

City of Glendale and Glendale Housing Authority Guidelines

***for Implementing the
California Environmental Quality Act (CEQA),
as Amended, and the
State CEQA Guidelines, as Amended***

Amended: November 1, 2016
City Council Resolution No. 16-1894
Housing Agency Resolution No. H-479

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PART I INTRODUCTION

Section 1. Incorporation of *State CEQA Guidelines*

The City of Glendale (“City”) and the Glendale Housing Authority (“Housing Authority”) hereby adopt as their own Glendale California Environmental Quality Act Guidelines (“Glendale CEQA Guidelines”) all of the *State CEQA Guidelines*, contained in Title 14, *California Code of Regulations*, §15000 *et seq.*, and hereby incorporate all future amendments and additions to those guidelines as may from time to time be adopted by the State. The Glendale CEQA Guidelines replace in their entirety the City of Glendale and Glendale Housing Authority Guidelines adopted by the City Council on April 17, 1973, as amended on March 2, 1993 and on August 19, 2003.

Section 2. Purpose

The purpose of these procedures is to provide officials of the City, Housing Authority, and private individuals with the environmental review requirements as set forth in Sections 21000 *et seq.* of the *Public Resources Code*, as amended, and consistent with the *State CEQA Guidelines*, Title 14, § 15000 *et seq.* of the California Code of Regulations. The purpose of updating the Glendale CEQA Guidelines is to streamline the environmental review process consistent with State law.

Section 3. Public Participation and Consultation

Public involvement is an essential feature of CEQA. The environmental review process provides the opportunity for interested citizens to participate in project planning and government decision-making through scoping, public notice and public review of CEQA documents, public hearings, and by requiring agencies to respond to public comments. These procedures are a means to further facilitate the public participation process within the City as it relates to environmental review and CEQA compliance.

Section 4. Applicability

These procedures shall apply to all projects, both public and private, where the City of Glendale or the Glendale Housing Authority has the authority to regulate, approve or disapprove, except as otherwise provided herein. For guidance not specifically addressed by these procedures, the CEQA Statutes and *State CEQA Guidelines* shall govern.

PART II ROLES AND RESPONSIBILITIES

Section 1. Determining if CEQA is Applicable

For both private and public projects, the Community Development Department (“Department”) shall determine whether or not the activity is a “project” subject to CEQA as defined in § 15378 of the *State CEQA Guidelines* contained in Title 14 of the *California Code of Regulations*.

Section 2. Role of the Community Development Department

The Director of Community Development (“Director”) shall make the threshold determination as to the appropriate level of environmental review required under CEQA for a project. The Director’s determination shall be based on substantial evidence.

The Department is responsible for determining whether a project is eligible for an exemption from review under CEQA and is also responsible for preparing a Negative Declaration (“ND”), Mitigated Negative Declaration (“MND”), or Environmental Impact Report (“EIR”) for projects. The term “Environmental Document(s)” shall mean all NDs, MNDs, and EIRs, for purposes of these Glendale CEQA Guidelines.

The City shall prepare or cause to be prepared the appropriate Environmental Document for projects in the City. Project applicants are required to submit an Environmental Document preparation fee with the Department in an amount, pursuant to the Citywide Fee Schedule as the same may be amended from time to time.

Section 3. Role of the Lead Agency and Subordinate Bodies [State CEQA Guidelines §§15050-15051]

The Lead Agency shall be the agency responsible for approving the Environmental Document and the project. The Lead Agency may delegate the responsibility of both adopting/certifying the Environmental Document, as appropriate, and approving the project to authorized subordinate bodies.

Section 4. Appeals

Any decision by a decision-making body other than the City Council to exempt a project from CEQA, to adopt an ND, MND, or to certify an EIR, may be appealed to the City Council pursuant to the Uniform Appeal Procedure set forth in Glendale Municipal Code Chapter 2.88.

PART III INITIAL ENVIRONMENTAL EVALUATION OF PROJECTS

Section 1. Environmental Information Form and Tiering [*Public Resources Code (“PRC”) §21068.5*]

If the Department has not determined that a project is exempt from environmental review, then the applicant shall submit an Environmental Information Form (“EIF”) along with the appropriate filing fee to the Department. The applicant may submit any information in addition to the EIF to aid in the Department’s determination of the project’s potential environmental impacts.

The Director may also determine whether it is appropriate for a proposed project to tier off (*PRC* §21068.5) a previously adopted ND, MND, or certified EIR.

Section 2. EIF Completeness [*State CEQA Guidelines §§15060, 15101 and 15111*]

The Department has 30 days from the receipt of an EIF to determine its completeness. If the Director and project applicant agree, the 30 day period may be extended by 15 days. If no written determination of the EIF’s completeness is made within the 30 day period, the EIF is deemed complete. If additional information is needed, as determined by the Department, a notice that the EIF is incomplete, along with a written request for information the Department deems necessary to complete the application shall be sent to the applicant within the 30 day period.

Accepting an EIF as complete does not limit the authority of the Department to require the applicant to submit additional information needed for the evaluation of the project.

The EIF and associated documents shall be maintained by the Department and made available for public review upon request.

Section 3. Project Segmenting [*State CEQA Guidelines §15378*]

A project is defined as the “whole of an action” and may not be segmented or divided into smaller parts. All separate permits and approvals for a particular project shall be considered together along with the underlying activity itself when determining the project’s environmental effects.

