

**MANHATTAN BEACH  
PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
DECEMBER 08, 2021  
DRAFT**

**A. CALL MEETING TO ORDER**

A Regular meeting of the Planning Commission of the City of Manhattan Beach, California was held virtually via Zoom on the 8<sup>th</sup> day of December, 2021. Chair Morton called the meeting to order at the hour of 3:00 p.m.

**B. PLEDGE TO FLAG**

**C. ROLL CALL**

Present: Chair Morton, Vice Chair Ungoco, Commissioners Sistos, Dillavou, Tokashiki,  
Absent: None  
Others Present: Carrie Tai, AICP, Director of Community Development  
Brendan Kearns, Assistant City Attorney  
Talyn Mirzakhonian, Planning Manager  
Fel Cortez, Agenda Host  
Rosemary Lackow, Recording Secretary

**D. APPROVAL OF AGENDA**

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

Roll Call:

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

**E. AUDIENCE PARTICIPATION - None**

**F. APPROVAL OF THE MINUTES**

12/08/21-1 Regular Meeting – September 15, 2021

It was moved and seconded (Tokashiki/Sistos) to approve the minutes as submitted.

Roll Call:

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

**G. GENERAL BUSINESS**

12/08/21-2 6<sup>th</sup> Cycle Housing Element Update

Chair Morton announced the item and invited staff to provide a report.

**Planning Manager Mirzakhonian** provided a report updating the Commission on the status of the City's Housing Element Update program covering: background, the document's sections, appendices, proposed programs, the sites analysis, public outreach, environmental review, and next steps. She concluded by noting public hearings will be scheduled before the Commission in January and City Council in February.

**Chair Morton** opened the floor to the Commission to ask questions of staff.

**Planning Manager Mirzakhania** Staff clarified or responded to questions including but not limited to: the map of potential new overlays and how those overlays were formed, potential “pipeline” housing developments, review by California HCD and the process for receiving public input.

**Director Tai** noted that HCD has formed a new enforcement department that will increase the State’s readiness to check the City’s progress in meeting housing goals.

Staff confirmed that there were no others present wishing to comment.

No further action being needed of the Commission; Chair Morton announced Item No. 3.

12/08/21-3      Planning Commission Consideration of the Circumstances of the Declared COVID-19 Emergency to Determine Whether the Planning Commission Should Continue to Hold Remote Meetings Pursuant to Assembly Bill (AB) 361’s Special Teleconferencing Requirements

**Director Tai** provided a brief oral report on the background for two Commission recommendations relating to continuing to hold Planning Commission meetings remotely.

**Director Tai** indicated that: 1) Planning Commission meetings will continue to be held via Zoom but will ultimately become hybrid (remotely and in-person simultaneously) when possible; 2) as for COVID protocols, the City Council meetings require mandatory masking but not physical distancing; 3) while LA County Health orders do not preclude cities from resuming in-person meetings, there continue to be practical considerations in doing so.

It was confirmed that there were no members of the public wishing to speak.

It was moved and seconded (Dillavou/Ungoco) that the Planning Commission make findings, that: 1) there continues to be a state of emergency and the Commission has reconsidered the circumstances of the COVID-19 state of emergency; and, 2) State and local officials continue to recommend measures to promote social distancing; therefore, the Commission may continue to hold remote meetings.

Roll Call:

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

12/08/21-4      Discussion of Work Plan Items for Joint City Council/Planning Commission

**Director Tai** gave a brief background regarding the annual Work Plan development process for the city departments and what is unique for the Planning Commission – that some of their activities are mandated by state and local law. She went over the list of eight current Work Plan items for the Planning Division, with a status report for each.

**Chair Morton** opened the topic for Commission discussion. In response to comments, questions, Director Tai noted that the Work Plan process provides a tool to help with the budgeting process, including staffing, and she described situations where consultants are desirable vs. in-house staff. Some Commissioners requested additional information including the Telecommunications program Work Plan Item (Sistos). Director Tai noted regarding the Telecom item - staff is comfortable with existing fee amounts but more work is needed on the public outreach component of that work plan item and this item will stay on the plan until completed.

**Director Tai** informed that staff is not intending to propose any new programs to the Work Plan, but additional comments by the Planning Commission, ahead of the joint meeting should be received by staff

the first week in January. Prompted by an inquiry from Vice Chair Ungoco, the Director commented that historic preservation has recently arisen as a concern or issue and staff is currently working on a request from Council to amend the ordinance, but applications for landmark designation are still able to be submitted to the Planning Division.

It was confirmed that there were no members of the public wishing to speak.

**H. DIRECTOR'S ITEMS**

**Director Tai** provided updates as follows:

1. Historic Ordinance: The City Council has requested discussion of the ordinance. The Council affirmed that the ordinance as adopted was not as it intended and some cleanup is needed in the near (immediate) term (within 1-2 months), and a bigger review is needed in longer term (within the next year) to see if the ordinance can accomplish what the city set out to do.
2. Downtown outdoor dining/parklets: Council has decided permits will expire on January 3, 2022 and staff will work with restaurants to implement. In the long term, there is a current Work Plan item to explore continuing in some way permanently.

**I. PLANNING COMMISSION ITEMS - None**

**J. TENTATIVE AGENDA** – December 22, 2021 – no items are yet scheduled; it is likely to be cancelled so the next meeting to be held will be January 12, 2022. The January meeting will likely have the Housing Element Update public hearing on the agenda.

**K. ADJOURNMENT**

At 4:08 p.m. it was moved and seconded (Ungoco/Dillavou) that the meeting be adjourned to Wednesday, December 22, 2021 at 3:00 p.m. via Zoom/virtual format. The motion passed 5-0 with a roll call vote (Ayes: Sistos, Dillavou, Tokashiki, Vice Chair Ungoco, Chair Morton).

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ROSEMARY LACKOW  
Recording Secretary

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GERRY MORTON  
Chairperson

ATTEST:

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Carrie Tai, AICP  
Community Development Director