

University of Nebraska – Lincoln Chancellor’s Policy Memoranda: Establishment of Campus Planning Committee

Authority

The Chancellor hereby establishes the Campus Planning Committee (CPC) to review and make recommendations for external projects (building, landscape, hardscape, infrastructure, circulation) that impact the Lincoln campuses to ensure consistency with the master plan, landscape master plan, architectural design guidelines and landscape design guidelines following the established campus-wide Capital Project Planning procedures and process¹. At the established intervals, the CPC advises the Chancellor who has final authority for all campus planning decisions.

Purpose of the Committee

The purpose of the Campus Planning Committee is to implement the campus master plan and landscape master plan by guiding and coordinating external architectural, landscape and infrastructure projects on the Lincoln campuses in accordance with the planning and design goals of the university. The CPC provides recommendations to the Chancellor so that external architectural, landscape and infrastructure projects contribute to and implement the vision of the master plan, landscape master plan and associated architectural and landscape design guidelines. The CPC’s role is to coordinate the overall external physical and landscape activities with the academic and auxiliary units.

Responsibilities

The Campus Planning Committee shall have the following responsibilities:

1. The CPC shall be actively engaged in early project conceptualization to aid in the establishment of project goals, identification and coordination of planning, design and infrastructure issues related to projects.
 - The CPC will coordinate with and involve project proponents early in the planning process.
2. The CPC should advise on the siting of proposed projects by comparing them with the land uses, densities and open space provisions of the Master Plan, verifying the appropriateness of their location and consistency with land use and density concepts of the Master Plan/Landscape Master Plan.
3. The CPC shall assess proposed external projects in a comprehensive manner taking into account the suitability of the site and the cumulative consequences of development with regard to on-campus and off-campus development constraints. Site suitability should address topography, soil conditions, drainage, utilities and infrastructure, vehicular and service access, pedestrian and bike access, shuttle connections and program affinities.
 - The CPC may request additional studies if issues are identified
4. The CPC will recommend a prioritized list of master plan/landscape master plan projects, including but not limited to building, infrastructure, utility, stormwater, circulation, transportation, landscape, hardscape and parking to facilitate implementation of the MP/LMP.
5. The CPC should regularly review proposed physical improvements to campus, including building, landscape, mobility and infrastructure improvements, to ensure that they are interwoven and consistent with the land use, density and development factors as described in the Master Plan and that such improvements are acknowledged in the periodic review of the Master Plan.

¹ The University of Nebraska – Lincoln Capital Project Planning Decision Procedures and flowchart are available here: http://irp.unl.edu/Capital_Project_Plan_Procedures.pdf; http://irp.unl.edu/Campus_Project_Plan_Flowchart.pdf

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6. The CPC shall periodically review the status of development on the Lincoln campuses to identify trends or changes in use patterns, density, program affinities or relationships to open space, circulation and utility patterns that might affect the Master Plan/Landscape Master Plan. The CPC shall recommend whether or not significant changes merit amendments to the Master Plan/Landscape Master Plan.
7. The CPC may recommend that detailed area plans and/or updates to the Master Plan/Landscape Master Plan be developed for campus sub-districts in order to provide a basis for facilities accommodation and appropriate campus improvements. Considerations for updates and area plans include:
 - Identification of areas of the campuses subject to imminent or substantial changes such as major facilities expansion or alteration, new program initiatives or circulation / infrastructure improvements.
 - Identification of areas where land use, density, open space, circulation and civic design factors may have an impact on (or be impacted by) impending external factors such as public infrastructure projects, on-campus real estate initiatives or adjacent neighborhood land use changes.
 - Identification of areas where it is deemed suitable or necessary to make area-wide site improvements such as streets, streetscapes, connecting or redefining open spaces, etc.
 - Identification of areas for which a district or sub-district plan does not exist or is more than ten years old. This provision applies, in particular, where a singular project is contemplated, but lacks a contextual framework or guidelines for development due to the lack of a district or sub-district plan.
8. The CPC should coordinate plans and studies for acquisition, disposition and leasing of property within and contiguous to the campus with Master Plan.
9. The CPC should work to inform the processes carried out by the Aesthetics Review Committee.
10. The CPC should advise on space planning, space needs analyses and campus-wide space allocation where reasonable and appropriate. This function should be coordinated with other responsibilities of the CPC to foster a rigorous connection between space allocation, facilities location and land use/density patterns, and natural resource/ infrastructure needs.
11. The CPC should consider accessibility issues to ensure that the campus environs is accessible.

