

Zoning Regulations Amendment 15-948  
Amendment to Colleges & Universities  
Adopted by the Planning and Zoning Commission  
Effective Date: 5/15/15

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**Section 668.2 Colleges & Universities**

**Add:** Subsection 668.2.h. Institutional Master Plan

Any college or university submitting a Special Permit application or a Major Amendment to an existing Special Permit shall provide a five-year Institutional Master Plan (IMP) as supporting documentation with its application.

i. Exceptions and Clarifications

- a. Updates of the IMP are required with each Special Permit Application or Major Amendment of an existing Special Permit, irrespective of how many have been submitted within a five year period. If the IMP or prior IMP update includes the proposed project, only updated information regarding enrollment and housing need be provided.
- b. If an IMP has been submitted within five years of the current application but does not include the proposed project, an amended IMP describing all significant plan changes as well as updated information regarding enrollment and housing, must be provided.
- c. If the five years covered by the complete IMP have passed, a new five year IMP is required irrespective of any interim updates previously submitted.

ii. The IMP shall include such items as:

- a. A Statement of Institutional Aims and Objectives and an explanation of how the IMP advances the aims and objectives of the educational institution.
- b. Map(s) and descriptions of land, buildings and other structures or facilities owned or occupied by the Institution, including footprints, gross floor areas, heights, utilities, walks, open space, parking areas and number of parking spaces.
- c. Current and projected institutional needs for academic programs, research activities, offices and housing, explaining how they are related to the Institutional Aims and Objectives. In its discussion of housing needs the IMP shall include a detailed Student Housing Plan containing:
  - i. The number of full-time and part-time undergraduate (broken down by year) and graduate students attending the institution the Fall term, as submitted to the Integrated Postsecondary Education Data System (IPEDS) by November 1<sup>st</sup>, and projected to attend each year covered by the IMP.
  - ii. The number of full-time and part-time undergraduate and graduate students living as of November 1st in housing facilities owned or operated by the Institution, broken down by year (freshman, sophomore, junior, senior and graduate) type of housing (dormitory-apartment- other type of arrangement) and location.

- iii. The number of full-time and part-time undergraduate (broken down by year) and graduate students living as of November 1st off-campus in non-university owned housing.
  - iv. The number and percentage of beds that are currently unoccupied, broken down by location and year of student the beds are designated for.
  - v. Any housing requirements or restrictions the Institution places on its students, such as eligibility for on-campus housing and requirements to live on-campus.
  - vi. The process by which the Institution directs its students to housing facilities.
  - vii. Short and longer-term plans for housing its students on and off-campus, broken down by year (freshman, sophomore, junior, senior and graduate) and type of housing (dormitory-apartment- other type of arrangement).
  - viii. Impacts of the Institution's housing demand on property values, housing supply and rental market rates in the neighborhoods adjacent to the campus and where its students are concentrated. The analysis must be prepared by a firm, organization or individual with the appropriate professional expertise.
  - ix. A plan for mitigating the impacts of student housing demand on surrounding neighborhoods.
  - x. A policy to address off-campus student behavioral issues that are incompatible with the surrounding neighborhoods and an action plan to respond to inappropriate behavior.
  - xi. Any other information deemed necessary by the Commission.
- d. Description of proposed future projects, including:
- i. Site locations and approximate building/facility footprints.
  - ii. Uses of each land area, building or structure (classroom, laboratory, office, and parking).
  - iii. Gross floor area to be added.
  - iv. Gross floor area to be eliminated through demolition.
  - v. Parking to be added, moved or removed.
  - vi. Any other information deemed necessary by the Commission.
- e. Transportation and Parking Management Mitigation Plan describing:
- i. Parking to be provided during the years covered by the plan, broken down by groups eligible to use each lot or facility.
  - ii. Policies regarding on-campus parking.
  - iii. Transportation services provided by the Institution.
  - iv. Likely traffic impacts of the proposed projects.
  - v. Transportation objectives and mitigation measures intended to address these impacts
- f. A statement of guidelines and objectives for a pedestrian circulation system, including access to active and passive open space.

- g. A statement of guidelines and objectives for new and renovated buildings to assure their compatibility with surrounding neighborhoods, minimize potential adverse impacts on historic structures and protect ridge lines and steep slopes.
- h. The Commission may waive any of these items it feels they are not necessary.