

SECTION 12 - SITE SELECTION, ACQUISITION, AND DISPOSAL

Relevant Law –

- Annotated Code of Maryland, Education Article, Division III, Higher Education, Title 16 Community Colleges

Relevant Regulation –

- Code of Maryland Regulations (COMAR), Title 13B Maryland Higher Education Commission, Subtitle 07 Community Colleges, Chapter 4 Construction Procedures, Regulation 04 Site Selection

Critical Dates –

- Not applicable

12.01 IMPORTANCE OF SITE SELECTION

While there are few opportunities to develop a new community college campus in Maryland, procedures for site selection are included in this manual to cover any eventuality. Site selection is one of the most important aspects of planning for a new campus. It is a major decision, as it establishes the character and nature of the educational opportunities that can be afforded the citizens of a particular geographical area.

Considering all available facts, trends, and forecasts of probable development in the foreseeable future, the most reasonable decision is one that is based on sound information. Contact and collaboration with the Maryland Department of Planning is essential to ensure consideration for Growth and Conservation criteria. A site selection study by the political subdivision(s), undertaken by consulting such professionals as building and landscape architects and engineers, is beneficial to making a sound decision. This approach and adherence to site selection criteria will significantly impact the effectiveness of the site selection decision.

12.02 SITE SELECTION CRITERIA AND PROCEDURES

The following criteria and procedures are drawn directly from COMAR, Title 13B Maryland Higher Education Commission, Subtitle 07 Community Colleges, Chapter 04 Construction Procedures. Authority: Education Article, §11-105, and Title 16, Annotated Code of Maryland.

- A. The general location for each proposed college or addition to a college shall be selected by the board of trustees for the college concerned, and submitted for the approval of the Commission and the Board of Public Works through the Department of General Services, which shall seek comments and recommendations from the Maryland Department of Planning and your local planning agency as well.
- B. The Maryland Department of Planning comments and recommendations shall be attached to and made a part of the document submitted to the Board of Public Works. Selection and purchase of a specific site shall be in accordance with this chapter.
- C. Specific Site Selection Procedure.
 - 1. The board of trustees of the college shall study the available sites and have prepared a report that ranks the available sites in order of preference. Technical data, including a site checklist, shall support this ranking.
 - 2. The board of trustees of the college may, at its discretion, authorize obtaining the following on any of the available sites as the board of trustees considers appropriate:

- a. Surveys;
 - b. Appraisals;
 - c. Test borings; and
 - d. Title searches.
3. State participation in these technical studies shall be limited to the study of one site.
4. The college shall identify the specific tentative site selected and advise the Secretary of its selection.
5. Material supporting the selection of the specific site in §C(4) of this regulation, including an analysis of alternative sites that were considered, shall be submitted to the Secretary. The Secretary shall submit these documents to the Department of General Services and the Maryland Department of Planning for their confidential review and findings.
6. The board of trustees of the college, when it considers it desirable, upon written petition from the citizenry, or upon request by the county government, may conduct a public hearing. If a public hearing is held, formal minutes shall be taken and copies of these minutes shall be included as part of a formal submission to the Commission.
7. The approval of a specific site shall be made in accordance with applicable local and State statutes.
8. The Secretary shall notify the college of the responses of the Department of General Services and the Maryland Department of Planning.
9. After the notification in §C(8) of this regulation, the board of trustees of the college shall authorize negotiations with the owner or owners and the obtaining of an option or options for a particular site purchase, contingent upon the approval of the Board of Public Works.
10. The college shall request that the Secretary obtain the approval of the Commission to purchase the specific site. The Commission shall forward its recommendation together with the option or options, and two independent appraisals for each parcel, to the Board of Public Works through the Department of General Services for its final approval of the specific site.
11. When it is not possible to obtain an option on a specific site or portion of a site, the board of trustees shall request the Secretary to inform the Board of Public Works that an option is not obtainable but that the board of trustees plans to proceed to acquire the specific site or portion of the site

through other means. If condemnation is subsequently necessary, the board of trustees shall authorize that action and inform the Secretary.

