

DEPARTMENT OF HIGHER EDUCATION FACILITIES MASTER PLANNING GUIDELINES

April 5, 2007

Part 1 Statutory Authority

Statutory Authority C.R.S. 23-1-106, et. seq., establishes the duties and powers of the Commission with respect to capital construction and long-range planning. C.R.S. 23-1-106(2)(3) gives the Department of Higher Education authority to prescribe uniform policies, procedures, and standards of space utilization and to review and approve master planning and program planning for all higher education capital construction projects on state-owned or state-controlled land. Given this authority, these guidelines outline components to be included in the preparation of facilities master plans and the criteria by which the Department of Higher Education (DHE) will conduct facilities master plan reviews.

C.R.S. 23-1-106 (3) directs the commission to “review and approve master planning and program planning for all capital construction projects of institutions of higher education.” C.R.S. 23-1-106 (4) directs that facilities master plans conform to “approved educational master plans.” Any facilities/infrastructure plan must be driven in large part by the academic course set for a particular institution. Although DHE no longer reviews annual academic plans, the Long-Range Facilities/Infrastructure Plan should outline ways it has been coordinated with institutional academic and information technology plans. DHE staff may request copies of the institutional academic and information technology plans during review of the facilities/infrastructure plans.

Generally, the Department of Higher Education requires a reassessment of any facilities master plan every ten years. For detailed policy requirements and procedural information please refer to the current DHE Capital Assets Policies (Section III Part D) and the current year Instruction Manual for Higher Education Facilities, Program Planning and Budgeting. These documents can be found online at <http://www.state.co.us/cche/policy/newpolicies/iii-partd.pdf> and <http://www.state.co.us/cche/capassets/index.html>.

Part 2 Overview

Given that the organization of every physical campus in Colorado is unique, an overarching set of guidelines mandating how every campus plan should be organized does not make sense in terms of achieving the best outcomes for each campus’ planning documents. On the other hand, campus planning plays an extremely important role in determining the best use of state and cash funds in an institution’s capital construction process. Given this, guidelines should reflect the necessary elements and examples for this process to be successful.

Planning is a continuous process that will enable an institution to get from where it is today, to where it wants to be in the future. From the state perspective, the ability to review master plans and program plans for state institutions of higher education, allows DHE and state elected officials to attain a better understanding of state educational facilities needs and priorities. A facilities master plan is a documented campus facilities vision based on conditions and trends that identifies assumptions for the future and sets priorities. The plan looks at the current condition of facilities, conducts an analysis and generates a direction for facilities needs for the next ten years. A facilities master plan is a living document that evolves and responds to changing conditions over its lifetime.

Part 3

Facilities Master Planning Guidelines

As DHE reviews facilities/infrastructure long-range plans and master plans, the following guidelines will serve as a foundation for what planning documents should contain with an eye towards how plans are affecting the future use of state owned land and the quality of education in Colorado.

In order to develop a future facilities master plan, an institution should conduct an examination of institutional goals as set by campus leadership, an assessment of the needs of campus users and an assessment of current conditions on campus. Given this, DHE sees master plans as needing four major sections:

Introduction/Planning Process

The master plan should include information showing the institution's planning process and purpose for developing the plan. This section should provide information on the authors and the names of stakeholders and other essential contributors to the plan. The section should also give a brief overview of the master planning process, including, but not limited to, what alternatives were considered and some of the larger conclusions reached that allowed the institution to choose the final plan.

Program Information/Institutional Overview

It is necessary for an institution to assess its present and future mission, programs, and goals before making any attempt to create a facility and infrastructure plan that incorporates academic and technology needs. Facilities and infrastructure should serve the program needs of the institution. Thus, it is necessary to generate institutional data at the beginning of the planning process. This section should include an overview of institutional history, the vision for the future, mission and goals, how the campus interacts with users and the surrounding community, enrollment and demographic information and other data that helps quantify the vision and the space needs to accomplish the vision.

Existing Conditions Assessment/Analysis

The quantity, quality and functionality of existing space, both academic and auxiliary, should be evaluated in this section of the plan. This evaluation should contain considerations of alternative methods to retain campus assets and mitigate campus issues. Much of the information necessary for an existing conditions study for an institution will be best represented through visual tools such as maps, figures, tables, charts and photographs. Large presentations of data deleterious to the flow of the plan can be attached as appendices. Each section identified in the outline for this section (see page 4 below) should include narratives on the implications created by the existing conditions. Conclusions to these assessments can either be included within the descriptive language accompanying the visual elements or summarized at the end of the section.

