



PLANNING COMMISSION MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Tuesday, October 28, 2025

6:00 PM

The Planning Commission meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for Commission consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the Commission adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

MEETING PROCEDURES: *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the Planning Commission prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the Commission, staff or general public, or while attending the Planning Commission meeting and refuses to come to order at the direction of the Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Commission during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Presiding Officer. The Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

AGENDA REPORTS

Staff reports for each agenda item are available for review at www.clearlake.ca.us. Any writings or documents pertaining to an open session item provided to a majority of the Planning Commission less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at www.clearlake.ca.us.

Zoom Link:

Join from PC, Mac, iPad, or Android:

<https://clearlakeca.zoom.us/j/85617549422?pwd=WGofztDmQGz2Q8hhOpB9W1P77ft7Db.1>

Passcode:545578

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. ADOPTION OF THE AGENDA *(This is the time for agenda modifications.)*

D. PUBLIC COMMENT: *This is the time for any member of the public to address the Planning Commission on any matter not on the agenda that is within the subject matter jurisdiction of the City. **The Brown Act, with limited exceptions, does not allow the Commission or staff to discuss issues brought forth under Public Comment.** The Commission cannot take action on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to three (3) minutes per person.*

E. PUBLIC HEARING

1. Consideration of Conditional Use Permit, CUP 2025-01 to allow the expansion of a previously approved use (The Learning House UP 01-09) and the conversion of a manufactured home 1,945 square feet in size into a commercial use located at 14840 Burns Valley Road, Clearlake, CA further described as Assessors Parcel Number 039-353-08.
Recommended Action: Adopt Resolution PC 2025-06

F. CITY MANAGER AND COMMISSIONER REPORTS

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

POSTED: October 22, 2025

BY:

A handwritten signature in blue ink that reads "Melissa Swanson". The signature is fluid and cursive, with the first name "Melissa" and last name "Swanson" clearly distinguishable.

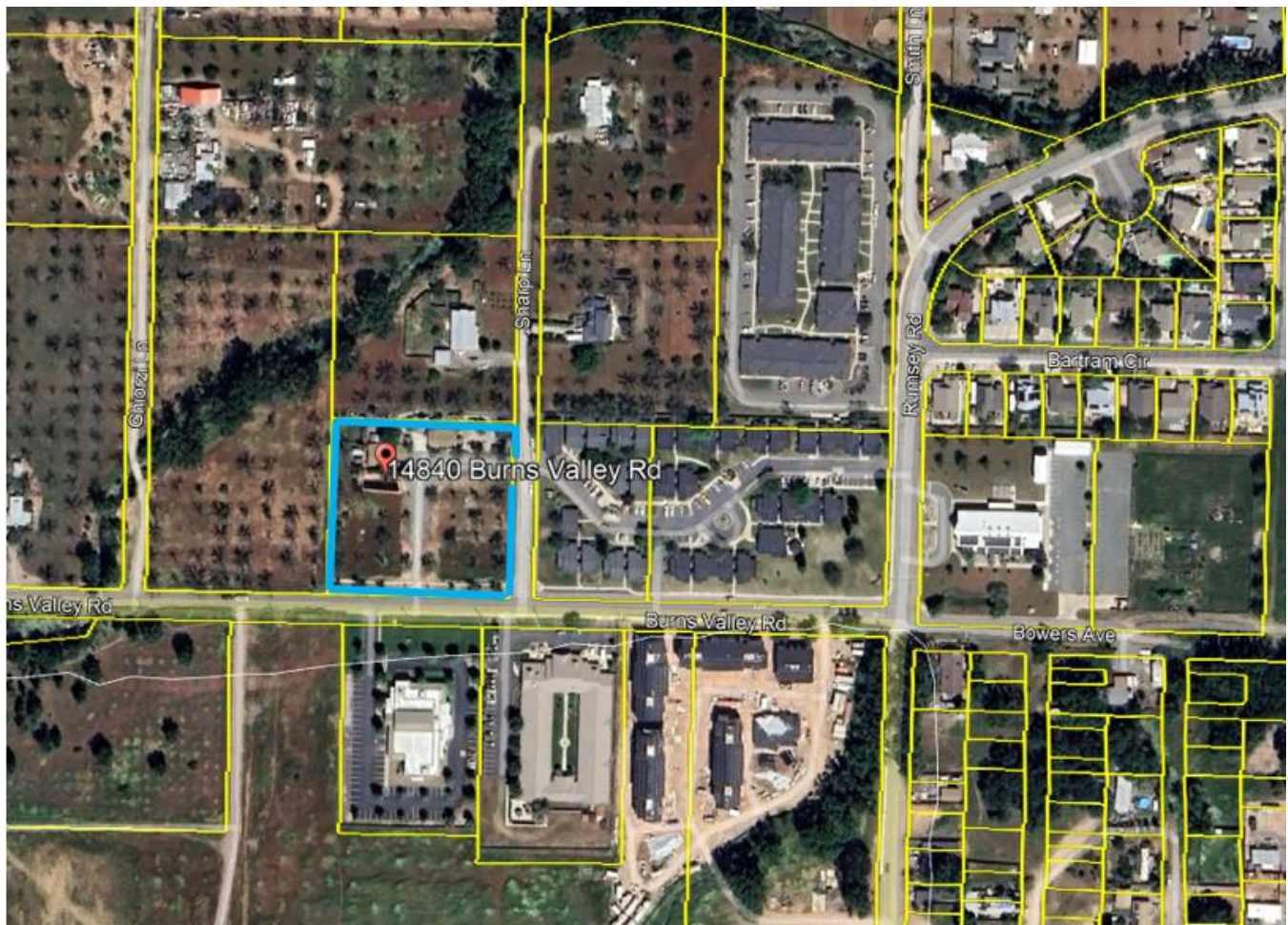
Melissa Swanson, City Clerk



STAFF REPORT	
SUBJECT: Conditional Use Permit, CUP 2025-01 Categorical Exemption, CE 2025 -02	MEETING DATE: October 28 th 2025 6:00 p.m.
SUBMITTED BY: Mark Roberts - Senior Planner	
REPORT PURPOSE: ☒ Action Item ☐ Discussion ☐ Information Only	
APPLICANT: Elaine Robinson	PROPERTY OWNER: Elaine Robinson
General Plan: Low Density Residential	ZONING: Rural Residential

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

The Planning Commission is being asked to consider Conditional Use Permit, CUP 2025-01 and corresponding Categorical Exemption, CE 2025-02 to allow the expansion of a previous approved use (The Learning House UP 01-09) and the conversion of a manufactured home 1,945 square feet in size into a commercial use located at 14840 Burns Valley Road, Clearlake, CA further described as Assessor’s Parcel Number 039-353-08.



PROJECT DISCUSSION:

Project History: In 2009, the applicant received approval via Use Permit (UP 01-09) to establish an Early Education Center (The Learning House). This approval facilitated the conversion of an existing single-family dwelling and garage into the Early Education Center, which is licensed to accommodate up to 78 students. Since approval, the center has experienced growth, resulting in the need for expansion to accommodate increasing demand for services. In accordance with the conditions of the original approval, any expansion requires the submission of a new Conditional Use Permit application and subsequent review and approval by the Planning Commission.

Project Summary:

- The expansion and the conversion of a manufactured home 1,945 square feet in size into commercial use to allow an additional 18 children under the age of two years.
- Access to the site will be provided via Sharp Lane (*a privately maintained roadway*) and Burns valley Road. The site will have one-way access, entering from Burns Valley Road and exiting onto Sharp Lane. To ensure safe and efficient traffic flow, the applicant will install visible signage (*such as one-way/do not enter signs, directional arrows, etc.*) at the entrance and exit points.
- The existing parking area consists of approximately 36 parking spaces (including at least two ADA-compliant spaces) to accommodate staff, parents, and visitors. All parking areas, drive aisles, and routes of travel will be improved with an all-weather surface material (i.e. asphalt, concrete, or chip seal) ensuring compliance with the CA Building Standards and the City Municipal Codes.

Hours of Operation: The Learning House will operate Monday through Friday, from 7:00 a.m. to 6:00 p.m., for approximately 248 days per year. Staffing levels are scheduled to ensure appropriate supervision and care throughout the day. While fewer staff members are present during opening and closing hours, peak staffing occurs between 9:00 a.m. and 4:00 p.m. to accommodate enrollment demands. A typical staffing structure is as follows:

- Infants: 1 adult per 3 infants
- Toddlers (18 months to 3 years): 1 adult per 4 toddlers
- Preschool-aged children: 1 adult per 8 children

AGENCY REVIEW:

A Request for Review (RFR) was distributed via email on March 13th, 2025, allowing applicable agencies to provide comments and/or concerns. (*Attachment D*).

- *City of Clearlake (Building, Planning, Public Works and Police/Code Department)*
- *Lake County Air Quality Management District*
- *Lake County Fire Protection District*
- *Lake County Environmental Health*
- *Lake County Special Districts*
- *Lake County Assessor Office*
- *Lake County Tax Collector*
- *Highlands Water District*

During the review period, the city received comments from Lake County Environmental Health, Lake County Assessor Office and the Lake County Fire Protection District. No adverse comments were received. Conditions of Approval have been incorporated to ensure compliance with the required agencies.

ENVIRONMENTAL REVIEW (CEQA):

The California Environmental Quality Act (CEQA) requires agencies to evaluate the environmental impacts of land use actions. After a thorough review of the application, agency comments, existing operations, and the project's location within an urbanized area, staff determined that the project qualifies for a Categorical Exemption pursuant to CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures). This exemption is appropriate as the project involves the conversion of an existing structure from residential to commercial use with only minor modifications necessary to meet applicable regulatory requirements. The applicant will secure all necessary permits prior to improvements.

LEGAL NOTICE AND PUBLIC COMMENT:

The public hearing was noticed at least ten (10) days in advance through an electronic publication in the Lake County Record Bee on ***Saturday, October 18th, 2025***. Additionally, the notice was mailed via USPS to all surrounding property owners within 300 feet of the subject parcel(s), including those who have formally requested written notification, as required by the Clearlake Municipal Code. All mailing addresses were obtained from the electronic database provided by the Lake County Assessor & Recorder's Office.

