



Administrative Regulations

Number AR8-22
Issue 1

Subject: Notification of the intent of Governmental Agencies to locate a facility within the City of Long Beach.

I. PURPOSE:

The purpose of this regulation is to define and clarify procedures that should be undertaken when a governmental agency notifies the City of Long Beach of its intention to locate a facility within the City limits.

II. SCOPE:

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elected offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY:

When any department of the City of Long Beach receives written notification from another governmental agency of its intent to locate a facility within the City limits, it is the policy of the City to notify the City Council at the earliest opportunity possible. The City Manager, through a report from the Department of Planning and Building, shall provide the City Council with an analysis as to the compatibility and suitability of the proposed facility so that the City Council may provide comment to the agency wishing to locate the facility within the City.

This policy shall not apply to projects of the Long Beach Unified School District, Long Beach City College, California State University at Long Beach or Long Beach Transit.

IV. PROCEDURES:

When a department receives a written notification from another governmental agency of its intent to locate a facility within the City limits, the notice should be time stamped by the receiving department and sent immediately to the City Manager, with a copy to the Director of Planning and Building. (If a department receives verbal notification or hears of the intent of a governmental agency to locate a facility within the City, the City Manager should be notified immediately in writing. The department should also attempt to verify the verbal notification of the agency.)

The Director of Planning and Building shall review the written notice to determine if a time period is provided for the City to submit comments on the placement of the facility. If no time period is provided or it appears the City will be unable to comment in the period provided, the Director of Planning and Building shall contact the agency to request an extension of the comment period. If there is ambiguity as to the power of the City to influence the location of the proposed facility, the City Manager will seek an opinion from the City Attorney to determine the City's legal options.

The Director of Planning and Building shall submit the notification to the City Manager for placement as an informational item on the agenda of the City Council at the earliest opportunity after receiving the

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notice. This initial notification shall include specifics about the agency's proposal, along with a preliminary analysis by Planning and Building staff of the impact of the proposal. If the time period available for comment will not allow staff to conduct a complete analysis of the proposal, the Department of Planning and Building shall recommend to the City Council appropriate action at the time of the initial notification.

If the comment period permits, the Department of Planning and Building shall conduct a complete analysis of the compatibility and suitability of the facility at its proposed location after the initial notification. The Department will consult the Departments of Public Works, Community Development, Police, Fire and any other relevant department in the preparation of the analysis. The Department's report will be submitted to the City Manager for placement on the City Council's agenda within sufficient time for the City Council to review the report and provide comment to the appropriate governmental agencies.

After the City Council comments on the proposed facility, the Director of Planning and Building shall represent the City Manager in conveying the comments of the City Council to the appropriate governmental agencies and will if requested provide status reports on the facility to the City Council as necessary.

The City Council shall be informed of the response from the agency as soon as it is received