



MEETING DATE: June 23, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to Construct a Studio Guest House, being Lot 65, Sharyland Plantation Monte Real Phase II Subdivision, in a (PUD) Plan Unit Development Single Family Residential District, located at 2803 Grand Canal Drive, Applicant: Pilar Brito, Adoption of Ordinance # _____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 08, 2026 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- May 21, 2026 – Following State and local law, notice of the required public hearings was mailed to all property owners within 200 feet of the subject tract.
- June 03, 2026 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- June 23, 2026 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The subject site is located along the North side of Grand Canal Drive, approximately 150 feet East of the intersection of Grand Canal Drive and Grande Canal 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 16,029 square feet. The code requires a 12,000-square-foot minimum lot.
- The studio 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.
- Proposed activities: The applicant is proposing to construct a guest house for the family.
- The applicant is proposing to construct a 636 square feet guest house attached to a secondary 3-car detached garage from the main house.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (16) 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 with the understanding the it can be revoked for noncompliance.
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.

Departmental Approval: Approval with conditions

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____