
**CITY OF BIG BEAR LAKE
PLANNING COMMISSION MEETING MINUTES**

April 17, 2013

CALL TO ORDER 1:16 p.m.

FLAG SALUTE Commissioner Pacelli.

ROLL CALL Commissioners Pacelli, Senft, Smith present; Commissioner Zimmerman excused; one seat vacant.

STAFF PRESENT James J. Miller, Community Development Director; Janice Etter, City Planner; Ruth Lorentz, Associate Planner; Siri Eggebraten, Associate Planner; Lynne Rayner, Commission Secretary.

AGENDA APPROVAL Approved as presented.

PUBLIC FORUM No one wished to speak.

PRESENTATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS Director Miller informed the Commission that 8 applications were received for the Planning Commission vacancies, and that interviews would be held on May 6th. He also stated that at 6:30 p.m. April 30th the final Community Workshop for the Pedestrian, Bicycle and Equestrian Master Plan would be held in Hofert Hall, as well as Stakeholder, Technical, and Recreation Industry Advisory Committee meetings would be held on May 1st. Director Miller announced that due to scheduling conflicts, the May 1st and May 15th Planning Commission meetings would be cancelled, but that a special meeting would be held on May 8th.

1. CONSENT CALENDAR

1.1 Minutes of the Planning Commission meeting of March 20, 2013

Approved as presented.

2. ACTION ITEM

2.1 Parking Plan for the 2013 Chili Cook-off event

Approved with the following changes:

1. As part of the Parking Program for the event, the applicant shall:
 - a. Provide assigned parking through color coded parking passes to event staff and vendors directing them to corresponding assigned parking areas;
 - b. Provide a place on the parking pass to list the vehicle license number;
 - c. Post private parking lots ‘No Event Parking – Customer Parking’ for the property owners in response to the event’s public outreach; and,
 - d. Coordinate with the Code Enforcement Department to enforce the 2-hour parking limit in the southerly area of the Bartlett Road Public Parking Lot.

3. PUBLIC HEARING ITEMS

- 3.1 Major Special Event 2012-182
Applicant: Big Bear Cowboy Gathering
Representative: Richard Hillberg
Location: 40803 Village Drive
APN: 308-181-19

Associate Planner Lorentz presented the staff report for Major Special Event 2012-182, an application to hold the 14th annual Cowboy Gathering on Friday through Sunday June 21-23, 2013.

At the hour of 1:48 p.m., Vice-Chairman Smith opened the public hearing.

Richard Hillberg, representative for the event, responded to questions from the Commission.

Hearing no further comment, at the hour of 1:50 p.m. Vice-Chairman Smith closed the public hearing.

Having found the application exempt under the California Environmental Quality Act (CEQA) Commissioner Senft moved, and Commissioner Pacelli seconded, a motion to adopt Resolution No. PC2013-07 approving Major Special Event 2012-182, based on the findings and subject to the conditions of approval contained in the resolution.

Motion to approve this project as presented was passed by the following vote:

AYES: SENFT, PACELLI, SMITH
NOES: NONE
ABSENT: ZIMMERMAN
ABSTAIN: NONE

- 3.2 Major Special Event 2013-013
Applicant: Big Bear Valley Arts Council
Representative: Gail McCarthy
Location: 630 Bartlett Road (Area C)
APN: 308-166-57

Associate Planner Lorentz presented the staff report for Major Special Event 2013-013, an application requesting approval to hold the annual Art on the Lake event on Friday through Sunday, August 16-18, 2013.

At the hour of 2:06 p.m., Vice-Chairman Smith opened the public hearing.

Gail McCarthy spoke about the artists that participate in the event each year, and stated she was happy to be moving to the Bartlett parking lot.

Hearing no further comment, at the hour of 2:10 p.m. Vice-Chairman Smith closed the public hearing.

Following discussion regarding parking, the following language was added to the Conditions of Approval for this event:

**ART ON THE LAKE
2013 MAJOR SPECIAL EVENT IMPLEMENTATION PLAN**

Prior to the Event	<p>9. Parking - The applicant shall obtain authorization from the owners of private parking lots in order to provide adequate additional parking. Parking shall be provided at the rates provided in Development Code Section 17.13.070.A. Addresses for the additional parking areas shall be submitted.</p> <p>10. <u>Parking Program – As part of the parking program for the event, the applicant shall:</u></p> <ul style="list-style-type: none"> a. <u>Provide assigned parking through color coded parking passes to event staff and vendors, directing them to corresponding assigned parking areas.</u> b. <u>Provide a place on the parking pass to list the vehicle license number.</u> c. <u>Post private parking lots “No Event Parking –Customer Parking” as requested by the property owners in response to the event’s public outreach efforts.</u> d. <u>Coordinate with the Code Enforcement department to enforce the 2-hour parking limit in the southerly area of the Bartlett Road Public Parking Lot.</u> 	<p>Dept: Planning <u>and/or Code Compliance</u> Contact: Ruth Lorentz Phone: 866-5831 x124</p>
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Having found the application exempt under the California Environmental Quality Act (CEQA) Commissioner Pacelli moved, and Commissioner Senft seconded, a motion to adopt Resolution No. PC2013-08 approving Major Special Event 2013-013, based on the findings and subject to the amended Conditions of Approval contained in the resolution.

