



STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS

ADVISORY BOARD NAME: LA JOLLA SHORES PLANNED DISTRICT ADVISORY BOARD

1. MISSION AND DUTIES OF THE ADVISORY BOARD



What are the Mission and Duties of the Advisory Body, 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).

2. OUTREACH



Was any recruitment outreach done by the Advisory Body or City Staff? If so what type?

No recruitment outreach was performed by the Advisory Body or City staff.

3. POLICY RECOMMENDATIONS AND LETTERS OF REQUEST



List the policy recommendations that came from this Advisory Body and the number of letters of request submitted.

The La Jolla Advisory Board sent a letter to the mayor to bring to his attention a project they believed had circumvented review by the Board through a designation of a Process One decision. The Board explained in the letter the reasons why they believed the project should not have been deemed a Process One decision and required Board review before approval.

4. ADVISORY BODY SCHEDULED MEETINGS

i *What was the number of scheduled Advisory Body meetings?*

The La Jolla Advisory Board met a total of ten times in calendar year 2025.

5. MEETING CANCELLATIONS

i *What was the number of meetings canceled, and what was the reasoning?*

The La Jolla Advisory Board canceled two meetings in 2025. The Board's meeting in July was canceled due to a lack of scheduled projects for review, and its meeting in December was adjourned for the holidays.

6. COUNCIL NOMINATED SEATS

i *How many seats on the Advisory Body are nominated by Councilmembers, and how many are filled?*

A total of seven seats on the Advisory Board are nominated by Councilmembers, of which six seats are currently filled.

7. EXPIRED MEMBERSHIP

i *What is the number of members serving on expired terms?*

Four Board members are currently serving on expired terms.

8. TRAINING

i *How many members have reviewed the Boards and Commissions training?*

All six board members have reviewed the Boards and Commissions training.

9. ASSISTANCE TO THE ADVISORY BODY

i *Please provide an estimate of the City staff hours assisting in administering the Advisory Body*

City staff spent approximately 80 hours assisting in the administration of the Advisory Board. Approximately three hours were spent each month assisting in setting up and attending the Board

meetings while an additional five hours were spent each month corresponding with applicants regarding project scheduling, drafting agendas, updating the La Jolla Advisory Board webpage, and drafting meeting minutes.

10. VOLUNTEER HOURS

i *Please provide an estimate of the volunteer hours by commissioners.*

In calendar year 2025, 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 approximately 420 volunteer hours towards Board activities this year.