MOTIONS/OPTIONS:

1. Move to Adopt Resolution PC 2025-06, A Resolution of the Planning Commission of the City of Clearlake approving Conditional Use Permit, CUP 2025-01 and corresponding Categorical Exemption, CE 2025-02 to allow the expansion of a previous approved use (The Learning House UP 01-09) and the conversion of a manufactured home 1,945 square feet in size into a commercial use located at 14840 Burns Valley Road, Clearlake, CA further described as Assessor's Parcel Number 039-353-08.
2. Move to Deny Resolution PC 2025-06, and direct staff to prepare appropriate findings.
3. Move to continue the item and provide alternate directions to staff.

ATTACHMENTS:

- Attachment A – PC Resolution 2025-06 with Conditions of Approval
- Attachment B – Submitted Application for Use Permit
- Attachment C - Site Layout and Interior Plan
- Attachment D - Agency Comments Received
- Attachment E – Original Approval UP01-09

RESOLUTION NO. PC 2025-06

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CLEARLAKE, CALIFORNIA, ADOPTING CONDITIONAL USE PERMIT CUP 2025-01 AND CORRESPONDING CATEGORICAL EXEMPTION CE 2025-02 FOR THE LEARNNG HOUSE LOCATED AT 14840 BURNS VALLEY ROAD (APN: 039-353-08), CLEARLAKE, CA.

WHEREAS, Elaine Robinson (*Applicant*), applied for a Conditional Use Permit, CUP 2025-01 and corresponding Categorical Exemption, CE 2025-02 to allow the expansion of the Learning House (UP 01-09), and the conversion of a manufactured home 1,945 square feet in size into a commercial use located at 14840 Burns Valley Road, Clearlake, CA further described as Assessor's Parcel Number 039-353-08, and;

WHEREAS, the application has been made in accordance with the City Municipal Code Regulations Chapter 18 - Section 18-18 (*Use Regulations*); and

WHEREAS, the project is found to comply with the City Municipal Codes/Standards as conditioned (*Refer to Enclosed Exhibit A*) by this conditional use permit; and

WHEREAS, in accordance with Section 18-28 of the City Municipal Code the use as proposed will not be detrimental to the health, safety, convenience, or general welfare of persons residing or working in the vicinity, or injurious to the property, improvements or potential development in the vicinity with respect to aspects including, but not limited to, the following:

- (a) *The nature of the proposed site, including its size and shape, and the proposed size, shape, and arrangement of structures, and*
- (b) *The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic and the adequacy of proposed off-street parking and loading, and.*
- (c) *The safeguards afforded to prevent noxious offensive emissions such as noise, glare, dust and odors, and.*
- (d) *Treatment given, as appropriate to such aspects as landscaping, screening, open spaces, parking areas, loading areas, service areas, lighting, and signs; and*

WHEREAS, the project is Categorical Exempt (CE 2025-02) from Environmental Review Pursuant to Article 19, Categorical Exemptions of the State of California Environment Quality Act (CEQA) Statute and Guidelines, Section 15301 - Existing Facilities; and,

WHEREAS, if any section, division, sentence, clause, phrase, or portion of this resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.

WHEREAS, on **October 28th, 2025**, the Planning Commission of the City of Clearlake held a duly noticed public hearing at which interested members of the public and/or agencies had the opportunity to testify;

WHEREAS, the Planning Commission considered the proposed development, associated documents, including all comments and concerns (agencies and/or the general public); and

WHEREAS, adequate public notice was made for the project in accordance with the Municipal Code.; and

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Clearlake that the project is hereby approved, subject to the following conditions being satisfied:

PASSED AND ADOPTED on this 28th day of October 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chair - Planning Commission

ATTEST:

City Clerk/Deput Clerk

EXHIBIT A

**CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT, CUP 2025-01
THE LEARNING HOUSE**

Pursuant to the approval of the Planning Commission on **October 28th 2025**, there is hereby granted to Elaine Robinson, a Conditional Use Permit, CUP 2025-01 and corresponding Categorical Exemption, CE 2025-02 with the following conditions of approval Conditional Use Permit (CUP 2025-01) and corresponding Categorical Exemption (CE 2025-01) to allow the expansion of the Learning House, and the conversion of an manufactured home 1,945 square feet in size into a commercial use located at 14840 Burns Valley Road, Clearlake, CA further described as Assessor's Parcel Number 039-353-08.

SECTION A: GENERAL CONDITIONS:

1. The use hereby permitted shall substantially conform to the Site Plan(s), and Project Description and any conditions of approval imposed by the above Conditional Use Permit as shown on the approved site plan for this action dated October 28th, 2025.
2. All accessible parking areas, routes of travel to and from all buildings, parking areas, structures and bathrooms shall meet the American with Disabilities Act (ADA) requirements and all current CA Building Codes. **Said condition shall be met prior to use of the converted structure.**
3. The permit holder shall meet and operate in full compliance with fire safety rules and regulations of the Lake County Fire Protection District, which may require improvements to the infrastructure. **Said condition shall be met prior to use of the converted structure.**
4. The operation shall not exceed the maximum occupancy (students/facility) as prescribed by the California Building Codes and Standards. Below is the maximum occupancy per building based on square footage. **Said maximum occupancy shall be posted in each building within 30 days of permit approval and subject to verification by the Building Official/Inspection.**
 - *Building 1 (1,945SQFT): Max occupancy of 55*
 - *Building 2 (1,800 SQFT): Max occupancy of 52*
 - *Building 3 (288 SQFT): Max occupancy of 8*
 - *Building 4 (1,472 SQFT): Max occupancy of 42*
5. The applicant shall satisfy all California Department of Social Services requirements with an approval letter submitted to the City of Clearlake – Community Development Department **within 30 days of approval of said use permit.**
6. **Prior to Operation**, the applicant shall have obtained and maintain an active Business License from the City of Clearlake. Said Business License may be applied for and secured through the City of Clearlake's Online Permitting System at <https://clearlakeca.portal.opengov.com/>. All business licenses are valid from September 30th to September 30th and shall be renewed annually.
7. The permit holder shall meet and operate in full compliance with all required food safety rules and regulations of the County of Lake Environmental Health Division.
8. The applicant shall secure and maintain any required permits from the City of Clearlake (Building Department, Planning and Public Works), Lake County Fire Protection District, Lake County Environmental Health Department, Lake County Special Districts, and/or all applicable Federal, State and local agency permits.

9. The applicant is responsible for ensuring that all employees including third party vendors are informed of, understand, and agree to abide by the approved plans and project conditions.
10. Any modifications and/or additions to the conditional use permit shall itself be subject to conditional use permit approval and shall go before the Planning Commission for consideration, unless the City Manager/Community Development Director determines such change is incidental in nature and that the intent of these regulations can be met without further use permit control.
11. All conditions are necessary to protect the general health, safety and welfare of the public. If any condition of this entitlement is held to be invalid by a court, the whole entitlement shall be invalid. The review authority specifically declares that it would not have approved of this entitlement unless all of the conditions herein are held as valid.
12. The conditional use permit may be transferred to new owners at the same location/use upon notifying the Community Development Department of said ownership transfer and upon the new owner's written agreement to maintain all conditions of approval. Said use permit is unable to be transferred or applied to a new parcel.
13. The development and/or operation shall adhere to all applicable requirements of the City Municipal Codes and Standards.
14. Conditional of Approval, UP 01-09 remains active and effective for the Learning House Operation.
15. The hours of operation shall adhere to 7:00AM to 6:00PM Monday through Friday.

SECTION B. AESTHETICS:

1. All outdoor lighting shall be directed downwards and shielded onto the project site and not onto adjacent properties. All lighting shall comply and adhere to all federal, state and local agency requirements, including all requirements in darksky.org. (Refer to the City's Design Standards).
2. The applicant shall coordinate with the Community Development Department to install a Trash Enclosure Plan in accordance with City of Clearlake Municipal Codes and Trash Enclosure Design Standards. **Said installation shall occur within 30 days of use permit approval.**
3. **Prior to the installation of any signage,** the applicant shall coordinate with the Community Development Department and secure the required permits. All signage shall adhere to Federal, State and local agency requirements, including the City's Municipal Code and Design Standards.

SECTION C. AIR QUALITY:

1. The applicant shall adhere to and secure all necessary permits from the Lake County Air Quality Management District during development and/or routine maintenance (if applicable).
2. Any disposal of vegetation removed as a result of lot clearing shall be lawfully disposed of, preferably by chipping and composting, or as authorized by the Lake County Air Quality Management District and the Lake County Fire Protection District. The burning of construction debris is prohibited.
3. **During construction activities,** the applicant shall remove daily accumulation of mud and dirt from any roads adjacent to the site.

SECTION D – CULTURAL & TRIBAL RESOURCES:

1. During construction activities, if any subsurface archaeological remains are uncovered, all work shall be halted within 100 feet of the finds, and the owner shall utilize a qualified cultural resources consultant to identify and investigate any subsurface historic remains and define their physical extent and the nature of any built features or artifact-bearing deposits.
2. If triggered by D1, the cultural resource consultant's investigation shall proceed into formal evaluation to determine their eligibility for the California Register of Historical Resources. This shall include, at a minimum, additional exposure of the feature(s), photo-documentation and recordation, and analysis of the artifact assemblage(s). If the evaluation determines that the features and artifacts do not have sufficient data potential to be eligible for the California Register, additional work shall not be required. However, if data potential exists – e.g., there is an intact feature with a large and varied artifact assemblage – it will be necessary to mitigate any Project impacts. Mitigation of impacts might include avoidance of further disturbance to the resources through Project redesign. If avoidance is determined to be infeasible, pursuant to CEQA Guidelines Section 15126.4(b)(3)(C), a data recovery plan, which makes provisions for adequately recovering the scientifically consequential information from and about the historical resource, shall be prepared and adopted prior to any excavation being undertaken. Such studies shall be deposited with the California Historical Resources Regional Information Center. Archeological sites known to contain human remains shall be treated in accordance with the provisions of Section 7050.5 Health and Safety Code.
3. If human remains are encountered, no further disturbance shall occur within 100 feet of the vicinity of the find(s) until the Lake County Coroner has made the necessary findings as to origin (California Health and Safety Code Section 7050.5). Further, pursuant to California Public Resources Code Section 5097.98(b) remains shall be left in place and free from disturbance until a final decision as to the treatment and disposition has been made. If the Lake County Coroner determines the remains to be Native American, the Native American Heritage Commission must be contacted within 24 hours. The Native American Heritage Commission must then identify the “most likely descendant(s)”, The landowner shall engage in consultations with the most likely descendant (MLD). The MLD will make recommendations concerning the treatment of the remains within 48 hours as provided in Public Resources Code 5097.98.

