



A G E N D A

CITY OF LAKEPORT PLANNING COMMISSION

Wednesday, April 13, 2022

In accordance with updated guidelines from the State of California and revised Cal OSHA Emergency Temporary Standards, persons that are NOT fully vaccinated for COVID-19 are required to wear a face covering at this meeting.

Pursuant to Assembly Bill 361, signed by Governor Newsom on September 16, 2021, the special meeting of the Planning Commission for Wednesday April 13, 2022 will be conducted both in person, and telephonically through Zoom.

If you cannot attend in person, and would like to speak on an agenda item, you can access the Zoom meeting remotely:

Please click the link below to join the webinar:

<https://zoom.us/j/98661665155>

Or iPhone one-tap:

US: +1669 900 9128, 98661665155# or +13462487799, 98661665155#

Or Join by Telephone:

Dial (for higher quality, dial a number based on your current location):

US: [+16699009128](tel:+16699009128), 98661665155# or [+13462487799](tel:+13462487799), 98661665155#

Meeting ID: 986 6166 5155

International numbers available: <https://zoom.us/u/adIp8WT8h0>

The City wants you to know that you can also submit your comments by email to jbyers@cityoflakeport.com.

To give the Staff adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 4:30 p.m.

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.

Comments that you want read to the Council will be subject to the three-minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.



A G E N D A

CITY OF LAKEPORT

PLANNING COMMISSION

REGULAR MEETING: Wednesday, April 13, 2022 5:30 P.M.
City Hall Council Chambers, 225 Park Street

I. CALL MEETING TO ORDER: 5:30 p.m.

II. ROLL CALL:

III. ACCEPTANCE OF AGENDA:

Urgency Items: To add an item, the Commission is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a two-thirds determination that the need to take action arose subsequent to the agenda being posted.

Move to accept the agenda as posted or move to add or delete items.

IV. COMMUNICATIONS:

A. Public Input:

Any person may speak for three minutes about any subject within the authority of the Planning Commission, provided that the subject is not already on tonight's agenda. Persons wishing to address the Planning Commission are required to complete a Citizen's Input form and submit it to the Community Development Director prior to the meeting being called to order. While not required, please state your name and address for the record.

V. CONSENT CALENDAR:

The following Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Commission at one time without any discussion. Any Planning Commissioner may request that any item be removed from the Consent Agenda for discussion under the Regular Agenda.

A. Minutes:

Approval of the completed minutes from the Special Planning Commission meeting of February 16, 2022.

VI. REGULAR CALENDAR:

**A. Metro Investment, Inc. –
Application #2022-04**

Continuation of an Application for a Use Permit and a Categorical Exemption to allow for a short-term rental located at 366 Third Street, APN: 025-363-07.

- B. Vicki & William Lane – Application #2022-03**
Application for a Use Permit and a Categorical Exemption to allow for a short-term rental located at 785 Sixth Street, APN: 025-073-10.
- C. Sandra Kacharos – Application #2022-02**
Application for a Lot Line Adjustment to reconfigure lands between two (2) existing lots of record located at 2365 and 2375 Parallel Drive, APNs: 005-051-01 and 005-051-02.
- D. 2022 Planning Commission Goals**
Review and discuss the Planning Department's and Planning Commission's Goals and Work Program for the 2022 calendar year.
- E. City of Lakeport - Housing Element Report**
Annual Progress Report on the housing production and implementation of housing related programs and policies contained in the Sixth Cycle Housing Element.

VII. Correspondence

VIII. Comments from Staff or Commissioners:

IV. SCHEDULE NEXT MEETING:

Due to Staff training, staff is requesting adjourning the next regular meeting date of May 11, 2022 and schedule a special meeting for May 25, 2022.

X. ADJOURNMENT:

APPEALS:

The applicant or affected persons not satisfied with the decision of the Planning Commission may file an appeal. Affected persons include individuals who received notice of a land use application, or who attended the Planning Commission meeting and made verbal comments or submitted written comments in response to the notice. An appeal of a decision made by the Planning Commission shall be filed with the Community Development Director within five business days of the decision. Said appeal shall be filed on the prescribed form and accompanied by the fee in the amount set by Resolution of the City Council.

ACCESSIBILITY:

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact City Clerk's Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.



CITY OF LAKEPORT PLANNING COMMISSION SPECIAL MEETING – February 16, 2022 MINUTES

CALL TO ORDER / ROLL CALL: Chair Mitchell called the meeting to order at 5:30 p.m. with Commissioners Maxman, Warrenburg, Barnett, and Combs present. Also present was Community Development Director, Jenni Byers, and Administrative Analyst, Linda Sobieraj.

ACCEPTANCE OF AGENDA:

Commissioner Warrenburg made a motion to accept the agenda as posted. Seconded by Commissioner Maxman. Motion carried by voice vote. (5-0).

COMMUNICATIONS: Director Byers advised there was no public input.

CONCENT CALENDAR:

A motion was made by Commissioner Maxman, to accept the minutes. Seconded by Commissioner Warrenburg. (Minutes from the Regular Planning Commission January 12, 2022). Motion carried by voice vote (5-0).

REGULAR AGENDA:

Annual Election of Planning Commission Officers –

Director Byers briefed the Planning Commissioners on the election process.

Commissioner Combs moved to nominate Commissioner Mitchell as Chairperson, Commissioner Warrenburg as Vice Chairperson of the City of Lakeport Planning Commission for calendar year 2022, and Jenni Byers, Community Development Director as Secretary. Seconded by Commissioner Barnett and carried by voice vote (5-0).

Tea Tree, LLC – Application #2021-38 -

Director Byers briefed the Planning Commission on an application for a Use Permit and Categorical Exemption to allow for a short-term rental located at 1950 Lakeshore Boulevard, APN: 026-312-28.

Planning Commissioners asked questions regarding building and fire department inspections, and parking.

Public hearing opened at 5:47 p.m. Applicant Eric McGlennon spoke answering questions regarding parking, inspections. Public hearing closed at 5:52 p.m.

Public hearing reopened at 6:00 p.m. Applicant Eric McGlennon spoke. Public hearing closed at 6:02 p.m.

Categorical exemption Approval

Commissioner Maxman moved that the Planning Commission find that 2021-38 as applied for by Tea Tree, LLC is categorically exempt as an existing facility project pursuant to Section 15301 of the CEQA Guidelines as amended. Seconded by Commissioner Combs and carried by voice vote (5-0).

Use Permit Approval

Commissioner Maxman moved that the Planning Commission find that the Use Permit applied for by Tea Tree, LLC on property located at 1950 Lakeshore Boulevard does meet the requirements of Section 17.24.040 of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment B) as amended, and with the findings listed in the February 16, 2022, staff report. Seconded by Commissioner Combs and carried by voice vote (5-0).

Amber Chatwin / LNR Services, LLC – Application #2021-39 –

Director Byers briefed the Planning Commission on an application for a Use Permit and Categorical Exemption to allow for a short-term rental located at 600 Esplanade Street, APN: 025-565-12. Director Byers did advise that the gates to the property either needs to be removed or oriented so they swing inward to comply with Lakeport Municipal Code 17.28.010.O.2.a.

Director Byers read into the record emails received from Paula Doran, Val & Dee McMurdie and Verna Schaffer in opposition of the project.

Planning Commissioners asked questions regarding safety issues, and parking.

Public hearing opened at 6:22 p.m. Val McMurdie and Paula Doran spoke the project. Applicant, Dr. Amber Chatwin spoke on the project answering questions regarding safety issues, parking, and reorienting the driveway gate. Public hearing closed at 6:38 p.m.

Director Bryers advised every project can be appealed to the City Council and if a Council Member does speak on the item, they may not be able to speak on the appeal at the City Council Meeting.

Public hearing reopened at 6:40 p.m. City Council Member Green and Paula Doran spoke. Public hearing closed at 6:47 p.m.

Categorical exemption Approval

Commissioner Barnett moved that the Planning Commission find that 2021-39 as applied for by Amber Chatwin is categorically exempt as an existing facility project pursuant to Section 15301 of the CEQA Guidelines, as amended. Seconded by Commissioner Combs and carried by voice vote (5-0).

Use Permit Approval

Commissioner Barnett moved that the Planning Commission find that the Use Permit applied for by Amber Chatwin, on property located at 600 Esplanade Street does meet the requirements of Section 17.24.040 of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment B) as amended, and with the findings listed in the February 16, 2022, staff report. Seconded by Commissioner Warrenburg and carried by voice vote (5-0).

AMG & Associates, LLC – Application #2021-39 -

Director Byers briefed the Planning Commission on an application for approval of a Density Bonus for the Bevins Street Senior Apartments located at 447 Bevins Street and further described as APN: 025-431-37.

Public hearing opened at 7:09 p.m. Elizabeth Larson with Lake County News spoke. Public hearing closed at 7:11 p.m.

Planning Commissioners asked questions regarding location and area median income requirement.

Density Bonus/Incentive Approval

Commissioner Barnett moved that the Planning Commission approve the Density Bonus/Incentive application and authorize the Community Development Director, City Manager and/or City Attorney to sign all necessary documents for the housing rent affordability agreement or deed restriction. Seconded by Commissioner Combs and carried by voice vote (5-0).

CORRESPONDENCE:

The Commission discussed the current project pending list.

COMMENTS FROM STAFF AND COMMISSIONERS:

Director Byers stated staff received exciting news regarding Martin Street Apartments Phase II project. The project, consisting of 48 units, received tax credits to be rented as farm labor housing and only 2 units have been rented. Director Byers advised that staff reached out to the applicant after the Cache Fire in Clearlake and the loss of 60 homes. In working with the applicant and the USDA staff received word they are approving the exemption to opening up the application process to low-income housing.

Director Byers advised the Planning Commissioners the city has provided a job offer to someone as an Associate Planner and the candidate is currently in the background phase.

Director Byers advised she will be away at training on the follow dates:

March 1st – 3rd for Public Information Officer training,

March 8th - 9th International Conference of Shopping Centers

March 16th - 18th League of Cities Planning Commissioner Academy

DISCUSS AND SET THE NEXT MEETING DATE:

It was agreed by consensus that the next meeting be held on Wednesday, March 9, 2022. Meeting was adjourned and closed at 7:15 p.m.

Jennifer M. Byers, Community Development Director



CITY OF LAKEPORT PLANNING COMMISSION

Memorandum

RE: 2022-04 Use Permit and Categorical Exemption

MEETING DATE: April 13, 2022

SUBMITTED BY: Jennifer M. Byers, Community Development Director

PURPOSE OF REPORT: ☒ Information only ☐ Discussion ☐ Commission Action

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

The Planning Commission is being asked to open the public hearing and continue the item to a special Planning Commission meeting on May 25, 2022, at 5:30 pm.

SUMMARY OF THE ISSUE:

Applicant Metro Investment Group, Inc. notified staff they were evaluating the project and was considering changes. Staff suggested the item be continued to provide the applicant the opportunity to reevaluate the project, make changes if necessary, and redistribute new materials for review.

SUGGESTED MOTION:

I move to continue Application #2022-04 for Metro Investment Group, Inc. be continued to a Special Meeting of the Planning Commission on Wednesday, May 25, 2022, at 5:30 p.m. to allow applicant time to reevaluate the project and make any necessary changes.



CITY OF LAKEPORT COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT

DATE: April 13, 2022

APPLICATION NO: 2022-03 Use Permit and Categorical Exemption

OWNER/APPLICANT: Vicki & William Lane
4896 Shasta Ct.
Kelseyville, CA 95451

LOCATION: 785 Sixth St. (025-073-10)

GENERAL PLAN: Residential

ZONING: R-1 – Low Density Residential

STAFF CONTACT: Jennifer M. Byers, Community Development Director

REQUESTED ACTION: The Planning Commission is being asked to review and approve an application for a Use Permit to allow a short-term rental, consistent with Section 17.24.110.E of the zoning ordinance. The Use Permit would allow for a short-term rental permit within an existing single-family dwelling located at 785 Sixth St., APN: 025-073-10.

GENERAL PLAN AND ZONING DISTRICT: The subject property is designated Residential according to the City of Lakeport General Plan Land Use Map and is within the R-1, Low Density Residential zoning district according to the City Zoning Map. Short-term rental to transient guests may be permitted in any residential structure, regardless of zone district subject to the issuance of a Use Permit per Section 17.04.50.C of the zoning ordinance.

