

**COUNTY OF VENTURA**

**ADMINISTRATIVE SUPPLEMENT TO  
THE STATE CEQA GUIDELINES**



**Amended by the Board of Supervisors  
on  
July 13, 2010**

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# 1. Introduction

## 1.1 Authority

The regulations contained herein are prescribed by the Ventura County Board of Supervisors to be followed by all County agencies, departments and special districts for which the members of the Board of Supervisors sit as the governing body in the implementation of the California Environmental Quality Act (CEQA) and the State CEQA Guidelines.

The California Environmental Quality Act is found in §21000 et seq. of the Public Resources Code (PRC) and the State CEQA Guidelines are found in §15000 et seq. of Title 14, Chapter 3 of the California Code of Regulations, and are hereby incorporated by reference into this Administrative Supplement.

According to §15022 of the State CEQA Guidelines, each public agency shall adopt objectives, criteria and specific procedures consistent with CEQA and the State CEQA Guidelines for administering its responsibilities under CEQA. This Administrative Supplement is to be used in conjunction with the State Guidelines. If there is a conflict between the State CEQA Guidelines and this Administrative Supplement, the more specific criteria or procedure shall apply. This Administrative Supplement complies with CEQA requirements in that it establishes procedures for conducting Initial Studies, preparing draft and final environmental documents, responding to comments, filing of documents and providing time periods for performing functions under CEQA.

When required, this Administrative Supplement shall be revised to conform to amendments to CEQA or the State CEQA Guidelines within 120 days after the effective date of the amendments. During the interim, all County agencies, departments and special districts shall conform to any statutory change in CEQA or the State CEQA Guidelines regardless of whether this Administrative Supplement contains the amended procedures.

## 1.2 Purpose

The purpose of this County Administrative Supplement to the State CEQA Guidelines is to identify the specific procedures and provisions adopted by the County of Ventura to implement and comply with the requirements of CEQA and the State CEQA Guidelines.

## 1.3 State Policies

### General Policies

The Legislature has declared through enactment of CEQA that it is the policy of the State to:

- "a) Develop and maintain a high-quality environment now and in the future, and take all action necessary to protect, rehabilitate, and enhance the environmental quality of the state.
- b) Take all action necessary to provide people of this state with clean air and water, enjoyment of aesthetic, natural, scenic, and historic environmental qualities, and freedom from excessive noise.
- c) Prevent the elimination of fish or wildlife species due to man's activities, ensure that fish and wildlife populations do not drop below self-perpetuating levels, and preserve, for future generations, representations of all plant and animal communities and examples of the major periods of California history.
- d) Ensure that the long-term protection of the environment, consistent with the provision of a decent home and suitable living environment for every Californian, shall be the guiding criterion in public decisions.

- e) Create and maintain conditions under which man and nature can exist in productive harmony to fulfill the social and economic requirements of present and future generations.
- f) Require governmental agencies at all levels to develop standards and procedures necessary to protect environmental quality.
- g) Require governmental agencies at all levels to consider qualitative factors as well as economic and technical factors and long-term benefits and costs, in addition to short-term benefits and costs and to consider alternatives to proposed actions affecting the environment. (§21000, §21001 & §21002.1 of the Public Resources Code)."

Additional policies are listed within §15003 of the State CEQA Guidelines.

### **Limitations on Project Approval**

"The Legislature finds and declares that it is the policy of the State that public agencies should not approve projects as proposed if there are feasible alternative or feasible mitigation measures available which would substantially lessen the significant environmental effects of such projects, and that the procedures required by this Division are intended to assist public agencies in systematically identifying both the significant effects of proposed projects and the feasible alternatives or feasible mitigation measures which will avoid or substantially lessen such significant effects. The Legislature further finds and declares that in the event specific economic, social, or other conditions make infeasible such project alternatives or such mitigation measures, individual projects may be approved in spite of one or more significant effects thereof." (§21002 of the Public Resources Code)

### **Purpose, Use and Application of Environmental Impact Reports**

The Legislature has declared that the following policies shall apply to the use of Environmental Impact Reports:

- a) The purpose of an Environmental Impact Report is to identify the significant effects of a project on the environment, to identify alternatives to the project and to indicate the manner in which such significant effects can be mitigated or avoided.
- b) Each public agency shall mitigate or avoid the significant effects on the environment of projects it approves or carries out whenever it is feasible to do so.
- c) If economic, social, or other conditions make it infeasible to mitigate one or more significant effects on the environment of a project, the project may nonetheless be approved or carried out at the discretion of a public agency, if the project is otherwise permissible under applicable laws and regulations.
- d) In applying the policies of subdivisions (b) and (c) to individual projects, the responsibility of a lead agency shall differ from that of a responsible agency. The lead agency shall be responsible for considering the effects, both individual and collective of all activities involved in a project. A responsible agency shall be responsible for considering only the effects of those activities involved in a project, which it is required by law to carry out or approve. This subdivision applies only to decisions by a public agency to carry out or approve a project and does not otherwise affect the scope of the comments the agency may wish to make pursuant Section 21104 or 21153." (§21002.1 of the Public Resources Code)

In addition to the policies declared by the Legislature concerning environmental protection and administration of CEQA, the courts of this state have declared the policies found within §15003 of the State CEQA Guidelines to be implicit in CEQA.

### **Integration of Planning and Environmental Review Procedures**

"The Legislature further finds and declares that it is the policy of the State that:

- a) Local agencies integrate the requirements of this Division with planning and environmental review procedures otherwise required by law or by local practice so that all

those procedures, to the maximum feasible extent, run concurrently, rather than consecutively.

- b) Documents prepared pursuant to this Division be organized and written in a manner that will be meaningful and useful to decision-makers and to the public.
- c) Environmental impact reports omit unnecessary description of projects and emphasize feasible mitigation measures and feasible alternative to projects.
- d) Information developed in individual environmental impact reports be incorporated into a data base which can be used to reduce delay and duplication in preparation of subsequent environmental impact reports.
- e) Information developed in environmental impact reports and negative declarations be incorporated into a data base which may be used to make subsequent or supplemental environmental determinations.
- f) All persons and public agencies involved in the environmental review process be responsible for carrying out the process in the most efficient, expeditious manner in order to conserve the available financial, governmental, physical, and social resources with the objective that those resources may be better applied toward the mitigation of actual significant effects on the environment.” (§21003 of the Public Resources Code)

## 1.4 Applicability

This Administrative Supplement will be applicable to all public and private projects involving public support or an entitlement for use under the jurisdiction of the Ventura County Board of Supervisors, either acting on behalf of County government or on behalf of the special districts for which the members of the Board of Supervisors act as the governing board.

## 2. Overview of Environmental Review Process

Any activity which is defined as a *project*<sup>1</sup> by §15378 of the State CEQA Guidelines and is either directly undertaken by, or will need a discretionary approval from, a *public agency* must undergo environmental review. The purpose of the environmental review process is to ensure that environmental constraints and opportunities for reducing environmental *effects* are considered in the project design before project plans are finalized. Figure 1 is a generalized flow chart that shows the environmental review process for County projects throughout Ventura County and *private projects* in the unincorporated areas of Ventura County.

### 2.1 Determination of the Applicability of CEQA

Preliminarily, the proposed activity is reviewed to determine if CEQA applies to it. CEQA is not applicable to, and no environmental document is required for, an activity that:

- a) is not a "project" as defined in the State CEQA Guidelines (§15378 of the State CEQA Guidelines),
- b) is exempted from CEQA by statute or categorical exemption (§15260-15329 of the State CEQA Guidelines),
- c) is of such a type or scope that one can see with certainty there is no possibility it will have a significant effect on the environment (§15061(b)(3) of the State CEQA Guidelines),
- d) does not involve the exercise of discretionary powers by a public agency (§15060(c)(1) of the State CEQA Guidelines), or

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<sup>1</sup> Terms that appear in this Administrative Supplement in *Italics* are defined in Section 15 or in the Goals, Policies and Programs of the County General Plan.

- e) will not result in a direct or reasonably foreseeable indirect physical change in the environment (§15060(c)(2) of the State CEQA Guidelines).

If the preliminary review indicates that CEQA does apply to the proposed activity or project, the proposed project must undergo further environmental review.

## **2.2 Initial Study to Assess the Potential for Significant Impact**

The environmental review process continues with the preparation of the *Initial Study* to determine whether the proposed project could have a significant effect on the *environment*. If the Initial Study determines that the proposed project would not have a *significant impact on the environment*, a Negative Declaration (ND) is prepared. In the case of private projects, if the Initial Study determines that the project could have a significant impact on the environment, but all identified significant adverse environmental impacts could be avoided or reduced to a level of insignificance through modifications in the project description and/or the adoption of mitigation measures as conditions of approval for the project, a Mitigated Negative Declaration (MND) is prepared, if the applicant agrees to these project revisions, and/or mitigation measures in writing. Conversely, if the applicant disagrees with these project revisions and/or mitigation measures or if the Initial Study results in a determination that there is substantial evidence that the project, individually or cumulatively, may cause a significant effect on the environment, an Environmental Impact Report (EIR) is required.

## **2.3 Preparation of Environmental Document**

For projects where a ND or MND is to be prepared, the appropriate agency/department will prepare a document that includes 1) a brief description of the project including the project title, 2) the location of the project and the name of the project proponent, 3) a statement explaining why the project would not have a significant impact on the environment, 4) an attached copy of the Initial Study (see Section 5.1), and 5) changes in the project description and/or *mitigation* measures, if any, included in the project to avoid potentially significant effects (MND only).

If an {EIR} is required, a document is prepared describing all potentially significant environmental effects of the proposed project and the mitigation measures and alternatives proposed to lessen or avoid those effects. The specific contents of an EIR are not listed within this County Administrative Supplement. Should an EIR be required, please refer to Article 9 of the State CEQA Guidelines.

