

Behavior Functions Inc.

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Date: September 18, 2025

To: Marco Cuevas
Associate Planner
City of Huntington Beach Planning Department

Subject: “Behavior Functions Inc. – Memo for Item 7 Response (CUP No. 2025-023)”

Dear Marco,

Please find attached an addendum to our Business Description Proposal for Behavior Functions Inc., submitted in response to your request for additional detail regarding items 7(a) and 7(d) of the Notice of Filing dated August 25, 2025.

This supplemental document outlines our staff-to-client ratios, age groupings, and program structure in greater detail. We have prepared this addendum to ensure clarity and alignment with the Planning Department’s review criteria.

Behavior Functions Inc. remains committed to providing safe, enriching, and developmental appropriate programming for individuals with Autism and related developmental needs. We appreciate your guidance and look forward to continued collaboration throughout the approval process.

Should you require further clarification or supporting documentation, I am happy to provide it promptly.



Sincerely,
Drew Nguyen
Founder & Director
Behavior Functions Inc.

Behavior Functions Inc. (BFx): Written Narrative of Proposed Use

1. Description of Services

Behavior Functions Inc. (BFx) specializes in delivering high-quality educational, social development, and behavioral support services to individuals with Autism and other special needs. Our experienced team is dedicated to helping children, adolescents, and young adults learn adaptive skills to improve their independence and enhance their overall quality of life. We focus on areas such as education, self-help, and social skills development. While our primary services are provided in clients' homes and within the community, our proposed facility expansion will enable us to increase access to our programs and resources for residents of Huntington Beach and surrounding areas.

2. Proposed Use

To address the increasing need for social development and recreational opportunities for individuals with Autism and special needs, BFx seeks approval for the conditional use (daycare-general zoning code) of a larger, 4,000-square-foot facility at 7751 Glencoe Drive. This new space will provide a safe and welcoming environment for structured play, enrichment activities, and recreational/leisure programs. It will also serve as a hub for skill-building, such as learning to initiate conversations, participating in group activities, and fostering meaningful peer relationships.

Additionally, the facility will accommodate training and support sessions for families, enabling them to actively observe and learn strategies to facilitate their children's progress at home. Our mission is to reduce social isolation and foster independence by enabling individuals to build supportive social networks, participate in community events, and experience more meaningful daily lives. Expanding our space will offer direct benefits to residents of Huntington Beach and surrounding areas: See below benefits.

- a. **Enhancing Community Engagement:** Our programs foster social development and reduce isolation for individuals with Autism and other special needs, enabling them to participate meaningfully in community events and build lasting connections. Clients will learn skills that help them interact and contribute more effectively to their neighborhoods and the broader Huntington Beach community.
- b. **Providing Support for Families:** Parents, guardians, and family members will gain access to invaluable training and resources, equipping them to support their children's progress at home and improve family participation in community events.
- c. **Promoting Inclusion:** Our services create a nurturing and inclusive environment where children, adolescents, and young adults can thrive socially, emotionally, and cognitively. This aligns with the community values of diversity and inclusivity, further enriching the community cultures.
- d. **Driving Economic Development:** BFx actively supports the local economy by generating employment opportunities and injecting revenue into the community through the payment of business and municipal operating fees.
- e. **Providing Recreational Opportunities:** The new facility will host recreational and leisure activities, such as structured play, arts and crafts, and music enrichment, which foster developmental milestones. This will add unique community-centered options for special needs residents and promote positive, healthy engagement.

Operating Hours: Monday-Friday, 9 AM to 6 PM, Saturday, 9 AM to 4 PM.

3) Description of Surrounding Uses

BFx will utilize the proposed buildings and outdoor spaces for activities that comply with all local safety and regulatory standards. This ensures the services contribute positively to the well-being of families and uphold the values of the Huntington Beach community.

4) Population Served

BFx serves individuals with Autism and special needs, spanning all age groups from children to young adults, as well as their families and peers. By fostering independence and reducing social isolation, our programs empower participants to lead more connected and meaningful lives.

At any one time:

- The **smaller building** may accommodate approximately **5–20 clients**
- The **larger building** may accommodate approximately **10–30 clients**

These figures reflect scheduled program rotations and appropriate staff-to-client ratios, ensuring a structured, supportive, and safe environment for all participants. Clients are dropped off and picked up by their parents or guardians when session ends, minimizing on-site traffic and ensuring secure transitions.

Addendum to Business Description Proposal

Behavior Functions Inc. – Conditional Use Permit No. 2025-023

Date: September 18, 2025

Prepared by: Drew Nguyen, Founder & Director

Response to Planning Department Request – Item 7(a) and 7(d)

7(a) – Description of Project and Services

Behavior Functions Inc. (BFx) proposes to operate a Social Skills and Recreational Development Center for individuals with Autism and related developmental needs. The center will offer structured programming focused on:

- Social communication and peer interaction
- Recreational enrichment (e.g., arts, music, structured play)
- Family training and observation
- Community integration and transition readiness

Operating Hours:

- Monday–Friday: 9:00 AM – 6:00 PM
- Saturday: 9:00 AM – 4:00 PM

Staffing:

Up to 12 staff members will be present during peak hours, including credentialed behavior technicians, program supervisors, and administrative personnel.

Client Capacity and Staff-to-Client Ratios:

Facility Size	Client Capacity	Staff-to-Client Ratios
~1,500 sq ft (small)	5–20 clients	1:1 to 1:4
~2,500 sq ft (large)	10–30 clients	1:1 to 1:4

Ratios are determined by clinical need, age, and program goals. Adjustments may be made based on behavioral support plans or supervisory recommendations.

7(d) – Population Served

BFX serves individuals with Autism and related developmental needs across the following age ranges:

Age Group	Program Focus
Ages 4–6	Foundational play skills, joint attention, imitation
Ages 7–10	Peer interaction, emotional regulation, group play
Ages 11–13	Perspective-taking, social problem-solving
Ages 14–17	Conflict resolution, self-advocacy, team collaboration
Ages 18–25	Workplace etiquette, relationship boundaries, community navigation

Clients are grouped by developmental level and social compatibility to foster meaningful peer engagement and maximize therapeutic outcomes.