Section 4. Initial Consultation [*State CEQA Guidelines §§15060.5, 15063(g)*]

The City and the applicant may choose to review a proposed project before an EIF is submitted to discuss ways project modifications may reduce potentially significant impacts.

The Department shall consult with other City Departments and/or Divisions, Responsible Agencies (as defined in *PRC* § 21069), and other entities to assess the significance of potential environmental effects.

Within 14 days of determining that an application for a project is complete or a decision by a public agency to undertake a project, the Department must provide written notification to the designated contact of, or tribal representative of, traditionally and culturally affiliated California Native American tribes who have requested notice. Notice to the tribes shall include a brief project description, location, Lead Agency contact information, and a statement that the tribe has 30 days to request a consultation. The Lead Agency shall begin the consultation process

within 30 days of receiving the tribes' request for consultation. The consultation concludes when both parties have agreed on measures to mitigate or avoid a significant effect to a Tribal Cultural Resource ("TCR") (as defined in *PRC* §21074) or when a party, after reasonable effort and good faith, decides a mutual agreement cannot be reached. Regardless of the outcome of the consultation, the Environmental Document must disclose significant impacts on TCRs and discuss feasible alternatives or mitigation that lessen or avoid the impact.

Section 5. Preliminary Review for Exemption [*State CEQA Guidelines* §§15060 and 15061]

The Department is responsible for conducting a preliminary evaluation to determine whether a project is exempt from further review under CEQA or whether an Initial Study is required. A project may be exempt under any one of the following:

- a. **Statutory Exemptions.** The State legislature has granted certain exemptions listed in *State CEQA Guidelines* §§15260 – 15285, and as may be amended.
- b. **Categorical Exemptions.** Certain categories of projects have been determined by the State's Secretary for Resources to have an insignificant effect on the environment. Currently, the State's CEQA Guidelines §15300 *et seq.* recognize classes of categorically exempt projects. A categorical exemption shall not be used if the conditions in *State CEQA Guidelines* § 15300.2 apply.
- c. **No Potential Impacts.** The activity or project is not subject to CEQA because it can be seen with certainty that there is no possibility that it could have a significant effect on the environment.

Section 6. Notice of Exemption [*State CEQA Guidelines* §15062]

If the Department finds that a project is exempt, a Notice of Exemption ("NOE") may be filed by either the City or the applicant. The NOE shall include the project description, the name of the applicant, the location of the project, a finding that the project is exempt, including its exemption type, and a brief statement of reasons to support the finding.

If a Notice of Exemption is filed, it shall be filed with the County Clerk, after approval of the project. The filing and posting of a Notice of Exemption starts a 35 day statute of limitations period on legal challenges to the Department's decision that the project is exempt from CEQA. If a Notice of Exemption is not filed, a 180 day statute of limitations will apply.

Section 7. Initial Study [*State CEQA Guidelines* §§15063 and 15064]

If a proposed project is not exempt from review under CEQA, the Department shall conduct an Initial Study based on the application materials and any other available information and any special analysis or study necessary to fully evaluate environmental impacts. All phases of project planning, implementation, and operation must be considered in the Initial Study of the project. The Initial Study will determine if the project may have a significant effect on the environment. If there is substantial evidence that a project may have an unavoidable significant effect on the environment, the Department may proceed with preparation or cause the preparation of an EIR without preparing an Initial Study.

If the Initial Study shows, based on substantial evidence in light of the whole record, that the project has no potential to have a significant environmental effect, a ND shall be prepared (See Part IV). If the project may have one or more significant environmental effects, but mitigation measures are available to reduce impacts to a less than significant level, and the applicant agrees to these in writing prior to release of the document for public review, a MND shall be prepared (See Part IV). If the Initial Study shows that the project may cause significant environmental effects that cannot be reduced to a less than significant level with mitigation, an EIR is required (See Part V).

PART IV NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION

Section 1. Negative Declaration or Mitigated Negative Declaration [State CEQA Guidelines §15070]

If the Director finds, based on the Initial Study, that there is no substantial evidence that the project may have a significant effect on the environment, the Director shall direct the Planning Division to prepare or cause to be prepared a ND.

If the Director finds, based on the Initial Study, that the proposed project may have possible significant impacts on the environment, but through revisions to the project or imposition of mitigation measures, such impacts would be mitigated or avoided so that no significant impacts remain, and there is no substantial evidence in the record as a whole that significant impacts would result from the revised project, then the Director shall notify the applicant and provide the applicant with a copy of the proposed mitigation measures that the project could incorporate to avoid all potentially significant effects. If the applicant agrees in writing to the proposed mitigation measures, or equivalent revisions/mitigation measures, the Department will then prepare a MND.

Section 2. Preparation of a ND or MND [State CEQA Guidelines §15071]

The ND or MND must contain all items required by *State CEQA Guidelines* § 15071. The Department is responsible for preparing, or causing to be prepared, the ND or MND for all public and private projects subject to CEQA as required.

Section 3. Public Notice and Public Review [State CEQA Guidelines §§15072 and 15073]

A Notice of Intent to Adopt a ND or MND shall be provided in accordance with *State CEQA Guidelines* §15072. The Notice of Intent to Adopt a ND or MND may be combined with any notices required for project entitlements.

Comments in response to a proposed ND or MND shall be submitted in writing to the Department within the time period established by notice.