## **2.4 Public Review of Draft CEQA Document and Preparation of Final CEQA Document**

After preparation of the draft *environmental document*, public review occurs. The draft environmental document is circulated to all interested public agencies and private individuals for review and comment. For those projects where the County or a special district governed by the Board of Supervisors is the lead agency, the County agency/department responsible for administering the project is responsible for compiling and responding to all written comments in accordance with the CEQA Guidelines, preliminarily determining whether the environmental document contains all the necessary elements and analysis as set forth in the CEQA Guidelines and complies with other procedural and substantive CEQA requirements, drafting the necessary findings for each of the significant impacts, and finalizing the document.

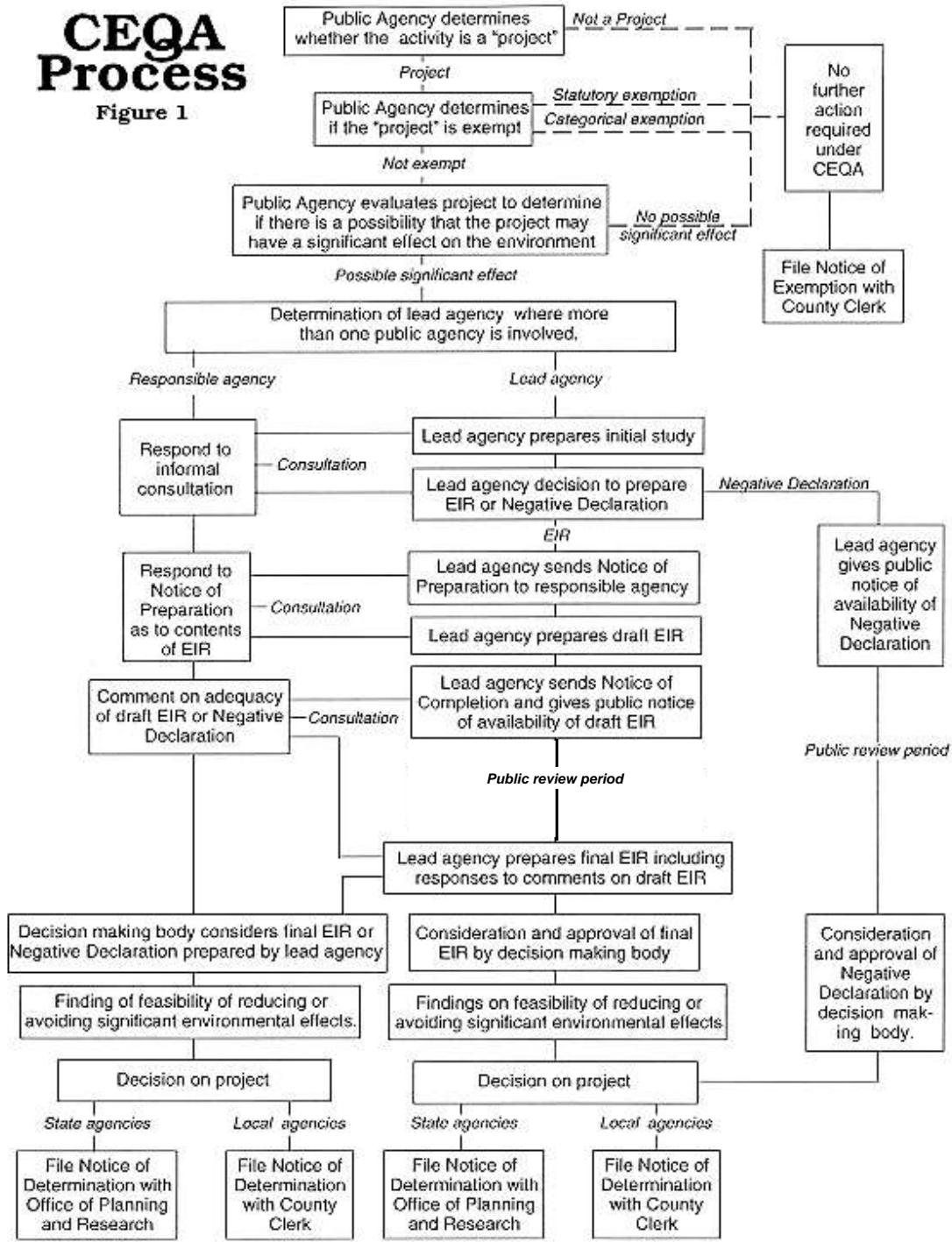
## **2.5 Use of the Final Environmental Document and Certification of Adequacy**

The final *environmental document* is then submitted to the advisory body required by statute or ordinance to review the project, if any, and then submitted to the decision-making body, as well as all *responsible agencies*, for consideration during the evaluation and action on the project. The decision-making body must certify that it has reviewed and considered the information contained in the environmental document



and, if it is the lead agency, that the document has been prepared in compliance with CEQA. The decision-making body must make certain findings related to the environmental document (State CEQA Guidelines §15074, §15090, §15091, and §15093) before it can approve or carry out a project.

**Figure 1  
CEQA Process Flow Chart**



*Note:* This flow chart is intended merely to illustrate the EIR process contemplated by these guidelines. The language contained in the Guidelines controls in case of discrepancies.

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## **3. General Responsibilities**

### **3.1 County Agencies and Departments**

Each County agency/department shall be responsible for the preparation and processing of *environmental documents* for *projects* under its administrative jurisdiction and shall provide technical support to all other County agencies/departments pursuant to their areas of expertise as listed in Appendix A.

As necessary, County agencies/departments as listed in Appendix A shall update the Initial Study Assessment Guidelines chapter(s) for issues under that agency's/department's jurisdiction or area of expertise in accordance with State CEQA Guidelines §15022 (Public Agency Implementing Procedures) and §15064.7 (Thresholds of Significance). All modifications to Thresholds of Significance for general use as part of the County/lead agency's environmental review require Board approval. All other, non-threshold of significance modifications to the Initial Study Assessment Guidelines may be subject to Board review. The procedure for Board review and approval of changes to the Initial Study Assessment Guidelines is described in section 13 of this Administrative Supplement.

### **3.2 Resource Management Agency - Planning Division**

The Resource Management Agency (RMA), Planning Division, shall be responsible for coordinating County review of, and response to, all *environmental documents* prepared by public agencies not under the authority of the Ventura County Board of Supervisors. Additionally, the Planning Division shall advise other County agencies/departments concerning the application of CEQA, the State CEQA Guidelines and this supplement. Furthermore, the Planning Division shall provide staff support to the Environmental Quality Advisory Committee (EQAC)

### **3.3 Board of Supervisors**

Pursuant to Public Resources Code §21151(c) and State CEQA Guidelines §15090(b), non-elected body's (e.g., Planning Commission) decisions certifying the adequacy of CEQA documents (i.e., NOE, ND, MND, and EIR) may be appealed to the Board of Supervisors.

Pursuant to State CEQA Guidelines §15064.7(b), all modifications to the Thresholds of Significance, adopted for general use as part of the County's lead agency environmental review process and which are to be included in the Initial Study Assessment Guidelines must be adopted by ordinance, resolution, rule or regulations by the Board of Supervisors through a public review process and supported by substantial evidence. In addition, a Board member may request Board review of all other, non-threshold of significance modifications to the Initial Study Assessment Guidelines as set forth in section 13 of this Administrative Supplement.

### **3.4 Environmental Quality Advisory Committee (EQAC)**

The Environmental Quality Advisory Committee (EQAC) is the staff committee designated by the Board of Supervisors to supervise the administration of the provisions of CEQA. The membership of EQAC shall be composed of the Chief Administrative Officer, County Counsel (ex officio member), the Public Works Agency Director and the Resource Management Agency Director. Each member may appoint a principal deputy or assistant as an alternate from within his or her agency to serve in his or her absence. EQAC shall be responsible for the following:

1. Recommendations to the Board of Supervisors of any changes to this Administrative Supplement that are found necessary as a result of new legislation, court action, local experience or other reasons.

2. Approval of procedures and provisions developed by staff agencies for their internal use as specified in this administrative supplement.
3. Identification of amendments to the Initial Study Assessment Guidelines for those issues not specifically assigned to a specific county agency/department as listed in Appendix A.
4. Other duties that may be assigned by the Board of Supervisors.

### **3.5 County Clerk and Recorder**

The County Clerk and Recorder is responsible for posting *Notices of Preparation*, notices for public review of *environmental documents*, *Notices of Exemption*, and *Notices of Determination* for 30 days from the date they receive said notices. The County Clerk and Recorder is also responsible for receiving and processing requests, filed with the County Clerk and Recorder pursuant to §21092.2 of the Public Resources Code, from persons who wish to obtain copies of environmental notices. At the end of the 30-day period, the Clerk shall return the notice to the agency/department who requested posting, with a notation of the period it was posted. The agency/department shall retain the notice for not less than 9 months.

## **4. Applicability**

### **4.1 Time of CEQA Compliance (State CEQA Guidelines §15004)**

Choosing the precise time for CEQA compliance involves a balancing of competing factors. EIRs and NDs should be prepared as early as *feasible* in the project review process to enable environmental considerations to influence project program and design and yet late enough to provide meaningful information for environmental assessment.

With all County-initiated projects environmental considerations should be incorporated into project conceptualization, design, and planning at the earliest feasible time. All County agencies/departments governed by this Administrative Supplement shall not undertake actions concerning a project that would have a significant adverse effect or limit the choice of alternatives or *mitigation* measures, before the completion of CEQA compliance.

With private projects, the County shall encourage the applicant to incorporate environmental considerations into the project conceptualization, design, and planning at the earliest feasible time.

The preparation of environmental documentation should be coordinated in a timely fashion concurrently (not consecutively) with the existing planning, review and project approval process used by each County agency/department.