12. The Board of Public Works is not bound to approve State participation in any judgment rendered by a jury or court in condemnation proceedings.

12.03 SITE SELECTION SCORECARD

A. The establishment of rigid criteria for a site selection is difficult. To ensure consistency in assessing criteria, the Site Selection Scorecard is designed as a tool for selecting a site for a community college campus. Although it is possible to argue the merits of a score on one factor relative to another under varying conditions, the use of this rating provides a reasonably objective method of ranking the various sites under consideration.

B. The Site Selection Scorecard is designed to rate the pros and cons of any potential site. The scorecard is divided into six major sections of varying importance, each with a possible number of points, as follows: [this scorecard establishes need.]

1.	Accessibility	250	points
2.	Characteristics	250	points
3.	Costs	175	points
4.	Size	150	Points
5.	Environment-Present and Future	100	points
6.	<u>Integration with Regional Planning</u>	<u>75</u>	<u>points</u>
	Maximum	1,000	points

C. Criteria Description

1. Accessibility

- a. Accessibility is a very important aspect in the choice of a location or a new campus.
- b. Studies show that the majority of students at existing community colleges arrive by private vehicles. Studies also indicate that 90% of the students enrolling in evening classes drive to the site regardless of distance. Ease of access by automobile from all parts of the region is, therefore, rated [540] 230 points and the availability of bus service is rated 20 points. Existing or planned highways should be investigated for proper road connections to the site.
- c. The college should be located for easy and close accessibility for the greatest number of students. In comparing sites to best serve all populated areas, time and distance factors should be developed by multiplying the number of students from each area by the

distance to be traveled and by the amount of time it takes to travel the distance to each of the suggested sites. The desired maximum travel time by automobile is 30 minutes.

2. Characteristics

- a. The site should be in one undivided parcel and unencumbered by existing or future easements or public rights-of-way. A rectangular shaped parcel approaching a square is preferred over a long, narrow site as this permits the best development of the academic area and gives maximum accessibility from the perimeter, flexibility for expansion, minimum circulation for pedestrian and vehicular traffic, and least distances for utility distribution.
- b. Sites with steep slopes and irregular topography should be carefully evaluated in terms of the building program.
- c. The central campus area should be relatively flat for economical construction. However, all the land need not be flat as many slopes can be used for aesthetic effects. Creative planning can capitalize on the design possibilities of rolling or sloping sites.
- d. Subsoil conditions should be examined to insure a minimum of rock, quicksand, and subsurface water conditions. Topsoil should provide for good drainage and should be acceptable for vegetative growth.

3. Costs

- a. Site costs should include:
 - Original purchase price
 - Development, including demolition and utilities
 - Additional building costs incidental to site conditions
- b. Competition, availability, and location are the major factors in determining the price of land. At least two professional appraisals are necessary to determine a fair price for any acquisition.
- c. Since the cost of site preparation may be equal to the cost of land as a commodity, the criteria as to size and condition will eliminate those parcels that impose special costs for site grading, excavation, and drainage.

Other factors important in the costs of land preparation are the need for demolition of existing structures, utility connections, and necessary road

connections to link the campus and the community. Loss of taxable property also must be evaluated.

4. Size

- a. A very important consideration is the availability of at least 100 usable acres for suburban sites. Usually, 40 acres are considered minimum for urban comprehensive community colleges.
- b. An approximate breakdown of acreage needs is tabulated below.

5. Environment – Present and Future

- a. The site should provide safe and healthful conditions for students, faculty, and visitors and should be relatively free from sources of noise and danger, such as airports, railroads, and heavily traveled highways. The site also should avoid the extremes of cold, excessive winds, smog, and fog.
- b. The site surroundings should create a feeling of pride and respect for the planned campus.

