



**PLANNING COMMISSION  
MEETING AGENDA  
September 4, 2019**

**PLANNING COMMISSION**

**Chairman Tim Breunig  
Vice-Chairman Paul Senft  
Commissioner Maureen Auer  
Commissioner Jeff Holoubek  
Commissioner Bynette Mote**

**CITY STAFF**

**Planning Director Jae Hill  
Senior Principal Planner Janice Etter  
Principal Planner Andrew Mellon  
Associate Planner Nathan Castillo  
City Attorney Todd Leishman**



## **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 Forum**

The public may address the Planning Commission by completing a speaker card and submitting it to the Commission Secretary. The speaker cards are located on the table at the back of the Commission Chambers. During the "Public Forum" 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 Chairman. 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.

### **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.



## **PLANNING COMMISSION MEETING AGENDA**

**September 4, 2018**

TIME: 1:15 p.m.

Next Resolution PC2019-13

PLACE: Hofert Hall  
City of Big Bear Lake  
39707 Big Bear Boulevard  
Big Bear Lake, California

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### **CALL TO ORDER**

### **FLAG SALUTE**

**ROLL CALL** AUER, BREUNIG, HOLOUBEK, MOTE, SENFT

### **INTRODUCTION OF STAFF**

### **AGENDA APPROVAL**

### **PRESENTATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS**

### **PUBLIC FORUM**

#### **1. CONSENT CALENDAR**

- 1.1 Approval of the minutes of the Planning Commission meeting of August 21, 2019.
- 1.2 Consideration of the use and closure of City streets for the annual Turkey Trot on Saturday, November 28, 2019, from 9:00 a.m. to noon.

#### **2. PUBLIC HEARING ITEMS**

#### **3. PLANNING DIRECTOR'S REPORT – Traffic Management Plan**

#### **4. SUMMARY COMMENTS**

#### **5. ADJOURNMENT**

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

**August 21, 2019**

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**CALL TO ORDER** 1:15 p.m.

**FLAG SALUTE** Commissioner Auer led the salute.

**OATH OF OFFICE** City Clerk, Erica Stephenson, administered the oath to Commissioner Holoubek as a newly appointed Commissioner.

**ROLL CALL** Commissioners Auer, Holoubek, Mote, Vice-Chairman Senft, and Chairman Breunig were present.

**STAFF PRESENT** Jae Hill, Planning Director; Janice Etter, Senior Principal Planner; and Andrew Mellon, Principal Planner

**AGENDA APPROVAL** The agenda was approved by a voice vote.

**PRESENTATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS** – None

**PUBLIC FORUM**

Opened 1:19 p.m. No one spoke – closed 1:19 p.m.

**1. CONSENT CALENDAR**

- 1.1 Approval of the minutes of the Planning Commission meeting of July 17, 2019 with corrections.
- 1.2 Consideration of the use and closure of City streets for the annual Big Bear MTB Gran Fondo on Saturday, September 28, 2019.

Commissioner Holoubek abstained from the vote since he had not been appointed yet. The Commission approved the consent calendar with the correction to the minutes by a unanimous voice vote.

**2. PUBLIC HEARING ITEMS**

2.1 Major Modification 2019-065/MM

Planner: Janice Etter

Location: 40770 Big Bear Boulevard  
APN: 0308-151-32, 56 & 57  
Applicant: Marina Resort Investors, LP – property owner  
OBR Architecture  
Casetta hotel management company  
Marina Resort

Representative: Katie Schell – OBR Architecture  
Carolyn Schneider – Casetta hotel management company  
Robert Manning, Marina Resort, General Manager

Consideration of interior and exterior renovations to the existing 42-unit Marina Resort, including the addition of a kitchen onto the hotel and the remodel of the existing lobby into a restaurant and bar, expanded deck and promenade area, new exterior materials, reconfiguration of the parking lot, and installation of new landscaping throughout the site. This property is located on 3.15 acres in the Lakefront Commercial (LC) area of the Village Specific Plan.

Ms. Etter gave the report and presentation.

Commissioner Auer asked if alcohol would be served on the full promenade area, due to its proximity to the Boulevard. Ms. Etter suggested asking the applicant.

Public hearing opened at 1:32 p.m.

Carolyn Schneider – from the architect office, spoke in favor of the event.

Vice-Chairman Senft inquired about the timeframe for the work. Ms. Schneider said she would defer to Robert Manning, General Manager at the resort, but they hope to start work immediately.

Vice-Chairman Senft voiced concern about raised planters in the parking lot due to snow plow accessibility.