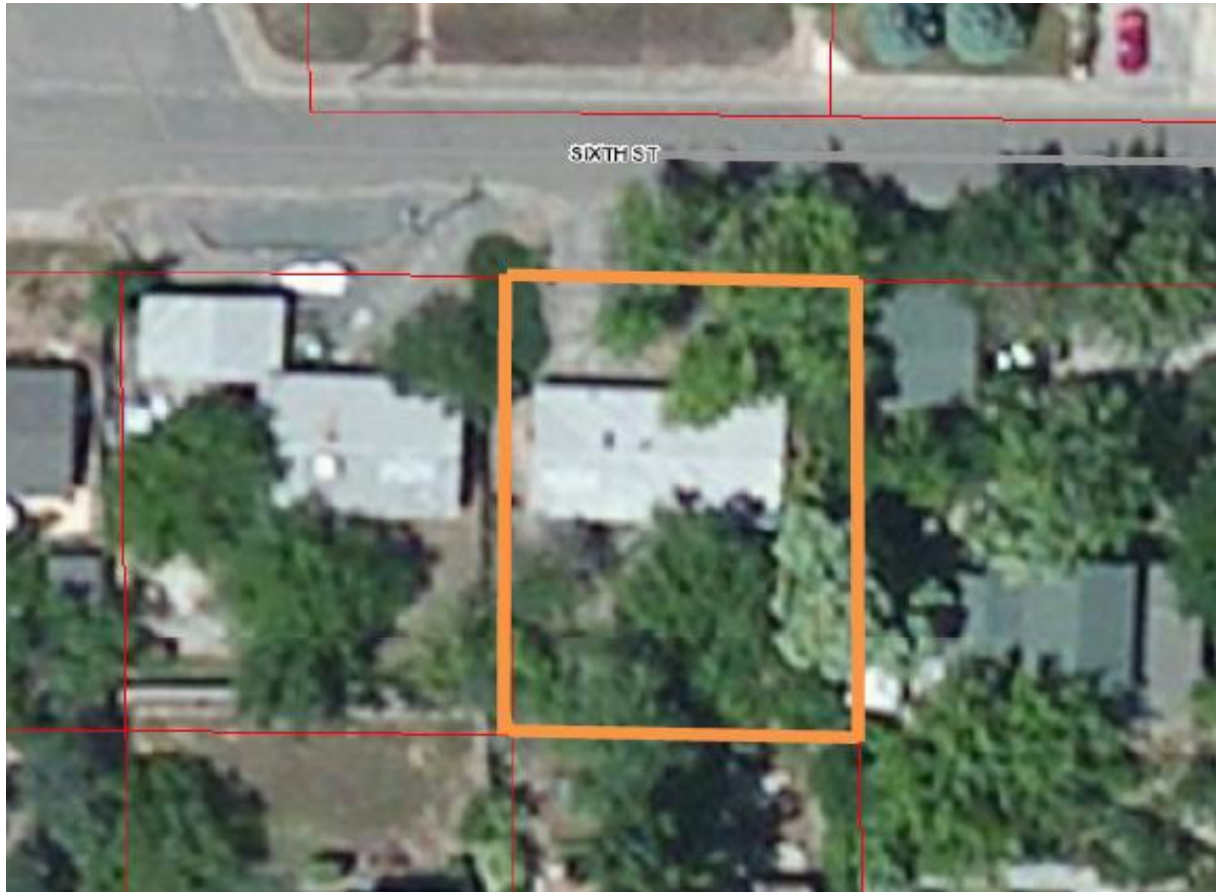
As proposed, the allowance for the short-term rental of a residence to transient guests at this site is consistent with the objective ED 10 of the General Plan which seeks, "To promote and enhance Lakeport as a year round visitor/recreation destination area," likewise Policy ED 10.2 of the Economic Development Element which, "supports new visitor-oriented lodging...(Page VI-6-7)."

As proposed, the project is consistent with the intent of the General Plan and Zoning Ordinance Section 17.04.50.C, Low Density Residential and 17.24.110 E Use Permit, in respect to the conditional use on the property.

PROJECT DESCRIPTION: The proposed project consists of a short-term rental proposed in an existing single-family residence located on the southern side of Sixth Street. The short-term rental is to be offered through AirBnb, offering a single-family residential unit with three (3) total bedrooms, one (1) bathroom, kitchen and living room. The unit would accommodate up to four (4) people and utilize only two (2) of the three (3)

bedrooms for the rental. The property has one (1) onsite parking spot via a private driveway and street parking in front of the residence.

Staff reviewed all of the criteria applicable to this project and has determined that the proposed short-term rental is in compliance with the Use Permit standards for short-term rentals 17.24.110.E set forth in the Municipal Code.



Project Location

The applicant would be required to get a business license for the operation of the short-term rental, as well as working with the city to provide Transient Occupancy Tax for the short-term rental.

Agency Review Comments: The submitted plans were provided to the Building Inspector, City Engineer, City Public Works, City Finance Department, Police and Fire District for their review.

- Building Official: Must have Smoke / CO detectors and low flow plumbing fixtures, based off current building code. A Building Safety Inspection was done on March 2, 2022, Building Inspector Romo stated a handrail was needed at the front entry steps, a cover plate is required for the bathroom fan, the pressure relief valve (PRV) needs to terminate within 6-feet of grade at the exterior, need to secure the step in the garage, and owner must provide at least 36 inches of working space in front of the subpanel in the garage.
- City Engineer: No concerns.
- Public Works: No issues.
- Public Works Utilities: No Impact.

- Finance Department: Upon approval of Use Permit, register with HDL for TOT/TID reporting.
- City Police: No Police concerns.
- Fire District: Fire safety inspection was done March 2, 2022, Chief Thomas stated additional smoke detectors, a wall mounted fire extinguisher, and highly reflective street numbers outside the property be installed prior to short-term vacation rental activities are initiated. Chief Thomas advised the electrical panel was inaccessible to inspect and suggested the Building Official reinspect.

The conditions being recommended are based on comments received. No modifications are being proposed to the structure that would require the issuance of a building permit. Project Conditions of Approval and vicinity map are attached.

USE PERMIT APPLICATION FINDINGS: As described, the proposed short-term rental set forth for the Low Density Residential (R-1) Zoning Ordinance requires the issuance of a Use Permit by the Lakeport Planning Commission. Section 17.24.040 of the Zoning Ordinance requires the following findings be made for said approval:

Finding 1: That the proposed location and use is consistent with the objectives of this ordinance and the purposes of the district in which the site is located. The short-term rental as outlined in the proposed application is consistent with the standards set forth for the R-1, Low Density Residential zoning district. The site and circulation associated with the proposed project on this property is adequate for the use. The use is generally consistent with other uses in the immediate area, would not reflect a significant increase in traffic in the area, and would not have a significant impact on the immediate residential area.

Finding 2: That the proposed location of the use and proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the health, safety, or welfare of persons residing in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city. The project with proposed conditions implemented is consistent with the objectives and policies of the Lakeport General Plan because Objective ED-10 of the General Plan encourages uses that promote and enhance Lakeport as a year-round visitor/recreation destination area. Furthermore, this use will take place in a location that would limit the impact to neighbors in close proximity. As proposed this project will not have a significant impact on the neighboring residential properties in the immediate area.

Finding 3: That the proposed use will comply with the provisions of this title. The use, with the conditions of approval, are in compliance with the R-1 zoning district (LMC Chapter 17.04) and Use Permit standards (LMC Chapter 17.24), including all special provisions pertaining to "Short term rental of residences to transient guests (vacation home)" as outlined in Section 17.24.110.E.

CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS:

Finding 4: The project is statutorily exempt of the California Environmental Quality Act. The proposed project has been determined to be categorically exempt from the provisions of the California Environmental Quality Act according to Section 15301, Existing Facilities, of the CEQA guidelines. This section allows for the modification to the operation of an existing private structure.

CONCLUSION, RECOMMENDATION, AND CONDITIONS: Based on the information provided by the applicant and the comments received from City staff, a finding is made that the short-term rental located at the property located at 785 Sixth Street, is in general conformance with the Lakeport Municipal Code Section 17.24.040 (Use Permit criteria and standards). The proposed use will not significantly impact the building and will not impact the functionality of the existing residential use. The proposed project has been determined to be exempt from the provisions of the California Environmental Quality Act according to Section 15301 of the 2022 CEQA guidelines.

Staff recommends that the Planning Commission approve the Use Permit application subject to the conditions of approval set forth in the staff report (Attachment B).

SAMPLE MOTIONS

Categorical Exemption Approval

I move that the Planning Commission find that Application No. 2022-03 as applied for by Vicki and William Lane is categorically exempt as an existing facility pursuant to Section 15301 of the CEQA Guidelines.

Use Permit Approval

I move that the Planning Commission find that the Use Permit applied for by Vicki and William Lane for the property located at 785 Sixth Street does meet the requirements of Section 17.24.040 of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment B), and with the findings listed in the April 13, 2022, staff report.

The Planning Commission's approval of the applications shall be subject to the conditions of approval specified in the staff report and/or as amended by the Planning Commission at the public hearing.

Attachment A: Vicinity Map
Attachment B: Project Conditions Agreement
Attachment C: Application; Site Plan and Narrative

Attachment A:

Vicinity Map

An aerial photograph of a residential neighborhood with several houses and trees. Red lines outline various parcels of land. One parcel, containing a house with a light-colored roof, is highlighted with an orange border. The text "NOT A LEGAL DOCUMENT" is repeated four times around the perimeter of the map. Street names "SHADY OAK ST" and "SIXTH ST" are visible. A north arrow icon is in the bottom right corner.

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

SHADY OAK ST

SIXTH ST

North Arrow

Lake County IT Dept., Lake County IT Dept., Source: Esri,
DigitalGlobe GeoEye, Earthstar Geographics, CNES/Airbus DS,
USDA, USGS, AeroGRID, IGN, and the GIS User Community

An aerial photograph of a residential neighborhood with several houses and trees. Red lines outline various land parcels across the scene. One parcel, located south of Sixth St and east of Shady Oak St, is highlighted with a thick orange border. The text "NOT A LEGAL DOCUMENT" is repeated four times in white capital letters: at the top center, along the left edge, along the right edge, and at the bottom center. Street names "SHADY OAK ST" and "SIXTH ST" are labeled in white. A north arrow icon is in the bottom right corner.

NOT A LEGAL DOCUMENT

SHADY OAK ST

SIXTH ST

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

Lake County IT Dept., Lake County IT Dept., Source: Esri,
DigitalGlobe GeoEye, Earthstar Geographics, CNES/Airbus DS,
USDA, USGS, AeroGRID, IGN, and the GIS User Community

An aerial photograph of a residential neighborhood with several houses and trees. Red lines outline various land parcels across the scene. One specific parcel, located south of Sixth St and east of Shady Oak St, is highlighted with a thick orange border. Street labels 'SHADY OAK ST' and 'SIXTH ST' are visible. A north arrow icon is positioned in the lower right corner.

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

Lake County, IL Dept. of Land & Surveying, Source: Esri,
DigitalGlobe GeoEye, Earthstar Geographics, CNES/Airbus DS,
USDA, USGS, AeroGRID, IGN, and the GIS User Community

An aerial photograph of a residential neighborhood with several houses and trees. Red lines outline various parcels of land. One parcel in the center-right is highlighted with an orange border. The text "NOT A LEGAL DOCUMENT" is repeated four times around the perimeter of the map. Street names "SHADY OAK ST" and "SIXTH ST" are visible. A north arrow icon is in the bottom right corner.

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT

SHADY OAK ST

SIXTH ST

Lake County, IL Dept. of Land & Surveying, Source: Esri,
DigitalGlobe GeoEye, Earthstar Geographics, CNES/Airbus DS,
USDA, USGS, AeroGRID, IGN, and the GIS User Community

[illegible]

Lake County, CA

All parcel boundaries are *approximate*. Discrepancies in acreage, shape and location are common.
 This map is not the legal survey document to be used in single site determinations. Consult your deed for a legal parcel description.

785 Sixth St.

Web AppBuilder for ArcGIS

mi

0 0.0085 0.017

Print Date: 2/25/2022

Lake County, CA

All parcel boundaries are *approximate*. Discrepancies in acreage, shape and location are common.
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mi

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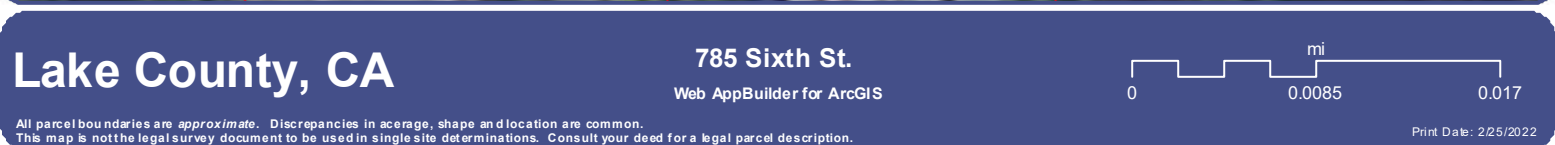
785 Sixth St.

Web AppBuilder for ArcGIS

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0 0.0085 0.017

Print Date: 2/25/2022



Lake County, CA

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785 Sixth St.

Web AppBuilder for ArcGIS

mi

0 0.0085 0.017

Print Date: 2/25/2022

Attachment B:
Project Conditions Agreement



CITY OF LAKEPORT
Community Development Department
225 Park Street
Lakeport, Ca 95453

PROJECT CONDITIONS AGREEMENT

Land Use Application File No. 2022-03

*This Agreement is entered into by **Vicki and William Lane**
785 Sixth Street (Hereinafter Applicant/Owner).*

RECITALS

WHEREAS, Applicant/Owner applied to the City of Lakeport for a Use Permit approval for a short-term rental; and

WHEREAS, the City of Lakeport Planning Commission on April 13, 2022, has reviewed and approved the project for conformance with the Use Permit criteria and standards set forth in Section 17.24.110; and

WHEREAS, the proposed project is hereby approved subject to the following conditions:

1. The applicant/owner shall sign a standard City of Lakeport Project Conditions Agreement which lists the conditions of approval and shall agree to said conditions. A copy of the signed agreement shall be returned to the Community Development Department prior to the commencement of operations.
2. The applicant/owners shall comply with the provisions of Municipal Code Chapter 3.20 regarding the collection and payment of the Transient Occupancy Tax (TOT). Proof of TOT program registration with the City of Lakeport Finance Department shall be provided to the Community Development Department prior to the commencement of operations.
3. The applicant/owners shall comply with all applicable provisions of Municipal Code Chapter 5.04 regarding the issuance of a Business License. A copy of the issued business license shall be provided to the Community Development Department prior to the commencement of operations.
4. The applicant/owner/operator shall post a notice within the portion of the home being utilized as a short-term rental and provide a handout to guests at the time of check-in which shall substantially conform with the following:

The owners of this home and the City of Lakeport welcome you to our town. We sincerely hope that you and your family enjoy your stay and return again soon. This home has been approved by the City of Lakeport for use as a vacation home rental. Because it is located in a residential area, we ask that you and your family maintain a quiet and peaceful atmosphere. There are adjacent

neighbors who live here full time and would appreciate your consideration. Your cooperation is appreciated.

Any deviation from the above language shall be approved in advance by the Community Development Director.

5. The applicant/owners shall work with the City of Lakeport Building Division to review the change in occupancy status from a single-family use to a transient guest use. Battery-powered smoke and carbon monoxide detectors and low flow plumbing fixtures shall be provided in the house as required by the California Building Code. The dwelling was inspected on March 2, 2022, Building Inspector Romo stated a handrail was needed at the front entry steps, a cover plate is required for the bathroom fan, the pressure relief valve (PRV) needs to terminate within 60feet of grade at the exterior, need to secure the step in the garage, and must provide at least 36 inches of working space in front of the subpanel in the garage. A reinspection by the Community Development Department shall be requested by the applicant before the short-term vacation rental activities are initiated.
6. The applicant/owners shall install additional smoke detectors, a wall mounted fire extinguisher, and highly reflective street numbers outside the property, per the Lakeport Fire Department inspection of the property dated March 2, 2022, before the short-term vacation rental activities are initiated.
7. The Use Permit shall be reviewed by the Planning Commission as necessary to determine compliance with conditions of approval or if legitimate and verified complaints are submitted to the City.

