

REGULAR MEETING OF THE MADERA PLANNING COMMISSION

205 W. 4th Street, Madera, California 93637

NOTICE AND AGENDA

**Tuesday, August 11, 2026
6:00 p.m.**

**Council Chambers
City Hall**

The Council Chambers will be open to the public. This meeting will also be available for public viewing and participation through Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID: 86769044472# followed by *9 on your phone when prompted to signal you would like to speak, or by computer at <https://www.zoom.us/j/86769044472>. Comments will also be accepted via email at planningcommissionpubliccomment@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

CALL TO ORDER:

ROLL CALL:

Chairperson Robert Gran Jr.
Vice Chair Ramon Lopez-Maciel
Commissioner Tim Riche
Commissioner Abel Perez
Commissioner Balwinder Singh
Commissioner Saim Mohammad
Commissioner Jose Eduardo Chavez

INTRODUCTION OF STAFF:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

PUBLIC COMMENT:

The first 15 minutes of the meeting are reserved for members of the public to address the Commission on items which are within the subject matter jurisdiction of the Commission. Speakers shall be limited to three minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comments. If the subject is an item on the Agenda, the Chairperson has the option of asking the

speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Commission is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time.

PUBLIC HEARINGS:

1. CUP 2026-12 & SPR 2026-11 – North Lake Street Residential Units

Subject: Consideration of an application for a Conditional Use Permit (CUP) 2026-12 and Site Plan Review (SPR) 2026-11 for the remodel of an existing professional office building to be converted to five (5) residential units. The project site is an interior 0.17 acre lot located between North Lake Street and East 5th Street at 121 N. Lake Street. (APN: 007-122-006). The project site has a zone district of light Commercial (C1) and a General Plan land use designation of High Density Residential (HD).

Recommendation:

Conduct a public hearing and adopt:

- a. A Resolution of the City of Madera Planning Commission determining the project is Categorically Exempt pursuant to Sections 15301/Class 1 (Existing Facilities) and Sections 15303 / Class 3 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA) Guidelines and approving Conditional Use Permit 2026-12 and Site Plan Review 2026-11 subject to the findings and conditions of approval.

COMMISSIONER REPORTS:

ADJOURNMENT:

-
- The meeting room is accessible to the physically disabled. Requests for accommodations for persons with disabilities such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by calling the Planning Department's Office at (559) 661-5430 or emailing planninginfo@madera.gov. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be made as soon as practicable as additional time may be required for the City to arrange or provide the requested accommodation. Requests may also be delivered/mailed to: City of Madera, Attn: Planning Department, 205 W. 4th Street, Madera, CA 93637. At least seventy-two (72) hours' notice prior to the meeting is requested but not required. When making a request, please provide sufficient detail that the City may evaluate the nature of the request and available accommodations to support meeting participation. Please also provide appropriate contact information should the City need to engage in an interactive discussion regarding the requested accommodation.
 - The services of a translator can be made available. Please contact the Planning Department at (559) 661-5430 or emailing planninginfo@madera.gov to request translation services for this meeting. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be submitted in advance of the meeting to allow the City sufficient time to provide or arrange

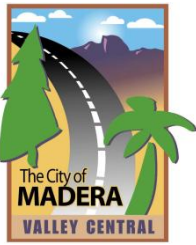
for the requested services. At least seventy-two (72) hours' notice prior to the meeting is requested but not required.

Any writing related to an agenda item for the open session of this meeting distributed to the Planning Commission less than 72 hours before this meeting is available for inspection at the City of Madera – Planning Department, 205 W. 4th Street, Madera, CA 93637 during normal business hours.

Pursuant to Section 65009 of the Government Code of the State of California, notice is hereby given that if any of the foregoing projects or matters is challenged in Court, such challenge may be limited to only those issues raised at the public hearing, or in written correspondence delivered to the Planning Commission at or prior to the public hearing.

All Planning Commission actions may be appealed to the City Council. The time in which an applicant may appeal a Planning Commission action varies from 10 to 30 days depending on the type of project. The appeal period begins the day after the Planning Commission public hearing. There is NO EXTENSION for an appeal period.

If you have any questions or comments regarding this hearing notice, you may call the Planning Department at (559) 661-5430. Si usted tiene preguntas, comentarios o necesita ayuda con interpretación, favor de llamar el Departamento de Planeamiento por lo menos 72 horas antes de esta junta (559) 661-5430.



REPORT TO THE PLANNING COMMISSION

Prepared by: Adileni Rueda, Associate Planner

Meeting of: August 11, 2026

Agenda Number: 1

SUBJECT:

An application for a Conditional Use Permit (CUP) 2026-12 and Site Plan Review (SPR) 2026-11 for the remodel of an existing professional office building to be converted to five (5) residential units. The project site is an interior 0.17-acre lot located between North Lake Street and East 5th Street at 121 N. Lake Street (APN: 007-122-006).

RECOMMENDATION:

Conduct a public hearing and adopt:

1. A Resolution of the Planning Commission of the City of Madera determining the project is Categorically Exempt pursuant to Section 15301 (Existing Facilities) and 15303/ Class 3 (New Construction or conversion of small structures) of the California Environmental Quality Act (CEQA) Guidelines and approving Conditional Use Permit (CUP) 2026-12 and SPR 2026-11, subject to the findings and conditions of approval.

SUMMARY:

The applicant, Daisy Gaxiola, has filed the application for Conditional Use Permit (CUP) 2026-12 and SPR 2026-11 requesting authorization to remodel an existing 2,980 square foot building to five (5) residential units. The building previously served as office space. The site is zoned Light Commercial (C1) and is designated for High Density (HD) land use by the Madera General Plan land use.

Table 1 below provides a brief overview of the entitlement request, project applicant, project location and site characteristics.

Table 1: Project Overview	
<i>Project Number:</i>	CUP 2026-12 and SPR 2026-11
<i>Applicant:</i>	Daisy Gaxiola
<i>Property Owner:</i>	Varduhi Petrosyan
<i>Location:</i>	121 N. Lake Street
<i>Project Area:</i>	Approximately 0.17-acre lot
<i>Land Use:</i>	HD (High Density)
<i>Zoning District:</i>	C1 (Light Commercial)
<i>Site Characteristics</i>	Project site is composed of an existing 2,980 square foot building.

ANALYSIS:

Conditional Use Permit

The project site has a Light Commercial (C1) zone district. Pursuant to City Municipal Code (CMC) § 10-3.802, residential uses in the Light Commercial zone district shall secure a Conditional Use Permit (CUP). The use permit shall be for the remodel of an existing building to construct five (5) residential units to the 2,980 square foot building.

The conditional use permit is for only residential use. CUP 2026-12 shall not permit mixed use development (Commercial and Residential). That proposal requires a new use permit.

Density Unit (du) Calculation

The proposed project was calculated to be within the allowable density requirement within its land use designation. The project site is a 0.17-acre lot with a land use of High Density Residential (HD) (15.1 to 50 du/a). According to the General Plan Land Use Policy LU-5, the gross acreage of the lot, 0.17 acres, is multiplied by the minimum units (0.17 x 15.1) and then separately multiplied by the maximum units required for HD land use designation (0.17 x 50). This allows the project site to develop a minimum of 2 to a maximum of 8 units.

Site Plan Review

Pursuant to Section 10.3.4.0102 of the City Municipal Code (CMC), site plan review is required for all projects which require a use permit, including a change in use where no on-site construction is proposed.

