

# POLICY STATEMENT 23

## CAMPUS FACILITY AND SITE PLANNING

### POLICY DIGEST

Monitoring Unit: Office of Facility & Property Oversight  
Initially Issued: December 1, 1975  
Last Revised: July 3, 2019

## I. PURPOSE

This policy provides for:

- A. an integrated approach through thoughtful planning and design toward creating and maintaining a physical environment throughout the extent of the campus boundaries consistent with LSU's status as the state's Flagship university and in keeping with Approved Planning Documents, Approved Project Documents, and Design Guidelines and Standards; A u n i v e r s i t e s t a b l i s h e d , a n d n a t i o n a l l y ; r a n d o m
- C. establishment of the Campus Planning Oversight Committee (CPOC)

## II. DEFINITIONS

**Approved Planning Documents:** any and all physical campus planning documents which have fully and appropriately been approved by CPOC and the Board of Supervisors and/or President as required by the Bylaws & Regulations and inclusive of the latest Campus Master Planning document and any approved updates, the latest South Campus Master Planning Documents and any approved updates, as well as any other fully approved district and area planning documents.

**Approved Project Documents:** any and all project documents for which schematic design and siting have been fully and appropriately approved.



- b. Coordinates the overall administrative planning activities
  - c. Chairs the University Planning Council
  - d. Coordinates the academic program planning and financial implications with the Executive Vice President for Finance & Administration and CFO
  - e. Oversees space management
  - f. Works in tandem with the Executive Vice President for Finance & Administration and CFO to determine capital project priorities and budgets
3. Executive Vice President for Finance & Administration and CFO:
- a. Coordinates and implements the financial planning activities associated with operational, maintenance, and capital construction budgets.
  - b. Works in tandem with the Executive Vice President & Provost to determine capital project priorities and budgets.
4. University Planning Council (UPC): A body of faculty, staff, and student representatives chaired by the Executive Vice President & Provost that serves in an advisory capacity to the President and the Executive Vice President & Provost regarding academic planning, including academic space. This standing committee is the successor body to previous university strategic planning committees.
5. Campus Planning Oversight Committee (CPOC): An advisory committee charged with monitoring and making recommendations regarding the physical development of the campus in accordance with Approved Planning Documents, Approved Project Documents, and Design Guidelines and Standards, as defined in Section II. This standing committee is the successor to the former Facilities Design & Development Committee (FDDC).
- a. Functions: The general functions of the committee are:
    - i. Review and make recommendations regarding the university's long-range facilities development plans. This includes review and recommendations to the current and updated Campus Master Plan documents.
    - ii. Review and approve policies, procedures, and facility and site development guidelines.
    - iii. Perform the oversight activities associated with a comprehensive facility

- b. Membership - Specific terms are outlined below; there are otherwise no term limits. The membership of the committee includes:
  - i. The Director of Campus Planning, who serves as chair of the CPOC
  - ii. The University Architect, who serves as a permanent standing member
  - iii. One voting representative appointed by each of the following for a one-year term:
    - a) Faculty Senate Executive Committee
    - b) Staff Senate Executive Committee
    - c) Student Government
  - iv. One voting faculty member from each of the following professional areas

- o) Director of Office of Disability Services
- p) Assistant Vice President for Residential Life
- q) Executive Director of Student Health Center
- r) Executive Director of University Recreation

Associated entities will be provided the opportunity to give input on projects with which they are involved.

6. Office of Planning Design and Construction (PDC), a division under the auspices of the Office of Facility & Property Oversight (FPO):

- a. Manages and coordinates the Facility Development and Planning Process defined in Section IV.C. and prepares submissions for agenda items, as well as the Strategic Capital Plan, with recommendation for review by CPOC and/or the President and the Board of Supervisors, as required.
- b. Conducts needs assessment studies to determine the short-term and long-term space needs of the university community.

Documents existing conditions (current programs and survey of existing physical resources) and analyzes and evaluates needs for program growth and/or change as well as technical innovations and trends.

- c. Devises a strategy and action plan to meet needs using planning principles and development concepts through the development of Approved Planning Documents, Approved Project Documents, and Design Guidelines and Standards.
- d. Manages day-to-day activities associated with processing and/or evaluating proposals for space requests, assignments, changes, allocations, etc., to assist the Office of Academic Affairs in effecting optimum utilization of existing space resources and ensuring that the immediate space needs of the university community are identified.
- e. Unit (i.e. college, department, etc.) responsibility

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and coordinated by the Office of PDC. A Project Initiation Form may be required for preliminary consideration of a project.