Each decision-making body shall review and consider the proposed ND or MND (*PRC* §15073) prior to project approval. The decision-making body shall adopt the proposed ND or MND only after it finds, based on the whole record before it, that there is no substantial evidence the project will have a significant effect on the environment and that the ND or MND reflects the independent judgment of the lead agency. The decision-making body shall also adopt the Mitigation Monitoring and Reporting Program (MMRP) as part of the MND. An applicant's agreement to mitigation measures shall be enforceable regardless of property ownership. Failure of an applicant to agree to the mitigation measures may result in denial of project.

If a decision-making body's approval is subject to appeal to another body, the appellate body shall also adopt the ND or MND before making a decision on the project.

Section 4. Substitution of Mitigation Measures [State CEQA Guidelines §15074.1]

As a result of the public review process, the Lead Agency may conclude that certain mitigation measures in the MND are infeasible or otherwise undesirable. The Lead Agency may delete those mitigation measures and substitute other measures once it holds a public hearing on the

matter and adopts a written finding that the new measures are either equivalent or more effective in mitigating or avoiding potential significant effects and that such mitigation will not cause any potentially significant effect on the environment.

Section 4. Recirculation of a ND or MND [State CEQA Guidelines §15073.5]

The Department shall recirculate a ND or MND after public notice has been given, but prior to its adoption, when there is a substantial revision to the ND or MND. A substantial revision is defined in *State CEQA Guidelines* § 15073.5(b). Recirculation is not required when revisions are added that do not create new, avoidable, significant effects as outlined in *State CEQA Guidelines* § 15073.5(c).

Section 5. Relying on a Prior ND or MND

If a public or private project is revised after the decision-making body adopts an ND or MND, the Department shall determine whether a previously adopted ND or MND is adequate.

Section 6. Consideration and Adoption of a ND or MND [State CEQA Guidelines §15074]

Prior to approving a project, the Department shall consider the proposed ND or MND together with any comments received during the public review process. The Department shall adopt the proposed ND or MND only if it finds on the basis of the whole record before it, including the Initial Study and any comments received, that there is no substantial evidence that the project will have a significant effect on the environment.

When adopting a MND, the Department shall also adopt a Mitigation Monitoring and Reporting Program (Part VI).

Section 7. Notice of Determination [State CEQA Guidelines §15075]

The Department shall prepare and file a Notice of Determination (“NOD”) with the County Clerk within five (5) working days after deciding to carry out or approve a project for which a ND or MND has been prepared. The applicant shall pay for all filing fees associated with the NOD.

PART V ENVIRONMENTAL IMPACT REPORTS (EIRs)

Section 1. Preparation of Draft EIR [State CEQA Guidelines §15081]

If the Director finds that an EIR is required for a project based on a determination that a project may have a significant effect on the environment that cannot be avoided by mitigation measures or modification to the project, the Department shall prepare the EIR or shall cause the EIR to be prepared by private consultants under contract with the City.

The project applicant shall pay to the Department the EIR Contract Preparation Fee, as set forth in the Citywide Fee Schedule, within 15 days of the Director's determination that an EIR is required for a project. Failure to pay the EIR Contract Preparation Fee shall cause the project to be deemed withdrawn.

Upon receipt of the EIR Contract Preparation Fee, the Department shall prepare a request for proposals and shall submit the request to at least three (3) consultants from the City's qualified list of consultants who have expertise in preparing EIRs applicable to the particular project. The Department's selection of the environmental consultant is final and may not be appealed.

Once the environmental consultant is selected and the City accepts the consultant's cost proposal to prepare an EIR, the applicant shall pay an EIR Preparation Fee to the City, which EIR Preparation Fee shall be based on the City's selected EIR consultant's cost proposal to prepare the EIR, plus the Environmental Impact Report Contract & Mitigation Monitoring Admin/Professional Service Fee, of 30% of the EIR Preparation Fee. Any EIR Preparation Fee remaining after the EIR is certified by the decision making body will be refunded to the applicant within forty-five (45) days after EIR certification, unless the EIR is challenged, in which case any remaining EIR Preparation Fee balance will be credited towards any further consultancy work required to defend and or update the EIR.

Section 2. Notice of Preparation and Scoping Meeting [State CEQA Guidelines §15082]

After a contract with an environmental consultant is executed, the Department shall prepare, or cause to be prepared, and send, or caused to be sent, to each Responsible Agency and to the Office of Planning and Research, a Notice of Preparation ("NOP") stating that an EIR will be prepared by the Lead Agency. Within 30 days after receiving the NOP, the Responsible Agencies and the Office of Planning and Research are required to respond with those significant environmental issues and reasonable alternatives and mitigation measures that they wish to have studied in the Draft EIR. The Draft EIR shall not be circulated for public review before the time period of responses to the NOP has expired.

Upon the request of the Lead Agency, Responsible Agencies, Trustee Agencies, the Office of Planning and Research, or the project applicant, the Lead Agency must convene a meeting to determine the scope and content of the environmental information required by the requesting agency. The meeting must take place within 30 days of the request and notice of the scoping meeting must be given to all parties identified in *State CEQA Guidelines* § 15082(C)(2).

Section 3. Contents of an EIR [State CEQA Guidelines §15120–15132]

An EIR produced by or for the City must contain all items required by *State CEQA Guidelines* §§ 15120–15132, and must meet the requirements of *State CEQA Guidelines* §§ 15140, 15152 and 15154.