Motion to approve this project as amended was passed by the following vote:

- AYES: SENFT, PACELLI, SMITH
- NOES: NONE
- ABSENT: ZIMMERMAN
- ABSTAIN: NONE

3.3 Major Special Event 2013-05

- Applicant: Open Air Big Bear
- Representative: Matt Smith
- Location: 40803 Village Drive and City Streets
- APN: 308-181-19

Vice-Chairman Smith informed the Commission and audience that he has a relationship with the Open Air Big Bear group, but since it is not a financial relationship, he believes he is able to hear and cast a vote on this item.

Associate Planner Eggebraten presented the staff report for Major Special Event 2013-05, an application requesting approval to hold a Big Bear Memorial 5K Fun Run and Exposition on Saturday and Sunday, May 25-26, 2013. She informed the Commission that the applicant requested to change the race start from 8:30 a.m. to 10:00 a.m. and that the Resolution and Conditions of Approval would reflect the new start time.

At the hour of 2:34 p.m., Vice-Chairman Smith opened the public hearing.

Matt Smith, representative for Open Air Big Bear, responded to questions from the Commission.

Hearing no further comment, at the hour of 2:39 p.m. Vice-Chairman Smith closed the public hearing.

Having found the application exempt under the California Environmental Quality Act (CEQA) Commissioner Senft moved, and Commissioner Pacelli seconded, a motion to adopt Resolution No. PC2013-09 approving Major Special Event 2013-05, based on the findings and subject to the conditions of approval contained in the resolution.

Motion to approve this project as presented was passed by the following vote:

AYES: SENFT, PACELLI, SMITH
 NOES: NONE
 ABSENT: ZIMMERMAN
 ABSTAIN: NONE

3.4 Major Special Event 2013-014

Applicant: Big Bear Lake Antique Car Club
 Representative: Rick Donchi
 Location: 42825 Big Bear Boulevard
 APN: 311-461-08

City Planner Etter presented the staff report for Major Special Event 2013-014, an application requesting approval to hold the annual Show & Shine car show and Pinewood Derby model car races on Sunday, May 26, 2013. She stated that the representative was in the audience and concurred with the Conditions of Approval in the draft resolution.

At the hour of 2:52 p.m., Vice-Chairman Smith opened the public hearing.

Rick Donchi and Bill Downs responded to questions from the Commission about the new location for the event and exiting the site. Following discussion, the Commission requested the following additional language be added to the Conditions of approval, and the applicants concurred:

<p>During the event</p>	<p>13. Traffic Directional Signs – The event organizer shall display sufficient traffic directional signs (e.g. Free Event Parking, Enter, Exit, Right Turn Only) to facilitate safe and efficient traffic and circulation into and out of the event site. <u>The event organizer shall also display a map and/or provide directions at the exit of the event to show travelers how to return to the west, without making a left turn out of the event site.</u></p>	<p>Dept. Planning Contact: Janice Etter Phone: 866-5831 x 123</p> <p>Dept. City Engineer Contact: David Lawrence Phone: 866-5831 x 198</p>
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Having found the application exempt under the California Environmental Quality Act (CEQA) Commissioner Senft moved, and Commissioner Pacelli seconded, a motion to adopt Resolution No. PC2013-10 approving Major Special Event 2013-14, based on the findings and subject to the amended Conditions of Approval contained in the resolution.

Motion to approve this project was passed by the following vote:

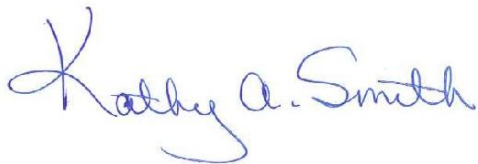
AYES: SENFT, PACELLI, SMITH
NOES: NONE
ABSENT: ZIMMERMAN
ABSTAIN: NONE

4. **PLANNING DIRECTOR'S REPORT** None.

5. **SUMMARY COMMENTS** Commissioner Senft informed staff that the new analysis for Special Events makes the Commission's job so much easier.

6. **ADJOURNMENT** At the hour of 2:57 p.m., Vice-Chairman Smith adjourned the meeting.

MINUTES APPROVED AT THE MEETING OF JUNE 19, 2013.



Kathy A. Smith, Commission Secretary