NOW, THEREFORE, IT IS AGREED:

1. That the applicant/owner has read and agrees to each and every item and condition herein.
2. That the development and use of the real property described herein shall conform to the conditions listed above and all City of Lakeport Ordinances and Resolutions where applicable.
3. That said conditions shall be binding on all owners or persons having or acquiring any right, title, or interest in said real property, or any part thereof, subject to this agreement.

Dated: _____

APPLICANT/OWNER

SIGNATURE- Vicki Lane

PLEASE PRINT NAME

cc: Project File

Attachment C:
Application; Site Plan, Floor Plan and
Narrative



City of Lakeport

225 Park St – Lakeport CA 95453

Phone: (707) 263-5613 EXT. 205 FAX: (707) 263-9314

www.cityoflakeport.com

LAND USE APPLICATION

WITH OR WITHOUT CATEGORICAL EXEMPTION

APPLICANT'S INFORMATION	LAND OWNER'S INFORMATION
Name <u>Vicki & William Lane</u>	Name _____
Company Name _____	Company Name _____
Mailing Address <u>4896 Shasta Ct</u>	Mailing Address _____
City, State, Zip <u>Kelseyville CA 95451</u>	City, State, Zip <u>same</u>
Phone <u>707 349 8653</u> Fax _____	Phone _____ Fax _____
Email <u>Konecti. Bay of yahoo</u>	Email _____

AGENT, ENGINEER, OR ARCHITECT'S INFORMATION (if any)	
Name _____	Company Name _____
Mailing Address _____	Phone _____ Fax _____
City, State, Zip _____	Email _____

PROJECT INFORMATION	
Project location: <u>785 Sixth St.</u>	Assessor Parcel No.(s): <u>025-073-100-000</u>
Current land use: <u>Rental</u>	Size of existing parcel: _____
Current Zoning: <u>Single Family Residence</u>	Current General Plan Designation: _____
Subdivision tract name: <u>Central Park</u>	Lot and block numbers: <u>NO lot NO block - NO mapping</u>
Description of proposed project:	
<u>Rental to Airbnb</u>	

ATTACH SUPPLEMENTAL INFORMATION AS REQUIRED

<u>Vicki Lane</u>	<u>Vicki Lane</u>
SIGNATURE OF APPLICANT	SIGNATURE OF LAND OWNER
DATE	DATE

LAND USE APPLICATIONS REQUIRED FOR PROPOSED PROJECT:

<input type="checkbox"/>	\$722.07	Abandonment of Right-of-Way	<input type="checkbox"/>	\$ 933.39	Lot Line Adjustment
<input type="checkbox"/>	2,075.23*	Annexation	<input type="checkbox"/>	124.67	Minor Exception
<input type="checkbox"/>	155.49	Archeological Review	<input type="checkbox"/>	489.45*	Formal Concept Plan Review
<input type="checkbox"/>	2,948.56*	Architectural & Design Review	<input type="checkbox"/>	88.87 & up**	Reapportionment – Sewer Assessment
<input type="checkbox"/>	746.98	Arch. & Design Review (Minor)	<input type="checkbox"/>	248.87	Shoreline Development
<input type="checkbox"/>	93.51	Arch. & Design Review (Small Project)	<input type="checkbox"/>	1952.47*	Tentative Parcel Map
<input type="checkbox"/>	310.97	Approved Plan Revision	<input type="checkbox"/>	2,818.23*	Tentative Subdivision Map
<input checked="" type="checkbox"/>	140.08	Categorical Exemption	<input type="checkbox"/>	684.52	Use Permit, Major
<input type="checkbox"/>	280.16	Certificate of Compliance	<input type="checkbox"/>	180.52	Use Permit, Minor
<input type="checkbox"/>	1,306.94	Development Agreement	<input type="checkbox"/>	715.81	Variance
<input type="checkbox"/>	886.70	Environmental Review	<input type="checkbox"/>	233.23	Voluntary Merger
<input type="checkbox"/>	256.70	Fence Request	<input type="checkbox"/>	1,089.35	Zone Change
<input type="checkbox"/>	342.26	Free-Standing Sign	<input checked="" type="checkbox"/>	190.02*	Zoning Permit
<input type="checkbox"/>	809.19	General Plan Amendment	<input type="checkbox"/>		Other

*Planning and Engineering Fees ** Engineering Fee

Total Fees Collected: \$320.10 Receipt # 176506 Initials UL Date 2/7/2022
 Applicant # 2022-03

Revised 7/1/2021

Ryan (Assessors office) x 2...

To: Whom it may concern
Date: February 7, 2022
Re: 785 6th street, Lakeport, California

Written Justification Statement:

We are wanting to turn our little house on 6th street to an Airbnb. We are wanting to do this because we are in our late 60's and it is getting harder for us to take care of regular rentals. We can no longer do the work.

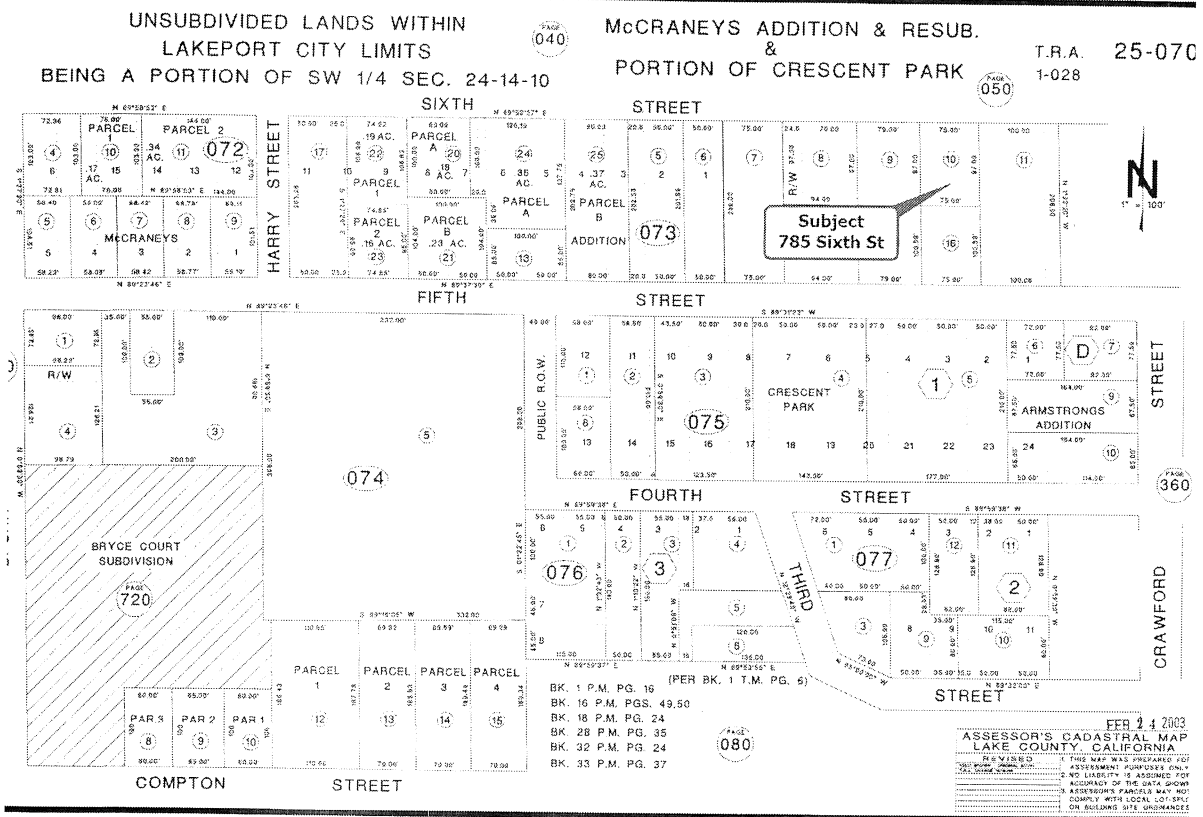
We have already turned another property that we own into an Airbnb, it is working out really well for us. We are able to keep up with it weekly, monthly, daily. We know that there is a shortage of properties for people coming into the county to work from other areas which is what our other Airbnb typically gets.

It is a three bedroom but we will probably close one off because we only want four or under people staying, Preventing any big parties from coming. It is a quiet neighborhood and we want quiet guest to stay at our home. Hoping to target medical, home workers, out of area workers.

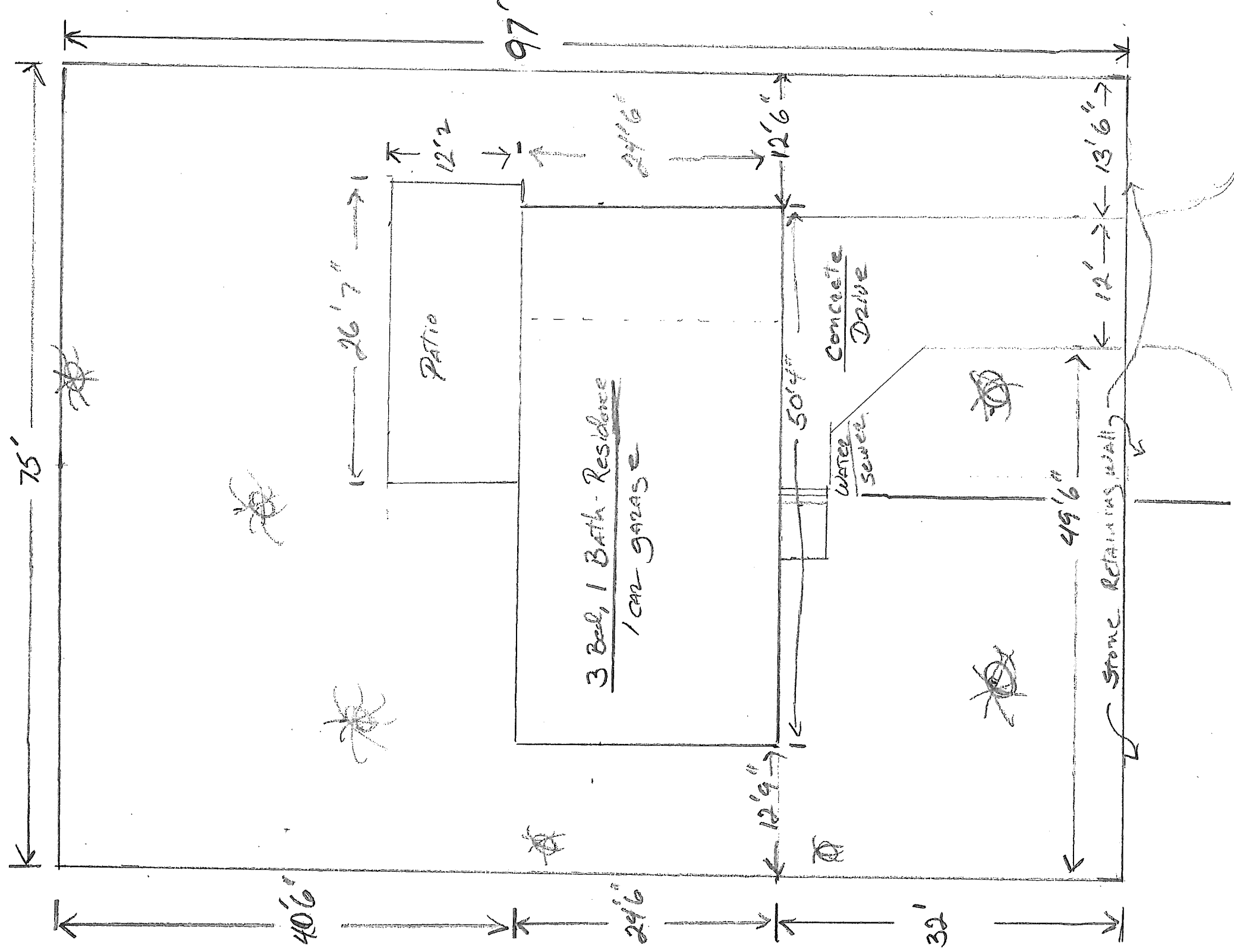
Thank you for your consideration.

Vicki Lane
William Lane

Plat Map



3/32 = 1' scale Bill Lane
APN # 025-073-100-000
Lot 7, 147 sq ft



785 6th Street Lakewood, Ca

6th Street

APN # 025-073-100-000

40'

10'4"

6'3" Slides

2'3" SH

6'x3" Slides

Porch
4'2" x 7'2"

Patio
12'2" x 26'7"

3'6"

Bed # 2
8'4" x 13'

Bed # 3
11' x 11'8"

Bath
5'5" x 8'4"

Dining
8' x 11'8"

Utility Area
5'4" x 10'3"

Closet

Closet

Shelving

Hall
3'4" x 10'

Closet

Garage

10'3" x 18'

269 sq ft

Bed # 1
11'8" x 13'

980 sq ft

Living
11'8" x 17'4"

Kitchen
8' x 11'8"

3'6"

6'x4" Slides

Porch
4'3" x 5'6"

6'x4" Slides

3'x3" SH

METER

8'0" x 7'0"

1/4" = 1' scale Bill Lane

WATER
SEWER

785 6th St. Lakeport, CA. Floor Plan.



**CITY OF LAKEPORT
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT**

ITEM NO.: VI. C.
DATE: April 13, 2022
FILE NO: 2022-02
APPLICANT/PROPERTY OWNER: Sandra Kacharos
2375 Parallel Drive
Lakeport, CA 95453
PROJECT CONSULTANT: Jessica Rosenthal
Rosenthal Networks
PO Box 1964
Middletown, CA 95461
SURVEYOR: Norman Stewart
Ruzicka Associates
P.O. Box 1189
Lakeport, CA 95453
LOCATION: 2365 & 2375 Parallel Drive
STAFF CONTACTS: Jennifer M. Byers, Community Develop Director

PROPOSED ACTION AND LOCATION: Application for a lot line adjustment to reconfigure lands between two (2) existing lots of record. The subject properties are located at 2365 & 2375 Parallel Drive; and further described as APNs 005-051-02 and 005-051-01. The purpose of the lot line adjustment is to adjust property lines decreasing 2365 Parallel Drive by 0.39 acres and increasing 2375 Parallel Drive by 0.39 acres.

