



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR 120
Sections	1-7
Effective Date	March 2016
Responsible Department	Community Development
Review Date	March 2021

SUBJECT: Process for Environmental Clearance

1. **Purpose:** To establish a system for uniform processing of environmental documents for city projects to ensure quality and budget control, improve interdepartmental communication, and comply with state and federal law.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This regulation shall apply to all departments and all personnel.
4. **Definitions:**
 - 4.1. **CEQA** - California Environmental Quality Act
 - 4.2. **City Projects** - Projects for which the city is the applicant or co-applicant
 - 4.3. **NEPA** - National Environmental Policy Act
 - 4.4. **Project** - An action which has the potential for resulting in either a direct or a reasonably foreseeable indirect physical change in the environment
 - 4.5. **Scope of Work** - Project-specific tasks to be accomplished by a consultant
 - 4.6. **Environmental Assessment Committee** – Pursuant to Section 240.04 of the HBZSO, a committee consisting of the Director of Community Development, the Director of Public Works, and the City Attorney, or a designated representative of each with the responsibility for evaluating the environmental impact of all discretionary projects, determining the appropriate environmental documentation required for compliance with CEQA and making recommendations to the discretionary body to adopt or deny a negative declaration or environmental impact report, consistent with state and local law.
5. **Policy:** The Planning Division of the Community Development Department shall serve as the lead for the environmental review and clearance for all city projects.
6. **Responsibilities:**
 - 6.1. **The Planning Division shall be responsible for:**
 - 6.1.1. Determining the appropriate level of environmental review, pursuant to CEQA, NEPA, and the actions of the Environmental Assessment Committee.
 - 6.1.2. Assisting in the preparation of the environmental portion of a request for proposals, providing comments on scope of work, and reviewing the qualifications of potential environmental consulting firms.

- 6.1.3. Managing the preparation of all Initial Studies, Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports and their federal equivalents.
- 6.1.4. Coordinating with city department(s) the budget and overall project management responsibility for the subject project throughout the environmental process.
- 6.1.5. Attending all public meetings regarding the subject project to provide staff support for the environmental aspect of the project.

7. Procedures:

- 7.1. The department initiating a project shall develop a written project description. The project description shall include details such as: site area, location, building square footage, grading, duration of construction, etc.
- 7.2. The department initiating a project shall provide the Planning Division a minimum of three weeks to review the request and make a determination as to the appropriate environmental documentation.
- 7.3. The Planning Division shall respond by providing a determination as to the required environmental process based on the written description and other information provided or supplemental information that may be required.
- 7.4. Upon determining the required environmental process, the Planning Division will assist the requesting department with items identified in 6.1., as necessary.
- 7.5. The Planning Division and the department with budget and overall project management responsibility shall work to ensure that any changes in scope or project description are addressed immediately in terms of budget and timeline implications.



Initiating Department Head



Approved as to Form



Fred A. Wilson
City Manager