

ARLINGTON COUNTY, VIRGINIA  
INTERDEPARTMENTAL MEMORANDUM

February 28, 1994

TO: Distribution

FROM: John Mausert-Mooney, Assistant to the County Manager

SUBJECT: Revised Administrative Regulation 4.4

Attached is the latest revision of Administrative Regulation 4.4, together with several attachments.

ARLINGTON COUNTY, VIRGINIA

Office of the County Manager  
Effective 05/21/74  
Revised 09/24/77  
Revised 09/13/80  
Revised 12/20/93

ADMINISTRATIVE REGULATION: 4.4

SUBJECT: Environmental Assessment Procedure for Arlington County Government Projects.

Section 1. Purpose. It is the policy of Arlington County that projects undertaken by the Arlington County Government and Arlington Public Schools with significant environmental impacts shall be designed, constructed, and operated to enhance or to have minimal adverse effects upon the environment and, for each project, the County Manager or Superintendent of Schools shall cause an environmental assessment to be prepared, distributed, commented on, and made a part of the project's record.

Environmental assessments are a portion of the total information to be considered in evaluating and project and are for the following purposes:

1. To make agencies undertaking projects aware of the potential environmental impacts;
2. To provide residents of the County with information concerning potential impacts of projects undertaken by the County and to provide a mechanism by which citizens may raise environmental issues;
3. To provide a basis for weighing adverse environmental impacts against the benefits of the proposed project; and

4. To incorporate design in County projects which may improve the environment and/or will lessen adverse environmental impacts.

Section 2. Factors to be Considered in an Environmental Assessment

- 2.1 Descriptive information to be provided in an environmental assessment shall include, but not be limited to:
  - a. Project description.
  - b. Impact on neighborhood character, activities and programs in the area affected by project.
  - c. Site plan.
  - d. Design highlights.
  - e. Mitigation measures.
- 2.2 Factors, if relevant, to be considered in the environmental assessment shall address the construction phase and the conditions at project completion and shall include, but not be limited to:
  - a. Alternatives to the project, including any impacts of not doing the project.
  - b. Gain/loss of open space and impervious surface.
  - c. Storm water runoff, including downstream effects, erosion and sediment control, and water quality.
  - d. Water pollution, water consumption, sanitary sewage generation, and industrial outflows.
  - e. Effects on flora, including tree canopy.
  - f. Effects on fauna, including habitat.

- g. Effects on unique natural or historical features.
- h. Noise pollution.
- i. Air pollution.
- j. Hazardous and non-hazardous solid waste production and disposal.
- k. Energy consumption.
- l. Creation of potential health and safety hazards.
- m. Visual impacts.
- n. Effects on vehicular traffic and parking.
- o. Effects on historic resources.

2.3 Where lack of equipment, staff, or methods for obtaining quantitative data make it unduly difficult to provide such measurements for the factors considered, identification and description may be in qualitative terms.

### Section 3. Preparation of Environmental Assessments

- 3.1 Under certain conditions as stated in 3.2 or 3.3, the requirement of an environmental assessment may be waived. When consideration of a project indicates no likelihood of significant environmental impacts in terms of the factors listed in Section 2.2, the environmental assessment shall so state.
- 3.2 The following types of projects have no significant environment impact and will be designated “CE” (Categorical Exclusion) in the appropriate column of the quarterly status report (see Attachment 1D). Projects exempt from the requirement for an environmental assessment are those:

- a. To install new or replace and maintain existing curb, gutter, and sidewalk. Install new or replace and maintain existing storm and sanitary sewers and water lines in paved streets.
- b. To replace and maintain existing trails, courts and parking facilities.
- c. To repave or repair existing road surfaces.
- d. To underground utility lines in existing rights-of-way.
- e. For ordinary maintenance activities.
- f. For projects that are separate elements of a larger program already environmentally reviewed, or projects that have a separate environmental review process, or projects initiated by another agency that have a separate environmental review process.
- g. Projects or parts of a project deemed an emergency by the County Manager or designee.

3.3 Projects satisfying all of the following criteria, as determined by the originating agency, will be exempt from the environmental assessment process. However, all relevant federal and state statutes and existing Arlington County ordinances, such as the Chesapeake Bay Ordinance and the Soil and Erosion Control Ordinance must be observed. Exempted projects will be designated “EX” in the appropriate column of the quarterly status reports. **The criteria that must be met for exemption are:**

- a. No disturbance of existing vegetation which cannot be functionally replaced or substituted for during restoration.**

- b. No long-term source of noise, water or air pollution.
- c. No prolonged impact to stormwater quality and no prolonged downstream impacts to the receiving stream.
- d. No irreparable disturbance of the stream bed, or embankments potentially subject to erosion.
- e. No impact on land subject to flooding or standing water.
- f. No impervious surface increase exceeding 5,000 square feet.
- g. No prolonged disturbance of parks or recreational facilities.

3.4 Any projects not satisfying the criteria listed in 3.2 or 3.3 must have an environmental assessment.

3.5 No project having significant environmental impact shall be constructed by the County until the County Manager has received an environmental assessment that meets the requirements of this administrative regulation.