Project site was originally constructed as a professional office and has remained vacant. The existing building currently sits on the left side yard property line which gives it a zero-foot setback. A zero-foot setback would not be allowed within residential zoning. However, the building is existing and located within commercial zoning therefore it will be allowed and reviewed under the Fire and Building Code. The project site proposes interior changes such as the creation of 5 units. Each unit will have its own living area, sleeping quarter, kitchen, and bathroom. The units do not provide connectivity amongst each unit. Each unit has its own side door entrance.

Project site proposes exterior changes to the rear end of the lot. The site plan shows a covered parking stall that allows 5 standard vehicles.

Parking

Staff has reviewed parking requirements pursuant to CMC § 10-3.1205. As stated, existing buildings having been developed on August 1, 1978 or earlier shall not be required to meet the off-street spaces required. Staff determined parking based on one (1) parking space per unit. Typically, 1.5 spaces are required for one (1) bedroom units. While the parking ordinance shows for the building to be exempt from a set amount of parking spaces, ADA (American with Disabilities Act) parking or CALGreen Electric Vehicle (EV) parking requirements can be required according to building code.

Landscaping/ Open Space

Project sites have existing landscaping is currently present. Plans indicate a common area and shrubbery. Staff has conditioned project site to provide a landscaping plan of new landscaping plans for the open space.

Currently, site plan indicates trash container placement. Project has been conditioned to screen the location of the trash containers. Screening shall incorporate fencing and shall meet fencing requirements such as material and height. Screening of the enclosure shall be a decorative wall and/ or wrought iron.

City Municipal Code requires residential fencing material to only be wrought iron or wood fencing. The installation of privacy fencing along the property shall be required.

ENVIRONMENTAL REVIEW:

Staff performed a preliminary environmental assessment and determined that the project is exempt pursuant to Section 15301/Class 1 (Existing Facilities) and 15303/ Class 3 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA) Guidelines because the project is within an existing building and surrounded by public infrastructure. Any construction will be limited to small structures such as carports therefore not result in any potential environmental impacts under CEQA. Further, none of the exceptions under Section 15300.2 of the CEQA Guidelines are applicable to this project.

ALTERNATIVES:

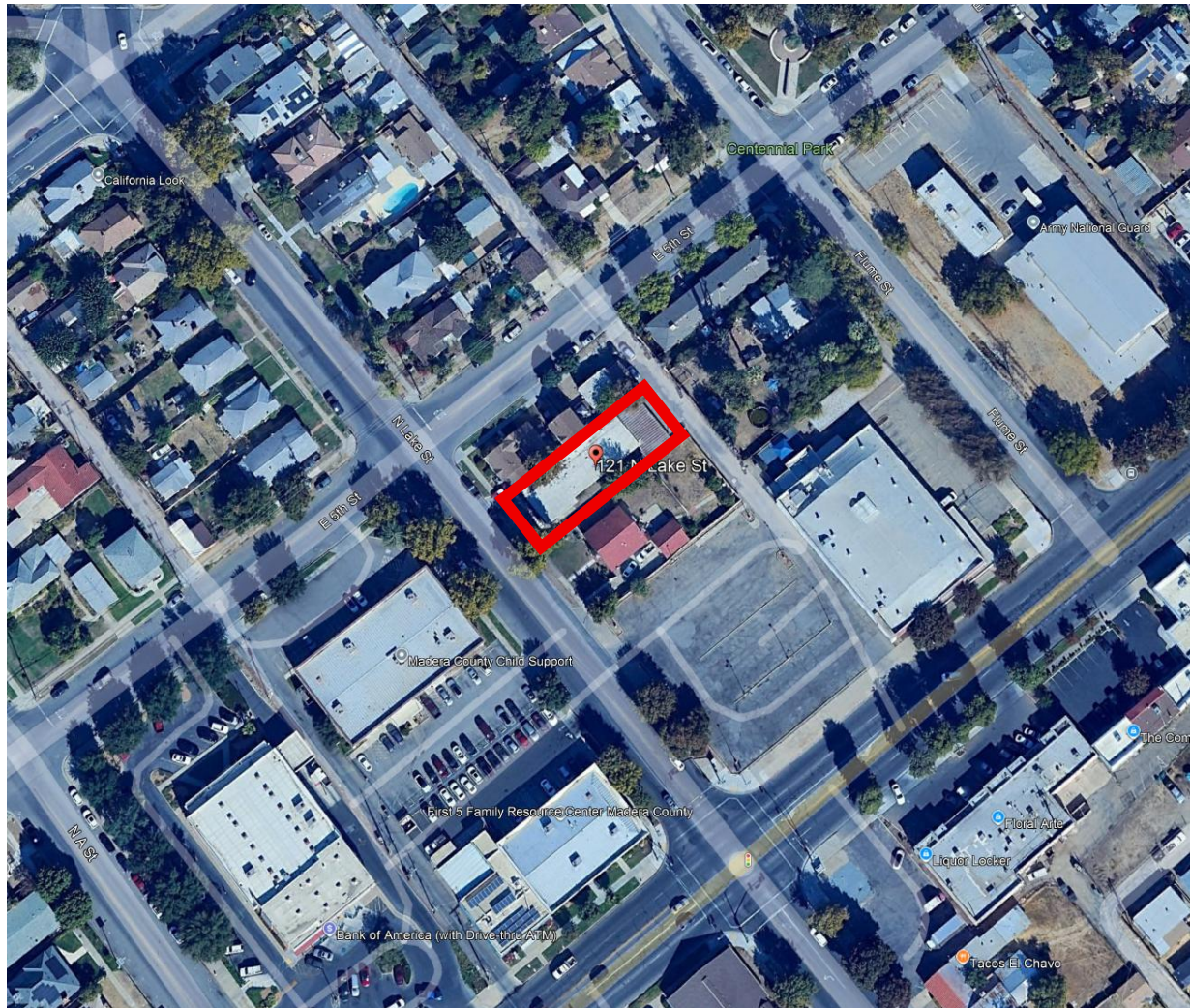
As an alternative, the Commission may elect to:

1. Move to refer the item back to staff and/or continue the public hearing to a future Commission meeting at a date certain with direction to staff to return with an updated staff report and/or resolution(s): (Commission to specify date and reasons for continuance).
2. Move to deny one more request based on specified findings: (Commission to articulate reasons for denial).
3. Provide staff with other alternative directives.

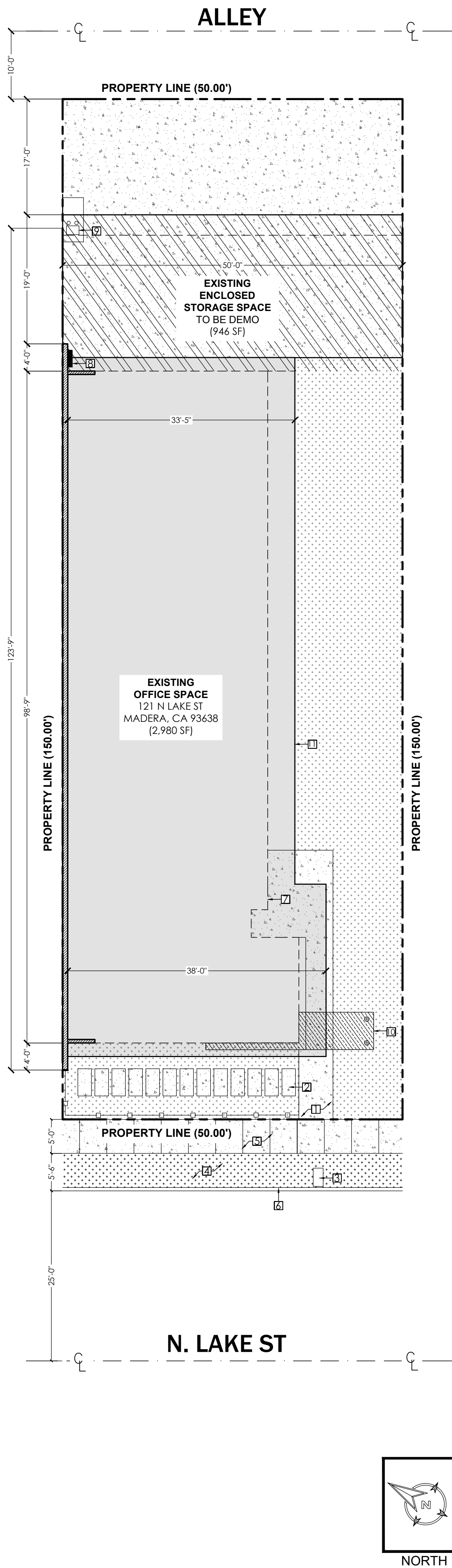
ATTACHMENTS:

