

MEMORANDUM

TO: University Facilities Planning Board: Susan Agre-Kippenhan - Chair, Walt Banziger, Jim Becker, Kurt Blunck, Allyson Bristor, Jeff Butler, ASMSU President, Michael Everts, Joseph Fedock, Brad Garnick, Mandy Hansen, Jeff Jacobsen, Tom McCoy, Mary Miles, Ed Mooney, Jim Rimpau, Craig Roloff, Tom Stump, Jim Thull, Kasey Welles – ASMSU, Allen Yarnell, Brenda York

FROM: Victoria Drummond, Associate Planner, Planning, Design & Construction

RE: **June 22, 2010**, meeting of the University Facilities Planning Board

ITEM No. 1 – APPROVAL OF NOTES

Approval of the draft notes from the June 8, 2010.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT

Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA - None

ITEM No. 4 – RECOMMENDATION – Campus Banner Installation Presenter – Candace Mastel; Julie Kipfer

ITEM No. 5 – INFORMATIONAL - Heritage Buildings and Sites Policy Presenter – Walt Banziger

HORIZON ITEMS

- External Building Signage Policy
- Staging Discussion
- Seminar Materials
- Master Planning Issues
- Revisit and Update Policies
- MSU Heritage Properties
- HBO5 Amendment for lab Facility

VCD/da

pc: Waded Cruzado, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Lisa Duffey, Assistant to the Dean of Agriculture
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Diane Heck, Administrative Associate, Provost
Jennifer Joyce, Assistant to the Vice President for Planning and CIO
Linda LaCrone, Assistant to the Vice President for Research, Creativity and Technology
Glenn Lewis, Special Assistant, Vice President, Student Affairs & Dean of Students
Shari McCoy, Assistant to the President
Sheron McIlhattan, Accounting Associate IV, University Business Services
Becky McMillan, Administrative Associate, Auxiliary Services
Kathleen McPherson-Glynn, Assistant to the Dean, Arts and Architecture
Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police

**MEETING NOTES OF THE
UNIVERSITY FACILITIES PLANNING BOARD
June 8, 2010**

Members Present: Jim Becker, Kurt Blunck, Ritchie Boyd for Joe Fedock, Jeff Butler, Michael Everts, Brad Garnick, Mandy Hansen, Pam Merrel for Tom McCoy, Robert Lashaway for Craig Roloff, Tom Stump

Members Absent: Susan Agre-Kippenhan - Chair, Walt Banziger, Allyson Bristol, Jeffrey Jacobsen, Mary Miles, Jim Rimpau, Jim Thull, Kasey Welles – ASMSU, Allen Yarnell, Brenda York

Guests: Victoria Drummond and Dennis Raffensperger, Facilities Planning, Design & Construction

Victoria Drummond chaired the meeting in the absence of Susan Agre-Kippenhan and Walt Banziger. The University Facilities Planning Board met beginning at 3:30 pm to discuss the following:

ITEM No. 1 – Approval of Meeting Notes

Brad Garnick moved to approve the meeting notes from May 25, 2010. Mike Everts seconded the motion. The meeting notes were approved unanimously.

ITEM No. 2 – Executive Committee Report

There was no action from the Executive Committee to report.

ITEM No. 3 – Consent Agenda - None

ITEM No. 4 – Recommendation – Draft Design/Construction Staging Guidelines – Parking Lots

Robert Lashaway requested the board recommend approval of the draft *Design/Construction Guidelines – Parking Lots*. On July 10, 2007, the UFPB supported the shift towards using parking areas for staging, following a cost comparison analysis of the aesthetic and monetary restoration costs in which using green open spaces cost more. If approved by UFPB, the draft *Design/Construction Guidelines – Parking Lots* will be effective immediately and incorporated in the *MSU Design Guidelines and Construction Standards* currently being developed.

