



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

**APPROVED MINUTES OF THE  
MARCH 6, 2018 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: <http://ci.san-fernando.ca.us/commissions-boards/#1477946968325-c2faf7a0-5a49>**

**CALL TO ORDER**

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

**ROLL CALL**

The following persons were recorded as present:

**PRESENT:**

Chairperson Theale Haupt, Vice-chair Alvin Durham, Commissioners Yvonne Mejia, and Aida Montes

**ABSENT:**

Commissioner Jennifer Perez-Helliwell

**ALSO PRESENT**

City Attorney Richard Padilla, Community Development Director Timothy Hou, and Community Development Secretary Michelle De Santiago

**APPROVAL OF AGENDA**

Vice Chair A. Durham moved to approve the agenda of March 6, 2018. Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, A. Montes, and T. Haupt
NOES:	None
ABSENT:	J. Perez-Helliwell
ABSTAIN:	None

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### **REORGANIZATION**

#### **Calls for Nomination of Chairperson:**

A. Durham nominated Theale Haupt for Chairperson of the Planning and Preservation Commission. Seconded by Commissioner Y. Mejia.

No more nominations, the vote carried with the following vote:

AYES: A. Durham, Y. Mejia, A. Montes, and T. Haupt  
ABSENT: J. Perez-Helliwell

#### **Calls for Nomination of Vice-chair:**

T. Haupt nominated Alvin Durham for Vice-chair of the Planning and Preservation Commission. Seconded by Commissioner Y. Mejia.

No more nominations, the vote carried with the following vote:

AYES: T. Haupt, Y. Mejia, A. Montes, and A. Durham  
ABESENT: J. Perez-Helliwell

### **CONSENT CALENDAR**

Vice-Chair A. Durham moved to approve the minutes of the October 24<sup>th</sup> 2017 and December 12<sup>th</sup>, 2017, Planning and Preservation Commission Meetings. Seconded by Y. Mejia, the motion carried with the following vote:

AYES: A. Durham, Y. Mejia, A. Montes, and T. Haupt  
NOES: None  
ABSENT: J. Perez-Helliwell  
ABSTAIN: None

### **UNFINISHED BUSINESS**

None

### **PUBLIC HEARING**

Request for Determination of Public Convenience or Necessity – 911 San Fernando Road, San Fernando, CA 91340 – Lee Rabun, CLR Enterprises, Inc. c/o The Truman House Tavern, Inc. - The proposed “Project” is a request for a determination of public convenience or necessity in connection with the issuance of a license for the sale of alcoholic beverages by the State of California Department of Alcoholic Beverage Control (ABC) at 911 San Fernando Road. Per City Code Section 106-180, whenever a request for a Determination of Public Convenience or necessity is submitted to the City, the Planning and Preservation Commission shall make that determination and consider a prescribed set of criteria.

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### **STAFF PRESENTATION**

Community Development Director Timothy Hou gave the staff presentation recommending that the Planning and Preservation Commission approve Resolution No. 2018-001 making the Determination of Public Convenience or necessity in connection with the issuance of a license by the Department of Alcoholic Beverage Control for the sale of alcoholic beverages at 911 San Fernando Road.

### **PUBLIC COMMENT**

Tom Ross – Tekwerks spoke in favor of the project, asked if there was a way to streamline the process to promote a new business.

Adriana Gomez – Ms. Gomez asked about the recently approved SP-5 zone and the changes to the previously required Conditional Use Permit for sale of alcohol. She stated that the need to come before the Commission for a Determination of Public Convenience or Necessity is taking just as long as the CUP process and she doesn't see how this process is supposed to be faster.

R. Padilla indicated that even though the CUP process was eliminated ABC is still required to have someone identify the need and according to the City Code it currently identifies the authorizing party as the Commission. He indicated that the commission could ask the Council to rewrite the code to have this process be handled at an administrative level which can be reviewed by the Community Development Director or simply ignore the request from ABC which becomes an automatic approval after 90 days.