Section 4. Director of Community Development Authorizes Draft EIR [State CEQA Guidelines §15084(e)]

After the consultant prepares the Draft EIR, the Director shall consider the adequacy of the document and authorize that the Draft EIR be released for public review and comment. The Director shall also set the public review time period and direct the Department staff to make the Draft EIR available for public review and comment.

Section 5. Notice of Completion [State CEQA Guidelines §15085]

As soon as the Draft EIR is authorized, a Notice of Completion (“NOC”) must be filed with the Office of Planning and Research (“OPR”). The NOC shall include a brief description of the project, the project location, an address where copies of the Draft EIR are available, and the review period during which comments will be received. The City will post the NOC on its website.

Section 6. Public Review of Draft EIR [State CEQA Guidelines §§15087 and 15105]

At the same time as the sending of the NOC, the Department shall publish or cause to be published and file or cause to be filed the Draft EIR and provide digital copies for public review and comment. Individuals may request a hard copy of the Draft EIR provided at a reasonable fee not to exceed the actual reproduction costs. A copy of the Draft EIR shall be made available at the main branch of the Glendale Public Library, at the Department’s public counter and on the City’s website.

Public notice of the availability of the Draft EIR shall be published in a local newspaper of general circulation at least once, shall be posted in the office of the County Clerk for a period of at least 30 days, and shall be posted on the official City bulletin board outside City Hall. The public notice shall include the disclosures specified in *State CEQA Guidelines* § 15087(c). The public review period for the Draft EIR shall not be less than 30 days nor shall it be longer than 60 days except in unusual circumstances as determined by the Director.

During public review, the Department shall consult with and obtain comments from each Responsible Agency and other public agencies having jurisdiction by law with respect to the project or resources affected by the project. The Department shall also distribute copies to all applicable City divisions, to other Responsible Agencies, and when review by any State Agency is required, to the State Clearinghouse.

Section 7. Public Hearing [State CEQA Guidelines §15087(i)]

The Director may set one or more public hearings on any project environmental document. The public hearing shall be set on any date and time the Director determines will provide wide public involvement consistent with its existing activities and procedures. Alternatively, any person or entity having an interest in the project under consideration may file with the Director a request that a public hearing be set by the Director. All written comments and documentary evidence shall be submitted at least 5 days prior to the public hearing.

Section 8. Evaluation and Response to Comments [State CEQA Guidelines §15088]

The Department shall evaluate and prepare or cause to be evaluated and prepared written responses to comments regarding the Draft EIR received during the public comment period.

Responses to the Draft EIR must be filed with the Department within the time period established for review set by the Director. At least 10 days prior to certifying an EIR, the Department shall provide a proposed written response to a public agency on comments made by that public agency during the public comment period.

The written responses to comments shall describe the significant environmental issues raised, any proposed revisions to mitigate anticipated impacts or objections, or if the City's position is at variance with the comment, the reasons why specific comments and suggestions were not accepted. Comments containing conclusory statements need not be accepted if not supported by factual information.

The responses to comments may be included as a revision to the draft EIR or in a separate section. If significant new information as defined by the statute, is added to the EIR after initiation of public review but before certification, the EIR may be recirculated according to *State CEQA Guidelines* § 15088.5.

Section 9. Recirculation of an EIR Prior to Certification [*State CEQA Guidelines* §15088.5]

The Lead Agency is required to recirculate an EIR when significant new information is added to the EIR. Significant new information means the EIR is changed in a way that deprives the public of a meaningful opportunity to comment upon a substantial adverse environmental effect of the project or a feasible way to mitigate or avoid such an effect. The Lead Agency may decide not to recirculate the EIR or to only recirculate modified portions, but the decision must be supported by substantial evidence in the administrative record.

Section 10. Preparing the Final EIR [*State CEQA Guidelines* §§15089 and 15132]

Following public review and comment and prior to certification, the consultant shall prepare a Final EIR consisting of the Draft EIR or a revision of the draft, all comments received on the Draft EIR, a list of persons, organizations, and public agencies commenting on the Draft EIR, the responses to those comments, and any other information added by the Department.

Section 11. Certification of the Final EIR [*State CEQA Guidelines* §15090]

The Lead Agency shall certify that the Final EIR has been prepared in accordance with CEQA and the *State CEQA Guidelines*; that the Final EIR was presented to the Department and was reviewed and considered prior to approving the project; and that the Final EIR reflects the Department's independent judgment and analysis.

If an EIR is certified by a non-elected decision-making body of the Lead Agency, the certification may be appealed to the City Council pursuant to the Uniform Appeal Procedure set forth in Glendale Municipal Code Chapter 2.88.

Section 12. EIR Findings and Statement of Overriding Consideration [*State CEQA Guidelines* §§15091, 15093]

The decision-making body shall not approve a project as proposed unless the decision-making body has made findings that significant environmental effects can be avoided or substantially lessened accompanied by a brief explanation of the rationale for each finding.

Any remaining unavoidable significant environmental effects should be weighed against the economic, legal, social, technological, or other benefits of a proposed project. If the specific benefits outweigh the unavoidable significant environmental effects, the Department shall prepare a statement of overriding considerations (“SOC”) supported by substantial evidence. The SOC shall be included in the record of project approval and mentioned in the Notice of Determination.