1. Aerial View
2. Site Plan
3. Floor Plan
4. General Plan Land Use Map & Official Zoning Map
5. Building Department Attachments
6. Planning Commission Resolution
Exhibit "A" - Conditions of Approval

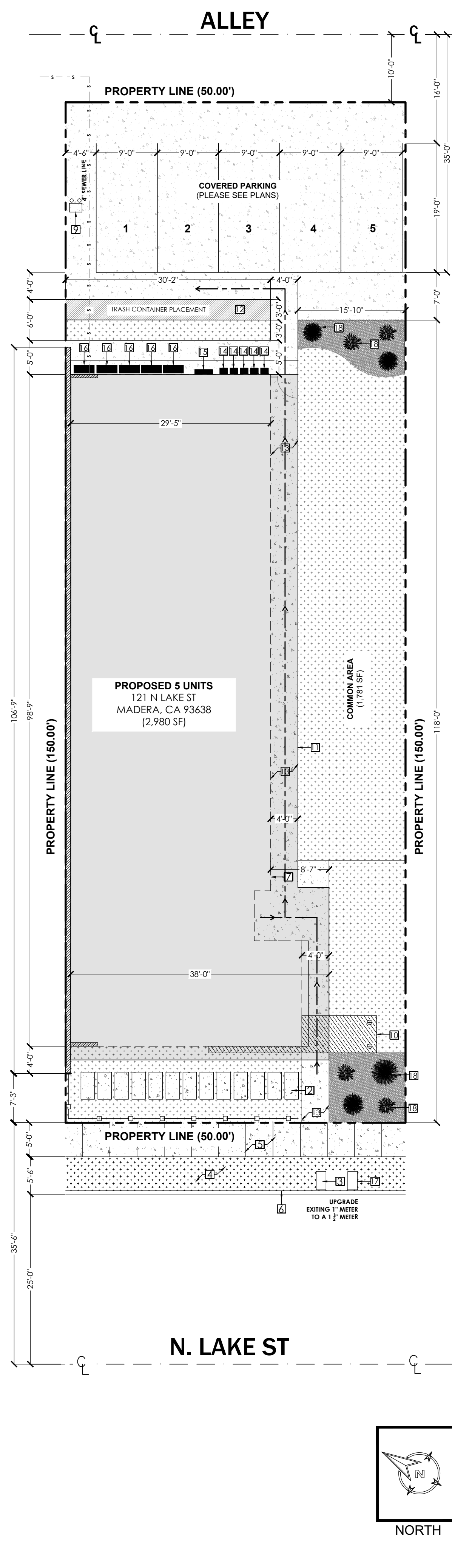
ATTACHMENT 1
Aerial View



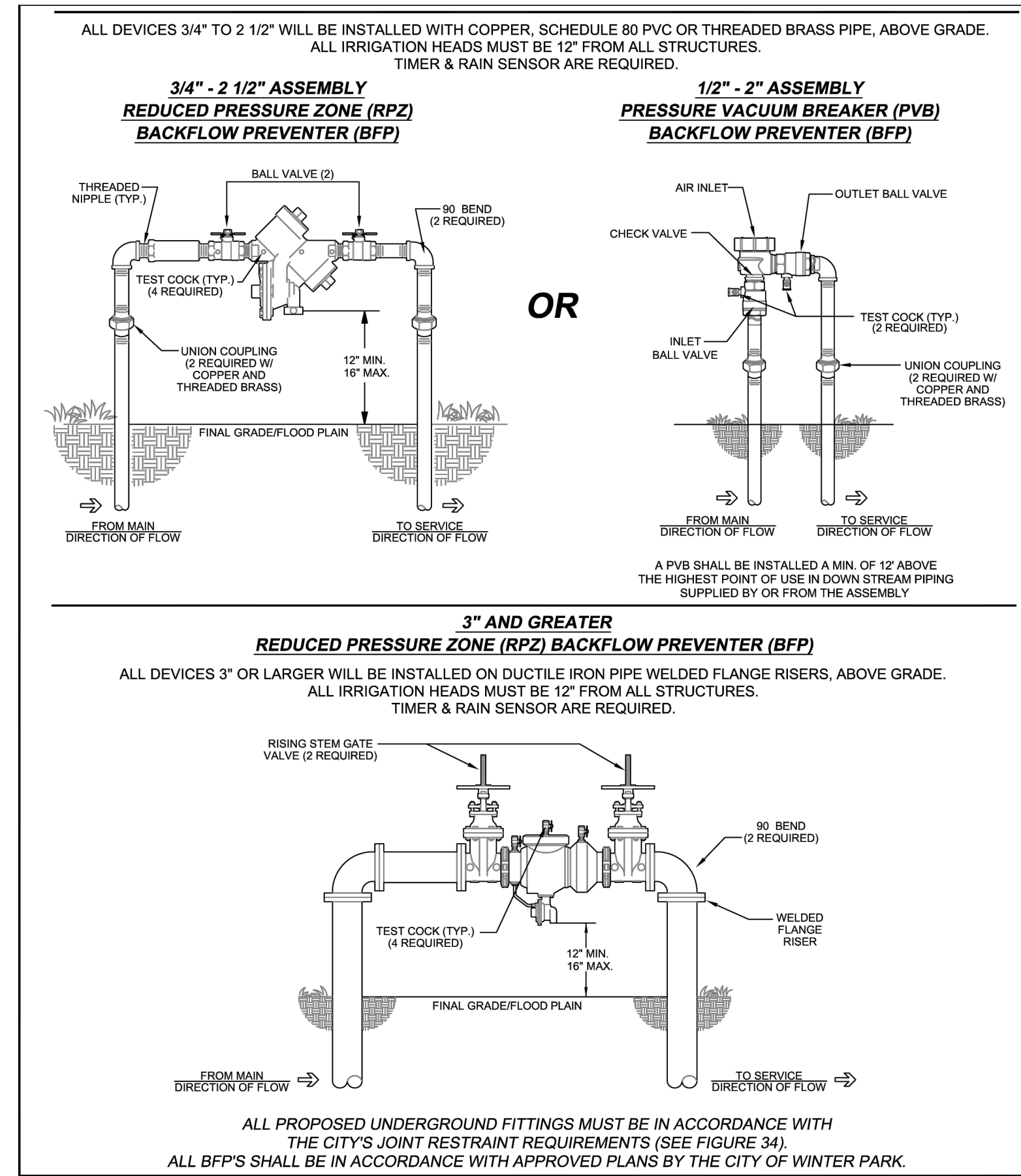
ATTACHMENT 2
Site Plan



1 EXISTING SITE PLAN - SCALE: 3/32"=1'-0"



2 PROPOSED SITE PLAN - SCALE: 3/32"=1'-0"



3 BFP DETAIL - SCALE: NTS

- SITE PLAN LEGEND**
- PROPERTY LINE: ---
SETBACKS: ---
CENTER LINE: ---
FENCE LINE: ---
PATH OF TRAVEL: ---
SEWER LINE: --- S --- S --- S ---
- GRASS AREA
AREA OF WORK
CONCRETE
EXISTING STORAGE SPACE
- SITE PLAN KEYNOTES**
- EXISTING 5 FT CONCRETE ENTRY WALKWAY
 - EXISTING 13 HORIZONTAL PAVERS 4 FT X 2 FT (EACH)
 - EXISTING 1" WATER METER TO BE UPGRADED TO A 1 1/2" METER
 - EXISTING 5 FT FURNISHING ZONE
 - EXISTING 5 FT PUBLIC WALKWAY
 - EXISTING 4" CURB
 - EXISTING EXTERIOR BUILDING WALL
 - EXISTING 200 AMP PANEL / METER - TO BE UPGRADED - REFER TO ELECTRICAL PLAN
 - EXISTING 3/4" GAS METER - TO REMAIN
 - EXISTING TRELLIS
 - EXISTING ROOF LINE
 - PROPOSED TOTES PLACEMENT FOR UNITS
 - 4 FT CONCRETE WALKWAY (PEDESTRIAN ACCESS)
 - PROPOSED WATER HEATERS FOR EACH UNIT PER TITLE 24 SPECIFICATIONS REFER TO SHEET E1 FOR DETAILS.
 - PROPOSED 500 AMP SERVICE / METER COMBO (GROUNDED PER C.E.C 250) WITH 100 AMP SUB-PANEL PER UNIT.
 - PROPOSED 2 TON MINI SPLIT CONDENSER PER TITLE 24 MIN. SPECIFICATIONS FOR UNIT 1-5.
 - NEW IRRIGATION METER SEE DETAIL 3/A5
 - PROPOSED SHRUBBERY PLANTS

- SITE PLAN NOTES**
- PROJECT CONTRACTORS SHOULD PHYSICALLY VERIFY ALL DIMENSIONS, SET BACKS, AND PROPERTY LINE OF ALL EXISTING AND PROPOSED CONSTRUCTION. PLEASE NOTIFY OWNER AND/OR THE DESIGNER OR ANY DISCREPANCIES PRIOR COMMENCING CONSTRUCTION.
 - IF APPLICABLE, PROJECT CONTRACTORS SHALL OBTAIN FROM GEOTECHNICAL ENGINEER WRITTEN INDICATION THAT THE ENGINEER HAS REVIEWED GRADING AND FOUNDATION PLANS AND HAVE FOUND THEM TO BE IN COMPLIANCE WITH PROVIDED RECOMMENDATIONS.
 - THE PROPERTY LINES SHOWN HEREON WERE GENERATED FROM ASSESSOR'S INFORMATION AND ARE INTENDED AS APPROXIMATE REPRESENTATIONS OF PROPERTY LINES FOR PERMITTING PURPOSES ONLY.
 - CALL DIG ALERT AT LEAST TWO WORKING DAYS BEFORE YOU DIG, AT: 811
 - VERIFY THE LOCATION OF ALL UTILITIES INCLUDING NATURAL GAS AND CONNECT TO SAME.
 - ALL STRUCTURES WILL BE LOCATED ENTIRELY ON NATIVE/ UNDISTURBED SOIL.
 - ALL STRUCTURES WILL HAVE A 3'-0" WIDE AREA AROUND THEM, WHICH CAN BE EASILY WALKED ON. EXCAVATING OVER 3'-0" WILL BE PROTECTED FROM PUBLIC ENCROACHMENT.
