

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 has long 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 Board requires that every campus have a master plan, showing existing and anticipated facilities necessary to accommodate a specified enrollment at an estimated target date, in accordance with approved educational policies and objectives. Each campus master plan reflects the ultimate physical requirements of academic programs and auxiliary activities.

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 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 nonstate funds.
8. An evaluation of alternate solutions.
9. Compliance with the California Environmental Quality Act (CEQA).

**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 CPDC in the chancellor's office for review and scheduling of its presentation to the Board of Trustees Committee on Campus Planning, Buildings and Grounds.

The presentation is made to the Board 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 Boards Committee on Campus Planning, Buildings and Grounds recommendations are proposed for adoption by the full Board.

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

9009 SUBSEQUENT REVIEWS OF PHYSICAL MASTER PLAN

It is the policy of the Board of Trustees 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 three years, each campus shall re-evaluate the Physical Master Plan 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 changes (written or graphic) and recommendations to be included in the printed agenda as an item for approval by the Board of Trustees. Authority has been delegated to the chancellor to approve minor revisions to the campus master plans, which were initially approved by the Board of Trustees. 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.

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.

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9010 DEFINITION OF MINOR MASTER PLAN REVISION

Reference: Executive Order No. 630, 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 Board of Trustees 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.
3. A need assessment, i.e., why it is necessary to implement the proposed minor revision at this time.
4. A fiscal analysis, i.e., what is the cost in terms of initial capital outlay and ongoing physical plant maintenance of the proposed minor revision, the intended preliminary planning (P) and working (W) drawings, construction (C), and equipment (E) build-out schedule, and proposed year for capital outlay program inclusion.
5. A master plan graphic 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.
6. A statement by the campus proposing recommended action for compliance with the California Environmental Quality Act.
7. A summary of other minor master plan revisions that may have been approved previously by the chancellor's office, said summary to demonstrate that the current proposal, when added to its predecessor, does not accumulatively go over \$15,000,000 in total value of minor master plan revisions for the campus.
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 document maps.
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

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 three sites or land uses on the approved master plan.
- Other criteria and parameters as the Board of Trustees may from time to time adopt through its standing orders or by resolution.

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9013 APPROVAL PROCEDURE FOR MAJOR MASTER PLAN REVISION

Each campus may request consideration by the Board of Trustees 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 (see 9011). The timing of submissions of master plan revisions to the Board of Trustees may depend upon the urgency of the project. If it involves a project for which schematic plan approval is pending, the approval of the master plan by the Trustees may precede the schematic plan presentation.

The Physical Master Plan to be reevaluated must be updated to include all existing (including temporary) and proposed facilities and submitted to CPDC. The facilities shall be numbered on the Physical Master Plan according to the numbers reported in the Space and Facilities Data Base. Special efforts must be made to reflect accurately the contemplated size of structures and FTE capacity included in the latest five-year program. In addition, the cost estimated for long-range development must be updated and include the difference in capital costs. A statement of the changes and recommendations, including the results of the consultative process between the campus and the community in the development and use of the area surrounding the campus, also must be prepared in advance by the campus and the consulting architect and submitted to CPDC. This statement will be included in the printed agenda for the Board of Trustees. CPDC also will review all proposed revisions for compliance with the California Environmental Quality Act.

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 Board of Trustees 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.