Section 13. Project Approval [*State CEQA Guidelines* §§15092]

After making the findings, the decision-making body shall decide whether to approve the project. A project shall not be approved unless: 1) the project will not have a significant effect on the environment, or 2) all significant effects have been eliminated or substantially lessened as outlined in the findings, and 3) any remaining significant effects found to be unavoidable are acceptable with a Statement of Overriding Considerations, or 4) if the project includes a housing development, the City shall not reduce the proposed number of housing units as a mitigation measure if there is another feasible specific mitigation measure that will provide comparable results.

Section 14. Notice of Determination [*State CEQA Guidelines* §15094]

The Department shall prepare or cause to be prepared and file a Notice of Determination with the County Clerk within 5 working days after approval of a project. The applicant shall pay for all filing fees associated with the Notice of Determination.

Section 15. Filing the Final EIR [*State CEQA Guidelines* §15095]

The Final EIR shall be filed with the Department. The applicant shall be responsible for providing each Responsible Agency with a copy of the certified, Final EIR.

PART VI MITIGATION MONITORING AND REPORTING PROGRAM

Section 1. General [*State CEQA Guidelines* §15097]

Pursuant to PRC § 21081.6, all jurisdictions must have a method for monitoring compliance and implementation of adopted mitigation measures. The City Mitigation Monitoring and Reporting Programs (“MMRP”) shall be in conformance with *State CEQA Guidelines* § 15097 as augmented by the provisions listed below.

Section 2. Adoption [*State CEQA Guidelines* §15097]

At the time the Department makes the required CEQA findings regarding the MND or EIR, the Department shall adopt the MMRP. Conformance with this program shall be a condition of project approval. The adopted MMRP shall be distributed to all agencies, departments, and parties with monitoring or review responsibility thereunder.

Section 3. Contents

The MMRP that shall include, at a minimum, the following information for each mitigation measure:

- (a) the individual, department, agency, or other entity responsible for performing the mitigation measure;
- (b) the timing for implementation of the mitigation measure;
- (c) the specific results or performance standards that the mitigation is intended to accomplish if not clearly stated in the mitigation measure;
- (d) the individual, department, agency, or other entity responsible for ensuring implementation of the mitigation measure;
- (e) the frequency of inspections or other monitoring activities;
- (f) when compliance is completed; and
- (g) a statement that the applicant shall pay all monitoring costs including, but not limited to, those incurred by the City.

Section 4. Compliance Responsibilities

Overall compliance with the MMRP shall be coordinated by the Department unless otherwise indicated in the adopted MMRP. The Department may hire an outside consultant where mitigation measure compliance cannot be verified through the planning clearance process, where monitoring requires specialized expertise, or when City staff is unavailable to do the necessary work. The cost of said consultant shall be paid by the applicant. Other agencies shall monitor the mitigation measures that they request or that are within their area of expertise. The applicant shall notify these agencies of the mitigation monitoring required. These agencies shall inform the Department in writing when each of their mitigation measures has been complied with completely.

Section 5. Fees [*State CEQA Guidelines* §15045]

The Department shall charge and collect from the applicant a fee in an amount equal to the actual costs to the City of implementing the adopted MMRP. This includes the costs associated with use of an outside consultant where the Director finds said use to be necessary.

An initial deposit equal to the total estimated costs of implementing the adopted MMRP for the first three (3) years or for such time frame specified in the MMRP shall be submitted to the Department prior to issuance of the first building permit needed to commence work on the project. Any unused portion of this initial deposit that is not needed to pay for permanent or long-term monitoring will be refunded to the applicant upon fulfillment of all those MMRP provisions that do not involve such monitoring.

