

**MANHATTAN BEACH
PLANNING COMMISSION
MINUTES OF REGULAR MEETING
MAY 28, 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 28th day of May, 2025. **Chair Sistos** called the meeting to order at the hour of 3:00 p.m.

B. PLEDGE TO FLAG

C. ROLL CALL

Present: Commissioners Tokashiki (remote), Ungoco, Hackett, Vice-Chair Dillavou, Chair Sistos
Absent: None
Others Present: Michael Codron, Interim Community Development Director
Adam Finestone, AICP, Planning Manager
David Snow, Assistant City Attorney
Erik Zandvliet, City Traffic Engineer
Jaehee Yoon, AICP, Senior Planner
Justin Urbanski, Associate Planner
Tatiana Maury, Agenda Host

D. APPROVAL OF AGENDA

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

Roll Call:

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

Agenda Host Maury announced the motion passed 5-0.

E. AUDIENCE PARTICIPATION – None

F. APPROVAL OF THE MINUTES

05/28/25-1. Regular Meeting – April 23, 2025

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

Roll Call:

Ayes: Commissioners Tokashiki, Ungoco and Acting Chair Dillavou
Noes: None
Absent: None
Abstain: Commissioner Hackett and Chair Sistos

Agenda Host Maury announced the motion passed 3-0.

G. PUBLIC HEARINGS

05/28/25-2. Consideration of a Use Permit Amendment for the construction of a new 1,440 square foot prefabricated commercial building and outdoor seating area located at 877 Manhattan Beach Boulevard and associated with an existing office use on an adjacent property located at 875 Manhattan Beach Boulevard, and associated environmental determination finding the project is exempt from further review pursuant to the California Environmental Quality Act. (Planning Case Nos. PE-25-00203/UP-25-00033)

Chair Sistos announced the item and asked if the Commissioners had any ex parte communications. Seeing none, she called for a staff report.

Planning Manager Finestone introduced **Associate Planner Justin Urbanski** who presented the staff report, providing an overview of the project, and making himself available for questions.

Chair Sistos invited questions of staff.

Commissioners asked and staff answered questions relating to parking spaces and site access, outdoor entertainment restrictions, alcohol allowance, and office hours at 875 Manhattan Beach Boulevard.

Vice Chair Dillavou requested **Associate Planner Urbanski** to point out on the map how the proposed egress/ingress would mitigate traffic flow. Staff confirmed that the egress/ingress will be controlled through signage and striping.

Commissioner Hackett asked **Traffic Engineer Erik Zandvliet** the reasoning behind the placing the exit on Poinsettia Avenue versus Manhattan Beach Boulevard. **Traffic Engineer Zandvliet** responded that having the exit on a street with 2,000 vehicle trips per-day (Poinsettia Avenue) is much safer than on a street with 21,000 vehicle trips per-day street (Manhattan Beach Boulevard).

Addressing the neighbors' concerns, **Chair Sistos** asked for clarification on how and when the seven proposed parking spaces will be used. **Traffic Engineer Zandvliet** confirmed that the facility is not expected to generate more than 25 vehicle trips per day and that the facility meets the parking requirements contained in the zoning code. He added that the parking lot is anticipated to be used by the employees that will be making food at the site and not those working in the existing office building.

Commissioner Ungoco asked, and **Traffic Engineer Zandvliet** confirmed that parking on the street does not fall into the purview of this Commission; the Parking and Process Improvements Commission (PPIC) is authorized to make decisions related to parking limitations in the public right-of-way.

The Chair opened the floor to public comment, starting with the Applicant.

A representative on behalf of the applicant, **Brandon Straus** from Srour & Associates, introduced himself and described the proposed operations for the site.

Commissioners asked further questions clarifying parking spaces and cafeteria operations. **Vice Chair Dillavou** suggested limiting the hours of operations to open at 10 a.m. and close at 6 p.m.

Matt Jones, the Applicant, stated that the long-term plans of the lot are unknown; however, he believes the project is an important amenity for employees to have. When asked if building a non-prefabricated structure was considered, **Mr. Jones** stated that due to time constraints, a prefabricated building would expedite the process.

