

# **LA JOLLA SHORES PERMIT REVIEW COMMITTEE BYLAWS**

## **I. Authority**

These bylaws are created under the authority of the Charter of the La Jolla Shores Permit Review Committee (LJSPRC) to facilitate the operation of the committee. The LJSPRC is a committee jointly formed by the La Jolla Shores Association (LJSA) and the La Jolla Community Planning Association (LJCPA) and its bylaws may not be changed without the consent of both of these organizations.

## **II. Scope of Review**

The LJSPRC evaluates plans on the basis of the La Jolla Community Plan, the Local Coastal Program Land Use Plan, the La Jolla Shores Planned District Ordinance (which includes by reference, the La Jolla Shores Design Manual), the San Diego Municipal Code (as it applies to sensitive coastal resources, resource protection, hillside review, zoning variances, conditional use permits and special permits), and all other applicable sections of the Municipal Code.

The LJSPRC shall adhere to all city ordinances and guidelines established by the San Diego City Council, Planning Commission, Opinions and Rulings by the City Attorney, relevant provisions of the San Diego Municipal Code, and relevant provisions of California state legislation and regulations.

The LJSPRC acts as an advisory body to the LJCPA to review and comment upon the La Jolla Shores Planned District Ordinance (LJSPDO) pursuant to San Diego Municipal Code Chapter 15, Article 10. The LJSPRC also advises the LJCPA on applications for discretionary permits and land use matters within the La Jolla Shores Planned District.

## **III. Membership**

Appointment of Committee Members shall be as defined in the LJSPRC Charter. Committee Members who are absent from three consecutive meetings or four meetings in a twelve-month period will be deemed to have resigned from the LJSPRC. In order to be indemnified by the City of San Diego, Committee members must both attend the City of San Diego's Community Orientation Workshop (COW) and have their appointments to the LJSPRC ratified by the LJCPA.

## **IV. Officers**

The LJSPRC shall have as officers a Chairperson, Vice-Chairperson and Recording Secretary. The officers shall be selected by majority vote of a quorum. Elections will be held in July or as soon thereafter as possible.

The Chair is responsible for ensuring that the LJSPRC and its procedures conform to the provisions of the Charter and Bylaws. The Chair is also responsible for drawing up the Agenda and ensuring that it is posted in a timely manner.

The Vice-Chairperson shall assume the duties of the Chairperson when he or she is absent or unable to perform the assigned duties.

The Recording Secretary will record the proceedings of the LJSPRC in writing and provide the written minutes to the Chairperson for approval in a timely manner. The Recording Secretary shall keep a record of the attendance of the Members and the public by circulating and retaining a sign-in sheet for Members, applicants and members of the public in attendance at the Meeting. The Recording Secretary will notify the Chairperson when a Committee Member's number of absences requires that he or she be deemed to have resigned. The Recording Secretary will retain sign-in sheets for his or her term of office, at which time sign-in sheets shall be transferred to the current Chairperson.

## **V. Agendas**

Agendas shall be posted at the La Jolla Recreation Center, 615 Prospect St., La Jolla 92037 a minimum of 72 hours prior to each meeting. Publicity regarding the time, place, and agenda of the next Regular Meeting of the LJSPRC shall also be arranged via electronic communication to all groups and/or individuals requesting notification.

## **VI. Notice of Meetings**

Notice of a LJSPRC Meeting and the Agenda for the Meeting shall be posted on the bulletin board at the La Jolla Recreation Center (see address below\*) at least 72 hours prior to the meeting, in accordance with the Brown Act. As a courtesy, notices of and agendas for LJSPRC Meetings are distributed to interested people by email by the LJCPA and by the City Planning Department. Members of the public wishing to receive these email notices and agendas from the LJCPA and the City Planning Dept. must request that their email address be included in that distribution. Such requests may be made to: [info@lajollacpa.org](mailto:info@lajollacpa.org) and [sdplanninggroups@sandiego.gov](mailto:sdplanninggroups@sandiego.gov). Notice of an LJSPRC Meeting and the Agenda for the Meeting are also posted on the LJCPA and City websites at: <http://www.lajollacpa.org/> and <https://www.sandiego.gov/planning/community/profiles/lajolla/subcomagendas>. While every effort is made to distribute the meeting notices/ agendas by these electronic means at least 72 hours prior to the meeting, only the hard copy posting at the La Jolla Recreation Center is required 72 hours in advance.

