



An Overview of the CDE School Site and Plan Approval Process



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Acronyms

- **CDE** - California Department of Education
- **CEQA** - California Environmental Quality Act
- **DSA** - Division of the State Architect
- **DTSC** - Department of Toxic Substances Control
 - **Phase I** - a screening analysis on potential toxic hazards on a site
 - **PEA** - Preliminary Endangerment Assessment (a more detailed screening that includes soil sampling); includes a public comment period
 - **Remediation** - the removal or remediation of hazardous materials



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Acronyms

- **LEA** - Local Educational Agency such as a school district, county office, or charter school
- **OPSC** - Office of Public School Construction
- **SAB** - State Allocation Board
- **SFPD** - School Facilities Planning Division, California Department of Education
- **Title 5** - California *Code of Regulations (CCR)*, Title 5, Section 14001 et seq.



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Background

- California *Education Code*, Section 17251
 - CDE to develop standards for school sites and plans
- Standards are in *CCR Title 5*, sections 14010 and 14030



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Background

- DTSC process required for state funded projects
 - California *Education Code*, sections 17213.1, 17213.2, and 17268
 - Exceptions for modernization and minor new construction projects that are eligible for a statutory or categorical exemption under CEQA.



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Background

- All public school projects, regardless of funding source, must meet *Title 5* standards
- If state funds are requested, CDE must review projects for *Title 5* compliance

CDE approves sites selected by districts,
CDE does not select sites.



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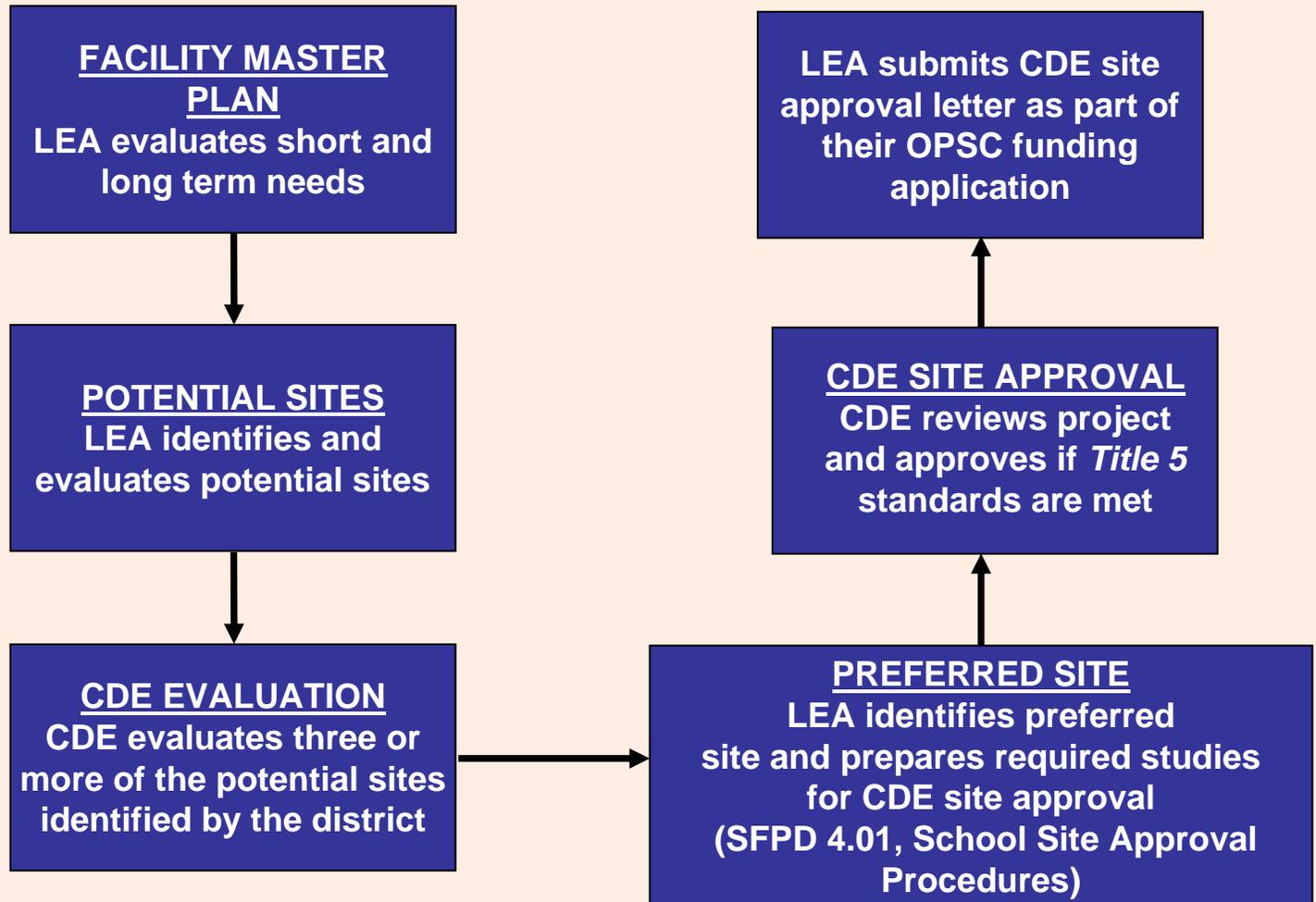
Background

