

**CAPITAL PLANNING, DESIGN AND CONSTRUCTION**  
**SECTION II – PHYSICAL MASTER PLAN AND OFF-CAMPUS CENTERS**  
**SECTIONS 9007 – 9014**

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**9007                    DEVELOPMENT OF PHYSICAL MASTER PLAN**

The Board of Trustees (BOT) has from its inception recognized the importance of each campus developing a Physical Master Plan, in concert with the campus consulting master plan architect and members of the community in which the campus is located. The BOT requires that every campus have a master plan, showing existing and anticipated facilities necessary to accommodate a specified enrollment at an estimated target date or planning horizon, in accordance with approved educational policies and objectives. Each campus master plan reflects the ultimate physical requirements of academic programs and auxiliary activities during the planning horizon.

In developing the Physical Master Plan, the campus and the consulting master plan architect are concerned with:

1. A schedule for the major goals of the Academic Master Plan.
2. A statement of the major goals of the Physical Master Plan.
3. A definition of the land including site title clearance (see Section III, 9017.03), physical facilities, landscaping, and other improvements required
4. The arrangement of all physical improvements on the existing land available and on proposed land acquisitions.
5. A schedule for implementing each major segment of the Physical Master Plan.
6. A definition of the architectural vocabulary as it relates to continuity or consistency of style, form, structure, and materials.
7. A cost estimate, by significant steps of development, for implementing the plan identifying state and non-state funds.
8. An evaluation of alternate solutions.
9. Compliance with the California Environmental Quality Act (CEQA) and assessment of anticipated mitigation measures.

**9008                    PRESENTATION OF ORIGINAL PHYSICAL MASTER PLAN TO  
BOARD OF TRUSTEES FOR APPROVAL**

After approval by the campus, the initial Physical Master Plan is submitted to Committee on Campus Planning, Buildings and Grounds (CPDC) in the Chancellor's Office for review and scheduling of its presentation to the BOT.

The presentation is made to the BOT by the assistant vice chancellor of CPDC. Both the graphic and the oral components of the presentation must be clear and concise. Graphics must include slides of renderings or models. Other appropriate graphics are optional. The BOT Committee on Campus Planning, Buildings and Grounds recommendations are proposed for adoption by the full BOT.

If the Physical Master Plan is not approved at the presentation, appropriate review, modifications, or changes must be made and the revised Master Plan must be re-presented to CPDC and the BOT until approval is obtained.

**9009                    SUBSEQUENT REVIEWS OF PHYSICAL MASTER PLAN**

It is the policy of the BOT that master planning is a continuing process that does not end with approval of the original Physical Master Plan or with approval of any subsequent revisions to the plan. Modifications to the plan will be required to meet new conditions. Periodically, but not less than every ten years, each campus shall re-evaluate the Physical Master Plan and supporting EIR and shall submit a written summary report of the reevaluation to CPDC. Should the reevaluation result in major changes to the Physical Master Plan, the campus shall, in addition to submission to the summary report, prepare a statement of recommended changes to be included in a major Master Plan revision and program EIR. CPDC will assess the proposed changes and provide direction to the campus regarding the scope and planning horizon for the proposed major Master Plan revision and program EIR. Authority has been delegated to the assistant vice chancellor to approve minor revisions to the campus master plans, previously approved by the BOT. This delegation requires that the definition of minor revisions and the approval process for their implementation be disseminated through Executive Order. The purpose of the Executive Order is to comply with that directive. Reference: Section 9010.

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All requests for minor or major master plan revisions should be addressed to the assistant vice chancellor, CPDC, and must include appropriate documentation as defined, required, and promulgated through coded memoranda and SUAM. Any approved master plan revision shall be subsequently incorporated in the campus physical master plan document maps.

**9010 DEFINITION OF MINOR MASTER PLAN REVISION**

Reference: Executive Order No. 630 at <http://www.calstate.edu/EO/EO-630.pdf>, issued February 1, 1995

A minor revision to the approved campus master plan is defined as follows:

1. A modification to the configuration of a future or existing building footprint (exterior building line at ground level).
2. A siting of a new capital outlay project provided the planned facility is consistent with the adopted campus architectural vocabulary and is not architecturally significant.
3. A siting of a relocatable and/or temporary facility.
4. A relocation of a maximum of three approved but yet to be constructed facilities to a more advantageous site, provided the overall utilization of the campus land area is not increased or the amount of open space decreased.
5. A vertical addition to an existing or yet to be constructed facility provided the addition is not determined to be architecturally significant; and
6. Other criteria and parameters as the BOT may from time to time adopt through its standing orders or by resolution.

