



University Architect & VP for Facilities Policy & Procedure #7

TITLE **Submittal, Review and Adoption of Campus Master Plans and Campus Master Plan Amendments**

OBJECTIVE AND PURPOSE To establish a policy and procedure for submittal, review, adoption and public hearing process of Campus Master Plans and Campus Master Plan Amendments.
The Florida Atlantic University (FAU) shall submit to the Board of Trustees (BOT) a proposed Campus Master Plan for each "Main Campus" and "Branch Campus," as these terms are defined in Rule 6C-8.009, F.A.C.

RESPONSIBILITY **ACTION**

ASSOCIATE VICE PRESIDENT FOR FACILITIES ◆ Submit the proposed master plan and support material to the University Architect and Vice President

UNIVERSITY ARCHITECT & VICE PRESIDENT FOR FACILITIES ◆ Review the proposed campus master plan and support material and recommend its approval to the President.
◆ Present approved Master Plan to the BOT Committee for Strategic Planning & Development for review, comment and release for public process.

**For New Master Plan and Major Master Plan Amendments Proceed with Section "A" Below
For Minor Master Plan Amendments Proceed with Section "B" below**

SECTION A **FOR NEW MASTER PLAN & MAJOR MASTER PLAN AMENDMENTS**

ASSOCIATE VICE PRESIDENT FOR FACILITIES ◆ Prepare advertisement for the first public hearing consistent with the requirements of subsection 163.3148(15) F.S.
◆ Transmit one copy of the proposed Campus Master Plan and support materials to the appropriate host and affected local governments for review (***Attachment "B" – Transmittal letter to Host / Local Governments & Attachment "C" – List of Host/Local Governments***).
◆ Make a copy of the documents available for public review and comments during business hours. Location of document is to be identified in the public hearing advertisement.
◆ Within seven (7) working days after the date of the first public hearing, prepare a transmittal letter (***Attachment "D"***) for the University Architect and Vice President's signature to transmit one copy of the proposed Campus Master Plan and support materials to each of the following agencies for their review and comments: (documents may also be made available electronically)
○ Appropriate water management district
○ Appropriate regional planning council

Issued By: Dashtaki	Date Issued: 10/2004	Date Revised: 11/2010	Effective Date: 10/2004
APPROVED:			N/A
	Vice President	Associate V.P.	Director

- Department of Community Affairs
- Department of Environmental Protection Agency
- Department of Transportation
- Department of State
- Fish and Wildlife Conservation Commission
- Land Management Advisory Council or its successor

- ◆ The responsibility of the reviewing agencies and governments identified above and in statute include but are not limited to the following:
 - The review of state agencies and water management districts related to the statutory responsibilities of the agencies and comments regarding those areas required to be addressed in the campus master plan by Subsection 1013.30(3) F.S.
 - The review of the appropriate regional planning council in the context of the relationship and effect of the campus master plan on the adopted strategic regional policy plan, and comments of any other regional agencies to which the regional planning council may have referred the plan, in accordance with Subsection 163.3184(5), F.S.
 - The review by the appropriate host and affected local governments in the context of the relationships and impact of the Campus Master Plan on the local government.
- ◆ Any comments from the reviewing agencies and governments shall be sent in writing to the university's Office of the University Architect and Vice President within 60 days after receipt of the proposed campus master plan.
- ◆ Prepare responses to the agency comments as needed.
- ◆ Submit comments and university responses to the University Architect & Vice President for Facilities, and if significant, communicate them to the BOT
- ◆ Prepare advertisement for the second public hearing consistent with the requirements of subsection 163.3148(15) F.S. and AVP P&P #22
- ◆ If no one objects to the plan during the 60 day public review period, then the master plan shall be presented to the BOT for final adoption.
- ◆ Recommend the Master Plan to the BOT for adoption.
- ◆ Notify the Associate Vice President of BOT action. Proceed to Section C.

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**UNIVERSITY
ARCHITECT & VICE
PRESIDENT FOR
FACILITIES**

SECTION B

For Minor Master Plan Amendments

**UNIVERSITY
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VICE PRESIDENT
FOR FACILITIES**

- ◆ A minor amendment to an adopted Master Plan is not subject to agency review or public hearing provisions; however, a courtesy review may be provided to local host government that are party to the University's Campus Development Agreement, at the discretion of the University Architect & Vice President. If desired, notify the Associate Vice President of those agencies to be copied for review. Only the GOP volume or affected elements need to be included.

