

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](#)

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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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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)



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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.



Distribution Date: 2/13/2025

Return by Date: 2/27/2025



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		INITIAL FEES
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.
 - 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.

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?

6-8 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 stem wall

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?

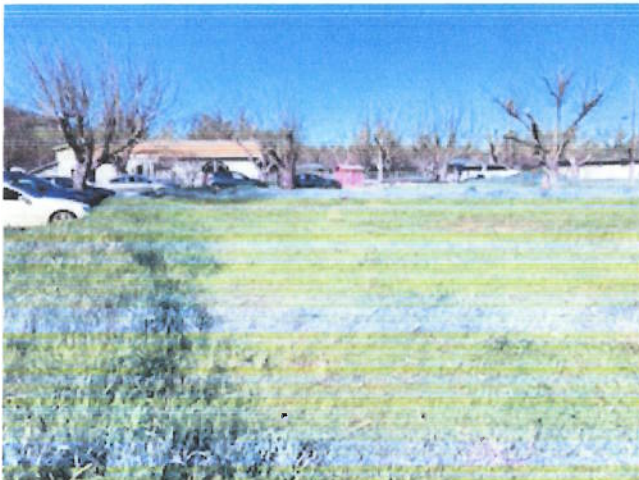
No

What sources of energy will be used?

Solar & PG&E



View of site facing SSE



View of site facing north



View of site facing ENE