

**MANHATTAN BEACH  
PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
FEBRUARY 26, 2025**

**A. CALL MEETING TO ORDER**

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California was held in a hybrid format (Zoom and in person, City Council Chambers, 1400 Highland Avenue) on the 26<sup>th</sup> day of February, 2025. **Chair Sistos** called the meeting to order at the hour of 3:01 p.m.

**B. PLEDGE TO FLAG**

**C. ROLL CALL**

Present: Commissioners Tokashiki, Ungoco, Hackett, Chair Sistos  
Absent: Vice-Chair Dillavou  
Others Present: Ryan Heise, Acting Community Development Director  
Adam Finestone, Planning Manager  
David Snow, Assistant City Attorney  
Britny Coker-Moen, Environmental Programs Administrator  
Maricela Guilleán, Associate Planner  
Tatiana Maury, Agenda Host

**D. APPROVAL OF AGENDA**

A motion was made and seconded (Ungoco/Tokashiki) to approve the agenda with no changes.

Roll Call:

Ayes: Commissioners Tokashiki, Ungoco, Hackett, Chair Sistos  
Noes: None  
Absent: Vice-Chair Dillavou  
Abstain: None

**Agenda Host Maury** announced the motion passed 4-0.

**E. AUDIENCE PARTICIPATION – None**

**F. APPROVAL OF THE MINUTES**

02/26/25-1. Regular Meeting – January 22, 2025

**Chair Sistos** called for any changes; seeing none, it was moved and seconded (Hackett/Tokashiki) to approve the minutes as submitted.

Roll Call:

Ayes: Commissioners Tokashiki, Ungoco, Hackett, Chair Sistos

Noes: None  
Absent: Vice-Chair Dillavou  
Abstain: None

**Agenda Host Maury** announced the motion passed 4-0.

## **G. PUBLIC HEARINGS**

02/26/25-2. Consider and Provide Recommendation to the City Council on the Proposed Climate Action and Adaptation Plan (CAAP)

**Chair Sistos** announced the item and requested a staff report.

**Planning Manager Adam Finestone** introduced **Environmental Programs Administrator Britny Coker-Moen** who presented the staff report, providing an overview of the CAAP and making herself available for questions.

**Chair Sistos** invited the commission to ask questions of staff. Commissioners asked, and staff responded to, questions regarding the following topics:

- Staffing and other resources necessary to achieve the greenhouse gas (GHG) reduction goals
- Scope of community outreach (minimal and virtual)
- Reverse-engineering of measures necessary to achieve greenhouse gas reduction target
- Flexibility in implementation of specific actions
- Relative importance of GHG reduction measures compared to other City priorities
- Potential conflict between on-road transportation strategies and parking needs
- Funding available for implementation of programs
- What projects/programs have been completed and what is ongoing
- How far our GHG reduction goals go compared to State mandates
- Prioritization of projects/programs to best address local concerns

**Chair Sistos** invited public comment.

**Steve Packwood**, resident, commented on community outreach, funding, and on-road transportation concerns related to potential population increase.

**Chair Sistos** invited Commission discussion.

**Commissioner Tokashiki** expressed his support for the goals outlined in the report but was hesitant with the absence of a cost analysis.

**Chair Sistos** asked for more information to be provided regarding the status of the projects and programs identified in the CAAP. Specifically, what has been accomplished, what is ongoing, and what is remaining, as well as what is or is not budgeted.

**Commissioner Hackett** noted her concern that the CAAP includes too many programs without enough concrete examples of what needs to be accomplished. She also expressed a need to identify costs associated with the proposed projects.

**Commissioner Ungoco** expressed his concern that the goals in the CAAP do not go far enough and appear to have regressed compared to when they were initially identified. He believes the community needs to push for implementation of the goals and hold the City Council accountable to achieve goals they previously established.

**Chair Sistos** emphasized the need to prioritize implementation based on the City's needs, favoring infrastructure investment, and noting that excessive heat is not an issue for the City, whereas flooding and stormwater drainage are. She identified the minor impact of a small city like Manhattan Beach when compared to the county, and identified nearby pollution sources (Chevron refinery, wastewater treatment plants, LAX). She also questioned what we are doing in comparison to other cities.

All commissioners expressed overall support for the strategies identified in the CAAP, but were concerned that it did not provide sufficient information to implement the programs within it, primarily related to prioritization and cost. **Acting Community Development Director Heise** stated that the goal of the report is to provide guidance to the City Council for future decision making, and that it is not intended to provide the level of detail necessary to identify costs for specific projects/programs.

**Commissioner Hackett** asked, if passed, when the report will be presented to City Council, in which **Planning Manager Finestone** established it would be sometime in April 2025.

**Chair Sistos** and **Commissioner Ungoco** expressed their hope for more community presence and input in future meetings.

**Commissioner Ungoco** asked if there were any deadlines for action which the Commission should be aware of. **Environmental Programs Administrator Coker-Moen** stated that there are no mandatory deadlines.