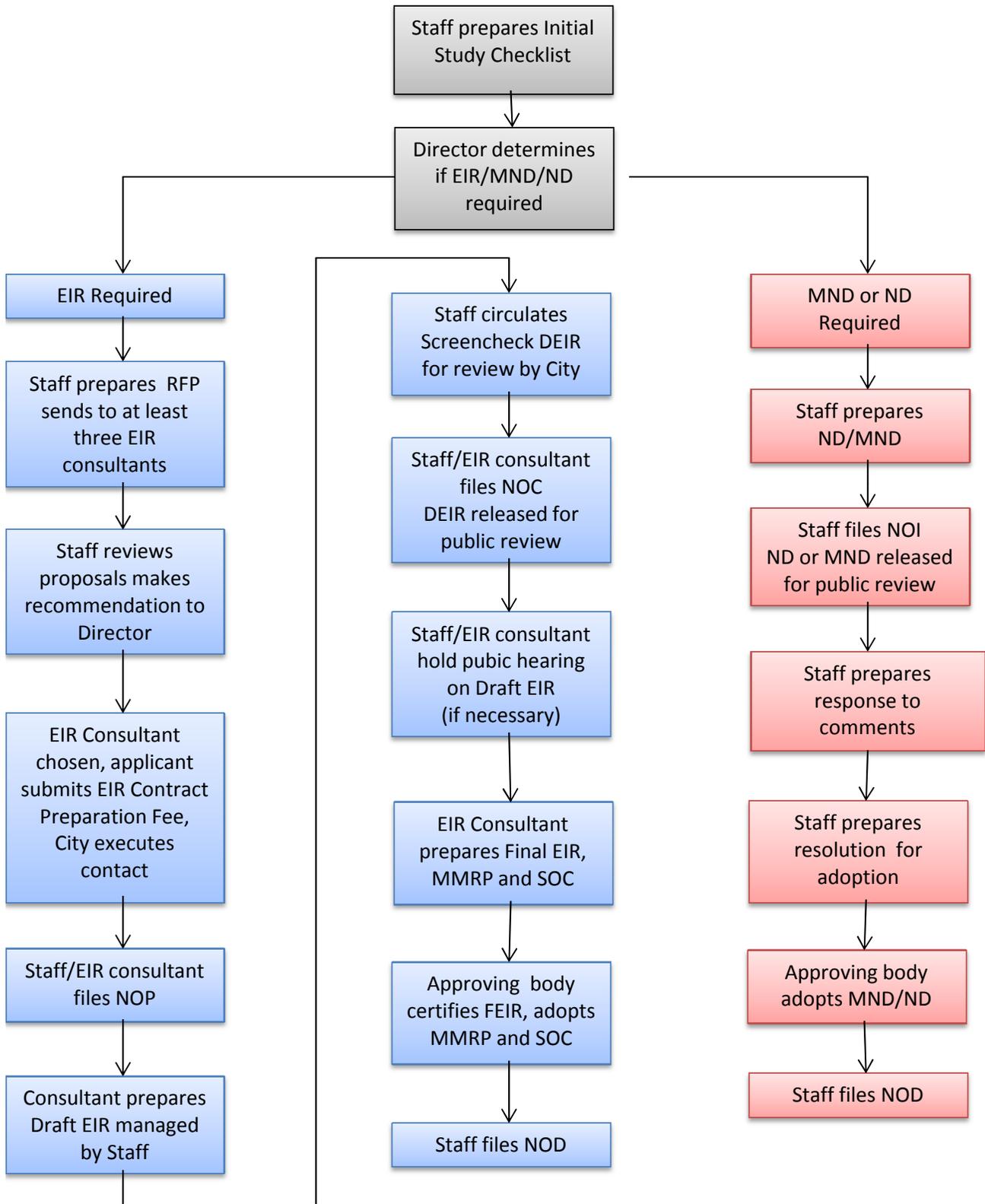
The applicant shall replenish the initial deposit when requested by the Department in order to pay for the estimated costs of monitoring compliance for the MMRP specified time frame for those measures that require long-term or ongoing monitoring.

PART VII PROCEDURE FOR AMENDING GLENDALE CEQA GUIDELINES

The Glendale CEQA Guidelines may be amended by the City Council and Housing Authority at any time.

APPENDIX A: CEQA Process Flow Chart

CEQA Process Flowchart



APPENDIX B: Environmental Information Form and Instructions



APPLICATION INSTRUCTIONS
for ENVIRONMENTAL
INFORMATION FORM (EIF)

MSB Room 101, 633 E. Broadway at Glendale Avenue (818) 548-3200

Type of Project: Planner: Date:

Project Address:

FEES:

\$ EIF Filing Fee
\$ EIR Contract Preparation Fee

EXHIBITS:

Each exhibit must be clearly readable and labeled with the project title, exhibit title, address, and scale map with north arrow, in applicable. All exhibits become the sole property of the City of Glendale and are part of the permanent public record.

A. APPLICATIONS:

Environmental Information Form (EIF): Ten (10) copies of this form, with complete answers to all applicable questions. Answers must be typewritten or printed neatly, and ORIGINAL SIGNATURES (not copies) for the owner's affidavit, applicant's affidavit, and conflict of interest statement must appear on at least one copy. Photocopies of the form are acceptable.

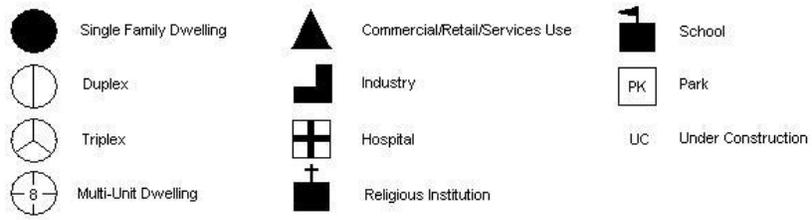
One (1) copy of application for
Photocopies are acceptable.

B. EXHIBITS TO BE PREPARED ON CITY BASE MAPS:

Base maps 1" = 100' and 1" = 200' scale are available at the Engineering Section, 633 East Broadway, Room 204, (818) 548-3645

Location Map: Ten (10) photocopies of an 8 1/2 x 11 inch location map at a scale of 1" = 200'. Site location must be clearly identified and the map must show surrounding streets and properties within 300 feet of the subject property.

Land Use Map: One (1) original or photocopy map at a scale of 1" = 100' identifying the specific, current use of all properties within 300 feet of the subject property. The following symbols shall be used on the map to identify land uses:



Other land uses for which symbols are not shown should be clearly identified.

_____ **Zoning Map:** One (1) original or photocopy map at a scale of 1" = 100' identifying the existing zoning within 500 feet of the exterior boundaries of the subject property. Zones shall be shown using the letter designations shown on the official City zoning maps, and all zone boundaries shall be clearly shown.

C. EXHIBITS TO BE PREPARED BY APPLICANT

Provide one (1) original plus ten (10) copies of each plan identified below unless accompanied by CUP or variance application. In this case only one (1) original copy is required.

_____ **Site Plan:** Showing the location of existing buildings, existing trees and major vegetation (identified by trunk diameter, botanical and common name), paved areas, topography (where applicable) and layout of proposed development. A Title Block in the lower right corner or along the right border should include: property owners name, site address, prepares name, address, and phone number, date of drawing, scale, and working title of project.