The draft *Design/Construction Guidelines – Parking Lots* for consideration covers the following topics:

1. Background
2. Construction Staging in Parking Lots
3. Parking Permanently Displaced by a Building Project

Lashaway explained to the UFPB that we are looking at construction costs, not the value to the University of the parking space itself. A parking permit is based on the cost of constructing the space, not the convenience of using it.

Discussion opened with Tom Stump questioning how the state would view a building being built on parking spaces – would the project include the funds for new parking spaces? It may or may not; the state may tell the University to pick an open spot. History and specific arrangements have much to do with the effect of replacing Auxiliaries Services buildings on a project basis. Mike Everts suggested including a background section that includes the statement that the appearance of the campus is a valuable resource and the University tries to minimize as much as we can these disruptions regarding the academic use of the campus.

Brad Garnick asked if the cost of staging will cost more if parking lot spaces are replaced with parking garage spaces. Lashaway suggested the UFPB send him notes, suggestions and comments within the next week so they may be addressed and the recommendation be brought back to UFPB on June 22, 2010.

ITEM No. 5 – Information – UFPB Application

Everts reported that the ADA Advisory Committee suggested an application form/check list be created for those who would like to be included on the UFPB agenda. Also suggested was the formation of a subcommittee to review the applications. Victoria Drummond has a meeting scheduled with Brenda York on Monday, June 14th, to discuss this issue.

Other

Victoria Drummond suggested UFPB members review the Horizon Items and send their suggestions for topics of discussion from the Horizon Items to add to the agendas along with their comments to Lashaway.

This meeting was adjourned at 4:00 p.m.

VCD:da

pc: Waded Cruzado, President
ASMSU President
Jody Barney, Budget and Fiscal Director, Office of Dean and Director
Patricia Chansley, Assistant to the Provost
Cathy Conover, Vice President, Communications & Public Affairs
Victoria Drummond, Associate Planner
Lisa Duffey, Assistant to the Dean of Agriculture
Heidi Gagnon, Assistant to the Vice President, Administration & Finance
Diane Heck, Administrative Associate, Provost
Jennifer Joyce, Assistant to the Vice President for Planning and CIO
Linda LaCrone, Assistant to the Vice President for Research, Creativity and Technology
Shari McCoy, Assistant to the President
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Charles Nelson, Registrar and Director of Admissions
Robert Putzke, Director, MSU Police

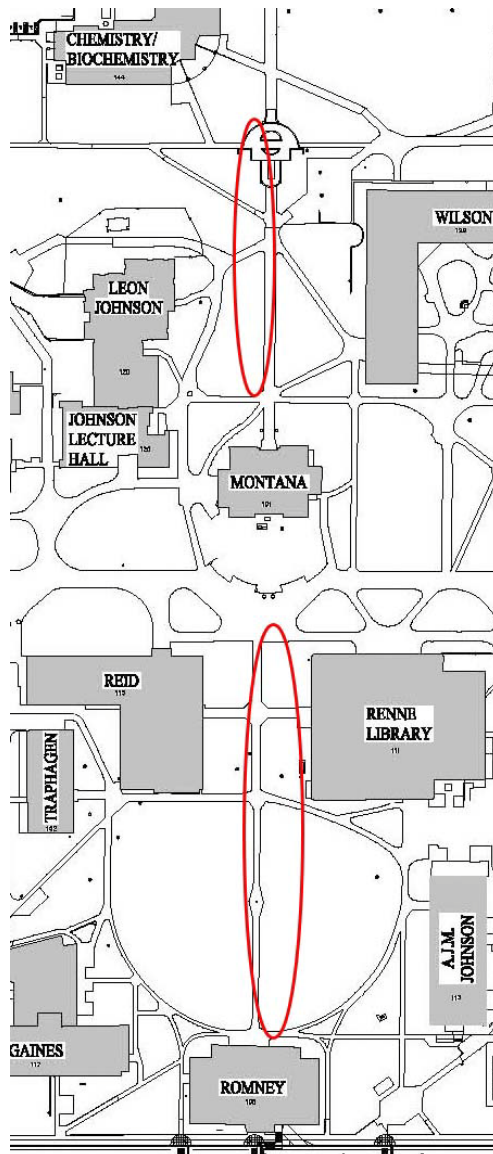
ITEM # 4	Campus Banner Installation
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PRESENTERS:

