

**PRESENT:** Commissioners Lira, Varela & Valero

**OTHERS:** City Employee Waters, Lara, and Zacarias

**ABSENT:** Perez

**MEETING CALLED TO ORDER AT 6:05 PM**

**PUBLIC COMMENTS – None**

IV. CONSENT CALENDAR –ACTION AND INFORMATION ITEMS

Request Approval of the Consent Calendar Action Items (IV.A)

A. Action: Approval of Minutes from July 20, 2017.

**ON A MOTION BY VARELA, SECOND BY VALERO IT WAS VOTED TO APPROVE THE MINUTES. APPROVED UNANIMOUSLY.**

V. ACTION/DISCUSSION ITEMS

A. Action: Adoption of Resolution: Approve Site Plan 17-04, De La Rosa, subject to the following conditions

City Employee Waters discussed the following conditions:

1. A landscaping and irrigation plan shall be provided.
2. Architectural features, including eaves, sills, chimneys, cornices, and bay windows may extend up to 30 inches into a required side yard.
3. A location for a trash enclosure to serve the businesses shall be provided.
4. A grading and drainage plan showing how the storm water will be handled for the site shall be provided.
5. The building shall be consistent with other structures in the PO zone and Woodlake's Downtown. The City requests that the applicant be sensitive to architectural details associated with the original design of the structure including roof pitch, exterior building materials, porch dimensions and design, roof materials, exterior colors, door locations and design, window patterns, materials and treatment; and landscaping. The City shall approve the elevation design prior to construction.
6. A plan showing how each building will be connected to water and sewer services shall be provided. A second meter will be required if each building will have separate services.
7. The City shall review the signage to determine that it is of a scale and design that compliments the style of the building. All signage shall conform to Woodlake's Sign Ordinance.
8. All fencing shall comply with the PO zone.
9. The existing drive approach on Valencia shall be removed and replaced with sidewalk that matches the existing sidewalk color and pattern.
10. The subject site shall be well maintained by insuring that the landscaping is effectively watered, mowed, pruned, fertilized, and weeded; that the signs are properly lighted and painted; that the irrigation system is periodically checked to insure against leaks, over spray, and watering times that are not conservation effective; and that the parking lot and driveways shall be properly paved and stripped.
11. Prior to constructing or installing improvements within the right-of-way of Valencia, the applicant shall first secure an encroachment permit from Caltrans. The applicant is proposing the construction of an additional professional office structure at 345 N Valencia. The subject site is located on the Valencia Boulevard. The subject property is 10,500 and contains a preexisting structure. Parking will occur at the back of the parcel and will be accessed by the exiting ally. Landscaping and irrigation will be installed in all landscaped areas located

on the site. The zoning is PO, professional office. The existing building currently operates as a flower store. The proposed structure will have businesses consistent with the PO zone. Sewer, water and storm drainage lines are available to the site. The applicant, De La Rosa, is proposing to construct a 1,800 square foot professional office that will be located on Valencia Boulevard in Woodlake. The proposed structure will ne in addition to the existing 970 sqft structure. The site plan shows 8 on-site parking stalls and street parking along Valencia Blvd. The site design for the proposed structure takes advantage of the site's proximity to Woodlake Downtown. Vehicular traffic, including delivery trucks, will enter the site from the alley. Staff has worked with the applicant and will insure that the exterior design of the building is compatible with Woodlake's architectural theme and the professional office zone. The applicant will be required to provide landscaping within and around proposed site. The applicant will be required to provide a grading/drainage plan to ensure that storm water runoff is handled. In addition, the proposed structure will be required to connect to Woodlake's sewer and water lines consistent the city's improvement standards. According to the Woodlake Zoning Ordinance, development in the PO (professional) zone requires specific attention to the design of the building. City Staff will require that the elevation is consistent with the standards set forth in the PO zone.

**ON A MOTION BY VARELA, SECOND BY VALERO IT WAS VOTED TO ADOPT THE RESOLUTION AND APPROVE SITE PLAN 17-04. APPROVED UNANIMOUSLY.**

## VI. OTHER BUSINESS

### A. Information Items from Staff

City Administrator Lara - reported AutoZone is moving forward and is currently working through Caltrans requirements. O'Reilly has acquired the carwash property and will build on that property. If the residents of the city vote to allow cannabis businesses in the city limits, the Planning Commissioners will be busy reviewing conditional use permits.

Meeting adjourned at 6:32 pm.

Respectfully submitted,

Irene Zacarias  
Planning Commissioner Secretary