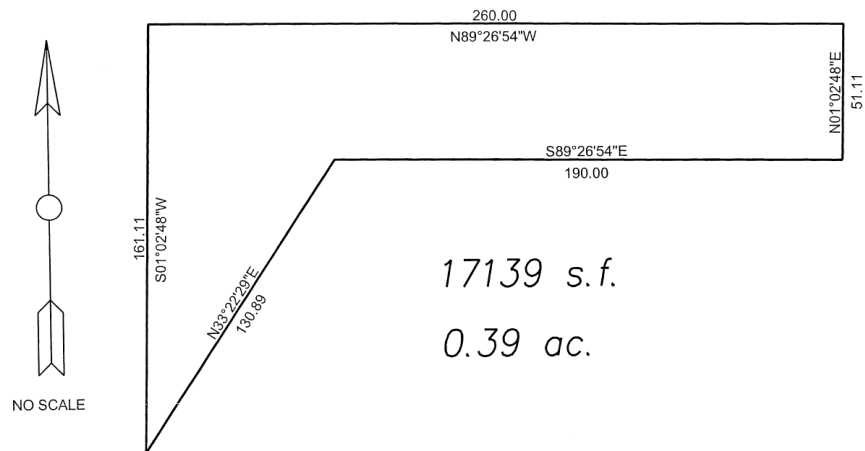
GENERAL PLAN DESIGNATION AND ZONING DISTRICT: Both of the properties are designated R-1 according to the City of Lakeport General Plan Land Use Map. Section 17.04.060.A of the Lakeport Municipal Code indicates that the minimum allowable lot size for newly created interior lots is 6,000 square feet and 6,500 square feet for corner lots in the R-1 zoning district. Currently, both existing lots meet the R-1 zoning district minimum lot size requirements. Following the adjustment, both of the lots will meet the minimum lot size requirements with one lot size at 0.57 acres (24,748 square feet) and the second lot size at 6.24 acres (271,848 square feet). The resulting lot line adjustment reflects the boundaries of the General Plan designations and zoning district for each of the two (2) adjusted properties.

PROPOSED LOT LINE ADJUSTMENT: The primary purpose of the proposed lot line adjustment is to reconfigure the parcels boundary lines in order to alleviate set back encroachments.

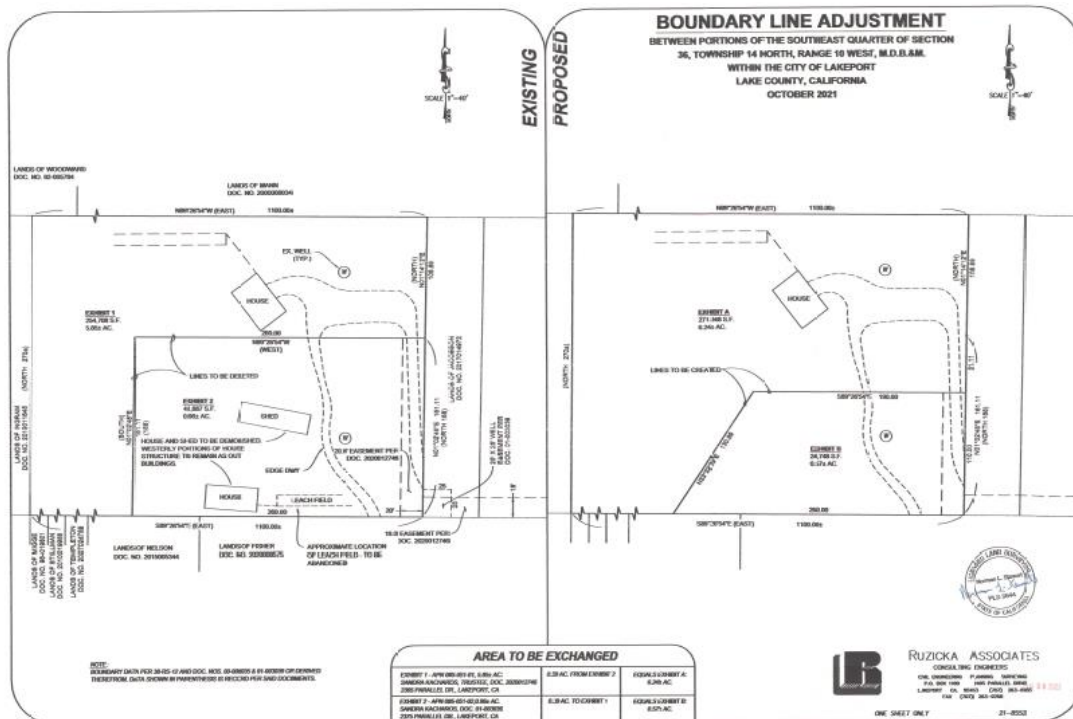
The proposed project consists of two (2) property line adjustments. A description of each adjustment along with staff's analysis is provided below:

- Parcel 1 (2375 Parallel Drive) (APN: 005-051-01): This existing parcel is approximately 5.85 acres (254,708 square feet) in size. This lot currently has a single-family dwelling on the property. The proposed lot line adjustment would enlarge the property by 17,139 square feet or 0.39 acres making the proposed property 271,848 square feet.
- Parcel 2 (2365 Parallel Drive) (APN: 005-51-02): This existing parcel is approximately 0.96 acres (41,887 square feet) in size. This lot currently has a single-family dwelling and a shed on the property. The proposed lot line adjustment would reduce the property by 0.39 acres (17,139 square feet) making the proposed property 0.57 acres (24,748 square feet).

Portion to be transferred:



The resulting lot configuration is shown below:



One of the goals of the City's General Plan is "to preserve and enhance existing residential neighborhoods and promote residential development." The lot line adjustment will alleviate set back encroachments upon the property located at 2365 Parallel Drive based upon their current lot configuration.

The lot line as proposed conforms to the Lakeport General Plan, Zoning and Building Ordinances. Said lot line adjustment would include reconfiguration of two (2) legal lots of record. No additional parcels will be created with the adjustment. Notice of the lot line adjustment proposal has been referred to City departments and affected agencies.

Agency Review Comments: The submitted plans were provided to the County Assessor's Office, City Engineer, and City Public Works for their review.

- City Engineer: The surrounding property information should be added to the new boundary map as well as the existing. All easements need to be shown on the proposed parcel map as well as existing. An adjustment of the 20-foot access easement that is now shorter along the eastern edge of Exhibit B parcel needs to be added.
- Public Works: No issues.
- Public Works Utilities: No impact.
- Lake County Assessor's Office: No comment.

CONCLUSION AND RECOMMENDATION: Based on the information that has been prepared by the applicant and the responses from City staff, it is concluded that the proposed lot line adjustment is generally in conformance with the lot line adjustment criteria outlined in the City's Subdivision Ordinance and California Subdivision Map Act (66412(a)). This proposal is considered exempt from the provisions of the California Environmental Quality Act under Section 15305 Class 5 (a) of the CEQA Guidelines.

Staff recommends that the Planning Commission approve the lot line adjustment application subject to the attached conditions.

SAMPLE MOTIONS

Categorical Exemption Approval

I move that the Planning Commission find that the Lot Line Adjustment application 2022-02 as applied for by Sandra Kacharos is categorically exempt from the California Environmental Quality Act pursuant to Section 15305(a) -Minor lot line adjustments.

Lot Line Adjustment Approval

I move that the Planning Commission find that the Lot Line Adjustment application as applied for by Sandra Kacharos for the properties located at 2365 & 2375 Parallel Drive does meet the requirements of Section 16.23.040 of the Subdivision Ordinance; the requirements of Sections 17.04.060 A, of the Zoning Ordinance; is consistent with the objectives and policies of the Lakeport General Plan; and grant the approval of 2022-02 Project, subject to the project conditions of approval and with the findings listed in the April 13, 2022 staff report.

- Attachments:
1. Project Conditions Agreement
 2. Vicinity Map
 3. Lot Line Adjustment Application and Map
 4. Assessor's Parcel Page

Attachment A: Vicinity Map

NOT A LEGAL DOCUMENT

TODD RD

PECKHAM CT

SPECHT CT

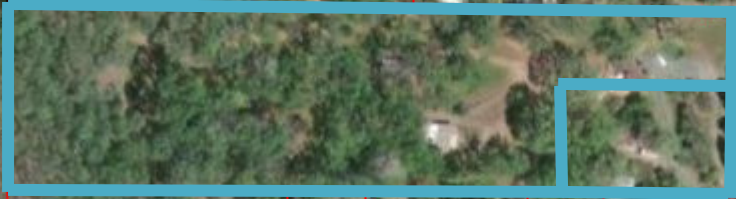
SWAIN ST

29

WOODWARD WY

NOT A LEGAL DOCUMENT

NOT A LEGAL DOCUMENT



CHESTER LN

PARALLEL DR

NOT A LEGAL DOCUMENT

Source: Esri, Mapbox, DeLorme, Swire, Geoport, CNES/Airbus DS, USDA, AeroGRID, IGN, and the GIS User Community, Lake County I.T. Dept./Lake County I.T. Dept.



Lake County, CA

2365 & 2375 Parallel Drive

Web AppBuilder for ArcGIS



All parcel boundaries are approximate. Discrepancies in acreage, shape and location are common. This map is not the legal survey document to be used in single site determinations. Consult your deed for a legal parcel description.

Print Date: 4/6/2022

Attachment B:
Project Conditions Agreement



CITY OF LAKEPORT
Community Development Department
225 Park Street
Lakeport, Ca 95453

PROJECT CONDITIONS AGREEMENT

Land Use Application File No. 2022-02

*This Agreement is entered into by **Sandra Kacharos**
(hereinafter applicant/owner).*

RECITALS

WHEREAS, applicant/owner applied to the City of Lakeport for a lot line adjustment at 2365 & 2375 Parallel Drive. (APNs 005-051-01 and 005-051-02); and

WHEREAS, on April 13, 2022, the City of Lakeport Planning Commission considered and approved the lot line adjustment application subject to the following conditions:

1. The applicant/owner shall provide the City with new legal descriptions / deeds for each of the subject parcels. The legal descriptions / deeds shall be prepared and stamped by a registered land surveyor or civil engineer and shall be reviewed and approved by the City prior to being recorded by the County. The cost for the City's contract surveyor's review of the legal descriptions shall be paid by the applicant/owner.
2. The applicant/owner shall pay the estimated property taxes for the parcels, including advance taxes for the next fiscal year, as required by the County Tax Collector's Office prior to the recordation of the lot line adjustment.
3. The applicant/owner shall obtain consent of lien holders prior to recordation of the lot line adjustment on a form provided by the City of Lakeport.
4. The surrounding property information and all easements shall be added to the new proposed parcel map.
5. The applicant/owner shall add an adjustment of the proposed length to the 20-foot access easement on the eastern edge of Exhibit B.

NOW, THEREFORE, IT IS AGREED:

1. That the applicant/owner has read and agrees to each and every item and condition herein.
2. That the development and use of the real property described herein shall conform to the conditions listed above and all City of Lakeport Ordinances and Resolutions where applicable.

3. That said conditions shall be binding on all owners or persons having or acquiring any right, title, or interest in said real property, or any part thereof, subject to this agreement.

Dated: _____

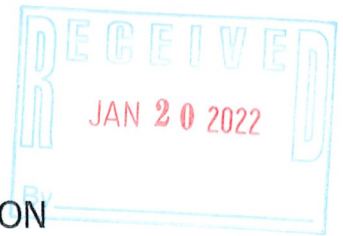
APPLICANT/OWNER

Sandra Kacharos - Owner

Attachment C:
Application; Site Plan, Floor Plan and
Narrative



City of Lakeport
 225 Park St – Lakeport CA 95453
 Phone: (707) 263-5613 EXT. 205 FAX: (707) 263-9314
 www.cityoflakeport.com



LAND USE APPLICATION WITH OR WITHOUT CATEGORICAL EXEMPTION

APPLICANT'S INFORMATION	LAND OWNER'S INFORMATION
Name <u>JESSICA ROSENTHAL</u>	Name <u>SANDRA KACHAROS</u>
Company Name <u>ROSENTHAL NETWORKS</u>	Company Name _____
Mailing Address <u>P.O. BOX 1964</u>	Mailing Address <u>2375 PARALLEL DRIVE</u>
City, State, Zip <u>MIDDLETOWN CA 95461</u>	City, State, Zip <u>LAKEPORT, CA 95453</u>
Phone <u>707-245-6876</u> Fax _____	Phone <u>707-5301080</u> Fax _____
Email <u>jr_lotlines@yahoo.com</u>	Email <u>kachaross@gmail.com</u>

AGENT, ENGINEER, OR ARCHITECT'S INFORMATION (if any)	
Name <u>NORMAN STEWART</u>	Company Name <u>RUZICKA ASSOCIATES</u>
Mailing Address <u>P.O. BOX 1189</u>	Phone <u>707-263-6155</u> Fax _____
City, State, Zip <u>LAKEPORT, CA 95453</u>	Email <u>normans@ruzicka-engineering.com</u>

PROJECT INFORMATION	
Project location: <u>2365 & 2375 Parallel Drive, LAKEPORT</u>	Assessor Parcel No.(s): <u>005-051-02 & 005-051-01</u>
Current land use: <u>RESIDENTIAL</u>	Size of existing parcel: <u>5.85 AC. AND 0.96 AC.</u>
Current Zoning: <u>RESIDENTIAL</u>	Current General Plan Designation: _____
Subdivision tract name: _____	Lot and block numbers: _____
Description of proposed project: <u>BOUNDARY LINES MOVED IN ORDER TO ALLEVIATE SET BACK ENCROACHMENTS</u>	

ATTACH SUPPLEMENTAL INFORMATION AS REQUIRED

<u>Signature of Applicant</u>	<u>DATE</u>	<u>Signature of Land Owner</u>	<u>DATE</u>
-------------------------------	-------------	--------------------------------	-------------