3.6 The County liaison to the Environment and Energy Conservation Commission shall maintain a status report, updated quarterly (Attachment 1D), of all proposed County projects. The list will indicate the status of Environmental Assessments and shall be furnished to citizens and citizen advisory groups upon request.

Section 4. Responsibility for Preparing Environmental Assessments.

The County agency funding a proposed project shall prepare the environmental assessment, and insure its inclusion in the quarterly status report.

Section 5. Distribution of Environmental Assessments and Comments.

5.1 All environmental assessments shall be developed in accordance with the process described in Attachment 1.

5.2 Environmental assessments shall be made available to the public upon request through the County agency undertaking the project. A fee for this information may be required.

Section 6. Maintenance of Environmental Assessments.

Each environmental assessment and all comments pertaining to it shall be kept by the originating agency for a period of three years.

Section 7. Review of Administrative Regulation 4.4.

This Administrative Regulation shall be reviewed one year from its date of last revision.

[SIGNED]

Anton S. Gardner, County Manager

Feb 28, 1994

## Attachment 1

### The Environmental Assessment Process

#### Environmental Assessment Repository

The staff liaison to the Environmental and Energy Conservation Commission will prepare the quarterly status report for projects having environmental assessments. Each agency originating environmental assessments will provide quarterly updates to the liaison. Filed information will be available to staff and citizens alike, although fee for this information may be charged. Originating agencies will assign an environmental assessment coordinator who will serve as liaison for status reports and serve on the work groups defined below.

#### Procedure for Each Environmental Assessment

1. The agency in which a project originates will have responsibility for determining, using guidelines of Administrative Regulation 4.4, whether a project requires an environmental assessment.
2. If an environmental assessment is required, the originating agency will convene a working group consisting of members from appropriate County agencies.
  - a. This working group will assist the originating agency in developing the first and succeeding drafts of the environmental assessment and develop project time lines, including deadlines for staff and public comment and County Board Reports. Multiple assessments may be developed by the same working group.
  - b. The originating agency will prepare the draft environmental assessment and give it to appropriate County agencies with a memo requesting additional review and comment (see Interdepartmental Memorandum, Attachment 1A, that follows) and setting a deadline for response. At this time, County agencies should informally share the draft with County Board-appointed advisory groups listed in the Interdepartmental Memorandum.
  - c. A second draft will be prepared from the responses received in 2.b. This draft will be circulated for public comment as described in 2.d. and 2.e.
  - d. The originating agency is responsible for requesting the Environment and Energy Conservation Commission to schedule the environmental assessment for presentation and for public comment. EECC will be notified at least one meeting date before the public comment date.
  - e. After the originating agency has scheduled a public comment date with EECC (or its designee), the originating agency will notify other interested County Board-



appointed advisory groups, other citizens' groups and interested individual residents about EECC's public comment date and about any other public meetings. Such groups to be notified might include the Site Plan Review Committee, Planning Commission, and/or neighborhood conservation advisory committees, other meetings might include the local citizens associations, or the County Board. (See Sample Letter to Neighborhood/Citizens Associations, Attachment 1B, that follows).

- f. A summary of written and oral comments received at the public comment meeting will be transmitted from EECC to the originating agency within ten working days. EECC will also notify the County Board with a copy to the originating agency, that it has heard public comment on an environmental assessment (see Transmittal from EECC to County Board, Attachment 1C, that follows).
- g. The originating agency and the working group for an environmental assessment will evaluate and incorporate appropriate changes in the environmental assessment. The new draft will then be circulated to interested parties so they may prepare comments for the next public hearing (which may be the County Board meeting). It is anticipated that the final report shall be included in normal distribution to the County Board.
- h. Questions regarding projects that are categorized on the quarterly status report as "CE" or "EX" shall be directed to the originating agency for clarification.

Attachment 1A

ARLINGTON COUNTY, VIRGINIA  
INTERDEPARTMENTAL MEMORANDUM

(DATE)

REFERENCE: \_\_\_\_\_  
Name of Environmental Assessment Project

FROM: ORIGINATING AGENCY: \_\_\_\_\_  
STAFF CONTACT: \_\_\_\_\_  
PHONE/VOICEMAIL NO. \_\_\_\_\_

Please review this environmental assessment and return it to the originating agency.

