



MEETING DATE: May 27, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a renewal of a Conditional Use Permit to AM PM Roadside & Recovery LLC to allow a portable building for office use, being Lot 4, Henry Saenz Subdivision, in a (C-4) Heavy Commercial District, located at 1519 E. Expressway 83, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- April 24, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- May 08, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- May 21, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- May 27, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located along the North side of US Expressway 83 approximately 600 feet West of Stewart Road.
- On April 11, 2022, the applicant was issued a renewal of a Conditional Use Permit for three (3) years to allow the portable building for office use.
- The applicant is requesting a one-year extension of the Conditional Use Permit to keep the 14' by 72' portable building to be used as office space. The applicant states that if the property owner does not grant him permission to build a permanent structure he has plans to relocate the business.
- The portable building is setback 103 feet from the front property line and the rest of the property is being used for the storage and repair of vehicles.
- The business has three (3) employees, and the hours of operation for the office will be Monday thru Friday from 8:00 a.m. to 5:00 p.m.
- Staff has not received any objections to the request from the surrounding property owners. Staff mailed out 35
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out 35 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:

- Staff recommends Approval for a 1-year only;
- Must comply with all City Codes (Building, Fire, Landscaping and Signs);
- Hours of operation for the office are Monday thru Friday from 8:00 am to 5:00 pm
- 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 _____