

La Jolla Town Council Promote La Jolla Bird Rock Community Council
La Jolla Community Planning Association

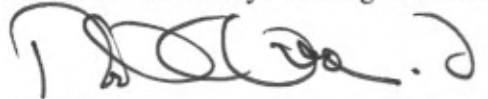
Joint Planned District Ordinance Committee Charter
(adopted April 10, 2009)

1. The La Jolla Planned District Ordinance Committee (PDOC) is established by its Parent Organizations, the La Jolla Community Planning Association (LJCPA), the La Jolla Town Council (LJTC), Promote La Jolla (PLJ) and the Bird Rock Community Council (BRCC) to review all applications for permits within the La Jolla Planned District, to submit minutes, and communicate with the Development Permit Review Committee (DPR) when appropriate. The PDOC shall review these applications with the following objectives:
 - Advise City Development Services Department.
 - Achieve uniform and consistent application of the Ordinance.
 - Assist City Development Services Department and applicants in understanding and interpreting the Ordinance and the permit process.
 - Develop recommendations for changes to the ordinance.
 - Render recommendations whether projects comply with the Ordinance.
2. The PDOC shall consist of three representatives from the LJCPA, three from the LJTC, three from PLJ and two from BRCC. Each organization shall establish its own method and requirements for making appointments. The presidents of the organizations should consult each other before nominations are made. The PDOC shall choose its own Chair, Vice Chair and Secretary who will be responsible for seeing that all provisions of this charter are met.
3. In the event a position on the Committee becomes vacant prior to the end of a term, a replacement member shall be appointed by the organization making the original nomination for the remainder of that original term.
4. All PDOC meetings shall be open to the public and held at a regular time and at a location accessible to the public. A majority of appointed members are required to constitute a quorum.
5. The PDOC Chair or the Chair's designee is authorized to meet directly with representatives of the City and with applicants to resolve discrepancies in order to ensure compliance with the PDO. The PDO Chair may seek information as necessary from any person, group or entity, including the City of San Diego, in order to clarify any issue about a project where there may be uncertainty in respect to the interpretation of the PDO.
6. Routine Ministerial Compliance: When a proposed project requires no discretionary review, the PDOC is authorized to inform the Parent Organizations, in the name of the PDOC, that "Submitted plans appear to conform to the LJPDO," or that "discrepancies have been found". The plans and specifications, and/or the City file and/or the submittals of the applicant shall be notated accordingly on a PDOC form identifying the submittal with the latest revision date, if any, listing all discrepancies as well as any elements or specifications of the project not reviewed.
7. Projects requiring discretionary review beyond ministerial compliance with the PDO shall be reviewed for ministerial compliance by the PDOC prior to being forwarded to the appropriate committees for discretionary review. In addition, when the PDOC Chair believes a project may encounter difficulty during the discretionary review, the Chair shall inform the applicant and the appropriate committee chairs of this fact as early in the review process as possible. The PDOC Chair shall provide a PDOC representative to the committee hearing the review to answer questions and provide the following information:

- A brief description of the proposed project.
 - A statement of each discretionary issue and the context of the Ordinance in which it arises.
 - A written list of conditions that may be appropriate to attach to each discretionary item should the hearing body decide to recommend approval of the item.
8. When any of the following situations exist, the PDOC shall inform the Parent Organizations so that they may direct the matter for appropriate hearings before their trustees or committees, or take other appropriate action:
- The PDOC is unable to resolve compliance of a proposed project with the PDO and it appears the applicant will attempt to secure a PDO Permit for a non-compliant project.
 - A conflict of interest (see Section 9) exists which prevents a quorum from performing a review of the project.
 - A consensus cannot be reached regarding compliance of a proposed project, technical specifications, or intended use.
 - Assistance is needed in dealing with either the City or applicant.
9. The PDOC members shall guard against actual and appearances of conflicts of interest. If a PDOC member needs to appear as a proponent or representative of a proponent for a proposed project in the PDO area, or may have a direct financial interest in such a project, then the PDOC member must precede each appearance or discussion, both in front of the PDOC or any other group, with a clear statement that the PDOC member is appearing as an individual and not as a PDOC member. It is particularly important that members of the public and City staff clearly understand the PDOC member's relationship to a project. If the PDOC member is appearing before the Parent Organizations or any of their committees, then the individual rules on Conflicts of Interest of each organization shall be followed.
10. In addition to disclosure as described above, PDOC members shall abstain from voting on matters in which they have a conflict of interest, and if required by any law or regulation, or upon vote by the PDOC members, they shall also remove themselves from the room while such a matter is under discussion.
11. 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.
12. 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.



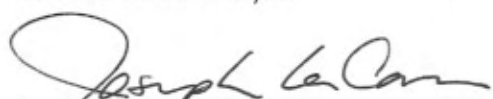
President
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