

**LA JOLLA COMMUNITY PLANNING ASSOCIATION  
LA JOLLA SHORES ASSOCIATION**

**La Jolla Shores Permit Review Committee  
Charter  
Approved March 2019**

**PREAMBLE**

The La Jolla Shores Permit Review Committee is a joint committee of the La Jolla Shores Association and the La Jolla Community Planning Association.

**I. PURPOSE**

The La Jolla Shores Permit Review Committee (LJSPRC) is established to review all applications for discretionary or other permits within the La Jolla Shores Planned District, and to submit its comments or recommendations to the La Jolla Community Planning Association (LJCPA) in writing monthly. The LJSPRC shall review these applications with the following objectives:

1. Assist applicants in understanding and interpreting the La Jolla Shores Planned District Ordinance, and the permit process.
2. Ensure uniform and consistent enforcement of the Ordinance.

The LJSPRC shall act in an advisory role to the La Jolla Community Planning Association.

**II. MEMBERSHIP**

The LJSPRC shall consist of five representatives from the La Jolla Shores Association (LJSA) and three representatives from the LJCPA.

Each organization shall establish its own method and requirements for making nominations. The nominations shall be submitted to the trustees of the LJCPA, in accordance with its Bylaws, for approval. Said approval shall not be unreasonably withheld. The Chair shall track attendance and report excessive absences to the LJCPA.

The LJSPRC is encouraged to seek and consult additional community members who are familiar with specific technical points or neighborhoods.

**III. TERM**

All members shall be nominated for appointment for a term of one year, beginning June 1 of each year. Any current member may be re-nominated, or may be asked to continue serving until a nomination for appointment can be made. In the event a position on the Committee becomes vacant prior to the end of a term, a replacement member shall be nominated by the organization making the original nomination for the remainder of that original term.

#### IV. CHAIR

The LJSPRC shall choose its own Chair, who shall be responsible for seeing that all the provisions of this Charter are met. The LJSPRC shall choose other officers as defined in its Bylaws.

The Chair is authorized to communicate with the City of San Diego for information regarding all proposed Projects that are currently being reviewed by the LJSPRC, as well as any Projects that will be reviewed in the future. However, neither the Chair nor the committee shall transmit findings or recommendations directly to the City.

#### V. MEETINGS

The business of the LJSPRC shall be conducted at public meetings scheduled on a regular basis. The Chair shall arrange a suitable place for the LJSPRC's regular meetings, including as criteria the following:

1. Public accessibility, so that the meetings are open to all.
2. Appropriate size to accommodate the LJSPRC, applicants and visitors.
3. Appropriate facilities, such as lighting, space for examining drawings, and quiet surroundings.

Hearing on a project shall be scheduled so that the applicant or the applicant's representative can attend and be allowed a reasonable opportunity to present their project. If the Chair believes the City will take action on a project before the LJSPRC considers the project, the Chair shall notify the LJCPA and may schedule a hearing even if the applicant is not present.

#### VI. AGENDA

An agenda containing a brief general description of Projects and topics to be heard and date, time and location of the meeting shall be posted 72 hours prior to the meeting at a place easily accessible to the public.

The listing of the agenda item shall include the intended action of the Committee regarding that item; that is, information item, action item, etc.

The Committee may not, as a condition of placing an item on the agenda, require applicants to submit additional information and materials beyond that which the applicant has been required to submit as part of the City's project review application process. However, nothing shall prevent the Committee from seeking additional material deemed pertinent to the project or to better understand apparent code violations.

#### VII. SPECIAL MEETINGS

The Chair, with the concurrence of a majority of the committee, may schedule special public meetings, as necessary, for committee business. The agenda for a special meeting shall be posted at least one (1) week prior to the meeting. Special meetings shall otherwise conform to the requirements of a regular meeting.

## VIII. PROJECT REVIEW

The Committee shall review projects seeking discretionary permits. The Chair shall provide a written summary of the review to the LJCPA in sufficient time to be included in the agenda at the LJCPA's next regularly-scheduled meeting. Further, a LJSPRC representative should attend the LJCPA Trustee meeting to answer questions.

The written summary shall include:

1. A description of the proposed project.
2. The recommendation by the Committee to approve or disapprove the project including the maker of the motion and the vote.
3. If disapproval, the reasons for recommending disapproval of the project.

Where any of the following situations exist, the LJSPRC shall notify the President of the LJCPA:

1. The LJSPRC is unable to resolve compliance of a proposed project with the LJSPDO and it appears the applicant will attempt to secure a LJSPDO Permit for a non-compliant project.
2. When a conflict of interest (see Section X) exists which prevents a quorum from performing a review of the project.
3. When a majority consensus cannot be reached by the Committee regarding compliance of a proposed project, technical specifications, or intended use.
4. When assistance is needed in dealing with either the City or a project applicant.

## IX. CHANGES TO PROJECTS AFTER COMMITTEE VOTE

Substantial changes to a proposed Project subsequent to the Committee vote shall require the proposed Project to be re-presented to the Committee for at least a Substantial Conformance Review (SCR.). The Committee shall develop procedures to monitor subsequent changes to the Project on a case-by-case basis to determine if they are considered substantial. If the changes are deemed substantial then the Committee shall re-hear the project and reconsider the original vote.

## X. CONFLICT OF INTEREST

The LJSPRC members shall guard themselves at all times against any conflicts of interest. In particular, a LJSPRC member may not vote on any project with which he or she has a conflict of interest, or may need to appear as a proponent for the project, or represents the applicant of the project, or has a financial interest in the proposed project in the La Jolla Shores Planned District.

If a Committee member has a conflict of interest, the member shall recuse and comply with the recusal procedures of the LJCPA.

If the LJSPRC member is part of a presentation, then the member must precede each appearance or discussion, both in front of the LJSPRC or any other group, with a clear statement on the nature of the conflict and that the LJSPRC member is appearing

as a proponent of a project, and not as a LJSPRC member.

It is particularly important that casual observers, members of the public, and City staff are clear on the LJSPRC member's relationships to a particular project. If the LJSPRC member is appearing before the LJCPA, or any other of its committees, the rules on Conflicts of Interest shall be scrupulously followed.

XI. COLLECTIVE CONCURRENCE

Any attempt to develop a collective concurrence of the committee members as to action to be taken on an item by the Committee, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices, is prohibited, other than at a properly noticed public meeting.

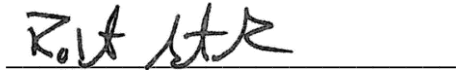
XII. AMENDMENT

This Charter may be amended only by a majority vote of both the Board of Directors of the LJSA and by the Board of Trustees of the LJCPA.

XIII. DATE OF ADOPTION

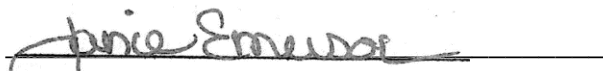
This Charter was adopted in 1993 and amended September 2009, March 2019.

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



President  
La Jolla Community Planning Association

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



Chairperson  
La Jolla Shores Association