

SECTION 3-1: FACILITY MASTER PLANNING

3-1-00	Policy
10	Procedures
20	Guidance and Information
30	Reporting Requirements

3-1-00 POLICY

The purpose of this section is to assist HHS and its Operating Divisions in the utilization and long-range planning of HHS sites and facilities. Master planning helps HHS define the physical resources needed to maintain or advance OPDIV missions and goals and support the execution of HHS-wide programs. The master planning process assists Operating Divisions in determining and coordinating site improvements to achieve a functional, attractive, and comprehensive design for HHS sites and facilities. The plan aids Operating Divisions in day-to-day facility decision-making while accommodating changing circumstances and new OPDIV priorities, some of which may not be identifiable when the plan is initially formulated. Master Plans, to remain useful, are required to be updated approximately every five years but may be amended sooner as unanticipated circumstances are dictated.

Master plans are required on all sites, installations and/or campuses owned and/or occupied by HHS employees that contain at least two independent buildings, or two different activities with the exception of direct leased facilities.

3-1-10 PROCEDURES

- A. Applicability of Master Planning - Master planning procedures are normally appropriate for all HHS direct Federal or lease/purchase construction projects or site acquisitions that will eventually lead to more than one principal building, structure or activity on a site. This includes sites shared with other government agencies or with private firms. This typically does not apply to direct leased facilities.
- B. Existing Sites - Master Plans should be developed for existing HHS sites that contain more than one building. The plan should reflect both the special needs of the site and the impact of HHS activities (current and planned) on the surrounding community and the environment.

3-1-20 GUIDANCE AND INFORMATION

Some of the laws and regulations applicable to the master planning process as it applies to the HHS facilities planning program are listed below. Note: The Clean Air Act and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as Superfund, impose additional facilities-specific requirements.

A. Laws And Regulations

1. National Environmental Policy Act of 1969 (42 USC 4321 et seq) - This law prescribes the consideration Operating Divisions must give to the impact of the Master Plan on the human environment.
2. Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (40 CFR parts 1500-1508) - The CEQ regulations outline certain practices and procedures Federal agencies must follow in implementing NEPA during their master planning processes.

3. National Historic Preservation Act of 1966 (16 USC 470 et. seq.) and Implementation Procedures Contained in Federal Register Vo. 35, No. 23, February 3, 1970, Department of the Interior, National Park Service "National Register of Historic Places" - This document requires evaluation of the effect the Master Plan may have on historic properties listed or eligible for listing in the National Register of Historic Places, and requires that the Advisory Council on Historic Preservation be notified and given reasonable opportunity to comment with regard to the undertaking.
4. Executive Order 12372, "Intergovernmental Review of Federal Programs," Amended April 8, 1983 - This Executive Order requires Federal agencies to undertake coordinated planning on an intergovernmental basis with local, regional, and State agencies for Federal actions involving construction and acquisition use and disposal of Federal real property.
5. Uniform Relocation Assistance and Land Acquisition Policies Act of 1970 (42 USC 4601 et seq.) - This law sets forth the policy for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
6. National Capital Planning Commission (NCPC) - "Master Plan Submission Requirements" - All HHS sites in the National Capital Region (which includes the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the National Capital Region) are subject to the NCPC Master Plan Submission Requirements.

B. Organizational Responsibilities

1. Operating Division

- a. Responsible for development and updates of Master Plans.
- b. Designates operating OPDIV representatives as members of the Master Plan review and evaluation team.
- c. Develops long-range goals, objectives, and program plans used as a Master Plan guide.
- d. Integrates environmental considerations in the responsible Operating Division official's decision-making process, including environmental documents as part of the Master Plan document.

2. HHS Capital Investment Review Board

- a. Provides policy oversight to the HHS Operating Divisions in the preparation of facility Master Plans.
- b. Authorizes the release of Draft Master Plans for review and comment.
- c. Approves Final Master Plans.

C. Contents Of Master Plans

The Master Plan is an integrated series of documents that present in graphic and narrative form the present composition and planned physical development of an HHS site containing more than one building, structure, or activity. Master Plans analyze and document the form and function of HHS sites, individual site and building requirements and interrelationships among activities.

