

EAC 174-164-065 Procedural Steps for Environmental Review of Proposed Capital Projects

(1) Introduction

When the Office of Facilities or another unit on campus begins to consider taking an action which might affect the environment (e.g., revising the Master Plan, constructing a new building or recreation facility, adding to an existing facility, landscaping, grounds maintenance policies and utilities modification), the following procedural steps shall be followed.

(2) Determining Need for Environmental Impact Statement

When the scope of the proposal has been defined but otherwise very early in the planning stages, and before any commitments are made, those persons planning the project shall describe it to the environmental advisory committee provided for in EAC 174-164-060. That committee will review the proposal, may suggest changes or alternatives, and shall recommend to the Administrative Vice President whether an Environmental Impact Statement (EIS) is to be prepared by the College; the Administrative Vice President shall then make the final decision regarding EIS preparation. The committee will prepare a written report which shall be distributed to the Sounding Board, the Information Center, the Cooper Point Journal, KAOS, and the Office of College Relations. A member of the committee shall report its recommendation at the next meeting of the Sounding Board. The decision as to whether an EIS should be prepared or not may be appealed according to the existing COG procedures.

(a) If an EIS is not required, the responsible official (see (3) below), in consultation with the committee as necessary, shall prepare a negative declaration as described in the procedures outlined by the Department of Ecology Guidelines of December, 1972. A period of

not less than 30 days shall be allowed between the decision not to prepare the EIS and either approval by the Board of Trustees, advertising for bids, or commencing the project, whichever is first.

- (b) If an emergency action is required, the person responsible for the action shall consult with the chairman of the committee in advance, if calling a meeting of the full committee is not practicable. The chairman may recommend proceeding with the action, recommend alternatives, or recommend delay pending a meeting of the full committee. In case of emergency the committee may recommend waiving the 30 day waiting period described in (a) above.

(3) Preparing the Draft Environmental Impact Statement

If preparation of an EIS is required, the Director of Facilities or any other individual so designated by the Administrative Vice President shall serve as Evergreen's "responsible official" and have the duties and responsibilities appertaining thereto. The responsible official and his/her staff shall be responsible for actual preparation, editorial review, publication, submission, etc. of college EIS's, with the guidance of the environmental advisory committee and other appropriate individuals regarding both content and sources of information. The basic guidelines will be those outlined in the State Environmental Policy Act of 1972 (SEPA; WAC 43.21C), as amended, and supplemented by guidelines developed by the Department of Ecology, the Council on Environmental Policy and The Evergreen State College. The committee will review and recommend changes in preliminary drafts of the EIS. Preparation of the Draft EIS will be done simultaneously with or in advance of detailed development of plans for the project, so that environmental considerations can effect significant changes, if necessary.

(4) Disseminating Draft Environmental Impact Statement for Comment

After the Draft EIS has been prepared, the responsible official shall make it available for public comment and submit it to state agencies for review as provided in the state guidelines. He/she shall see that notices are published both in the Cooper Point Journal and a newspaper of general circulation in the county that the Draft EIS is available. A minimum of 30 days shall be allowed, following publication of the notice, for this public review. Upon either the recommendation of the environmental advisory committee or the request of any person, a public meeting shall be held at which the details of the proposal, the need for the project, and the environmental impact are summarized; provision shall be made for public comments to be received in this meeting.

(5) Reviewing Comments on Draft Environmental Impact Statement

At the conclusion of the period for comment on the Draft EIS, the responsible official, other administrators concerned, and the environmental advisory committee shall review the comments received. The committee shall recommend changes in the EIS and the project itself, as appropriate, in writing.

(6) Decision and Action After Review

(a) Only at this point, shall the final decision be made by the appropriate administrator or recommendation made to the Board of Trustees. In the case of approval being required by the Board, the Draft EIS (if one has been required), the comments on it which have been received from the public and state agencies, and the report of the environmental advisory committee shall accompany the recommendation for approval. Appeal of this decision can be made by any member of the campus community, including members of the environmental advisory committee, according to established governance procedures.

(b) Once the final decision is approved, the final environmental impact statement shall be prepared under the direction of the responsible official and the public notice given, as required by Section 2 of Chapter 179, Laws of 1974 (Amendments to SEPA). The project then may be commenced, advertised for bids or submitted to the Governor and Legislature for funding, as appropriate.