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**CITY OF BIG BEAR LAKE**  
**PLANNING COMMISSION MEETING MINUTES**  
**REGULAR MEETING**  
**August 6, 2003**

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

**FLAG SALUTE:** Commissioner Brewster

**PRESENT:** Commissioner Greg Boll  
Commissioner Charles Brewster  
Vice-Chairman Thomas Beede  
Chairman Bill Jahn

**STAFF:** Sandra Molina, Acting City Planner  
Neil Braunstein, Associate Planner  
Jeff Ballinger, City Attorney  
Rene Avila, Assistant Building Official  
Lynne Rayner, Administrative Secretary

The Planning Commission of the City of Big Bear Lake took the following actions at the August 6, 2003 meeting held in Hofert Hall, Civic and Performing Arts Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

**AGENDA APPROVAL**

Moved by Commissioner Boll, seconded by Vice-Chairman Beede, to approve the agenda as presented. The agenda was approved unanimously.

**PRESENTATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

Acting City Planner Sandra Molina announced that the City Council has appointed Dennis Hall to fill the vacancy on the Planning Commission and that Vice-Chairman Beede has been re-appointed for another term. Mr. Hall will be sworn in and assume his duties on August 20, 2003. Ms. Molina also announced a joint workshop with City Council, the DWP Board and the Planning Commission tentatively scheduled for Monday, October 6<sup>th</sup>, from 1:00 p.m. to 5:00 p.m., for strategic planning related to the General Plan.

**PUBLIC FORUM**

No one wished to speak.

**1. CONSENT CALENDAR**

1.1 Approval of the Minutes of the Planning Commission meeting of July 16, 2003

Moved by Commissioner Boll, seconded by Vice-Chairman Beede, to approve the minutes of July 16, 2003. The minutes were unanimously approved by a vote of 4 in favor and 0 opposed.

1.2 Approval of the Minutes of the Special Planning Commission meeting of July 23, 2003

Moved by Commissioner Boll, seconded by Vice-Chairman Beede, to approve the minutes of the special meeting of July 23, 2003. The minutes were unanimously approved by a vote of 4 in favor and 0 opposed.

**2. PUBLIC HEARING ITEM**

2.1 Conditional Use Permit 2003-074

Applicant: Telluris, Inc.  
Representative: F. Scott Small  
Location: 42081 Big Bear Boulevard & 42040 Garstin Drive  
APN: 2328-203-01 & 2328-121-02

This item was continued from the regular Planning Commission meeting of July 16, 2003.

Ms. Molina stated that in reviewing the draft conditions of approval, Telluris, Inc. has raised a concern with the term of the Conditional Use Permit and requested an open-ended term of approval. Since the City Attorney has advised staff that the term of the Conditional User Permit should coincide with the term of the Agreements, which are under City Council's discretion, staff recommends that the Planning Commission continue this item indefinitely, to allow for the Agreements to be scheduled before the City Council. Once the Agreements are approved, staff will re-notice the public hearing for the Commission's consideration of the Conditional Use Permit application.

Moved by Commissioner Brewster, seconded by Commissioner Boll, to continue Conditional Use Permit 2003-074 indefinitely. The motion was unanimously approved by a vote of 4 in favor and 0 opposed.

2.2 Plot Plan Review 2003-179

Applicant: Mr. Sabastian Valente  
Representative: Lyle Forbes  
Location: 672 Pine Knot Avenue  
APN: 308-171-34

Associate Planner Neil Braunstein presented the staff report, stating that the applicant is requesting approval to convert a former amusement arcade into four retail suites, add 800 square feet of storage space and reconfigure an existing parking lot to accommodate ten parking spaces on a 10,150 square foot lot zoned Village Retail within the Village Specific Plan. Mr. Braunstein stated that staff recommends that the Planning Commission hold a public hearing and adopt a resolution finding the project exempt from the California Environmental Quality Act (CEQA) and approve Plot Plan Review 2003-179, based on the findings and subject to the conditions of approval in the resolution.

Mr. Braunstein addressed the Commission's questions and concerns regarding restrooms in the building, the upstairs storage area, the cargo container on the site, and the proposed trees to be installed in a landscape strip along Bartlett Road. Commissioner Boll requested adding a condition requiring the removal of the cargo container presently located at the rear of the property. The Planning Commission concurred.

Chairman Jahn opened the public hearing at 1:30 p.m.

