



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number: 2005-07	Date of Adoption/Revision: June 30, 2005
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Subject	Campus Master Plan Public Hearings
Authority	Sections 1013.30 and 163.3145, Florida Statutes

I. Policy Statement

Florida A & M University (University) holds a unique relationship with the local governments, the City of Tallahassee and Leon County, in which it is located. While the University brings benefits of statewide and national interests to these local governments, the University seeks to ensure its presence does not create adverse impacts on the public facilities and services of the local governments. The intent of this policy is to ensure all informal sessions and public hearings on the University Campus Master Plan and its amendments will be conducted in accordance with Sec. 1013.30, Florida Statutes and this policy.

II. Informal Information Session

The University staff in the Department of Facilities Planning and Construction, in consultation with the President, shall schedule and hold informal information session with University user groups and persons from local and host reviewing agencies prior to the first public hearing on the University Campus Master Plan.

III. Publication on Website

A copy of the campus master plan shall be maintained on the University's website.

IV. Public Hearings for Campus Master Plan and Amendments

- A. *Applicability.* The following public hearing requirements shall apply to proposed campus master plans and major amendment to an adopted campus master plan.
- B. *Consistency Review by Office of General Counsel.* Prior to the submission of the campus master plan or any related amendments to the Board of Trustees, the campus master plan or amendment submittal package shall be submitted to the Office of the General Counsel for review to determine the plan or amendment's consistency with Sec. 1013.30, Florida Statutes. Upon a determination by the Office of General Counsel that the campus master plan or amendment is consistent with the statutory provisions, the staff of Facilities Planning and Construction shall advertise and conduct the first public hearing consistent with the provisions herein and Sec. 1013.30, Florida Statutes. Subsequent to the hearing, the proposed campus master plan or amendment

shall be transmitted for external agency and government review.

- C. *Scheduling of Public Hearings.* Two public hearings shall be conducted to allow for review and comment on the proposed campus master plan or major amendment prior to final adoption. The first public hearing shall be held at least seven (7) days after the first public advertisement, but approximately five (5) working days prior to transmittal of the proposed campus master plan or major amendment to the external review agencies as required by Sec. 1013.30, Florida Statutes. This hearing shall be conducted Facilities Planning and Construction staff and/or any consultant so engaged by the Board of Trustees

Advertisement for the first public hearing shall include the required notice announcing commencement of the 90-day review period and shall be consistent with the notice provisions as provided herein. Such advertisement shall be placed in a newspaper of general circulation within the City of Tallahassee, Leon County, Florida, to allow for public comment.

The second public hearing shall be held at the adoption stage of the campus master plan or major amendment before the Board of Trustees within forty-five (45) days of the close of the required ninety (90) day public review period or at such time as the review agencies have reached agreement with the University to address necessary revisions, whichever is later. The second hearing shall be held before the Board of Trustees for adoption of the campus master plan or amendment.

To ensure full public participation and comment, the first public hearing shall be scheduled after normal business hours and held on the University's main campus in the City of Tallahassee. The location of public hearings shall be in such area accessible by members of the public.

V. Advertisement of Public Hearings

The first and second public hearings shall be advertised in a newspaper of general circulation and of general interest and readership in Leon County. The advertisement shall be in conformance with the requirements of Sec. 1013.30 and 163.3184(5), Florida Statutes, and be in substantially the following form:

NOTICE OF CAMPUS MASTER PLAN ADOPTION

Florida A & M University proposes to adopt/amend a campus master plan to govern the use of land within the area shown on the map in this advertisement for the years (beginning year –end year).

A public hearing on the campus master plan/amendment will be held on (date and time) at (meeting place). Interested parties are invited to appear at the public hearing and be heard regarding the proposed campus master plan/plan amendment. Interested parties who cannot attend this hearing are invited to submit written

comments to (name and address of university planner).

A copy of the proposed campus master plan/plan amendment is available for inspection at (physical address) during the normal business hours of (time and days of week) or online at (internet URL address).

Within five (5) working days following the public hearing, the proposed campus master plan/plan amendment shall be transmitted to the external review agencies identified in Subsection 1013.30(6), Florida Statutes. These agencies shall have ninety (90) days after receipt of the proposed campus master plan/plan amendment in which to conduct their review and provide comments to the Florida A & M University Board of Trustees.

Any person requiring reasonable accommodations in order to attend and participate in this public hearing should contact the University's ADA Office at (telephone number and TDD number of the university's ADA Coordinator) by (date- two days prior to the public hearing date).

VI. Hearing Format.

An agenda and sign-in sheet shall be provided in order to record the name and contact information of attendees. Members of the public who wish to speak during the hearing will be provided a speaker card on which to record their address for the purpose of facilitating future notice requirements. Public comment may be limited to three minutes. The public hearing should commence in the following or a similar format.

1. A brief discussion of the purpose of the hearing.
2. Introduction of speakers and participants.
3. Summary of statutory requirements for the campus master plan.
4. Summary of the campus master planning process including proceedings of the first hearing, if applicable.
5. Announcement of the commencement and duration of the period for agency and public comments.
6. Announcement of the remainder of the campus master planning process including, if applicable, the intent to conduct a second public hearing after receipt of agency and public comments, but prior to the adoption of the campus master plan or major amendment.
7. Location where the plan amendment is available for public inspection and on University's website.
8. The University or its consultant should summarize the proposed campus master plan or amendment addressing the following:
 - a. Projected enrollment increases during the planned period.
 - b. Need for academic and support facilities.
 - c. Anticipated changes in land uses.
 - d. Planned on-campus development and construction projects.
 - e. Projected impacts on local public facilities, services and natural resources.

- f. Mitigation of off-campus impacts on public facilities, services and natural resources; and
- g. Modifications made to the campus master plan or amendment based upon previous public or agency comment if applicable.

VII. Adoption of the Campus Master Plan or Amendment

At the Board of Trustees meeting, the President or the President's designee should be prepared to present a brief summary of the revised master plan or major amendment, which shall include but not be limited to;

1. Significant land use changes and campus development proposed for the planning period.
2. Schedule of and source of funds for capital improvements proposed during the same period.
3. Assessment of projected on-site and off-site impacts of the proposed campus development during the planning period and proposed measures to mitigate those impacts.
4. 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 Trustees.

VIII. Procedures

The President shall ensure the development and implementation of any internal policies and procedures that are necessary to further the intent and purposes of this policy.