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**CITY OF BIG BEAR LAKE  
PLANNING COMMISSION MEETING MINUTES  
REGULAR MEETING  
September 7, 2005**

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**MEETING CALLED TO ORDER:** 1:20 p.m.

**FLAG SALUTE:** Chairman Beede

**PRESENT:** Chairman Thomas Beede  
Vice-Chairman Garry Dokter  
Commissioner Rick Hackney

**EXCUSED:** Commissioner Timothy Brigham  
Commissioner Craig Smith

**STAFF:** Sandra Molina, City Planner  
David Martinez, Deputy City Manager  
Marco Martinez, City Attorney  
Phil Mosley, Chief Building Official  
Janice Etter, Associate Planner  
Sam Rodriguez, City Engineer  
Lynne Rayner, Administrative Secretary

The Planning Commission of the City of Big Bear Lake took the following actions at the September 7, 2005 meeting held in Hofert Hall, Civic and Performing Arts Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

**AGENDA APPROVAL**

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

**PRESENTATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS**

None

**PUBLIC FORUM**

No one wished to speak.

**1. CONSENT CALENDAR**

1.1 Approval of the Minutes of the Planning Commission meeting of August 17, 2005.

Moved by Vice-Chairman Dokter, seconded by Commissioner Hackney, to approve the minutes of August 17, 2005 as presented. The minutes were unanimously approved by a vote of 3 in favor and 0 opposed.

**2. PUBLIC HEARING ITEMS**

2.1 Environmental Review 2005-029

Applicant: Bill Jahn  
Representative: Same  
Location: 1200 through 1248 Wolf Creek Court  
APN: 310-943-01 through 310-943-10

City Planner Sandra Molina requested that City Attorney Marco Martinez explain the issue at hand for Item 2.1 regarding potential conflicts of interest.

City Attorney Martinez explained that several Commissioners have potential conflicts of interest, either with the applicant or with the property in question, and since none would be able to participate until an analysis could be completed to determine if a conflict were present, and since there are two Commissioners not in attendance today that may not have a conflict, the City's recommendation would be to open the public hearing and continue the item to the meeting of September 21, 2005 to allow the two absent Commissioners to participate, and possibly after analysis one of two abstaining Commissioners would also be able to participate. He added that if neither were able to participate, then the drawing of straws to re-qualify one Commissioner would be done to allow for a minimum quorum.

At the hour of 1:29 p.m. Chairman Beede opened the public hearing.

Moved by Vice-Chairman Dokter, seconded by Chairman Beede, to direct staff to look into the matter of potential conflicts of interest for this item, and to continue Environmental Review 2005-029 to the meeting of September 21, 2005.

The motion was approved by the following vote:

AYES: HACKNEY, DOKTER, BEEDE  
NOES: NONE  
ABSENT: SMITH, BRIGHAM  
ABSTAIN: NONE

2.2 Plot Plan Review 2005-056

Applicant: James Grayson McNeill  
Representative: Same  
Location: 541 and 527 Knickerbocker Road  
APN: 309-101-36, 39

Associate Planner Janice Etter presented the staff report, stating that the applicant is requesting to convert two existing residences into a hostel containing 13 dormitory style bedrooms with shared kitchen and bathroom facilities, on 23,678 square feet of property.

She continued, stating that the applicant was present in the audience, that he agreed with the conditions of approval in the resolution, and that staff recommends the Planning

Commission adopt a resolution finding the project exempt from the California Environmental Quality Act (CEQA) and approving Plot Plan Review 2005-056.

Chairman Beede inquired about erosion from the three driveways on the properties. City Engineer Rodriguez stated that a condition of approval had been added to require the addition of curb and gutter, which would be adequate to transfer drainage from the property.

Commissioner Hackney had no questions but stated it was a good use of the property.

At the hour of 1:35 p.m. Chairman Beede opened the public hearing.

James Grayson McNeill, the applicant, stated he had read and agreed with the conditions of approval contained in the resolution.

Hearing no further comment, Chairman Beede closed the public hearing at 1:36 p.m.