Lyle Forbes, representative, asked the Commission who would be responsible for the maintenance of the trees to be planted. Mr. Braunstein stated that it would be the responsibility of the building owner or his tenant to maintain the trees. Mr. Forbes stated that the applicant had read and agreed to the conditions of approval, and Mr. Forbes agreed to the following amended condition:

35. The project shall be constructed in accordance with all the approved plans and conditions of approval, including but not limited to site plans, grading plans, wall plans, landscape/irrigation plans, lighting plans, and elevations, including removal of the storage shed and storage container. If all improvements cannot be installed prior to occupancy, the City may approve a Deferred Improvement Agreement to defer the completion of the improvements provided that a bond, cash deposit, or other surety in a form and substance approved by the City Attorney, is submitted to the City in lieu of installation of the improvements, that application and required fees are submitted, and that the incomplete improvements will not create an unsafe condition on the site. The term of the deferral shall be as determined by the City Planner. (PLN)

There being no further comments from the public, Chairman Jahn closed the public hearing at 1:35 p.m.

Commissioner Brewster stated his concern with the proposed number of parking spaces, and that with the conversion to four retail spaces and the addition of 800 sq. ft., the number of restrooms presently serving the building and the parking spaces proposed would not be adequate. He expressed his concern about setting a precedence for future retail spaces being divided. Ms. Molina stated that the additional 800 sq. ft. was proposed as storage only, that the change of occupancy did not intensify the use, and that the number of parking spaces and restrooms were adequate.

Moved by Commissioner Boll, seconded by Vice-Chairman Beede, to adopt Resolution No. PC2003-015 approving Plot Plan Review 2003-179, based on the findings and subject to the amended conditions of approval as follows:

**RESOLUTION NO. PC2003-015**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING PLOT PLAN REVIEW 2003-179 TO CONVERT A FORMER AMUSEMENT ARCADE INTO FOUR RETAIL SUITES, ADD 800 SQUARE FEET OF STORAGE SPACE, AND RECONFIGURE AN EXISTING PARKING LOT TO ACCOMMODATE 10 PARKING SPACES LOCATED AT 672 PINE KNOT AVENUE (ASSESSOR'S PARCEL NUMBER 308-171-34).**

The motion was passed by the following vote:

AYES: BOLL, BEEDE, JAHN  
NOES: BREWSTER  
ABSENT: NONE  
ABSTAIN: NONE

Vice-Chairman Beede requested permission from Chairman Jahn to be excused from the discussion of Plot Plan Review 2003-183 and the remainder of the Planning Commission meeting due to a potential conflict of interest, based on his relationship with the applicant on Item 2.3. Chairman Jahn granted his request, and at the hour of 1:45 p.m., Vice-Chairman Beede left the meeting.

2.3 Plot Plan Review 2003-183

Applicants: Mr. Brandon Beede and Mr. Jason Wilson  
Representative: Tom Owens Designs  
Location: 722 Summit Boulevard  
APN: 2328-073-03

Neil Braunstein presented the staff report, stating that the applicants are requesting approval to construct a two-story duplex containing two 981 square foot dwelling units on a 7,676 square foot parcel zoned Multiple-Family Residential (R-3). Mr. Braunstein stated that staff recommends that the Planning Commission hold a public hearing and adopt a resolution finding the project exempt from the California Environmental Quality Act (CEQA) and approve Plot Plan Review 2003-183, based on the findings and subject to the conditions of approval in the resolution.

Mr. Braunstein addressed the Commission's questions and concerns regarding the proposed four paved parking spaces for the project and the requirement that one of the replacement trees be a Jeffrey pine, which is susceptible to bark beetles. Ms. Molina stated that the Forest Service has recommended pine trees are appropriate to plant as replacement trees.

Chairman Jahn opened the public hearing at 1:50 p.m.

Kathy Frese, representative from Tom Owens Designs, stated that the applicants had read and agreed with the conditions of approval.

Dennis Hall, resident of Big Bear Lake, requested clarification regarding configuration of the parking area.

There being no further comments from the public, Chairman Jahn closed the public hearing at 1:55 p.m.

Moved by Commissioner Brewster, seconded by Commissioner Boll, to adopt Resolution No. PC2003-016, approving Plot Plan Review 2003-183, based on the findings and subject to the conditions of approval as follows:

**RESOLUTION NO. PC2003-016**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING PLOT PLAN REVIEW 2003-183 TO CONSTRUCT A TWO-STORY DUPLEX CONTAINING TWO 981 SQUARE-FOOT DWELLING UNITS ON A 7,676 SQUARE FOOT LOT LOCATED AT 722 SUMMIT BOULEVARD (ASSESSOR'S PARCEL NUMBER 2328-073-03.**

The motion was passed by the following vote:

AYES: BOLL, BREWSTER, JAHN  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: BEEDE

**4. PLANNING OFFICIAL'S REPORT**

Ms. Molina had nothing to report.

**5. SUMMARY COMMENTS**

Commissioner Brewster welcomed Dennis Hall to the Planning Commission.

**6. ADJOURNMENT**

There being no further comments, Chairman Jahn adjourned the meeting at 1:58 p.m. to the next regular Planning Commission meeting of August 20, 2003.

MINUTES APPROVED AT THE MEETING OF \_\_\_\_\_

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Lynne Rayner, Planning Commission Secretary