 - ALL VEGETATION AND DELETERIOUS MATERIALS WILL BE CAREFULLY REMOVED AND RELOCATED BEFORE A PRE-GRADE INSPECTION IS DONE.
 - COMPACTING TEST TO BE PERFORMED BY A STATE LICENSED SOILS ENGINEERING FIRM.
 - SITE WILL PROVIDE POSITIVE GRADING ON LOT TO DIRECT RAINWATER AWAY FROM THE STRUCTURE.
 - DURING GRADING, DUST WILL BE CONTROLLED.
 - ALL SLOPES WILL BE GRADED TO 2 HORIZONTAL AND 1 VERTICAL SLOPE.
 - A 6" x 16" BERM SHALL BE PROVIDED AT THE TOP OF SLOPES TO DIVERT SURFACE DRAINAGE AWAY FROM ADJACENT PROPERTIES.
 - IF PROPER SLOPE CANNOT BE ACHIEVED, A MASONRY OR CONCRETE RETAINING WALL WILL BE PROVIDED. ROCK WALLS WILL NOT BE USED FOR RETENTION.
 - LOTS SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM THE FOUNDATION WALLS. THE GRADE SHALL FALL A MINIMUM OF 6" WITHIN THE FIRST 10 FT (5% SLOPE). WHERE LOT LINES, WALLS, SLOPES, OR OTHER PHYSICAL BARRIER PROHIBIT 6" OF FALL WITHIN 10 FT, DRAINS OR SWALES SHALL BE CONSTRUCTED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE. (CRC R401.3).
 - ALL SURFACE WATER SHALL DRAIN AWAY FROM THE BUILDING FOR A MIN. OF 5' TO A POINT OF DISCHARGE PER CIVIL AND LANDSCAPE DOCUMENTS AND AS APPROVED WITHIN THE LOCAL JURISDICTIONS REQUIREMENTS. DRAINAGE SWALES SHALL BE PROVIDED AT THE TOP AND TOE OF SLOPES PER CIVIL DRAWINGS.
 - CUT/FILL TRANSITIONS SHALL NOT BE ALLOWED UNDER BUILDINGS, IMPROVEMENTS AND THE ASSOCIATED STRUCTURES. THE CUT PORTION OF THE CUT/FILL TRANSITION PADS SHALL BE UNDERCUT A MIN. OF 1' OR 3' BELOW THE DEEPEST FOOTING, WHICHEVER IS MORE, AND PLACED BACK AS COMPACTED FILL. IN THE DRIVEWAY AND PARKING IMPROVEMENT TRANSITION AREAS THERE SHALL BE A MINIMUM OF 1' OF COMPACTED SOILS BELOW ROUGH FINISH SUB-GRADE.
 - IMPERVIOUS SURFACES WITHIN 10 FT OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING (CRC R401.3 EXCEPTION).
 - A SUBSURFACE DRAINAGE SYSTEM CONSISTING OF A MINIMUM OF FOUR INCHES DIAMETER, SCHEDULE 40 (SDR 35) PERFORATED PIPES SURROUNDED IN 3/4" CRUSHED ROCK WRAPPED IN FILTER FABRIC (MIRIFI 140 N OR EQUAL) OR CLASS 2 PERMEABLE AGGREGATE SHALL BE PROVIDED BEHIND ALL RETAINING WALLS AT THE TOE OF THE SOUTHERN CUT SLOPES. FILTER FABRIC CAN BE ELIMINATED IF CALTRANS CLASS 2 PERMEABLE MATERIALS ARE USED IN ACCORDANCE TO THE RECOMMENDATIONS OF THE PRELIMINARY GEOTECHNICAL INVESTIGATION. THE INVERT OF THE SUB-DRAINAGE PIPE SHALL BE ESTABLISHED AT SUCH ELEVATIONS TO ENSURE POSITIVE DRAINAGE INTO APPROVED STRUCTURE.
 - WATER METERS SHALL NOT BE LOCATED WITHIN OR IMMEDIATELY ADJACENT TO DRIVEWAY SURFACES.