SECTION E - GEOLOGY AND SOILS:

1. **Prior to any ground disturbance activities**, the applicant shall secure a Grading Permit and submit Grading and Erosion Control/Sediment Plans to the Community Development Department for review and approval. Said plans shall implement Best Management practices in accordance with all applicable Federal, State and local agency requirements.

SECTION F – TRANSPORTATION

1. The applicant shall coordinate with the Department of Public Works and secure all necessary encroachment permits for any work and/or improvements in the right way.
2. All parking areas, drive aisles, and routes of travel shall be constructed and improved with all-weather surface material (i.e. asphalt, concrete, or chip seal) ensuring compliance with the CA Building Standards and the City Municipal Codes. The use of gravel or similar materials is prohibited. **Said condition shall be met prior to use of the converted structure.**

3. Access to the site will be provided via Sharp Lane (*a privately maintained roadway*) and Burns valley Road. The site will have one-way access, entering from Burns Valley Road and exiting onto Sharp Lane. To ensure safe and efficient traffic flow, the applicant will install visible signage (*one-way/do not enter signs, directional arrows, etc.*) at the entrance and exit point to help guide drivers. **Said condition shall be met prior to use of the converted structure.**

SECTION G -TIMING AND MONITORING

1. The applicant shall agree to indemnify, defend, and hold harmless the City or its agents, officers and employees from and against any and all claims, actions, demands or proceeding (*including damage, attorney fees, and court cost awards*) against the City or its agents, officers, or employees to attach, set aside, void, or annul an approval of the City, advisory agency, appeal board, or legislative body concerning the permit or entitlement when such action is brought within the applicable statute of limitations. In providing any defense under this Paragraph, the applicant shall use counsel reasonably acceptable to the City. The City shall promptly notify the applicant of any claim, action, demands or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the applicant of any claim, action, or proceeding, or if the City fails to cooperate fully in the defense, the applicant shall not thereafter be responsible to defend, indemnify, or hold the City harmless as to that action. The City may require that the applicant post a bond, in an amount determined to be sufficient, to satisfy the above indemnification and defense obligation. The applicant understands and acknowledges that City is under no obligation to defend any claim, action, demand or proceeding challenging the City's actions with respect to the permit or entitlement.
2. Upon the written request received prior to expiration, the Community Development Director may grant renewals of use permit approval for successive periods of not more than one (1) year each.
 - *Approval of such renewals shall be in writing and for a specific period.*
 - *Renewals may be approved with new or modified conditions upon the finding that the circumstances under which the use permit was originally approved have substantially changed.*
 - *Renewal of a use permit shall not require public notice or hearing unless the renewal is subject to new or modified conditions. To approve a renewal, the Community Development Director must make the findings required for initial approval.*
3. The Planning Commission may revoke or modify the use permit in the future if the Commission finds that the use to which the permit allows is detrimental to health, safety, comfort, general welfare of the public; constitutes a public nuisance; if the permit was obtained or is being used by fraud; and/or if one or more the conditions upon which a permit was granted are in noncompliance or have been violated. The applicant shall be notified of potential violations of the use permit prior to action taken by the Planning Commission.
4. Said Use Permits shall be subject to revocation or modification by the Planning Commission if the Commission finds that there has been:
 - a) *Noncompliance with any of the foregoing conditions of approval; or*
 - b) *The Planning Commission finds that the use for which this permit is hereby granted is so exercised as to be substantially detrimental to persons or property in the neighborhood of the use. Any such revocation shall be preceded by a public hearing noticed and heard pursuant to the City of Clearlake Municipal Code. 15.*
 - c)

ACCEPTANCE

I have read and understand the foregoing Conditional Use Permit and agree to each term and condition of approval and/or mitigation measure(s) thereof.

Date: _____

Applicant or Authorized Agent Signature

Printed Name of Authorized Agent

To be Completed by Authorized Staff Only:	
_____ Staff Name	_____ Staff Signature
Date Project Approved: _____	



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422

(707) 994-8201 Fax (707) 995-2653

Planning Application

CONDITIONAL USE PERMIT CEQA: Categorical Exemption

OFFICE USE ONLY

Permit Fee	2,200.00
Categorical Exemption Fee	150.00
General Plan Maintenance Fee	25.00
Technology Fee (2%)	47.50
County Clerk Processing Fee for CE/MND (County Requirement)	50.00
Subtotal	2,472.50
3% CC/DC Processing Fee (\$74.18)	
Total	
Date:	2-11-25
Receipt Number:	
File Number:	CUP 20 25 -- 01
	CE 20 25 02

APPLICANT

NAME: Elaine Robinson
 MAILING ADDRESS: 14840 Burns Valley Rd
 CITY: Clearlake
 STATE: CA ZIP CODE: 95422
 PRIMARY PHONE: 707-477-2076
 EMAIL: thejaneys@yahoo.com
 SIGNATURE: Elaine Robinson

I declare under penalty of perjury that I am the owner of said property or have written authority from the property owner to file this application. I certify that all the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

PROPERTY OWNER (IF NOT APPLICANT)

NAME: Same
 MAILING ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP CODE: _____
 PRIMARY PHONE: _____
 EMAIL: _____
 SIGNATURE: _____

I declare under penalty of perjury that I am the owner of said property or have written authority from the property owner to file this application. I certify that all the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

PROJECT LOCATION

ADDRESS: 14840 Burns Valley Rd
 ASSESSOR PARCEL NUMBERS: _____
039.353080000
 PRESENT USE OF LAND: Child care center
 WATER SUPPLY: ☒ PUBLIC ☐ GROUNDWATER WELL
 SANITATION: ☒ PUBLIC SEWER ☐ SEPTIC SYSTEM
 FLOOD ZONE: _____

OFFICE USE ONLY

ZONING DISTRICT: _____
 GENERAL PLAN DESIGNATION: _____
 RELATED FILE NUMBERS: _____
 NOTES: _____
 APPROVED: _____ DATE: _____

DESCRIPTION OF PROJECT

Add an additional building for children under two years.
(This will close the facility located at 15035 Hillcrest)

This will be a conversion of a manufactured home to
a childcare center. The building is a HUD approved &
manufactured home 68' x 26'8". It will have 4 classrooms, 2
offices, 2 restrooms, and 1 teacher break area. There will be
2 fenced play yards and a deck.

RECEIVED

FEB 11 2025

Supplemental Data for Use Permit

Please answer the following questions as thoroughly as possible. If questions do not apply to your project, please provide an explanation of why. Use separate sheets of paper if necessary. **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CITY OF CLEARLAKE - PLANNING DIVISION.**

Description of objective of project and its operational characteristics:

Type of Business: Early Education Services

Product or service provided: Early Education and Care

Hours of operation: 7:00 a - 6:00 pm

Days of operation: M-F

Number of shifts (normal): staggered

Number of shifts (peak): n/a

Employees per shift (normal): _____

Employees per shift (peak): 3-15

Number of ^{non-child} deliveries per day: 1

Number of ^{families} customer per day: 50-60

Number of ^{child} pick-ups per day: 50-65

Lot size: ~ 3 acres

Number and type of company Vehicles: Ø

Type of loading facilities: Ø

Floor area of existing structures: ~ 4000

Proposed building floor area: ~ 2000

Number of existing parking spaces: 20

Number of proposed parking spaces: _____

Number of floors: 1

Additional relevant information: adult:child ratios are: 1:3 infant,

1:4 toddler (18mo - 3yrs) 1:8 preschool

Supplemental Data Continued)

When do you anticipate starting construction?

as soon as permit is acquired

How long will construction take?

6 months

What days/times will construction occur?

week days 7:00-5:00 weekends 7:00-5:00
only as needed

What type of construction equipment will be used?

excavator, translift, concrete pump truck

How many truck/vehicle trips will be necessary for construction?

100 (estimate)

Will equipment be idling during construction?

no

Where will construction equipment be staged/stored?

on job site

Will any trees or vegetation be removed? If yes, please provide type and amounts.

no

Supplemental Data (Continued)

How much grading is anticipated to occur and where?

very little
~~add one foot of soil to about 3000 sq ft~~
~~area to be above flood plain~~ Will use Stemwall

Will soil be imported or exported to/from the site? If so from where and what amount?

imported as well as relocated from
creation of parking spaces.

Is trenching required? If yes, please provide location, dimensions and cubic yards.

lateral to sewer, water line, underground
electrical connection

How much water will be used for construction, operation and maintenance? What is the water source?

negligible amount

Describe how scenic views or vistas are impacted by the cultivation site.

not impacted

What lighting is proposed for the project? Will areas be lit at night?

motion detection lighting

What type of hazardous materials may and/or will occur on site? How will the hazardous material be disposed of?

no hazardous materials

Supplemental Data for (Continued)

Will this project result in the loss of forest land? If so, describe how many acres and what type of trees.

no

How will dust, ash, smoke, fumes or odors generated by the cultivation site be managed?

all contained

Are there any water features (drainages, streams, creeks, lakes, rivers, vernal pools, wetlands, etc.) on-site or immediately adjacent to the project? If yes, will any work take place in or near them?

no

Will there be a loss of any wetland or streamside vegetation? If yes, describe where, total area, and type of vegetation lost.

no

Describe and site or buildings have any archaeological or historical significance.

none - old walnut orchard

What are the slopes on project site?

none

Supplemental Data (Continued)

Describe the soils found at the site and their potential for landslides, erosion, lateral spreading, subsidence, liquefaction, or collapse.

flat orchard site

Describe methods to be taken to reduce greenhouse gases.

n/a

Will solid waste be produced? If yes, how will it be disposed of?

no

Will hazardous waste be produced? If yes, how will it be disposed of?

no

How will vegetative waste be managed?

none

How will growth medium waste be managed?

n/a

Will any material be taken to a landfill? If yes, which one and how much material is anticipated?

not for construction

Supplemental Data (Continued)

Describe risk of an explosion or release of hazardous substances in case of an accident.

none

Do portions of the cultivation site periodically flood?

no

Describe the existing drainage patterns on the site and how they may be alternated and to what degree as a result of this project.

no alteration

What Best Management Practices (BMP's) or measures will be implemented in order to prevent erosion and impacts to water quality?

n/a

Is wastewater treatment required for the project? If yes, what is the source?

no

Describe how this project is consistent with the City's General Plan and Zoning Ordinance.

this will relocate the center on Hillcrest

Describe the level and frequency of noise or vibration that will be generated from this project.

no to little noise from completed
project

Supplemental Data for Initial Study (Continued)

Describe what measures have been taken to maintain or improve level of service for the appropriate emergency services (Fire, Police, etc.).

existing wide drive-through driveway
access gates installed in playyards

How is the site accessed?

