

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER B-25

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| <b>REFERENCE:</b>                    | <b>TOPIC:</b><br>Guidelines for Zoning Reviews |
| <b>ISSUE DATE:</b><br>July 18, 2002  | <b>INITIATED BY:</b><br>Chancellor             |
| <b>CHANGES:</b><br>Sections 2 and 3f | <b>DATE OF CHANGES:</b><br>February 6, 2003    |

1. **General Principles**

- a. Each college is required to comply with applicable zoning laws for the jurisdiction in which it is located.
- b. The colleges are committed to being good neighbors in their communities.
- c. The Board may declare zoning laws inapplicable to instructional buildings by a two-thirds (2/3) vote. Prior to the Board taking such an action, there is a legal requirement to meet and confer with the local jurisdiction.
- d. In the interests of meeting these general principles, each college's master plan will be reviewed with the applicable commission, agency or department prior to the final Environmental Impact Report being submitted to the Board of Trustees for certification.

2. **Zoning Review Team** - The Zoning Review Team ("the Team") for each college will be composed of:

- a. The College President or designee
- b. The Project Manager
- c. Zoning Counsel
- d. Program Director or designee
- e. Executive Director of Facilities Planning and Development or designee

**3. Zoning Review**

- a. When the CEQA Consultant prepares the schedule for review and certification of the Environmental Impact Report, the schedule will also include appropriate zoning review meetings.
- b. The Program Director or designee is responsible for obtaining all zoning information regarding each college.
- c. The Project Manager shall schedule a meeting of the Team to review the proposed master plan in light of the local zoning provisions.
- d. The Project Manager shall prepare a memorandum summarizing the zoning issues for the college, which shall be circulated to the Team for review before being finalized and sent to the Chancellor.
- e. The College President shall be responsible for scheduling an initial meeting for the Team to meet with the local jurisdiction representatives to review the proposed master plan ("Initial Meeting").
- f. After the Initial Meeting, the Zoning Counsel shall prepare a memorandum which summarizes the results of the Initial Meeting and proposes a plan to address any remaining issues ("the Plan"). The draft shall be circulated to the Team and approved by the College President. The Plan shall be sent to the Chancellor.
- g. The Chancellor shall determine whether materials or briefings need to be provided to the Board of Trustees.

**4. Declarations regarding Zoning Laws**

- a. Zoning laws shall be addressed when the final EIR is presented to the Board for certification.