LAND USE APPLICATIONS REQUIRED FOR PROPOSED PROJECT:

<input type="checkbox"/>	\$722.07	Abandonment of Right-of-Way	<input checked="" type="checkbox"/>	\$ 933.39	Lot Line Adjustment
<input type="checkbox"/>	2,075.23*	Annexation	<input type="checkbox"/>	124.67	Minor Exception
<input type="checkbox"/>	155.49	Archeological Review	<input type="checkbox"/>	489.45*	Formal Concept Plan Review
<input type="checkbox"/>	2,948.56*	Architectural & Design Review	<input type="checkbox"/>	88.87 & up**	Reapportionment – Sewer Assessment
<input type="checkbox"/>	746.98	Arch. & Design Review (Minor)	<input type="checkbox"/>	248.87	Shoreline Development
<input type="checkbox"/>	93.51	Arch. & Design Review (Small Project)	<input type="checkbox"/>	1952.47*	Tentative Parcel Map
<input type="checkbox"/>	310.97	Approved Plan Revision	<input type="checkbox"/>	2,818.23*	Tentative Subdivision Map
<input checked="" type="checkbox"/>	140.08	Categorical Exemption	<input type="checkbox"/>	684.52	Use Permit, Major
<input type="checkbox"/>	280.16	Certificate of Compliance	<input type="checkbox"/>	180.52	Use Permit, Minor
<input type="checkbox"/>	1,306.94	Development Agreement	<input type="checkbox"/>	715.81	Variance
<input type="checkbox"/>	886.70	Environmental Review	<input type="checkbox"/>	233.23	Voluntary Merger
<input type="checkbox"/>	256.70	Fence Request	<input type="checkbox"/>	1,089.35	Zone Change
<input type="checkbox"/>	342.26	Free-Standing Sign	<input type="checkbox"/>	190.02*	Zoning Permit
<input type="checkbox"/>	809.19	General Plan Amendment	<input type="checkbox"/>		Other

*Planning and Engineering Fees ** Engineering Fee

Total Fees Collected: \$ 1073.47 **Receipt #** 175007 **Initials** JK **Date** 1/20/2022

Appl. # 2022-02

SUPPLEMENTAL INFORMATION FOR VARIOUS LAND USE APPLICATIONS

Please answer questions and/or attach additional information appropriate to the type of land use(s) being applied for – see boxes checked on the bottom of the first page of this application to see which of the following applications apply

APPROVED PLAN REVISION	Description of original project _____ Description of revision being proposed _____	
DEVELOPMENT AGREEMENT	Floor area of proposed buildings _____ Number of parking spaces _____	
ENVIRONMENTAL REVIEW	Please complete the information requested on the next page.	
FENCE REQUEST	Cross streets _____ Description of proposed fence _____ Reason for fence _____ ATTACH DETAILED SITE PLAN AND ELEVATION OF PROPOSED FENCE	
FREE-STANDING SIGN	Sign maker name, address, phone _____ Description of proposed sign _____	
GENERAL PLAN AMENDMENT	ATTACH WRITTEN STATEMENT RESPONDING TO GENERAL PLAN AMENDMENT CRITERIA – see attached information. ATTACH MAP / SITE PLAN AND LEGAL DESCRIPTION OF PROPERTY.	
LOT LINE ADJUSTMENT	Assessor's Parcel No. <u>005-051-01</u> Size of parcel <u>5.85 ACRES</u> Present use <u>RESIDENTIAL</u> Assessor's Parcel No. _____ Size of parcel _____ Present use _____	Assessor's Parcel No. <u>005-051-02</u> Size of parcel <u>0.96 ACRES</u> Present use <u>RESIDENTIAL</u> X <u>Skoklaro</u> <u>1/4/2022</u> Signature of adjacent landowner Date ATTACH DETAILED MAP DRAWN TO SCALE ILLUSTRATING PROPOSED ADJUSTMENT
MINOR EXCEPTION	Section of applicable Ordinance (Code) _____ Description of proposed exception _____ ATTACH EXCEPTION JUSTIFICATION STATEMENT – see attached information	
TENTATIVE PARCEL OR SUBDIVISION MAP	Number _____ and size of parcels to be created _____ Reason for requesting division of land _____ Will easements or rights-of-way be dedicated _____ Is sewer and water service available _____	
SHORELINE DEVELOPMENT	Describe the proposed shoreline development _____ ATTACH SHORELINE DEVELOPMENT PLAN – see attached information	
USE PERMIT	ATTACH USE PERMIT JUSTIFICATION STATEMENT – see attached information	
VARIANCE	Section of Ordinance (Code) being varied _____ Description of proposed variance _____ ATTACH VARIANCE JUSTIFICATION STATEMENT – see attached instructions	
VOLUNTARY MERGER	Description of proposed merger _____ Reason for requesting merger _____	
ZONE CHANGE	ATTACH A WRITTEN EXPLANATION FOR REZONING REQUEST AND DISCUSS CONFORMANCE WITH THE GENERAL PLAN – see attached information. ATTACH MAP, SITE PLAN, AND LEGAL DESCRIPTION OF PROPERTY	

CONSENT OF OWNER

TO THE RECORDATION OF A
LOT LINE ADJUSTMENT OF REAL PROPERTY

(THIS DOCUMENT SHALL NOT BE RECORDED)

OWNERS(s):	SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER-VIVOS TRUST DATED APRIL 1, 2000
APN(S):	005-051-010 AND 005-051-020

are named as such in that certain **GRANT Deed** RECORDED ON OCTOBER 7, 2020, as Document No. **2020-12746** of Official Records of the County of Lake for the property described therein.

The undersigned hereby consents to the recordation of a Lot Line Adjustment of Real Property by the above-referenced OWNER(s).

The Lot Line Adjustment referred to herein is generally described as:

SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER-VIVOS TRUST DATED APRIL 1, 2000

Transferring a portion of **Address:**

**PARCEL 1) 2365 PARALLEL DRIVE, LAKEPORT, CA 95453 (APN: 005-051-020) to
PARCEL 2) 2375 PARALLEL DRIVE, LAKEPORT, CA 95453 (APN: 005-051-010)**

and further described in the attached map and Lot Line Adjustment form with legal descriptions.

OWNER

SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER-VIVOS TRUST DATED APRIL 1, 2000

 Dec. 13, 2021
SANDRA M. KACHAROS, TRUSTEE

SEE ATTACHED NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California
COUNTY OF Lake

On Dec 13, 2021, before me, Megan Evert-Jones, Notary Public,
personally appeared Sandra M. Kacharos,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Megan Evert-Jones

My Commission Expires: Nov 16, 2023

Notary Name: Megan Evert-Jones Notary Phone: 707 263 8657

Notary Reg. #: 2309482 County of Principal Place of Business: Lake



EXHIBIT A

PARCEL ONE:

BEGINNING AT A POINT ON THE QUARTER SECTION LINE RUNNING NORTH AND SOUTH THROUGH THE CENTER OF SECTION 36, TOWNSHIP 14 NORTH, RANGE 10 WEST, M.D. M., THAT IS DUE WEST OF A POINT ON THE WESTERLY LINE OF THE STATE HIGHWAY THAT IS SOUTH 20° 08' EAST 1060 FEET FROM THE POINT OF INTERSECTION OF THE WESTERLY LINE OF SAID STATE HIGHWAY WITH THE NORTH LINE OF SAID SECTION 36, AND RUNNING THENCE EAST 1100 FEET; THENCE SOUTH 270 FEET, MORE OR LESS, TO A POINT THAT IS DUE WEST OF A POINT ON THE WESTERLY LINE OF SAID STATE HIGHWAY THAT IS SOUTH 20° 08' EAST 1360 FEET FROM ITS POINT OF INTERSECTION WITH THE NORTH LINE OF SAID SECTION 36; THENCE WEST 1100 FEET TO SAID QUARTER SECTION LINE RUNNING NORTH AND SOUTH THROUGH THE CENTER OF SAID SECTION; AND THENCE NORTH 270 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION THEREOF DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE AGREEMENT FOR SALE OF REAL ESTATE FROM DAVID B. JONES, ET UX., TO DAVID K. JONES, ET UX., DATED JANUARY 1, 1958, RECORDED MARCH 2, 1959, IN BOOK 306 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 354 AND RUNNING THENCE NORTH, ALONG THE EAST LINE OF SAID TRACT, 168 FEET; THENCE WEST, PARALLEL WITH THE SOUTH LINE OF SAID TRACT, 260 FEET; THENCE SOUTH, PARALLEL WITH THE EAST LINE OF SAID TRACT, 168 FEET TO THE SOUTH LINE THEREOF; AND THENCE EAST, ALONG THE SOUTH LINE OF SAID TRACT, 260 FEET TO THE POINT OF BEGINNING.

PARCEL TWO:

TOGETHER WITH THE FOLLOWING:

A RIGHT OF WAY OVER THE EAST 20 FEET OF THE ABOVE EXCEPTED TRACT, THE EAST LINE OF WHICH IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE AGREEMENT FOR SALE OF REAL ESTATE FROM DAVID B. JONES, ET UX., TO DAVID K. JONES, ET UX., DATED JANUARY 1, 1958, RECORDED MARCH 2, 1959 IN BOOK 306 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 354, AND RUNNING THENCE NORTH, ALONG SAID EAST LINE, 168 FEET.

ALSO TOGETHER WITH A RIGHT OF WAY FOR ROADWAY AND UTILITY PURPOSES EIGHTEEN (18) FEET WIDE, RUNNING FROM THE SOUTHERN TERMINUS PARCEL TWO HEREIN, EAST TO THE STATE HIGHWAY, AS MORE PARTICULARLY DESCRIBED IN THAT CERTAIN DEED FROM CHARLES BURKE, ET UX., TO DAVID B. JONES, ET UX., RECORDED DECEMBER 12, 1945 IN VOLUME 167 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 463.

PARCEL THREE:

TOGETHER WITH THAT PORTION OF THE LANDS DESCRIBED IN THAT GRANT DEED TO SANDRA KACHAROS, AN UNMARRIED WOMAN RECORDED FEBRUARY 1, 2016 AS DOCUMENT NUMBER 01-003909, LYING NORTHWEST AND NORTH OF THE FOLLOWING DESCRIBED LINE:

EXHIBIT A (CONT.)

BEGINNING AT A POINT ON THE SOUTH LINE OF THE LANDS DESCRIBED IN SAID GRANT DEED TO KACHAROS DISTANT NORTH $89^{\circ}26'54''$ WEST (WEST RECORD), 260.00 FEET FROM THE SOUTHEAST CORNER OF SAID LANDS; THENCE, LEAVING SAID SOUTH LINE, NORTH $33^{\circ}22'29''$ EAST 130.89 FEET; THENCE, PARALLEL WITH SAID SOUTH LINE, SOUTH $89^{\circ}26'54''$ EAST 190.00 FEET TO A POINT ON THE EAST LINE OF SAID LANDS DISTANT NORTH $01^{\circ}02'48''$ EAST (NORTH RECORD) 110.00 FEET FROM SAID SOUTHEAST CORNER.

THE BASIS OF BEARINGS OF THE PORTION DESCRIBED ABOVE AS PARCEL THREE IS PER THAT MAP FILED DECEMBER 3, 1984 IN BOOK 38 OF RECORD OF SURVEYS ON PAGE 12, LAKE COUNTY RECORDS, NOTED AS SOUTH $89^{\circ}26'54''$ EAST.

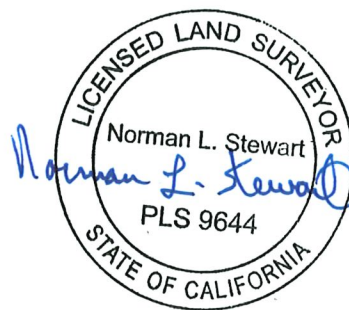


EXHIBIT B

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE AGREEMENT FOR SALE OF REAL ESTATE FROM DAVID B. JONES, ET UX, TO DAVID K. JONES, ET UX, DATED JANUARY 1, 1958, RECORDED MARCH 2, 1959, IN BOOK 306 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 354, AND RUNNING THENCE NORTH, ALONG THE EAST LINE OF SAID TRACT, 168 FEET, THENCE WEST, PARALLEL WITH THE SOUTH LINE OF SAID TRACT, 260 FEET, THENCE SOUTH, PARALLEL WITH THE EAST LINE OF SAID TRACT, 168 FEET TO THE SOUTH LINE THEREOF; AND THENCE EAST, ALONG THE SOUTH LINE OF SAID TRACT, 260 FEET TO THE POINT AT BEGINNING.

TOGETHER WITH A RIGHT OF WAY FOR ROADWAY AND UTILITY PURPOSES 18 FEET WIDE, RUNNING FROM THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND, EAST TO THE STATE HIGHWAY, AS MORE PARTICULARLY DESCRIBED IN THAT DEED FROM CHARLES BURKE, ET UX, TO DAVID B. JONES, ET UX, RECORDED DECEMBER 12, 1945, IN BOOK 167 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 463.

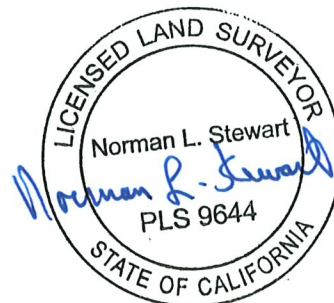
ALSO TOGETHER WITH AN EASEMENT UPON THE FOLLOWING DESCRIBED PROPERTY FOR THE PURPOSE OF TAKING WATER FROM THE EXISTING WELL AND EXISTING PIPELINES AND FOR NECESSARY MAINTENANCE THEREOF.