Burns Valley Rd and Sharp Lane

Describe the amount of traffic the project will generate.

small increase: children dropped off in morning
and picked up in afternoon/evening. 5 min stay time

Are there any road improvements that would be required? If yes, please provide specs (type of materials and dimensions).

no

Describe if this project will result increased traffic hazards to motor vehicles, bicyclists, or pedestrians?

no

Are greenhouses or other accessory structures proposed? If yes, what are the dimensions of the structures and materials/colors they will be constructed out of?

No

What sources of energy will be used?

Solar & PG&E

1. Safety
 2. Water absorption
 3. Ease of maintenance
 4. Appearance
- 1) There are already occasional situations where people drive too quickly for safety. When drivers are on a paved road, they assume they can drive faster than on gravel, and they do. The gravel reminds the drivers to go slowly, which adds to the safety of the children and their families.
 - 2) If the driveway is paved it will create storm runoff that must be managed. With the current situation, water is absorbed into the ground before it runs off into the street and public sewer.
 - 3) In its current state, any potholes can quickly be repaired quickly by adding more gravel to the road as needed. Paved surfaces require much more expertise and scheduling for repairs.
 - 4) Paving will detract from appearance and safety. As a graveled drive the clean appearance of the driveway is possible to maintain.

The number of customers that use the facility is standardized by the enrollment process. All children are certified and enrolled using state regulations and standards. There is no drop-off care, that is care for children who are not enrolled. Children are enrolled for specific times and days to meet the needs of their families. Therefore, it is much simpler to predict than most businesses. Currently there are 28 preschool children and 16 toddler children enrolled at the Burns Vally Road location. There are 14 infants enrolled at the Hillcrest House location. These children will be transferred to the new building and the Hillcrest facility closed. The addition of 14 children will not greatly increase the number of family drop-offs as many of the infants have siblings already enrolled in the existing programs at the Burns Valley site.

No hazardous materials beyond diapers are produced in the operation of this facility.

The new building will be painted to match the color scheme of the present buildings, gray with white trim. It will be located parallel to the incoming driveway. It will have walkways around the building, play decks and fenced play yards with grass.

Detailed Written Project Description

The Learning House provides Early Education Services to families with children 0-5 years of age through contracts with The California Department of Education and the California Department of Social Services. These contracts provide the services on a sliding scale to eligible families, with most families having no co-pay. The centers are licensed through the Department of Social Services, Community Care Division.

At the present time the Learning House is licensed to serve 78 children. This new construction will add 18 more potential spots for children under 2 years of age. This use permit is asking for a capacity of 120 children, but The Learning House will never exceed licensed capacity. The number of families is never as large as the number of enrolled children, as families often have more than one child enrolled in the program. The centralization of services will be of great benefit to the families.

The Learning House operates from 7:00 am to 6:00 pm, five days a week, to meet the needs of working families. We operate 248 days per year. Children are dropped off, usually in the morning, and picked up in the afternoon/evening, based on family need. Drop-offs and pick-ups are usually about five minutes, longer if multiple siblings are in multiple buildings. Families rarely return during the day.

Employees are scheduled throughout the day, with fewer at the beginning and end of the day. The highest scheduling meets the enrollment needs of the children, usually 9:00 am to 4:00 pm. The adult:child ratios are set by the California Education Code, and kept at all time by The Learning House. They are:

Age group	Ages	Adult:Child ratio
Infants	0-18 months	1:3
Toddlers	18-36 months	1:4
Preschool	3-5 years	1:8

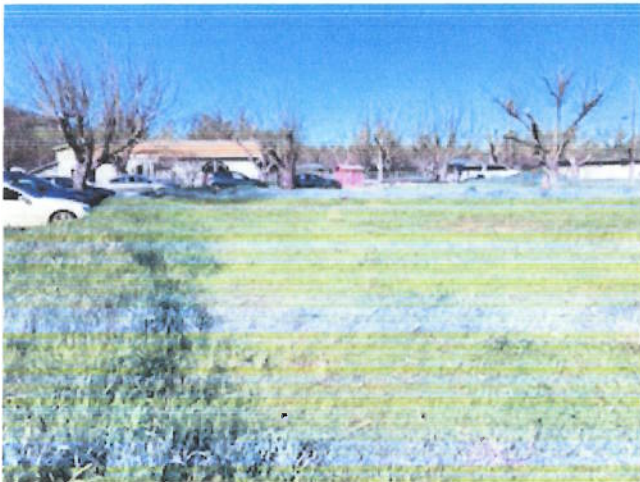
Additional staffing includes a cook, cleaner, office manager, and site supervisors. Site supervisors are sometimes included in the adult:child ratios.

The traffic produced for this operation are employees, families, and occasional supply deliveries. Their vehicles are standard family vehicles and delivery trucks, such as UPS.

The driveway is currently a gravel surface on a one-way, drive-through pattern. It would be in the best interest of the community and The Learning House to continue this practice. There are three concerns for this request.



View of site facing SSE

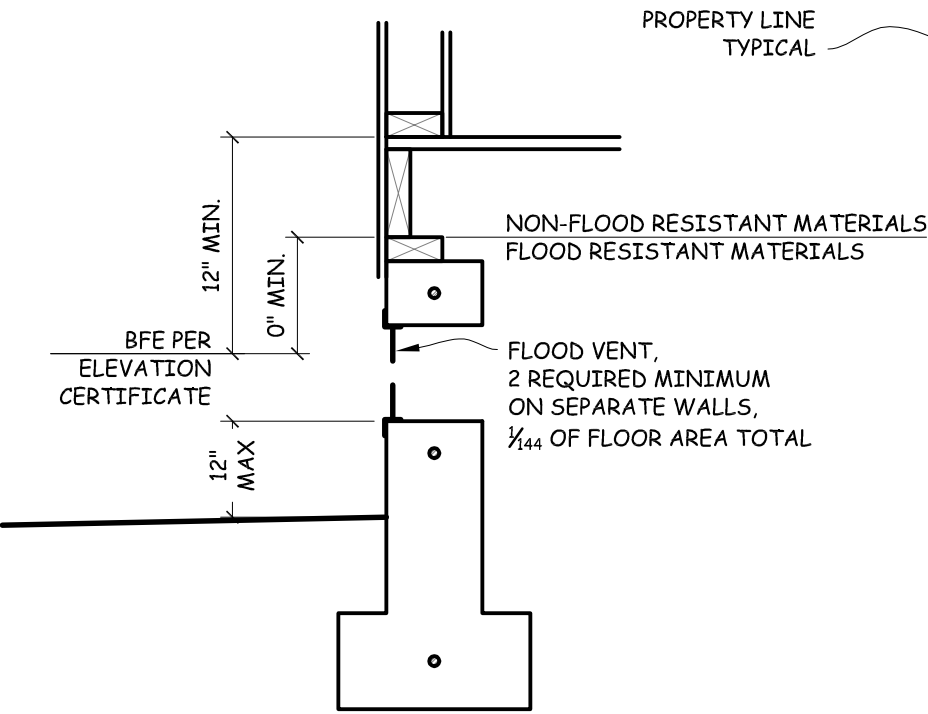


View of site facing north

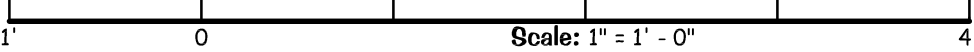


View of site facing ENE

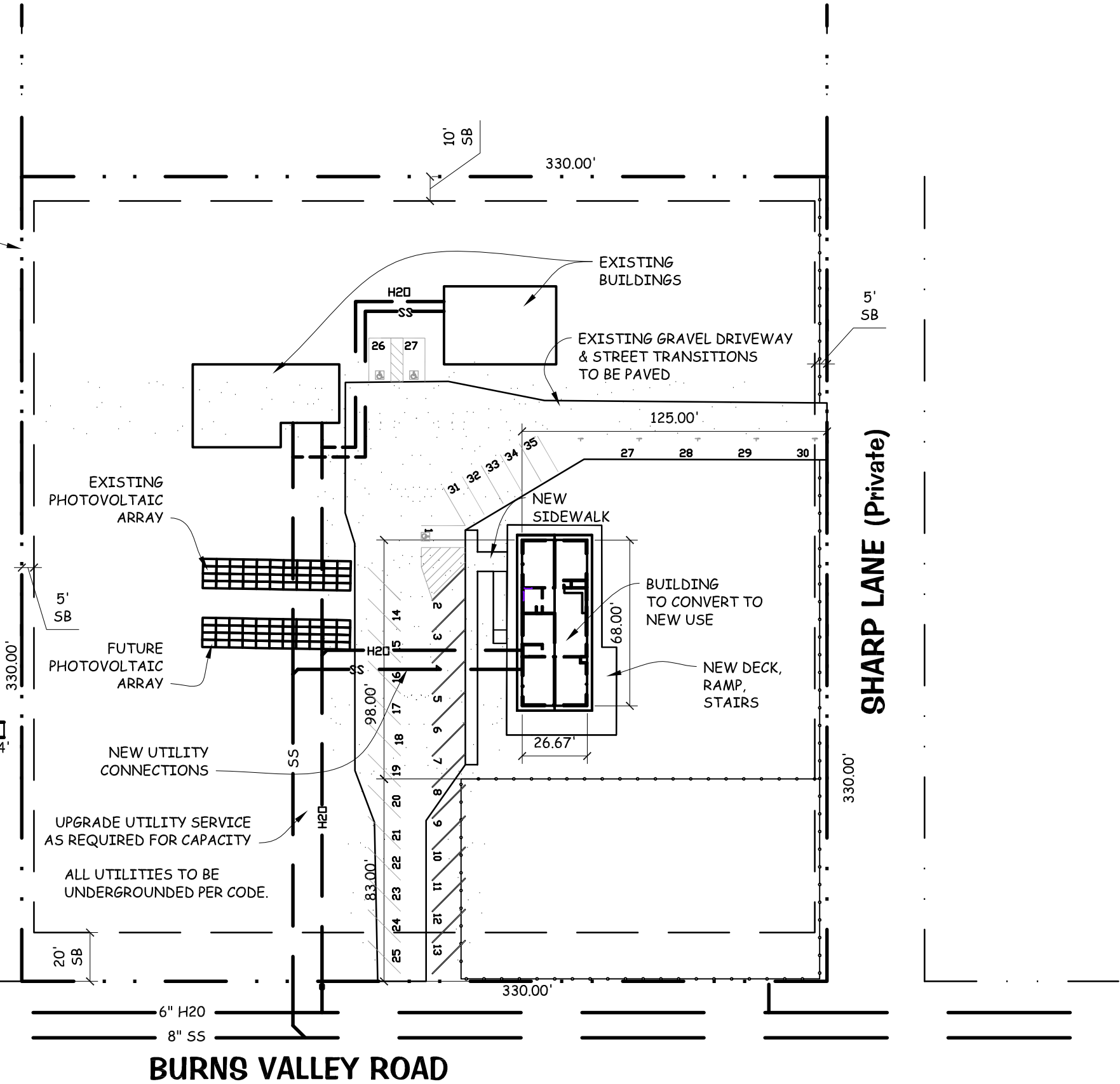
NOTE:
THIS DRAWING WAS MADE
USING INFORMATION FROM
GIS DATA AND VARIOUS RECORD DRAWINGS.
VERIFY LOCATION OF EXISTING ITEMS
IN FIELD.



