

**MANHATTAN BEACH  
PLANNING COMMISSION  
MINUTES OF SPECIAL MEETING  
AUGUST 14, 2024  
DRAFT**

**A. CALL MEETING TO ORDER**

A Special Meeting of the Planning Commission of the City of Manhattan Beach, California was held in a hybrid format (Zoom and in person, Police/Fire Community Room, 400/420 15<sup>th</sup> Street) on the 14<sup>th</sup> day of August, 2024. Acting Chair Hackett called the meeting to order at the hour of 4:00 p.m. and Planning Manager Adam Finestone announced that Vice Chair Dillavou and Chair Sistos are absent from the meeting. Commissioner Hackett, who is the member of the body that served the longest without being the presiding officer, served as Acting Chair.

**B. PLEDGE TO FLAG**

**C. ROLL CALL**

Present: Commissioners Tokashiki, Ungoco, Acting Chair Hackett  
Absent: Vice Chair Dillavou, Chair Sistos  
Others Present: Ryan Heise, Acting Community Development Director  
Adam Finestone, AICP, Planning Manager  
Erik Zandvliet, City Traffic Engineer  
Tari Kuvhenguhwa, 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, Acting Chair Hackett  
Noes: None  
Absent: Vice Chair Dillavou, Chair Sistos  
Abstain: None

Agenda Host Maury announced the motion passed 3-0.

**E. AUDIENCE PARTICIPATION – None**

**F. APPROVAL OF THE MINUTES**

08/14/24-1. Regular Meeting – July 24, 2024

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

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

Agenda host Maury announced the motion passed 3-0.

**G. GENERAL BUSINESS**

08/14/24-2. Study Session for Code Amendments Related to the City's Parking Code

**Acting Chair Hackett** announced the item and called for a staff report.

**Planning Manager Adam Finestone** explained the meeting will be an interactive discussion between members of staff, the Planning Commission, and members of the public (Zoom and in-person). **Planning Manager Finestone** introduced **Associate Planner Tari Kuvhenguhwa** who presented the staff report,

providing an overview on the proposed parking code changes with support from **City Traffic Engineer Erik Zandvliet**, noting eight discussion topics: land use classifications, parking rates, alternative parking options and requirements, merchant parking permits and parking in-lieu payments, automated parking facilities, parking space dimensions, and bicycle parking.

#### **Land Use Classifications**

**Associate Planner Kuvhenguhwa** provided information related to proposed changes in land use classifications and invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Parking Rate**

**Associate Planner Kuvhenguhwa** and **City Traffic Engineer Zandvliet** provided information related to potential changes in parking rates and methodology used to derive said changes. **Associate Planner Kuvhenguhwa** invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Alternative Parking Options and Requirements**

**Associate Planner Kuvhenguhwa** provided information related to alternative parking options and invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Merchant Parking Permits**

**Associate Planner Kuvhenguhwa** provided information related to potential modifications to the merchant parking permit program and invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Parking In-Lieu Payments**

**Associate Planner Kuvhenguhwa** provided information related to potential changes to the in-lieu fee program and invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Automated Parking Facilities**

**Associate Planner Kuvhenguhwa** provided information related to automated parking systems and invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Parking Space Dimensions**

**Associate Planner Kuvhenguhwa** presented information related to potential changes in parking space dimensions and invited input from commissioners.

**Acting Chair Hackett** asked staff to proceed to the next topic.

#### **Bicycle Parking**

**Associate Planner Kuvhenguhwa** presented information related to bicycle parking requirements and invited input from commissioners. **Acting Chair Hackett** facilitated Commissioner discussion and invited input from the public, and staff responded to questions.

Upon completion of discussion of all topics on which staff sought input, **Associate Planner Kuvhenguhwa** provided a list of sections of the Manhattan Beach Municipal Code and the Manhattan Beach Local Coastal Program that would require amendments in order to implement changes to parking regulations.

**Associate Planner Kuvhenguhwa** noted that there was one late public comment submitted before concluding the presentation and opening the floor for further questions/discussion. **City Traffic Engineer Zandvliet** added that staff will be rearranging the entire parking code to make it a reader-friendly format and group things together by subject, and also stated that any parking rates not included in Attachment B of the staff report will not be changed.

**Chair Hackett** invited **Planning Manager Finestone** to announce updates.

**Planning Manager Finestone** thanked the Commission and public for their input and noted that there will be additional study sessions in relation to parking code amendments.

**H. DIRECTOR'S ITEMS**

**Planning Manager Finestone** provided updates on the following items:

- Projects currently in-review and under construction: Highrose, Oceanview Terrace (restaurant to office), Sunrise Assistant Living, 1701 Artesia (condominium project)
- Great White: Encroachment Permit will be presented to City Council for approval this month (August)

**I. PLANNING COMMISSION ITEMS - None**

**Commissioner Ungoco** thanked staff for their work and stated the importance to continue to explore ways for gain a foothold in multi-modal mobility.

**J. TENTATIVE AGENDA – August 28, 2024**

**Planning Manager Finestone** confirmed the August 28th meeting in which staff will bring forth the consideration of two (2) use permits, one for a change in alcohol sales licensing and the other for a new medical office building.

**K. ADJOURNMENT**

At 5:38 p.m. it was moved and seconded (Tokashiki/Ungoco) to adjourn the meeting to 3:00 p.m., Wednesday, August 28, 2024, at the Police/Fire Community Room. The motion passed 3-0 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