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE DEED FROM DAVID B. JONES, ET UX, TO DAVID K. JONES, ET UX, DATED DECEMBER 19, 1961, RECORDED FEBRUARY 9, 1962, IN BOOK 368 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 325: AND RUNNING THENCE EAST 25 FEET; THENCE NORTH PARALLEL TO THE EAST LINE OF SAID JONES TRACT, 25 FEET; THENCE WEST 25 FEET TO A POINT ON SAID EAST LINE THAT IS NORTH 25 FEET FROM THE POINT OF BEGINNING; AND THENCE SOUTH ALONG SAID EAST LINE, 25 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION OF THE LANDS DESCRIBED HEREIN ABOVE LYING SOUTHEAST AND SOUTH OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT ON THE SOUTH LINE OF SAID LANDS DESCRIBED HEREIN ABOVE DISTANT NORTH 89°26'54" WEST (WEST RECORD), 260.00 FEET FROM THE SOUTHEAST CORNER OF SAID LANDS; THENCE, LEAVING SAID SOUTH LINE, NORTH 33°22'29" EAST 130.89 FEET; THENCE, PARALLEL WITH SAID SOUTH LINE, SOUTH 89°26'54" EAST 190.00 FEET TO A POINT ON THE EAST LINE OF SAID LANDS DISTANT NORTH 01°02'48" EAST (NORTH RECORD) 110.00 FEET FROM SAID SOUTHEAST CORNER.

THE BASIS OF BEARINGS OF THE EXCEPTED PORTION LAST DESCRIBED ABOVE IS PER THAT MAP FILED DECEMBER 3, 1984 IN BOOK 38 OF RECORD OF SURVEYS ON PAGE 12, LAKE COUNTY RECORDS, NOTED AS SOUTH 89°26'54" EAST.





First American Title

First American Title Company

18990 Coyote Valley Road, Suite 13
Hidden Valley Lake, CA 95467

Escrow Officer: Kathryn Davis
Phone: (707)987-3528
Fax No.: (866)711-4173
E-Mail: katdavis@firstam.com

E-Mail Loan Documents to: Lenders please contact the Escrow Officer for email address for sending loan documents.

Buyer: Sandy Kacharos
Owner: The Sandra M. Kacharos Inter Vivos Trust
Property: 2365 & 2375 Parallel Dr
Lakeport, CA 95453

PRELIMINARY REPORT

In response to the above referenced application for a policy of title insurance, this company hereby reports that it is prepared to issue, or cause to be issued, as of the date hereof, a Policy or Policies of Title Insurance describing the land and the estate or interest therein hereinafter set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as an Exception below or not excluded from coverage pursuant to the printed Schedules, Conditions and Stipulations of said Policy forms.

The printed Exceptions and Exclusions from the coverage and Limitations on Covered Risks of said policy or policies are set forth in Exhibit A attached. *The policy to be issued may contain an arbitration clause. When the Amount of Insurance is less than that set forth in the arbitration clause, all arbitrable matters shall be arbitrated at the option of either the Company or the Insured as the exclusive remedy of the parties.* Limitations on Covered Risks applicable to the CLTA and ALTA Homeowner's Policies of Title Insurance which establish a Deductible Amount and a Maximum Dollar Limit of Liability for certain coverages are also set forth in Exhibit A. Copies of the policy forms should be read. They are available from the office which issued this report.

Please read the exceptions shown or referred to below and the exceptions and exclusions set forth in Exhibit A of this report carefully. The exceptions and exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy and should be carefully considered.

It is important to note that this preliminary report is not a written representation as to the condition of title and may not list all liens, defects, and encumbrances affecting title to the land.

Please be advised that any provision contained in this document, or in a document that is attached, linked or referenced in this document, that under applicable law illegally discriminates against a class of individuals based upon personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or any other legally protected class, is illegal and unenforceable by law.

This report (and any supplements or amendments hereto) is issued solely for the purpose of facilitating the issuance of a policy of title insurance and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

Dated as of August 30, 2021 at 7:30 A.M.

The form of Policy of title insurance contemplated by this report is:

To Be Determined

A specific request should be made if another form or additional coverage is desired.

Title to said estate or interest at the date hereof is vested in:

SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER-VIVOS TRUST DATED APRIL 1, 2000, AS TO TRACT 1 AND SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER VIVOS TRUST, AS TO TRACT 2

The estate or interest in the land hereinafter described or referred to covered by this Report is:

A FEE AS TO PARCEL(S) ONE OF TRACTS 1 AND 2, AN EASEMENT AS TO PARCEL(S) TWO OF TRACT 1 AND TWO AND THREE OF TRACT 2.

The Land referred to herein is described as follows:

(See attached Legal Description)

At the date hereof exceptions to coverage in addition to the printed Exceptions and Exclusions in said policy form would be as follows:

1. General and special taxes and assessments for the fiscal year 2021-2022, a lien not yet due or payable.
2. The lien of supplemental taxes, if any, assessed pursuant to Chapter 3.5 commencing with Section 75 of the California Revenue and Taxation Code.
3. An easement for RIGHT OF WAY FOR ROADWAY AND UTILITY and incidental purposes in the document recorded February 09, 1962 as BOOK 368, PAGE 319 of Official Records.

Affects: TRACT 2

4. A deed of trust to secure an original indebtedness of \$412,500.00 recorded October 07, 2020 as INSTRUMENT NO. 2020-0012747 OF OFFICIAL RECORDS.

Dated: October 02, 2020
Trustor: SANDRA M KACHAROS, TRUSTEE FOR THE SANDRA M KACHAROS INTER-VIVOS TRUST DATED APRIL 1, 2000.
Trustee: FIDELITY NATIONAL TITLE COMPANY.
Beneficiary: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC.
LENDER: NATIONS RELIABLE LENDING, LLC.

TR 1 =
005-051-01 Ex 1, gaining land
First American Title
Page 2 of 16

Affects: TRACT 1

5. Any easements and/or servitudes affecting easement parcel(s) TWO OF TRACT 1 AND TWO AND THREE OF TRACT 2 herein described.
6. Rights of the public in and to that portion of the Land lying within any Road, Street, Alley or Highway.
7. Water rights, claims or title to water, whether or not shown by the Public Records.

Affects: TRACT 2

8. The new lender, **if any**, for this transaction may be a Non-Institutional Lender. If so, the Company will require the Deed of Trust to be signed before a First American approved notary.

Prior to the issuance of any policy of title insurance, the Company will require:

9. With respect to the trust referred to in the vesting:
 - a. A certification pursuant to Section 18100.5 of the California Probate Code in a form satisfactory to the Company.
 - b. Copies of those excerpts from the original trust documents and amendments thereto which designate the trustee and confer upon the trustee the power to act in the pending transaction.
 - c. Other requirements which the Company may impose following its review of the material required herein and other information which the Company may require.

INFORMATIONAL NOTES

Note: The policy to be issued may contain an arbitration clause. When the Amount of Insurance is less than the certain dollar amount set forth in any applicable arbitration clause, all arbitrable matters shall be arbitrated at the option of either the Company or the Insured as the exclusive remedy of the parties. If you desire to review the terms of the policy, including any arbitration clause that may be included, contact the office that issued this Commitment or Report to obtain a sample of the policy jacket for the policy that is to be issued in connection with your transaction.

1. General and special taxes and assessments for the fiscal year 2020-2021.

First Installment:	\$2,032.73, PAID
Penalty:	\$0.00
Second Installment:	\$2,032.73, PAID
Penalty:	\$0.00
Tax Rate Area:	001-037
A. P. No.:	005-051-010-000

2. General and special taxes and assessments for the fiscal year 2020-2021.

First Installment:	\$634.39, PAID
Penalty:	\$0.00
Second Installment:	\$634.39, PAID
Penalty:	\$0.00
Tax Rate Area:	001-037
A. P. No.:	005-051-020-000

3. This report is preparatory to the issuance of an ALTA Loan Policy. We have no knowledge of any fact which would preclude the issuance of the policy with CLTA endorsement forms 100 and 116 and if applicable, 115 and 116.2 attached.

When issued, the CLTA endorsement form 116 or 116.2, if applicable will reference a(n) Single Family Residence known as 2365 & 2375 PARALLEL DR, LAKEPORT, CA.

4. According to the public records, there has been no conveyance of the land within a period of twenty-four months prior to the date of this report, except as follows:

None

Affects: TRACT 2

5. According to the public records, there has been no conveyance of the land within a period of twenty four months prior to the date of this report, except as follows:

A document recorded October 07, 2020 as INSTRUMENT NO. 2020-12746 OF OFFICIAL RECORDS

From: SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER-VIVOS TRUST
To: SANDRA M. KACHAROS, TRUSTEE FOR THE SANDRA M. KACHAROS INTER-VIVOS TRUST
DATED APRIL 1, 2000

Affects: TRACT 1

6. We find no outstanding voluntary liens of record affecting subject property. Disclosure should be made concerning the existence of any unrecorded lien or other indebtedness which could give rise to any possible security interest in the subject property.

Affects: TRACT 2

NOTE to proposed insured lender only: No Private transfer fee covenant, as defined in Federal Housing Finance Agency Final Rule 12 CFR Part 1228, that was created and first appears in the Public Records on or after February 8, 2011, encumbers the Title except as follows: None

The map attached, if any, may or may not be a survey of the land depicted hereon. First American expressly disclaims any liability for loss or damage which may result from reliance on this map except to the extent coverage for such loss or damage is expressly provided by the terms and provisions of the title insurance policy, if any, to which this map is attached.

LEGAL DESCRIPTION

Real property in the City of Lakeport, County of Lake, State of California, described as follows:

TRACT 1:

PARCEL ONE:

BEGINNING AT A POINT ON THE QUARTER SECTION LINE RUNNING NORTH AND SOUTH THROUGH THE CENTER OF SECTION 36, TOWNSHIP 14 NORTH, RANGE 10 WEST, M.D. M., THAT IS DUE WEST OF A POINT ON THE WESTERLY LINE OF THE STATE HIGHWAY THAT IS SOUTH 20° 08' EAST 1060 FEET FROM THE POINT OF INTERSECTION OF THE WESTERLY LINE OF SAID STATE HIGHWAY WITH THE NORTH LINE OF SAID SECTION 36, AND RUNNING THENCE EAST 1100 FEET; THENCE SOUTH 270 FEET, MORE OR LESS, TO A POINT THAT IS DUE WEST OF A POINT ON THE WESTERLY LINE OF SAID STATE HIGHWAY THAT IS SOUTH 20° 08' EAST 1360 FEET FROM ITS POINT OF INTERSECTION WITH THE NORTH LINE OF SAID SECTION 36; THENCE WEST 1100 FEET TO SAID QUARTER SECTION LINE RUNNING NORTH AND SOUTH THROUGH THE CENTER OF SAID SECTION; AND THENCE NORTH 270 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION THEREOF DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE AGREEMENT FOR SALE OF REAL ESTATE FROM DAVID B. JONES, ET UX., TO DAVID K. JONES, ET UX., DATED JANUARY 1, 1958, RECORDED MARCH 2, 1959, IN BOOK 306 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 354 AND RUNNING THENCE NORTH, ALONG THE EAST LINE OF SAID TRACT, 168 FEET; THENCE WEST, PARALLEL WITH THE SOUTH LINE OF SAID TRACT, 260 FEET; THENCE SOUTH, PARALLEL WITH THE EAST LINE OF SAID TRACT, 168 FEET TO THE SOUTH LINE THEREOF; AND THENCE EAST, ALONG THE SOUTH LINE OF SAID TRACT, 260 FEET TO THE POINT OF BEGINNING.

PARCEL TWO:

TOGETHER WITH THE FOLLOWING:

A RIGHT OF WAY OVER THE EAST 20 FEET OF THE ABOVE EXCEPTED TRACT, THE EAST LINE OF WHICH IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE AGREEMENT FOR SALE OF REAL ESTATE FROM DAVID B. JONES, ET UX., TO DAVID K. JONES, ET UX., DATED JANUARY 1, 1958, RECORDED MARCH 2, 1959 IN BOOK 306 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 354, AND RUNNING THENCE NORTH, ALONG SAID EAST LINE, 168 FEET.

ALSO TOGETHER WITH A RIGHT OF WAY FOR ROADWAY AND UTILITY PURPOSES EIGHTEEN (18) FEET WIDE, RUNNING FROM THE SOUTHERN TERMINUS PARCEL TWO HEREIN, EAST TO THE STATE HIGHWAY, AS MORE PARTICULARLY DESCRIBED IN THAT CERTAIN DEED FROM CHARLES BURKE, ET UX., TO DAVID B. JONES, ET UX., RECORDED DECEMBER 12, 1945 IN VOLUME 167 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 463.

TRACT 2:

PARCEL ONE:

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE AGREEMENT FOR SALE OF REAL ESTATE FROM DAVID B. JONES, ET UX, TO DAVID K. JONES, ET UX, DATED JANUARY 1, 1958, RECORDED MARCH 2, 1959, IN BOOK 306 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 354, AND RUNNING THENCE NORTH, ALONG THE EAST LINE OF SAID TRACT, 168

FEET, THENCE WEST, PARALLEL WITH THE SOUTH LINE OF SAID TRACT, 260 FEET, THENCE SOUTH, PARALLEL WITH THE EAST LINE OF SAID TRACT, 168 FEET TO THE SOUTH LINE THEREOF; AND THENCE EAST, ALONG THE SOUTH LINE OF SAID TRACT, 260 FEET TO THE POINT AT BEGINNING.

PARCEL TWO:

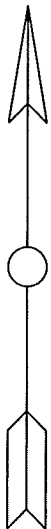
TOGETHER WITH A RIGHT OF WAY FOR ROADWAY AND UTILITY PURPOSES 18 FEET WIDE, RUNNING FROM THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND, EAST TO THE STATE HIGHWAY, AS MORE PARTICULARLY DESCRIBED IN THAT DEED FROM CHARLES BURKE, ET UX, TO DAVID B. JONES, ET UX, RECORDED DECEMBER 12, 1945, IN BOOK 167 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 463.

