



- Department of Community Affairs
  - Department of Environmental Protection Agency
  - Department of Transportation
  - Department of State
  - Fish and Wildlife Conservation Commission
  - Land Management Advisory Council or its successor
- ◆ The responsibility of the reviewing agencies and governments identified above and in statute include but are not limited to the following:
    - The review of 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 Subsection 1013.30(3) F.S.
    - The review of 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.
    - The review by the appropriate host and affected local governments in the context of the relationships and impact of the Campus Master Plan on the local government.
  - ◆ Any comments from the reviewing agencies and governments shall be sent in writing to the university's Associate VP Facilities Management within 60 days after receipt of the proposed campus master plan.
  - ◆ Prepare responses to the agency comments as needed.
  - ◆ Submit comments and university responses to the VP for Administrative Affairs and, if significant, communicate them to the BOT.
  - ◆ Prepare advertisement for the second public hearing consistent with the requirements of subsection 163.3148(15) F.S. and AVP P&P #22
  - ◆ If no one objects to the plan during the 60-day public review period, then the master plan shall be presented to the BOT for final adoption.
- VICE PRES.  
ADMIN AFFAIRS**
- ◆ Recommend the Master Plan to the BOT for adoption.
  - ◆ Notify the Associate Vice President of BOT action. Proceed to Section C.

## **SECTION B**

### **For Minor Master Plan Amendments**

**UNIVERSITY  
ARCHITECT &  
VICE PRESIDENT  
FOR FACILITIES**

- ◆ A minor amendment to an adopted Master Plan is not subject to agency review or public hearing provisions; however, a courtesy review may be provided to local host government that are party to the University's Campus Development Agreement, at the discretion of the VP for Administrative Affairs. If desired, notify the Associate Vice President (Facilities Management) of those agencies to be copied for review. Only the Goals, Objectives & Policies ("GOP") volume or affected elements need to be included.

**ASSOCIATE VP  
FACILITIES  
MANAGEMENT**

- ◆ Transmit affected elements of proposed Master Plan Amendment to agencies as directed by the VP for Administrative Affairs for courtesy review, allowing thirty (30) days for comment.
- ◆ After thirty (30) days review period, compile all comments from courtesy reviewers and attach comments as an appendix to all copies of the Master Plan Amendment. Forward the Master Plan Amendment to the VP for Administrative Affairs for adoption by the BOT.

**VICE PRESIDENT  
ADMIN AFFAIRS**

- ◆ Recommend Master Plan Amendment to BOT for adoption.
- ◆ Notify Associate Vice President (Facilities Management) of BOT action. Proceed to Section C.

**SECTION C**

**FINAL ADOPTION**

**VICE PRESIDENT  
ADMIN. AFFAIRS**

- ◆ Upon recommendation for adoption by the BOT Strategic Planning and Development committee, prepare a transmittal letter (***Attachment "A"***) from the University President to the BOT. Transmittal letter to include:
  - (b) name, title, address, and telephone number of the university contact person who is familiar with the proposed plan;
  - (c) any option elements that are included in the plan;
  - (d) the university location where the proposed Campus Master Plan will be made available for public inspection during university business hours, (8:00 a.m. – 5:00 p.m. Monday thru Friday);
  - (e) the proposed Campus Master Plan, including all items specified in Subsection 1013.30(3), F.S., and in Chapter 6C-21, Part II, F.A.C.;
  - (f) 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;
  - (g) 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.).
- ◆ Transmit a copy of the transmittal letter, proposed Campus Master Plan and support materials, to the VP for Administrative Affairs to obtain President's signature.

**VICE PRESIDENT  
ADMIN. AFFAIRS**

- ◆ Obtain President's signature and return original to AVP (Facilities Management) office for distribution of proposed Campus Master Plan and support materials to the BOT.

**ASSOCIATE VICE  
PRESIDENT FOR  
FACILITIES**

- ◆ Transmit the proposed Campus Master Plan and support materials to the BOT (follow procedures for distribution to the BOT members).

**VICE PRESIDENT  
ADMIN. AFFAIRS**

- ◆ Present the proposed Campus Master Plan to the BOT for final approval.
- ◆ Notify Associate Vice President of BOT action and approval.

**ASSOCIATE VP  
FACILITIES  
MANAGEMENT**

- ◆ Upon BOT adoption, obtain from A/E Consultant the complete adopted Master Plan document on disk.
- ◆ Post the electronic copy of the BOT adopted Master Plan on the FAU Facilities Management web site.
- ◆ Within 45 days after the date the Campus Master Plan is adopted by the BOT, notify all affected persons (anyone who submitted written comments to the BOT or university, or who provided verbal or written comments at either of the two public hearings) that the plan was adopted, and identify a location where the plan may be obtained or inspected.

- ◆ Distribute a hard copy of the BOT-adopted Master Plan and support documents to the following:
  - President's Office
  - Provost's Office
  - Vice President for Strategic Planning
  - University Architect & Vice President
  - Sr. Vice President for Finance
  - Sr. Vice President for University Advancement
  - Vice President & Associate Provost for Regional Campuses
  - Associate Provost
  - Associate Vice President to University Architect
  - Director of Facilities Planning
  - Director of Physical Plant
  - Director of Space Utilization
  - Boca Main Library
  - Respective Branch Library
  - Associate Director Facility Planning for respective campus

**REFERENCE**

1013.30, F.S.  
Chapter 6C-21, Part II F.A.C.