After further discussion, it was moved and seconded (Hackett/Ungoco) that the Planning Commission forward the CAAP to the City Council for approval with an executive summary addressing the following items:

1. Prioritization of projects
2. Summary of what projects have been implemented, what is ongoing, and what is outstanding, as well as what has and has not been budgeted
3. Comparison of where projects/programs meet vs. exceed state mandates
4. Cost estimates for projects/programs
5. Establishment of task force or other body to conduct community outreach on an ongoing basis

Roll Call:

Ayes: Commissioners Tokashiki, Ungoco, Hackett, Chair Sistos

Noes: None  
Absent: Vice-Chair Dillavou  
Abstain: None

**Agenda Host Maury** announced that the motion passed 4-0.

02/26/25-3. Consideration of Zone Text Amendments to the Manhattan Beach Municipal Code and Manhattan Beach Local Coastal Program to Implement Programs in the Housing Element

**Chair Sistos** announced the item and asked for a staff report.

**Planning Manager Adam Finestone** introduced **Associate Planner Maricela Guillean** who presented the staff report, providing an overview of the proposed zone text amendments and making herself available for questions.

**Chair Sistos** opened the floor up to Commissioner questions.

Commissioners requested clarification regarding decision-making authority for Planned Development Permits (PDPs) and discussed the notification radius for PDP approval.

**Chair Sistos** opened the public hearing.

**Steve Packwood**, resident, noted concerns related to traffic, parking, and public safety, and impacts on current and future infrastructure requirements.

**Chair Sistos** closed the public comment and opened the floor to Commission discussion.

**Commissioner Hackett** asked if impacts of future development were being considered and addressed, in which **Planning Manager Finestone** stated that a fee study is under way to address potential impacts and will be presented to City Council in the coming months.

**Commissioner Ungoco** noted that the removal of an appeal provision for PDPs represents a significant departure from the Commission's intent. **Commissioners Tokashiki** and **Hackett** concurred with **Commissioner Ungoco's** statement.

**Chair Sistos** stated that she had hoped there would be more members of the public in attendance. She noted her concern with some of the provisions contained in the draft zone text amendments but acknowledged that the City was bound by State law and recommended that the public contact their state assemblyman and senator to express their concerns.

**Chair Sistos** provided an overview of California Housing Law. She explained that approving the code amendments today are necessary to put the City in compliance with their Housing Element commitments. She also discussed the Residential Overlay District (ROD), which has already been approved and implemented. She stressed that this will impact future development in the City, and reiterated that state law supersedes City development standards. Development projects that qualify under the Density Bonus Law will be permitted to waive city development standards

for height, setbacks and other standards. She indicated there are three ways for residents to stay informed about these ROD projects going forward:

1. on the City's ROD website (<https://www.manhattanbeach.gov/departments/community-development/planning-and-zoning/zoning-development-regulations/residential-overlay-district>);
2. during Director's Items at Planning Commission meetings; and,
3. public notice notifications mailed to property owners within 500 feet of a development site.

Furthermore, there will be a community forum on April 9, 2025 from 6-9 p.m. at the Joslyn Center (1601 N Valley Drive) for the community to voice their concerns and ask questions.

It was subsequently moved and seconded (Ungoco/Tokashiki) that the City Council adopt the draft Resolution, recommending that the Council: (a) approve zone text amendments to the Manhattan Beach Municipal Code (MBMC) and Manhattan Beach Local Coastal Program (MBLCP); and (b) adopt the Second Addendum to the previously adopted Negative Declaration (ND) prepared for the 6th Cycle Housing Element in accordance with the California Environmental Quality Act (CEQA).

Roll Call:

Ayes:	Commissioners Tokashiki, Ungoco, Hackett, Chair Sistos
Noes:	None
Absent:	Vice-Chair Dillavou
Abstain:	None

**Agenda Host Maury** announced that the motion passed 4-0.

## **H. DIRECTOR'S ITEMS**

**Planning Manager Finestone** shared the following updates:

- 1) The City has tentatively scheduled a community forum on April 9, 2025 to discuss the Residential Overlay District (ROD) and to allow the public to voice their questions/concerns about potential projects that are set to be in the ROD; and,
- 2) Great White (401 Manhattan Beach Boulevard) has started construction.

## **I. PLANNING COMMISSION ITEMS**

**Commissioner Ungoco** asked staff about fire resistant building standards and **Acting Community Development Director Heise** stated that the California Building Standards Codes, which include both building and fire codes, have been adopted by the City.

**Commissioner Hackett** asked for information regarding "parking pads," referring to the new signs that went up in the Sand section. **Acting Community Development Director Heise** stated that parking pads are parking spaces on public property adjacent to private residential lots, and noted that information will soon be provided on the City's website.

**J. TENTATIVE AGENDA – March 12, 2025**

**K. ADJOURNMENT**

At 5:12 p.m. it was moved and seconded (Ungoco/Hackett) to adjourn the meeting to 3:00 p.m., Wednesday, March 12, 2025. The motion passed 4-0 by roll call vote.