

**MANHATTAN BEACH  
PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
DECEMBER 11, 2024**

Teleconferencing Vice-Chair Dillavou, 8111 Douglas Avenue, Dallas, TX 75225

**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 11<sup>th</sup> day of December, 2024. **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, Vice-Chair Dillavou (remote), Chair Sistos  
Absent: None  
Others Present: Ryan Heise, Acting Community Development Director  
Adam Finestone, AICP, Planning Manager  
Diana Varat, Assistant City Attorney  
Angelica Ochoa, Associate Planner  
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, 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**

12/11/23-1. Regular Meeting – November 13, 2024

**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, Vice-Chair Dillavou, Chair Sistos  
Noes: None  
Absent: None  
Abstain: None

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

**G. PUBLIC HEARINGS**

11/13/24-2. Consideration of a Use Permit amendment to modify operating hours of an existing outdoor dining area within the public right-of-way adjacent to an existing eating and drinking establishment located at 1305 Highland Avenue

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

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

**Chair Sistos** asked and **Associate Planner Ochoa** confirmed that there are seven (7) outdoor tables on the sidewalk.

Seeing there were no other questions from the Commissioners, **Chair Sistos** opened the public hearing.

Residents **Bob Holmes, Betsey Chambers, Kristin Drew, James Turken, James Stearns, Ray Joseph** and **Bob DaGiau** provided public comments in-person supporting the item. **Heather Deroos, Lucia Ames, and Shar Harding** also provided their support via Zoom.

**Chair Sistos** closed the public hearing and invited Commission discussion.

**Chair Sistos** noted that other eateries in the area are allowed to utilize their outdoor dining areas at earlier hours, and believed the same should be granted for Uncle Bill’s. She also noted that concerns related to signage and landscaping will be addressed through the approval.

A motion was made and seconded (Ungoco/Tokashiki) that the Planning Commission adopt the resolution approving the use permit amendment and finding the project exempt from the California Environmental Quality Act (CEQA).

Roll Call:

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|----------|--|
| 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.

11/13/24-3. Study session to consider code amendments to the Manhattan Beach Municipal Code and Manhattan Beach Local Coastal Program to implement programs in the 6<sup>th</sup> Cycle Housing Element

**Chair Sistos** announced the item and asked if there is a staff report.

**Planning Manager Finestone** noted that although the item is a General Business item even though it has been identified as Planning Hearing item on the agenda. He then introduced **Associate Planner Guillean** to present the staff report.

**Associate Planner Guillean** presented information on the following five Housing Element programs and how the proposed amendments to the Manhattan Beach Municipal Code and Manhattan Beach Local Coastal Program serve to implement the programs, and invited questions during the presentation:

- Program 1: Accessory Dwelling Units
- Program 3: Affordable Housing Streamlining
- Program 11: Density Bonus
- Program 16: Consolidation Incentive
- Program 18: Multifamily Residential Development Standards and Streamlining in the Mixed-Use (CL, CD, and CNE) Commercial Districts.

In relation to Program 3 (Affordable Housing Streamlining), **Commissioner Hackett** expressed her interest in expanding the 100-foot notification requirement for properties, in which **Chair Sistos** concurred, especially with projects that are significant in height.

**Associate Planner Guillean** clarified that the 100-foot notification would occur after a decision is rendered, with the intent being to notify the public in the immediate area of the project.

**Planning Manager Finestone** further clarified other notification avenues that will be available to the public.

**Chair Sistos** asked, and **Planning Manager Finestone** and **Associate Planner Guilean** responded to, questions regarding current and proposed front-yard setbacks in the local commercial (CL) zone.

**Commissioner Ungoco** expressed his support for the proposed amendments.

There were no audience participants in-person and via Zoom.

**Planning Manager Finestone** confirmed that staff will consider the Commissioners' concerns while finalizing the proposed code language prior to returning to the Commission for formal consideration of the amendments on January 22, 2025.

**H. DIRECTOR'S ITEMS**

1. The permits for the canopy at the existing gas station at 2121 Highland Avenue have been issued and the project is moving forward with the approved modifications.


**I. PLANNING COMMISSION ITEMS - None**

**J. TENTATIVE AGENDA – December 25, 2024**

**K. ADJOURNMENT**

At 4:16 p.m. it was moved and seconded (Hackett/Ungoco) to adjourn the meeting to 3:00 p.m., Wednesday, December 25, 2024. The motion passed 5-0 by roll call vote.

  
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TATIANA MAURY  
Recording Secretary

  
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Kristin Sistos  
Chairperson

ATTEST:

  
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Ryan Heise  
Acting Community Development  
Director