Vice-Chairman Senft asked if the conversion of the guest room into a conference room meant that there were only 41 guest rooms left. Ms. Schneider said there were still 42 guest rooms.

Robert Manning, General Manager of the property was introduced to answer questions.

Vice-Chairman Senft voiced concern about raised planters in the parking lot due to snow plow accessibility. Mr. Manning indicated that they are considering an alternative for those areas.

Vice-Chairman Senft questioned when the lot merger would take place. Mr. Manning said they anticipate within 1-2 years.

Vice-Chairman Senft inquired about the use of shuttle buses and asked how restaurant patrons would know where to park. Mr. Manning stated that there would be signage and parking staff.

Vice-Chairman Senft suggested that they use two shuttle buses for nearby transportation and one that goes to the mountain resorts, with bike racks on them. Mr. Manning agreed.

Vice-Chairman Senft recommended that the music be stopped at 9:30 p.m. to allow break down of equipment to be done by 10:00 p.m. Mr. Manning noted that they monitor the

decibels at all times and he has never had anyone come to complain about the noise levels.

Commissioner Auer inquired about the alcohol sales/consumption on the promenade and voiced concern about consumption so close to where the promenade connects to Big Bear Boulevard. She suggested some sort of barrier. Mr. Manning said he was willing to pull the area where alcohol can be served/consumed back.

Commissioner Mote asked if delineation for alcohol service was required by Alcohol Beverage Control. Mr. Manning stated that is only necessary for short term sales.

Commissioner Mote questioned whether there would be parking allowed along Big Bear Boulevard. Mr. Manning said that he believes that the new development should deter this.

Commissioner Mote inquired whether there would be parking staff available to monitor/direct parking lot traffic. Mr. Manning said yes.

Commissioner Auer asked what kind of cuisine the restaurant would be serving. Mr. Manning said they are working with someone in Los Angeles.

Chairman Breunig suggested larger tree planting, requiring no smaller than 24"-36" trees. Mr. Manning stated agreement about the aesthetics. Ms. Etter read Condition #20 d – No smaller than 15 gallon with 60% 24" or larger.

Public Hearing closed at 1:48 p.m.

Ms. Etter noted that Condition #20 k requires mow strips around the landscaping areas.

The discussion again turned to the sale/consumption of alcohol along the promenade. Chairman Breunig asked Mr. Manning to return to the podium.

Ms. Etter suggested adding Condition #37 to read: No alcohol shall be served or allowed to be taken onto that portion of the Promenade located within 100 feet of the Big Bear Boulevard/State Route 18 right-of-way, nor in any portion of the parking lot. The resort management shall post signs and/or notices stating "no alcohol beyond this point" or other similar message in appropriate locations to alert customers of this restriction. Mr. Manning agreed to the condition.

Further discussion revolved around Vice-Chairman Senft's suggestion that music stop at 9:30 p.m. The decision was that the resort seems to have it under control and so it will remain at 10:00 p.m.

Commissioner Auer moved to adopt the attached resolution finding the project categorically exempt from the California Environmental Quality Act (CEQA), and approving Major Modification 2019-065/MM, based on the findings and subject to the Conditions of Approval contained in attached resolution, including the added condition. Vice-Chairman Senft seconded the motion, which carried by the following vote:

AYES: Auer, Breunig, Holoubek, Mote, Senft  
NOES: None  
ABSTAIN: None  
ABSENT: None

3. **DISCUSSION/ACTION ITEM** - None
4. **PLANNING DIRECTOR'S REPORT** – Mr. Hill noted that the next regularly scheduled meeting will be on August 21, 2019. Mr. Hill also said that there was an appeal filed on the approval that the Planning Commission granted for the 3-lot subdivision on Moonridge, which will be heard by the City Council on August 26, 2019.
5. **SUMMARY COMMENTS** – None
6. **ADJOURNMENT** - At the hour of 2:00 p.m., Chairman Breunig adjourned the meeting.

MINUTES APPROVED AT THE MEETING OF SEPTEMBER 4, 2019.

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Becky Romine, Commission Secretary



# STAFF REPORT

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**PLANNING COMMISSION MEETING OF SEPTEMBER 4, 2019**

*CONSENT ITEM*

**SUMMARY AND RECOMMENDATIONS**

- Project:** MAJOR SPECIAL EVENT 2019-061/MSE
- Proposal:** To use City streets and close parking lanes for the 7<sup>th</sup> Annual Turkey Trot running race on Thanksgiving Day, Thursday, November 28, 2019, from 9:00 a.m. to noon.
- Location:** Meadow Park, 41220 Park Avenue (APN 309-051-01)  
City streets: Park Avenue, Mountaineer Lane, Jefferies Road, Lahontan Drive, Eureka Drive, Tahoe Drive, Oriole Drive, Wren Drive, Swan Drive, Marina Point Drive, Stonebridge Road, Condor Drive, and Eagle Drive
- Applicant:** Open Air Big Bear
- Recommendations:** Staff recommends that the Planning Commission authorize the use of City streets for Major Special Event 2019-061/MSE for the 2019 Turkey Trot.