**ATTACHMENTS**

- ◆ ***Transmittal Letter from FAU President (or Designee) to BOT – Attachment “A”***
- ◆ ***Transmittal letter to Host & Local Governments / Agencies – Attachment “B”***
- ◆ ***List of Host/Local Governments – Attachment “C”***
- ◆ ***Transmittal letter to State Agencies – Attachment “D”***

Date

BOT Member

Dear (BOT Member):

In accordance with Florida Statutes 1013.30, enclosed are two copies of Florida Atlantic University's Proposed (Name of Campus) Master Plan.

The University contact for the Master Plan is:

Azita Dashtaki Dotiwala  
Vice President for Facilities Management  
Florida Atlantic University  
CO#69-Room 101  
777 Glades Road  
Boca Raton, FL 33431

This document will be made available for public inspection during normal business hours at the Office of the Associate Vice President for Facilities Management at the address aforementioned.

Should you have any questions regarding the attached documents, please contact Ms. Azita Dashtaki Dotiwala at 561-297-2663.

Sincerely,

\_\_\_\_\_  
President

Attachments

cc: Stacy Volnick, Vice President for Administrative Affairs  
Azita Dashtaki Dotiwala, Associate Vice President for Facilities Management

**ATTACHMENT "A"**

Date

Name / Title  
Address

Dear \_\_\_\_\_:

Attached for your review, find the Final Draft of Florida Atlantic University's Treasure Coast Master Plan dated August 1, 2000. Please note that this plan has been revised to reflect the Board of Education's latest approved FTE projections for the FAU \_\_\_\_\_ Campus.

Per Florida Statutes, the University shall be conducting a public hearing to present the plan prior to its adoption. The first public hearing has been scheduled for \_\_\_\_\_ at 7:00 p.m. at the \_\_\_\_\_ Campus, Building \_\_\_\_\_.

Should you have any questions regarding this matter, please contact Ms. Azita Dashtaki Dotiwala at (561) 297-2663.

Sincerely,

Stacy Volnick  
Vice President for Administrative Affairs

Attachments

cc: Azita Dashtaki Dotiwala, Assoc. VP for Facilities Management  
Director, Design & Construction Services

**ATTACHMENT "B"**

**ATTACHMENT "C" - Florida Atlantic University**

<b>Host Local Government</b>	<b>Affected Local Government</b>
Mayor City of Boca Raton 201 West Palmetto Park Road Boca Raton, FL 33432	Chairperson Broward Board of County Commissioners 115 South Andrews Avenue Ft. Lauderdale, Florida 33301
Mayor Town of Davie 6591 Southwest 45 <sup>th</sup> Street Davie, Florida 33314	Chairperson Palm Beach Board of County Commissioners Post Office Box 1989 West Palm Beach, Florida 33402
Mayor Town of Jupiter 210 Military Trail Jupiter, Florida 33458	
Mayor City of Ft. Pierce 100 N. US 1 Fort Pierce, Florida 34950	Chairperson St. Lucie Board of County Commissioners 2300 Virginia Avenue Fort Pierce, Florida 34981

<b>Regional Planning Council</b> Executive Director South Florida Regional Planning Council 3440 Hollywood Boulevard, Suite 140 Hollywood, FL 33021	<b>Regional Planning Council – NPB Campus</b> Treasure Coast Regional Planning Council 301 East Ocean Boulevard, Suite 300 Stuart, FL 34994
<b>Water Management District</b> Executive Director South Florida Water Management District Post Office Box 24680 West Palm Beach, FL 33416-6899	

**State Agencies**

<b>Chief, Bureau of Local Planning</b> Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100
<b>Director, Office of Environmental Services</b> Fish and Wildlife conservation Commission 620 South Meridian Street, Room 325 Tallahassee, FL 32399-1600
<b>Chief, Bureau of Environmental Services</b> Department of Environmental Protection 3900 Commonwealth Blvd. Tallahassee, FL 32399
<b>Senior Cabinet Aid</b> Department of State The Capitol Tallahassee, FL 32399-0250
<b>Director, Office of Policy Planning</b> Florida Department of Transportation 605 Suwanee Street, Mail Station # 28 Tallahassee, FL 32399-0450
<b>Land Acquisition and Management Advisory Council (or Successor)</b> Environmental Manager – Department of Environmental Protection Office of Intergovernmental Programs Mail Station #47 3900 Commonwealth Blvd. Tallahassee, FL 32399

Date

Name / Title  
Address

Re: Florida Atlantic University – Treasure Coast Campus Proposed Master Plan

Dear \_\_\_\_\_:

In accordance with Florida Statute 1013.30, Florida Atlantic University has prepared a Campus Master Plan for its \_\_\_\_\_ Campus. Consistent with the requirements of F.S. 1013.30(6) the University has begun the public notice and review process prior to the plan's adoption by the University's Board of Trustees.

The first public hearing to initiate the review period was held on \_\_\_\_\_. Following the initial public hearing the University is required to transmit copies of the proposed Campus Master Plan and support materials used in preparing the plans be transmitted to regional and state agencies for their review and written comments.

Written comments from reviewing agencies are to be sent to the University contact person within 90 calendar days after receipt of the proposed Campus Master Plan:

Azita Dashtaki Dotiwala, Assoc. VP for Facilities Management  
Florida Atlantic University  
Campus Operations Building #69, Room 101  
777 Glades Road  
Boca Raton FL 33431-0991.

Please contact me at \_\_\_\_\_ if any further information is required.

Sincerely,

Stacy Volnick  
Vice President for Administrative Affairs

Attachment: Treasure Coast Campus Master Plan  
Supporting Data for Master Plan

cc: Azita Dashtaki Dotiwala, Associate VP for Facilities Management  
Director, Design & Construction Services

**ATTACHMENT "D"**