3. Major Requests: Major request procedures are followed when the proposal involves considerable renovations or alterations to the visual character of a facility, major alterations to the exterior environment, alterations to permanent sculpture and works of art, and/or requests that involve new construction or capital outlay funding. Considerable alterations to the exterior of an existing facility or a major site development must follow the major request procedure.

Most Major Requests move through various administrative levels and committees for review and/or approval prior to review by the President and approval as a potential project. This process ensures appropriate input from campus stakeholders, that requests are consistent with Approved Planning Documents, and that the planning process outlined above is followed (Section IV.C). Complex Major Requests (i.e. new facilities and major site developments or otherwise required by the Chair) will move through the CPOC a minimum of two instances.

The Dean (or equivalent) of the campus unit pursuing a Preliminary Feasibility Assessment shall notify the Office of PDC prior to initiating such activity; CPOC review is not required.

- a. Concept Phase CPOC Review: A major facility development request will consist of a general development outline and a preliminary program, cost-range, proposed site location, and a contextual analysis. Design solutions are not presented at this time. The CPOC reviews the request, ensures the request adheres to the Approved Planning Documents, and then makes a recommendation. A site decision for the specific request is determined as part of this review.
- b. Documentation Requirements for CPOC submission at the concept phases for Major Requests:
  - i. Development Outline
  - ii. Preliminary Program: a description of the project, space requirements and general scope of the project to meet the programmatic need.
  - iii. Cost Range
  - iv. Site Location
  - v. Contextual Analysis
- c. Schematic Design Phase CPOC Review - Once the Project has been fully developed conceptually, prior to full completion and acceptance of the Schematic Design Phase, the project request is reviewed a second time by the CPOC. (See Appendix I for requirements for schematic design submittal.) The CPOC will make recommendations based on:
  - i. Congruence of the request with Approved Planning Documents and Design Guidelines and Standards





6. The Chair of the CPOC will consider potential agenda items, approve the agenda, and distribute the agenda electronically to members of the CPOC for advance reviewing.
7. Chair shall be responsible for:
  - i. Management of meeting
  - ii. Documentation of attendance
  - iii. Documentation of meeting minutes
  - iv. Communication of decisions to the Office of Academic Affairs and the Office of FPO
8. Distribution of meeting minutes to all committee members and stakeholders (as enumerated in Sec.IV.A.5.b), the Office of the President, the Office of Academic Affairs, and the Office of FPO shall be in a timely fashion.
9. Appeals of decisions made by the CPOC shall be made directly to the Office of Academic Affairs.
10. All voting requires a quorum. A quorum is defined as a simple majority of voting members present on the CPOC. Decisions and recommendations require a simple majority of votes cast.

## V. APPENDICES

- I. Requirements for Facility Development Presentations before the CPOC
- II. Detailed Approval Process
- III. Request for Allocation of Space Form

## Appendix I

### Requirements for Facility Development Presentations before the CPOC

#### Schematic Design Phase:

1. **Detail Sheet** – Name of building, general programmatic requirements with square feet, preliminary budget estimate inclusive of hard and soft costs including cost per square foot, a design narrative (no limit as to length) that discusses the design opportunities and approach for the building design, the engineering criteria including sustainability concerns that are essential for the building's design, and a brief narrative describing them. Nat 9.1 (c)7 (n)16 substantial (s)10 criteria (st)1dM'(a)2 (t)9 (a)9.1 (im)13 ((r) ce(a)-7 pprnæ rnecs desAswrnensbummaoFthF rnecsrnatis hFcbunmas(e)-1 rna andhooitdi( co)7 (n)2.1 (t)9 (t)9ditigtpo the(p)9 l(a)2 (n)6 (')4 (( o)7 bje)186 ctqive

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## Appendix II

### Detailed Approval Process

Following is the process to be coordinated by PDC for Facility Developments that result in Approved Project Documents. **Bold** items require written approval by PDC prior to proceeding to the next design step.

- Preliminary Project Review – scope definition and preliminary budget development
- **Designer selection for any and all phases of design including Programming**
- Program Development design phase
- Consideration of Approved Planning Documents and whether project conforms

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*(Appendix II continued)*

**Planning Process**