



## MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT

### Office Use Only

Date Submitted:

Received By:

F&G Check Submitted:

904 Manhattan Ave Manhattan Beach, CA 90266

Project Address

Caffe Luxxe (Food and Beverage sales)

Legal Description

General Plan Designation

Downtown Commercial

III

Zoning Designation

Area District

For projects requiring a Coastal Development Permit, select one of the following determinations<sup>1</sup>:

Project located in Appeal Jurisdiction

Project not located in Appeal Jurisdiction

☐ Major Development (Public Hearing required)

☐ Public Hearing Required (due to UP, Var, ME, etc.)

☐ Minor Development (Public Hearing, if requested)

☐ No Public Hearing Required

### Submitted Application (check all that apply)

<input type="checkbox"/> Appeal to PC/PPIC/BBA/CC	4225	<input type="checkbox"/> Use Permit (Residential)	4330
<input type="checkbox"/> Coastal Development Permit	4341	<input type="checkbox"/> Use Permit (Commercial)	4330
<input checked="" type="checkbox"/> Continuance	4343	<input type="checkbox"/> Use Permit Amendment	4332
<input type="checkbox"/> Cultural Landmark	4336	<input type="checkbox"/> Variance	4331
<input type="checkbox"/> Environmental Assessment	4225	<input type="checkbox"/> Park/Rec Quimby Fee	4425
<input type="checkbox"/> Minor Exception	4333	<input type="checkbox"/> Pre-application meeting	4425
<input type="checkbox"/> Subdivision (Map Deposit)	4300	<input type="checkbox"/> Public Hearing Notice	4339
<input type="checkbox"/> Subdivision (Tentative Map)	4334	<input type="checkbox"/> Lot Merger/Adjust./\$15 rec.	4225
<input type="checkbox"/> Subdivision (Final)	4334	<input checked="" type="checkbox"/> Zoning Business Review	4337
<input type="checkbox"/> Subdivision (Lot Line Adjust.)	4335	<input type="checkbox"/> Zoning Report	4340
<input type="checkbox"/> Telecom (New or Renewed)	4338	<input type="checkbox"/> Other	

### Fee Summary: (See fees on reverse side)

Total Amount: \$ \_\_\_\_\_ (less Pre-Application Fee if applied within past 3 months)

Receipt Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cashier: \_\_\_\_\_

### Applicant(s)/Appellant(s) Information

Mark Waine

Name

904 Manhattan Ave #1

Mailing Address

Tenant

Applicant(s)/Appellant(s) Relationship to Property

Setareh Ghajar (Permit Expeditor)

310-928-9228

Contact Person (include relation to applicant/appellant)

Phone number / email

P.O. Box 3535 Manhattan Beach CA 90266

Address

*S. Ghajar*

310-928-9228

Applicant(s)/Appellant(s) Signature

Phone number / email

### Complete Project Description- including any demolition (attach additional pages as necessary)

Caffe Luxxe would like to request a change in its use permit, transitioning from a "Food and Beverage Sales" to a "Eating and Drinking Establishment"

<sup>1</sup> An Application for a Coastal Development Permit shall be made prior to, or concurrent with, an application for any other permit or approvals required for the project by the City of Manhattan Beach Municipal Code. (Continued on reverse) ◆

## OWNER'S AFFIDAVIT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I/We Linda McLoughlin Figel being duly sworn, depose and say that I am/we are the owner(s) of the property involved in this application and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my/our knowledge and belief(s).

Signature of Property Owner(s) – (Not Owner in Escrow or Lessee)

Linda McLoughlin Figel

Print Name 904 Manhattan Ave. MB CA 90266

Mailing Address

(310) 962-5185

Telephone/email

Subscribed and sworn to (or affirmed) before me this 20<sup>th</sup> day of December 2024

by Linda McLoughlin Figel, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature [Signature]

Notary Public

SEAL



### Fee Schedule Summary

Below are the fees typically associated with the corresponding applications. Additional fees not shown on this sheet may apply – refer to current City Fee Resolution (contact the Planning Division for assistance.) Fees are subject to annual adjustment.