Membership

The CPC shall be chaired by the Campus Planner. In order to provide coordination, guidance and ensure confidentiality in the early phases of planning, an executive planning committee is established. The core campus planning committee will consist of:

- Campus Planner
- Campus Landscape Architect
- Director Facilities Management and Planning, or designee
- Director Building Systems Maintenance, or designee
- Academic Affairs representative
- Lead project manager
- Director of Facilities, IANR
- Student Affairs representative
- Others as determined by the project or issue

The core planning committee will meet on a schedule as determined by the Campus Planner to discuss upcoming projects, potential projects and planning and landscape issues related to the implementation of the master plan/landscape master plan.

The core group will also review and make recommendations related to small projects that impact the aesthetics of campus and how the projects fit within the larger context of the master plan, landscape master plan, architectural

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and landscape design guidelines. Such projects include landscape, hardscape, infrastructure, signage, screening, banners, and so forth. Medium and large projects will be reviewed by the full CPC and the ARC.

In order to provide coordination in the overall planning process and to ensure that the needs and concerns of all campus stakeholders are addressed, a full CPC shall be established to meet on a less frequent or as-needed basis at the direction of the Campus Planner. The CPC may consist of additional representatives, as reasonable, from the following divisions:

- Landscape Services
- Utilities
- Housing
- Campus Rec
- Parking/Transportation Services
- Information Services
- Facility Planning
- University Police
- Campus Bike-Pedestrian Committee
- Real Estate
- BSM
- Athletics
- Sustainability
- APC and/or Faculty Senate
- Research
- Student

Role of Campus Planner

The Campus Planner is the designated steward of the Master Plan with the responsibility to advocate for the recommendations of the plan in the project review process. The role of the Campus Planner is to:

- Coordinate with and assist university staff and design consultants in applying the relevant planning and design guidance for external architectural, landscape and infrastructure projects on the campuses.
- Ensure that all projects are consistent with the intent and principles established in the Master Plan.
- Bring together key individuals from the administration, college, departmental, faculty and professional staff, as appropriate, to inform the implementation process of the master plan. Assure the process is flexible so as to address unforeseen issues and circumstances that may arise during project implementation.

Role of the Campus Planning Committee in Project Programming, Planning, Design and Implementation

The administration of the Master Plan is conceived to integrate academic, fiscal and physical planning as a comprehensive means of making sound decisions with regard to the development and improvement of facilities. The Master Plan is a contributing resource to University-wide planning, programming and design processes. In summary, the relationship to such processes is as follows:

- For the project needs assessment phase, the Master Plan provides a framework for assessing space and facility needs in a comprehensive sense. Master Plan elements defining land use, development capacity and organization of the campuses can, for example, influence the determination of priorities and sequencing in the identification of needs. The CPC will review the proposal to ensure consistency with the master plan.
- For conceptual feasibility, which is primarily the project planning phase, the Master Plan provides data and contextual information that contribute to objective analysis of location and impact factors to be considered in determining conceptual feasibility. Such factors include land use suitability and compatibility with other uses, program capacity and density, access characteristics, utility characteristics,

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and other location circumstances particular to given areas of the campuses. The CPC will review conceptual building and site layouts with the project manager and consulting architects. The CPC will make recommendations to the Chancellor based on the master plan/landscape master plan, design guidelines, utility and infrastructure needs, and other planning elements.

- As appropriate, the CPC can hold a charette early in the Schematic Design phase with stakeholders to develop the concept and design, consistent with the Master Plan, Landscape Master Plan, Architectural Design Guidelines and Landscape Guidelines.
- For project feasibility, which is typically the design phase, the Master Plan provides information with respect to specific site factors such as building placement, massing, service access, pedestrian and open space relationships and other particular circumstances that bear on site planning and design alternatives undertaken to determine project feasibility. Design guidelines similarly inform the investigation of site and design alternatives. Early dialog may be useful in strengthening the feasibility assessment of projects likely to have a significant impact on (or contribution to) the campus as a whole. Such review may also define civic domain to be encompassed in the project which will bear on its feasibility. During the Design Development phase the CPC will be updated at regularly scheduled CPC meetings. Setbacks, landscape design, final building height, bulk and layout, parking, and related items will be reviewed for consistency with the Master Plan, Landscape Master Plan, Architectural Design Guidelines and Landscape Guidelines.
- During the Construction Documents phase, the setbacks landscape design, final building height, bulk and layout, parking, and related items will be verified for consistency with the Master Plan, Landscape Master Plan, Architectural Design Guidelines and Landscape Guidelines.