### **4.2 Definition of Project (State CEQA Guidelines §15378)**

"Project" means the whole of an action that has potential for resulting in either a direct physical change in the environment, or a reasonable foreseeable indirect physical change in the *environment*, and, is any of the following:

1. An activity directly undertaken by any public agency including but not limited to public works construction and related activities, clearing or grading of land, improvements to existing public structures, enactment and amendment of zoning ordinances, and the adoption and amendment of local General Plans or elements thereof pursuant to Government Code §65100 – §65700.
2. An activity undertaken by a person which is supported in whole or in part through public agency contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.

3. An activity involving the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.

The “whole of an action” includes all discretionary approvals by governmental agencies, ministerial actions as well as discretionary actions, and all constituent parts of a project, as set forth in the following:

CEQA Guidelines §15378(c) states: “The term ‘project’ refers to the activity which is being approved and which may be subject to several discretionary approvals by governmental agencies. The term ‘project’ does not mean each separate governmental approval.”

CEQA Guidelines §15268(d) states; “Where a project involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.”

CEQA Guidelines §15003(h) states: “The lead agency must consider the whole of the action, not simply its constituent parts, when determining whether it will have a significant environmental effect.”

Where the agency/department could describe the project as either the adoption of a particular regulation under 1 above or as a development proposal which will be subject to several governmental approvals under 2 or 3 above, the agency/department shall describe the project as the development proposal for the purpose of CEQA compliance, which in turn shall trigger the Lead Agency principles in State CEQA Guidelines §15050 – §15053.

"Project" does not include:

1. Proposals for legislation to be enacted by the State Legislature.
2. Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making (except as they are applied to specific instances covered above).
3. The submittal of proposals to a vote of the people of the state or of a particular community that does not involve a public agency sponsored initiative.
4. The creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.
5. Organizational or administrative activities of government which are political or which are not physical changes in the environment.

## 4.3 Projects Exempt from CEQA

### 1. Non Projects

Some activities are not subject to CEQA because they do not fall within the meaning of the term “projects” as defined by CEQA. For practical purposes “non projects” are treated the same as Statutory Exemptions.

### 2. Statutory Exemptions (State CEQA Guidelines §15260 – §15285)

*Ministerial* and *emergency* projects are the most common Statutory Exemptions. However, there are a variety of Statutory Exemptions from CEQA which take several forms. For a listing of Statutory Exemptions please see §15260 – §15285 of the State CEQA Guidelines.

#### (a) Ministerial Projects (State CEQA Guidelines §15268)

A ministerial project is approved or denied by a public officer or a public agency whose decision involves only the use of fixed standards or objective measurements without personal judgment. Ministerial projects are exempt from the requirements of CEQA and no environmental documents are required. The following actions have been determined by the Board of Supervisors to be ministerial in nature:

- a) Issuance of zone clearances;
- b) Issuance of building permits;
- c) Issuance of business licenses;
- d) Approval of final subdivision maps;
- e) Approval of individual utility service connections and disconnections;
- f) Issuance of health regulatory licenses;
- g) Issuance of blasting permits;
- h) Issuance of permits to install individual private sewage disposal systems;
- i) Water course permits not requiring discretionary review;
- j) Burning permits;
- k) Water well permits;
- l) Encroachment Permits.

Where a project involves a review that contains elements of both ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.

**(b) Emergency Projects (State CEQA Guidelines §15269)**

According to §15269 of the State CEQA Guidelines, the following emergency projects are statutorily exempt from the requirements of CEQA and no further environmental evaluation is required:

- (1) Projects to maintain, repair, restore, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the Governor pursuant to the California Emergency Services Act, Commencing with §8550 of the Government Code. This includes projects that will remove, destroy, or significantly alter an historical resource when that resource represents an imminent threat to the public of bodily harm or of damage to adjacent property or when the project has received a determination by the State Office of Historical Preservation pursuant to §5028(b) of Public Resources Code.
- (2) Emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare.
- (3) Specific actions necessary to prevent or mitigate an emergency. This does not include long-term projects undertaken for the purpose of preventing or mitigating a situation that has a low probability of occurrence in the short-term.
- (4) Projects undertaken, carried out, or approved by a public agency to maintain, repair, or restore an existing highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, provided that the project is within existing right-of-way of that highway and is initiated within one year of the damage occurring. This exemption does not apply to highways designated as official state scenic highways, nor any project undertaken, carried out, or approved by a public agency to expand or widen a highway damaged by fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide.
- (5) Seismic work on highways and bridges pursuant to Streets and Highways Code, §180 et seq.

### **3. Categorical Exemptions (State CEQA Guidelines §15300 – §15329)**

The State Secretary for Resources has found that the classes of projects contained in §15300 through §15329 of the State CEQA Guidelines do not have a *significant effect on the environment* and they are declared to be categorically exempt from the requirement for the preparation of *environmental documents*. Please note, however, that §15300.2 of the State CEQA Guidelines provides exceptions to Categorical Exemptions based on: location relative to mapped resources or hazards of critical concern, cumulative impacts, scenic highways, hazardous waste sites, historical resources, and where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

#### **4.4 Notice of Exemption (State CEQA Guidelines §15062)**

The County agency/department responsible for administering a project determined to be exempt from CEQA may prepare a *Notice of Exemption* once the project is finally acted upon and approved by the decision-making body. For Planning Commission or administrative decisions, the decision (action) is final at the end of the prescribed appeal period. The notice shall be filed with the County Clerk and Recorder who shall post it within 24 hours (this starts a 35-day statute of limitations period on legal challenges). The notice shall remain posted for 30 days for public inspection. After the 30-day posting period, the County Clerk and Recorder shall return the Notice of Exemption (with a notation of the period it was posted) to the agency/department responsible for administering the project. The agency/department responsible for administering the project shall retain the Notice of Exemption within its files related to the project for a minimum of nine months. Failure to file a Notice of Exemption extends the statute of limitations period on legal challenges to 180 days from the date the agency/department acted to approve the project. All County agencies/departments are encouraged to make posting of the Notice of Exemption available in electronic format on the Internet. Such electronic postings are in addition to the procedures required by these guidelines.

## **5. Preparation of Environmental Documents**

### **5.1 Initial Studies (State CEQA Guidelines §15063 – §15065)**

#### **5.1.1 Initial Study Process**

If a public or private *project* is determined to be subject to the requirements of CEQA, an Initial Study shall be conducted by the County to assess whether the project may have a *significant impact on the environment*, except as provided in Section 5.1.2. All phases of project planning, implementation and operation shall be considered in the Initial Study for the project. The purposes of the Initial Study are to:

1. Identify adverse environmental impacts that are potentially significant.
2. Enable the applicant or staff agency to modify a project, thus mitigating adverse impacts before an EIR is written.
3. Focus an EIR, if one is required, on potentially significant environmental effects.
4. Facilitate environmental assessment early in the design of a project.
5. Provide documentation of the factual basis for the finding in a Negative Declaration that a project will not have a significant effect on the environment.
6. Eliminate unnecessary EIRs.

For all *private projects*, the applicant will be required to submit a detailed project description to the County agency/department responsible for processing the permit or entitlement. The County agency/department may prescribe the form and content of the project description.

The agencies/departments listed in Appendix A have Initial Study Assessment Guidelines for issues that the agency/department is responsible for. These guidelines contain standard methodology for analyzing *impacts* and establish thresholds of significance for project-specific and cumulative impacts. A “threshold of significance” is an identifiable quantitative, qualitative or performance level of a particular environmental impact. Exceeding the established threshold of significance means the impact will normally be determined to be significant by the agency/department. Project revisions, conditions or mitigation measures may reduce the impact to a less than significant level.

Environmental analysis for some issue areas must be prepared by a professional who meets the minimum qualifications for the preparation of that analysis. Where applicable, minimum qualifications are described in the *Initial Study Assessment Guidelines*.

For all private and public *projects*, the County agency/department responsible for administering the project shall consult with other County agencies/departments as listed in Appendix A, and all *Responsible Agencies, Trustee Agencies and Affected Agencies* regarding their areas of responsibility. For projects which are of Statewide, Regional or Areawide significance<sup>2</sup>, the agency/department shall consult with transportation planning agencies and public agencies which have authority over major local arterial roadways or public transit within five miles of the project site, or freeways, highways or rail transit within 10 miles of the project site. Those issues that are unassigned to specific agencies/departments shall be addressed by the agency/department responsible for administering the project, which is responsible for acquiring appropriate professional expertise. In responding to each issue on the Initial Study Checklist, the applicable agency/department must use its professional judgment, which requires analysis of the scientific and factual data that are a matter of public record. The County agency/department responsible for administering the project shall then complete the Initial Study and determine the type of *environmental document* required.

The time between accepting a private development project application as complete and determination of appropriate environmental document shall not exceed 30 days. However, a 15-day extension is permitted upon the consent of the agency/department and the project applicant.

Initial Studies for all proposed public and private projects shall consist of the completed Initial Study forms (see Initial Study Assessment Guidelines) and any other additional information, special studies or field investigation reports conducted in conjunction with the Initial Study. An Initial Study should rely upon expert opinion supported by facts, technical studies or other substantial evidence to document its findings. However, an Initial Study is neither intended nor required to include the level of detail included in an EIR.

For all County public works projects occurring within city limits, the County agency/department may use city-adopted Initial Study threshold criteria that cover the same subject found within the County of Ventura Initial Study Assessment Guidelines.

County agencies/departments may meet the requirements for an Initial Study by using an environmental assessment (EA) or similar analysis prepared pursuant to the National Environmental Policy Act (NEPA). However, in such case, the EA or similar analysis must at least cover the same environmental issues and contain the same level of specificity as an Initial Study (see Initial Study Assessment Guidelines).

Following completion of the Initial Study, the Director of the agency/department responsible for administering the project, or his or her designee, shall review all aspects of the project to determine whether (either individually or cumulatively with other projects), it could cause a significant effect on the environment. According to §15065 of the State CEQA Guidelines, the project shall be found to have a significant effect on the environment if the following occur:

1. The project has the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal

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<sup>2</sup> See §15206 of the State CEQA Guidelines



community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory.

