



COUNTY OF LAKE  
COMMUNITY DEVELOPMENT DEPARTMENT  
255 N. Forbes Street – 3<sup>rd</sup> Floor  
Lakeport, California 95453  
Planning • Building • Code Enforcement  
Phone: (707) 263-2221 • Fax: (707) 263-2225

Item #6c  
9:35 AM  
August 28, 2025

## STAFF REPORT

**TO:** Planning Commission

**FROM:** Mireya G. Turner, Community Development Department  
Trish Turner, Associate Planner

**DATE:** August 28, 2025

**SUBJECT:** Consideration of Administrative Appeal (PL-25-248) regarding the departmental denial of a renewal for a temporary dwelling permit at the property located at 1800 New Long Valley Road, Clearlake Oaks, Appellant: Scott Renkes (APN: 062-611-10)

### ATTACHMENTS:

1. Previous Zoning Permits
2. Expired letter (May 14, 2024)
3. Lake County Zoning Ordinance, Article 27.3(p)
4. Request for Appeal Letter

### EXECUTIVE SUMMARY

On January 20, 2021, the appellant applied for a building permit (BLD21-00089) and a temporary dwelling permit (ZP21-13)(Attachment 1) to live in an RV on their property while constructing a single-family home. The Community Development Department issued both permits on March 23, 2021. However, on August 2, 2021, staff discovered an error: the approved 800 sq ft home without a garage violated the "RD" - Residential Design zoning requirement of a minimum 1,000 sq ft dwelling with a two-car garage. Consequently, the building permit was revoked.

The appellant was permitted to continue using the temporary dwelling permit while new plans were drafted to be compliant with "RD" standards. The revised plans were submitted on January 24, 2023, and the building permit (BLD21-00089) was reissued and the zoning permit (ZP21-13) (Attachment 1) was extended on April 28, 2023.

On May 14, 2024, the Community Development Department informed the appellant via written correspondence (Attachment 2) that their temporary dwelling permit had expired and was ineligible for renewal under Lake County Zoning Ordinance Article 27.3(p), which requires substantial construction progress evidenced by photos or inspection reports. Review of department records found that only one inspection (for a permanent power pole

on May 10, 2023) was completed over the three-year life of the permit. No other construction or progress for the house was completed.

Nevertheless, the Community Development Director granted a final renewal of a temporary dwelling permit (ZP 24-25) (Attachment 1) on May 28, 2024, explicitly informing the appellant this was the last extension permitted under the Lake County Zoning Ordinance Article 27.3(p) two-extension limit. This condition was documented within the Zoning Permit and agreed upon by the appellant (via signature of the Conditions of Approval).

On May 27, 2025, the appellant requested another extension for their temporary dwelling permit from the Community Development Department to complete their stick-built house but was denied. Article 27.3(p) of the county ordinance limits temporary dwelling permits for stick-built houses to a maximum of two extensions, with a total duration not exceeding three years (Attachment 3). The appellant permit has been active for four years, exceeding the allowable timeframe.

Article 58, Appeals, allows administrative appeals of the Department's determination (denial of the Zoning Permit, in this case). The appellant submitted an administrative appeal on June 4, 2025 (Attachment 4).

## FIGURE 1 – Location Map



Source: Lake County GIS Website, 2025

## PROJECT DESCRIPTION

<u>Project Title:</u>	PL-25-248
<u>Appellant Name &amp; Address:</u>	Scott Renke PO Box 5024 Clearlake, CA 95422
<u>Property Owner:</u>	Scott and Sarah G. Renkes
<u>Project Location:</u>	1800 New Long Valley Road, Clearlake Oaks
<u>Parcel Number(s) (APN):</u>	062-611-10
<u>Parcel Size:</u>	± 4.68 acres
<u>General Plan Designation:</u>	SRe (Suburban Residential Reserve)
<u>Zoning District(s):</u>	SR-SC-RD (Suburban Reserve- Scenic Combining District- Residential Design)
<u>Flood Zone:</u>	X – Areas determined to be outside the 0.2% annual chance (500-year) floodplain

## Zoning Ordinance Compliance

### Article 27.3(p) - Temporary dwelling

Lake County Zoning Ordinance Article 27.3(p) governs temporary dwelling permits for construction sites. The ordinance permits one temporary dwelling unit for up to one year during construction of a principal dwelling, with a maximum of two one-year extensions allowed (refer to Attachment 3). Extensions require evidence of substantial construction progress through photographs or county inspection reports.

*Response: The initial permit was issued in March 2021, and two passed inspections occurred during the four-year period—a power pole inspection in May 2023 and a footings and forms/ setbacks in September 2024. These two inspections do not constitute the "substantial progress of construction" required under subsection 6 of the ordinance for permit extensions (Attachment 3). Furthermore, the appellant has exceeded the maximum allowable timeframe of three years. The ordinance limits temporary dwelling permits to three years total (initial one-year permit plus two one-year extensions). The appellant's permit has been active for four years, violating the temporal restrictions established in subsection 5 (Attachment 3).*

## Appeal Submission Review

**Article 58.11(d)** requires appeals to include a written statement setting forth the grounds upon which the appellant asserts there was an error or abuse of discretion, or how the decision of the Planning Director, Planning Department, Enforcement Officer, Design Review Committee or Development Review Committee is inconsistent with the purposes of this Chapter.

*Response: The appellant's submission provides a comprehensive narrative detailing their project history from initial permit approval in March 2021 through present circumstances. The document (Attachment 4) describes various challenges encountered during construction, including jurisdictional clarifications, utility installation complications, and financial considerations and hardships. However, the appellants did not specifically identify the legal basis for appeal or demonstrate how the Department's decision constitutes error or abuse of discretion under the Lake County Zoning Ordinance.*

## **RECOMMENDATIONS**

Staff recommends the Planning Commission take the following actions:

- A. To deny the appeal, upholding the Community Development Department's decision based on the following findings.
  1. The appellant has utilized the maximum number of extensions (two for a total of three years), permitted under the Lake County Zoning Ordinance Article 27.3(p)
  2. The appellant did not demonstrate substantial construction progress as required by Article 27.3(p). Since 2023, only two inspections have passed—the minimum necessary to maintain an active building permit, which does not constitute the substantial progress required for permit extensions.
  3. The appellant did not include a written statement setting forth the grounds upon which the appellant asserts there was an error or abuse of discretion, or how the decision of the Planning Director, Planning Department, Enforcement Officer, Design Review Committee or Development Review Committee is inconsistent with the purposes of this Chapter.

## **Sample Motions:**

### **Administrative Appeal (PL-25-248)**

I move that the Planning Commission deny the Administrative Appeal (PL-25-248) of Scott Renkes, with the findings listed in Staff Report dated August 28, 2025

**NOTE:** *The appellant or any interested person is reminded that the Zoning Ordinance provides for a seven (7) calendar day appeal period. If there is a disagreement with the Planning Commission, an appeal to the Board of Supervisors may be filed. The appropriate*

*forms and applicable fee must be submitted prior to 5:00 p.m. on or before the seventh day following the Planning Commission's decision on this matter.*