
PLANNING COMMISSION MEETING MINUTES
REGULAR MEETING
MAY 7, 2003

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

FLAG SALUTE: Vice-Chairman Brewster

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

STAFF: Molly Bogh, Deputy City Manager
Sandra Molina, Principal Planner
Neil Braunstein, Associate Planner
Marco Martinez, City Attorney
Phil Mosley, Chief Building Official
Anne Schneider, City Engineer
Lynne Rayner, Administrative Secretary

The Planning Commission of the City of Big Bear Lake took the following actions at the May 7, 2003 meeting held in Hofert Hall, Civic and Performing Arts Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

AGENDA APPROVAL

The Agenda was approved as presented.

PRESENTATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

Deputy City Manager Molly Bogh announced there would be a public scoping meeting on May 9, 2003 at 6:00 p.m. in the Civic Center Training Room to determine the scope, focus and content of an Environmental Impact Report for a proposed Hilton Garden Inn. She also noted that a Village Business Association meeting is scheduled for May 19, 2003 at 6:00 p.m. at the Northwoods Inn to discuss directional signage and the Village Assessment District. Additionally, the Building and Safety Division is holding a Contractor's Advisory Board meeting on May 20, 2003 at 6:00 p.m. in the Civic Center Training Room.

PUBLIC FORUM

Jacque Montero, Bear Valley Paving, gave an update on the proposed improvements to Summit Creek and the Bear Valley paving yard. He stated that revised plans had been submitted on May 6th for work to commence as directed by the Planning Commission, and that he was waiting for approval from staff to begin.

1. CONSENT CALENDAR

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

Moved by Vice-Chairman Beede, seconded by Commissioner Brewster, to approve the minutes of April 16, 2003. The minutes were approved unanimously by a vote of 5 in favor and 0 opposed.

2. PUBLIC HEARING ITEMS

2.1 Variance 2003-041

Applicant: Mr. Eddie Etter

Location: 411 Dixie Lane

APN: 307-106-36

Associate Planner Neil Braunstein presented the staff report stating that the applicant requests a variance to encroach 17 feet into the required 25-foot front yard setback in order to construct a second story wood deck and retaining walls for a parking pad, to serve a proposed single-family residence on a 3,000 square foot lot. Mr. Braunstein stated staff recommends that the Planning Commission hold a public hearing and adopt a resolution finding the project exempt from the California Environmental Quality Act and approving Variance 2003-041 based on the findings and subject to the conditions of approval in the resolution.

The Commission asked staff if any comments had been received by neighboring property owners and why a vicinity map was not included on the site plans.

Mr. Braunstein responded that no comments were received, and that a vicinity map on the site plan was not required. Ms. Bogh stated that in the future, if desired by the Planning Commission, a vicinity map would be required and the Planning Commission concurred that this would be helpful.

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

Eddie Etter, the applicant's representative, answered questions presented by members of the Planning Commission and staff regarding grading plans, replacement trees, and decorative retaining walls for the parking area. In response to

Commissioner Day's questions regarding alternative designs and the need for a garage, Mr. Etter said that he and the applicant had discussed these alternatives and since the lot is only 3,000 square feet, determined that a garage was infeasible. In addition, he stated that moving the house back to avoid the front setback created a hardship due to the lot's topography and significant grading required. Mr. Etter stated he had read and understood the conditions of approval and requested the following amendments to the conditions of approval:

~~10. A precise grading and paving plan shall be submitted to the City Engineer for review and approval. (ENG)~~

11. Retaining wall plans and calculations shall be submitted to and approved by the City. Retaining walls visible from the public right-of-way shall be of decorative construction, as approved by the City Planner. (ENG)

~~17. The following items shall be completed and submitted to and approved by the Building and Safety Division: (B&S)~~

~~a. Precise grading plans.~~

~~b. Compaction certification.~~

~~e. All proposed work utilizing unique components shall be specified — on the drawing as consistent with the particular listing and testing criteria.~~

~~d. Soils report.~~

~~29. All utilities shall be placed underground. (ENG)~~

There being no further comments from the public, Chairman Jahn closed the public hearing at 1:37 p.m.

Moved by Commissioner Brewster, seconded by Vice-Chairman Beede, to adopt Resolution No. PC2003-009 approving Variance 2003-041 based on the findings and subject to the recommended conditions of approval, as amended, as follows:

RESOLUTION NO. PC2003-009

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING VARIANCE 2003-041 TO ALLOW ENCROACHMENT INTO THE FRONT YARD SETBACK AREA FOR A PROPOSED SINGLE FAMILY RESIDENCE LOCATED AT 411 DIXIE LANE (ASSESSOR'S PARCEL NUMBER 307-106-36).

The motion was passed by the following vote:

AYES: BOLL, BREWSTER, BEEDE, JAHN

NOES: DAY

ABSENT: NONE

ABSTAIN: NONE

2.2 Conditional Use Permit 2003-012

Applicant: Ms. Sandy King and Mr. Frank Howes

Representative: Mr. Eddie Etter

Location: 41095 Big Bear Boulevard

APN: 309-103-04

Associate Planner Neil Braunstein presented the staff report stating that the applicant proposes to demolish an existing 1,147 square foot building and to construct a 1,870 square foot, two-story motel with four guest units and a four-space parking lot on a 3,947 square foot lot. Mr. Braunstein stated staff recommends that the Planning Commission hold a public hearing and adopt a resolution finding the project exempt from the California Environmental Quality Act and approving Conditional Use Permit 2003-012 based on the findings and subject to the conditions of approval in the resolution.

Mr. Braunstein addressed the Commission's questions regarding the proposed hours for construction, the parking area design, drainage, and maintenance and operation of the motel units.

