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**PLANNING COMMISSION MEETING MINUTES**  
***REGULAR MEETING***  
**FEBRUARY 20, 2002**

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**MEETING CALLED TO ORDER**      1:15 p.m.

**FLAG SALUTE:**                      Chairman Shed Conklin

**PRESENT:**                              Vice Chairman Thomas Beede  
Commissioner Charles Brewster  
Commissioner Bill Jahn  
Commissioner Robert Day

**EXCUSED:**                              None

**STAFF:**                                Molly Bogh, Community Development Director  
Phil Mosley, Chief Building Official  
Sandra Molina, Principal Planner  
Neil Braunstein, Assistant Planner  
Anne Schneider, City Engineer  
Lisa Shelton, Administrative Secretary  
Jennifer Worth, Administrative Secretary

The Planning Commission of the City of Big Bear Lake took the following actions at the February 20, 2002 meeting held in Hofert Hall, Civic and Performing Arts Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

**AGENDA APPROVAL**

Moved by Commissioner Beede, seconded by Commissioner Jahn, to approve the Agenda as presented. The Agenda was approved unanimously.

**PRESENTATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

There were none

**PUBLIC FORUM**

No one wished to speak

**1. CONSENT CALENDAR**

Minutes from the regular Planning Commission Meeting of February 6, 2002.

Moved by Commissioner Brewster, seconded by Commissioner Jahn, to approve the Consent Calendar with the Minutes of February 6, 2002 as amended to indicate the following change on page 3, of the minutes.

Commissioner Day inquired about the grading on the west side of the Elks Lodge. Community Development Director Bogh responded that it is the off-site detention basin that is part of the drainage improvements for the Club project. Additionally, Commissioner Day thanked Ms. Bogh and Principal Planner Molina for their handling of the February 5<sup>th</sup> Special Meeting and requested that the continuation of this meeting be kept in Planning Commission format by directing questions through the Chairman and agreed with Chairman Conklin's request to keep the meeting in Hofert Hall.

The motion was passed by unanimous consensus.

**2. ACTION ITEM**

- 2.1 Plot Plan and Design Review 2001-207  
Location: 41967 Fox Farm Road  
APN: 2328-102-14  
Applicant: Mr. and Mrs. LaBarre

An application to construct a 4,200 square foot auto repair shop and office on property measuring 1.01 acres, zoned Manufacturing (M). An environmental Initial Study and Mitigated Negative Declaration were prepared which concluded that the project would not have a significant impact on the environment because mitigation measures have been incorporated into the project related to Cultural Resources, pursuant to the California Environmental Quality Act (CEQA).

Associate Planner Snyder presented the staff report recommending that the Planning Commission consider the project and adopt the Mitigated Negative Declaration and move to adopt a resolution approving Plot Plan and Design Review 2001-207, based upon the findings and subject to the conditions of approval contained within the resolution.

There was discussion among the Planning Commission and staff regarding concerns over the visual impact that the project would have from the Fox Farm corridor. A landscaped parkway between the street and the building was discussed in addition to making the street-facing side of the building look more like a store-front.

Commissioner Day expressed concern that the City might be challenged regarding a discrepancy on page 13 of the Draft Mitigated Negative Declaration where it states that the project is within two miles of a public airport when it the project is really within 1 3/4 miles from airport. The Planning Commission and staff agreed to amend item E under the Hazards and Hazardous Materials portion of the Draft Mitigated Negative Declaration to reflect the actual 1¾ miles distance from the project to the airport.

Bill Yaeger, architect for the applicant, addressed the concerns presented by members of the Planning Commission and staff, including issues regarding the landscaping and design of the building. Mr. Yaeger agreed to the following change to number 38 in the conditions of approval and the addition of condition number 41.

38. Prior to occupancy the applicant shall ~~plant a minimum of two (2) 15 gallon pine trees in compliance with the Tree Ordinance.~~ install all of the landscaping indicated and approved by the Planning Commission as indicated on sheet L-1 dated November 28, 2001 and received at the Planning Division on February 12, 2002.
41. Any portion of the site which is graded during construction and which is not part of the project development at this time shall be hydro seeded for erosion control as approved by the City Planning Division.

Moved by Commissioner Jahn, seconded by Vice-Chair Beede, to adopt the Mitigated Negative Declaration with the aforementioned modification, and a resolution approving Plot Plan and Design Review 2001-207, based on the findings, and subject to the conditions of approval, with the above noted change and addition, as follows:

**RESOLUTION NO. PC2002-05**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING PLOT PLAN AND DESIGN REVIEW APPLICATION 2001-207 TO CONSTRUCT A 4,200 SQUARE FOOT AUTO REPAIR FACILITY AND ASSOCIATED PARKING LOT ON PROPERTY MEASURING APPROXIMATELY 1.01 ACRES, ZONED MANUFACTURING (M) LOCATED AT 41967 FOX FARM ROAD, ASSESSOR'S PARCEL NUMBER 2328-102-14**