_____ **Cut and Fill Map:** Topographic map of the entire site, colored to indicate cut (brown), fill (yellow), natural (green), pads and streets (white) and retaining walls. The Map shall be drawn at the same scale as the site plan and shall indicate amounts of cut, fill, import, and export involved in the grading. Off-site grading shall also be shown.

_____ **Cross Section:** Same scale as the cut and fill map (both vertically and horizontally), showing at least two (2) representative sections with existing and proposed sections clearly identified.

_____ **Landscape Plan:** Fully dimensioned and detailed drawn at the same scale as the plot plan, and including: full specifications chart calling out all plant types by Latin and common name, number, size, planting distances, existing trees to be retained or removed, specification, planting and staking details, irrigation specifications, curbing, hardscape treatment, location of all street trees, light standards, parkway treatments, fences, and walls.

_____ **Floor Plan:** Drawn to a readily legible scale.

_____ **Building Elevations:** Fully dimensioned elevation view of all exposed sides, fully specifying roof and wall material, color, and texture, surface detailing, sign placement, etc.

_____ **Photographic Survey:** One (1) set of photographs, minimum size 3 x 5, labeled to indicate each view. Photographs should show both the general character and condition of the property as well as specific features involved in the request.

_____ **Reductions:** One (1) reduced size (11" x 17") copy of all full size plan sheets submitted.

D. REPORTS AND OTHER MATERIALS

_____ **Soils and Geology Report:** One (1) copy of a soil, geologic and seismic investigation of the project site prepared by a professional geologist registered in the Sate of California and experienced in the practice of engineering geology.

_____ **Hydrology Study:** One (1) copy of a hydrologic investigation of the project site prepared by a civil engineer registered by the State of California and experienced in the science of hydrology and hydrologic investigation.

_____ **Traffic Study:** One (1) copy of a report analyzing the traffic impacts, prepared by a traffic engineer.

_____ **Historic Resource Assessment Report:** One (1) copy of a report analyzing the impacts to historic resources prepared by a historic preservation professional who satisfies the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61).

_____ **Administrative Fees:** Two (2) \$75 checks made payable to the Los Angeles County Clerk, 12400 E. Imperial Hwy., Norwalk, CA 90650. Fees are for the County administrative charges.

_____ One (1) \$ _____ check made payable to the Los Angeles County Clerk, 12400 E. Imperial Hwy., Norwalk, CA 90650. Fee is for California Department of Fish and Game administrative charges.

_____ **Other Materials:** _____



ENVIRONMENTAL
INFORMATION FORM (EIF)

MSB Room 101, 633 E. Broadway at Glendale Avenue (818) 548-3200

FOR OFFICE USE ONLY

EIF #: _____ Fee Receipt #: _____ Accepted By: _____ Date: _____

Case #: _____

Project Type: _____

Project Address: _____

Assessor Parcel No(s): _____

Legal Description (Attach if necessary): _____

Applicant's Name: _____ Phone: _____

Fax: _____

Address: _____ City: _____ Zip Code: _____

Person to Contact Regarding Project: _____

Address: _____ City: _____ Zip Code: _____

Property Owners Name: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Answer all questions completely, attach additional sheets if necessary

This form will be circulated to appropriate City Departments and/or other government agencies for review of potential environmental effect of the project described herein in order to make environmental determinations pursuant to the California Environmental Quality Act of 1970, as amended (Public Resource Code Sec. 21000 et.seq.).

1. PROJECT DESCRIPTION

A. Describe the proposed project in detail (attached additional sheets if necessary): _____

B. List and describe all permits and other public approvals required for this project (Federal, State, County, SCAQMD, City, etc.): _____

C. List all public funding sources including state and federal, if applicable: _____

2. EXISTING CONDITIONS

A. Project area (indicate square feet and/or acres): _____

B. Existing zoning: _____

C. General Plan or Land Use designation for project area (use all appropriate land use categories):

D. Is the project site within a redevelopment area? Yes _____ No _____

E. Existing or most recent land use (be specific and attach photographs or snapshots):

F. Year buildings on site were constructed: _____

Answer all questions completely, attach additional sheets if necessary

G. Number of people currently residing on the project site: _____

H. Slope characteristics of the site (use percentages if site falls into more than one category):

Flat/Sloping (0-8%) _____ Hilly (16-20%) _____

Rolling (9-15%) _____ Steep (over 20%) _____

I. Number, size and type of existing trees on site (all trees with height 10'-0" or more above ground must be listed): _____

J. Describe all wildlife inhabiting or utilizing the site (include seasonal usage): _____

K. Land use of surrounding properties. Indicate the type of use (residential, commercial, etc.), intensity of use (single family, apartments, shops, department stores, etc.) and number of stories of building.
Attach photographs of the vicinity.

North: _____

South: _____

East: _____

West: _____

3. RESIDENTIAL PROJECT (IF NOT RESIDENTIAL, DO NOT ANSWER, GO TO QUESTION 4)

A. Number of dwelling units in each category:

Single Family: _____ Condominium: _____

Apartment: _____ Other: _____

B. Number of:

Efficiency units: _____ Floor area per unit: _____ sq. ft.

One bedroom: _____ Floor area per unit: _____ sq. ft.

Two bedroom: _____ Floor area per unit: _____ sq. ft.