2. The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.
3. The project has possible environmental effects, which are individually limited but cumulatively considerable. "Cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, effects of other current projects, and the effects of probable future projects as defined in §15130.
4. The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

For additional information regarding determining the significance of environmental effects caused by a project, see §15064 – §15064.7 of the State CEQA Guidelines.

### **5.1.2 Exceptions to Preparing an Initial Study**

For public *projects* where, prior to the preparation of an Initial Study, it is known that an EIR will be prepared, the County agency/department responsible for administering the project may forego the preparation of the Initial Study and proceed with the preparation of a full EIR. In such cases, the EIR must address all environmental issues, and provide the same or greater level of specificity, as an Initial Study. Furthermore, the County agency/department administering the project must consult with all agencies/ departments listed in Appendix A prior to the release of the draft EIR. The draft EIR must reflect the independent judgment of those agencies/departments.

## **5.2 Negative Declarations and Mitigated Negative Declarations (State CEQA Guidelines §15070 – §15075)**

A Negative Declaration (ND) or Mitigated Negative Declaration (MND) shall be prepared for a public or private *project* when the Director of the agency/department responsible for administering the project finds that the project will not have a significant effect on the environment based upon the Initial Study. The contents of the ND/MND shall include:

1. A brief description of the project including the project title.
2. The location of the project and the name of the project proponent.
3. The finding that the project will not have a significant effect on the environment.
4. An attached copy of the Initial Study documenting reasons supporting the finding.
5. Project revisions and/or *mitigation* measures, if any, included in the project to avoid potentially significant effects (MND only).

If the Director of the agency/department administering a private project determines that the project may have a significant effect on the environment, but that all adverse impacts identified by the Initial Study can be mitigated, the agency/department shall notify applicant of these mitigation measures and/or project revisions and provide the applicant with a copy of the Initial Study and the list of proposed project revisions and/or mitigation measures which could be incorporated into the project to mitigate or avoid all potentially significant effects.

If the applicant incorporates proposed project revisions into the project description, the agency/department may revise the Initial Study and cause an ND to be prepared rather than an EIR only if: (1) those project revisions do not require monitoring; and (2) all significant adverse impacts identified in the Initial Study can thus be reduced to an insignificant level.

If the applicant agrees to the proposed project revisions, the agency/department may cause a MND to be prepared rather than an EIR when such project revisions or mitigation measures require monitoring

pursuant to CEQA Guidelines §15097(c)(2) and all significant adverse impacts identified in the Initial Study can thus be reduced to an insignificant level. The contents of the MND shall include, in addition to all of the above, a statement of project revisions and/or mitigation measures proposed to be included in the project to mitigate or avoid all potentially significant effects, and a written agreement signed by the applicant stating that he/she agrees with these measures.

### **5.3. Environmental Impact Reports (State CEQA Guidelines §15080 – §15179.5)**

If it is determined by the Director of the agency/department responsible for administering the project that the proposed *public* or *private project* may have a significant effect on the *environment*, the agency/department shall prepare, or cause to be prepared, an EIR, in accordance with CEQA, the CEQA Guidelines, and this Administrative Supplement. In the case of private projects, the applicant may be required to submit special studies and any other information that may be necessary to adequately evaluate potential impacts of the project. The threshold criteria for determining significant impacts shall be the same as those contained in the Initial Study Assessment Guidelines (see section 5.1.1 above).

In order to reduce costs, delays, and duplication in the preparation of EIRs, all County agencies/departments shall determine whether information provided in previously prepared EIRs (e.g., Master EIRs, General/Specific Plan EIRs, project EIRs) could be used, in whole or in part, for a proposed project. Use of previously prepared information could be through the subsequent use, supplement or addendum to an existing EIR or incorporating by reference all or portions of an existing EIR in the text of the project's EIR.

After determining that an EIR will be prepared, the County agency/department responsible for administering the project shall send a *Notice of Preparation* by certified mail to all Responsible and Trustee agencies. A Notice of Preparation shall also be sent to the applicant (if applicable), *Affected Agencies* (including water agencies), appropriate federal agencies, and all potentially affected cities and counties that border on the unincorporated area of Ventura County. For projects of Statewide, Regional or Areawide significance (§15206 of the State CEQA Guidelines), a Notice of Preparation shall be sent to *transportation planning agencies* and public agencies which have authority over major local arterials roadways or public transit within five miles of the project site, or freeways, highways or rail transit service within 10 miles of the project site.

County agencies/departments are encouraged to consult directly with:

- (1) Any person who has special expertise with respect to any environmental impact involved with the proposed project.
- (2) Any member of the public who has filed a written request for notice with the agency/department or the County Clerk and Recorder.
- (3) Any person identified by the agency/department whom the agency/department believes will be concerned with the environmental effects of the project.

The Notice of Preparation shall also be sent to the County Clerk and Recorder who shall, within 24 hours or receiving said notice, post it for public inspection for 30 days and mail a copy to any person who has requested said notices pursuant to §21092.2 of the Public Resources Code.

Any public agency or person, who has been sent a Notice of Preparation, shall have 30 days from the date of receipt to respond in writing. The response shall only make substantive comments regarding those activities involved in a project which are within an area of expertise of the agency/individual, or are required to be carried out or approved by the agency.

If the applicant or any public agency requests a meeting to discuss the scope of the EIR, the County agency/department responsible for administering the project shall convene such a meeting within 30 days of receipt of such request. Pursuant to §15206 of the State CEQA Guidelines, the Lead Agency shall conduct at least one public scoping meeting for projects of statewide, regional or areawide significance.

The project applicant may be required to supply data and information to the County in order to determine whether the project has the potential to cause a *significant effect on the environment* or to assist in the preparation of an EIR, or both. [State CEQA Guidelines §15084(b)].

Draft EIRs shall be prepared directly by the County or under contract to the County [State CEQA Guidelines §15084(a)].

Any person, including the applicant, may submit information or comments to the County to assist in the preparation of the draft EIR. The submittal may be presented in any format, including the form of a draft EIR. The Lead Agency must consider all information and comments received. The information or comments may be included in the draft EIR in whole or in part. [State CEQA Guidelines §15084(c)].

## **5.4 Use of Other Documents**

State CEQA Guidelines §15150, §15152, §15153, and §15162 through §15164 provide guidance on using previously prepared documents in environmental documents for subsequent projects. Environmental documents certified for one project may be used for subsequent projects under the following circumstances:

### **5.4.1 Incorporation by Reference**

An environmental document may incorporate by reference other documents that are part of the public record or generally available to the public. Referenced documents must be summarized or briefly described, and must be made available to the public for review. State CEQA Guidelines §15150 further describes the requirements for incorporating other documents by reference into environmental documents.

### **5.4.2 Tiering**

"Tiering" is the use of general analysis from a broader EIR (such as one prepared for a general plan or policy statement) in subsequent environmental documents for narrower projects. Tiering incorporates by reference the general discussions from the broader EIR, which allows the narrower environmental document to focus only on the issues specific to the subsequent project. State CEQA Guidelines §15152 further describes the tiering process.

### **5.4.3 Use of an Environmental Document from an Earlier Project**

As described in State CEQA Guidelines §15153, a lead agency may use a single EIR to describe multiple projects if the projects are all essentially the same in terms of environmental impact. The lead agency may also use an environmental document from an earlier project as an environmental document for a separate, subsequent project if the circumstances of the projects are essentially the same.

State CEQA Guidelines §15180 - §15183 specifically address the following EIR and environmental document re-use special situations:

#### **1. Redevelopment Projects**

Once an EIR is prepared for a redevelopment plan, no Subsequent or Supplemental EIR need be prepared for activities undertaken under the plan, unless the rules governing Subsequent or Supplemental EIRs triggers the need for further CEQA compliance.

#### **2. Housing and Neighborhood Commercial Facilities in Urbanized Areas**

Under certain circumstances, an agency may approve housing and commercial facilities in *urbanized areas* using an EIR or Negative Declaration previously prepared for a comprehensive regulatory document with no new CEQA compliance (see ~~Section~~ §15181 of the State CEQA Guidelines).

### **3. Residential Projects Pursuant to a Specific Plan**

Once an EIR is prepared for a planning action, the application of CEQA is not necessary for a project undertaken according to and in conformity with the Specific Plan, provided the project does not require a Subsequent or Supplemental EIR.

### **4. Projects Consistent with Community Plan, General Plan or Zoning**

CEQA mandates that projects that are consistent with the development density established by existing zoning, community plan, or general plan for which an EIR was certified does not require additional environmental review, except as might be necessary to determine whether there are project-specific significant effects. However, in determining whether a project meets this standard, all provisions of §15183 of the State CEQA Guidelines are applicable.

Prior to using an earlier environmental document for a subsequent project, the agency/department must:

1. provide public notice that the previous environmental document will be used for the project,
2. respond to public comments received in response to the notice, and
3. complete the remaining steps in the CEQA process.

## **5.5 Consultants**

Each County agency/department responsible for administering a project subject to CEQA may establish and maintain a list of environmental consultants who are familiar with CEQA, State CEQA Guidelines, this Administrative Supplement, and the Initial Study Assessment Guidelines, and have experience in the preparation of CEQA documents for projects located within Ventura County. In addition; each County agency listed in Appendix A may prepare and maintain a list of consultants who meet the minimum qualifications necessary to perform environmental assessments for issues that are within the responsibility of said agency/department. If a list of qualified consultants for CEQA work is established, it shall be maintained and posted on that agency's publicly accessible website.

For projects where the County is contracting with an environmental consultant for CEQA work, the selection of the environmental consultant and the execution and administration of the contract shall be consistent with the General Services Agency's Standard Services Contract.

## **6. Public Review of Draft Environmental Documents**

### **6.1 Notification**

After completing a draft *environmental document*, including supplement to an existing EIR, the agency/department responsible for administering the project shall provide the public, other public agencies, and other County agencies/departments with technical responsibility regarding environmental issues affected by the project (Appendix A) with the opportunity to comment on the draft document. The purpose of this public review is to provide a set time period for citizens, all professional disciplines, and public agencies to critically evaluate the environmental document and the manner in which technical data is used. All county agencies/departments are encouraged to make draft environmental documents, pursuant to the State CEQA Guidelines, available in electronic format on the Internet.