Chairman Jahn opened the public hearing at 2:06 p.m.

Frank Howes, applicant, answered questions presented by members of the Planning Commission and staff regarding snow storage, and parking, turning, and backing out onto State Highway 18 and whether or not there would be a rental office. Mr. Howes informed the Planning Commission that the Black Forest Lodge would handle the rental of guest units, along with housekeeping and maintenance services. Mr. Howes stated he had read and understood the conditions of approval, and was in agreement.

Vice-Chairman Beede questioned Mr. Howes if he would be willing to execute a deed restriction specifying the need for a maintenance agreement in the event the motel units are sold to another owner. Mr. Howes stated that he would not.

Eddie Etter, the applicant's representative, answered questions regarding overhead vs. underground utilities and the design of the parking area, which, due to the space limitations of the four parking stalls, might encourage guests to back out onto the highway.

There being no further comments from the public, Chairman Jahn closed the public hearing at 2:15 p.m.

Commissioners Brewster and Day expressed concern over the parking lot layout and the potential for vehicles to exit the site by backing out onto State Highway 18. Staff responded that a 24-foot aisle is provided on the site for back up and turning movements, which meets City requirements.

Moved by Commissioner Brewster, seconded by Commissioner Day, to consider design alternatives, provide direction to staff and the applicant, and continue this item to the May 21, 2003 Planning Commission meeting.

The motion failed to pass by the following vote:

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

Chairman Jahn re-opened the public hearing at 2:25 p.m.

Mr. Etter spoke about the difficulty to design guest units on the front portion of the property to facilitate placing the parking area at the rear of the property, given the substandard lot width of 37-feet and the restrictions placed by the Fire Department for a 20-foot fire aisle. He stated that utilities are provided to the site by overhead lines at the rear, and asked for a modification to Condition 39.

Vice-Chairman Beede suggested posting “no back-up” signs within the parking lot. Chairman Jahn stated that the application meets all the City’s development code requirements.

After further discussion, Mr. Howes agreed to the following amended conditions of approval:

39. All utilities shall be placed underground, except as otherwise approved by the Building Official, based upon requirements of the utility company. (ENG)
45. Two (2) signs shall be placed adjacent to parking spaces identifying that backing onto State Highway 18 (Big Bear Boulevard) is prohibited.
54. At all times during which the rental units are available to the public, a sign shall be posted on the exterior of the building and on the interior of each guest unit that states the name and telephone number of the entity providing management and maintenance services. All required parking signs shall be maintained on site.

Chairman Jahn closed the public hearing at 2:40 p.m.

Moved by Vice-Chairman Beede, seconded by Commission Boll, to adopt Resolution No. PC2003-010 approving Conditional Use Permit 2003-012, based on the findings and subject to the recommended conditions of approval as amended, as follows:

RESOLUTION NO. PC2003-010

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING CONDITIONAL USE PERMIT 2003-012 TO DEMOLISH A 1,147 SQUARE FOOT EXISTING BUILDING AND TO CONSTRUCT A 1,870 SQUARE FOOT, FOUR-UNIT MOTEL AND A FOUR-SPACE PARKING LOT ON A 3,947 SQUARE FOOT LOT LOCATED AT 41095 BIG BEAR BOULEVARD (ASSESSOR'S PARCEL NUMBER 309-103-04).

The motion was passed by the following vote:

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

At the hour of 2:45 p.m., Chairman Jahn called for a recess.

At the hour of 2:50 p.m., the Planning Commission reconvened.

3. DISCUSSION ITEM

3.1 Development Code and Zoning Map Update

The public workshop from the April 16, 2003 Planning Commission meeting was resumed. Staff and the Planning Commission continued their review and discussion of items within Development Code Chapter 17.35.010 through Chapter 17.35.030 in Commercial and Public Zones, discussing text, indicating concurrence or requesting revisions to the draft language. Staff responded to questions from the Planning Commission regarding principal uses permitted in Commercial and Public Zones, as set forth in the Use Tables.

The Planning Commission indicated concurrence with Chapter 17.35.010 through 17.35.030 as drafted with revisions as noted during the meeting, and continued the public workshop to the next regularly scheduled Planning Commission meeting for the review of the remainder of Chapter 17.35.

4. PLANNING OFFICIAL'S REPORT

Ms. Bogh announced that the City Clerk's office is accepting applications to fill the vacancies of two Planning Commissioners' terms ending June 30, 2003.

5. SUMMARY COMMENTS

Commissioner Boll asked for clarification on the report from staff regarding the Youth Hostel, and staff responded.

Commissioner Brewster stated that alcohol is being served at the Pine Nut Coffee House. Ms. Bogh replied that the Pine Nut Coffee House has applied for a liquor license and asked if the Planning Commission would like to agendaize a discussion item to review the approval of granting liquor licenses. The Planning Commission concurred.

Commissioner Brewster expressed concern over procedures for establishing Fire Department requirements for new development and asked staff to agendaize this matter for a future meeting.

Commissioner Brewster also suggested organizing a community drive to remove the dead trees so that the National Forest would not be closed.

Commissioner Day stated that due to the growth of his business, he would be relocating and would therefore not seek re-appointment at the end of his term.

Vice-Chairman Beede commended the staff on the great job in completing the use charts in the Commercial Chapter of the Development Code.

Chairman Jahn stated that as the author, Ms. Bogh is to be commended for her work on the entire draft of the Development Code

6. ADJOURNMENT

There being no further comments, Chairman Jahn adjourned the meeting at 4:35 p.m. to the next regular Planning Commission meeting of May 21, 2003.

MINUTES APPROVED AT THE MEETING OF _____

Lynne Rayner, Planning Commission Secretary