Flood Vents

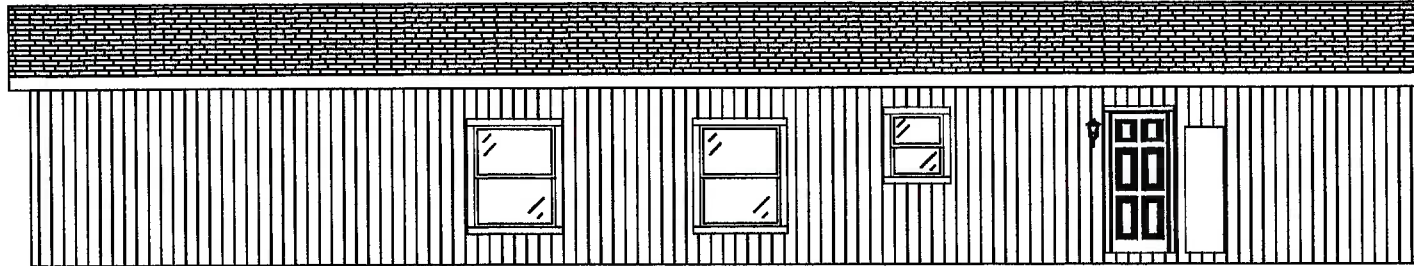


PROPERTY LINE
TYPICAL

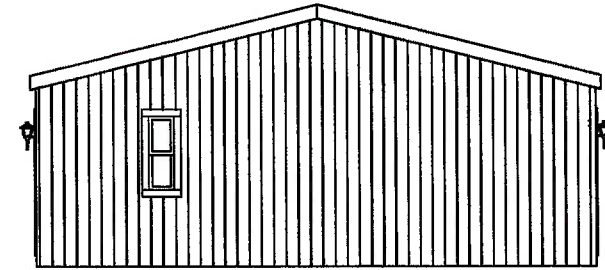


Site Plan

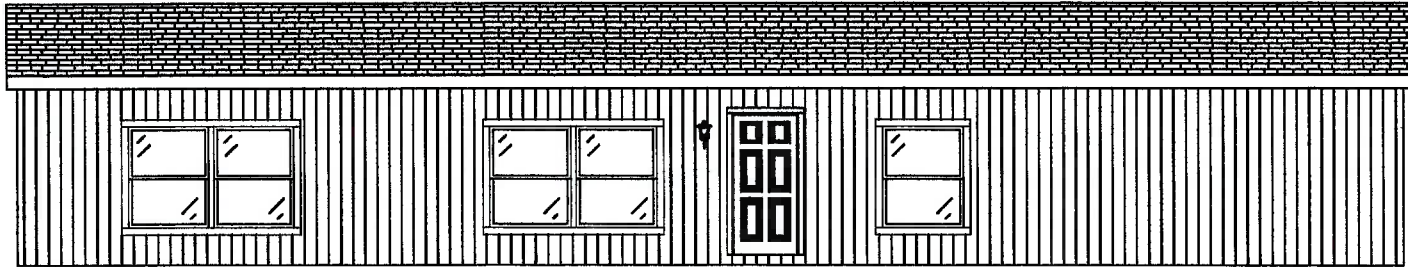




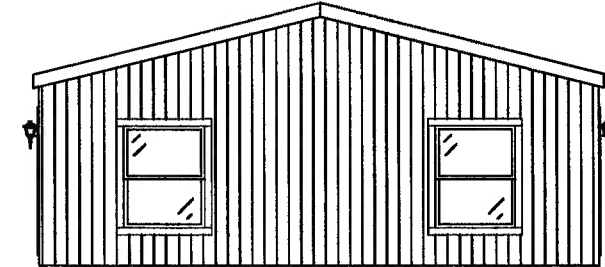
BACK ELEVATION



REAR ELEVATION



FRONT ELEVATION



HITCH END ELEVATION

CREEK SIDE MANOR

ALL DRAWINGS AND DIMENSIONS ARE APPROXIMATE, AND MAY BE SUBJECT TO CHANGES BY CHAMPION HOME BUILDERS CO. LINDSAY, CA

***NOTE 8' FLAT CEILINGS**

DAPIA SEAL

MODIFICATIONS

MODEL: **09-CM-4663A**

CEI-TYPICAL

TITLE: **ELEVATION PLAN**

DRAWN BY: M. SANCHEZ

DATE: 3-20-2015

SCALE: N.T.S.

PROPRIETARY AND CONFIDENTIAL
 THESE DRAWINGS AND SPECIFICATIONS ARE ORIGINAL,
 PROPRIETARY AND CONFIDENTIAL MATERIALS OF CHAMPION.
 COPYRIGHT © 1976-2006 BY CHAMPION

SHEET:

EV-101

26



From: [Autumn Lancaster](#)
To: [Mark Roberts](#)
Subject: Re: Request for Review (RFR) CUP 2025-01 - The Learning House
Date: Friday, February 14, 2025 11:21:20 AM
Attachments: [image001.png](#)
[Outlook-xzqalbzk.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,
 LCFPD comments;

- Once converted from single family dwelling to early education center the applicant will have to comply with all CFC/CBC and applicable codes and regulations for the new occupancy classification
- All rooms with infants/toddlers must have a EXIT leading directly to the exterior to be considered E Occupancy not I Occupancy
- As discussed with applicant E occupancy does not require at this sq footage sprinklers, a full manual and automatic fire alarm system will be required
- Applicant has provided acceptable fire flow information from Highlands Water for new building
- The existing buildings have outstanding violations noted on a fire and life safety inspection that need to be corrected. Copy of the inspection report was provided to Elaine Robinson and Anna Rosa Montanez on 12/11/2024

Respectfully,

Autumn Lancaster

Fire Marshal/FF Paramedic
 Lake County Fire Protection District
 707-350-4140 Fax 707-994-4861



The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

From: Mark Roberts <mroberts@clearlake.ca.us>
Sent: Thursday, February 13, 2025 3:21 PM
Subject: Request for Review (RFR) CUP 2025-01 - The Learning House

Hello Fellow Agency,

You are receiving this email as review and provide comments and/or concerns on a Conditional Use Permit, CUP 2025-01 located at 14840 Burns Valley Road. Please refer to the enclosed attachment for full details and provide all comments no later than February 27th, 2025.

Brief Summary:

Applicant/Owner: Elaine Robinson (The Learning House)

Project Locations: 14840 Burns Valley Road; Clearlake, CA 95422 (APN: 039-353-08)

Zoning/General Plan: Rural Residential (RR)

Water Supply: Highlands Water District

Wastewater/Sewer: Lake County Special Districts

Site History: In 2009, the applicant secured approval via Use Permit (UP 01-09) to allow an Early Education Center (The Learning House), which allowed the conversion of an existing single-family dwelling and garage into a Early Education Center. The existing use may allow up to a maximum of 78 students at any given time.

Access: The site is accessible from Burns Valley Road and the private street, known as Sharp Lane

Proposed Project Description: The applicant is requesting approval of a Conditional Use Permit to expand an existing operation, known as the Learning House. The structure will be installed as a single-family dwelling then later converted. Once the structure is converted, it will be approximately 2,000 SQFT in size with 4 classrooms, 2 offices, two restrooms and a small facility break area (with a sink, microwave, refrigerator and children's bottle warmer). Please Note: The kitchen will be removed as part of the conversion. (Please Refer to enclosed attachment for details)



Mark Roberts
Senior Planner | City of Clearlake
 14050 Olympic Dr.
 Clearlake, CA 95422
 Phone: [707-994-8201](tel:707-994-8201)
 Fax: [707-995-2653](tel:707-995-2653)

From: [Ryan Lewelling](#)
To: [Mark Roberts](#)
Subject: RE: Request for Review (RFR) CUP 2025-01 - The Learning House
Date: Wednesday, February 19, 2025 11:29:52 AM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mark,

The Assessor's Office has no comment at this time.

Ryan Lewelling
Cadastral Mapping Specialist
Assessor-Recorder, County of Lake

From: Mark Roberts <mroberts@clearlake.ca.us>
Sent: Thursday, February 13, 2025 3:21 PM
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Access: The site is accessible from Burns Valley Road and the private street, known as Sharp Lane

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COUNTY OF LAKE
Health Services Department
Environmental Health Division
922 Bevins Court
Lakeport, California 95453-9739
Telephone 707/263-1164
FAX 707/263-1681

Anthony Arton
Health Services Director

Noemi Doohan, MD, PhD, MPH
Public Health Officer

Craig Wetherbee
Environmental Health Director

Promoting an Optimal State of Wellness in Lake County

Memorandum

DATE: February 21, 2025
TO: Mark Roberts, Senior Planner, City of Clearlake
FROM: Priscilla Morales, EHS
RE: Conditional Use Permit, CUP 2025-01
APN: 039-353-08

The Environmental Health Division has no concerns with the proposed expansion to an existing operation, known as the Learning House, since the facility will not be preparing, selling or giving food away. The property is connected to public sewer and a public water system. If the facility decides to prepare food on-site in the future, please contact our office for information on the Plan Check process.