**ASSOCIATE VICE
PRESIDENT FOR
FACILITIES**

- ◆ Transmit affected elements of proposed Master Plan Amendment to agencies as directed by the University Architect & Vice President of Facilities for courtesy review, allowing thirty (30) days for comment.
- ◆ After thirty (30) days review period, compile all comments from courtesy reviewers and attach comments as an appendix to all copies of the Master Plan Amendment. Forward the Master Plan Amendment to the Office of the

University Architect & Vice President for Facilities for adoption by the BOT.

**UNIVERSITY
ARCHITECT & VICE
PRESIDENT FOR
FACILITIES**

- ◆ Recommend Master Plan Amendment to BOT for adoption.
- ◆ Notify Associate Vice President of BOT action. Proceed to Section C.

SECTION C

FINAL ADOPTION

**ASSOCIATE VICE
PRESIDENT FOR
FACILITIES**

- ◆ Upon recommendation for adoption by the BOT Strategic Planning and Development committee, prepare a transmittal letter (***Attachment "A"***) from the University President to the BOT. Transmittal letter to include:
 - (b) name, title, address, and telephone number of the university contact person who is familiar with the proposed plan;
 - (c) any option elements that are included in the plan;
 - (d) the university location where the proposed Campus Master Plan will be made available for public inspection during university business hours, (8:00 a.m. – 5:00 p.m. Monday thru Friday);
 - (e) the proposed Campus Master Plan, including all items specified in Subsection 1013.30(3), F.S., and in Chapter 6C-21, Part II, F.A.C.;
 - (f) support documents used in preparing the plan or summaries of such support documents if not proposed to be adopted as part of the Campus Master Plan;
 - (g) a statement identifying any schedules, maps, data or analyses or other support documents required by Chapter 6C-21, part II, F.A.C., but not submitted and the justification for each omission (i.e., data not available, requirement not applicable, etc.).
- ◆ Transmit a copy of the transmittal letter, proposed Campus Master Plan and support materials, to the University Architect & Vice President to obtain President's signature.

**UNIVERSITY
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FACILITIES**

- ◆ Obtain President's signature and return original to UAV office for distribution of proposed Campus Master Plan and support materials to the BOT.

**ASSOCIATE VICE
PRESIDENT FOR
FACILITIES**

- ◆ Transmit the proposed Campus Master Plan and support materials to the BOT (follow procedures for distribution to the BOT members).

**UNIVERSITY
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FACILITIES**

- ◆ Present the proposed Campus Master Plan to the BOT for final approval.
- ◆ Notify Associate Vice President of BOT action and approval.

**ASSOCIATE VICE
PRESIDENT FOR
FACILITIES**

- ◆ Upon BOT adoption, obtain from A/E Consultant the complete adopted Master Plan document on disk.
- ◆ Post the electronic copy of the BOT adopted Master Plan on the FAU University Architect's web site.

- ◆ Within 45 days after the date the Campus Master Plan is adopted by the BOT, notify all affected persons (anyone who submitted written comments to the BOT or university, or who provided verbal or written comments at either of the two public hearings) that the plan was adopted, and identify a location where the plan may be obtained or inspected.
- ◆ Distribute a hard copy of the BOT adopted Master Plan and support documents to the following:
 - President's Office
 - Provost's Office
 - Vice President for Strategic Planning
 - University Architect & Vice President
 - Sr. Vice President for Finance
 - Sr. Vice President for University Advancement
 - Vice President & Associate Provost for Regional Campuses
 - Associate Provost
 - Associate Vice President to University Architect
 - Director of Facilities Planning
 - Director of Physical Plant
 - Director of Space Utilization
 - Boca Main Library
 - Respective Branch Library
 - Associate Director Facility Planning for respective campus

REFERENCE

1013.30, F.S.
Chapter 6C-21, Part II F.A.C.

ATTACHMENTS

- ◆ ***Transmittal Letter from FAU President (or Designee) to BOT – Attachment “A”***
- ◆ ***Transmittal letter to Host & Local Governments / Agencies – Attachment “B”***
- ◆ ***List of Host/Local Governments – Attachment “C”***
- ◆ ***Transmittal letter to State Agencies – Attachment “D”***

Date

BOT Member

Dear (BOT Member):

In accordance with Florida Statutes 1013.30, enclosed are two copies of Florida Atlantic University's Proposed (Name of Campus) Master Plan.

The University contact for the Master Plan is:

Mr. Tom Donaudy

University Architect and Vice President
CO#69-Room 101
Florida Atlantic University
777 Glades Road
Boca Raton, FL 33431

This document will be made available for public inspection during normal business hours at the Office of the University Architect and Vice President for Facilities:

Florida Atlantic University
777 Glades Road
CO#69-Room 101
Boca Raton, FL 33431

Should you have any questions regarding the attached documents, please contact Mr. Tom Donaudy at 561-297-2663.

