



City of Clearlake Planning Commission

STAFF REPORT

Subject: Conditional Use Permit, CUP 2026-06	Meeting Date: Sept. 29 th 2026 6:00 PM
Submitted By: Mark Roberts – Senior Planner	
Report Purpose ☒ Action Item ☐ Discussion ☐ Information Only	
Applicant/Property Owner: Lake Transit Authority	
Location: 7180 South Center Drive, Clearlake, California 95422 (APN: 010-043-57)	

What is Being Asked of The Planning Commission:

The Planning Commission is being asked to consider Conditional Use Permit, CUP 2026-06 to allow the development and operation of a Bus Depot Facility located at 7180 South Center Drive, Clearlake, California 95422, further described as Assessor's Parcel Number 010-043-57.



PROJECT SUMMARY:

The applicant is requesting approval of a Conditional Use Permit to allow the development and operation of a bus depot facility. The proposed facility would serve as a designated location for buses to arrive, depart, and transfer passengers between transit routes. The project includes, but is not limited to (*Refer to Attachment 3 & 4 for full details*):

- **Administrative Building:** Approximately 3,125 SQFT in size.
- **Covered Bus Canopy:** Approximately 6,858 SQFT for up to 11 Bus Parking Station.
- **Bus Types:**
 - 5-7 cutaway buses ranging from 25-35 feet in length, will increase to a total of 11 buses when necessary.
 - Buses will arrive and depart up to 50 times a day Monday through Friday and up to 24 times on Saturday.
- **Parking:** The project proposes to have 14 parking spaces.
 - Two Accessible Parking Spaces
 - Three EV Charging Station Spaces
 - Nine Standard Vehicle Spaces
- **Number of Employee (onsite):** 2-3 at any given time.
- **Hours of Operation:** Monday through Saturday - 5:00AM to 10:00PM

AGENCY REVIEW:

A Request for Review (RFR) was distributed via email on June 1st, 2026, to all applicable Federal, State and local agencies. Departments were asked to provide comments no later than June 22nd, 2026. The project was circulated to the following agencies. (*Refer to Attachment 5 for details*).

- *Building Department*
- *Lake Co. Fire Protection District*
- *Lake Co. Environmental Health*
- *Police/Code Enforcement*
- *Highland Water District*
- *Lake County Air Quality*
- *Special Districts*
- *Public Works*
- *Cal Trans*

The city did not receive any adverse comments or concerns. Conditions of Approval have been incorporated to adhere to all applicable Federal, State and local agency requirements (*Refer to Attachment 2 for details*)

ZONING AND GENERAL PLAN CONSISTENCY:

Zoning Regulations: In accordance with Chapter 18, Section 18-18.040 (*Industrial, Communications and Transportation – Table 6*) of the City Municipal Code, “Bus Depot Facility” are allowed upon securing a Conditional Use Permit.

Parking Requirements: Pursuant to Chapter 18, Section 18-20.090, the proposed operation would fall under the classification of Public Service which requires one space per 300 square feet of office space. The administrative structure is approximately 3,125 SQFT in size. Based on these requirements, the operation would require 11 parking spaces, and the development will have 14 parking spaces. Additionally, the covered bus canopy allows for parking and storage for up to 11 buses.

General Plan: The existing operation is consistent with the City of Clearlake 2040 General Plan, as it supports key economic development goals by prioritizing the development and operation of transit facilities throughout the city. The proposed operation is consistent with applicable provisions of the City Municipal Code.

ENVIRONMENTAL REVIEW (CEQA):

The California Environmental Quality Act (CEQA) requires public agencies to evaluate the potential environmental impacts of discretionary land use approvals. In August 2022, the Lake Transit Authority acting as the CEQA Lead Agency, prepared an Initial Study to inform the public, and responsible agencies of the environmental effects associated with the proposed project. The Final CEQA Initial Study - Mitigated Negative Declaration was adopted by the Lake County Transit Authority on September 9, 2022. (*Refer to Attachment 6 for details*)

LEGAL NOTICE & PUBLIC COMMENT:

The public hearing was noticed at least ten (10) days in advance through an electronic publication of the Lake County Record-Bee on Saturday, September 19, 2026, posted in the City Bulletin Board and notices were mailed via USPS to all property owners within a 300-foot radius of the subject parcel in accordance with the Clearlake Municipal Code (*All mailing addresses were obtained from the electronic database maintained by the Lake County Assessor's Office*).

MOTION/OPTIONS:

1. Move to Adopt Resolution PC 2026-08, A Resolution of the Planning Commission of the City of Clearlake approving Conditional Use Permit, CUP 2026-06 to allow a Bus Transfer Station located at 7180 South Center Drive, Clearlake, California 95422, further described as Assessor's Parcel Number 010-043-57
2. Move to Deny Resolution PC 2026-08, and direct staff to prepare appropriate findings.
3. Move to continue the item and provide alternate directions to staff.

ATTACHMENTS:

- Attachment 1 - PC Resolution
- Attachment 2 - Conditions of Approval
- Attachment 3 - Application Packet
- Attachment 4 - Site Plan Layout
- Attachment 5 - Agency Comments
- Attachment 6 – 2022 Lake Transit Authority Adopted CEQA