

CALIFORNIA COASTAL COMMISSION

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TIPS/ BEST PRACTICES FOR PROCESSING LCP AMENDMENTS

These are recommended practices to enhance coordination and decision-making on LCP amendments. This focuses on steps involving local governments and the Commission, and opportunities for increased coordination and enhanced communication. Column one describes the five major LCP amendment phases and their objectives. The second and third columns identify practices that local governments and the Coastal Commission staff could consider at each phase in order to improve communication and public participation, with the ultimate goal of minimizing conflict and facilitating more effective and efficient amendment of LCPs. For more information on statutory and regulatory requirements and Coastal Act issues, check the Commission's website at <http://www.coastal.ca.gov/>

AMENDMENT PHASE	LOCAL STAFF BEST PRACTICES	CCC STAFF BEST PRACTICES
1. INITIAL AMENDMENT SCOPING AND DEVELOPMENT <ul style="list-style-type: none"> ◆ Identify need for an LCP change/problem definition ◆ Identify amendment scope and potential changes to, and effects on, existing LCP ◆ Prepare preliminary draft ◆ GOAL: AGREE ON AMENDMENT SCOPE 	Coordinate Early: <ul style="list-style-type: none"> ◆ Contact CCC staff to discuss need for amendment ◆ Discuss nature and scope of proposed changes ◆ Identify issues raised ◆ Share and discuss early drafts 	Coordinate Early: <ul style="list-style-type: none"> ◆ Meet with local staff ◆ Understand reasons/need for amendment ◆ Discuss issues, information and analytic needs and next steps ◆ Discuss how to characterize and show what the LCP changes will be (especially for complex amendments) ◆ Discuss dividing amendments covering multiple sites or subjects into separate amendments, if processing this way would be more efficient.
2. LOCAL AMENDMENT PROCESS <ul style="list-style-type: none"> ◆ Notify the public of upcoming process and availability of review drafts at least 6 weeks before vote (14 CCR 13515(c)) ◆ Scoping: Notice and conduct local outreach and hearings; notice at least 10 working days before hearing (14 CCR 13515(d)) ◆ Adopt Amendment ◆ GOAL: REACH AGREEMENT ON LCP AMENDMENT TEXT 	Narrow Issues: <ul style="list-style-type: none"> ◆ Send public copy to CCC staff as soon as available ◆ Meet with CCC staff to discuss process and timeframe necessary to receive comments prior to local action ◆ Continue issue discussion with CCC staff where necessary ◆ Address any CCC staff comments and requested information and analysis ◆ If concerns warrant, share CCC staff input with local decision-makers ◆ Notify and provide to CCC staff (and others) 	Narrow Issues: <ul style="list-style-type: none"> ◆ Conduct initial review of public draft and alert local staff of any major concerns identified ◆ Allocate staff time to review and comment on early drafts prior to local action ◆ Establish timeframes for follow-up discussions with local staff and decision-makers as requested ◆ Attend local hearings as appropriate ◆ Schedule preliminary review before CCC and/or CCC field trips, as appropriate and if feasible

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	<p>any major changes to amendment as it goes through process</p> <ul style="list-style-type: none"> ◆ Maintain mailing list of interested and participating public ◆ Follow notice requirements of Regulations ◆ Ensure the amendment is clearly described in notices and other distributed materials 	
<p>3. PREPARE SUBMITTAL</p> <ul style="list-style-type: none"> ◆ Assemble LCP materials ◆ Transmit to CCC ◆ Make Available to Public ◆ GOAL: COMPLETE SUBMITTAL 	<p>Avoid Submittal Problems:</p> <ul style="list-style-type: none"> ◆ Discuss contents of submittal package with CCC staff prior to submittal ◆ Satisfy all submittal requirements of Regulations ◆ Provide adequate supporting information ◆ Include in submittal to CCC sufficiently detailed description of changes and their effect on current LCP 	<p>Avoid Submittal Problems:</p> <ul style="list-style-type: none"> ◆ Discuss contents of submittal package with local staff prior to its formal transmittal ◆ Make Submittal Information Available to Public
<p>4. PROCESS AMENDMENT AT CCC</p> <ul style="list-style-type: none"> ◆ Review submittal for completeness <i>within 10 working days unless unusual circumstances (14 CCR 13553)</i> ◆ Address Outstanding Information Needs ◆ File LCP Amendment Submittal ◆ Prepare and release staff report with recommendation <i>at least 7 calendar days before hearing (14 CCR 13554(b) and 13532)</i> ◆ Notice <i>at least 10 days calendar before hearing (14 CCR 13524)</i> ◆ Hold public hearing and vote <i>within 60 days of filing submittal if Implementation only otherwise within 90 days or within up to additional 12 months with time extension (PRC 30512,30513,30517)</i> ◆ Transmit action to local government 	<p>Prepare for CCC Action:</p> <ul style="list-style-type: none"> ◆ Respond to CCC filing letter ◆ Discuss CCC staff concerns as they analyze LCPA ◆ Provide any necessary supporting information ◆ Discuss scheduling with CCC staff that affords time to try to resolve issues prior to CCC hearing ◆ Inform CCC if local government does not want suggested modifications ◆ Participate in hearing ◆ Focus comments on any specific points of disagreement with CCC staff 	<p>Prepare for CCC Action:</p> <ul style="list-style-type: none"> ◆ Acknowledge receipt of amendment and discuss filing needs ahead of sending filing letter, if necessary, asking for additional LCPA supporting information ◆ Keep local staff informed of major concerns as LCPA is analyzed and ultimately as staff report is being prepared ◆ Separate into parts after LCP amendment filed as complete, if processing this way would be more efficient ◆ Discuss tentative CCC hearing dates with local staff ◆ Discuss potential to meet with local staff and/or decision-makers to discuss concerns before staff report is released ◆ Consider local staff input into CCC staff report; particularly modification language ◆ Prepare staff recommendation summary of any major points of disagreements and explain any suggested modifications ◆ After release of staff report be available for continued discussions ◆ Schedule hearing(s) to allow for adequate consideration of recommendation.

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<ul style="list-style-type: none"> ◆ GOAL: CCC ACTION ON AMENDMENT 		
<p>5. EFFECTUATE AMENDMENT</p> <ul style="list-style-type: none"> ◆ Local acceptance of any modifications or decide to resubmit <i>within 6 months of CCC action or within additional year with CCC extension (14 CCR 13535(c), 13537(b) and 13542(b))</i> ◆ Finalize local approval ◆ Complete CCC Executive Director check-off ◆ GOAL: AGREE TO AND PUT AMENDMENT INTO EFFECT 	<p>Resolve Differences:</p> <ul style="list-style-type: none"> ◆ Explain to decision-makers reasons for any suggested modifications ◆ If not prepared to accept all modifications as adopted, discuss with CCC staff best options for proceeding ◆ Accurately and thoroughly incorporate final adopted amendment into existing LCP documents; annotate with date and resolution and/or amendment number ◆ Provide Updated LCP Text to CCC (digitally) 	<p>Resolve Differences:</p> <ul style="list-style-type: none"> ◆ Discuss potential to attend Board or Council meeting to discuss Commission action ◆ Continue communication with local staff on response to modifications ◆ Ensure CCC copies of LCP are updated with amendment