The Plan

The plan recommends a course of action based on the existing conditions assessment and planning analysis. This section should include information on building uses, possible land acquisitions or dispositions, pedestrian, bicycle and vehicular circulation, open space uses and a measurement of building area and ground coverage, such as the floor area ratio (F.A.R). Also, the plan should explain how the institution will evaluate and make incremental adjustments to the plan as conditions change over its ten-year life. The plan also should include phasing information including timelines and budget estimates as well as general design criteria for the campus.

Part 4 Facilities Master Plan Outline

While the organization of these sections can vary, these guidelines are organized in this fashion so that information fitting within each of these themes can be drawn out in a logical order. The following outline shows the components necessary for an effective facilities master plan. These components are not all encompassing and certain institutions may need additional components to fully articulate their particular facilities needs.

DHE capital assets staff are available for consultations in the development or amendment of any higher education related facilities planning document.

Introduction/Planning Process

- The authors of the Master Plan
- The general process used to develop the plan
- How students/faculty/staff were involved
- How the surrounding community and local governments were involved
- What other stakeholders were involved in developing the plan
- How the information from stakeholders and other sources were developed and assimilated into the final planning document
- This section can also contain an overview of some of the larger conclusions reached through the development of the master plan.

Program Information/Institutional Overview

- Institution role, mission and vision
- History
- General overview of programs or program types
- Overview of current policies affecting facilities
 - o Admissions
 - o Housing
 - o Student services
 - o Campus parking
 - o Athletics
 - o Libraries
 - o Class scheduling
 - o Facilities maintenance
 - o Relevant institutional space allocation guidelines
- Assessment of academic plans, institutional role, mission and vision, technology master plans and any other relevant strategic planning undertaken by the institution in relation to the proposed master plan
- Campus location maps
 - o Map showing the campus location in a regional context
 - o Map showing the campus boundaries in relation to surrounding areas
- Enrollment size and distribution data (current and phased growth)
 - o Basic enrollment
 - o Enrollment distribution by organizational unit
 - o Student residence demographic data
 - o Impact of distance education on enrollment
- Faculty and staff size and distribution (current and phased growth)
 - o By functional area
 - o By organizational unit
- Institutional economic data
 - o Role within local, regional and state economies

Existing Conditions Assessment and Conclusions

- Current land use map
 - o Campus building functions by locations
 - o Land uses adjacent to the campus
- Building locations map
 - o Current footprints
- Current space inventory/projections tables
 - o Current space utilization by space type in relation to department space utilization guidelines
 - o Overview of current space utilization, pointing out particular problems or foreseeable problems- the full table can be included as an appendix
- Facility conditions index by building map or narrative
- Topographic map

- Subsurface soil conditions map or regional map indicating general soil conditions and narrative
- 100-year flood map
- Circulation systems maps
 - o Pedestrian circulation
 - o Vehicular circulation
 - o Bicycle circulation
- Utility systems maps
 - o Water systems
 - o Heating systems
 - o Electric systems
 - o Technology infrastructure
 - o Discussion of surrounding local government utility use
- Storm water management map and/or narrative
- Athletics/parks/recreational fields/open space map
- Assessment of current campus aesthetics (can be shown through renderings or photographs)
 - o Architecture
 - o Scale (building height to street width, general building height and density by appropriate campus area)
 - o Materials
 - o Urban design
 - o Public Art

The Plan

- Ideal functional diagrams
 - o Nature and relationships of land zones
 - o Functional relationships within land-use zones
 - o Flexibility for growth
- Land coverage decisions
 - o Building density with building zones
 - o Parking facilities
 - Surface
 - Structures
- Campus plans and supporting data
 - o Land perimeter
 - o Land use
 - o Circulation systems and vehicle storage
 - o Utility systems, including technology infrastructure
 - o Building location
 - o Stormwater management plan
 - o Facility staging plan
- o Narrative campus plans to continue or renew aesthetic considerations
 - o Aesthetic guidelines or narrative if none are available
- Facilities construction and renovation time schedule
- Criteria for updating the plan