The County agency/department responsible for administering the project shall prepare a public notice which provides a brief description of the proposed project and its location; the potentially significant effects on the environment, if any; the address where copies of the draft environmental documents, and any other documents referenced therein, are available for review; and the period of time during which written comments will be received on the draft environmental document.

The County agency/department shall utilize at least one of the following methods of public notification at the beginning of the public review period:

- 1) direct mailing to the owners and occupants of property contiguous to the project site as shown on the latest equalized assessment roll;
- 2) posting a public notice on and off the project site; or
- 3) running a legal notice in a newspaper of general circulation in the area affected by the project. If more than one area will be affected, the notice shall be published in the newspaper of largest circulation from among the newspapers of general circulation in those areas.

All county agencies/departments are encouraged to make postings, pursuant to the State CEQA Guidelines, available in electronic format on the Internet.

The County agency/department shall send a copy of the public notice, along with a copy of the draft environmental document, to the applicant and each *Responsible, Trustee* and *Affected Agency*, plus appropriate federal agencies. If a State Responsible or Trustee agency is involved with the project, or if the project is of Statewide, Regional or Areawide significance (§15206 of the State CEQA Guidelines) and an ND, MND or EIR has been prepared, a *Notice of Completion* shall be sent, along with the appropriate number of copies of the environmental document, to the State Clearinghouse - Office of Planning and Research, 1400 Tenth Street, Sacramento, CA 95814. When submitting such documents to the State Clearinghouse, the public agency shall include, in addition to the printed copy, a copy of the document in electronic form on a diskette or by electronic mail transmission, if available. In addition, if the project is of Statewide, Regional or Areawide significance and an EIR has been prepared, a copy of the public notice and draft environmental document shall be sent to *transportation planning agencies* and public agencies which have authority over major local arterial roadways or public transit within five miles of the project site, or freeways, highways or rail transit service within 10 miles of the project site.

A copy of the public notice shall be sent to all cities and counties that are adjacent to the unincorporated area of Ventura County (see Appendix B).

A copy of the public notice shall also be sent to the County Clerk and Recorder who shall, within 24 hours of receipt of said notice, post it for public inspection for the prescribed public review period and mail a copy to any person who has requested said notices pursuant to §21092.2 of the Public Resources Code.

## 6.2 Time of Review

In order to obtain adequate comments from the public, a minimum of 20 days shall be made available for review of a draft ND or MND, and 30 days for review of a draft EIR. However, if a State *Responsible* or *Trustee agency* is involved or if the project will have Statewide, Regional or Areawide significance, the minimum review period shall be 30 days for a draft ND or MND, and 45 days for a draft EIR, unless the Director of the agency/department responsible for administering the project requests and the Office of Planning and Research (OPR) grants a shorter review period which shall not be less than 20 days for a ND or MND, and 30 days for an EIR.

## 6.3 Public Inspection of Environmental Documents

All notices regarding draft *environmental documents* shall be posted for public inspection in the lobby of the County Administration Building, 800 South Victoria Avenue, Ventura. In addition, all notices regarding draft environmental documents for *private projects* shall be posted at the Public Information Counter of the Resource Management Agency in the County Administration Building. All posted environmental documents shall be available for inspection for the duration of the public review period at the specified location identified within the notice. Copies of any environmental documents shall be made available for purchase at their cost of reproduction. All County agencies/departments shall make notices and environmental documents pursuant to the State CEQA Guidelines, available in electronic format on the Internet.

The applicant will be furnished the draft environmental document at the same time the document is released for public review.

## 6.4 Recirculation of Negative Declarations and Mitigated Negative Declarations Prior To Adoption (State CEQA Guidelines §15073.5)

An agency/department is required to recirculate a ND or MND when the document must be substantially revised after public notice of its availability has previously been given, but prior to its adoption. Notice of recirculation shall comply with the requirements of sections 6.1 through 6.3 above. A “substantial revision” of the ND or MND shall mean:

- (1) A new, avoidable significant effect is identified and mitigation measures or project revisions must be added in order to reduce the effect to insignificance, or
- (2) The agency/department determines that the proposed mitigation measures or project revisions will not reduce potential effects to less than significance and new measures or revisions must be required.

Recirculation is not required under the following circumstances:

- (1) *Mitigation* measures are replaced with equal or more effective measures pursuant to State CEQA Guidelines §15074.1.
- (2) New project revisions are added in response to written or verbal comments on the project’s effects identified in the proposed ND or MND, which are not new avoidable significant effects.
- (3) Measures or conditions of project approval are added after circulation of the ND or MND which are not required by CEQA, which do not create a new significant environmental effect and are not necessary to mitigate an avoidable significant effect.
- (4) New information is added to the ND or MND, which merely clarifies, amplifies, or makes insignificant modifications to the ND or MND.

If during the ND or MND process there is substantial evidence, in light of the whole record, that the project, as revised, may have a significant effect on the environment which cannot be avoided or mitigated to a level of less than significant, the agency/department shall prepare a draft EIR and the decision-making body shall certify a final EIR prior to approving the project. The agency/department shall circulate the draft EIR for consultation and review, and advise reviewers, in writing, that a proposed ND or MND had previously been circulated for the project.

## 6.5 Recirculation of a Draft Environmental Impact Reports Prior To Certification (State CEQA Guidelines §15088.5)

An agency/department is required to recirculate a draft EIR if “significant new information” is added to the EIR after the close of the public comment period but before certification of the final EIR. The recirculation of a draft EIR is required when new significant information identifies any of the following:

1. A significant new environmental impact would result from the project or from a new *mitigation* measure proposed to be implemented.
2. A substantial increase in the severity of an environmental impact would result unless mitigation measures are adopted that reduces the impact to a level of insignificance.
3. A feasible project alternative or mitigation measure considerably different from others previously analyzed would clearly lessen the project’s environmental impacts, but the project’s proponents decline to adopt it.
4. The draft EIR was so fundamentally and basically inadequate and conclusory in nature that meaningful public review and comment were precluded.

Recirculation of a draft EIR is not required where the new information merely clarifies or amplifies or makes minor modifications to an adequate EIR. The decision not to recirculate an EIR must be supported by substantial evidence in the administrative record (see State CEQA Guidelines § 15088.5 for additional details regarding recirculation of an EIR prior to certification).

## **7. Finalizing Environmental Documents**

Following completion of the required public review period, the County agency/department responsible for administering the project shall prepare the final environmental document and have it signed by the Director of the agency/department responsible for administering the project. The final environmental document shall be comprised of the draft environmental document as revised by the agency/department responsible for administering the project, and copies of all written comments received during the public review period, as well as the staff/consultant written response to each written comment. The written response shall describe the disposition of any significant environmental issue that is raised by the comments, and shall be prepared consistent with §15088 of the State CEQA Guidelines.

At least 10 days prior to the first public hearing or public meeting on the project by either an advisory body specified by statute or ordinance or the decision-making body, copies of the final environmental document shall be sent to the applicant, all Responsible Agencies and agencies which commented on the draft environmental document, and shall be made available to all individuals and private organizations who commented on the draft environmental document. Furthermore, a copy of the legal notice regarding the public hearing or hearings on the project shall be sent to all Responsible Agencies and agencies, individuals and private organizations that commented on the draft environmental document.

The appropriate decision-making body shall certify that the environmental document reflects the independent judgment of the decision-making body and has been completed in compliance with CEQA and the State CEQA Guidelines, if satisfied that such is the case, and that the decision-making body has reviewed and considered the information contained in the document.

## **8. Findings, Certifications and Specifications by the Decision-Making Body (State CEQA Guidelines §15091)**

Under the provisions of CEQA and the State CEQA Guidelines, written findings, certifications and specifications related to an environmental exemption or document must be made by the decision-making body before it can approve or carry out a project.

### **8.1 Categorical Exemptions (State CEQA Guidelines §15300.2)**

Section 15300.2 of the State CEQA Guidelines provides exceptions to Categorical Exemptions based on: location relative to mapped resources or hazards of critical concern, cumulative impacts, scenic highways, hazardous waste sites, historical resources, and where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. The decision-making body must find that, in light of the whole record, none of the exceptions as set forth in §15300.2 of the State CEQA Guidelines apply.

### **8.2 Negative Declarations and Mitigated Negative Declarations (State CEQA Guidelines §15074)**

Prior to approving a project for which a negative declaration or mitigated negative declaration has been prepared, the decision-making body must make findings that, on the basis of the whole record before it, there is no substantial evidence that the project will have a significant effect on the environment. The decision-making body must also find that the negative declaration or mitigated negative declaration reflects the lead agency's independent judgment and analysis.

### **8.3 Environmental Impact Reports (State CEQA Guidelines §15090 and 10591)**

In accordance with State CEQA Guidelines §15090, prior to approving a project for which an EIR has been prepared, the lead agency must certify that:

- (1) The final EIR has been completed in compliance with CEQA;
- (2) The final EIR was presented to the decision-making body of the lead agency and that the decision-making body reviewed and considered the information contained in the final EIR prior to approving the project; and
- (3) The final EIR reflects the lead agency's independent judgment and analysis.

The decision-making body shall not approve or carry out a project for which an EIR has been completed that identifies one or more significant environmental *effects* of the project unless the decision-making body makes one or more written findings for each of those significant effects, accompanied by a brief explanation of the rationale for each finding. In accordance State CEQA Guidelines §15091, the possible findings are:

- (1) Changes or alterations have been required in, or incorporated into, the project, which mitigate or avoid the significant environmental effects as identified in the final EIR.
- (2) The changes or alterations are within the responsibility and jurisdiction of another *public agency* and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
- (3) Specific economic, legal, social, technological, or other considerations make infeasible the *mitigation* measures or project alternatives identified in the final EIR.

