

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 24, 2024

FROM

TERRY W. THOMPSON, Director, Real Estate Services Department

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Use Permit Agreement with San Bernardino Area Chamber of Commerce for Use of Portions of a San Bernardino County-Owned Parking Lot in San Bernardino

RECOMMENDATION(S)

1. Find that approval of a Use Permit agreement with the San Bernardino Area Chamber of Commerce for the use of approximately 244,365 square feet of parking lot space to register vehicles for a car show event, including event parking, on portions of a San Bernardino County-owned parking lot is an exempt project under the California Environmental Quality Act Guidelines Section 15301 – Existing Facilities (Class 1).
2. Authorize the waiver of reimbursement charges set forth in County Policy 12-06 – Use of County Facilities by Non-County Organizations, for the car show event on Saturday, October 5, 2024, from 5 a.m. to 11 p.m.
3. Approve a Use Permit **Agreement No. 24-898** with the San Bernardino Area Chamber of Commerce for the no-fee use of approximately 244,365 square feet of parking lot space to register vehicles for a car show event, including event parking, on Saturday, October 5, 2024, from 5 a.m. to 11 p.m., for portions of a San Bernardino County-owned parking lot located at 172 West 3rd Street in San Bernardino.
4. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Terry W. Thompson, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). There is no revenue to be received or costs to be incurred by San Bernardino County (County) for this Use Permit Agreement (Use Permit). San Bernardino Area Chamber of Commerce (Chamber) is responsible for all costs for the recommended use of the County-owned parking lot.

BACKGROUND INFORMATION

The Use Permit is for the use of approximately 244,365 square feet of a County-owned parking lot, located at 172 West 3rd Street in San Bernardino, on Saturday, October 5, 2024, between the hours of 5 a.m. through 11 p.m. to register vehicles, including event parking for a car show event (Event) held by the Chamber. The use of the parking lot area will not interfere with

**Use Permit Agreement with San Bernardino Area Chamber of Commerce
for Use of Portions of a San Bernardino County-Owned Parking Lot in
San Bernardino
September 24, 2024**

normal County operations. The Chamber is responsible for all costs associated with the Event including clean-up and restoration of the parking lot space at the conclusion of the Event.

County Code Section 16.0220 sets a fee of \$160 per day for the use of a County-owned parking lot. However, the fee may be waived by the County Board of Supervisors (Board) per County Policy 12-06, Use of County Facilities by Non-County Organizations. The County Administrative Office and Real Estate Services Department (RESO) each recommend that the Board waive the fee and approve the no-fee Use Permit to continue the County's relationship with the Chamber in accordance with the County goals and objectives of working with other agencies and stakeholders.

The project to approve this new, no-fee Use Permit for the Event was reviewed pursuant to the California Environmental Quality Act and determined to be categorically exempt under Guidelines Section 15301 – Existing Facilities (Class 1), because there is no possibility that the issuance of the Use Permit for the subject property will have significant effect on the environment.

Summary of Use Permit Terms

Permittee:	San Bernardino Area Chamber of Commerce Judi Penman, President & CEO
Location:	Approximately 244,365 square feet of County-owned parking lot, located at 172 West 3rd Street in San Bernardino
Size:	Approximately 244,365 square feet parking lot space
Term:	One day, Saturday, October 5, 2024, from 5 a.m. to 11 p.m.
Use Fee:	None
Improvement Costs:	None
Utilities:	Not applicable
Insurance:	The Certificate of Liability Insurance, as required by the use permit, is on file with RESO
Right to Terminate:	None

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on September 10, 2024; Finance (Erika Rodarte, 387-4919, and Garrett Baker, 387-3077, Administrative Analysts) on September 10, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on September 10, 2024.

(KLB: 453-9865)

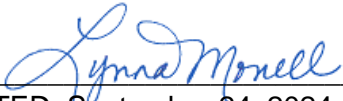
**Use Permit Agreement with San Bernardino Area Chamber of Commerce
for Use of Portions of a San Bernardino County-Owned Parking Lot in
San Bernardino
September 24, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 24, 2024



cc: RES - Thompson w/agree
 Contractor - c/o RES w/agree
 File - w/agree
MBA 09/25/2024