The motion was passed by the following vote:

AYES: BREWSTER, DAY, JAHN, BEEDE, CONKLIN  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

### **3. PUBLIC HEARING ITEM**

- 3.1 Minor Subdivision  
Location: 39560 Big Bear Boulevard  
APN: 307-211-14  
Applicant: Roy & John Brownie  
Representative: Mr. Robert Pratte

An application of Roy and Jean Brownie to subdivide property measuring 17.08 acres, zoned Multiple Family Residential (R-3), into four single family residential lots and one remainder parcel. An environmental Initial Study and Mitigated Negative Declaration were prepared which concluded that the project would not have a significant impact on the environment because mitigation measures have been incorporated into the project related to Aesthetics, Biological Resources, Cultural Resources, Hydrology/Water Quality, and Geology/Soils, pursuant to the California Environmental Quality Act (CEQA).

Associate Planner Snyder presented the staff report recommending that the Planning Commission consider the project and move to adopt the Mitigated Negative Declaration and Mitigation Monitoring Program and a resolution approving Minor Subdivision application number 2000-114, based on the findings and subject to the conditions of approval, contained within the resolution.

Community Development Director Bogh reviewed the amended conditions of approval addressed in the green-sheet that was presented to the Planning Commission just prior to the meeting. Based on discussion by the Planning Commission and staff, the conditions shown on the green sheet were added as follows:

10.)~~Prior to recordation of the final parcel map, the public improvements shall be installed, or in lieu of installation the developer shall execute an improvement agreement and post surety for construction of all public improvements in accordance with City standards. The City Engineer shall approve the amount of surety. The public improvements shall include the construction of the north one half of the eighty (80) foot wide public roadway constructed with a minimum section of three and one-half (3.5) inches of asphalt concrete over six (6) inches of class 2 base. The improvements shall also include curb and gutter along the property frontage in Big Bear Boulevard and the placement of public utilities including, but not limited to sewer, water, gas, and electric to be placed beneath the public roadway in accordance with City standards, and any required pavement.~~

17.) ~~If provided, proposed, the location of any future vehicle restricting gates shall be approved by the City Engineer and Fire Department. Entrance gate openings entry/exit gates shall be require an approved fire department entry system with gate widths measuring a minimum of twelve (12) feet in width Entrance gate opening shall~~

~~be and provided with an emergency access system approved by the Fire Department. This requirement shall be noted on the Composite Development Plan (CDP) through a punch pad capable of accepting a separate Fire Department code and a "opticom" compatible system. Gate methods shall be provided for periods of power outage.~~

~~21.) Prior to recordation of the final parcel map, the applicant shall prepare Covenants, Conditions, and restrictions (C.C. & R.'s) for review and approval by the City Planner, City Engineer, and City Attorney. Such CC&R's shall include all elements deemed necessary by the City Attorney, including the applicable conditions of approval. The applicant shall be responsible for all City Attorney costs regarding review of said CC&R's.~~

~~22.) The CC&R's shall be recorded with the Final Map.~~

26.) All parcels shall have a minimum rear yard building setback of 100 feet. The side yard building setback shall have a minimum of 25 feet to ensure adequate building separation and to maintain view corridors. No solid walls or fences which completely obstruct lake views from the highway shall be permitted within the side yard setbacks of any lot. These requirements shall be recorded upon the Composite Development Plan (CDP) ~~and included in the C.C. & R's.~~ for Parcel Map No. 15555.

29.) Prior to the recordation of the final map, the Planning Division shall verify that the conservation easement is protected by the placement of lodge pole or equivalent fencing measuring four (4) feet in height shall be placed along the west and south boundaries of the easement. This requirement shall be noted on the CDP prior to recordation.

30.) The following requirement shall be recorded on the CDP with respect to parcel 4: "At no time shall the applicant or future owners of Parcel 4 install a solid barrier or chain link fence along the east property line, or remove the lodge pole fencing located ~~adjacent to Metcalf Creek~~. along the west and south boundaries of the remainder parcel.

Chair Conklin opened the public hearing at 2:56 p.m..

Robert Pratt, representative for the applicant, explained the history of this site and application to the Planning Commission and staff, and addressed Planning Commission concerns regarding fencing, berming and zoning of the properties being developed on this site.

Mr. Pratt addressed Planning Commission concerns over how the endangered plants found on the property will be protected by transplanting those plants onto a three-acre conservation dedication site and that this proposal has been agreed upon as appropriate mitigation by the Department of Fish and Game.

Mr. Pratt also added that the applicant would make a \$10,000 endowment to the City for upkeep of the protected and endangered plants that are to be transplanted to the designated conservation area.

There being no further comments from the public, Chair Conklin closed the public hearing at 3:15 p.m.

The Planning Commission, staff, and the applicant agreed to the following changes to the conditions of approval in addition to those presented by staff on the green-sheeted resolution:

5.) Prior to or concurrent with recordation of the final parcel map, the applicant shall demonstrate the abandonment of the existing utility easement in the southeastern portion of this parcel, which shall include abandonment of the existing eight (8) inch water main. All associated costs shall be borne by the applicant.