Moved by Vice-Chairman Dokter, seconded by Commissioner Hackney, to adopt Resolution No. PC2005-32 approving Plot Plan Review 2005-056 as presented, based on the findings and subject to the conditions of approval as follows:

**RESOLUTION NO. PC2005-032**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING PLOT PLAN REVIEW 2005-056 TO CONVERT TWO EXISTING RESIDENCES INTO A HOSTEL CONTAINING 13 DORMITORY STYLE BEDROOMS WITH SHARED KITCHEN AND BATHROOM FACILITIES ON 23,678 SQUARE FEET OF PROPERTY LOCATED AT 541 AND 527 KNICKERBOCKER ROAD (ASSESSOR'S PARCEL NUMBERS 309-101-36 AND 39).**

The motion was approved by the following vote:

AYES: HACKNEY, DOKTER, BEEDE  
NOES: NONE  
ABSENT: SMITH, BRIGHAM  
ABSTAIN: NONE

2.3 Variance 2005-157

Applicants: Bruce and Bonnie Cotton  
Representative: Eddie Etter  
Location: 174 Round Drive  
APN: 307-016-01

City Planner Molina announced that Commissioner Hackney had a conflict of interest in hearing this application, having performed services of a financial nature for the applicant within the last twelve months, and that he must abstain from discussion and vote of Variance 2005-157. City Attorney Martinez stated with Commissioner Hackney

abstaining, this left the Commission without a quorum to hear this item, and the City's recommendation would be to open the public hearing and continue the item to the next Planning Commission meeting to allow the two absent Commissioners to participate.

At the hour of 1:39 p.m. Chairman Beede opened the public hearing.

Moved by Vice-Chairman Dokter, seconded by Chairman Beede, to continue Variance 2005-157 to the meeting of September 21, 2005.

The motion was approved by the following vote:

AYES: HACKNEY, DOKTER, BEEDE

NOES: NONE

ABSENT: SMITH, BRIGHAM

ABSTAIN: NONE

2.4 Plot Plan Review 2005-001

Applicants: Robin and Maureen Shepherd

Representative: Same

Location: 40623 Beaver Lane

APN: 308-146-04

City Planner Sandra Molina presented the staff report, stating that the applicant is requesting approval to convert two existing dwelling units within an existing structure into commercial offices and construct ancillary parking on a 7,218 square foot parcel zoned Commercial Lodging within the Village Specific Plan.

She continued, stating that staff recommends that the Planning Commission conduct a public hearing, take public testimony and adopt a resolution finding the project exempt from the California Environmental Quality Act (CEQA) based on the findings and subject to the conditions of approval contained in the resolution.

The Commission had no questions of staff.

At the hour of 1:45 p.m., Chairman Beede opened the public hearing.

Rob Shepherd, the applicant, stated that he had read and agreed with the conditions of approval contained in the resolution and thanked staff for their assistance to date.

Commissioner Hackney asked the applicant about restrooms in the lower units. Mr. Shepherd indicated that there were restrooms for each of the two lower units.

Hearing no further comment, Chairman Beede closed the public hearing at 1:46 p.m.

Moved by Vice-Chairman Dokter, seconded by Chairman Beede, to adopt Resolution No. PC2005-33 approving Plot Plan Review 2005-001 as presented, based on the findings and subject to the conditions of approval as follows:

**RESOLUTION NO. PC 2005-33**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BIG BEAR LAKE APPROVING PLOT PLAN REVIEW 2005-001 TO CONVERT TWO DWELLING UNITS INTO COMMERCIAL OFFICES WITH ANCILLARY PARKING AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) LOCATED AT 40623 BEAVER LAND (APN 0308-146-04)**

The motion was approved by the following vote:

AYES: HACKNEY, DOKTER, BEEDE  
NOES: NONE  
ABSENT: SMITH, BRIGHAM  
ABSTAIN: NONE

**3. PLANNING OFFICIAL'S REPORT**

None.

**4. SUMMARY COMMENTS**

Vice-Chairman Dokter requested a report on the recent Island in the Sky Concert. City Planner Molina replied that she would provide the Commission the requested information by the next meeting.

**5. ADJOURNMENT**

There being no further comments, Chairman Beede adjourned the meeting at 1:50 p.m.

MINUTES APPROVED AT THE MEETING OF SEPTEMBER 21, 2005.

*Lynne Rayner*

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Lynne Rayner, Administrative Secretary