



## **INFORMATION FOR THE PUBLIC**

**The Planning Commission meets regularly on the first and third Wednesdays of the month at 1:15 p.m. in Hofert Hall at the Civic Center located at 39707 Big Bear Boulevard.**

### **Procedure to Address the Planning Commission**

The Planning Commission encourages free expression of all points of view. To allow all persons to speak, given the length of the agenda, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. To encourage all views and promote courtesy to others, the audience should refrain from clapping, booing or shouts of approval or disagreement.

### **Public Comments**

The public may address the Planning Commission by completing a ***Request to Speak*** and submitting it to the Commission Secretary. The Request to Speak forms are located on the table at the back of the Commission Chambers. During "Public Comments" your name will be called. Please step to the microphone and give your name and city of residence for the record before proceeding. All remarks shall be addressed to the Commission as a body only. No person other than a member of the Commission and the person having the floor shall enter into any discussion without the permission of the Commission Chair. Public comment is permitted only on items not on the agenda that are within the subject matter jurisdiction of the City. There is a three-minute maximum time limit when addressing a respective board. The time limit is subject to adjustment at the discretion of the Chair/Presiding Officer.

### **Discussion/Action Items**

Speakers shall follow the same requirements as under the Public Forum, however, cards submitted after the Commission begins to discuss an item will be subject to the Presiding Officer seeking consensus from the Commission to consider hearing from the speaker, and if permitted, the speaker will have one minute to provide his or her comments.

### **Public Hearings**

A speaker card must be completed and speakers must follow the three minute maximum time limit. Project applicants will be given ten minutes to present their item to the Commission and/or address questions brought before the Commission from members of the public. The Presiding Officer may entertain a motion to extend the applicant's time if needed. Speaker cards submitted after the close of the public hearing are subject to the guidelines as stated above.

Any handouts for the respective Commission shall be given to the Commission Secretary for distribution.

**PLEASE NOTE:** Agenda related writings or documents provided to the Planning Commission are available for public inspection at [www.citybigbearlake.com](http://www.citybigbearlake.com) and at the public Planning Department counter in the City Hall lobby located at 39707 Big Bear Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

The City of Big Bear Lake wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in a meeting, please contact the City Clerk's office. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to public meetings.