~~19.) Prior to the issuance of a demolition permit for the removal and or demolition of any structures, a South Coast Air Quality Management District approval shall be obtained.~~

20.) D.) Road encroachment permit (Cal Trans) (~~Engineering Division~~)

24.) In conjunction with the final parcel map submittal, the applicant shall submit a Composite Development Plan (CDP) for review and approval by the City which shall be recorded with the final parcel map. The Composite Development Plan (CDP) shall include the statement that parcels 1-4 on this parcel map are approved for single family residential use only.

41.) Prior to issuance of a building permit the applicant shall construct an eight (8) foot wide by two (2) foot high earthen containment berm along the northerly property boundaries of Parcels 1,2,3 and 4 to mitigate polluted runoff typically associated with single-family residential development. This note shall be shown on the CDP and incorporated into the grading plan for each lot. A note shall be included on the Composite Development Plan (CDP) stating that the berm shall be maintained on the property in accordance with the approved National Pollution Discharge Elimination System (NPDES) permit.

52.) Prior to recordation of the final parcel map, and at the time of close of escrow for each of the four residential lots, the applicant shall deposit \$2,000 with the City of Big Bear Lake for a total amount of \$10,000, to be used for maintenance of the conservation area on the remainder parcel.

The Planning Commission also requested that staff change the 9 to a parentheses in the last paragraph of page 4 of the Draft Mitigated Negative Declaration:

Moved by Commissioner Jahn, seconded by Vice Chair Beede, to adopt Resolution No. PC2002-06 approving Minor Subdivision application number 2000-114, based on the findings and subject to the conditions of approval, with the recommended revisions submitted by staff, as follows:

**RESOLUTION NO. PC2002-06**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING PROGRAM AND APPROVING MINOR SUBDIVISION 2000-114, TENTATIVE PARCEL MAP 15555, TO CREATE FOUR PARCELS AND A REMAINDER PARCEL FROM A 17.08 ACRE LOT ON PROPERTY LOCATED AT 39560 BIG BEAR BOULEVARD, ASSESSORS PARCEL NUMBER 307-211-14.**

Motion was passed by the following vote:

AYES: BREWSTER, DAY, JAHN, BEEDE, CONKLIN  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**4. PLANNING OFFICIAL'S REPORT**

There was nothing additional to report.

**5. SUMMARY COMMENTS**

Commissioner Day commented on the tree trimming for the power line easement and how extreme it is. Day requested that the City talk with whoever is trimming the trees prior to any additional trees being trimmed. Commissioner Day also commented that the signal light at Knickerbocker facing East to West is standing back quite a bit and he has noticed that drivers still don't know where to stop. Ms. Bogh addressed this issue by stating that there is a plan to have the signal moved, but there is a delay while bolts are ordered, inspected and approved by CalTrans.

Commissioner Day requested that a letter be sent to vacation home rental agents that informs them of the public snow play areas and requests that the agents inform their clients of these areas and, in addition, remind them not to play on private property.

Commissioner Day requested that the Commissioners receive a copy of the CEQA Initial Studies at the same time they are released for public review in order to make any corrections prior to the notices getting to the Commission level.

In response to an occurrence on Club View Dr. near Bear Mountain, Commissioner Jahn requested that Public Works have a flag man and signs indicating any road construction that they may be doing.

Commissioner Jahn also requested that Ms. Bogh update the Planning Commission on the City Council's final changes to the Development Code. Ms. Bogh explained that the only change that Council made from what the Planning Commission recommended, was that they voted to allow one employee to come to the home of a home occupation. Also, she stated that the time limit for appeals will stay at ten days, as recommended by the Commission.

Vice-Chair Beede had no comments.

Commissioner Brewster commented on the idea of a landscaped strip between Fox Farm Rd. and the sidewalk, which was discussed earlier in the meeting. Commissioner Brewster felt that this was a good idea and that a solution should be found if at all possible. Chair Conklin responded by saying that this could be an agenda item to discuss the pros and cons of this idea. Vice-Chair Beede added that the landscaping idea is a good one but that it would currently be hard to maintain when cleaning the walkways of snow.

Chair Conklin inquired about the chaining of the driveways to the City Hall on the weekends. In response to this inquiry, Ms. Bogh explained that this was to control the snow play that occurs at City Hall. Chair Conklin responded by saying that he would not like to see the use of public property prohibited. Ms. Bogh explained that there are liability concerns if use of the property is allowed. Chair Conklin requested that this topic be an agenda item for future discussion.

## **6. ADJOURNMENT**

At the hour of 3:45 p.m., Chair Conklin adjourned to the Special Planning Commission Meeting of February 26, 2002 at 6:30 p.m. in the City Hall Training Room.

MINUTES APPROVED AT THE MEETING OF: March 19, 2002

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Jennifer Worth, Planning Commission Secretary