



Office of Boards and Commissions

STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS

MISSION DUTIES OF THE ADVISORY BOARD

What is the mission and duties of the Advisory Board, as established by the Municipal Code?

Per 1510.0105(b) of the Municipal Code, it shall be the duty of the La Jolla Shores Planned District Advisory Board (LJSPDAB) to review all applications for permits referred to it including applications for Planned Development Permits for residential development within the La Jolla Shores Planned District and to submit its recommendations or comments on these matters in writing within 30 calendar days to the City Manager.

Additionally, per Development Services Department Information Bulletin 621, the LJSPDAB provides advisory recommendations on projects that propose additions or remodels that increase floor area by over 10 percent. Their input is used to inform Development Services Department staff on whether projects of this nature can be determined to be “minor in scope” and processed in accordance with Process One (building permit approval).

ACTIONS TAKEN BY THE ADVISORY BOARD

Please write a summary of the actions taken by the Advisory Board that year.

In 2023, the Board had on its agenda 14 hearings on projects for 12 different properties. Three were for properties on which the Board had held hearings in previous years. Three were information projects only, on which the Board made suggestions, but no vote was taken. The board recommended approval for five projects after changes were made. Approval was recommended for two projects as presented, plus one project that the Board recommended be classified as minor. One project was continued for completion of documentation. A second project that was continued in 2023 received the board’s recommendation in January 2024 after changes were made. While some other agenda items called for a recommendation of whether a project was minor or not, those requests were withdrawn at the hearing and no such vote was taken. The Board also heard a parking proposal plan by the La Jolla Business District Association and continued the item for a status report that addresses various concerns. The LJSPDAB made the following recommendations in the 2023 calendar year:

January 25, 2023

- IB 621 (Minor Additions within the La Jolla Shore Planned District) – Established a Board working group to draft a letter to DSD regarding Board review for “minor in scope” projects.
- 8559 Prestwick Drive— Recommended that the project not be considered as Minor in Scope.

February 15, 2023 (Meeting Adjourned due to lack of projects)

March 15, 2023

- IB 621 (Minor Additions within the La Jolla Shore Planned District) – Recommended sending working group draft letter forward to Land Development Review Planning in DSD as amended.
- 2022 Standardized Report of City Boards and Commissions – No formal action provided. Direction provided to staff.
- 8171 Prestwick Drive (8171 Prestwick Drive) – Information item; Board provided input on the project.

April 19, 2023

- 8051 La Jolla Scenic Drive North (8051 La Jolla Scenic Drive North) – Recommended that the proposed project is Minor in Scope.
- 8421 Whale Watch Way (8421 Whale Watch Way) – Recommended approval of the Site Development Permit and Coastal Development Permit.

May 17, 2023

- Lowry House (7964 Lowry Terrace) – Recommended approval of the Site Development Permit and Coastal Development Permit.
- Espinosa Residence (8025 Calle del Cielo) – Recommended approval of the Site Development Permit and Coastal Development Permit with the condition that the applicant go back to the client to see if the FAR could be reduced to 0.45.
- Calle del Cielo (8305 Calle del Cielo) – Recommended approval of the Site Development Permit and Coastal Development Permit if the project increased its setback from the north elevation wall by 3 feet.

June 21, 2023 (Meeting Adjourned due to lack of projects)**July 26, 2023 (Meeting Adjourned due to lack of projects)****August 16, 2023**

- La Jolla Shores (8011 La Jolla Shores) –Continued the item until the applicants could address concerns the Board had about the project.

September 20, 2023

- 8011 La Jolla Shores (8011 La Jolla Shores) – Recommended the project as presented, conditional on a second-story setback of 2 feet on 3 sides and a 6-foot-high solid wall surrounding the property.
- Senn Way Residence (7792 Senn Way) —Continued the item until an EIR or another environmental document is issued.
- 2416 Avenida De La Playa — Information item; Board provided input.

October 25, 2023

- 7356 Rue Michael (7356 Rue Michael) – Continued the item until the applicant could address concerns the Board had about the project.

November 15, 2023

- 3001 Cranbrook Ct (3001 Cranbrook Ct) – Recommended approval of the Site Development Permit.
- 2538 Ruelle Nicole (2538 Ruelle Nicole) – Recommended approval of the project as presented.
- Presentation of the La Jolla Shores Business Association proposed parking plan — Provided input and continued the item to the February meeting for a status report.

December 20, 2023 (Meeting Adjourned)**ADVISORY BOARD MEETINGS****What are the number of Advisory Board meetings and what were the issues discussed?**

During the 2023 calendar year, the LJSPDAB met 8 times.

The primary issue that the Advisory Board dealt with during this time was the issue of compatibility of new development consisting of single-family home remodels, additions, accessory dwelling units within the existing neighborhood.

MEETING CANCELATIONS

What are the number of meetings cancelled and what are the reasoning?

During the 2023 calendar year, the LJSPDAB cancelled the February, June, and July meetings due to a lack of projects scheduled for those months. The December meeting was adjourned for the holidays.

EXPIRED MEMBERSHIP

What are the number of members serving on expired terms?

There are three (3) members of the Advisory Board serving on expired terms.

CONCERNS OR SUGGESTIONS TO BRING TO CITY COUNCIL

Do you have any suggestions or concerns that you would like to bring to the City Council's attention?

Planning staff has expressed the possibility of the Advisory Board being administered under the Development Services Department (DSD), since all of the projects that come before the Advisory Board for recommendation of approval, minor project (ministerial review), or major project (discretionary review) are projects that are reviewed by the Development Services Department and contribute directly to their review and approval processes.

ASSISTANCE TO THE BOARD

Please provide an estimate of the City staff hours assisting in administering the Board.

Planning staff consisting of one (1) Senior Planner and one (1) Junior Planner spend approximately 10-12 hours per month administering the Advisory Board.

VOLUNTEER HOURS

Please provide an estimate of the volunteer hours by commissioners.

In calendar year 2023, Advisory Board members typically spent approximately 7 hours per month in volunteer hours involving meetings and site visits on their own time in preparation for meetings. In total, the Advisory Board spent 420 volunteer hours this year.

