October 26, 1999

CHANCELLOR’S MEMORANDUM: CM-N-02.02-10/99

TO: Members, Council of Presidents

FROM: Adam W. Herbert

SUBJECT: Submittal, Review and Adoption of Campus Master Plans

AUTHORITY: Sections 163.3184, 240.155, 253.034, and 259.032, F.S. Chapters 6C-21, Parts I and II, Rules 18-2, and 6C-8.009, F.A.C.

POLICY/PURPOSE: To establish procedures for submittal, review and adoption of campus master plans.

Submission of Campus Master Plans. Each university within the State University System (SUS) shall submit to the Board of Regents 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. The proposed campus master plan and support materials are to be submitted to the Director, Office of Facilities Planning, Florida Board of Regents (OFP).

The university shall submit a transmittal letter from the president of the university that specifies:

(a) name, title, address, and telephone number of the university contact person who is familiar with the proposed plan;

(b) any optional elements that are included in the plan;
(c) the university location where the proposed campus master plan will be made available for public inspection during SUS business hours, (8:00 a.m. - 5:00 p.m. Monday thru Friday);

(d) four (4) copies of the proposed campus master plan, including all items specified in Subsection 240.155(3), F.S., and in Chapter 6C-21, Part II, F.A.C.;

(e) four (4) copies of 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;

(f) 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.).

**Review of Proposed Campus Master Plans.** The OFP shall review the proposed master plan within ten (10) working days of receipt to ensure that all of the applicable materials required by this Chancellor’s Memorandum are included. If the proposed plan does not include all required elements and support materials, the OFP shall notify the university contact person that the submission is incomplete and request that the missing information be submitted.

Upon determination that the proposed campus master plan as submitted or resubmitted includes all the required material, the OFP shall:

(a) within ten (10) working days send a notice to the university contact person authorizing the university to advertise and conduct the first public hearing;

(b) pursuant to Subsection 253.034(8), F.S., make a copy available during SUS business hours, for ninety (90) days, for public review and comment;

(c) review the proposed master plan and support documentation for compliance with the requirements of Section 240.155, F.S., Rule 6C-21, Part II, F.A.C., and the most recent edition of the *Guideline for the Comprehensive Campus Master Plan System*;
(d) transmit written comments on the proposed plan to the university
contact person within thirty (30) working days.

Upon notice from the OFP, the university shall;

(a) advertise and conduct the first public hearing consistent with the
requirements of Subsection 163.3184(15), F.S., and Chancellor’s
Memorandum CM-N-03, Public Hearings for Campus Master Plans
and Plan Amendments;

(b) transmit one copy of the proposed campus master plan and support
materials to the appropriate host and affected local governments
identified in Attachment 1 for review, and

(c) pursuant to Subsection 253.034(8), F.S., make a copy available
during SUS business hours, for ninety (90) days, for public review and
comment.

(d) within five (5) working days after the date of the first public hearing,
transmit one copy, unless otherwise noted, of the proposed campus
master plan and support materials as described above to each of the
following agencies (designated contacts are identified, Attachment 1)
for their review and written comments:

(1) the appropriate water management district;
(2) the appropriate regional planning council;
(3) the Department of Community Affairs;
(4) the Department of Environmental Protection;
(5) the Department of Transportation (2 copies);
(6) the Department of State;
(7) the Fish and Wildlife Conservation Commission;
(8) the appropriate host local government;

(9) the appropriate affected local government(s);

(10) the Land Management Advisory Council or its successor (10 copies)

The responsibilities of the reviewing agencies and governments identified in this Chancellor's Memorandum include but are not limited to the following:

(a) The review by 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 Rule 6C-21, Part II, F.A.C., and Subsection 240.155(3), F.S.

(b) The review by state agencies represented on the Land Management Advisory Council (LMAC) or its successor and the Florida Department of Environmental Protection (FDEP) for comments regarding the requirements for five-year state land management plans by Chapter 18-2, F.A.C., and Sections 253.034 and 259.032, F.S.

(c) The review by 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.

(d) The review by the appropriate host and affected local governments in the context of the relationships and impacts of the campus master plan on the local government's adopted comprehensive plan required to be addressed by Rule 6C-21, Part II F.A.C., including the requirements placed upon public services and facilities, and compatibility of adjacent land uses, in accordance with Subsection 163.3184(5), F.S.
Any comments from the reviewing agencies and governments shall be sent in writing to the designated university contact person within ninety (90) calendar days after receipt of the proposed campus master plan. The reviewing agencies and governments shall be requested to concurrently provide a copy of their comments to the OFP.

If no one objects to the plan during the ninety (90) day public review period, then the master plan shall be deemed by FDEP to be approved for the purposes of compliance with Section 253.034, F.S.