#### Submitted Application (circle applicable fees, apply total to Fee Summary on application)

##### Coastal Development Permit

Public hearing – no other discretionary approval required:	\$ 3,948	☐
Public hearing – other discretionary approvals required:	1,940	☐
No public hearing required – administrative:	1,509	☐
Transfer:	155	

##### Use Permit

Use Permit:	\$ 8,393	☐
Master Use Permit:	10,908	☐
Master Use Permit Amendment:	7,414	☐
Master Use Permit Conversion:	5,035	☐

##### Variance

Filing Fee:	\$ 8,421	☐
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##### Minor Exception

Without notice:	\$ 353	
With notice:	1,575	☐

##### Subdivision

Certificate of Compliance:	\$ 1,652	
Final Parcel Map + mapping deposit:	601	
Final Tract Map + mapping deposit:	601	
Mapping Deposit (paid with Final Map application):	500	
Merger of Parcels or Lot Line Adjustment:	1,184	
Quimby (Parks & Recreation) fee (per unit/lot):	1,817	
Tentative Parcel Map (4 or less lots / units) No Public Hearing:	1,397	
Tentative Parcel Map (4 or less lots / units) Public Hearing:	3,546	☐
Tentative Tract Map (5 or more lots / units) No Public Hearing:	4,074	☐

##### Environmental Review (contact Planning Division for applicable fee)

Environmental Assessment (no Initial Study prepared):	\$ 215	
Environmental Assessment (if Initial Study is prepared):	3,133	

☐ Public Hearing Notice applies to all projects with public hearings and covers the City's costs of envelopes, postage and handling the mailing of public notices. Add this to filing fees above, as applicable:

Coastal Permit – 100 ft. Radius	\$ 182	
Large Family Daycare – 100 ft. Radius	56	
Minor Exception – 300 ft. Radius	129	
Other Permits – 300 to 500 ft. Radius	263	
Code, General Plan, Zoning Amendments	588	

Effective 07/01/2020



# ENVIRONMENTAL ASSESSMENT FORM

(to be completed by applicant)

**CITY OF MANHATTAN BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
1400 HIGHLAND AVENUE, MANHATTAN BEACH, CA 90266  
Telephone: (310) 802-5500 Fax: (310) 802-5501 TDD: (310) 546-3501

Date Filed: 4/30/2025

## APPLICANT INFORMATION

Name: Mark Waine  
Address: 904 Manhattan Ave #1 90266  
Phone number: \_\_\_\_\_  
Relationship to property: Tenant

Contact Person: Setareh Ghajar  
Address: 425 15th St #3535 CA 90266  
Phone number: 310-928-9228  
Association to applicant: Designer /  
Permit Expediter

## PROJECT LOCATION AND LAND USE

Project Address: 904 Manhattan Ave #1 Manhattan Beach CA 90266  
Assessor's Parcel Number: 4179-016-019  
Legal Description: Manhattan Beach Lot 4 & 5 Block 69  
Area District, Zoning, General Plan Designation: AD III, CD  
Surrounding Land Uses:  
North COMMERCIAL West COMMERCIAL  
South COMMERCIAL East RESIDENTIAL  
Existing Land Use: COMMERCIAL

## PROJECT DESCRIPTION

Type of Project: Commercial ☒ Residential \_\_\_\_\_ Other \_\_\_\_\_  
If Residential, indicate type of development (i.e.; single family, apartment, condominium, etc.) and number of units: \_\_\_\_\_

If Commercial, indicate orientation (neighborhood, citywide, or regional), type of use anticipated, hours of operation, number of employees, number of fixed seats, square footage of kitchen, seating, sales, and storage areas: Change of use from food and beverage sales to eating and drinking establishment. Operating hours will be 7am-9pm (seven days a week). No fixed seating

If use is other than above, provide detailed operational characteristics and anticipated intensity of the development: Caffe Luxxe will continue to sell food and beverages. Tables and chairs will be added inside and around the cafe.

	<u>Existing</u>	<u>Proposed</u>	<u>Required</u>	<u>Removed/ Demolished</u>
Project Site Area:	<u>6,666 SF</u>	<u>6,666 SF</u>	<u>N/A</u>	<u>N/A</u>
Building Floor Area:	<u>7,407 SF</u>	<u>7,407 SF</u>	<u>N/A</u>	<u>N/A</u>
Height of Structure(s)	<u>9'-10"</u>	<u>9'-10"</u>	<u>N/A</u>	<u>N/A</u>
Number of Floors/Stories:	<u>2</u>	<u>2</u>	<u>N/A</u>	<u>N/A</u>
Percent Lot Coverage:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Off-Street Parking:	<u>8</u>	<u>8</u>	<u>3</u>	<u>N/A</u>
Vehicle Loading Space:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Open Space/Landscaping:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Proposed Grading:  
 Cut N/A Fill N/A Balance N/A Imported N/A Exported N/A

Will the proposed project result in the following (*check all that apply*):