### **COMMISSION DISCUSSION**

A. Durham stated that it's difficult to get a sense of the numbers when they include all of the licenses.

A. Montes stated that she likes the idea of approval or denial at the administrative level.

T. Haupt stated that he would like to know what application are being considered and maybe it could be included as part of the Consent Calendar on the Commission agendas.

R. Padilla stated that is can be approved administratively and it may be appealed at which point the City Council would consider it for a final decision.

T. Haupt stated that more discussion on this process needs to be had.

M. De Santiago indicated that she would provide the Commission with the City Code on the approval process in its current state.

Subsequent to discussion, Commissioner Y. Mejia moved to approve Planning and Preservation Commission Resolution 2018-001 making the determination of Public Convenience or Necessity in connection with the issuance of a license by the Department of Alcoholic Beverage Control

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for the sale of alcoholic beverages at 911 San Fernando Road. Seconded by Vice-chair A. Durham, the motion carried with the following vote:

AYES:	Y. Mejia, A. Durham, A. Montes, and T. Haupt
NOES:	None
ABSENT:	J. Perez-Helliwell
ABSTAIN:	None

### PUBLIC HEARING

Zone Text amendment 2018-001 (ZTA 2018-001) – City of San Fernando, Citywide affecting all R-1 Single Family Residential Zones – Consideration of Zone Text Amendment 2018-001 recommending to the City Council Amending Section 106-6 (Definitions) of Article 1 (In General) of Chapter 106 (Zoning) to provide added clarification regarding the methodology for calculating lot area within R-1 residential zones.

### STAFF PRESENTATION

Community Development Director Timothy Hou gave the staff presentation recommending that the Planning and Preservation Commission approve Resolution No. 2018-002 recommending approval of an Ordinance of the City Council of the City of San Fernando California that would amend Section 106-6 to state the following:

- a. Minimum lot size in the R-1 Single Family Residential Zone shall be 7,500 square feet; and
- b. Notwithstanding the definition of the term “lot area” as set forth under Section 106-6 (Definition) of Article 1 (In General) of Chapter 106 (Zoning) of the San Fernando municipal Code, in computing the size of a lot in the R-1 Single Family Residential zone, that portion of the width of all abutting street, alleys and/or highways which would revert to the lot if the street, highway were vacated may be assumed to be a portion to the lot. The methodology for computing lot area as set forth in the preceding sentence shall not be approval for purposes of any application or request to establish an accessory dwelling unit within the meaning of Section 106-359 (Regulation of Accessory Dwelling Units) of Division 2 (R-1 Single Family Residential Zone) of Article III (Zones) of Chapter 106 (Zoning) of the San Fernando Municipal Code.

### PUBLIC COMMENT

None

### COMMISSION DISCUSSION

T. Haupt asked what triggered this amendment.

T. Hou indicated that various local agencies are using this methodology to calculate lot sizes. This is something that was looked at closely with a recent sub-division proposal.

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T. Haupt asked if this will help or hinder the recent proposal.

T. Hou indicated that this will work in favor of the proposal.

Subsequent to discussion, Vice-Chair A. Durham moved to approve Planning and Preservation Commission Resolution 2018-002 recommending that the City Council approve Zone Text Amendment 2018-001, amending Section 106-6 (Definitions) of Article I (In General) of Chapter 106 (Zoning) of the San Fernando Municipal Code to provide added clarification regarding the methodology for calculating lot area within the R-1 residential zone. Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, A. Montes, and T. Haupt
NOES:	None
ABSENT:	J. Perez-Helliwell
ABSTAIN:	None

### **STAFF COMMUNICATIONS**

None

### **COMMISSION COMMENTS**

None

### **PUBLIC STATEMENTS**

None

### **ADJOURNMENT**

Vice-chair A. Durham, moved to adjourn to April 3, 2018. Second by Commissioner A. Montes, the motion carried with the following vote:

AYES:	A. Durham, A. Montes, Y. Mejia, and T. Haupt
NOES:	None
ABSENT:	J. Perez-Helliwell
ABSTAIN:	None

7:27 P.M.

Timothy T. Hou  
Planning Commission Secretary