PARCEL THREE:

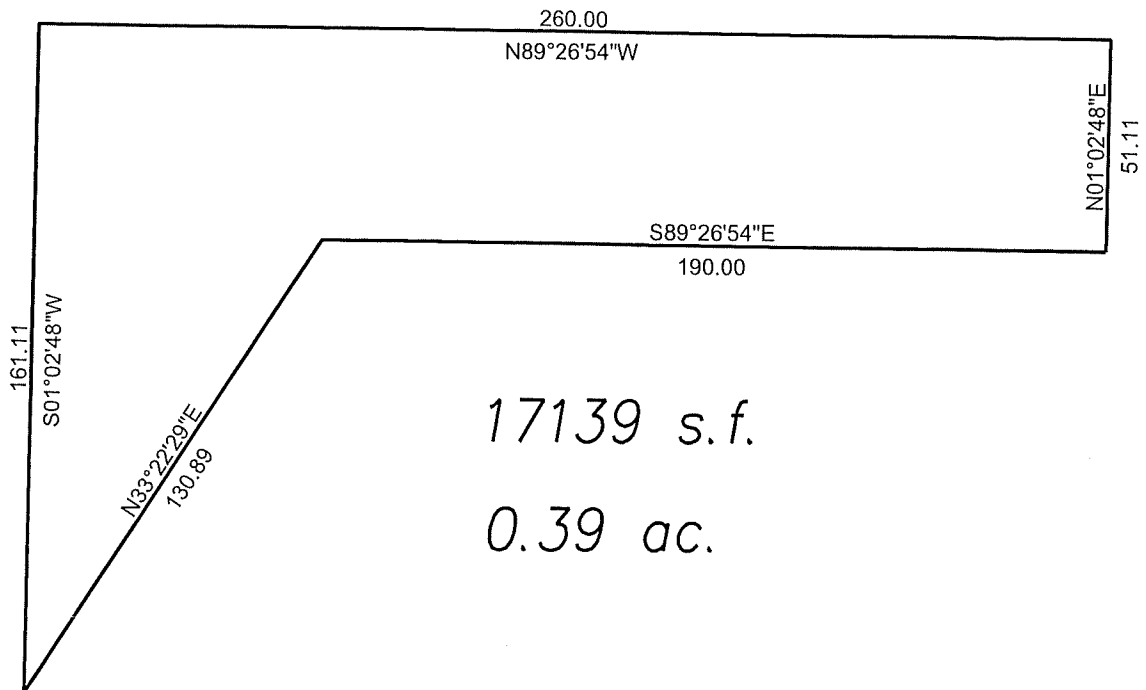
ALSO TOGETHER WITH AN EASEMENT UPON THE FOLLOWING DESCRIBED PROPERTY FOR THE PURPOSE OF TAKING WATER FROM THE EXISTING WELL AND EXISTING PIPELINES AND FOR NECESSARY MAINTENANCE THEREOF.

BEGINNING AT THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND AS DESCRIBED IN THE DEED FROM DAVID B. JONES, ET UX, TO DAVID K. JONES, ET UX, DATED DECEMBER 19, 1961, RECORDED FEBRUARY 9, 1962, IN BOOK 368 OF OFFICIAL RECORDS OF LAKE COUNTY AT PAGE 325: AND RUNNING THENCE EAST 25 FEET; THENCE NORTH PARALLEL TO THE EAST LINE OF SAID JONES TRACT, 25 FEET; THENCE WEST 25 FEET TO A POINT ON SAID EAST LINE THAT IS NORTH 25 FEET FROM THE POINT OF BEGINNING; AND THENCE SOUTH ALONG SAID EAST LINE, 25 FEET TO THE POINT OF BEGINNING.

APN: 005-051-010-000 (TRACT 1) and 005-051-020-000 (TRACT 2)



NO SCALE



PORTION TO BE TRANSFERED

Mapcheck 4: XFER

Closure Summary

Precision, 1 part in: 243327.531'
Error distance: 0.003'
Error direction: S35° 28' 18.20"W
Area: 0.393acres
Square area: 17138.460
Perimeter: 793.110'

Point of Beginning

Easting: 15263.9735'
Northing: 11681.2847'

Side 1: Line

Direction: N01° 02' 48.00"E
Angle: [-178°57'12"]
Deflection angle: [001°02'48"]
Distance: 51.110'
Easting: 15264.9072'
Northing: 11732.3862'

Side 2: Line

Direction: N89° 26' 54.00"W
Angle: [089°30'18"]
Deflection angle: [-090°29'42"]
Distance: 260.000'
Easting: 15004.9192'
Northing: 11734.8896'

Side 3: Line

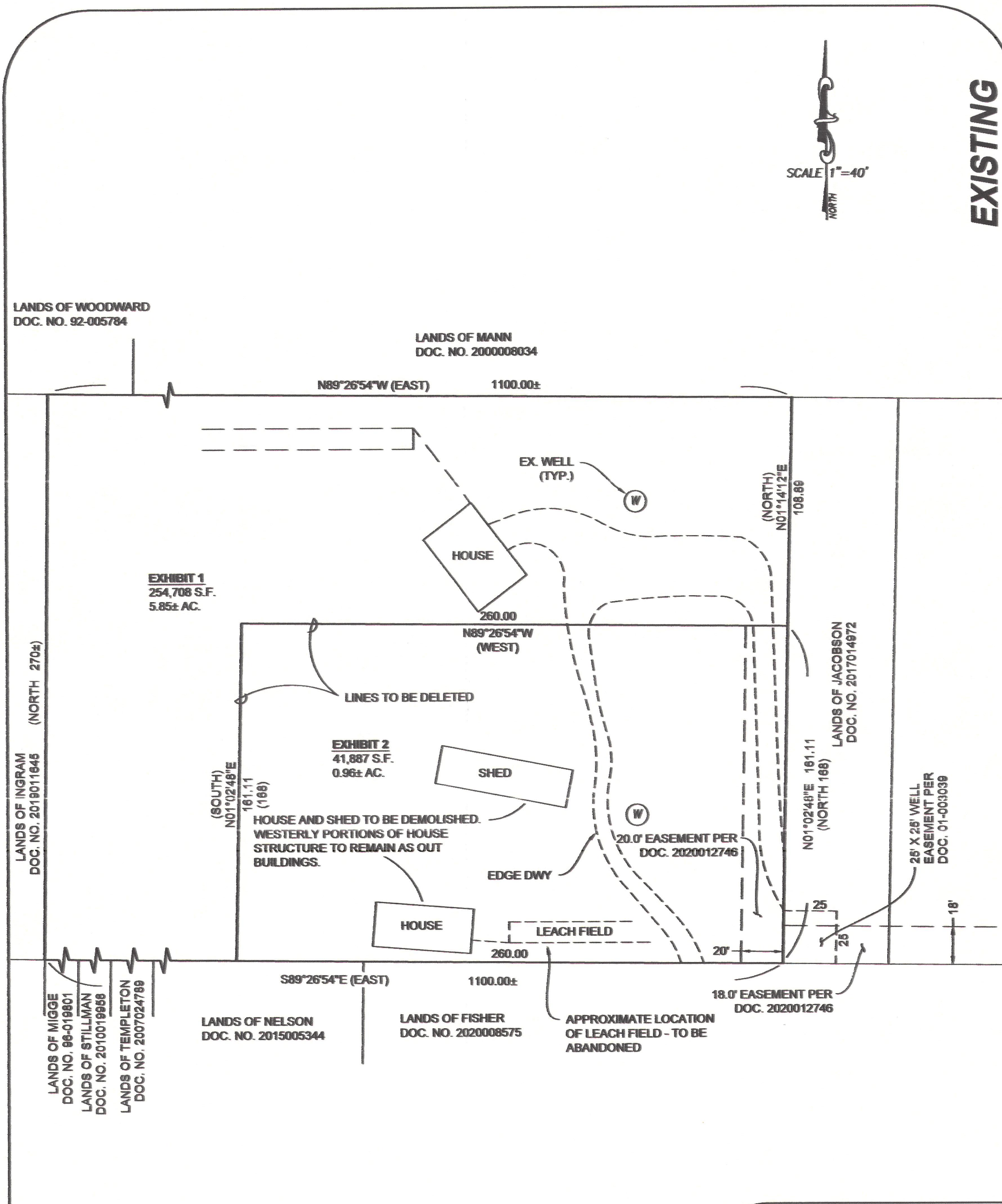
Direction: S01° 02' 48.00"W
Angle: [090°29'42"]
Deflection angle: [-089°30'18"]
Distance: 161.110'
Easting: 15001.9763'
Northing: 11573.8064'

Side 4: Line

Direction: N33° 22' 29.00"E
Angle: [032°19'41"]
Deflection angle: [-147°40'19"]
Distance: 130.890'
Easting: 15073.9805'
Northing: 11683.1114'

Side 5: Line

Direction: S89° 26' 54.00"E
Angle: [-122°49'23"]
Deflection angle: [057°10'37"]
Distance: 190.000'
Easting: 15263.9717'
Northing: 11681.2821'



LANDS OF WOODWARD
DOC. NO. 92-005784

LANDS OF MANN
DOC. NO. 2000008034

EXHIBIT 1
254,708 S.F.
5.85± AC.

EXHIBIT 2
41,887 S.F.
0.96± AC.

HOUSE AND SHED TO BE DEMOLISHED.
WESTERLY PORTIONS OF HOUSE
STRUCTURE TO REMAIN AS OUT
BUILDINGS.

LANDS OF INGRAM
DOC. NO. 2019011645
(NORTH 270±)

LANDS OF MIDGE
DOC. NO. 98-019801
LANDS OF STILLMAN
DOC. NO. 2010019988
LANDS OF TEMPLETON
DOC. NO. 2007024789

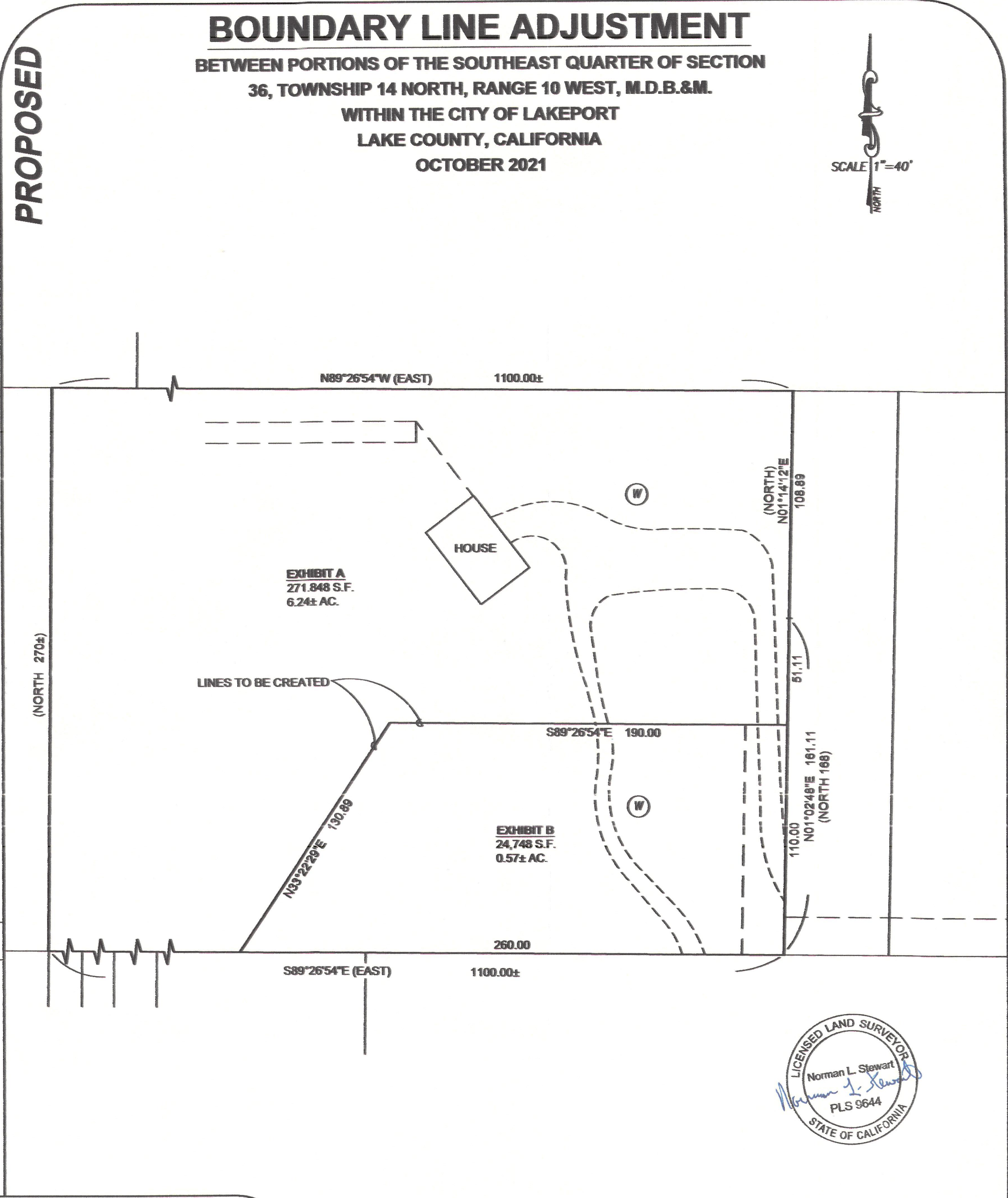
LANDS OF NELSON
DOC. NO. 2015005344

LANDS OF FISHER
DOC. NO. 2020008575

APPROXIMATE LOCATION
OF LEACH FIELD - TO BE
ABANDONED

SCALE 1"=40'

EXISTING



BOUNDARY LINE ADJUSTMENT
BETWEEN PORTIONS OF THE SOUTHEAST QUARTER OF SECTION
36, TOWNSHIP 14 NORTH, RANGE 10 WEST, M.D.B.&M.
WITHIN THE CITY OF LAKEPORT
LAKE COUNTY, CALIFORNIA
OCTOBER 2021

SCALE 1"=40'

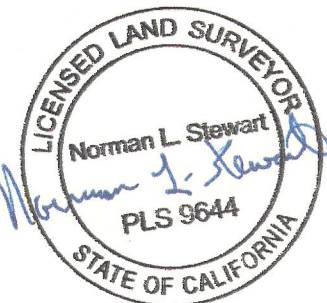
(NORTH 270±)

EXHIBIT A
271,848 S.F.
6.24± AC.

EXHIBIT B
24,748 S.F.
0.57± AC.