Sincerely,

M.J. Saunders
President

MJS/ccc
Attachments

pc: T. Donaudy, University Architect & Vice President
A. Dashtaki Dotiwala, Associate Vice President

ATTACHMENT "A"

Date

Mayor Robert E. Minsky
Port St. Lucie City Hall
121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984

Dear Mayor Minsky:

Attached for your review, find the Final Draft of Florida Atlantic University's Treasure Coast Master Plan dated August 1, 2000. Please note that this plan has been revised to reflect the Board of Education's latest approved FTE projections for the FAU/IRCC Treasure Coast Campus.

Per Florida Statutes, the University shall be conducting a public hearing to present the plan prior to its adoption. The first public hearing has been scheduled for August 20, 2003 at 7:00 p.m. at the FAU/IRCC Treasure Coast Campus, E-Building E-114.

Should you have any questions regarding this matter, please contact Mr. Tom Donaudy at (561) 297-2663.

Sincerely,

Tom Donaudy,
University Architect and Vice President

TD/cc

Attachments

cc: A. Dashtaki Dotiwala, Associate VP for Facilities
(Director, FP)
files

ATTACHMENT "B"

Florida Atlantic University

Host Local Government	Affected Local Government
Mayor City of Boca Raton 201 West Palmetto Park Road Boca Raton, FL 33432	Chairperson Broward County Board of County Commissioners 115 South Andrews Avenue Ft. Lauderdale, Florida 33301
Mayor Town of Davie 6591 Southwest 45 th Street Davie, Florida 33314	Chairperson Palm Beach County Board of County Commissioners Post Office Box 1989 West Palm Beach, Florida 33402
Mayor Town of Jupiter 210 Military Trail Jupiter, Florida 33458	

Regional Planning Council	Regional Planning Council – NPB Campus
Executive Director South Florida Regional Planning Council 3440 Hollywood Boulevard, Suite 140 Hollywood, FL 33021	Treasure Coast Regional Planning Council 301 East Ocean Boulevard, Suite 300 Stuart, FL 34994
Water Management District Executive Director South Florida Water Management District Post Office Box 24680 West Palm Beach, FL 33416-6899	
State Agencies	
Chief, Bureau of Local Planning Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100	
Director, Office of Environmental Services Fish and Wildlife conservation Commission 620 South Meridian Street, Room 325 Tallahassee, FL 32399-1600	
Chief, Bureau of Environmental Services Department of Environmental Protection 3900 Commonwealth Blvd. Tallahassee, FL 32399	
Senior Cabinet Aid Department of State The Capitol Tallahassee, FL 32399-0250	
Director, Office of Policy Planning Florida Department of Transportation 605 Suwanee Street, Mail Station # 28 Tallahassee, FL 32399-0450	
Land Acquisition and Management Advisory Council (or Successor) Environmental Manager – Department of Environmental Protection Office of Intergovernmental Programs Mail Station #47 3900 Commonwealth Blvd. Tallahassee, FL 32399	

ATTACHMENT “C”

Date

Mr. Brian Barnett
Office of Environmental Services
Fish and Wildlife Conservation Commission
620 South Meridian St Room 325
Tallahassee, FL 32399

Re: Florida Atlantic University – Treasure Coast Campus Proposed Master Plan

Dear Mr. Barnett:

In accordance with Florida Statute 1013.30, Florida Atlantic University has prepared a Campus Master Plan for its Treasure Coast Campus. Consistent with the requirements of F.S. 1013.30(6) the University has begun the public notice and review process prior to the plan's adoption by the University's Board of Trustees.

The first public hearing to initiate the review period was held on August 20, 2003. Following the initial public hearing the University is required to transmit copies of the proposed Campus Master Plan and support materials used in preparing the plans be transmitted to regional and state agencies for their review and written comments.

Written comments from reviewing agencies are to be sent to the University contact person within 90 calendar days after receipt of the proposed Campus Master Plan. The University contact is Mr. Tom Donaudy, University Architect & Vice President for Facilities, Campus Operations Building #69, Room 101, Boca Raton FL 33431-0991.

Please contact me at (561) 297-2663 if any further information is required.

Sincerely,

Tom Donaudy,
University Architect & Vice President

TD/ccc

Attachment: Treasure Coast Campus Master Plan
Supporting Data for Master Plan

pc: A. Dashtaki Dotiwala, Associate VP for Facilities
(Director, FP)

ATTACHMENT "D"