

City of Manhattan Beach

*1400 Highland Avenue
Manhattan Beach, CA 90266*



Meeting Minutes - Draft

Wednesday, August 27, 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

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<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 Sistos 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 [PC 25-0007](#)
August 13, 2025.

APPROVE

A motion was made by Commissioner Tokashiki, seconded by Commissioner Ungoco, to approve the Planning Commission Regular Meeting Minutes of August 13, 2025, Minutes. The motion carried by the following vote:

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

Nay: 0

Absent: 1 - Chair Dillavou

Abstain: 1 - Commissioner Sistos

G. PUBLIC HEARINGS

None.

H. GENERAL BUSINESS

2. Staff recommends that the Planning Commission conduct a study session to discuss and provide input on proposed rear yard setback regulations for accessory structures in single-family residential zones. [PC 25-0008](#)

Vice Chair Hackett opened the study session.

Planning Manager Adam Finestone introduced Associate Planner Maricela Guillean, who provided the Staff Report and PowerPoint presentation, and Building Official Ryan Heise, who was available to answer questions.

Associate Planner Guillean, Planning Manager Finestone, Building Official Heise, City Attorney David Snow, and Interim Community Development Director Michael Codron responded to questions from the Planning Commission.

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

Tom Hillis

Genie Pardon

Valerie Everly

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

Associate Planner Guillean, Planning Manager Finestone, Building Official Heise, City Attorney Snow, and Interim Community Development Director Codron responded to questions from the Planning Commission.

The Planning Commission provided input to staff on proposed rear yard setback regulations for accessory structures in single-family residential zones. Staff was directed to prepare draft code language for a future Planning Commission public hearing.

J. DIRECTOR AND STAFF UPDATES

None.

K. COMMISSION ITEMS

None.

L. TENTATIVE AGENDA

Planning Manager Adam Finestone indicated that the September 10, 2025 Regular Planning Commission Meeting will likely be canceled.

M. ADJOURNMENT

At 4:27 p.m., Vice Chair Hackett adjourned the meeting to the next regular scheduled Planning Commission Meeting at 3:00 p.m. on September 10, 2025.

Elia Rosner
Recording Secretary

Rachel Hackett
Vice Chair

ATTEST:

Adam Finestone, AICP
Planning Manager