City of Clearlake
14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

The Learning House

Request for Review Conditional Use Permit, CUP 2025-01 Community Development Department

City Depts	County Depts	State/Fed. Depts.	Tribal Organizations	Agencies
☒ Building	☒ Air Quality Mgmt.	☐ Caltrans	☐ Elem Indian	☐ Cal Cannabis
☐ Code Enforcement	☒ Assessor/Recorder	☐ CA Air Board	☐ Middletown Ranch.	☐ CA Dept PH
☐ Police Department	☒ Env. Health Dept.	☐ CA Dept F&W	☐ Koi Nation	☐ BCC
☒ Public Works	☐ Lakebed Mgmt	☐ USA Corps of Eng	☐ NAHC	☐ CDFA
☒ Fire	☐ LC Surveyor	☐ US F&W Serv	☐ HERC	☐ Lake Area P. C.
☐ PGE	☐ LC Water Resource	☐ Sonoma State		
☐ Golden State Water	☒ LC Tax Collector	☐ CHP		
☐ Konocti Water	☐ LC Transit	☐ ABC		
☒ Highlands Water	☒ Special District.	☐ CA Water Boards		

Request: Please review the attached application material and respond with any comments by **February 27th 2025** via email: mroberts@clearlake.ca.us or postal mail: Clearlake City Hall Attn. Mark Roberts; 14050 Olympic Drive, Clearlake, CA 95422.

Applicant/Owner: Elaine Robinson (The Learning House)

Project Locations: 14840 Burns Valley Road; Clearlake, CA 95422 (APN: 039-353-08)

Zoning/General Plan: Rural Residential (RR)
Water Supply: Highlands Water District
Wastewater/Sewer: Lake County Special Districts

Site History: In 2009, the applicant secured approval via Use Permit (UP 01-09) to allow an Early Education Center (The Learning House), which allowed the conversion of an existing single-family dwelling and garage into a Early Education Center. The existing use may allow up to a maximum of 78 students at any given time.

Access: The site is accessible from Burns Valley Road and the private street, known as Sharp Lane.

Proposed Project Description: The applicant is requesting approval of a Conditional Use Permit to expand an existing operation, known as the Learning House. Said expansion consists of converting a Manufactured Home into commercial. The structure will be installed as a single-family dwelling then later converted. Once the structure is converted, it will be approximately 2,000 SQFT in size with 4 classrooms, 2 offices, two restrooms and a small facility break area (with a sink, microwave, refrigerator and children’s bottle warmer). Please Note: The kitchen will be removed as part of the conversion.
(Please Refer to enclosed application for details)

Comments:

Date: _____

Agency: _____



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422

(707) 994-8201 Fax (707) 995-2653

Planning Application

CONDITIONAL USE PERMIT CEQA: Categorical Exemption

OFFICE USE ONLY

Permit Fee	2,200.00
Categorical Exemption Fee	150.00
General Plan Maintenance Fee	25.00
Technology Fee (2%)	47.50
County Clerk Processing Fee for CE/MND (County Requirement)	50.00
Subtotal	2,472.50
3% CC/DC Processing Fee (\$74.18)	
Total	
Date:	2-11-25
Receipt Number:	
File Number:	CUP 20 25 -- 01
	CE 20 25 02

APPLICANT

NAME: Elaine Robinson
 MAILING ADDRESS: 14840 Burns Valley Rd
 CITY: Clearlake
 STATE: CA ZIP CODE: 95422
 PRIMARY PHONE: 707-477-2076
 EMAIL: thejaneys@yahoo.com
 SIGNATURE: Elaine Robinson

I declare under penalty of perjury that I am the owner of said property or have written authority from the property owner to file this application. I certify that all the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

PROPERTY OWNER (IF NOT APPLICANT)

NAME: Same
 MAILING ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP CODE: _____
 PRIMARY PHONE: _____
 EMAIL: _____
 SIGNATURE: _____

I declare under penalty of perjury that I am the owner of said property or have written authority from the property owner to file this application. I certify that all the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

PROJECT LOCATION

ADDRESS: 14840 Burns Valley Rd
 ASSESSOR PARCEL NUMBERS: _____
039.353080000
 PRESENT USE OF LAND: Child care center
 WATER SUPPLY: ☒ PUBLIC ☐ GROUNDWATER WELL
 SANITATION: ☒ PUBLIC SEWER ☐ SEPTIC SYSTEM
 FLOOD ZONE: _____

OFFICE USE ONLY

ZONING DISTRICT: _____
 GENERAL PLAN DESIGNATION: _____
 RELATED FILE NUMBERS: _____
 NOTES: _____
 APPROVED: _____ DATE: _____

DESCRIPTION OF PROJECT

Add an additional building for children under two years.
(This will close the facility located at 15035 Hillcrest)

This will be a conversion of a manufactured home to
a childcare center. The building is a HUD approved &
manufactured home 68' x 26'8". It will have 4 classrooms, 2
offices, 2 restrooms, and 1 teacher break area. There will be
2 fenced play yards and a deck.

RECEIVED

FEB 11 2025

1. Safety
 2. Water absorption
 3. Ease of maintenance
 4. Appearance
- 1) There are already occasional situations where people drive too quickly for safety. When drivers are on a paved road, they assume they can drive faster than on gravel, and they do. The gravel reminds the drivers to go slowly, which adds to the safety of the children and their families.
 - 2) If the driveway is paved it will create storm runoff that must be managed. With the current situation, water is absorbed into the ground before it runs off into the street and public sewer.
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No hazardous materials beyond diapers are produced in the operation of this facility.

The new building will be painted to match the color scheme of the present buildings, gray with white trim. It will be located parallel to the incoming driveway. It will have walkways around the building, play decks and fenced play yards with grass.

Detailed Written Project Description

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Age group	Ages	Adult:Child ratio
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The driveway is currently a gravel surface on a one-way, drive-through pattern. It would be in the best interest of the community and The Learning House to continue this practice. There are three concerns for this request.

Supplemental Data for Use Permit

Please answer the following questions as thoroughly as possible. If questions do not apply to your project, please provide an explanation of why. Use separate sheets of paper if necessary. **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CITY OF CLEARLAKE - PLANNING DIVISION.**

Description of objective of project and its operational characteristics:

Type of Business: Early Education Services

Product or service provided: Early Education and Care

Hours of operation: 7:00 a - 6:00 pm

Days of operation: M-F

Number of shifts (normal): staggered

Number of shifts (peak): n/a

Employees per shift (normal): _____

Employees per shift (peak): 3-15

Number of ^{non-child} deliveries per day: 1

Number of ^{families} customer per day: 50-60

Number of ^{child} pick-ups per day: 50-65

Lot size: ~ 3 acres

Number and type of company Vehicles: Ø

Type of loading facilities: Ø

Floor area of existing structures: ~ 4000

Proposed building floor area: ~ 2000

Number of existing parking spaces: 20

Number of proposed parking spaces: _____

Number of floors: 1

Additional relevant information: adult:child ratios are: 1:3 infant,

1:4 toddler (18mo - 3yrs) 1:8 preschool

Supplemental Data Continued)

When do you anticipate starting construction?

as soon as permit is acquired

How long will construction take?

6 months

What days/times will construction occur?

week days 7:00-5:00 weekends 7:00-5:00
only as needed

What type of construction equipment will be used?

excavator, translift, concrete pump truck

How many truck/vehicle trips will be necessary for construction?

100 (estimate)

Will equipment be idling during construction?

no

Where will construction equipment be staged/stored?

on job site

Will any trees or vegetation be removed? If yes, please provide type and amounts.

no

Supplemental Data (Continued)

How much grading is anticipated to occur and where?

very little
~~add one foot of soil to about 3000 sq ft~~
~~area to be above flood plain~~ Will use Stemwall

Will soil be imported or exported to/from the site? If so from where and what amount?

imported as well as relocated from
creation of parking spaces.

Is trenching required? If yes, please provide location, dimensions and cubic yards.

lateral to sewer, water line, underground
electrical connection

How much water will be used for construction, operation and maintenance? What is the water source?

negligible amount

Describe how scenic views or vistas are impacted by the cultivation site.

not impacted

What lighting is proposed for the project? Will areas be lit at night?

motion detection lighting

What type of hazardous materials may and/or will occur on site? How will the hazardous material be disposed of?

no hazardous materials

Supplemental Data for (Continued)

Will this project result in the loss of forest land? If so, describe how many acres and what type of trees.

no

How will dust, ash, smoke, fumes or odors generated by the cultivation site be managed?

all contained

Are there any water features (drainages, streams, creeks, lakes, rivers, vernal pools, wetlands, etc.) on-site or immediately adjacent to the project? If yes, will any work take place in or near them?

no

Will there be a loss of any wetland or streamside vegetation? If yes, describe where, total area, and type of vegetation lost.

no

Describe and site or buildings have any archaeological or historical significance.

none - old walnut orchard

What are the slopes on project site?

none

Supplemental Data (Continued)

Describe the soils found at the site and their potential for landslides, erosion, lateral spreading, subsidence, liquefaction, or collapse.

flat orchard site

Describe methods to be taken to reduce greenhouse gases.

n/a

Will solid waste be produced? If yes, how will it be disposed of?

no

Will hazardous waste be produced? If yes, how will it be disposed of?

no

How will vegetative waste be managed?

none

How will growth medium waste be managed?

n/a

Will any material be taken to a landfill? If yes, which one and how much material is anticipated?

not for construction

Supplemental Data (Continued)

Describe risk of an explosion or release of hazardous substances in case of an accident.

none

Do portions of the cultivation site periodically flood?

no

Describe the existing drainage patterns on the site and how they may be alternated and to what degree as a result of this project.

no alteration

What Best Management Practices (BMP's) or measures will be implemented in order to prevent erosion and impacts to water quality?

n/a

Is wastewater treatment required for the project? If yes, what is the source?

no

Describe how this project is consistent with the City's General Plan and Zoning Ordinance.

this will relocate the center on Hillcrest

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no

Are greenhouses or other accessory structures proposed? If yes, what are the dimensions of the structures and materials/colors they will be constructed out of?