Submitted by,

JAE HILL, AICP, CFM  
Planning Director

Prepared by,

  
ANDREW P. MELLON  
Principal Planner

## **BACKGROUND**

There are several recurring Major Special event applications that are not required to be reviewed by the Planning Commission and which are allowed to be approved by staff, pursuant to Development Code Section 17.13.040; however, the authority to use and close City facilities is granted to the Commission. Therefore, this Consent Item process has been created to bring requests to use and close City-owned facilities to the Planning Commission for action.

In these cases, the Planning Commission may authorize the use and closure of a City-owned facility for a special event provided that the event meets the following criteria:

1. The event is free to spectators.
2. The event is family-oriented, visitor-oriented or both. And,
3. The event does not involve the sale of used or mass produced goods as are typically associated with swap meets or auctions. Events that involve the sale of produce, antiques, arts and crafts and similar original items are allowed.

## **EVENT DESCRIPTION**

The 7<sup>th</sup> Annual Turkey Trot road running race will take place on Thanksgiving morning, Thursday, November 28, 2019. Pre-race set-up begins Wednesday, November 27, 2019, and registration opens at 7:00 a.m. on the day of the event. Running begins at 9:00 am and concludes by noon. The event begins and ends at Meadow Park, 41220 Park Avenue (APN 309-151-01), with participants running along streets around the Meadow Park and Eagle Point neighborhoods. The race course is a 3-mile loop, and the race lengths are 3 miles, 6 miles or 9 miles. Consistent with Thanksgiving Day tradition, the event is designed for families with participants of all ages and includes awards for the best Thanksgiving-themed or bear costumes. About 500 racers and 500 spectators are anticipated.

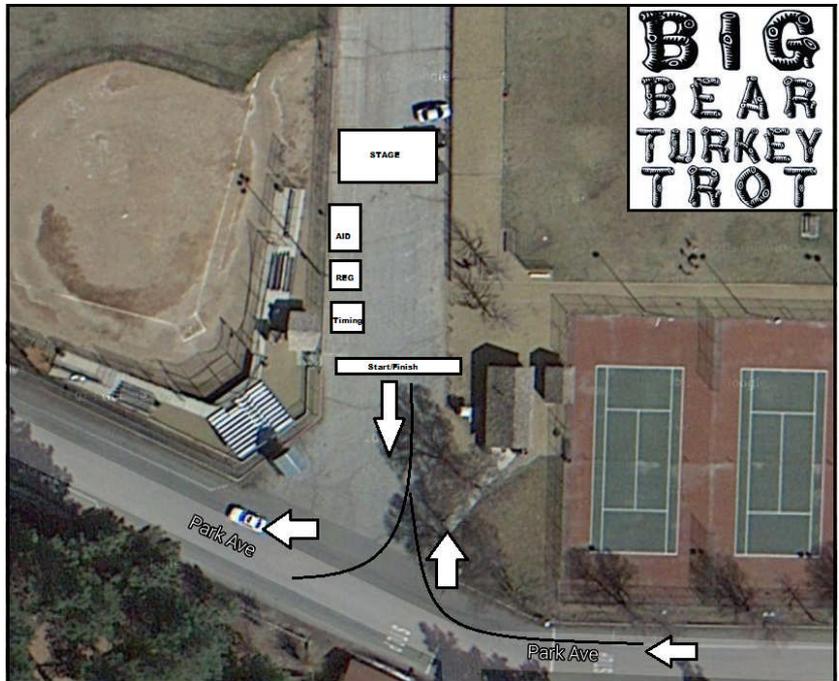
Authorization is sought to close the parking lane along the north side of Park Avenue from Eureka Drive to Jeffries Road for use as a designated running lane.

Authorization is also sought to use the following streets for the running course: Park Avenue, Mountaineer Lane, Jefferies Road, Lahontan Drive, Eureka Drive, Tahoe Drive, Oriole Drive, Wren Drive, Swan Drive, Marina Point Drive, Stonebridge Road, Condor Drive, and Eagle Drive.

