FIGURE B. CEQA FLOW CHART FOR LOCAL AGENCIES

Application received

30-day review

Application accepted as complete

Public Agency determines whether the activity is a "project" — *Not a project*

Project

Public Agency determines if the project is exempt — *Project is ministerial*

Exempt

No possible significant effect
Statutory exemption
Categorical exemption

Not Exempt

Public agency prepares initial study to determine if the project may have a significant effect on environment

Notice of Exemption may be filed

No further action required under CEQA

30 days
(optional 15-day extension)

Lead agency completed initial study

Lead agency decision to prepare EIR or Negative Declaration

EIR

Lead agency sends Notice of Preparation to responsible agency

Negative Declaration
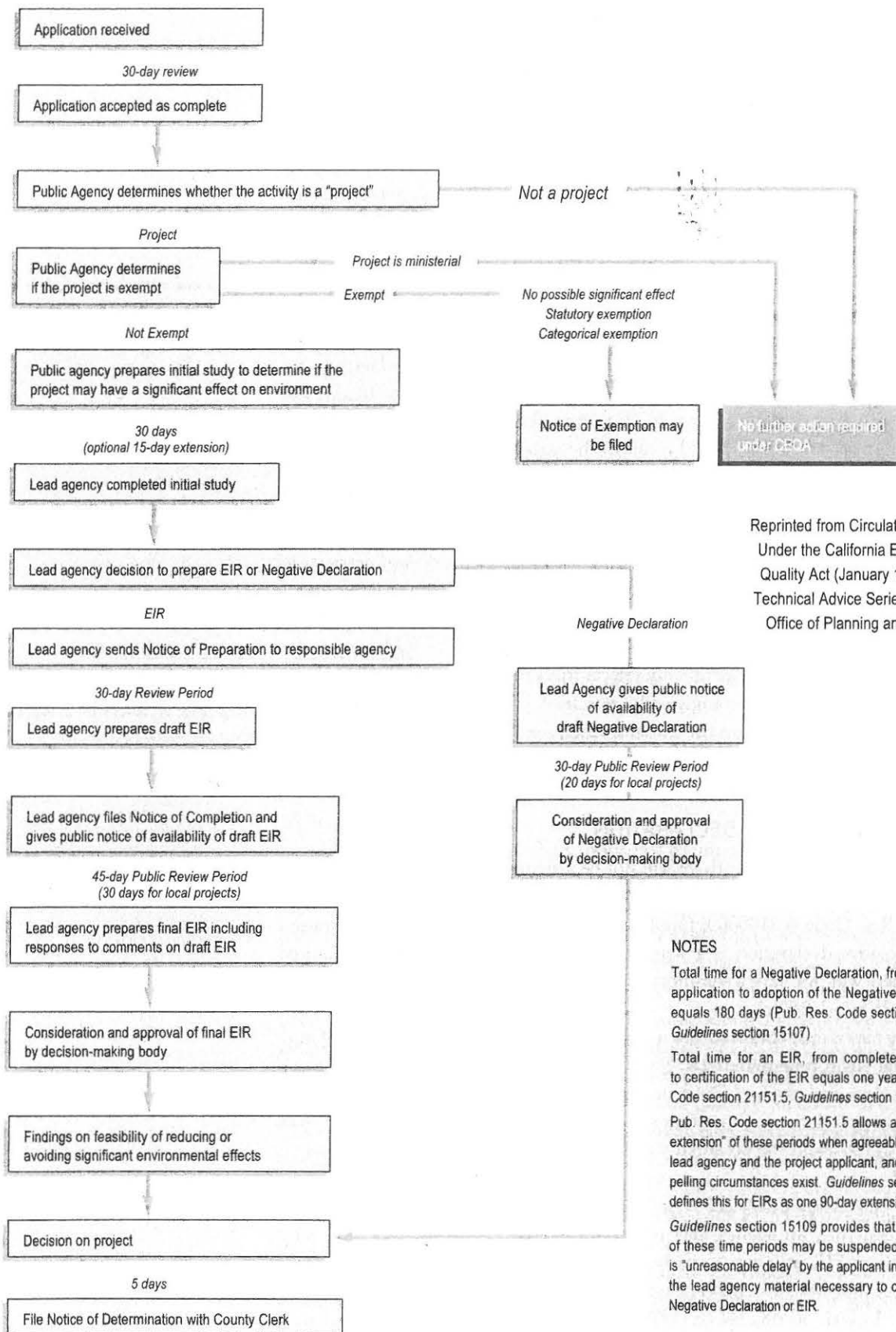
Reprinted from Circulation and Notice Under the California Environmental Quality Act (January 1998), CEQA Technical Advice Series, Governor's Office of Planning and Research

30-day Review Period

Lead agency prepares draft EIR

Lead Agency gives public notice of availability of draft Negative Declaration

Lead agency files Notice of Completion and gives public notice of availability of draft EIR

30-day Public Review Period
(20 days for local projects)

Consideration and approval of Negative Declaration by decision-making body

45-day Public Review Period
(30 days for local projects)

Lead agency prepares final EIR including responses to comments on draft EIR

Consideration and approval of final EIR by decision-making body

NOTES

Total time for a Negative Declaration, from complete application to adoption of the Negative Declaration equals 180 days (Pub. Res. Code section 21151.5, *Guidelines* section 15107)

Findings on feasibility of reducing or avoiding significant environmental effects

Total time for an EIR, from complete application to certification of the EIR equals one year (Pub. Res. Code section 21151.5, *Guidelines* section 15108)

Pub. Res. Code section 21151.5 allows a "reasonable extension" of these periods when agreeable to both the lead agency and the project applicant, and when compelling circumstances exist. *Guidelines* section 15108 defines this for EIRs as one 90-day extension.