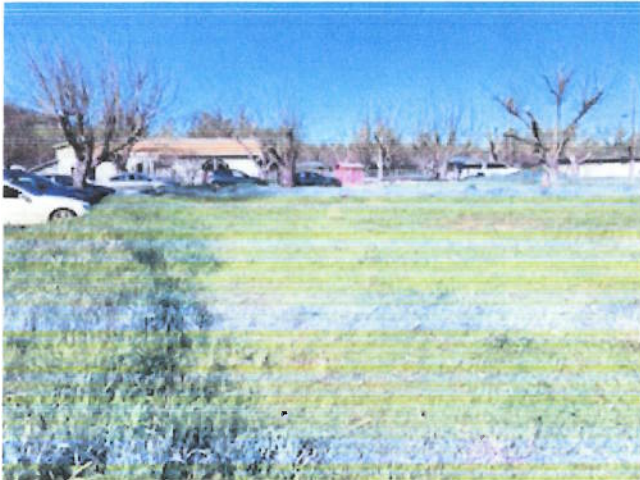
No

What sources of energy will be used?

Solar & PG&E



View of site facing SSE



View of site facing north



View of site facing ENE

UP 01-09

RESOLUTION No. PC 2009-05

**A Resolution of the Planning Commission of the
City of Clearlake Approving a Use Permit for Robinson
for an Early Education Center
14840 Burns Valley Road, APN: 039-353-08**

WHEREAS, Robinson has applied for approval of a use permit for an Early Education Center including the construction of a new building for the Center; and

WHEREAS, the proposed project, its design and improvement, conforms with the applicable local ordinances and the Clearlake General Plan if certain conditions are met; and

WHEREAS, the project has to be reviewed under the provisions of the California Environmental Quality Act; and

WHEREAS, an Initial Study has been completed and it was found that if certain conditions are met, a Mitigated Negative Declaration of Environmental Impact could be adopted; and

WHEREAS, the Planning Commission has considered this project on this date at a duly noticed public hearing, the staff report, public testimony, and found that the project is compatible with the surrounding area, it will not be detrimental to adjacent property owners or the public at large, and approval is in the public interest.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Clearlake that (1) a mitigated negative declaration of environmental impact is hereby adopted and (2) the proposed development project shown on the site plan dated April 14, 2009 is hereby approved, subject to the following conditions being satisfied:

1. The approval is valid for one year unless an extension is granted in accordance with the Zoning Ordinance or the applicant has obtained a building permit for the project.
2. The approval is specifically for the uses and improvements shown on the site plan dated April 14, 2009. The uses include converting an existing single family home and garage into an Early Education Center. The number of students is limited to 60. Any changes to the site plan or the uses will require the approval of the Planning Commission.
3. The applicant shall obtain a building permit, encroachment permit, grading permit, and certificate of occupancy from the City. The applicant shall also obtain any permits and clearances from the Lake County Fire Protection District, Lake County Division of Environmental Health, Highlands Water Company, and Special Districts before a certificate of occupancy is issued.
4. The applicant shall satisfy all Department of Social Services requirements with approval and letter submitted to the Community Development Department.

5. An environmental filing fee is required to be paid pursuant to Fish and Game Code Section 711.4(d) and shall be paid to the Lake County Clerk on or before the filing of a Notice of Determination for this project. The 2009 fee is \$1,993 and the administrative fee to the County Clerk is \$50. The project will not be valid under State law unless the fees are paid.
6. The applicant shall dedicate the following easements to the City of Clearlake:
 - A. A public utility easement 5 feet in width along the frontage of the parcels. Such easement shall be used for the placement of utility poles and/or street lights.
 - B. An easement for right-of-way 25 feet from center line of Burns Valley Road along the frontage.
7. All exterior lighting shall be shielded and/or directed so that it does not produce off-site glare.
8. Construction activities shall be conducted with adequate dust suppression methods, including watering during grading and construction to limit the generation of dust or other methods approved by the Lake County Air Quality Management District.
9. The burning of construction debris is prohibited. Any disposal of vegetation removed as a result of lot clearing shall be lawfully disposed of, preferably by chipping and composting, or as authorized by the Lake County Air Quality Management District and the Lake County Fire Protection District.
10. During construction activities, the applicant shall remove daily accumulation of mud and dirt from Burns Valley Road.
11. All refuse generated by the facility shall be stored in approved disposal/storage containers, and appropriately covered. Removal of waste shall be on a weekly basis so as to avoid excess waste. All trash receptacles/containers shall remain covered at all times to prevent odors and rodent infestation. The trash receptacles shall be screened by constructing an enclosure.
12. If archaeological or paleontological resources are encountered during construction, all construction activity in the immediate area of the find(s) shall cease in accordance with State and Federal law until a qualified professional is retained to determine the significance of the resources and recommend mitigations to be completed by the permit holder, if necessary, subject to the approval of the Community Development Department.
13. Should human remains be discovered during project construction, all work in the vicinity of the discovery shall be halted in accordance with State and Federal law until the coroner, the Native American Heritage Commission, and any involved ancestors can evaluate the remains and propose mitigation measures, if necessary, that shall be implemented prior to resumption of work in the area. The proposed mitigation measures

shall be submitted for review to the Community Development Department prior to implementation.

14. Should the area of ground disturbance exceed one acre in size, the applicant/owner shall submit a Notice of Intent to comply with the Construction General Permit and Storm Water Pollution Prevention Plan to the Central Valley Regional Water Quality Control Board.
15. The hours of operation of the Early Education Center shall be limited to the hours of 7:00 AM to 6:00 PM, Monday through Friday. The noise level shall be contained and kept as minimal as possible during the Center's hours of use.
16. The maximum number of students shall be no more than 60 in the first phase.
17. During construction, noise levels shall not exceed 65 decibels within fifty (50) feet of any dwellings or transient accommodations between the hours of 7:00 AM and 6:00 PM unless the Building Official or City Engineer have approved an exception in accordance with Section 5-4.4(b)(1) of the City Code. An exception of up to 80 decibels may be approved within one hundred (100) feet from the source during daylight hours.
18. The applicant shall install and construct a curb, gutter, sidewalk and a half street along the frontage of Burns Valley Road. The applicant will coordinate with the City's improvement project.
19. The applicant shall submit a flood elevation certificate to the City prepared by a licensed surveyor showing the flood and structure elevations at this location consistent with the City's regulations controlling development within flood zones. The survey shall also show the proposed structures.
20. No trees may be removed with the exception of 1) dangerous or a hazard as determined by a registered arborist and 2) removal for constructing the buildings, street, driveway and parking lot.
21. Any signage proposed for the project shall be installed in accordance with section 18-5.4 of the Clearlake Municipal Code. Unless exempted under section 18-5.402, prior to erection of signage, a permit shall be secured from the Community Development Department.
22. All the improvements shall be constructed in accordance with the City of Clearlake's Design and Construction Standards and City Code. Prior to performing any work on the improvements, an Improvement Plan shall be reviewed and approved by the City Engineer and/or Building Inspector. The following improvements shall be installed or secured in accordance with the City Code prior to the issuance of a Certificate of Occupancy:
 - A. An on-site landscaping plan shall be prepared and included as part of the Improvement Plan. Such plan shall be submitted and approved by the Community

Development Director prior to issuance of a building permit. The plan shall conform to Section 18-5.7 of the Clearlake Municipal Code.

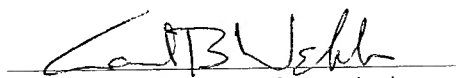
- B. The parking spaces shown on the site plan shall be moved to an area determined by the Community Development Director and screened from the two adjoining streets. The minimum number of parking spaces shall be 38. The lot shall be landscaped and installed in accordance with the City's parking standards set forth in Section 18-5.3 of the City Code and the approved parking plan. Repairs and maintenance shall be performed on an as needed basis, pursuant to notice from the City. Improvement plans for the project shall show details of proposed parking areas, including asphalt paving, base, grading, striping, etc. consistent with City of Clearlake Design and Construction Standards.
- C. A play area shall be located in the area proposed by the applicant on July 7, 2009. A six foot solid wood fence shall be constructed adjacent to Sharp Lane. The other three sides can be chainlink. The other play areas can also be chainlink. (Exhibit A).
- D. The applicant shall meet the Lake County Fire Protection District's standards for fire protection. The applicant shall submit the construction plans for the District's review and approval. The construction plans shall address all the items in the letter from the District attached as Exhibit B.
- E. The applicant shall either connect to the Lake County Special Districts sewer system or provide the City with written verification the District is not requiring the applicant to connect. If the applicant is not required to connect to the public sewer system, the applicant shall obtain a permit for on-site sewage disposal from the Lake County Division of Environmental Health. The on-site system must be installed and operated in accordance with adopted regulations (Exhibit C).
- F. The applicant shall provide potable water and meet the Fire Department's minimum fire flow standards in accordance with the applicable water supplier's requirements or obtain a permit for a well from the Lake County Division of Environmental Health.
- G. An on-site drainage and grading plan shall be submitted for review and approval prior to issuance of a building permit. The applicant shall meet the following grading and erosion control conditions:
 - i. Prior to commencement of earth moving activities, the applicant shall submit a Grading Plan and Erosion and Sedimentation Control Plan prepared by a registered civil engineer to the City Engineer for review and approval. The Erosion and Sedimentation Control Plan shall show both the temporary and permanent erosion control measures to be implemented in accordance with the City's grading requirements, Storm Water Management regulations, and the Stormwater Best Management Practices adopted by the City

- ii. If grading is to occur between October 15 and April 15, all temporary erosion control measures identified in the Erosion and Sedimentation Control Plan shall be implemented and maintained. At the completion of the project and prior to final acceptance, permanent erosion control measures shall be installed and maintained.
- iii. The site shall be graded so that the surface water runoff shall drain either to the street or a drainage facility approved by the City Engineer. All drainage facilities outside the street right-of-way shall be installed in pipe or a drainage ditch. The drainage improvements shall also intercept the drainage from the adjacent properties and transmit the runoff to an approved drainage course/pipe.