**Figure 1: Course Description**

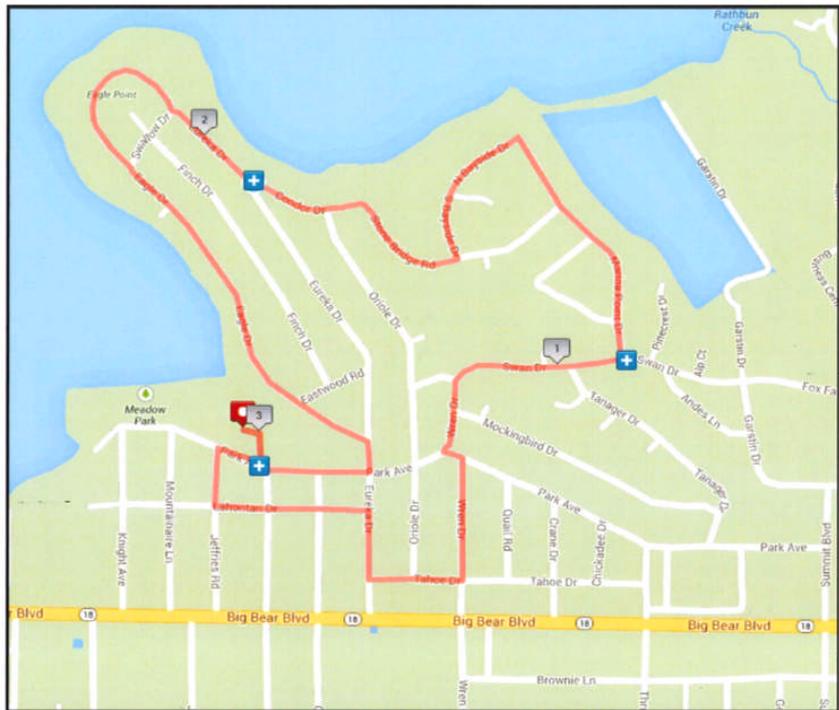
**Start/Finish Site Plan**

- Adjacent to Park Avenue.
- Limited section between ball fields and tennis courts.
- Includes stage, expo area, and first aid station.
- Course will include three (3) manned aid stations at the following locations:
  1. Start/Finish Line.
  2. Intersection of Swan Drive and Marina Point.
  3. Intersection of Condor Drive and Eureka Drive.



**Three Mile Race Loop**

- Circulation will be in a counter-clockwise direction.
- Runners will be instructed to run facing traffic, with the exception of the start and return to Meadow Park along Park Avenue.
- Race start times are at 9:00, 9:15, and 9:30. All runners will complete the course by 12:00 noon.
- Traffic Management will be handled by trained course marshals.



## **CRITERIA**

Pursuant to Development Code Section 17.13.040 Use of City Facilities, requests to use or close City-owned facilities shall be authorized by the Planning Commission for Major Special Events, provided that the event meets the following three criteria:

***Criteria 1:*** The event is free to spectators. The goal of the event is to maintain and expand cultural programs and special events which enhance the quality of life for City residents and which provide an enhanced experience to visitors free of cost.

***Criteria 2:*** The event is family-oriented, visitor-oriented, or both. The event enhances celebration of Thanksgiving, encourages active lifestyles, introduces visitors to outdoor recreation opportunities in Big Bear Lake, is a fun and festive atmosphere, and is appropriate for participants of all ages and fitness levels.

***Criteria 3:*** The event will not involve the sale of used or mass produced goods as are typically associated with swap meets or auctions. The event will feature an expo area which will have minimal vendors with free products and runner-focused snack food and beverages.

## **RECOMMENDATION**

Based on the ability to meet the three criteria, the Planning Department recommends that the Planning Commission move to authorize the closure of the parking lane along the north side of Park Avenue between Eureka Drive and Jeffries Road, and the use of Park Avenue, Mountaineer Lane, Jefferies Road, Lahontan Drive, Eureka Drive, Tahoe Drive, Oriole Drive, Wren Drive, Swan Drive, Marina Point Drive, Stonebridge Road, Condor Drive, and Eagle Drive as the running course for the 2019 Turkey Trot on Thursday, November 28, 2019, as requested in Major Special Event application 2019-061/MSE.

## **MOTION**

No separate motion is needed if the item is kept on the Consent Calendar. However, if the item is removed from the Consent Calendar, then staff recommends the following motion:

“I move to approve Consent Calendar item number 1.2, authorizing the closure of the north side parking lane on Park Avenue between Eureka Drive and Jeffries Road, and the use of the requested streets for the running course of the 2019 Turkey Trot event on November 28, 2019.”