



## Land Use Services Department Planning

David Doublet  
Director

The Planning Commission meetings are open to the public. In an effort to stem the current surge in COVID-19 cases in San Bernardino County the Planning Commission is temporarily limiting in person attendance at their meetings and creating opportunities for the public and Commissioners to participate virtually.

Public access to the San Bernardino Government Center is through the west doors, facing Arrowhead Avenue. All members of the public entering the building are required to go through a security scan. Those wishing to attend the Planning Commission meeting will be sent directly to the chambers. Please refer to <https://sbccovid19.com/faq/> for the latest information regarding COVID-19 restrictions in San Bernardino County.

The following applies to meetings:

(1) The public may view the Planning Commission Meeting live stream at:

<http://www.sbcounty.gov/Main/Pages/ViewMeetings.aspx>;

(2) If you wish to speak during the meeting to the Planning Commission, fill out an online request to speak form found at [Land Use Services > Planning > Planning Commission \(sbcounty.gov\)](#). The request must be received before the item is called for consideration. After completing the form you will receive instructions on how to call in to the meeting.

(3) If you wish to submit an electronic comment on a specific item or a general public comment while watching the live stream, please submit comments, limited to 250 words or less, to [PlanningCommissionComments@lus.sbcounty.gov](mailto:PlanningCommissionComments@lus.sbcounty.gov). Comments received prior to the end of the meeting will be provided to the Planning Commission after the meeting.

(4) If you wish to submit comments on a specific agenda item or a general public comment prior to the Planning Commission meeting, please submit comments via U.S. Mail\* or email at [PlanningCommissionComments@lus.sbcounty.gov](mailto:PlanningCommissionComments@lus.sbcounty.gov). Comments received prior to the start of the meeting will be forwarded to the Planning Commission for review.

Comments submitted are maintained as part of the meeting record.

\*Public comments may be submitted via U.S. Mail to:

San Bernardino County Land Use Services Planning Division  
385 N. Arrowhead Ave, 1st Fl.,  
San Bernardino, CA 92415

(Comments by U.S. Mail must be received by the start of the Planning Commission meeting.)

ADA Accessibility: If you require a reasonable modification or accommodation for a disability, please contact the Planning Commission Secretary at (909) 387-8311 to request an accommodation. Three days notice prior to the meeting is required.

### BOARD OF SUPERVISORS

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## GUIDE FOR SPEAKERS

### **The role of the public:**

The Planning Commission genuinely welcomes your ideas, opinions and participation during the course of the hearing. The Chairman will indicate when the hearing is being opened for the public to speak. Please wait to be recognized by the Chairman and address the Commission by stating your name and address. Each speaker may be limited to three (3) minutes in fairness to others who may be waiting to speak on the same or other items, and to permit adequate time for the Commission to hear all items on the agenda. Be brief, speak to the point and try not to be repetitious. It is requested that all persons conduct themselves courteously at all times and refrain from applauding, whistling, booing and other forms of public outbursts as an expression in favor of, or opposition to, a speakers position.

### **The role of the Planning Commission:**

State law requires that cities and counties establish a Planning Commission. The San Bernardino County Planning Commission is made up of five (5) local residents appointed by the Board of Supervisors. The Commission makes decisions on various land use matters, such as subdivisions, variances, conditional use permits and specified development permits, and acts in an advisory capacity to the Board of Supervisors in the review of general plan amendments, ordinances, and various other matters of public interest. Decisions are reached through the public hearing process, making it important for community residents to attend meetings to address those issues which are of particular concern. Only through this process can the Planning Commission make sound decisions.

### **The role of the Staff:**

Planning Department and other County staff advise the Planning Commission and provide technical knowledge and experience in land use planning and other related issues. The staff also assists the Planning Commission in developing planning goals and policies and implementing State and local laws.

### **How Planning Commission meetings work:**

The Chairman introduces each issue for discussion and decision and conducts the hearing as follows:

- Staff presentation
- Staff recommendation
- Commission asks question of Staff
- Presentation by applicant
- Commission asks questions of applicant
- Public testimony is taken
- Applicant is given opportunity to respond to public testimony
- Chairman closes public hearing and Commission discusses the issue
- Commission makes a decision

## Glossary of Planning Terms\*

**CEQA:** *California Environmental Quality Act.* State legislation which requires an analysis of potential environmental impacts prior to a final decision on planning and zoning issues.

**C.U.P.:** *Conditional Use Permit.* A discretionary permit granted for a specific use as a means of regulating the uses of property in a district where they are not permitted as a matter of right.

**Density:** A measure of the intensity of use of an area (i.e. number of dwelling unit per acre).

**E.I.R.:** Environmental Impact Report. A requirement whenever a project may have a significant effect on the environment. The report provides detailed information about environmental effects, mitigation measures and project alternatives.

**Findings:** A set of conclusions which are required before a specified permit, land use application, variance, ordinance or other entitlement may be granted.

**General Plan:** State planning law requires the adoption of a General Plan to guide the future growth of a community by establishing framework of officially adopted goals and policies addressing land use, circulation, housing, conservation, etc.

**Negative Declaration:** A document adopted by an agency after completion of an Initial Study which shows that a project will not have a significant effect on the environment.

**Non-Conforming:** Generally refers to a structure or use which does not conform to present zoning laws.

**Ordinance:** A county law created by and applying only to the county.

**Parcel Map:** A subdivision of land involving the creation of up to four residential parcels plus a remainder parcel or any commercial or industrial subdivision.

**Tentative Tract Map:** A subdivision involving the creation of five or more residential parcels.

**Variance:** A grant of exception from a specific Development Code standard. Six legal findings are required.

**Quorum:** Three or more Planning Commissioners constitutes a quorum. A quorum is required to pass a motion and conduct official commission business.

\*The above glossary is intended for general public information only and does not constitute an officially adopted definition of terms.