PLANS PREPARED BY:

LEGACY HOMES
DESIGNS | DRAFTING | REAL ESTATE
1516 HOWARD RD STE #175
MADERA, CA 93637
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N LAKE UNITS
121 NORTH LAKE ST, MADERA, CA 93638

PROJECT NAME:
PROJECT ADDRESS:

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ORIGINAL ISSUE:
06/17/2026

REVISIONS:

NO.	DESCRIPTION	DATE
01		
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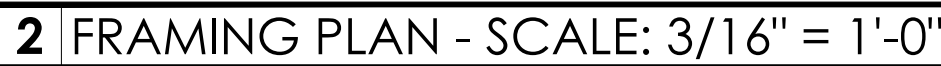
SHEET NAME:
EXISTING & PROPOSED SITE PLAN

PROJECT NUMBER:

DATE ISSUE:
06/17/2026

SHEET NO.:
A5

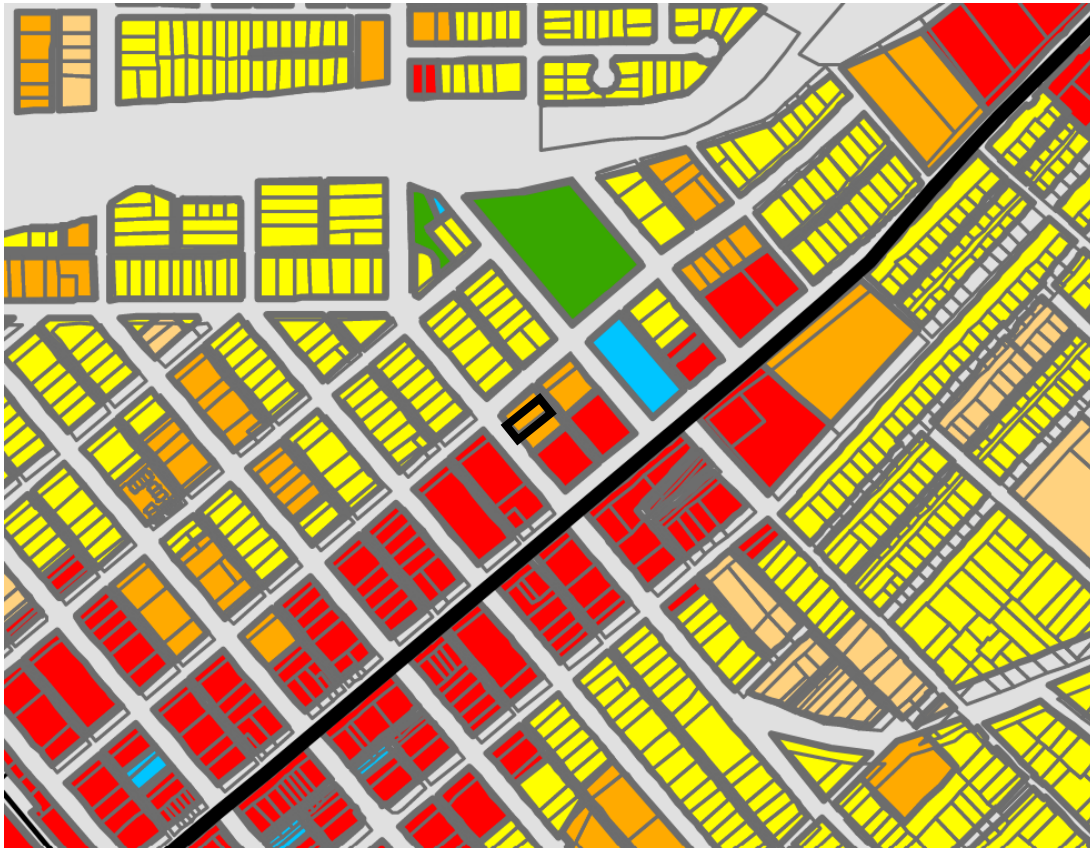
ATTACHMENT 3
Floor Plan

[illegible][illegible]

ATTACHMENT 4

General Plan Land Use & Official Zoning Map

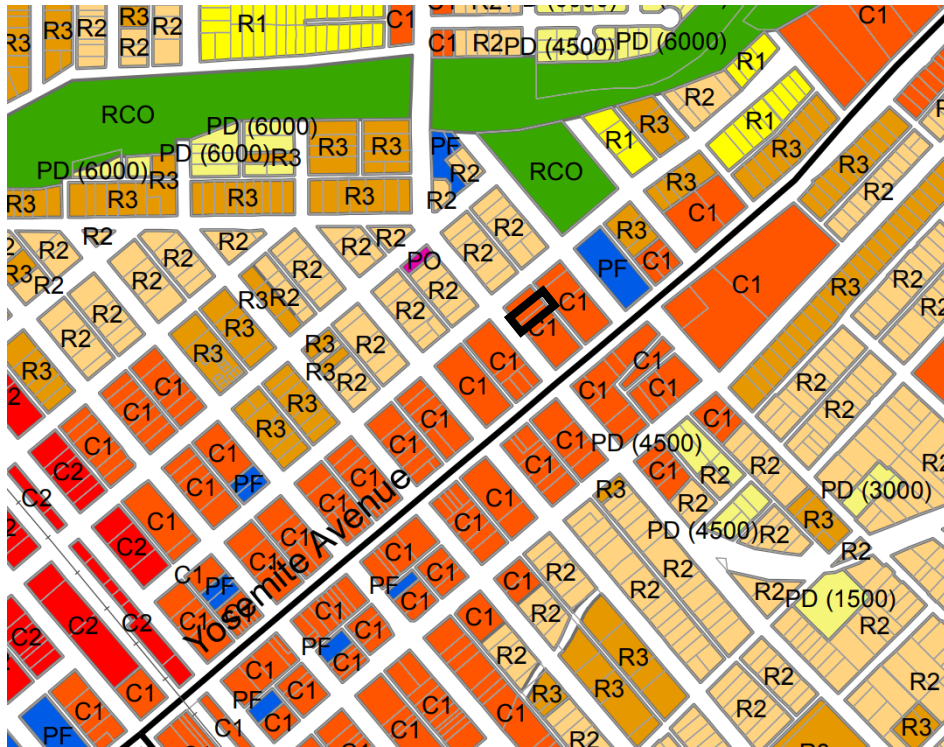
General Plan Land Use Map



General Plan Land Use Designations

- C - Commercial
- O - Office
- I - Industrial
- VLD - Very Low Density Residential
- LD - Low Density Residential
- MD - Medium Density Residential
- HD - High Density Residential

Zoning Map



Zone Districts

Residential Districts

-  RA - (One unit per each 12,000 square feet)
-  R1 - (One unit per each 6,000 square feet)
-  R2 - (One unit per each 3,000 square feet)
-  R3 - (One unit per each 1,800 square feet)
-  PD (12000) - Planned Development
(One unit for each 12,000 sq. ft. of site area)
-  PD (8000) - Planned Development
(One unit for each 8,000 sq. ft. of site area)
-  PD (6000) - Planned Development
(One unit for each 6,000 sq. ft. of site area)
-  PD (4500) - Planned Development
(One unit for each 4,500 sq. ft. of site area)
-  PD (3000) - Planned Development
(One unit for each 3,000 sq. ft. of site area)
-  PD (2000) - Planned Development
(One unit for each 2,000 sq. ft. of site area)
-  PD (1500) - Planned Development
(One unit for each 1,500 sq. ft. of site area)

Commercial Districts

-  C1 - Light Commercial
-  C2 - Heavy Commercial
-  CH - Highway Commercial
-  CN - Neighborhood Commercial
-  CR - Restricted Commercial
-  PO - Professional Office
-  POWYO - Professional Office
West Yosemite Avenue Overlay

ATTACHMENT 5
Building Department Attachments



SITE PLAN REVIEW COMMENTS

Community Development Department

Building Division

PROJECT: CUP 2026-12 & SPR 2026-11 – N. Lake Street Residential Units – 5 Residential Units

PROJECT LOCATION: Between N. Lake St. and E. 5th St. at 121 N. Lake St. (APN: 007-122-006)

OWNER/DEVELOPER: Varduhi Petrosyan / Daisy Gaxiola

The Building Division recommends the following Site Plan Review Status for the subject project:

☒ Proceed and comply with the following comments and the conditions of approval below.