DEADLINE FOR COMMENTS OR "NO COMMENT" TO ORIGINATING AGENCY: \_\_\_\_\_

BRIEF PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |  |  |
|--|--|
| <p>TO: APPROPRIATE AGENCIES:</p> <p>___ Department of Public Works</p> <p>___ Civic Federation</p> <p>___ Department of Environmental Services</p> <p>___ Department of Parks, Recreation and Community Resources</p> <p>___ Park &amp; Recreation Commission</p> <p>___ Neighborhood Conservation</p> <p>___ Planning Commission</p> <p>___ County Attorney's Office</p> <p>___ Other</p> | <p>CITIZEN ADVISORY GROUPS:</p> <p>___ E2C2</p> <p>___ Civic Associations</p> <p>___ Urban Forestry Commission</p> <p>___ Department of Community Planning, Housing and Development</p> <p>___ Transportation Commission</p> <p>___ Site Plan Review Committee</p> <p>___ Office of Support Services</p> <p>___ Historical Affairs and Landmark Review Board</p> |
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Attachment 1B  
Letter to Neighborhood/Citizens Associations

(DATE)

(Addressee)

Dear \_\_\_\_\_:

Paragraph 1: Describe project. Name originating agency. State that the County is seeking citizen input on the enclosed draft environmental assessment for the project.

Paragraph 2: Let citizen/civic associations know

- a. When EECC or designee will review the project and that citizens are invited to give written or verbal comments before or during that meeting.
- b. When there are other scheduled opportunities for input (e.g. Site Plan Review Committee, Planning Commission, County Board).
- c. Name of contact person and phone number, and due date for comment on the Environmental Assessment to originating agency.

Sincerely,

Name of Originating Agency

cc: Chairman, EECC or Designee

Attachment 1C  
Letter from EECC to County Board and Originating Agency

(DATE)

Chairman, Arlington County Board

Dear \_\_\_\_\_:

The Environment and Energy Conservation Commission or designee reviewed the draft Environmental Assessment for the \_\_\_\_\_ project on \_\_\_\_\_ (date). EECC's response has been forwarded to (originating agency) along with the written comments of (number) citizens.

Sincerely,

EECC Chair

cc: County Manager  
Department Director, Originating Agency

Attachment 1D

ENVIRONMENTAL ASSESSMENTS: QUARTERLY STATUS REPORT

Project Name	Project Location	Originating Agency Name/Phone	EA* Category (CE*, EX* or required)	Date of Environmental Assessment	Date(s) of Revised EA	Review Dates EECC* CB*	Date of Approval of Final EA

\*Abbreviations: EA = Environmental Assessment  
 EECC = Environment and Energy Conservation Commission  
 CB = County Board  
 CE = Categorical Exempt  
 EX = Exempt

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## ENVIRONMENTAL ASSESSMENTS

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### I. POLICY

Arlington Public School Division projects with significant environmental impacts shall be designed, constructed, and operated to enhance or to have minimal adverse effects upon the environment. For each such project, the Superintendent shall cause an environmental assessment to be prepared, distributed for comment, and made a part of the project's record.

### II. REFERENCES

- A. Arlington County Administrative Regulation 4.4, Environmental Assessment Procedure for Arlington County Government and School Projects
- B. Noise Control Ordinance of Arlington County, Virginia
- C. ASD 50-4.04, System for Planning and Executing New Construction and Major Renovation Projects.

### III. PROCEDURES

- A. Environmental assessments are a portion of the total information to be considered in evaluating a project design.
- B. Information to be provided in an environmental assessment shall include, but not be limited to
  - 1. Project description.
  - 2. Impact on neighborhood character, activities and programs in the area affected by project.
  - 3. Preliminary site plan.
  - 4. Design highlights.
  - 5. Mitigation measures.

The Superintendent shall issue a Management Bulletin outlining the content and organization of an environmental impact assessment.

- C. School Board appointed advisory groups, citizen associations, other agencies, and interested citizens may recommend specific additional topics for inclusion in an environmental assessment.
- D. Preparation of Environmental Assessments.

1. Environmental assessments shall be prepared for projects undertaken by Arlington Public Schools. The environmental assessment will not be required or may be waived by the Superintendent for any emergency project. Some types of projects have no significant environmental impact and will be designated as a "categorical exclusion." With appropriate documentation some projects will be exempt from the environmental assessment process and these projects will be designated as "exempt." Types of projects meeting these categories of exclusion and exemption will be issued through a Management Bulletin.
2. When consideration of a project fails to identify significant environmental impacts, the environmental assessment shall so state.
3. Copies of assessments shall be provided for review and comment to the County Department of Parks and Recreation, County Department of Public Works, Zoning Administrator, Department of Community Planning, and applicable Civic and Neighborhood Association. Comments on the assessment will be requested within forty-five (45) days.
4. Copies of assessments shall be provided to the Building-Level Project Planning Committee appointed by the School Board as required for major school project planning and design in ASD 50-4.04. When an assessment is completed, the Building Level Planning Committee will hold a public meeting to review comments on the assessment and inform the public on significant environmental issues related to the project design.
5. No project having significant environmental impact shall proceed to final design before an environmental assessment, that reflects the preliminary project design, has been prepared.
6. An environmental assessment, in summary or as highlights, shall accompany the Superintendent's transmittal to the School Board at the time of preliminary School Board project design approval. The public may comment on the environmental assessment at the School Board meeting when the preliminary project design is reviewed and approved.

E. Maintenance of Environmental Assessments.

Environmental assessments shall be made available to the public upon request. Each environmental assessment and all comments pertaining to it shall be kept for a period of three (3) years.