If there are objections to the plan during the ninety (90) day public review period, then the OFP shall schedule meetings and discussions with the university contact person and representatives of reviewing agencies and governments as necessary to incorporate appropriate revisions into the campus master plan. Once agreement between the OFP, representatives of reviewing agencies and governments, and the university contact person has been reached with respect to appropriate revisions to the proposed campus master plan, the OFP shall authorize the university to advertise and conduct the second public hearing consistent with the requirements of Subsection 163.3184(15), F.S., and Chancellor's Memorandum CM-N-03, Public Hearings for Campus Master Plans and Plan Amendments.

Within five (5) working days after the second public hearing, the university shall transmit four (4) copies of the revised campus master plan and support materials to the OFP. Any proposed master plan for which an objection is filed shall be submitted by OFP to the Board of Trustees of the Internal Improvement Trust Fund in accordance with Subsection 253.034(8), F.S.

After the requirements of 253.034(8), F.S., are complied with, the OFP shall prepare and submit the adoption of the revised campus master plan as an item on the agenda for the next scheduled meeting of the Board of Regents. The agenda item will include an executive summary recommending whether the proposed amendment should be adopted.

**Adoption of Campus Master Plans.** At the Board of Regents meeting, the university president or designee should be prepared to present a brief summary of the revised master plan. This summary should include, but not be limited to:
(a) significant land use changes and campus development proposed during the planning period;

(b) the schedule of and source of funds for capital improvements proposed during the planning period;

(c) an assessment of projected on-site and off-site impacts of proposed campus development during the planning period and proposed measures to mitigate those impacts;

(d) assurances that the university has complied with all of the statutory prerequisites for plan adoption.

Adoption of the campus master plan shall be by action of the Board of Regents.

Notice of Affected Persons. Within forty-five (45) days after the date the campus master plan is adopted by the Board of Regents, the OFP shall notify all affected persons that the plan was adopted, and identify a location where the plan may be obtained or inspected. An affected person is anyone who submitted written comments to the Board of Regents or university, or who provided verbal or written comments at either of the two public hearings.

Contact: Kenneth M. Ogletree
Office of Facilities Planning
SUNCOM 213-7340, Local (850) 201-7340
Internet Address: ogletrk@borfl.org

AWH/nom

Attachment
Attachment 1

CONTACT PERSONS FOR LOCAL, REGIONAL AND STATE AGENCIES, HOST AND AFFECTED LOCAL GOVERNMENTS

University of West Florida
(Host and affected local governments)
Chairperson
Escambia County Board of County Commissioners
Post Office Box 1591
Pensacola, Florida 32597-1591

Florida State University
(Host local government) (Affected local government)
Mayor
City of Tallahassee
City Hall
300 South Adams Street
Tallahassee, Florida 32301-1731
Chairperson
Leon County Board of County Commissioners
Leon County Commissioners
301 South Monroe Street
Tallahassee, Florida 32301

Florida A & M University
(Host local government) (Affected local government)
Mayor
City of Tallahassee
City Hall
300 South Adams Street
Tallahassee, Florida 32301-1731
Chairperson
Leon County Board of County Commissioners
Leon County Courthouse
301 South Monroe Street
Tallahassee, Florida 32301
University of North Florida
(Host and affected local governments)

Mayor
City of Jacksonville/Duval County
City Hall
220 East Bay Street
Jacksonville, Florida 32202

University of Florida
(Host local government) (Affected local government)

Mayor
City of Gainesville
Post Office Box 490-19
Gainesville, Florida 32602-0490

Chairperson
Alachua County of Board of
County Commissioners
Post Office Box 2877
Gainesville, Florida 32602

Mayor
Town of Davie
6591 Southwest 45th Street
Davie, Florida 33314

Chairperson
Broward County Board of County
Commissioners
115 South Andrews Avenue
Ft. Lauderdale, Florida 33301

University of Central Florida
(Host local government) (Affected local governments)

Chairperson
Orange County Board of County
Commissioners
Post Office Box 1393
Orlando, Florida 32802

Chairperson
Seminole County Board of
County Commissioners
1101 East First Street
Sanford, Florida 32771

Mayor
City of Oviedo
City Hall
400 Alexandria Boulevard
Oviedo, Florida 32765

Mayor
City of Orlando
400 South Orange Avenue
Orlando, Florida 32801
University of South Florida
(Host local governments) (Affected local governments)
Mayor
City of Tampa
306 East Jackson Street
Tampa, Florida 33602
Chairperson
Hillsborough County Board of County Commissioners
Post Office Box 1110
Tampa, Florida 33610