\*La Jolla Recreation Center

615 Prospect Street (Corner of Prospect and Draper)  
La Jolla CA 92037

The LJSPRC does not have a mechanism other than those listed above to proactively contact neighbors or any other interested parties to inform them of LJSPRC meetings that may affect their property.

## **VII. Meetings**

Meetings shall be held monthly, or as required, at a regular time and date to be determined by vote of a majority of the Members. A change in the regular meeting date must be preceded by notice of one month to the public and to the heads of the LJCPA and LJSA.

No Meeting may occur without the presence of a quorum of the Members. A quorum is defined as a majority of the eight members of the LJSPRC, including the Chairperson. Once a quorum is attained, a vote of the majority of the Members present is required to approve or disapprove a project.

The Committee operates under the authority of the Ralph M. Brown Act, which requires that meetings of the Committee are open and accessible to the public. The Administrative Guidelines for Implementation of Council Policy 600-24 provide explanations of Council Policy 600-24's minimum standard operating procedures and responsibilities and are a guideline for the Committee. Robert's Rules of Order Newly Revised is used when State law, Council Policy, the Administrative Guidelines, and these Bylaws do not address an area of concern or interest.

Special Meetings shall conform to the requirements of the Charter.

### **VIII. Project Review**

Project review shall be conducted in accordance with the requirements set forth in the Charter.

### **IX. Changes to Projects after LJSPRC Vote**

If any Committee Member or member of the public becomes aware of a change to a project in the La Jolla Shores Planned District after a LJSPRC or LJCPA vote, he or she should notify the Chairperson or any LJSPRC Member of the change. The Chair shall contact the applicant for the subject project and request that the applicant re-present the project to the LJSPRC for a finding of whether the change is substantial. If the LJSPRC finds by majority vote that the change is substantial, the Chair shall notify the President of the LJCPA of the substantial change and request that the matter be referred to the City for further action in accord with the finding of the LJSPRC.

### **X. Conflict of Interest**

In accordance with City Council Policy 600-24, Article VI, Section 2, subsection (c)(i), "Recusal is required when a member of a planning group has a readily identifiable, distinguishable, direct economic interest in any project or matter being considered by the planning group." This applies to all planning group member seats including categorized and non-voting seats. If a member has a direct economic conflict, the member must:

1. Disclose the economic interest.
2. Recuse before the item is discussed.
3. Comply with the current procedures of the LJCPA.

A recusing member on a specific project, may assist in the presentation of the project to the planning group.

The LJSPRC should ask for recusals before starting any substantive discussion on an action item. The presence of the recusing member in the room in which the meeting occurs does not count toward a quorum for the item that the member recuses on. The vote on the item will not reflect the recusing member at all.

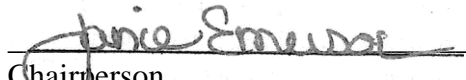
**XI. Collective Concurrence**

LJSPRC members are cautioned to avoid any detailed discussions with others regarding projects that will appear before the LJSPRC unless they can ensure that the other individual will not further discuss that project with other Committee members which could likely result in a serial meeting.


**XII. Amendments**

Should a majority of the LJSPRC Members wish to change the Bylaws, the Chairperson of the LJSPRC shall forward the proposal to change the Bylaws to the LJSA and LJCPA. A vote by the LJSA and LJCPA to amend the Bylaws of the LJSPRC shall take place at any regularly-scheduled or special meeting of the LJSA and LJCPA. The revised Bylaws will become effective upon the approval of the LJSA and the LJCPA.

Adopted by the La Jolla Shores Association, March 15, 2019.

  
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Chairperson  
La Jolla Shores Association

Adopted by the La Jolla Community Planning Association, March 15, 2019.

  
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President  
La Jolla Community Planning Association

**End of Bylaws**