



**CITY OF SAN FERNANDO  
PLANNING AND PRESERVATION COMMISSION**

**APPROVED MINUTES OF THE  
NOVEMBER 1, 2016 MEETING  
CITY HALL COUNCIL CHAMBER**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: [www.ci.san-fernando.ca.us/commissionandboardmeetings/#ppc](http://www.ci.san-fernando.ca.us/commissionandboardmeetings/#ppc)**

**CALL TO ORDER**

The meeting was called to order by at 6:30 p.m. by Chairperson Theale Haupt

**ROLL CALL**

The following persons were recorded as present:

**PRESENT:**

Chairperson Theale Haupt, Vice-chair Alvin Durham, Commissioners Kevin Beaulieu, Anna Lopez, and Yvonne Mejia

**ALSO PRESENT**

Community Development Director Fred Ramirez, City Attorney Lloyd Pilchen, Associate Planner Humberto Quintana, Contract Planner Braulio Moreno and Community Development Secretary Michelle De Santiago

**APPROVAL OF AGENDA**

Commissioner Y. Mejia moved to approve the agenda of November 1, 2016, meeting. Seconded by Commissioner K. Beaulieu, the motion carried with the following vote:

AYES:	Y. Mejia, K. Beaulieu, A. Durham, T. Haupt and A. Lopez
NOES:	None
ABSENT:	None
ABSTAIN:	None

**CONSENT CALENDAR**

Y. Mejia moved to approve the minutes of the August 2, 2016, Planning and Preservation Commission Meeting. Seconded by Commissioner K. Beaulieu, the motion carried with the following vote:

## PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –November 1, 2016

Page 2 of 5

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AYES: Y. Mejia, K. Beaulieu, A. Durham, T. Haupt and A. Lopez  
NOES: None  
ABSENT: None  
ABSTAIN: None

### UNFINISHED BUSINESS

None

### PUBLIC HEARING 1:

**Large Family Day Care Home (LFDCH Permit 2016-001) – Starr Carver, 1402 Hewitt Street, San Fernando, CA 91340 – A request to operate a “Large Family Day Care Home” at 1402 Hewitt Street. The licensed operator of an approved Large Family Day Care Home is permitted to provide supervision for up to a maximum of fourteen (14) children, pursuant to provision of Division 10 of Chapter 106 (Zoning) of the San Fernando City Code.**

### STAFF PRESENTATION

Contract Planner Braulio Moreno gave the staff presentation recommending the Planning and Preservation Commission approve the request to operate a Large Family Day Care Home within the R-2 (Multiple Family Dwelling) zone, pursuant to Planning and Preservation Commission Resolution 2016-012 (Attachment 1), including the conditions of approval noted therein as Exhibit “A”.

### PUBLIC COMMENT

### COMMISSION DISCUSSION

K. Beaulieu asked if all of the structures on the property were legal.

B. Moreno stated that the existing structures were legal non-conforming.

K. Beaulieu asked if there were any complaints about the existing operations.

H. Quintana stated that as a Small Family Day Care it has been in operation for quite some time now and no complaints have been received but as notified the surrounding neighborhood staff received a telephone call from Norma Lara who owns property near the proposed Large Family Day Care. Her concerns were with the parking, consistency with the single family neighborhood, as well as the outside play times allowed at the location. All of these concerns have been addressed through the conditions of approval.

K. Beaulieu asked if the applicant has always offered 24 hours care and what are the ages she currently provide services for.

## PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –November 1, 2016

Page 3 of 5

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H. Quintana stated that the applicant does have the approval under her current license to offer 24 hour care but does not care for anyone overnight. If the Large Family Day Care Home application is approved then she will consider that option in the future but is not considering anything past 11:00 p.m. by choice.

Starr Carver – the applicant – Ms. Carver indicated that the children left in her care are usually 12 years of age and younger because legally in the State of California a minor who is 13 years of age can be left without supervision. She indicated that there are some periods where a parent may still want their 13-14 year old child to be supervised.

Y. Mejia asked for clarification on the outside play area.

H. Quintana stated that the outdoor play area is contained within a five foot perimeter fence just beyond the driveway area.

Y. Mejia expressed concern with the parking in the driveway and the fact that a child exiting a vehicle as another vehicle approaches.

S. Carver indicated that all children must be signed in and out which requires them to be accompanied by an adult and the drop off and pick up times are staggered to prevent any potential backup in the driveway.

T. Haupt asked if we could request that there be some sort of physical barrier in the form of posts, bollards and/or similar structures to prevent a vehicle from driving directly into the play area by accident.

Y. Mejia asked if the driveway was fenced or open to access the parking area.

S. Carver indicated that the house does have chain link perimeter fencing, which remains open during the day care hours for access to the driveway.

Y. Mejia asked how many employees current work at the location.

S. Carver stated that currently it is her, her husband, and an assistant, if the application gets approved for a large family day care she stated that she would hire an additional assistant.

K. Beaulieu asked how long can one child stay continuously or long term.

S. Carver stated that by State licensing standards you cannot care for a child more than 24 hours and currently she does not have anyone child stay longer than 12 hours. She indicated that she did not want to commit to caring for a child on a long term basis.

Y. Mejia asked about the older children and if they are allowed to play outside unsupervised.

## PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –November 1, 2016

Page 4 of 5

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S. Carver indicated that there are two playtimes one in the morning from 8:00 a.m.-9:00 a.m. and one in the afternoon from 4:00 p.m.-5:00 p.m., if the weather permits. She also noted that these times may vary a bit. She explained that the license is for certain areas of the property. The license only includes services to be provided for in the play area and the designated day care area. The areas of the front yard, rear yard including the trampoline and the personal space of the home are off limits.

A. Lopez asked about the bathroom accommodations.

S. Carver indicated that it is a full size standard bathroom with one toilet, sink, and bathtub.

Y. Mejia asked if currently she has anyone who stays overnight.

S. Carver indicated that she does have a couple children whose parent work the swing shift but these children are picked up at 8:00 p.m.

6:56 p.m. Public Hearing opened – No comments

6:57 p.m. Public Hearing closed

Subsequent to discussion Vice-chair A. Durham moved to approve the request for the operation of a Large Family Day Care Home Permit 2016-001 at 1402 Hewitt Street, pursuant to the Planning and Preservation Commission Resolution 2016-012, including the Conditions of Approval noted therein as Exhibit “A”. Seconded the Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, K. Beaulieu, T. Haupt, and A. Lopez
NOES:	None
ABSENT:	None
ABSTAIN:	None

### STAFF COMMUNICATIONS

F. Ramirez asked everyone availability for a Special Meeting on November 22, 2016 to bring the Lopez Villegas Certificate of Appropriateness before the Commission.

Y. Mejia stated that she will not be available.

F. Ramirez provided the Commission with an update regarding MP Auto on First Street and the Marble Cutting businesses along First Street.

### COMMISSION COMMENTS

Y. Mejia asked that staff follow up on the loitering at Smart and Final parking lot.

## **PLANNING AND PRESERVATION COMMISSION**

**Regular Meeting Minutes –November 1, 2016**

Page 5 of 5

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### **PUBLIC STATEMENTS**

None.

### **ADJOURNMENT**

Vice-chair A. Durham moved to adjourn to the Special Meeting of November 22, 2016. Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, K. Beaulieu, T. Haupt and A. Lopez
NOES:	None
ABSENT:	None
ABSTAIN:	None

7:14 P.M.

Fred Ramirez

Planning Commission Secretary