Mayor
City of St. Petersburg
Post Office Box 2842
St. Petersburg, Florida 33731
Chairperson
Pinellas County Board of County Commissioners
315 Court Street
Clearwater, Florida 34616

Mayor
City of Sarasota
1565 First Street
Sarasota, Florida 34236
Chairperson
Sarasota County Board of County Commissioners
Post Office Box 8
Sarasota, Florida 34230

Mayor
City of Temple Terrace
Post Office Box 16930
Temple Terrace, Florida 33687
Chairperson
Manatee County Board of County Commissioners
Post Office Box 1000
Bradenton, Florida 34206-1000

Florida Atlantic University
(Host local governments) (Affected local governments)
Mayor
City of Boca Raton
201 West Palmetto Park Road
Boca Raton, Florida 33432
Chairperson
Broward County Board of County Commissioners
115 South Andrews Avenue
Ft. Lauderdale, Florida 33301

Mayor
Town of Davie
6591 Southwest 45th 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
Florida International University
(Host local governments) (Affected local government)
Chairperson
Miami-Dade County Board of County Commissioners
111 N.W. First Street, Suite 220
Miami, Florida 33128
Mayor
City of Sweetwater
500 Southwest 109th Avenue
Sweetwater, Florida 33174
Chairperson
City of North Miami
776 Northeast 125th Street
North Miami, Florida 33161
Mayor
Miami-Dade County Board of County Commissioners
111 N.W. First Street, Suite 220
Miami, Florida 33128

Florida Gulf Coast University
(Host and affected local government)
Chairperson
Lee County Board of County Commissioners
Post Office Box 398
Ft. Myers, Florida 33902

REGIONAL PLANNING COUNCILS
Executive Director
West Florida Regional Planning Council
Post Office Box 486
Pensacola, Florida 32593-0486
University of West Florida
Florida State University/
Panama City Campus
Executive Director
Apalachicola Regional Planning Council
314 Central Avenue, Room 119
Blountstown, Florida 32424
Florida A & M University
Florida State University
Executive Director
North Central Florida Regional Planning Council
2009 Northwest 67 Place
Gainesville, Florida 32601
University of Florida
Executive Director  
Northeast Florida Regional Planning Council  
9143 Phillips Highway  
Suite 350  
Jacksonville, Florida 32256  

Executive Director  
East Central Florida Regional Planning Council  
1011 Wymore Road, Suite 105  
Winter Park, Florida 32789  

Executive Director  
Tampa Bay Regional Planning Council  
9455 Koger Boulevard, Room 119  
St. Petersburg, Florida 33702-2491  

Executive Director  
Southwest Florida Regional Planning Council  
Post Office Box 3455  
North Ft. Myers, Florida 33918-3455  

Executive Director  
South Florida Regional Planning Council  
3440 Hollywood Boulevard, Suite 140  
Hollywood, Florida 33021  

Executive Director  
Treasure Coast Regional Planning Council  
301 East Ocean Boulevard, Suite 300  
Stuart, Florida 34994  

**WATER MANAGEMENT DISTRICTS**  

Executive Director  
Northwest Florida Water Management District  
Route 1, Box 3100  
Havana, Florida 32333  

University of North Florida  
University of Central Florida  
University of South Florida/Tampa & St. Petersburg Campuses  
Florida Gulf Coast University/University of South Florida/Sarasota Campus  
Florida Atlantic University/Florida International University/University of Florida (Davie)  
Florida Atlantic University/North Palm Beach Campus  
Florida State University/Florida A & M University/University of West Florida
Executive Director
St. Johns River Water Management District
Post Office Box 1429
Palatka, Florida 32178-1429

Executive Director
South Florida Water Management District
Post Office Box 24680
West Palm Beach, Florida 33416-6899

Executive Director
Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34609-6899

STATE AGENCIES

Chief, Bureau of Local Planning
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Director, Office of Environmental Services
Fish and Wildlife Conservation Commission
620 South Meridian Street, Room 325
Tallahassee, Florida 32399-1600

Chief, Bureau of Environmental Services
Department of Environmental Protection
3900 Commonwealth Boulevard
Tallahassee, Florida 32399

Senior Cabinet Aide
Department of State
The Capitol
Tallahassee, Florida 32399-0250

Director, Office of Policy Planning
Florida Department of Transportation
605 Suwanee Street, Mail Station #28
Tallahassee, Florida 32399-0450
LAND MANAGEMENT ADVISORY COUNCIL

LAND ACQUISITION AND MANAGEMENT ADVISORY COUNCIL (Successor)
Environmental Manager
Department of Environmental Protection
Office of Intergovernmental Programs
Mail Station #47
3900 Commonwealth Boulevard
Tallahassee, Florida 32399