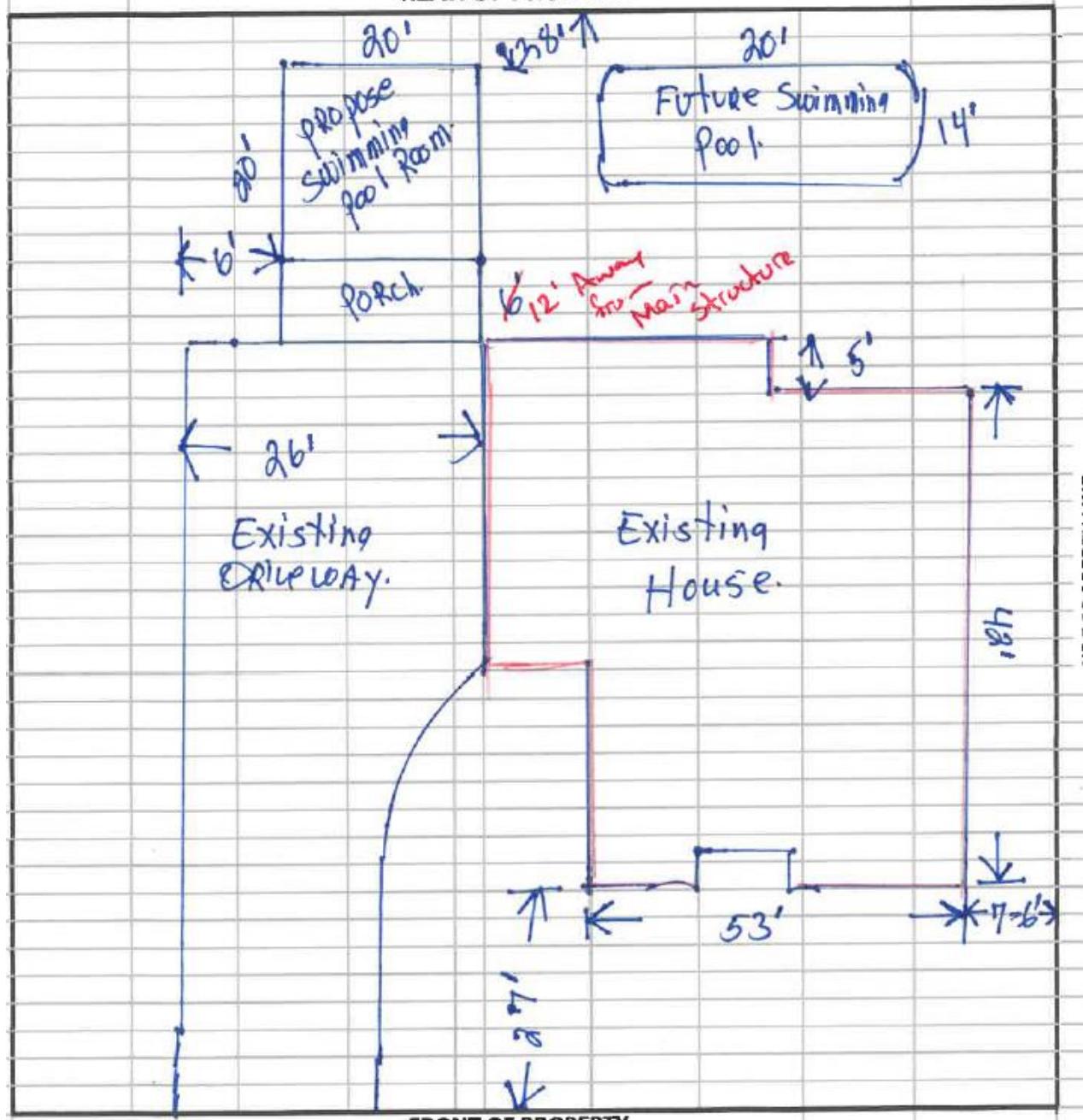


FLOOR PLAN



SITE PLAN

REAR OF PROPERTY



MAILOUT LIST

PROP_ID	geoID	name	addrDeliv	addrCity	addrState	addrZip
548258	M1880-00-000-0022-00	SAENZ BRIAN A	2801 HIGHLAND PARK AVE	MISSION	TX	78574
548260	M1880-00-000-0024-00	VILLARREAL JESUS & MARIA O	2805 HIGHLAND PARK AVE	MISSION	TX	78574-1875
548250	M1880-00-000-0014-00	SALINAS OSBALDO & SYLVIA	1005 ALAMEDA DR	MISSION	TX	78574-1707
646876	C0360-00-000-0014-00	DAVILA SERGIO & OLIVIA	1007 LAS BRISAS	MISSION	TX	78574
548257	M1880-00-000-0021-00	BELTRAN ABEL & ELIDA	2800 HIGHLAND PARK AVE	MISSION	TX	78574-1875
548255	M1880-00-000-0019-00	RAMIREZ MARGARITA	2804 HIGHLAND PARK AVE	MISSION	TX	78574-1875
646877	C0360-00-000-0015-00	LUNA JOE	2706 HIGHLAND PARK AVE	MISSION	TX	78574-1700
548253	M1880-00-000-0017-00	GUERRERO JORGE ARTURO	2808 HIGHLAND PARK AVE	MISSION	TX	78574-1875
548251	M1880-00-000-0015-00	SALINAS OSBALDO & SYLVIA	1005 ALAMEDA DR	MISSION	TX	78574-1707
548252	M1880-00-000-0016-00	GONZALEZ ROSA MARIA	1009 ALAMEDA DR	MISSION	TX	78574-1707
548263	M1880-00-000-0027-00	DAVILA CYNTHIA ANNA	2724 ALAMEDA CIR	MISSION	TX	78574-1703
548264	M1880-00-000-0028-00	GARZA GERARDO & ERICA ANN	2722 ALAMEDA CIR	MISSION	TX	78574-1703
548265	M1880-00-000-0029-00	PENA ROBERTO & EVELYN	2720 ALAMEDA CIR	MISSION	TX	78574-1703
548266	M1880-00-000-0030-00	SMITH STEVEN E & ANA B	2718 ALAMEDA CIR	MISSION	TX	78574-1703
548256	M1880-00-000-0020-00	GASCON LYNN	2802 HIGHLAND PARK AVE	MISSION	TX	78574-1875
548254	M1880-00-000-0018-00	SANCHEZ JOSE GRACIANO JR & NORA CECILIA	304 E 30TH ST	MISSION	TX	78574-2163
548259	M1880-00-000-0023-00	CORPUS LINDA	2803 HIGHLAND PARK AVE	MISSION	TX	78574-1875
548261	M1880-00-000-0025-00	CLEMONS AARON R & EDNA L	2807 HIGHLAND PARK AVE	MISSION	TX	78574-1875
548262	M1880-00-000-0026-00	PONCE JUAN & CYNTHIA	2809 HIGHLAND PARK AVE	MISSION	TX	78574-1875
317069	W0100-00-026-0010-00	J.S KAWAMOTO LLC	2602 N BRYAN RD	MISSION	TX	78574-3553
317135	W0100-00-027-0010-06	POWELL GEORGE P & SYLVIA H	1508 S LONE STAR WAY STE 5	EDINBURG	TX	78539-3603
317134	W0100-00-027-0010-05	PENA JAIME J & CATHERINE	6399 MORNING STAR DR APT 216	THE COLON	TX	75056-7325