

City of Manhattan Beach

1400 Highland Avenue
Manhattan Beach, CA 90266



Meeting Minutes - Draft

Wednesday, December 10, 2025

3:00 PM

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:

<https://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 Minutes of the Following Planning Commission Meeting(s): [PC 25-0014](#)
a) Planning Commission Regular Meeting Minutes of October 22, 2025

APPROVE

A motion was made by Commissioner Sistos, seconded by Commissioner Ungoco, to approve the Planning Commission Regular Meeting Minutes of October 22, 2025. The motion carried by the following vote:

Aye: 3 - Vice Chair Hackett, Commissioner Ungoco and Commissioner Sistos

Nay: 0

Absent: 1 - Chair Dillavou

Abstain: 1 - Commissioner Tokashiki

G. PUBLIC HEARINGS

- 2. Consideration of a Master Use Permit Amendment to allow for the on-site sale and service of distilled spirits in addition to the existing beer and wine sales and service in conjunction with food service at an eating and drinking establishment located at 1131 Manhattan Avenue (Coucou), and associated environmental determination finding the project is exempt from further review pursuant to the California Environmental Quality Act. (Planning Case Nos. PE-25-00245/UP-25-00036) [PC 25-0015](#)

A) CONDUCT PUBLIC HEARING

B) ADOPT RESOLUTION NO. PC 25-XX

Vice Chair Hackett opened the public hearing.

Planning Manager Adam Finestone introduced Associate Planner Justin Urbanski, who provided the staff report and PowerPoint presentation.

Commissioner Sistos and Vice Chair Hackett asked questions of staff.

Planning Manager Finestone and Associate Planner Urbanski responded to commissioner questions.

Vice Chair Hackett opened the public hearing. The following individual(s) spoke:

Hayley Feldman (applicant)

Seeing no further requests to speak, Vice Chair Hackett closed the public hearing.

A motion was made by Commissioner Ungoco, seconded by Commissioner Sistos, adopt the resolution approving the Master Use Permit Amendment, subject to conditions, and finding the project is categorically exempt from further review pursuant to the California Environmental Quality Act. 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

No items.

I. DIRECTOR AND STAFF UPDATES

Planning Manager Adam Finestone introduced the new Planning Administrative Assistant Lauryn Bradley.

Building permit plans have been submitted for Scout House.

The Accessory Structure Rear Yard Setback Requirements Ordinance and the Outdoor Dining Ordinances were both recently approved by City Council.

J. COMMISSION ITEMS

No items.

K. TENTATIVE AGENDA

Planning Manager Adam Finestone stated that the December 24, 2025, Planning Commission Regular Meeting will likely be canceled.

L. ADJOURNMENT

At 3:26 PM, Vice Chair Hackett adjourned the meeting to the December 24, 2025 , Planning Commission Regular Meeting at 3:00 PM.

A motion was made by Commissioner Ungoco, seconded by Commissioner Sistos, 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

**Elia Rosner
Recording Secretary**

**Jim Dillavou
Chairperson**

ATTEST:

**Adam Finestone, AICP
Planning Manager**

**Masa Alkire, AICP
Community Development Director**