Architect **Louie Tomaro** addressed Commission questions regarding the landscaping plan.

Mr. Tomaro confirmed that the parking lot will not be closed off, but there will be a gate that will control access to the courtyard area.

Mr. Jones stated that all the parking spaces that are allocated to the existing office building are used on a daily basis and are adequate to accommodate employees, with most employees commuting to and from working using an Uber program provided by the company. He also confirmed that the proposed seven parking spaces at 877 Manhattan Beach Boulevard will be used by staff that will be coming in to prepare food.

Mr. Tomaro confirmed the height of the building is 18 feet, the fences will be roughly 5 feet, and the hedges will grow to about 6 or 7 feet.

Chair Sistos invited public comment.

Residents **Kathy Glynn, Scott Yanofsky, Mary Ralls, and Steve Gibson** stated their opposition to the project, highlighting traffic and parking congestion concerns.

Mr. Straus provided a rebuttal response to public comments, reiterating and vouching to follow Traffic Engineer Zandvliet's direction and recommendations.

Chair Sistos closed the public hearing and invited Commission deliberation.

After an extensive discussion regarding hours of operation, egress/ingress, and parking, a motion was made and seconded (Dillavou/Hackett) that the Planning Commission adopt Resolution No. PC 25-07, approving the Use Permit, subject to conditions, and finding the project exempt from further review pursuant to the California Environmental Quality Act.

Roll Call:

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

Agenda Host Maury announced that the motion passed 5-0.

Chair Sistos called for a brief recess at 4:22 p.m.

Chair Sistos reopened the meeting at 4:30 p.m. with all Planning Commissioners present.

H. GENERAL BUSINESS

05/28/25-3. Study Session to Consider Code Amendments Related to the City's Outdoor Dining Regulations

Chair Sistos announced the item.

Senior Planner Jaehee Yoon presented the draft code amendments related to the long-term Outdoor Dining Program development, focusing on supplementing and revising existing chapters of the Municipal Code and Local Coastal Program with a focus on the following operational standards, and made herself available for questions:

- 1) Occupancy increase;
- 2) Alcohol service;
- 3) Parking requirements;
- 4) Music and live outdoor entertainment; and,
- 5) Enforcement and revocation.

Commissioner Ungoco asked what constitutes as bicycle parking in which **Traffic Engineer Zandvliet** responded that is any space that is 2 feet by 6 feet with a permanent, sturdy structure to secure a bicycle to.

Chair Sistos invited public comment. Residents, **Scott Yanofsky, Jim Burton, George Kaufman, Neil Leventhal** and **Suzanne Lerner** provided input regarding concerns related to potential impacts to residential properties that would result from the proposed code amendments. **Jill Lamkin**, on behalf of the Downtown Business and Professionals Association, expressed her support for the proposed amendments and urged the Commission to recommend a streamlined process to obtain approvals for outdoor dining.

Commissioners discussed the draft amendments extensively, focusing on alcohol service, permit renewal and concerns of downtown residents. Ultimately, the Commission expressed support for a majority of the proposed amendments. The one area where the Commission could not come to a consensus on was whether a Use Permit should be required for alcohol service in outdoor dining areas.

Commissioner Tokashiki expressed his full support for the recommendations brought forth by the Outdoor Dining Task Force.

I. DIRECTOR'S ITEMS

1. **Planning Manager Finestone** shared that a community meeting regarding the downtown redevelopment of Lot 3 and 400 Manhattan Bech Boulevard was held last week; the biggest desire expressed by the community was for parking in the downtown area

J. PLANNING COMMISSION ITEMS - None

K. TENTATIVE AGENDA – June 11, 2025

L. ADJOURNMENT

At 6:01 p.m. it was moved and seconded (Dillavou/Ungoco) to adjourn the meeting to 3:00 p.m., Wednesday, June 11, 2025. The motion passed 5-0 by roll call vote.