Candace Mastel, Assistant Planner and Julie Kipfer, Director of Marketing and Creative Services

PROJECT PHASE:	PLANNING	SCHEMATIC	X	DESIGN DOCUMENTS	CONSTRUCTION DOCUMENTS
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VICINITY MAP:



STAFF COMMENTS:

As background for the current request for recommendation of approval, UFPB approved the use of light pole banners on Centennial Mall in 2005. The motion passed unanimously. At the UFPB meeting on October 28, 2008 Butch Damberger, representing the SUB, requested use of a similar banner system for their events and marketing. After discussion, a motion was made to table this item until further discussion could take place. The motion passed 9-1.

In preparation for the President's Convocation and other numerous events that will take place during the school year, it is requested to allow additional light pole banners to be installed in the north-south axis from Romney Gym to Alumni Plaza. The banners will enhance the visual connections along this corridor. The banners have proven to be an aesthetically pleasing addition to campus along Centennial Mall.

The banners would be used to promote the university's strengths and mission to the many visitors who visit campus as well as to students, faculty and staff. They are not intended for short term advertising or event notices. Internal discussion with the Facilities design and maintenance representatives focused on the use of banners along Centennial Mall, this proposed corridor application and the use elsewhere on campus. It was discussed that these banners are most appropriate in their current design and size to be used in pedestrian oriented areas and to be used with discretion so that the concentration of them on campus does not detract from campus aesthetics or functions.

The banners will be double sided, 2-feet by 4-feet in size. They will be installed on brackets, in-turn attached to light poles. There are approximately 11 light poles along the corridor that will feature banners.

The banners will compliment the Centennial Mall banners and serve as an additional connection between Romney Gym/Gaines Hall and the north area of campus, which recently benefited from site and landscape improvements. The banners are proposed to be permanent, with updates to their content likely every two years, same as the banners on Centennial Mall.

Examples of possible proposed banner design content is provided below.



COMPLIANCE:	YES	NO
MSU POLICIES	X	
COMMITTEE OR APPROPRIATE REVIEW	X	
MASTER PLAN	X	
BOARD ACTION REQUIRED:		
Recommend approval of the request as proposed, to permanently install new light pole banners along the main North/South sidewalk on campus between Romney Gym and Montana Hall and between Montana Hall and Alumni Plaza.		

I:\Log -Feasibility\10-00-00\10-06-04 Campus Light Pole Banner Installation\Lightpole Banner Installation UFPB Form.docx

Heritage Buildings and Sites Policy (DRAFT 5/13/2010)

Subject: Physical Plant

Policy: Heritage Buildings and Sites Policy

Revised: May 15, 2010

Origin Date: May 15, 2010

Review Date: Five (5) years from Revised Date above

Sponsor: University Facilities Planning Board (UFPB)

Introduction and Purpose:

All MSU facilities are owned by the State of Montana and MSU. The facilities operations departments; Facilities Planning, Design & Construction (FPDC) and Facilities Services (FS) are charged with operating, maintaining and preserving the value of MSU's physical facilities for the benefit of the State and MSU, which includes preservation and adaptive reuse of historically significant properties. MSU acknowledges that historically significant properties of the MSU campus are recognizable icons of the campus and living connections to the state's heritage. The historically significant properties contribute to the embodiment of the ideas, values and vision of those who shaped the University. They help define a sense of place and are essential to alumni development, student recruitment, and the University's public image. MSU is committed to sensible adaptive re-use and renovation in order to preserve heritage value and ensure their continued contribution to the campus aesthetics, founding principles and ongoing mission.