<u>Yes</u>	<u>No</u>	
<u>      </u>	<u>X</u>	Changes in existing features or any bays, tidelands, beaches, lakes, or hills, or substantial alteration of ground contours?
<u>      </u>	<u>X</u>	Changes to a scenic vista or scenic highway?
<u>      </u>	<u>X</u>	A change in pattern, scale or character of a general area?
<u>      </u>	<u>X</u>	A generation of significant amount of solid waste or litter?
<u>      </u>	<u>X</u>	A violation of air quality regulations/requirements, or the creation of objectionable odors?
<u>      </u>	<u>X</u>	Water quality impacts (surface or ground), or affect drainage patterns?
<u>      </u>	<u>X</u>	An increase in existing noise levels?
<u>      </u>	<u>X</u>	A site on filled land, or on a slope of 10% or more?
<u>      </u>	<u>X</u>	The use of potentially hazardous chemicals?
<u>      </u>	<u>X</u>	An increased demand for municipal services?
<u>      </u>	<u>X</u>	An increase in fuel consumption?
<u>      </u>	<u>X</u>	A relationship to a larger project, or series of projects?

Explain all "Yes" responses (*attach additional sheets or attachments as necessary*):

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**CERTIFICATION:** I hereby certify that the statements furnished above and in attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature: Sghajar  
 Date Prepared: 02/12/25

Prepared For: Caffe Luxxe





Feb 25, 2025

### **Use Permit Application Narrative: Caffe Luxxe Change of Use Permit**

#### **Project Description:**

I am requesting approval from the City of Manhattan Beach for a change of use permit. We would like to add tables and chairs to our existing coffee shop, Caffe Luxxe, located at 904 Manhattan Ave #1 Manhattan Beach CA 90266, to create a comfortable and welcoming indoor and outdoor seating area for our customers. Currently the use permit is for a Food & Beverage Sales establishment, and our request is to change it to an Eating & Drinking establishment. Our vision is to enhance the overall experience for visitors, allowing them to enjoy a coffee while also having the option to purchase a book from the neighboring bookstore, Pages Bookstore, and enjoy it on-site in a relaxed, inviting environment.

The proposed seating area will include a small number of tables and chairs, strategically placed to ensure that there is ample space for pedestrians.

#### **Proposed Use and Hours of Operation:**

Our coffee shop is currently open from 7:00 AM to 6:00 PM, seven days a week. Caffe Luxxe is requesting to extended hours from 7:00 AM to 9:00 PM, however it will not involve the service of alcohol. We are a family-friendly establishment, and our primary focus is to provide high-quality coffee and light snacks in a cozy environment.

Peak hours of operation are typically between 8:00 AM to 9:00 AM, and 2:00 PM to 3:00 PM. During these times, we expect the demand for seating, both indoors and outdoors, to be at its highest. However, our seating area will remain available throughout the day, offering a peaceful location for customers to enjoy their drinks, read, and relax.

#### **Community Impact:**

The addition of tables and chairs to our coffee shop will serve the local community in several meaningful ways. By allowing customers to enjoy their coffee at our shop. We anticipate that the seating area will become a popular gathering place for individuals, friends, and families to meet, chat, and enjoy the outdoors in a comfortable, safe environment. This aligns with our mission to create a community-centered space where customers can unwind and connect.

#### **Unique Operating Characteristics:**

Our location is directly adjacent to Pages Bookstore, a beloved local business that specializes in a wide selection of books. The atmosphere of Caffe Luxxe is designed to offer a unique experience to our customers, giving them the opportunity to relax with a book and coffee in hand, all while supporting local businesses.

Additionally, the building houses several other businesses. Many of these business occupants work in the building and will benefit from the addition of the outdoor seating during their breaks or meetings. The coffee shop will offer a convenient and welcoming place for them to

relax, grab a cup of coffee, or enjoy a light snack in the courtyard. This will also provide a space for professionals to meet with clients in a casual, comfortable setting, fostering a sense of community within the building and contributing to the vibrancy of the area.

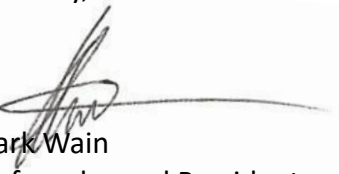
**Conclusion:**

In conclusion, we believe that the addition of seating will significantly enhance the experience of our customers while fostering a greater sense of community between our coffee shop and the adjacent bookstore. We are committed to maintaining the highest standards of service and ensuring that our operations are in harmony with the surrounding neighborhood. The proposed seating area will create a welcoming, relaxing space for everyone in the community.

We respectfully request that the City approve our application for this change of use permit, as we are confident that the addition of tables and chairs will benefit both our business and the broader community.

Thank you for your consideration.

Sincerely,



Mark Wain  
Co-founder and President  
Caffe Luxxe  
(310) 394-2222  
<https://www.caffeluxxe.com>