**9011 APPROVAL PROCEDURE FOR MINOR MASTER PLAN REVISION**

Authority to approve minor master plan revisions as defined above has been delegated to the assistant vice chancellor, CPDC, to whom the request should be addressed. The following information should be included with the request:

1. A narrative description of the existing circumstance, the rationale for the proposed change, square footage of the proposal, and intended uses of the facility.
2. A discussion of any secondary effects the proposed change will have or require, in particular any impacts to FTE capacity.
3. A need assessment, i.e., why it is necessary to implement the proposed minor revision at this time.
4. A fiscal analysis of capital costs and supporting utility infrastructure (see Form 2-8) of the proposed minor revision, the project schedule, and proposed year for capital outlay program inclusion.
5. A master plan map that shows both the existing circumstance and the proposed minor revision. The area of facility proposed for changes should be identified clearly by a number inside a hexagon and also described in the agenda item for presentation to the BOT.
6. A statement by the campus proposing recommended action for compliance with CEQA.
7. A summary of other minor master plan revisions that may have been approved previously by the chancellor's office for the campus for the current budget year.
8. A letter from the campus consulting master plan architect concurring with the proposed minor revision. The assistant vice chancellor, CPDC will advise the campus president in writing when the item has been approved or denied, or if additional information is needed. Once approved, the revision will be incorporated into the approved master plan map and legend.
9. Certification from the Land Use and Environmental Review section of CPDC that site title is clear, if applicable. See Section III, 9017.03.

**9012 DEFINITION OF MAJOR MASTER PLAN REVISION**

Reference: Executive Order No. 630, February 1, 1995

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A major master plan revision is defined as:

- A project that is architecturally significant, as determined by the assistant vice chancellor, CPDC.
- A revision that changes more than the revision outlined in Section 9011 above.
- Other criteria and parameters as the BOT may from time to time adopt through its standing orders or by resolution.

**9013                    APPROVAL PROCEDURE FOR MAJOR MASTER PLAN REVISION**

Each campus may request consideration by the BOT of one major master plan revision each calendar year. However, this request may include multiple revisions to the campus physical master plan. The Trustees, upon recommendation of the chancellor, may grant an exception to the single item per year limitation when warranted by emergency or when donor-sponsored capital projects require earlier consideration.

Requests for obtaining approval of a major master plan revision require the same level of documentation as for a minor revision (reference: Section 9011). The timing of submissions of master plan revisions to the BOT may depend upon the urgency of the project. Projects for which schematic plan approval is pending require the approval of the master plan revision by the BOT either simultaneously or preceding the schematic plan presentation.

The Physical Master Plan to be reevaluated must be updated to include all existing and proposed facilities (including temporary facilities) and submitted to CPDC. The facilities shall be numbered on the Physical Master Plan and legend according to the numbers reported in the Space and Facilities Data Base. The contemplated size, location and type of structures and proposed FTE capacity included in the proposal shall reflect the latest project scope analyzed in the supporting CEQA documents. The campus, in coordination with environmental consultants and/or legal counsel and the campus consulting architect shall also submit to CPDC a statement of anticipated areas of contention and related significant project impacts and recommended mitigations, including the results of the consultative process between the campus and local jurisdictions surrounding the campus. This statement will be included in the printed agenda for the BOT. CPDC also will review all proposed revisions for compliance with fair share mitigation payments and other provisions required under CEQA.

**9014                    POLICIES AND CRITERIA FOR ESTABLISHMENT OF OFF-CAMPUS CENTERS**

The establishment of a new off-campus center by a CSU campus shall be considered only when certain procedures are undertaken, as provided in Executive Order No. 720 at <http://www.calstate.edu/EO/EO-720.pdf>, issued January 11, 2000. The Executive Order defines the process for seeking approval of two different levels of off-campus centers; those up to 500 FTE, for which the Chancellor is delegated approval authority, and permanent centers that serve more than 500 FTE, which require the BOT approval.

The procedures require consideration of factors related to academic programs and resources, enrollment planning, as well as budgetary and physical planning issues.

Proposals must be presented to the Chancellor for evaluation prior to taking steps or making commitments for implementation of new centers or significant expansion of existing off-campus programs and facilities.