NOTES:

This is not a complete plan check. The comments contained herein are general items that will be looked for during subsequent plan review(s).

A more exhaustive list of requirements, specific to the complete set of plans, will be provided following the first plan check.

I. GENERAL BUILDING CONDITIONS OF APPROVAL:

1. These building conditions are intended to deal with major issues apparent to the Building Division while reviewing this development proposal. Nothing in these conditions precludes the Chief Building Official from applying other conditions/modifications necessary for compliance with California Building Code requirements or applicable City standards, as might become apparent during design review and/or construction.
2. All building permit applications, plans and any other supplementary documentation shall be submitted electronically. Plans shall be drawn to scale and formatted for architectural 18" x 24" minimum size. See the **Electronic (PDF) Plan Submittal Guidelines** at: <https://www.madera.gov/business-building-development/building-development/>. No Deferred Submittal will be allowed. Calculations, compliance documents, and other supplementary documents are required for submittal. See the **Minimum Submittal Requirements List** at: <https://www.madera.gov/business-building-development/building-development/>.
3. Submitted plans must reference all applicable code publications on the cover/title sheet. All submittals must be designed in compliance with the adopted 2025 CBC, CRC, CPC, CMC and CEC, CEnC and Cal Green Code. Plan submittals referencing outdated and/or inapplicable code publications such as the International Codes and/or Uniform Codes cannot be accepted. Revise all general notes on all plan sheets, as needed to reflect current code references. All applicable and referenced codes can be accessed through the California Building Standards Commission website: <http://www.bsc.ca.gov/codes.aspx>.
4. For more information or questions regarding the building permitting process or the Minimum Submittal Requirements you can visit our [Building Department webpage](#) or you can reach out our Front Counter at buildinginfo@madera.gov.

II. DATA, STUDIES, SUBMITTALS AND DOCUMENTS REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE:

5. Provide the builder's name, address, zip code, phone number, and State of California contractor's license number.
6. Provide the Building Division with a receipt from the appropriate school district (Madera City School District, Madera Joint Union High School Districts, etc.) showing that all fees have been paid.

III. REQUIRED NOTES ON BUILDING PLANS

The following standard notes shall be included on all building plan submittals:

7. Provide a Code Analysis table with the following required information:

COMMERCIAL EXAMPLE> to be shown on Cover Sheet				City of Madera	
CODE SUMMARY					
JOB ADDRESS:					
TENANT NAME:					
PROPERTY OWNERS:		BUILDER:		DESIGNER:	
First & Last Name(s)		Name		Name	
Address		Address		Address	
City, State, Zip		City, State, Zip		City, State, Zip	
Phone Number		Phone Number		Phone Number	
Email		Email		Email	
SCOPE OF WORK:					
<i>Example: T/I - INTERIOR REMODEL OF EXISTING RETAIL STORE TO INCLUDE SITE ACCESSIBILITY UPGRADES, NEW ELECTRICAL, MECHANICAL & PLUMBING FIXTURES. ADD DEMISING WALL, CREATING 2 UNITS - A NEW ADDRESS WILL BE REQUIRED.</i>					
APN:		xxx-xxx-xxx			
ZONING:				FLOOD ZONE:	
OCCUPANCY:					
OCCUPANCY GROUP:				SEISMIC DESIGN CATEGORY:	
TYPE OF CONSTRUCTION:				REQUIRED # OF EXITS:	
OCCUPANT LOAD:				PROVIDED # OF EXITS:	
NO. OF BUILDINGS:					
NO. OF STORIES:					
LANDSCAPE AREA:				WATER CALC:	
SPRINKLERED:					
AREA CALCULATIONS:			MOST CURRENT CBC:		
LOT SIZE:				CBC,	
				CMC,	
				CPC,	
				CEC	
EXISTING BUILDING AREA:				STATE OF CALIFORNIA, CITY OF MADERA, ETC.	

PROPOSED BUILDING AREA:								
Yards	Front:		Side:		Side:		Back:	
MAX. allowable building area per CBC Section 506					$Aa = \{At + [At \times lj] + [At \times ls]\}$			
LIST SPECIAL INSPECTION(S) IF APPLICABLE OR REQUIRED:								

8. "THE APPROVAL OF THESE PLANS AND SPECIFICATIONS DOES NOT PERMIT THE VIOLATION OF ANY SECTION OF THE BUILDING CODE, MUNICIPAL ORDINANCES, OR STATE LAWS."
9. "THESE PLANS AND RELATED DOCUMENTS MUST BE AVAILABLE AT THE JOB SITE DURING ANY INSPECTION ACTIVITY."
10. On Electrical Plans: "ALL WORK TO COMPLY WITH 2025 CALIFORNIA ELECTRICAL CODE".
11. On Plumbing Plans: "ALL WORK TO COMPLY WITH 2025 CALIFORNIA PLUMBING CODE".
12. On Mechanical Plans: "ALL WORK TO COMPLY WITH 2025 CALIFORNIA MECHANICAL CODE".

IV. ARCHITECTURAL

13. Provide an accurate and complete sheet index that identifies and corresponds with all sheets within the set.
14. Provide a site plan.
15. Provide a "vicinity map" to accurately reflect the location.
16. Provide note on plans indicating the number of stories.
17. Provide note on plans indicating the type of construction.
18. Provide note on plans indicating the occupancy group(s).
19. Provide note on plans indicating the square footage.
20. Provide note(s) and calculation(s) on the plans indicating the occupant load.
21. Submitted plans must reference all applicable code publications on the cover/title sheet. All submittals must be designed in compliance with the 2025 CBC, CPC, CMC and CEC. Adopted Codes. Plan submittals referencing outdated and/or inapplicable code publications such as the International Codes and/or Uniform Codes cannot be accepted. Revise all general notes as needed to reflect current code references. See red-lined markup set for clarification. All applicable and referenced codes can be accessed through the California Building Standards Commission website: <http://www.bsc.ca.gov/codes.aspx>
22. Provide Code references on plans. Plans must reference only adopted codes:
 - 2025 California Building Code (CBC)
 - 2025 California Mechanical Code (CMC)
 - 2025 California Electrical Code (CEC)
 - 2025 California Plumbing Code (CPC)
 - 2025 California Energy Code
 - 2025 California Green Building Standards Code (Cal Green).
23. When trash enclosures are required, make sure to comply with all the required City of Madera Standards and all the applicable accessibility provisions.

V. ACCESSIBILITY

24. If this project is privately funded, for all the applicable accessibility provisions of Chapter 11A see the attached 2025-CBC: Covered Multi-family Dwelling Units Plan Review Checklist.

If this project is being built with any federal, state or local funds, see Chapter 11B of the 2025 CBC.