6. Integration with Regional Planning

The following factors should be considered so as to integrate the planned campus with the plans for the region:

- a. Acceptability in regional plan.
- b. Non-interference with other regional projects.
- c. Value for extensive use by all citizens of the region as a cultural center.

12.04 ACREAGE NEEDS

The following table shows the approximate breakdown of acreage needs for an adequate community college site. A site of 100 acres for the usual suburban campus is desirable.

COMMUNITY COLLEGE SITE: ACREAGE NEEDS

Enrollment (FTDE)	1,000	2,000	3,000	4,000	5,000
- Gross Building Area (SF)	160,000	320,000	480,000	640,000	800,000
- Site Building Area (NASF)	100,000 (a)	160,000 (b)	200,000 (c)	240,000 (c)	270,000 (d)
- Net Building Requirement (acres)	2.5	4.0	5.0	6.0	7.0
		<u>Number of Acres</u>			
- Gross Building Site Requirements (e)	7.5-12.5	12-20	15-25	18-30	21-35
- Circulation & Open Space	15	15	20	25	30
- Outdoor Athletic Facilities	5	10	15	20	25
- Parking (f)	5	10	15	20	25
- Expansion	40	40	40	40	40
TOTAL ACRES (g)	100	115	130	150	170

- (a) Mostly one story
- (b) One, two, and three story
- (c) Two and three story
- (d) Two and three story and higher
- (e) Density coefficient (.33 - .20)
- (f) Parking (90% of students and 100% of staff @ 132 per acre)
- (g) Usable acres (additional suitable buffer acreage is desirable to screen off possible unsightly elements such as low cost housing, commercial, and industrial ventures)

12.05 SITE ANALYSIS REPORT

- A. The college identifies the site selected and advises the Commission of its selection. Material supporting the selection of the specific site, including an analysis of alternative sites that were considered, must be submitted to the Commission at the same time. It is suggested that the Site Analysis Report be used. Upon receipt, the Commission will submit this document to the Department of General Services and the Maryland Department of Planning for their confidential review and findings. The Commission will notify the college of the responses from the DGS and MDP.
- B. The board of trustees then publicly announces its site selection, authorizes negotiations with the owner(s) and obtains option(s) for a particular site purchase, contingent upon the approval of the Board of Public Works. The College must follow the procedures outlined under Section 12.02.

12.06 RIGHT-OF-WAY AGREEMENT

- A. Proposals received for right-of-way grants on or crossing college property must be submitted to the Commission for submission to the Board of Public Works for approval. Answers to the following questions must accompany each request.
1. Is it necessary to traverse college land?
 2. What is the present use or the future intended use of the land?
 3. What is the proposed use of the land by the party requesting the right-of-way, easement, etc.?
 4. Will the proposed use of the land serve the college property, such as for the installation of electrical, telephone, or other utility lines?
 5. Is the proposed use for private use only (i.e., serving other than college owned installations)?
 6. When it is deemed in the public interest to traverse college land or the geographic conditions require such traverse, the request must provide the following information:
 - a. What is the value of the land per acre (present appraised value)?
 - b. Is the purchase price in line with the acreage value or is the yearly rental income for the use of land based on at least 6 percent of the value or cost of the land? In this connection, the rental income also should consider the annual crop value.
 - c. Will granting of the right-of-way damage any college crop or mineral deposit? If yes, give the value. This should be considered in establishing the annual fee or the sale of the property.
 - d. What is the present going rate payable to private property owners in the area by the unit requesting the right-of way?
- B. If clearing is required on the right-of-way or any disturbance of the surface, it is required that the area be restored by seeding, sodding, fertilizing, and maintenance by the party obtaining the right-of-way. Such work shall be in accordance with procedures recommended by the State.
- C. The resultant charge for the right-of-way shall be predicated upon the highest of the charges as developed by the criteria set forth above, except that the yearly rental shall not be less than a return of at least 6 percent of the cost or appraised value of the land or crop income, nor shall the charge per annum be less than \$25.00.