The findings shall be supported by substantial evidence in the record. The finding in subsection (2) shall not be made if the agency making the findings has concurrent jurisdiction with another agency to deal with identified feasible mitigation measures or alternatives. The findings in subsection (3) shall describe the specific reasons for rejecting identified mitigation measures and project alternatives.

### **8.4 Mitigation Monitoring and Reporting (Public Resources Code § 21081.6 and State CEQA Guidelines §15097)**

Section 15091(d) of the State CEQA Guidelines states that, when approving a project for which an MND or EIR has been prepared, the agency shall also adopt a program for reporting on, or monitoring, the changes which it has either required in the project or made a condition of approval to avoid or substantially lessen significant environmental effects. These measures must be fully enforceable through permit conditions, agreements, or other measures.

The agency/department responsible for administering the project may delegate reporting or monitoring responsibilities to another county agency as listed in Appendix A, or to another entity which accepts the delegation. However, until mitigation measures have been completed the agency/department remains responsible for ensuring that implementation of the mitigation measures occurs in accordance with the program. Where a Trustee Agency proposes mitigation measures or project revisions, that agency shall prepare and submit to the County agency/department a draft monitoring or reporting program for those measures or revisions.

Where the project is the adoption of a general plan, specific plan, community plan or other plan-level document (zoning code, ordinance, policy etc.), the monitoring plan shall apply to policies and any other portion of the plan that is a *mitigation* measure or adopted alternative. The monitoring plan may consist of policies included in plan-level documents.

The agency/department may choose whether its program will monitor mitigation, report on mitigation, or both. "Reporting" generally consists of a written compliance review that is presented to the decision making body or authorized staff person. A report may be required at various stages during project



implementation or upon completion of the mitigation measure. "Monitoring" is generally an ongoing or periodic process of project oversight. There is often no clear distinction between monitoring and reporting and the program best suited to ensuring compliance in any given instance will usually involve elements of both. At its discretion, an agency/department may adopt standardized policies and requirements to guide individually adopted monitoring or reporting programs (see State CEQA Guidelines §15097 for further details).

County agencies/departments and responsible agencies should coordinate their mitigation monitoring or reporting programs wherever possible.

## **8.5 Statement of Overriding Considerations (Public Resources Code §21004 and State CEQA Guidelines §15093)**

When the decision-making body approves a project for which an EIR has been prepared, and this approval allows the occurrence of significant *effects* which are identified in the final EIR but are not avoided or substantially lessened, the decision-making body must state in writing the specific reasons supporting project approval based upon the Final EIR and/or substantial evidence in the record. This statement must be included in the record of project approval. Any facts upon which the statement is based must be supported by substantial evidence in the record. The Statement of Overriding Considerations shall be attached to the *Notice of Determination* (see below). The Statement of Overriding Considerations does not substitute for, and shall be in addition to, findings required by §15091 of the State CEQA Guidelines.

## **8.6 Custodian of the Record (State CEQA Guidelines §15091)**

The decision-making body shall specify the location and custodian of the documents or other materials that constitute the record of proceedings upon which its decision is based (§15091(e) of the State CEQA Guidelines).

# **9. Notice of Determination**

The filing and posting of the *Notice of Determination* starts the 30-day statute of limitations on court challenges to the certification or approval of the environmental document under CEQA and the project approval

After making a final determination on a project for which a ND, MND or EIR has been prepared, a Notice of Determination shall be filed with the County Clerk and Recorder. If the project also requires the discretionary approval of a State Agency (e.g., Coastal Commission), or if the project is of Statewide, Regional or Areawide significance, the Notice of Determination shall also be filed with the State Office of Planning and Research. If required, the Notice of Determination shall be filed with OPR in a printed hard copy or in electronic form on a diskette or electronic mail. The Notice of Determination shall be filed with the County Clerk and Recorder within 5 working days of the final action approving or determining to carry out a project subject to CEQA. For Planning Commission or administrative decisions, the decision (action) is final at the end of the prescribed appeal period. A Notice of Determination filed with the County Clerk and Recorder must be available for public inspection and shall be posted within 24 hours of receipt for a period of 30 days. Once the Notice of Determination has been returned to the agency/ department, it shall be retained for not less than 9 months.

## 10. Appeal Process

### 10.1 Appealable Decisions

#### 1. Determination of Categorical Exemption, Approval of ND/MND, or Certification of EIR

Public Resources Code §21151(c) states: "When an environmental impact report is certified by a local Lead Agency's decision-making body which is not elected, that certification may be appealed to the agency's elected decision-making body, if any." Most discretionary decisions made by County staff (e.g., agency/department Director) or an appointed body (e.g., Planning Commission) may be appealed to the Board of Supervisors as prescribed by County ordinance. In the event that a County decision-making body, other than the Board of Supervisors, determines that the project is Categorical Exempt, approves an ND or MND for a project, or certifies an EIR for a project and County ordinance does not expressly provide for appeal of said determination, approval or certification to the Board of Supervisors, this supplement shall govern.

#### 2. Amendments to the Initial Study Assessment Guidelines

From time to time, amendments to the Initial Study Assessment Guidelines may be necessary by changes in State law, technological changes or administrative convenience. Section 13 outlines the procedure for amending the Initial Study Assessment Guidelines. Amendments to the Initial Study Assessment Guidelines that are approved by authorized agencies/departments or EQAC (see Appendix A) are appealable to the Board of Supervisors.

### 10.2 Appeal Process

An appeal of a decision as to determination of Categorical Exemption, adoption of an ND or MND, certification of an EIR, or approval of amendments to the Initial Study Assessment Guidelines by an authorized agency/department or EQAC, must be filed with the Ventura County Resource Management Agency, Planning Division within 10 calendar days after the date of the decision being appealed. An appeal form must be completed by the appellant and filed with the Planning Division.

Appeals shall be accompanied by deposits and/or fees based on the latest Ventura County Land Development Processing Fee Deposit Schedule approved for the Resource Management Agency, Planning Division. The appellant has the responsibility for providing the specific factual justification upon which to base an appeal.

The Resource Management Agency, Planning Division, will process appeals to the Board of Supervisors. The Planning Division will schedule appeal hearings and provide appropriate materials to the appellant, and the general public will be given timely notice of appeal hearings.

For Board of Supervisors appeal hearings, a written public notice will be distributed to the appellant and a copy will be posted at the public information counter of the Resource Management Agency, in the lobby of the County Administration Building, 800 South Victoria Avenue, Ventura, and on the Internet at least 7 calendar days prior to the appeal hearing.

## 11. Fees

The applicant for a private project shall be required to pay fees set by the Board of Supervisors to cover the cost incurred by the County staff in the preparation of *environmental documents* and for any procedure necessary to comply with CEQA on the project. Litigation expenses, costs and fees incurred in actions alleging noncompliance with CEQA are not recoverable from the County by the applicant.

County agencies/departments as listed in Appendix A shall be entitled to recover the cost of environmental review from the County agency/department responsible for administering a public project or

from the private project applicant. In the event that a consultant--prepared Initial Study, ND, MND, EIR or Supplement is required by the agency/department and the County will be administering the contract, all agreed upon consultant fees shall be submitted prior to execution of the consultant's contract.

Failure to deposit any of the aforementioned fees and/or deposits in a timely manner may be the cause for a "fast-track" denial (see Chapter 12).

As discussed in Chapter 10, administrative decisions to approve, approve with conditions or deny an ND or MNDs, or certification of EIRs may be appealed to the Board of Supervisors. A set deposit fee pursuant to the latest Ventura County Land Development Processing Fee Deposit Schedule is required at the time an appeal form is filed.

## **12. Project Withdrawal/Fast-Track Denial**

The Director of a County agency/department may deem an application for a private development project to be withdrawn if, after it has been accepted as complete, the project applicant makes substantial changes to the project. Under those circumstances, the County shall notify the applicant of this determination in writing. Thereafter, a new application must be submitted which will be reviewed to establish a new date of project acceptance in accordance with the same procedures used for processing the original application, including the re-submittal of updated materials and/or fees.

*Private projects* may be subject to a "Fast-Track" denial, for which CEQA does not apply (§15061(b)(4) of the State CEQA Guidelines), when the *public agency* determines that one or more of the following events has occurred:

1. When an applicant fails, within a reasonable period of time, to submit to the agency any required EIR staff coordination deposits and/or consultant fees.
2. When an applicant fails, within a reasonable period of time, to submit necessary project related data, which is necessary for the agency's timely completion of CEQA requirements.
3. When a public agency determines after an initial screening that the project was incompatible with existing zoning, General Plan or some other requirement so that the public agency would be without legal authority to approve the project.

## **13. Amendments**

### **13.1 Amendments to this Administrative Supplement**

Amendments to the Administrative Supplement may be necessary due to new legislation, court decisions, local experience or other reasons. The Board of Supervisors or EQAC may initiate amendments to the Administrative Supplement. In addition, any person may request a revision of the Administrative Supplement by submitting a request in writing to the Director of the Ventura County Planning Division, who will forward the request to EQAC for consideration. Amendments to the Administrative Supplement shall be approved by the Board of Supervisors.

Prior to any Board of Supervisors action to approve amendments to the Administrative Supplement, public notice shall provided in accordance with §15087(a)(1) of the State CEQA Guidelines.

### **13.2 Amendments to the Initial Study Assessment Guidelines**

Amendments to the Initial Study Assessment Guidelines may be necessary due to new legislation, court decisions, local experience or other reasons. When required, EQAC or authorized agencies/departments (see Appendix A) may initiate amendments to Initial Study Assessment Guidelines. All amendments to the Initial Study Assessment Guidelines must be supported by substantial evidence and serve to protect the environment.

Prior to any amendments to the Initial Study Assessment Guidelines, the authorized agency/department or EQAC shall provide public notice in accordance with §15087(a)(1) of the State CEQA Guidelines and allow the public a minimum of 30 days to review and comment on the proposed amendment.

