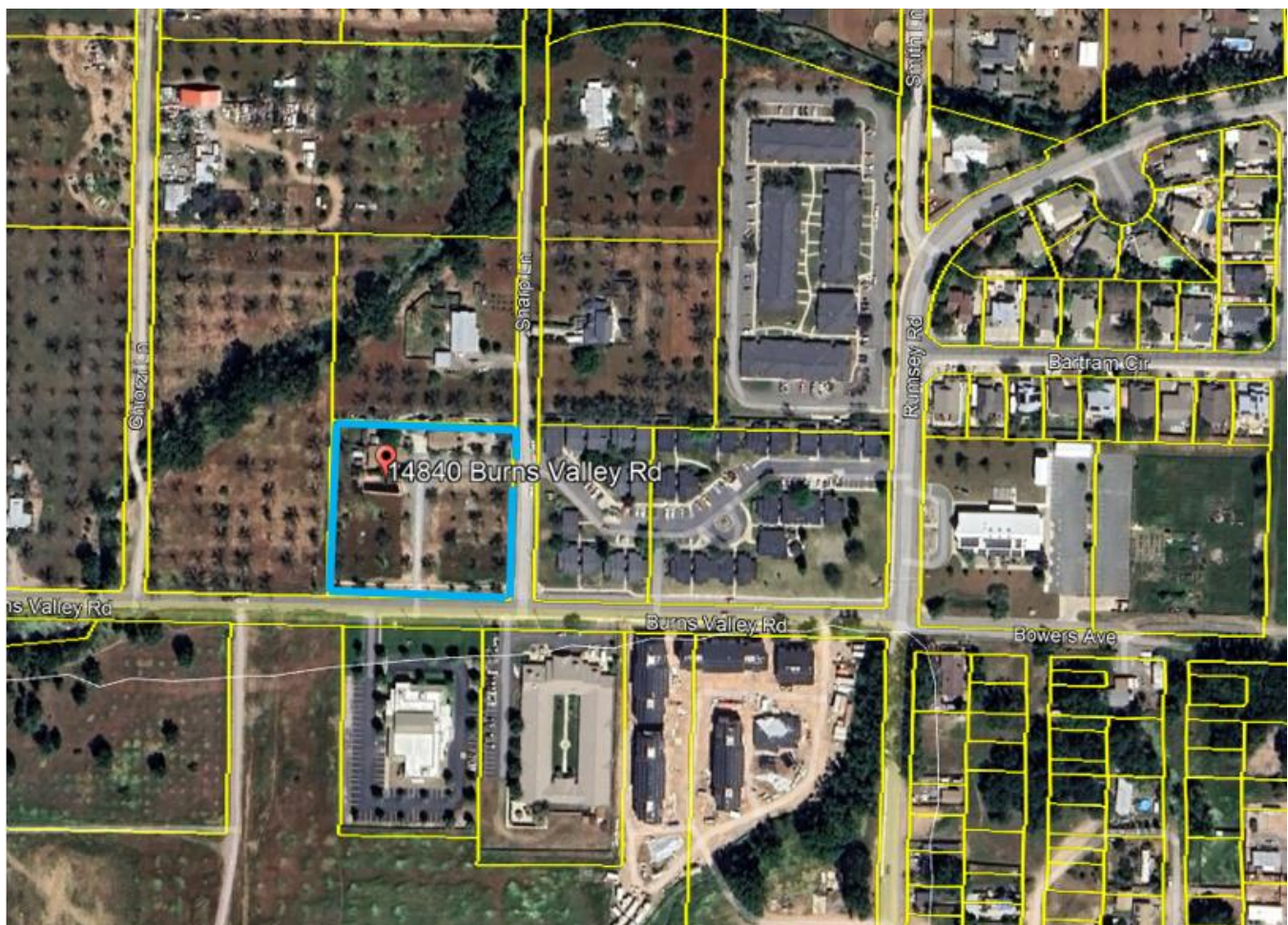




STAFF REPORT	
SUBJECT: Conditional Use Permit, CUP 2025-01 Categorical Exemption, CE 2025 -02	MEETING DATE: October 28 th 2025 6:00 p.m.
SUBMITTED BY: Mark Roberts - Senior Planner	
REPORT PURPOSE: ☒ Action Item ☐ Discussion ☐ Information Only	
APPLICANT: Elaine Robinson	PROPERTY OWNER: Elaine Robinson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