25. All applicable and referenced codes can be accessed through the California Building Standards Commission website: <http://www.bsc.ca.gov/codes.aspx>

Parking

26. If this project is privately funded, for all the applicable accessibility provisions of Chapter 11A see the attached 2025-CBC: Covered Multi-family Dwelling Units Plan Review Checklist.

If this project is being built with any federal, state or local funds, see Chapter 11B of the 2025 CBC. Provide accessible parking spaces as required by Table 11B-208.2 of the 2025 CBC

27. All applicable and referenced codes can be accessed through the California Building Standards Commission website: <http://www.bsc.ca.gov/codes.aspx>

VI. ENERGY

This project shall comply with all the applicable provisions of the 2025 California Energy Code.

28. Provide Building Analysis Report(s).

29. Energy compliance documents must be signed by the person responsible for preparing them.

VII. CalGREEN

This project shall comply with all the applicable provisions of the 2025 California Green Building Code.

30. Submit a Waste Management Plan or will serve letter from an approved trash hauler. [ref. 2025 California Energy Code 110.10 (b)(1)(B)]

VIII. ELECTRICAL

This project shall comply with all the applicable provisions of the 2025 California Electrical Code.

31. All plans and electrical calculations are to be designed by a licensed professional; provide wet stamp with signature and expiration date on all electrical sheets. Or provide signature of licensed design building electrical contractor.

IX. MECHANICAL

This project shall comply with all the applicable provisions of the 2025 California Mechanical Code.

32. All plans and mechanical calculations are to be designed by a licensed professional. Provide wet stamp with signature and expiration date or provide signature of licensed design building mechanical contractor. All sheets must be signed by the person responsible for preparing them.

X. PLUMBING

This project shall comply with all the applicable provisions of the 2025 California Plumbing Code.

33. All plans and plumbing calculations are to be designed by a licensed professional. Provide wet stamp with signature and expiration date or provide signature of licensed design build plumbing contractor. The plumbing sheets must be signed by the person responsible for preparing them.

XI. FEES

All applicable City fees shall apply unless specifically waived or modified elsewhere in these conditions. All fees shall be based on the current fee schedule in effect at the time of final map recordation or upon the date of issuance of other discretionary permit, whichever is applicable.

Prepared By: Rafael Magallan, Chief Building Official

ATTACHMENT 6

Planning Commission Resolution

Including:

Exhibit "A" - Conditions of Approval

RESOLUTION NO.

**RESOLUTION OF THE PLANNING COMMISSION ADOPTING A
CATEGORICAL EXEMPTION PURSUANT TO CEQA GUIDELINES SECTION
15301 (EXISTING FACILITIES) AND SECTION 15303 (NEW CONSTRUCTION
OR CONVERSION OF SMALL STRUCTURES) AND APPROVING
CONDITIONAL USE PERMIT 2026-12 AND SITE PLAN REVIEW 2026-11 (N.
LAKE STREET)**

WHEREAS, Varduhi Petrosyan ("Owner") is the property owner of the 0.17-acre lot located between North Lake Street and East 5th Street at 121 N. Lake Street (APN: 007-122-006); and

WHEREAS, the site has a zone of Light Commercial (C1) and a General Plan Land Use Designation of High Density Residential (HD); and

WHEREAS, pursuant to City Municipal Code (CMC) § 10-3.802, C1 zone districts require a Conditional Use Permit (CUP) for the proposal of residential uses; and

WHEREAS, the Owner is seeking the construction of five residential units in a C1 zone district therefore is seeking a conditional use permit (CUP) to allow five residential units to be constructed within an existing 2,980 square foot building; and

WHEREAS, the project meets the required residential density unit requirement of the HD land use designation; and

WHEREAS, the City performed a preliminary environmental assessment and determined the project to meet Exemption Section 15301 (Existing Facilities) and Section 15303 (New Construction or Conversion of Small Structures) under the California Environmental Quality Act (CEQA) Guidelines; and utilities; and

WHEREAS, under the City's Municipal Code, the Planning Commission (Commission) is authorized to review and approve conditional use permits and environmental assessments for associated projects on behalf of the City; and

WHEREAS, the City provided notice of the Commission hearing as required by law; and

WHEREAS, at the August 11, 2026 Commission hearing, the public was provided an opportunity to comment, and evidence, both written and oral, was considered by the Commission; and

WHEREAS, the Commission now desires to adopt Section 15301 and Section 15303 Exemptions pursuant to CEQA for the project and conditionally approve CUP 2026-12 and SPR 2026-11.

NOW THEREFORE, be it resolved by the Planning Commission of the City of Madera as follows:

1. Recitals: The above recitals are true and correct and are incorporated herein.

2. CEQA: Staff performed a preliminary environmental assessment and determined that the project is exempt pursuant to Section 15301/Class 1 (Existing Facilities) and 15303/ Class 3 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA) Guidelines because the project is within an existing building and surrounded by public infrastructure. Any construction will be limited to small structures such as carports therefore not result in any potential environmental impacts under CEQA. Further, none of the exceptions under Section 15300.2 of the CEQA Guidelines are applicable to this project.
3. Findings for CUP 2026-12: The Commission finds and determines that there is substantial evidence in the administrative record to support the approval of CUP 2026-12, as conditioned. With conditions, the project is consistent with the requirements of the Municipal Code, including Section 10-3.4.0106. The Planning Commission further approves, accepts as its own, incorporates as if set forth in full herein, and makes each and every one of the findings, based on the evidence in the record, as follows:

Finding a: The proposal is consistent with the General Plan and Zoning Ordinance.

The site is zoned Light Commercial (C1) and has a land use designation of Commercial (HD). The project is consistent with the C1 zone through the conditional use permit that permits residential uses in C1 zone districts. The project meets the density unit requirements for the High-Density land use designation.

Finding b: The proposed use will be compatible with the surrounding properties.

The project will be located within the downtown district. Madera strives to promote affordable, quality housing within the downtown district as mentioned in the City's Vision of 2025. Currently, retail, and other permitted commercial uses surround the project site. The use of residential units aids in the Community Design Element for walkable communities.

Finding c: The establishment, maintenance, or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or general welfare of the city.

The proposed use will not be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons or property in the surrounding area. Staff has reviewed and conditioned the project to ensure that the project is compatible with its surrounding area and that all proposed development was to be properly developed under state and local code. Project is an existing building located within existing city utilities.

4. Findings for Site Plan Review No. 2026-11: The Commission finds and determines that there is substantial evidence in the administrative record to support the approval of Site Plan Review No. 2026-11, as conditioned. With conditions, the project is consistent with the requirements of the Municipal Code, including Section 10-3.4.0106. The Planning Commission further approves, accepts as its own, incorporates as if set forth in full herein, and makes each and every one of the findings, based on the evidence in the record, as follows:

Finding a: The proposal is consistent with the General Plan and Zoning Ordinance.

SPR 2026-11 has been reviewed to meet parking, landscaping, and density requirements. The site is zoned Light Commercial (C1) and has a land use designation of Commercial (HD). The project is consistent with the C1 zone through the conditional use permit that permits residential uses in C1 zone districts. The project meets the density unit requirements for the High-Density land use designation.

Finding b: The proposed use will be compatible with the surrounding properties.

The project is located within surrounding residential units. Other residential uses are located on the north, south, and west of the project site.

Finding c: The establishment, maintenance, or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or general welfare of the city.

The proposed use will not be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons or property in the surrounding area. Staff has reviewed and conditioned the project to ensure that the project is compatible with its surrounding area and that all proposed development was to be properly developed under state and local code.