### **1. Amendments to Thresholds of Significance**

Changes to Thresholds of Significance may only be adopted by ordinance, resolution, rule or regulation through a public hearing process before the Board of Supervisors and must be supported by substantial evidence.

### **2. Other Amendments**

Other, non-threshold of significance amendments to the Initial Study Assessment Guidelines may be approved by EQAC or authorized agencies/departments (see Appendix A). Following approval, notice of the adoption of the amendment shall be mailed on the same day to everyone who commented during the public review period. Amendments approved by EQAC or the authorized agencies/departments are appealable to the Board of Supervisors within 10 days of the date of approval of the amendment.

### **3. Board of Supervisors Review**

During the 30-day public review period, a Board member may request Board review of any proposed amendments to the Initial Study Assessment Guidelines that are not related to thresholds of significance. Proposed amendments shall then be placed on the agenda for review and approval at a Board hearing.

## 14. Time Limits for Private Projects

Requirement	Deadline
Determination whether an EIR, ND or MND shall be prepared:	30 days from the date on which project application has been accepted as complete. A 15-day time extension is permitted with consent of both the agency/department and applicant.
Complete and adopt ND or MND when acting as <i>Lead Agency</i> :	Not more than 180 days (except where otherwise provided by law) from the date on which project application is received and accepted as complete. Extension is permitted if justified and applicant consents. Further, if a ND or MND is prepared, the decision-making body must act upon the application within six months from the date of the complete application. However, the decision may be delayed if the applicant requests a time extension.
If EIR is required for project, send notice of such determination to each <i>Responsible Agency</i> . ("Notice of Preparation"):	Immediately after determination.
Upon receipt of "Notice of Preparation," Responsible Agency must notify <i>Lead Agency</i> of scope and content of information to be included in EIR:	30 days from receipt of "Notice of Preparation."
If Responsible Agency or applicant requests a meeting to assist Lead Agency in determining scope of EIR, Lead Agency must convene a meeting:	Not later than 30 days after request.
Complete and certify EIR when acting as Lead Agency:	Shall be completed or certified and the decision on the project shall be made within the period established under the Permit Streamling Act (Govt. Code §65920 et seq.)
If project is <i>statewide, regional or areawide importance</i> , the Lead Agency must convene a public scoping meeting.	30 days from receipt of Notice of Preparation.
Public review period for draft NDs and MNDs:	20-day public review period, but may be 30 days if a State Responsible or <i>Trustee Agency</i> is involved or if project is of Statewide, Regional or Areawide significance.
Public review period for draft EIRs:	30-day public review period, but may be 45 days if a State Responsible or Trustee Agency is involved or if project is of Statewide, Regional or Areawide significance.

## 15. Definitions

The definitions contained within this section are limited to those most commonly used by the County of Ventura. See Article 20 of the State CEQA Guidelines and Public Resources Code § 21060 to 21072 for additional CEQA definitions.

**Affected Agency** - *Affected Agency* means any *public agency*, other than a *Responsible Agency* or *Trustee Agency*, whose facilities or services may be impacted by the project. This term includes other counties, cities, special districts, and agencies of the Federal government.

**Cumulative Impacts (CEQA Guidelines §15355)** - *Cumulative impacts* refers to two or more individual *effects* which, when considered together, are considerable or which compound or increase other environmental impacts.

- (a) The individual effects may be changes resulting from a single project or a number of separate projects.
- (b) The cumulative impact from several projects is the change in the *environment* that results from the incremental impact of the project when added to other closely related past, present, and reasonably foreseeable probable future projects. Cumulative impacts can result from individually minor but collectively significant projects taking place over a period of time.

**Discretionary Project (CEQA Guidelines §15357)** - *Discretionary project* means a project which requires the exercise of judgment or deliberation when the *public agency* or body decides to approve or disapprove a particular activity, as distinguished from situations where the public agency or body merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations.

**Effects (CEQA Guidelines §15358)** - *Effects* and “*impacts*” as used in this Supplement and the State CEQA Guidelines are synonymous. *Effects* include either direct or primary effects, which are caused by the project and occur at the same time and place. Indirect or secondary effects, which are caused by the project and are later in time or further removed in distance, but are still reasonably foreseeable. Indirect or secondary effects may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density, or growth rate, and related effects on air and water and other natural systems, including ecosystems. *Effects* analyzed under CEQA must be related to a physical change.

**Emergency (CEQA Guidelines §15359)** - *Emergency* means a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to life, health, property, or essential public services. *Emergency* includes such occurrences as fire, flood, earthquake, or other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage.

**Environment (CEQA Guidelines §15360)** - *Environment* means the physical conditions that exist within the area that will be affected by a proposed project including land, air, water, minerals, flora, fauna, ambient noise, and objects of historical or aesthetic significance. The area involved shall be the area in which significant effects would occur either directly or indirectly as a result of the project. The environment includes both natural and human-made conditions.

**Environmental Setting (CEQA Guidelines §15125)** - *Environmental Setting* is a description of the physical environmental conditions in the vicinity of the project, from both a local and regional perspective, as they exist at the time of the *Notice of Preparation* is published, or if no *Notice of Preparation* is published, at the time environmental analysis is commenced. This environmental setting will normally constitute the baseline physical conditions by which a lead agency determines whether an impact is significant. Projects (actions) that were initiated without required permits or entitlements prior to *Notice of Preparation* or the time environmental analysis is commenced, should use a baseline physical condition that existed prior to the action being commenced in order to better protect the environment and not give advantage to a project applicant who may have violated applicable laws and regulations. Where the environmental setting conditions (e.g., water use, traffic) fluctuated over time, the agency/department with

jurisdiction and expertise for an issue as listed in Appendix A may specify an environmental setting that accounts for those fluctuations. The discussion of environmental setting must provide a clear and definite analysis of the location, extent, and character of the resources on and adjacent to the project site.

When preparing an EIR for a plan for the reuse of a military base, lead agencies should refer to the special application of the principle of baseline conditions for determining significant impacts contained in State CEQA Guidelines §15229.

An EIR shall discuss any inconsistencies between the proposed project and applicable general plans and regional plans. Such regional plans include, but are not limited to, the applicable air quality attainment or maintenance plan or State Implementation Plan, area-wide waste treatment and water quality control plans, regional transportation plans, regional housing allocation plans, habitat conservation plans, natural community conservation plans and regional land use plans for the protection of the Coastal Zone and Santa Monica Mountains.

Where a proposed project is compared with an adopted plan, the analysis shall examine the existing physical conditions at the time the notice of preparation is published, or if no notice of preparation is published, at the time environmental analysis is commenced as well as the potential future conditions discussed in the plan.

**Environmental Documents (CEQA Guidelines §15361)** - *Environmental documents* means Initial Studies, draft and final NDs, MNDs and EIRs or supplements thereto, documents prepared as substitutes for EIRs, and documents prepared under NEPA and used by a State or local agency in the place of an Initial Study, ND, MND, or an EIR.

**Feasible (CEQA Guidelines §15364)** - *Feasible* means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, legal, social, and technological factors.

**Growth Inducement (CEQA Guidelines §15126.2(d))** - *Growth inducement* means “the ways in which the proposed project could foster economic or population growth, or the construction of additional housing either directly or indirectly, in the surrounding environment. Included in this are projects that would remove obstacles to population growth.” This includes both physical obstacles (e.g., lack of sewers, water) and policy obstacles (e.g., Guidelines for Orderly Development, General Plan Policies, zoning).

**Initial Study (CEQA Guidelines §15365)** – *Initial Study* means a preliminary analysis prepared by the lead agency to determine whether an EIR or a negative declaration must be prepared or to identify the significant environmental effects to be analyzed in an EIR.

**Lead Agency (CEQA Guidelines §15367)** - *Lead Agency* means the public agency that has the principal responsibility for carrying out or approving a project. The Lead Agency will decide whether an EIR or Negative Declaration will be required for the project and will cause the document to be prepared.

**Local Agency (CEQA Guidelines §15368)** - *Local Agency* means any public agency other than a state agency, board, or commission. Local Agency includes but is not limited to cities, counties, charter cities and counties, districts, school districts, special districts, redevelopment agencies, Local Agency formation commissions, and any board, commission, or organizational subdivision of a local agency when so designated by order or resolution of the governing legislative body of the Local Agency.

**Ministerial (CEQA Guidelines §15369)** - *Ministerial* describes a governmental decision involving little or no personal judgment by the public official as to the wisdom or manner of carrying out the project. The public official merely applies the law to the facts as presented but uses no special discretion or judgment in reaching a decision. A ministerial decision involves only the use of fixed standards or objective measurements, and the public official cannot use personal, subjective judgment in deciding whether or how the project should be carried out.

**Mitigation (CEQA Guidelines §15370)** - *Mitigation* includes the following, in order of priority:

- (a) Avoiding the impact altogether by not taking a certain action or parts of an action.

- (b) Minimizing impacts by limiting the degree or magnitude of the action and its implementation.
- (c) Rectifying the impact by repairing, rehabilitating, or restoring the impacted environment.
- (d) Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action.
- (e) Compensating for the impact by replacing or providing substitute resources or environments.

*Feasible* changes in any or all project activities in order to substantially lessen or avoid significant effects on the environment, must be consistent with applicable constitutional requirements such as “nexus” and “rough proportionality” standards established by case law.

**Notice Of Completion (CEQA Guidelines §15372)** - "*Notice of Completion*" means a brief notice filed with the Office of Planning and Research by a *Lead Agency* as soon as it has completed a draft EIR and is prepared to send out copies for review.

**Notice Of Determination (CEQA Guidelines §15373)** - *Notice of Determination* means a brief notice to be filed by a *public agency* after it approves or determines to carry out a project that is subject to the requirements of CEQA.

**Notice Of Exemption (CEQA Guidelines §15374)** - *Notice of Exemption* means a brief notice which may be filed by a *public agency* after it has decided to carry out or approve a project and has determined that the project is exempt from CEQA-, pursuant to the State CEQA Guidelines §15061(a) et seq.

