

Memorandum

To: Mark Schwartz, County Manager **Date:** August 28, 2017

From: Claude A. Williamson, AICP, Acting Director, DCPHD
Greg Emanuel, Director, DES
Jane Rudolph, Director, DPR
Victor Hoskins, Director, AED

Subject: County Manager Delegation of Final Approval Authority for Conditions of County Board Approved Special Exception Site Plans

The Arlington County Board, pursuant to the Arlington County Zoning Ordinance (Ordinance), Article 15. Administration and Procedures, may approve applications for special exception site plans (site plans) and site plan amendments including associated site plan conditions. Article 15 Section 15.5.1 of the Ordinance requires site plan applications to comply with Administrative Regulation 4.1. established by the County Manager to "set forth administrative standards to facilitate the timely and comprehensive review of and compliance with site plans" as approved by the County Board. Administrative Regulation 4.1., Section 7. Standard Site Plan Conditions, Attachment M, defines standard site plan conditions that, when approved, subject to such further modifications and additions as may be approved by the County Board for a specific site plan, will require implementation, the final details of which are subject to approval by the County Manager or her/ his designee. While the authority of the County Manager and her/his designees enables the efficient implementation of site plan condition details, the Zoning Administrator always retains ultimate authority over the administration and enforcement of site plan conditions, and the County Manager and her/his designees shall coordinate the exercise of their authority with the Zoning Administrator.

Enclosed, as Attachment A, is a list of standard site plan conditions, the implementation details of which require final approval by the County Manager or her/his designee. The list defines the specific Arlington County departments, divisions and position titles of designees associated with the approved final conditions.

We recommend that you authorize the following designees set forth in Attachment A to have final approval, on your behalf, of the implementation details of the listed standard site plan conditions and as modified by the County Board. If you concur with these designees, please sign your approval in the space provided below and return to the above department directors and the subject designees.

Mark Schwartz, County Manager

Date: September 1, 2017

Cc: Stephen Maclsaac, County Attorney

ASMA 8/31/17

ATTACHMENT A**Authorized County Manager Designees
For Approval of Standard Site Plan Conditions**

August 28, 2017

<u>No.</u>	<u>Condition</u>	<u>Department /Division</u>	<u>Designee (Title)</u>
3	Post-County Board 4.1 Filing	CPHD/Planning/Zoning	Planning Director/Zoning Administrator
5	Phasing Plan	CPHD/DES	Planning Director/DES Deputy Director
6	Vacations and Encroachments	CPHD/DES	Real Estate Bureau Chief
7.A.2	Tree Protection Plan	CPHD/DPR	Planning Director/Urban Forester Manager
10	MOT	DES/TE&O	Design Team Supervisor
14B	Storage of Construction Materials	Zoning	Zoning Administrator
15	Historic Sites	CPHD Historic Preservation	Historic Preservation Coordinator
17	Public Art	AED	Public Art Director
18	LEED	DES/Office of Sustainability & Env. Mgmt.	Green Buildings Program Manager
19	Civil Engineering Plan	DES/Development Services	Development Services Bureau Chief
21	Landscape Plan	CPHD/DES/DPR	Planning Director
23	Recordation of Deeds of Public Easements	DES/Real Estate	Subdivision & Bonds Administrator/Real Estate Bureau Chief
24	Secure Bike Parking	DES/Commuter Services	ACCS TDM Manager
26	Facade Elevation Drawings & Material Boards	CPHD/Planning	Planning Director
28	Public Improvements Bond	DES/Development Services	Subdivision & Bonds Administrator
32	PMP	DES/Commuter Services	Parking Program Manager
34	Underground Utility Fund	DES/Development Services	Subdivision & Bonds Administrator
38	County Public Safety/Emergency Communications	ISD	Construction Codes Manager
41	TMP	DES/Commuter Services	ACCS TDM Manager
42	Affordable Housing	CPHD/Housing Services	Housing Director
43	Availability of Site Plan Conditions	Zoning	Zoning Administrator
46	Structural Modifications	Zoning	Zoning Administrator
52	Refuse Delivery	Zoning	Zoning Administrator
53	Canopies & Awnings	Zoning	Zoning Administrator