Definitions:

Historically Significant Properties refers to any district, building, structure, landscape, sites, or object designated as such by the University Facilities Planning Board to be of significant in the history, architecture, archaeology, or culture of the University.

Heritage Property refers to a designation bestowed on said property in accordance with State and/or Board of Regents (BOR) policy.

Registered Property refers to registration of said property on the National Register of Historic Places.

National Register refers to properties registered and/or designated by the Secretary of Interior or State Historic Preservation Office as worthy of preservation because of national, state or local significance.

Adaptive re-use refers to a rehabilitative process of returning a property (building, structure, landscape, or site) to a state of utility through repair or alteration, which makes possible an efficient contemporary (institutional) use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Preservation refers not only to the preservation in place of a property or other cultural resources, but also to the preservation of information about that resource

Montana Antiquities Act (as amended) refers to the responsibilities of the State Historic Preservation Office (SHPO) and other state agencies regarding historic and prehistoric sites including buildings, structures and paleontological or archeological sites on state owned lands.

State Historic Preservation Office (SHPO) is the state office designated by the Governor to administer the State historic preservation program pursuant to state legislation.

Policy:

The MSU Heritage Plan expresses the University's commitment of stewardship regarding the preservation of historically significant properties and promotes the development of standards to adaptively re-use, preserve, and protect such properties and facilitate restoration and rehabilitation to serve the University mission. Prior to the removal, demolition, or substantial alteration of any historically significant property owned by Montana State University and MAES, the entity planning such removal, demolition, or substantial alteration shall comply with the provisions of this policy.

Montana State University shall comply with the provisions of the Montana Antiquities Act as amended (MCA 22-3-421 through 22-3-442) and the Board of Regents Heritage Properties policy (1003.5 and 1003.6).

MSU's Historically significant properties will be continuously preserved and maintained to present a positive appearance to alumni, visitors, students, and the public, and to protect the enduring value of the properties. Removal of or major alteration to any historically significant properties designated or determined to be of historic significance, designated as a Heritage Property or listed on the National Register must be recommended by the University Facilities Planning Board and approved by the University President and/or appropriate governing agency when applicable.

Procedures:

The University will document historic or potentially historic properties consistent with the Montana Antiquities Act and BOR policies in a professionally competent and responsible manner and in consultation with the SHPO prior to implementing significant modifications or alterations.

Nomination of potential historic, archaeological, cultural and architectural properties and resources owned or controlled by MSU for Federal designation (National Register of Historic Places) and/or State designation (Heritage Property), shall be recommended by the UFPB to the President of Montana State University for approval. Nominations of historically significant property shall comply with BOR policy 1003.5 and other applicable state and federal statutes. The President, in making the determination, may consult with the University Staff, Faculty, and other resources as needed.

The University will consider national and state recognized historic preservation principles and guidelines (i.e. Secretary of Interior's Standards for Preservation) when implementing adaptive re-use or reuse of historically significant properties, Heritage Properties, or Registered Properties under ownership and control of the University in the planning and implementation of projects when possible and feasible.

The Facilities Planning Design and Construction is responsible for coordinating University activities and projects with the SHPO and the state Architecture & Engineering Division as necessary or appropriate, and will be supported in these efforts by Facilities Services staff and UFPB.

The University Facilities Planning Board is responsible for overseeing compliance with the above policy guidelines and all applicable regulations of the BOR and State.

Internal Control:

Facilities Planning Design and Construction in conjunction with the UFPB will be responsible for the identification and inventory of the University's historically significant properties.

UFPB shall make recommendations to the MSU President with respect to monitoring historically significant properties and resources for rehabilitation, adaptive re-use, conservation, restoration, maintenance, interpretation, energy and operational efficiency, sustainability, and related ADA (Americans with Disabilities Act) compliance.

UFPB shall act as the advising body for the appropriate administrator(s) on matters concerning University buildings listed on the State Register of Cultural Properties and the National Register of Historic Places.