23. There shall also be an exit onto Sharp Lane.

PASSED AND ADOPTED on this 7th day of July, 2009 by the following vote:

AYES: 5
 NOES: 0
 ABSTAIN: 0
 ABSENT: 0


 Chairman, Planning Commission

ATTEST: 
 Deputy City Clerk, Planning Commission

Name: Charlene and Ken Bronsert
 Address: 14840 Burns Valley Rd.
 Phone: 707 995 1541

APN: 039-353-08
 14840 Burns Valley Rd.
 Clearlake, CA

2.21 Acres
 330 ft. x 330 ft.

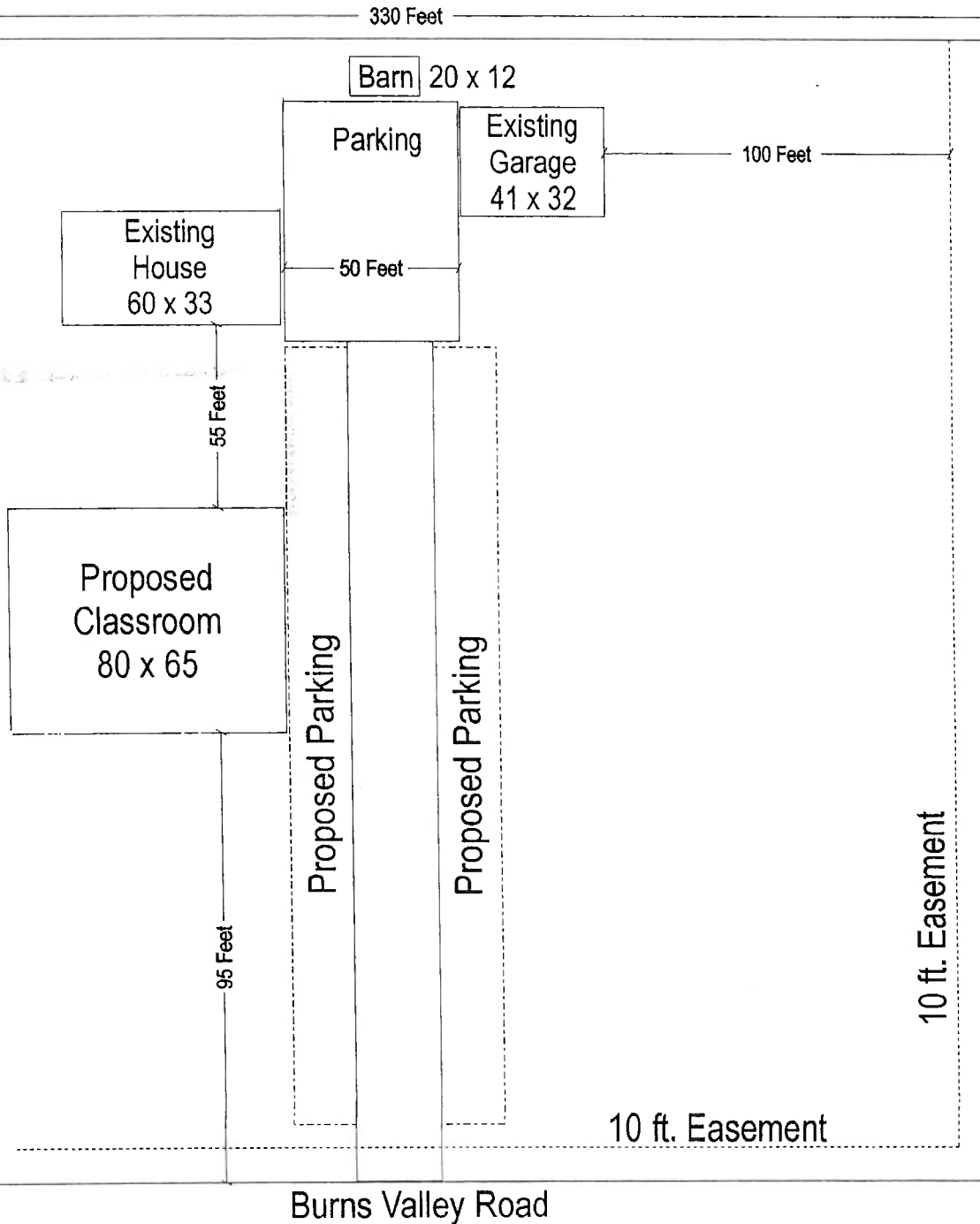
Scale: 1 inch = 33.3 feet

EXHIBIT A

Drawn by: Adrian Morgan
 Date: 03/31/2009

North

Sharp Lane



Lake County Fire Protection District

14815 Olympic Dr.
Clearlake, CA. 95422
Phone: (707) 994-2170
Or (707) 994-2531
Fax (707) 994-9178

Section E, Item 1.

Bureau of Investigation and Prevention

6/16/09

To: Nathalie Antus
Community Development Dept.
14050 Olympic Dr.
Clearlake Ca. 95422

RECEIVED
JUN 17 2009
CITY OF CLEARLAKE

From: Charlie Diener
Fire Prevention Officer
Lake County Fire Dist.

EXHIBIT B

Re: Robinson Use Permit App. APN # 039-353-08 (The Learning House)

Dear Nathalie,

I am writing this letter as a follow up to my letter dated April 22, 2009 regarding the use permit application for an early education center located at 14840 Burns Valley Road. I have spoken with Elaine Robinson regarding her plans. It is my understanding that she plans on utilizing two existing buildings as a preschool and infant center and eventually constructing a new building for future growth. Now that I have more information on the project I can now give you our requirements. I have listed them below.

1. I will need to perform a fire safety inspection in the existing buildings prior to opening. This will be just a normal inspection I usually perform annually on such a facility. CFC Sec. 106
2. The existing buildings will require a manual and automatic fire alarm system installed. The new building will require an alarm system that will activate the notification appliances upon sprinkler water flow and have one manual alarm activation device in a normally occupied location. CFC Sec 907.2.3
3. The new building will require a fire sprinkler system be installed per NFPA 13. This building will not be able to meet fire flows in that area. The installation of a fire sprinkler system allows us to significantly reduce the required fire flows. CFC Sec BB105
4. They will be required to have fire extinguishers. Two 2A10BC extinguishers in the existing home, one in the existing garage space and two in the new building. CFC Sec. 906

I have no other requirements at this time. If you have any questions or concerns please call. (707) 994 - 2531. Thank You.

Sincerely,



Charles E. Diener
Fire Prevention Officer
LCFPD

Cc: Fire District file
Cc: Elaine Robinson

RECEIVED

APR 20 2009

CITY OF CLEARLAKE

DEVELOPMENT PROJECT REFERRAL COMMENTS

EXHIBIT C

Date: April 16, 2009

To: Nathalie Antus, Assistant Planner

Subject: Robinson Use Permit Application
14840 Burns Valley Road, Clearlake, CA.
APN: 039-353-08

Subject parcel is not currently served by sewer, however there is an existing 8" diameter collector line in Burns Valley Road. This line was constructed to serve the Redbud Library and is within 200' of the subject property line. Per the Sewer Use Ordinance, the proposed and existing structure are required to connect to the sewer system.

A tap to the existing 8" line will be required. The payment of a Capacity Expansion Fee will also be required, depending upon the number of children expected to attend the daycare. Please request the owner to contact Special Districts in order to discuss the proposed project in greater detail.

Connections to LACOSAN will be made in accordance with the rules, regulations, policies, procedures and ordinances in effect at the time of application.

Should you have any questions, please do not hesitate to contact me at 263-0119.

Jill Shaul
Customer Service Coordinator

INTER OFFICE MEMO

TO: UP 01-09 File

From: Julie

Regarding: The Learning Center, 14840 Burns Valley Rd

Date: 07/14/11

- # 3 - Letter of approval from Lake County Environmental Health. **Received 02/25/11**
- #4 - Letter of approval from Dept of Social Services. **Received 02/25/11**
- #5- Environmental Health, Fish & Game fees paid to Lake County Clerk's office or the receipt's showing payment. **Paid 3/17/11**
- #6(A) Dedicate 5 feet in width utility easement to the City along the frontage of the parcels. **Part of the \$30,000 Security Agreement**
- #6(B) Dedicate an easement for right-of-way 25 feet from center line of Burns Valley Rd along the frontage. **Part of the \$30,000 Security Agreement**
- #21 Submit sign application. **Submitted SG 07-11**
- #22(A) Submit on-site Landscape Plan. **Submitted 3/15/11**
- (B) Designated parking spaces minimum (38) and screened from the two adjacent streets. **Submitted 3/15/11**

**Filing of a Notice of Determination in Compliance
With Section 21152 of the Public Resource Code**

Date: March 9, 2011

To: County Clerk
County of Lake

From: City of Clearlake
14050 Olympic Dr
Clearlake, Ca. 95422

Subject: Filing of Notice of Determination in Compliance with Section
21108 or 21152 of the Public Resource Code.

Project Title: Robinson

Project Site: 14840 Burns Valley Rd., Clearlake, Ca

Project Description: Use Permit for an Early education center.

This is to advise that the City of Clearlake has approved the above described project on May 15th 2007, and has determined that the project will not have a significant effect on the environment. A Mitigated Negative Declaration was prepared for this project pursuant to the provisions of CEQA. Mitigation measures were made as condition of the approval of the project. A statement of overriding consideration was not adopted for this project.

Information on this project is available at the Community Development Department of the City of Clearlake located at 14050 Olympic Dr., Clearlake, California.

Julie L. Burrow, Community Development Department

Department of Fish and Game

Environmental Review Fee

Senate Bill 1535 became effective on January 1, 2007 and it requires the following filing fees to be paid to the County Clerk to cover the Department of Fish and Game’s environmental review costs. The filing fees are shown below:

Document	Filing Fee
Negative Declaration	\$2044.00

SB 1535 amends Assembly Bill 3185 for which the legislature found that:

“It is the intent of the Legislature to extend the current user-based funding system by allocating the transactional costs of wildlife protection and management to those who would consume resources through organization and development, as well as to those traditional sport and commercial users. The Legislature finds that the deficiency in current department revenues must be offset by additional user fees designed to provide adequate environmental review and management of the state’s wildlife. Funds generated by this act shall be available without restriction to those purposes, consistent with existing budgetary and statutory authority.”

If a “Certificate of Fee Exemption” applies to your project you do not have to pay the above fees. You will, however, have to pay a filing fee of \$50.00 to the County Clerk when you file your Certificate. If you do not file your Certificate or pay the above fees, your project approval will not be valid.