S89°26'54"E (EAST)

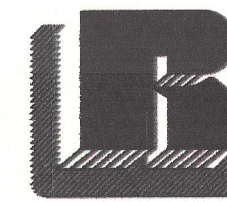
1100.00±



AREA TO BE EXCHANGED

EXHIBIT 1 - APN 005-051-01, 5.85± AC. SANDRA KACHAROS, TRUSTEE, DOC. 2020012746 2365 PARALLEL DR., LAKEPORT, CA	0.39 AC. FROM EXHIBIT 2	EQUALS EXHIBIT A: 6.24± AC.
EXHIBIT 2 - APN 005-051-02, 0.96± AC. SANDRA KACHAROS, DOC. 01-003039 2375 PARALLEL DR., LAKEPORT, CA	0.39 AC. TO EXHIBIT 1	EQUALS EXHIBIT B: 0.57± AC.

NOTE:
BOUNDARY DATA PER 38-RS-12 AND DOC. NOS. 00-006035 & 01-003039 OR DERIVED
THEREFROM. DATA SHOWN IN PARENTHESIS IS RECORD PER SAID DOCUMENTS.



RUZICKA ASSOCIATES
CONSULTING ENGINEERS

CIVIL ENGINEERING PLANNING SURVEYING
P.O. BOX 1189 2485 PARALLEL DRIVE
LAKEPORT CA 95453 (707) 263-6155
FAX (707) 263-0768

ONE SHEET ONLY

21-8552



CITY OF LAKEPORT PLANNING COMMISSION

MEMORANDUM

RE: Planning Department & Planning Commission
2022 Goals and Work Program

MEETING DATE: April 13, 2022

SUBMITTED BY: Jennifer M. Byers, Community Development Director

PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☐ Commission Action

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Review and discuss the Planning Department's and Planning Commission's Goals and Work Program for the 2022 calendar year.

DISCUSSION:

The purpose of this discussion item is to: 1) review the annual tasks and responsibilities of the Planning Commission; 2) Analyze progress made towards the fulfillment of the 2021/22 fiscal year goals for the Community Development Department adopted by the City Council; 3) discuss how the Planning Department and Planning Commission can better work towards meeting these goals; and lastly, 4) discuss possible goals to be considered for the 2022/23 fiscal year.

As the Planning Commission is aware, the Community Development Department has been understaffed. With the hiring of Mr. Fernandez, we are anticipating that several of the goals that were identified will be accomplished in the upcoming year. Staff is seeking input from the Planning Commission on the structure and calendaring of these items.

2021/2022 Fiscal year goals and 2020/2021 accomplishments—

Achievements & Accomplishments

1. Entitlement of the Hub Commercial project consisting of a 70-room hotel and 90,000 square feet of retail space
2. Anticipate adoption of the Lakeport Citywide Residential Objective Design and Development Standards for Multifamily Dwellings, as well as updating Accessory Dwelling Units for consistency with state law
3. Martin Street Phase II (48-units of affordable housing) received waiver from USDA to allow all low-income individuals to apply. Assisted in housing the remaining Cache fire survivors.
4. Circulated an RFP for the use of CDBG-DR funds to provide housing. Processing two application that will result in 170± units.
5. Adopted two ordinances for Compliance with SB 1383 regarding the Model Water Landscape and the recycling of construction and demolition debris

6. Entitlement of the Hub Commercial project consisting of a 70-room hotel and 90,000 square feet of retail space

Near-term goals (1 year)

1. Development of a strategic plan for the provision of the City's Housing Services program.
2. Establish a Property Maintenance Ordinance to include vacant buildings, landscaping, and maintenance expectation of properties.
3. Begin General Plan Update process with emphasis on implementing new legislative requirements in the Circulation and Environmental Justice Element.
4. Amend the current sidewalk and right-of-way improvement ordinance to ensure infrastructure is being constructed in high priority areas and reduce unpredictable costs to developers.
5. Obtain consultant services to assist with possible revisions to the City's Cannabis allowances.
6. Update public education materials as recommended in the Housing Element.

Intermediate term (2-3 years out)

1. Improve public access to general mapping services through the development of an interactive public GIS portal on the City's website.
2. Continue to work with Lake APC to complete the Eleventh Street Corridor Multimodal projects identified in the Feasibility Study.
3. Comprehensive update of the Zoning Ordinance with specific emphasis on reviewing the sign ordinance, objective design standards, and inclusion of greater uses creating a more economically sustainable and vibrant downtown.
4. Update Community Development Department Policies and Procedures Manual including the updating of department handouts and applications.

Long-term (4+ years out)

1. Ongoing succession planning and employee training/certification
2. Development of a strategic plan for the provision of City's Housing Services program.
3. Update Lakeport's Floodplain Management Program to include 44 CFR Section 65.34 and 44 CFR Section 60.3(b)(3).

Economic Development - 2021-2022 Accomplishments

1. Completed state required surplus property listing for Dutch Harbor property in advance marketing advance marketing site for potential waterfront hotel development.
2. Enhancement of the waterfront promenade and construction of new pedestrian connectivity pathways as part of the Waterfront Parking Rehabilitation project between the Third and Fifth Street boat launch facilities.
3. Construction of new commercial kitchen within the Silveira Community Center. Additionally, hosted a well-attended Community Visioning outreach meeting

regarding future improvements for the Community Center.

4. Executed lease agreement with the Clear Lake Environmental Research Center (CLERC) for the operation of offices, laboratory and public environmental resource center within the Carnegie Library Building.
5. Development of new agreement between City and the Lakeport Main Street Association (LMSA) with focus on greater marketing and social media presence. To date LMSA has doubled its pre-pandemic membership, vastly enhanced its marketing outreach efforts, and rejoined California Main Street (CAMS) association.
6. Establishment of Lakeport Arts Working Group to develop a Comprehensive Arts Plan. Group has also developed RFP for inclusion of art in the new Lakefront Park and solicited proposals for the development of a mural honoring COVID-19 essential workers.
7. Worked with Retail Coach, retail enhancement specialist, in the holding of two workshops with local businesses to aid in developing markets for new retail opportunities and how to start a franchise.
8. Worked closely with the Lake County Economic Development Corporation (Lake EDC) in its successful bid to obtain funding for the establishment of a Small Business Development Center (SBDC) satellite office in Lake County.
9. LEDAC together with LMSA assisting CDD in the development of permanent outdoor dining design standards.
10. Continue to partner with various regional entities supporting broadband development in the community, particularly the enhancement of middle and last mile funding opportunities.

Economic Development – 2022-2023 Goals

Near Term Goals 2022-23

1. Complete update of the Lakeport Economic Development Strategic Plan (2023-2027).
2. Develop and solicit RFP for the attraction of a waterfront hotel upon the Dutch Harbor Property (910 North Main Street).
3. Completion of a wayfinding sign master plan with a focus on connectivity between the waterfront and historic downtown areas.
4. Completion of ceiling and lighting enhancement repairs within the Carnegie Library Building and work with CLERC in the development of public environmental resource center that is open to the public.
5. Update vacant commercial building inventory listing and develop vacant building registration program for City Council consideration.

Intermediate-term Goals (2-4 years out)

1. Expand retail opportunities throughout the City with emphasis on clothing and general retail.
2. Support the implementation of the Lake EDC Path to Prosperity Plan including greater marketing of key commercial development sites within the County,

extension of broadband services and facilitation of basic public infrastructure to Lampson Airport.

3. Promote the development of greater arts through the development of an Arts and Cultural Master Plan, and support of other community art organizations.
4. Update City Economic Development Website incorporating best practices from other municipal and regional economic development agencies.
5. Work with the California Judicial Council and the County of Lake to secure a new courthouse location within the City of Lakeport.

Long-term Goals (5+ years out)

1. Identify funding sources for the hiring of a full time Economic Development Director.
2. Consider the development of a commercial center revitalization plan to assist struggling local shopping and business park centers.
3. Continued implementation of the Lakeport Lakefront Revitalization Plan the Lakeport Economic Development Strategic Plan including the identification of partners and funding sources to assist in realizing adopted community visions for the waterfront and downtown areas.

Principal Goals for the Planning Division for the 2021 calendar year:

- Amend the City's Heritage Tree Preservation Ordinance to require a ratio greater than 1:1 replacement value.
- Review City lighting standards and consider adopting Dark Sky regulations.
- If the annexation of the South Lakeport Area is completed in this fiscal year consider the development of 'Gateway Corridors Design Plan' to improve streetscape and overall aesthetic of the City's major entry corridors (Eleventh Street, Lakeport Boulevard and South Main Street).

Community Development staff is open to and encourages suggestions from both the Planning Commission and the public on proposed actions and projects that will positively assist in the achievement of the above stated goals and the identification of new goals aimed at improving the quality of life for the community as a whole. Identified goals and suggestions will be forwarded to the City Council for their consideration in the adoption of citywide goals as part of the budget for fiscal year 2021/22.



CITY OF LAKEPORT PLANNING COMMISSION

MEMORANDUM

RE: 2021 Housing Element Annual Progress Report

MEETING DATE: April 13, 2022

SUBMITTED BY: Jennifer M. Byers, Community Development Director

PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☐ Commission Action

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Pursuant to State Law, the City of Lakeport prepared an Annual Progress Report (APR) on housing production and the implementation of housing related programs and policies contained in the Sixth Cycle Housing Element, which was adopted by City Council on July 7, 2020. This is an informational only item.

BACKGROUND/DISCUSSION: Every city and county in the state of California is required to submit an annual report on the jurisdiction's progress in implementing the housing element of its general plan. The report must be submitted to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research on or before April 1 of each year, using the forms and definitions adopted by HCD.

The Sixth Cycle Housing Element identified that in 2019 the City of Lakeport had 2,442 total housing units. Page 3-9 identified that Lakeport's vacancy rate is high and reads, "Of the total vacant units in 2019, 0 were for rent, 45 were for sale, 56 were rented or sold but not yet occupied, 155 were for seasonal, recreational, or occasional use, and 151 were classified as other vacant. The percentage of vacant units for rent and vacant units for sale both slightly decreased from 2010-2019. Discounting the vacant units for seasonal, recreational, or occasional use, Lakeport's vacancy rate would be approximately 10%." Planning Commission has recently seen an uptick in the number of applications for short-term rentals (STR). Currently there are 6 approved STRs with an additional two on the agenda tonight for review. This would account for 0.25% of the housing stock.

In addition to the 2,442 housing units, in 2021 the City issued the certificates of occupancy for the Martin Apartments Phase II for 48 low-income deed restricted units, as well as certificate of occupancy for an accessory dwelling unit. Two building permits were issued for single family residences and two permits for accessory dwelling units.

No action required – Informational report only

ATTACHMENT: Summary of the 2021 Annual Housing Element Progress Report

Jurisdiction	Lakeport	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		0
Total Units		5

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	2	2	0
2 to 4	0	0	0
5+	0	0	48
ADU	3	3	1
MH	0	0	0
Total	5	5	49

Housing Applications Summary	
Total Housing Applications Submitted:	3
Number of Proposed Units in All Applications Received:	3
Total Housing Units Approved:	3
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

PLANNING PROJECTS PENDING

as of
April 7, 2022

No.	Staff Assigned	File No./Name	Date Received	Progress	Next Action	PC / Staff Level
1.	Jenni	GPA & Zoning Inconsistencies	6/2/2016	Staff currently preparing required exhibit maps and ordinance language for recommended General Plan and Zone changes.	C.C. review (May / June)	P.C. Approved 8/15/2018
2.	Jenni	Microenterprise Home Kitchen – AB626 Application# 2020-25		Consideration of the recent Lake County ordinance permitting Microenterprise Home Kitchens in accordance with AB 626.		
3.	Jenni	Peter Caravella – Application # 2021-21 – 1220 & 1240 Central Park Ave.	6/23/2021	Voluntary merger of two contiguous parcels.	Recordation	Staff Review
4.		Sunil K. Joshi / Ryan Villanueva Construction – Application #2021-27 – 25 C Street	8/25/2021	Application for a Shoreline Development permit to replace a failing sea wall.	Staff Review	Staff Review
5.		AGM & Associates – Application #2021-15 – 447 Bevins Street	9/16/2021	Application for a 40-unit senior housing new construction project.	**Per SB 330, This affordable housing project is a ministerial activity, not subject to Planning Commission approval or CEQA review.	Staff Review
6.		Waterstone Residential / Peter Schellinger – Application #2021-31 – 1310 Craig Avenue	10/19/2021	Application for a Zone Change, Tentative Subdivision Map, Environmental Review, and General Plan Amendment for a new 128-unit apartment complex and 48 cluster homes.	PC Review	PC Review
7.		City of Lakeport – Application #2021-33 – Model Water Landscape Ordinance		Planning Commission will consider a minute order to amend the Municipal Code for compliance with SB 1383 which requires jurisdictions to adopt specific sections of CALGreen as well as adoption of the Model Water Landscape Ordinance.		CC Review

8.		Sandra Kacharos – Application #2022-02 – 2365 & 2375 Parallel Dr.	1/20/2022	Application for a Lot Line Adjustment to alleviate setback encroachments.	Waiting on response to Request for reviews.	PC Review 4/13/2022
9.		Vicki & Willaim Lane – Application #2022-03 – 785 Sixth Street	2/7/2022	Application for a Use Permit for a Short-term rental that would allow the use of an existing single-family dwelling as an Airbnb.	PC Review	PC Review 4/13/2022
10.		Metro Investment Group – Application #2022-04 – 366 Third Street	2/8/2022	Application for a Use Permit for a Short-term rental that would allow the use of an existing single-family dwelling as an Airbnb.	PC Review	PC Review 5/25/2022
11.		Lake County Contractors – Application #2022-11 – 301 S Main Street	2/23/2022	Application for an Architectural and Design Review and Categorical Exemption to construct a new 2,800 sf, 2 story Laundry Mat and office space.	Send out Request for Reviews.	PC Review
12.		Skylark Shore Resort – Application #2022-06 – 1120 N Main Street	3/2/2022	Application for a Zoning Permit for Car Show with DJ, Craft Vendors, and Alcohol and Food Sales.	Staff Review	Staff Review
13.		Dustin Pabst Construction – Application #2022-07 – 310 N Main Street	3/10/2022	Application for a Small Architectural and Design Review to tear down and rebuild rear deck and overhang.	Staff Review	Staff Review
14.		BND Holdings – Application #2022-08	3/22/2022	Application for an Architectural and Design Review, Categorical Exemption and Voluntary Merger of two lots to build a 3,581sf warehouse and adjoining office.	PC Review	PC Review