5. Approval CUP 2026-12 and SPR 2026-11: Given that all the findings can be made, the Commission hereby approves CUP 2026-12 and SPR 2026-11 as conditioned as set forth in the Conditions of Approval attached as Exhibit "A."

6. Effective Date: the resolution is effective immediately.

* * * * *

Passed and adopted by the Planning Commission of the City of Madera this 11th day of August,
by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Robert Gran Jr.
Planning Commission Chairperson

Attest:

David Brletic
Planning Manager

Exhibit A" Conditions of Approval for CUP 2026-12 and SPR 2026-11

Exhibit "A"

**CUP 2026-12 and SPR 2026-11
N. LAKE STREET RESIDENTIAL
CONDITIONS OF APPROVAL
August 11, 2026**

Notice to Applicant

Pursuant to Government Codes Section 66020(d)(1) and/or Section 66499.37, any protest related to the imposition of fees, dedications, reservations, or exactions for this project, or any proceedings undertaken regarding the City's actions taken or determinations made regarding the project, including but not limited to validity of conditions of approval must occur within ninety (90) calendar days after the date of decision. This notice does not apply to those fees, dedications, reservations, or exactions which were previously imposed and duly noticed; or where no notice was previously required under the provisions of Government Code Section 66020(d)(1) in effect before January 1, 1997.

IMPORTANT: PLEASE READ CAREFULLY

This project is subject to a variety of discretionary conditions of approval. These include conditions based on adopted City plans and policies; those determined through plan review and environmental assessment essential to mitigate adverse effects on the environment including the health, safety, and welfare of the community; and recommended conditions for development that are not essential to health, safety, and welfare, but would on the whole enhance the project and its relationship to the neighborhood and environment.

Approval of this permit shall be considered null and void in the event of failure by the applicant and/or the authorized representative, architect, engineer, or designer to disclose and delineate all facts and information relating to the subject property and the proposed development.

Approval of this permit may become null and void in the event that development is not completed in accordance with all the conditions and requirements imposed on this permit, the zoning ordinance, and all City standards and specifications. This permit is granted, and the conditions imposed, based upon the application submittal provided by the applicant, including any operational statement. The application is material to the issuance of this permit. Unless the conditions of approval specifically require operation inconsistent with the application, a new or revised permit is required if the operation of this establishment changes or becomes inconsistent with the application. Failure to operate in accordance with the conditions and requirements imposed may result in revocation of the permit or any other enforcement remedy available under the law. The City shall not assume responsibility for any deletions or omissions resulting from the review process or for additions or alterations to any construction or building plans not specifically submitted and reviewed and approved pursuant to this permit or subsequent amendments or

revisions. These conditions are conditions imposed solely upon the permit as delineated herein and are not conditions imposed on the City or any third party. Likewise, imposition of conditions to ensure compliance with federal, state, or local laws and regulations does not preclude any other type of compliance enforcement.

Discretionary conditions of approval may be appealed. All code requirements, however, are mandatory and may only be modified by variance, provided the findings can be made. All discretionary conditions of approval for CUP 2026-12 and SPR 2026-11 will ultimately be deemed mandatory unless appealed by the applicant to City Council within fifteen (15) days after the decision of the Planning Commission. In the event you wish to appeal the Planning Commission's decision or discretionary conditions of approval, you may do so by filing a written appeal with the City Clerk. The appeal shall state the grounds for the appeal and wherein the Commission failed to conform to the requirements of the zoning ordinance. This should include identification of the decision or action appealed and specific reasons why you believe the decision or action appealed should not be upheld.

These conditions are applicable to any person or entity making use of this permit, and references to "developer" or "applicant" herein also include any applicant, property owner, owner, lessee, operator, or any other person or entity making use of this permit.

CONDITIONS OF APPROVAL

1. Approval of this conditional use permit and site plan review shall be considered null and void in the event of failure by the applicant and/or the authorized representative, architect, engineer, or the designer to disclose and delineate all facts and information relating to the subject property and the proposed development.
2. All conditions of approval shall be the sole financial responsibility of the applicant/owner, except where specifically noted in the conditions or mandated by statutes.
3. The applicant shall submit to the City of Madera Planning Department a check in the amount necessary to file a Notice of Exemption at the Madera County Clerk. This amount shall equal the Madera County filing fee in effect at the time of filing. **Such check shall be made payable to the Madera County Clerk and submitted to the City of Madera Planning Department no later than three (3) days following action on CUP 2026-12 and SPR 2026-11.**
4. CUP 2026-12 shall expire 24 months from date of issuance, unless positive action to utilize the CUP or a written request for extension has been submitted to the Planning Department.
5. It shall be the responsibility of the property owner, operator, and/or management to ensure that any required permits, inspections, and approvals from any regulatory agency be obtained from the applicable agency prior to issuance of a building permit and/or the issuance of a certificate of completion, as determined appropriate by the City of Madera Planning Department.

6. All construction shall cease, and the Planning Manager and City Engineer shall be notified immediately if any prehistoric, archaeological, or fossil artifact or resource is uncovered during construction. All construction shall immediately stop and an archaeologist that meets the Secretary of the Interior's Professional Qualifications Standards in prehistoric or historical archaeology shall be retained, at the applicant's and/or successors-in-interest's expense, to evaluate the find(s) and recommend appropriate action according to Section 15064.5 of the California Environmental Quality Act (CEQA) Guidelines. If avoidance is infeasible, other appropriate measures would be instituted. Work may proceed on other parts of the project subject to direction of the archaeologist while assessment of historic resources or unique archaeological resources is being carried out.
7. All construction shall cease if any human remains are uncovered, and the Planning Manager, City Engineer and County of Madera Coroner shall be notified in accordance to Section 7050.5 of the California Health and Safety Code. If human remains are determined to be those of a Native American or has reason to believe that they are those of a Native American, the Native American Heritage Commission shall be contacted, and the procedures outlined in CEQA Section 15064.5(e) shall be followed.

BUILDING/FIRE

8. A building permit is required for all proposed work on the site.
9. A full fire sprinkler 13R System is required.
10. Fire extinguishers are required.
11. Address posting is required.
12. Ensure Fire Sprinklers supervisory alarm.

PLANNING

13. Conditional Use Permit 2026-12 and SPR 2026-11 allow for an existing 2,980 square foot building to be remodeled into five residential units located at 121 N. Lake Street (APN: 007-122-006).
14. Changes to the proposed project plan shall require an amendment to the conditional use permit and site plan review.
15. Ground covered equipment shall be screened from the public right-of-way.
16. Garbage totes shall not be allowed to remain in the alley or any public right-of-way once trash pickup day has been completed.
17. Screening for refuse containers shall be provided on final site plan. Chain-link screening is prohibited. Screening shall be a decorative wall and/ or wrought iron fencing. A detailed note of the screening shall be required upon plan check review.

Parking

18. On-site covered parking designs shall carry the same architectural style or incorporate similar character-defining features to the primary building.
19. Project site has been conditioned to provide a total of five covered parking spaces.

Landscape

20. A detailed landscaping and irrigation plan shall be prepared by a licensed landscape architect, stamped and submitted as part of the submittals for a building permit plan check.
21. The property owner shall maintain all landscaping in a healthy and well-manicured appearance to achieve and maintain the landscaping design that was approved by the City. This includes, but is not limited to, ensuring properly operating irrigation equipment at all times, trimming and pruning of trees and shrubs, and replacing dead or unhealthy vegetation with drought-tolerant plantings.
22. Southernly side of the site shows an existing six foot chain link fence. Chain-link fence shall be removed.

-END OF CONDITIONS-