**Notice Of Preparation (CEQA Guidelines §15375)** - *Notice of Preparation* means a brief notice sent by a *Lead Agency* to notify the *Responsible Agencies*, *Trustee Agencies*, and other public or federal agencies that the *Lead Agency* plans to prepare an EIR for the project. The purpose of the notice is to solicit guidance from those agencies as to the scope and content of the environmental information to be included in the EIR. Public agencies are free to develop their own formats for this notice.

**Public Agency (CEQA Guidelines §15379)** - *Public agency* includes any state agency, board, or commission and any local or regional agency. It does not include the courts of the state. This term does not include agencies of the federal government.

**Private Project (CEQA Guidelines §15377)** - *Private project* means a project which will be carried out by a person other than a governmental agency, but the project will need a discretionary approval from one or more governmental agencies for a contract or financial assistance, lease, permit, certificate or other entitlement for use.

**Project (CEQA Guidelines §15378)** – “ ‘Project’ means the whole of an action, which has a potential for resulting in either a direct change in the environment, or a reasonably foreseeable indirect physical change in the environment, and that is any of the following:

- (1) An activity directly undertaken by any public agency, including but not limited to public works construction and related activities, clearing or grading of land, improvements to existing public structures, enactment and amendment of zoning ordinances, and adoption and amendment of local General Plans or elements thereof pursuant to Government Code Sections 65100-65700.
- (2) An activity undertaken by a person which is supported in whole or in part through public agency contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.
- (3) An activity involving the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.”

**Responsible Agency (CEQA Guidelines §15381)** - *Responsible Agency* means a *public agency* that proposes to carry out or approve a project, for which a *Lead agency* is preparing or has prepared an EIR or Negative Declaration. For the purposes of CEQA, the term "Responsible Agency" includes all



public agencies other than the Lead Agency and Federal agencies, which have discretionary approval power over the project.

**Significant Effect on the Environment (CEQA Guidelines §15382)** - "Significant effect on the environment" means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the project. An economic or social change by itself shall not be considered a significant effect on the environment. A social or economic change related to a physical change may be considered in determining whether the physical change is significant.

**Tiering (CEQA Guidelines §15385)** - Tiering refers to the coverage of general matters in broader EIRs (such as on general plans or policy statements) with subsequent narrower EIRs or ultimately site-specific EIRs incorporating by reference the general discussions and concentrating solely on the issues specific to the EIR subsequently prepared. Tiering is appropriate when the sequence of EIRs is:

- From a general plan, policy, or program EIR to a program, plan, or policy EIR of lesser scope or to a site-specific EIR.
- From an EIR on a specific action at an early stage to a subsequent EIR or a supplement to an EIR at a later stage. Tiering in such cases is appropriate when it helps the *Lead Agency* to focus on the issues which are ripe for decision and exclude from consideration issues already decided or not yet ripe.

**Transportation Planning Agency** - The following is a list of the transportation planning agencies within each county in the Ventura County region:

County	Transportation Planning Agency
Ventura:	Ventura County Transportation Commission
	Southern California Association of Governments
Los Angeles:	Southern California Association of Governments Los Angeles Metropolitan Transportation Authority
Santa Barbara:	Santa Barbara County Association of Governments
Kern:	Kern County Council of Governments

**Trustee Agency (CEQA Guidelines §15386)** - *Trustee Agency* means a state agency having jurisdiction by law over natural resources affected by a project that are held in trust for the people of the State of California. Trustee Agencies include: the California Department of Fish and Wildlife with regard to the fish and wildlife of the state, to designated rare or endangered native plants, and to game refuges, ecological reserves, and other areas administered by the department; the State Lands Commission with regard to state owned "sovereign" lands such as the beds of navigable waters and state school lands; the State Department of Parks and Recreation with regard to units of the State Park System; and the University of California with regard to sites within the Natural Land and Water Reserves System.

**Urbanized Area (CEQA Guidelines §15387)** - *Urbanized area* means a central city or a group of contiguous cities with a population of 50,000 or more together with adjacent densely populated areas having a population density of at least 1,000 persons per square mile.

## Appendix A Primary Areas of Technical Responsibility

The following agencies/departments are responsible for adopting and amending Initial Study assessment guidelines, making determinations of environmental significance on a project-by-project basis, and evaluating the technical adequacy of *environmental documents* for the subjects listed:

<p><b>Air Pollution Control District:</b> Air Quality (Regional &amp; Local) Greenhouse Gas Emissions</p>
<p><b>Airport Department:</b> Aviation Hazards Airports</p>
<p><b>Agricultural Department:</b> Agricultural Resources (Land Use Incompatibility)</p>
<p><b>Environmental Health Division:</b> Hazardous Materials (shared with FPD) Hazardous Waste Public Health Water Supply - Quality Waste Treatment and Disposal (Individual Sewage Disposal Systems, Sewage Collection/Treatment Facilities &amp; Solid Waste Facilities)</p>
<p><b>Fire Protection District:</b> Fire Hazards Hazardous Materials (shared with EH) Tactical Access Roads and Highways (Safety/Design of Private Access &amp; Tactical Access) Water Supply – Fire Flow Fire Protection Facilities and Services (Distance/ Response Time &amp; Personnel/Equipment/Facilities)</p>
<p><b>General Services Agency:</b> Recreation (Local Parks/Facilities, Regional Parks/Facilities &amp; Regional Trails/Corridors)</p>
<p><b>Harbor Department:</b> Harbors</p>
<p><b>Library Services Agency:</b> Libraries</p>

**Planning Division:**

Community Character  
Housing  
Mineral Resources (Aggregate & Petroleum)  
Scenic Resources  
Historical Resources  
Pedestrian/Bicycle Facilities (shared with PWA)  
Loss or Conversion of Agricultural Soils

**Public Works Agency:**

Water Resources (Ground/Surface Water Quality and Quantity)  
Fault Rupture  
Ground Shaking  
Liquefaction  
Seiche & Tsunami  
Landslides/Mudslides  
Expansive Soils  
Subsidence  
Hydraulic Hazards (Non-FEMA)  
Public Roads and Highways (Level of Service & Safety/Design  
Pedestrian/Bicycle Facilities (shared with PWA))  
Water Supply -Quantity  
Flood Control and Drainage Facilities (excluding WPD Facilities)  
Solid Waste Services

**Sheriff's Department:**

Law Enforcement/Emergency Services

**Watershed Protection District:**

Hydraulic Hazards (FEMA)  
Flood Control and Drainage Facilities (WPD Facilities only)

**Unassigned Subjects** - EQAC is responsible for any amendments to the Initial Study Assessment Guidelines and, the County agency/department responsible for administering the project is responsible for conducting the Initial Study and determining the environmental significance for the following subjects:

Biological Resources  
Paleontological Resources  
Archaeological Resources  
Coastal Beaches and Sand Dunes  
Noise and Vibration  
Glare  
Bus Transit  
Railroads  
Pipelines  
Utilities (Electric, Gas & Communication)  
Schools

## Appendix B

### List of Cities and Counties Adjacent to Ventura County

<p>County of Kern          Planning and Development Services Department          Environmental Analysis Section          2700 "M" Street, Suite 100          Bakersfield, CA 93301          (805) 861-2615</p>	<p>County of Los Angeles          Regional Planning Department          Impact Analysis Section          320 West Temple Street - Room 1354          Los Angeles, CA 90012          (213) 974-6411</p>
<p>County of Santa Barbara          Department of Environmental Review          105 East Anapamu Street - Room 103          Santa Barbara, CA 93101          (805) 568-2000</p>	<p>City of Agoura Hills          Planning and Community Development Department          30101 Agoura Court, Suite 102          Agoura Hills, CA 91301          (818) 889-9114</p>
<p>City of Hidden Hills          Planning Department          6165 Spring Valley Road          Hidden Hills, CA 91302          (818) 889-9114</p>	<p>City of Los Angeles          Planning Department          Environmental Review Section          221 No. Figueroa St. 16<sup>th</sup> Floor          Los Angeles, CA 90012          (213) 580-1160</p>
<p>City of Westlake Village          Planning Department          Planning Director          4373 Park Terrace Dr.          Westlake Village, CA 91361          (818) 706-1613</p>	<p>City of Camarillo          Planning and Community Development Department          P.O. Box 248          Camarillo, CA 93011          (805) 388-5360</p>
<p>City of Fillmore          Community Development Department          P.O. Box 487          Fillmore, CA 93016          (805) 524-3701</p>	<p>City of Moorpark          Community Development Department          799 Moorpark Avenue          Moorpark, CA 93021          (805) 529-6864</p>

<p>City of Port Hueneme  Community Development Department  250 North Ventura Road  Port Hueneme, CA 93041  (805) 986-6565</p>	<p>City of San Buenaventura  Planning Department  Advanced Planning  P.O. Box 99  Ventura, CA 93002  (805) 654-7800</p>
<p>City of Santa Paula  Planning Department  P.O. Box 569  Santa Paula, CA 93060  (805) 933-4214</p>	<p>City of Simi Valley  Planning Division  2929 Tapo Canyon Road  Simi Valley, CA 93063  (805) 583-6797</p>
<p>City of Thousand Oaks  Planning and Community Development Department  2100 Thousand Oaks Blvd.  Thousand Oaks, CA 91362  (805) 449-2323</p>	<p>City of Ojai  Planning Department  401 So. Ventura Street  Ojai, CA 93023  (805) 646-5581</p>
<p>City of Oxnard  Planning and Environmental Services  305 West Third Street  Oxnard, CA 93030  (805) 385-7858</p>	<p>City of Calabasas  Community Development Department  26135 Mureau Road  Calabasas, CA 91302  (818) 878-4225</p>
<p>City of Carpinteria  Community Development Department  5775 Carpinteria Avenue  Carpinteria, CA 93013  (805) 684-5405 ext 410</p>	