Three or more bedrooms: _____ Floor area per unit: _____ sq. ft.

TOTAL FLOOR AREA: _____ sq. ft.

C. Total number of parking spaces provided: _____ Required: _____

Answer all questions completely, attach additional sheets if necessary

D. Number of stories: _____ Height: _____ feet. Number of structures: _____

E. Amount of landscaped open space provided: _____

4. COMMERCIAL, INDUSTRIAL OR OTHER NON-RESIDENTIAL PROJECTS (IF RESIDENTIAL ONLY, DO NOT ANSWER, GO TO QUESTION 5)

A. Type of use (be specific): _____

B. Total floor area allocated to each (use list above): _____ sq. ft.

C. Number of stories: _____ Height: _____ feet.

D. Total number of parking spaces provided: _____ Required: _____
Number of loading space provided: _____

E. Hours of operation: _____ Days of operation: _____

F. Maximum occupancy (# of persons): _____
Employees (per shift): _____ Anticipated visitors (customers) per day: _____

G. Amount of landscaped open space: _____ sq. ft.

H. What exterior lighting is proposed: _____

5. PROJECT SCHEDULE

A. Indicate the proposed scheduling of project development include estimated start date (month/year) and estimated completion time (months): _____

B. If applicable, indicate previous or completed phases of the project: _____

C. If the project is a component of a larger plan or program, describe the project's future phases or extensions: _____

6. ENVIRONMENTAL EVALUATION

A. Number, type and age of structures to be removed as a result of the project (specify residential or commercial structures, buildings height and square footage of all existing structures): _____

B. Are any structures to be removed or altered listed in the City's Historic Preservation Element?
YES _____ NO _____

Answer all questions completely, attach additional sheets if necessary

C. Will people currently residing on the site be removed or relocated by the project?

YES _____ NO _____

If yes, attach a sheet(s) specifying number in each household, current tenants, current income, and tenant agreements.

D. Will the project affect hilly or mountainous terrain or will there be a substantial alteration of ground contours? YES _____ NO _____ Also, indicate the gross cubic yards of grading proposed

_____ the acres of land to be graded _____ , cubic feet of soil to be imported
cubic feet of soil to be exported, and haul routes to be used _____

E. Do soil or geological conditions exist on the subject site which affect the use of the property?

YES _____ NO _____ If yes, submit detailed report.

F. Has the soil been investigated for toxic contamination or has the site ever had underground or above ground storage of hazardous materials?

YES _____ NO _____ If yes, submit detailed report.

G. Number, size and type of tree(s) to be removed: _____

H. If the site is currently vacant, have any investigation been conducted to determine whether or not there are any paleontological or archaeological remains on the site?

YES _____ NO _____ If yes, attach report.

I. How will storm water runoff quality or quantity be affected by the proposed project? (Attach report if necessary) _____

J. What dust, fumes, smoke, odors, air pollutants, or toxic air contaminants will be created either temporarily or permanently by the project you propose (include effects of construction activity):

K. What changes in existing noise or vibration levels will occur on the project site and the immediate area as a result of the project? Submit study if necessary. _____

L. Will hazardous (toxic, corrosive, ignitable or explosive) materials be used on the site during construction and after the project is completed?

YES _____ NO _____ If yes, list materials and submit risk assessment. _____

M. Does the project require a Variance or Conditional Use Permit?

YES _____ NO _____ If yes, attach application(s).

OWNER'S AFFIDAVIT

I hereby certify that I am the legally authorized owner of all property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, business, etc., as evidenced by separate instrument attached herewith. I hereby grant to the applicant of this form full power to sign all documents related to this application, including any conditions or litigation measures as may be deemed necessary.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on (Date) _____ at _____, California
Owner's Signature _____, Owner's Printed Name _____

APPLICANT'S AFFIDAVIT

I hereby certify that the statements furnished above and in the attached exhibits represent the data and information required for this initial evaluation and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to the return of this form for appropriate revisions, understanding the City of Glendale cannot process this form until all applicable information is corrected or provided by the applicant. I hereby certify that I have been legally authorized by the owner to present this application and to sign on behalf of all documents related to this application, including any conditions or litigation measures as may be deemed necessary. Note: When the applicant is a corporation, partnership, business, etc., a separate document verifying the authorization to sign for such applicant is required.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on (Date) _____ at _____, California
Applicant's Signature _____, Applicant's Printed Name _____

CONFLICT OF INTEREST STATEMENT

Section 84308 of the Government Code prohibits an elected or appointed office, or alternate, or candidate for office who serves on a quasi-judicial board or commission, from accepting, soliciting or directing a contribution of \$250.00 or more from any person, or his or her agent, who has an application or a license, permit or other entitlement for use pending before any body of which the office or alternate is a member of, or for three (3) months following the date a decision is rendered on an application, or from any person, or his agent, who actively supports or opposes the application. Further, said State law section requires applicants for permits to disclose whether or not they have made any such contributions to any board or commission members. Therefore, the following statement must accompany every application filed with the Planning Division for processing:

Have you or your agent made a contribution for election purposes of \$250.00 or more to any member of the Planning Commission, Board of Zoning Adjustments, Environmental Planning Board, or Zoning Administrator during the twelve (12) months preceding filing of this application?

YES _____ NO _____ If yes, to Whom. _____, When _____

I hereby certify under penalty of perjury that the above information is true and correct.

Applicant's Signature _____ Date _____