Decision on project

Guidelines section 15109 provides that the running of these time periods may be suspended when there is "unreasonable delay" by the applicant in providing to the lead agency material necessary to complete the Negative Declaration or EIR.

5 days

File Notice of Determination with County Clerk

Environmental Impact Reports

What are the purposes of an EIR?

Provide information to the deciding body and the public regarding

- The significant environmental impacts of a proposed project
- Ways in which those impacts can be avoided or reduced with mitigation measures
- Alternatives to the project that reduce or avoid environmental impacts

Contents of an EIR

- Project Description
- For Each Topic (Traffic, Biology, Hydrology, etc.):
    - Environmental Setting/Existing Conditions
    - Potential Environmental Impacts
    - Potential Mitigation Measures
    - Conclusion of Level of Impact Significance with Mitigation
        - Less than Significant
        - Significant
        - Significant, Unavoidable
    - Cumulative Impacts with Other Approved or Reasonably Foreseeable Projects
        - Potential Mitigation Measures
        - Conclusion of Level of Impact Significance with Mitigation
- Alternatives to eliminate or reduce environmental impacts
- Summary of all potential impacts, mitigation measures, and a conclusion of level of impact significance (generally in the front of the document)
- Technical Appendices with detailed reports (e.g., traffic, historic, etc.)

Reviewing an EIR

- Do the conclusions regarding level of significance flow logically from the analysis contained in the document?
- Is the document internally consistent between the Summary, main body, and appendices?
- Is the document understandable to the general public?

Using an EIR

- An EIR is an informational document
- An EIR that is certified as complete and compliant with State law does not dictate a recommendation or action on the project itself by the deciding body
- A certified EIR can be used for subsequent approvals related to a project or it can be the basis for additional environmental review

DECIDING BODIES FOR MAJOR PLANNING APPLICATIONS

APPLICATION TYPE	RECOMMENDING BODY	DECIDING BODY	APPEAL BODY
General Plan Amendment	PC	TC	-
All Zoning changes, including Planned Development	PC	TC	-
Conditional Use Permit with Alcoholic Beverage Service	PC	TC	-
Conditional Use Permit with No Alcoholic Beverage Service	-	PC	TC
Architecture & Site for Hillside Homes with Compatibility Concerns or Exceptions **Architecture & Site for Non-Hillside Homes with Compatibility Concerns**	-	PC	TC
Architecture & Site that Comply with Guidelines and have No Compatibility Concerns	-	DRC	PC => TC
Vesting Tentative Map	PC	TC	-
Tentative Map	-	PC	TC
Minor Residential	-	CDD	PC => TC

CDD: Planning Director (Town Code 29.20.700)   DRC: Development Review Committee (Town Code 29.20.745)

PC: Planning Commission (Town Code 29.20.750)   TC: Town Council (Town Code 29.20.755)

Hillside Development Standards and Guidelines (Pages 66 and 67)

Town Process for Major Planning Applications

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┌─────────────────────────────────┐
┆   CONCEPTUAL DEVELOPMENT          ┆
┆   ADVISORY COMMITTEE             ┆
┆   (optional)                     ┆
└─────────────────────────────────┘
                ⬇

┌─────────────────────────────────┐
│      APPLICATION SUBMITTAL       │
├─────────────────────────────────┤
│  •  General Plan Amendment       │
│  •  Rezoning                     │
│  •  Planned Development Zoning    │
│  •  Conditional Use Permit       │
│  •  Architecture & Site Permit    │
│  •  Subdivision                  │
└─────────────────────────────────┘
                ⬇

┌─────────────────────────────────┐
│      TECHNICAL EVALUATION         │
├─────────────────────────────────┤
│  •  Analysis by Town Departments  │
│     and outside Agencies         │
│  •  Analysis by Planner          │
│  •  Deficiency/Comment Memo       │
└─────────────────────────────────┘
                ⬇

┌─────────────────────────────────┐
│   TECHNICAL REVIEW COMMITTEE      │
├─────────────────────────────────┤
│  Review of Comment Memo with     │
│  applicant and Town Departments  │
└─────────────────────────────────┘
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APPLICATION SUBMITTAL

- General Plan Amendment
- Rezoning
- Planned Development Zoning
- Conditional Use Permit
- Architecture & Site Permit
- Subdivision

TECHNICAL EVALUATION

- Analysis by Town Departments and outside Agencies
- Analysis by Planner
- Deficiency/Comment Memo

TECHNICAL REVIEW COMMITTEE

Review of Comment Memo with applicant and Town Departments

GENERAL PLAN COMMITTEE, if needed

HISTORIC PRESERVATION COMMITTEE, if needed

PLAN REVISIONS

- Meeting with Planner
- Community Meetings
- Additional Technical Review
- Peer Review (Architect, Arborist, etc.)
- Additional Analysis by Planner
- Public Inquiries

ENVIRONMENTAL REVIEW

PREPARATION FOR PUBLIC HEARING

Staff report synthesizes key issues, relevant policies, draft conditions, alternatives, and recommendation

PUBLIC HEARING AND APPEALS