

**LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS**

**INDEX NUMBER B-24**

<b>REFERENCE:</b>	<b>TOPIC:</b> Building Program: CEQA Guidelines for Master Plan Environmental Impact Reports and Subsequent or Supplemental Environmental Impact Reports
<b>ISSUE DATE:</b> July 18, 2002	<b>INITIATED BY:</b> Chancellor
<b>CHANGES:</b> Revision to comply with Board Rule 4006	<b>DATE OF CHANGES:</b> November 30, 2012

**I. Development of EIR Schedule**

- A. No later than two weeks after the execution of the contract for the CEQA Consultant, the CEQA Consultant should prepare a draft EIR processing schedule.
  - 1. The draft schedule should detail projected dates for the entire EIR process, including but not limited to Notice of Preparation, completion of technical studies, screencheck draft review, public review period, community meetings, Final EIR preparation, and Board certification. The draft schedule should be coordinated with the Master Plan Consultant and the College Project Manager to ensure that the EIR is processed and certified in time to allow the Master Plan to be approved and construction to proceed on the first phases of implementing projects at the earliest feasible date.
  - 2. The CEQA Consultant should distribute the draft schedule to the entire Project Team for review and comment.
  - 3. As much as possible without creating undue delay, the schedule should allow for and include the following:
    - a. **FOUR WEEKS BEFORE PUBLIC EIR MEETINGS** – The CEQA Consultant should send a draft list of groups to receive notices to Chancellor for distribution to the Board.
    - b. **TWO WEEKS BEFORE PUBLIC EIR MEETINGS** – The CEQA Consultant should send an announcement of public meetings regarding EIR to the Chancellor for distribution to the Board.
    - c. **ONE MONTH PRIOR TO BOARD VOTE ON EIR** – The CEQA Consultant should send the draft EIR to Chancellor for distribution to Board. The College President should make a request to the Executive Director of Facilities

Planning and Development to schedule the presentations for the Board meetings.

- d. **ONE BOARD MEETING PRIOR TO BOARD VOTE ON EIR** – The College President and CEQA Consultant should make a presentation regarding the master plan and draft EIR to the Board, as well as hold the public hearing before the Board regarding the EIR.
- e. **CERTIFICATION** – The College President and CEQA Consultant should make a presentation to the Board to follow up on the public hearing/Board comments; the Board should take an action regarding the certification of the EIR.

4. **General parameters for the forwarding of materials**

- a. There is a package of information sent to the Board members the Friday before each Board meeting. In order to have material included in that package, the material should arrive in the Chancellor's Office by the Thursday morning prior to the Board meeting.
  - b. In the event that a regularly-scheduled package is not available within these time constraints, a special package may be sent on "off" Fridays if the College President or Vice President contacts the Executive Assistant to the Chancellor at least 48 hours in advance.
  - c. Copies should be made back-to-back, with no plastic tabs.
- B. No later than four weeks after the execution of the contract for the CEQA Consultant, the CEQA consultant should issue the final EIR processing schedule.

II. **Public Outreach**

- A. **Public Meetings.** In addition to all project scoping meetings, agency consultations, public notices and review opportunities required by CEQA, the Project Team shall hold at least two (2) public meetings at the college during the 45-day Draft EIR public review period. One meeting shall be held approximately 7-10 days into the review period, and the second meeting shall be held approximately 35-37 days into the review period. The purpose of the meetings will be to present the conclusions of the Draft EIR and receive comments from the college community and the public at large concerning the project impacts, mitigation measures and alternatives. Written comments and a summary of oral comments

received at the meetings should be included, with a response, in the Final EIR.

1. **Circulation of Draft Notices and Distribution Lists.** The CEQA Consultant shall circulate the proposed notice and distribution list in draft form to the Extended Project Team and each member of the District Board of Trustees at least seven days prior to the proposed public distribution, so that the Extended Team and Board may have an opportunity to identify additional groups and individuals that should receive notice.
  2. **Notice of Public Meetings.** Notice of each public meeting and of the availability of the Draft EIR for public review should be widely circulated by mail, posting, publication, and other reasonable means, including but not necessarily limited to: (i) delivery to each member of the District Board of Trustees; (ii) mailing to residents and businesses located within 1000 feet of the college; (iii) posting flyers on the college campus; (iv) posting notices on the college and District websites; (v) publication in newspapers, including newspapers serving non-English speaking communities; and (vi) mailing to public agencies, elected officials, and community and civic organizations that may have an interest in the project.
  3. **Presentation to the Board of Trustees.** In addition to the public meetings at the college as described above, the CEQA Consultant should expect to make a brief informational presentation on the Draft EIR to the District Board of Trustees at the Board's first available regular Board meeting following public release of the Draft EIR. College staff and the District Chancellor will confirm the meeting date, and will determine the scope and format of the presentation, which may be combined with a presentation on the progress of the Facilities Master Plan. Additional presentations to College and District committees and groups may be required.
- III. **The Project.** A separate EIR will be prepared for each of the nine colleges in the District. Each college will select a CEQA consultant from the list of approved firms maintained by the District Program Manager. The "project" to be analyzed in the EIR will be the college's proposed Facilities Master Plan and development, rehabilitation and reconfiguration of college facilities as identified in the Facilities Master Plan.
- IV. **The Project Team.** District personnel and consultants having a role in the EIR process will include:

► **Core Team:**

- A. **CEQA Consultant.** Prepares the EIR and related notices and documentation. May include technical specialists (traffic, biologic, etc.) in-house, as subconsultants, or under separate contract to District.
- B. **CEQA Counsel.** Assigned and supervised by Facilities Planning and Development; reviews EIR and notices; prepares resolutions and findings as needed.
- C. **Master Plan Consultant.** Prepares the Facilities Master Plan for the college.
- D. **College President or designee.** Provides information and direction for the project team.
- E. **College Project Manager.** Each college has a Project Manager firm managing Prop. A projects at the college. As part of these duties, the College Project Manager will supervise the CEQA Consultant.

► **Extended Team:**

- F. **District Program Manager.** Coordinates the building program at the District level. Responsible for contract processing and District-wide reporting.
  - G. **District Executive Director of Facilities or designee** Provides supervision and direction for the building program and the District Program Manager.
- V. **Lead Agency.** The “lead agency” for the project will be the Los Angeles Community College District. The District’s Board of Trustees will decide on certification of the EIR and will adopt findings, mitigation measures and/or project alternatives as appropriate.
- VI. **Scope of the EIR.** Each EIR will be a “program” EIR, but should contain sufficient “project-level” detail concerning each proposed Master Plan facility so as to provide environmental clearance without further CEQA documentation for each facility to the maximum extent feasible. (See Section 15168(c) of the State CEQA Guidelines, 14 Cal. Code Regs. §15168.)
- VII. **Timing for the EIR Process.** Generally it is anticipated that the EIR process will take 5-9 months, from execution of the CEQA Consultant’s contract to EIR certification by the Board of Trustees.
- VIII. **Selected Issues re: Content of the EIR.** In addition, to traffic analysis, air quality analysis, and other applicable contents, the EIR should address the following:

- A. **Sustainability.** In analyzing impacts related to the consumption of energy and other natural resources, the EIR should discuss the Sustainability Guidelines adopted by the District Board of Trustees for the Prop. A program.
  - B. **Zoning Consistency.** Although state law permits District classroom facilities to be exempted from local zoning control, the EIR should address consistency between the proposed Master Plan facilities and existing zoning regulations of the applicable jurisdiction (City of L.A. or County of L.A.). District representatives will be meeting with City and County officials to present the facilities plan and identify and resolve any zoning issues.
  - C. **Student Growth Projections.** A key threshold issue for impact analyses throughout the EIR will be the forecast of future student enrollment. The CEQA Consultant should consult with College staff and the Master Plan Consultant to identify at the outset a reasonable time horizon and student growth forecast for the EIR analysis. Projecting too little growth may understate impacts and diminish the useful life of the EIR, while overestimating growth may lead to overstating impacts and excessive costs for mitigation. One possible approach would be to provide in the EIR and Mitigation Monitoring Program for phased mitigation, whereby one set of mitigation measures (e.g. traffic and parking improvements) would be required with the initial phase of facilities construction, and another set of measures could be deferred to a later phase.
- IX. **Document Review by CEQA Counsel and the Core Project Team.** The CEQA Consultant is responsible for making sure that CEQA Counsel and the Core Project Team review all notices and documents before being issued. For the Draft EIR, the CEQA Consultant should allow in the schedule at least seven days for internal review of a “screencheck” draft by CEQA Counsel and the Core Project Team. After the document has been revised in response to internal comments on the screencheck draft, CEQA Counsel should review the revised draft to verify that any material issues have been addressed before the Draft EIR is printed and circulated for public review. The schedule should also allow at least three days for review of the responses to comments and Final EIR before it is circulated to commenting agencies and the Board of Trustees.
- X. **Certification by the Board of Trustees.** Before the Final EIR is placed on the Board of Trustees’ agenda for certification, a meeting of the Extended Project Team should be held to discuss anticipated issues in controversy and coordinate the presentation to the Board.
- XI. **Incorporation of State CEQA Guidelines.** These guidelines are intended to supplement, not supersede, the provisions of CEQA and the State CEQA Guidelines, which are hereby incorporated by reference. In the event of any conflict, the provisions of CEQA and the State CEQA Guidelines will control.

XII. **Responsibility** The CEQA Consultant and the College Project Manager share joint responsibility for monitoring the progress of the EIR process and using reasonable efforts to meet the schedule.