

City of Manhattan Beach

*1400 Highland Avenue
Manhattan Beach, CA 90266*



Meeting Minutes - Draft

Wednesday, October 8, 2025

3:00 PM

Regular Meeting

City Council Chambers and Zoom

Planning Commission Regular Meeting

APPOINTED OFFICIALS

Chair Jim Dillavou

Vice Chair Rachel Hackett

Commissioner Kristin Sistos

Commissioner Joseph Ungoco

Commissioner Robert Tokashiki

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR PLANNING COMMISSION MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR PLANNING COMMISSION MEETINGS. FOR A COMPLETE RECORD OF THIS PLANNING COMMISSION MEETING, GO TO:

www.manhattanbeach.gov/departments/boards-and-commissions/planning-commission

A. CALL MEETING TO ORDER

Vice Chair Hackett called the meeting to order.

B. PLEDGE TO THE FLAG

Commissioner Tokashiki led the Pledge of Allegiance.

C. ROLL CALL

Present 4 - Vice Chair Rachel Hackett, Commissioner Robert Tokashiki, Commissioner Joseph Ungoco, and Commissioner Kristin Sistos

Absent 1 - Chair Jim Dillavou

D. APPROVAL OF AGENDA

A motion was made by Commissioner Ungoco, seconded by Commissioner Sistos, to approve the agenda. The motion carried by the following vote:

Aye: 4 - Vice Chair Hackett, Commissioner Tokashiki, Commissioner Ungoco and Commissioner Sistos

Nay: 0

Absent: 1 - Chair Dillavou

E. PUBLIC COMMENTS (3 MINUTES PER PERSON)

Vice Chair Hackett opened the floor to public comments.

Seeing no requests to speak, Vice Chair Hackett closed the floor to public comments.

F. APPROVAL OF MINUTES

1. This Item Contains the Planning Commission Regular Meeting Minutes of August 27, 2025. [PC 25-0009](#)

APPROVE

Commissioner Sistos announced that the transcripts and videos of Planning Commission Meetings are available on the website.

A motion was made by Commissioner Sistos, seconded by Commissioner Ungoco, that this item be accept. The motion carried by the following vote:

Aye: 4 - Vice Chair Hackett, Commissioner Tokashiki, Commissioner Ungoco and Commissioner Sistos

Nay: 0

Absent: 1 - Chair Dillavou

G. PUBLIC HEARINGS

**2. Consideration of Code Amendments Related to the City's Long-Term
Outdoor Dining Program Development**

[PC 25-0010](#)

Vice Chair Hackett opened the public hearing.

*Planning Manager Adam Finestone introduced Senior Planner Jaehee Yoon,
who provided the Staff Report and PowerPoint Presentation.*

Commissioner Sistos asked staff questions.

Senior Planner Yoon responded to commissioner questions.

*Vice Chair Hackett opened the floor to public comments, the following
individual(s) spoke:*

*George Kaufman
Jon Tolkin
Ava Bertrand
Kathy Knoll
Genie Pardon
Kelly Stroman*

*Seeing no further requests to speak, Vice Chair Hackett closed the floor to
public comments.*

*Vice Chair Hackett, Commissioner Sistos, and Commissioner Ungoco
asked staff questions.*

*Senior Planner Yoon, Planning Manager Finestone, and Community
Development Director Masa Alkire responded to commissioner questions.*

Vice Chair Hackett reopened the public hearing.

**A motion was made by Commissioner Ungoco, seconded by Commissioner
Sistos, to continue the public hearing for this item to the October 22, 2025,
Planning Commission meeting. The motion carried by the following vote:**

Aye: 4 - Vice Chair Hackett, Commissioner Tokashiki, Commissioner Ungoco and
Commissioner Sistos

Nay: 0

Absent: 1 - Chair Dillavou

3. Consideration of Zone Text Amendments Related to Accessory Structure
Rear Yard Setback Requirements

[PC 25-0011](#)

Vice Chair Hackett opened the public hearing.

Planning Manager Adam Finestone introduced Associate Planner Maricela Guillean, who provided the Staff Report and PowerPoint Presentation.

Commissioner Sistos and Vice Chair Hackett asked staff questions.

Associate Planner Guillean, Planning Manager Finestone, and Building Official Ryan Heise responded to commissioner questions.

Vice Chair Hackett opened the floor to public comments.

Seeing no requests to speak, Vice Chair Hackett closed the floor to public comments.

A motion was made by Commissioner Ungoco, seconded by Commissioner Sistos, recommending to the City Council Adoption of the Proposed Zone Text Amendments to the Manhattan Beach Municipal Code Related to Accessory Structure Rear Yard Setback Requirements, with the addition of the word "exterior" to Manhattan Beach Municipal Code Section 10.52.050(D)(2)(c) as noted. The motion carried by the following vote:

Aye: 4 - Vice Chair Hackett, Commissioner Tokashiki, Commissioner Ungoco and Commissioner Sistos

Nay: 0

Absent: 1 - Chair Dillavou

H. GENERAL BUSINESS

None.

I. DIRECTOR AND STAFF UPDATES

Planning Manager Adam Finestone introduced and welcomed the new Community Development Director, Masa Alkire.

Planning Manager Finestone gave updates on the following items:

Housing Element Zone Text Amendments (HEZTA) 1.0 amendments

Project Pulse public outreach

Residential Overlay District (ROD) projects

J. COMMISSION ITEMS

Commissioner Tokashiki thanked staff for the Hometown Fair booth.

K. TENTATIVE AGENDA

Planning Manager Adam Finestone stated that the continued public hearing for the Consideration of Code Amendments Related to the City's Long-Term Outdoor Dining Program Development is tentatively scheduled for the October 22, 2025 Planning Commission Regular Meeting.

L. ADJOURNMENT

At 4:39 PM, Vice Chair Hackett adjourned the meeting to the October 22, 2025, Planning Commission Regular Meeting at 3:00 PM.

Elia Rosner
Recording Secretary

Rachel Hackett
Vice Chair

ATTEST:

Adam Finestone, AICP
Planning Manager