1. General – The Master Plan should
 - Reflect thorough planning,
 - Establish a comprehensive and coordinated approach to physical development of the site,
 - Ensure regulated growth and land use,
 - Permit flexibility of use, and
 - Provide for future expansion to meet long-range program goals without disrupting the efficiency of the plan or adversely impacting the environment.
2. Master Plan Requirements - Master Plans should address each of the following areas and provide viable solutions for any deficiencies or conflicts, which may be identified:
 - a. Program Requirements - Establish planning premises and the Master Plan goals and objectives. Define the specific concepts and standards for future development.
 - b. Region and Location - Describe the regional setting in terms of existing and future land use patterns, transportation systems, utility services, population on and off site, economy, and cultural assets. Also indicate current land use and zoning of adjacent areas.
 - c. Boundary and Topographic Data - Include boundaries and acreage for existing and proposed surveys as appropriate.
 - d. Site Utilization - Show general land use by type and the areas allocated to each function for both existing and proposed conditions. Address requirements for open space.
 - e. Improvements - Show existing to-remain (i.e. not demolished) and proposed buildings, structures, and other improvements such as roads, parking areas, heliports, refuse handling areas, etc.
 - f. Circulation - Indicate the internal road network, access points, parking facilities, pedestrian and bicycle movement systems, public transportation, and service access flow. Evaluate traffic impacts of proposed development and propose transportation management strategies to minimize impacts. Material flow should also be delineated (e.g. deliveries and trash disposition), as appropriate.
 - g. Landscaping - Indicate general concepts for open space and green areas, and the location and extent of existing and proposed landscaping.
 - h. Security, Fire, Life Safety, and Accessibility - Proposed building site location and planning should consider security, safety, and fire protection. Factors to be considered include, but are not limited to, combustibility, occupancy and attendant hazards, proximity of fire fighting resources, ease of access, climate and topography. Special consideration should be given to the security criteria, such as setbacks, explosive safety quantity distances, safety, and accessibility of facilities for occupants as well as visitors.
 - i. Utilities - Show all utilities including solid and hazardous waste handling and disposal plans. Indicate proposed utility upgrades and new utilities necessary to support proposed development. It is preferable that utilities be located underground where practicable. In addition, where possible, utility distribution systems should be located to facilitate ease of access and future land use. Utility capacity in excess of five years should be evaluated on a life cycle cost basis.
 - j. Environmental Impacts - Analyze the potential impacts of all of the above on the environment, including natural resources, historic properties, waste management, etc.
 - k. Existing Resources - Determine the major natural and man-made elements that affect potential development, such as the physical features of the site, climate, environmental features, utilities, historic/archaeological features, natural amenities and visual quality,

constraints, and opportunities. This includes environmental conditions (e.g., slopes, drainage patterns, wetlands, floodplains, wildlife, water quality, noise, etc.).

- l. Development Plan - Illustrate the proposed development of the site over the next 20 years, including the disposition of existing buildings, the infrastructure, new construction, and other improvements.
- m. Energy Conservation - Establish energy conservation strategies and policies as they relate to siting and design of buildings, transportation practices, and renewable energy resources.
- n. Site Development Standards - Establish campus development guidelines and design standards. Include specific site element recommendations such as building density, setback, and height restrictions or buffer requirements. The plan should address the order of magnitude of building scale and orientation.
- o. Implementation - Illustrate phasing strategies for the implementation of the Master Plan over the next 20 years. Operating Divisions are also encouraged to develop a Capital Improvements Plan (CIP) element for each Master Plan that addresses sequencing and phasing of construction requirements. The CIP should forecast and schedule future capital facility needs to ensure that capital improvements are available when required based on needs identified in the Master Plan. The six-year CIP should be reassessed on an annual basis.
- p. Interrelationship - Describe the relationship of the Master Plan to applicable local, regional, state, and federal development plans and policies. Address off-site improvements to support on-site development.

3-1-30 REPORTING REQUIREMENTS

A. Master Plan Submittals

Master Plans are developed by Operating Divisions, generally with the assistance of an outside contractor. The plans typically are developed in two phases, as described below.

1. Draft Master Plan - The Draft Master Plan is a complete planning document containing all of the information required of a Master Plan, including draft environmental documentation. The document is reviewed internally by OPDIV staff and the HHS Capital Investment Review Board (CIRB) prior to its distribution to outside agencies and the general public for review.
2. Final Master Plan - A Final Master Plan report shall be prepared upon completion of all internal HHS reviews and public reviews, if required. The OPDIV's environmental determination, consisting of either a determination of categorical exclusion, a Finding of No Significant Impact resulting from an Environmental Assessment, or an Environmental Impact Statement and Record of Decision should accompany the final plan. Master Plans normally require, at a minimum, the preparation of an Environmental Assessment.

B. MASTER PLAN APPROVAL

Because of the future programmatic and funding implications, the OPDIV head and the HHS Capital Investment Review Board (CIRB) shall approve Master Plans.