- Charter schools not funded from state bond funds are exempt from CCR *Title 5* standards (California *Education Code*, Section 47610)
- Charter schools not funded by state bond funds must meet either local building requirements or DSA requirements [California *Education Code*, Section 47610(d)—effective January 1, 2006]
- Private schools must meet local building standards, but are not required to meet CCR *Title 5* standards (California *Education Code*, Section 17324)

Site Approval Process Overview



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FACILITY MASTER PLAN

- The district prepared document evaluates
 - Projected enrollment
 - Where is enrollment growth or decline in the district?
 - What grade levels?
 - Capacity and condition of existing schools
 - Can existing schools be expanded?
 - Sufficient acres to support increased population?



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FACILITY MASTER PLAN

- Evaluates
 - Education program changes
 - Expand class size reduction
 - Eliminate multitrack year-round education
 - Options for housing students
 - Change grade configuration - i.e. change elementary schools from grades K-5 to grades K-8
 - Modernization of existing schools
 - Repair or replace



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FACILITY MASTER PLAN

- Evaluates
 - Financing
 - State funds
 - Local bonds
 - Developer fees
 - Joint-use of land and buildings



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POTENTIAL SITES

Resources to identify potential sites

- CDE Publications
 - *School Site Analysis and Development Guide*
 - *School Site Selection and Approval Guide*
- Local planning agency
 - Zoning
 - Growth Trends



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POTENTIAL SITES

Resources to identify potential sites

- Local Realtor
 - Familiar with land available for sale
- Architect
 - Advise LEA on any site development constraints



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CDE EVALUATION

- SFPD staff review
 - Use Form SFPD 4.0 to
 - Evaluate
 - Rank compared to other alternatives
 - Identify issues and constraints
 - Identify additional studies
 - Recommend continued consideration of site



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PREFERRED SITE

- In selecting the preferred site, the LEA should consider
 - ✓ Safety—first and foremost
 - ✓ Compatibility with program needs
 - ✓ Comments and recommendations made by CDE during initial review
 - ✓ Location
 - ✓ Price and ease of acquisition



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CDE SITE APPROVAL

- Required studies are listed on the SFPD 4.01, School Site Approval Procedures
- If requesting early site acquisition funds ("contingent site approval") from the SAB, the following are not required:
 - DTSC "final determination" letter
 - Completion of CEQA action
 - SFPD 4.03, School Site Certification



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CDE SITE APPROVAL

Required documents

See SFPD 4.01 for full detail

- SFPD 4.0, Initial School Site Evaluation for selected site
- SFPD 4.02, School Site Report
 - LEA summary of evaluation criteria
- SFPD 4.03 School Site Certification
 - LEA certification of compliance with specified codes



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CDE SITE APPROVAL

Required documents (continued)

- Legal description and site map
- LEA map
 - Existing and proposed schools
- Site utilization map
 - Conceptual layout of school
 - Particularly valuable for unusually shaped sites or sites with limited street frontage



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CDE SITE APPROVAL

Required documents (continued)

- Planning Commission Report
 - Is site consistent with local land use?
 - LEA governing board can “override” local land use designation
- Unused Site documentation
 - Are there any district owned sites that can be used for the project?



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CDE SITE APPROVAL

Required documents (continued)

- Master Plan Site Size Documentation
 - How large of a site is needed for the “build out “ of the site.
- LEA Determinations and Findings
 - Public Resource Code Section 21151.8 and Education Code 17213
 - Site is not a former waste disposal site
 - Site is not a hazardous substance release site
 - Site does not contain high pressure pipelines
 - Identify hazardous air emitters within ¼ mile.
 - Identify major roadways within 500 feet



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CDE SITE APPROVAL

Required documents (continued)

- Geological and other Environmental Hazards Report
 - Includes:
 - Seismic faulting
 - Liquefaction
 - Flood
 - Dam inundation



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CDE SITE APPROVAL

Required documents (continued)

- DTSC approval
 - Phase I - "No Action"
 - PEA Testing - "No Further Action"
 - "Further Actions" can include
 - Remediation prior to construction
 - Remediation during construction
 - Methane barriers and venting
 - Removal or containment during grading



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CDE SITE APPROVAL

- CEQA compliance
- Joint-use agreement (if applicable)
 - Shared field areas and facilities
- Final determination from the Office of Airports, CalTrans (if applicable)
 - For sites within two nautical miles of a runway
 - Within two miles does not disqualify a site, but triggers CalTrans review



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CDE SITE APPROVAL

Required documents (continued)

- Other studies (if applicable)
 - noise, traffic, railroads, pipelines, electric transmission lines, flooding



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CDE SITE APPROVAL

Approval letter

- Valid for five years
- Can be reevaluated if conditions change
 - Different CEQA determination
 - Changes in surrounding land use



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CDE SITE APPROVAL

Approval letter (continued)

- Provides information for OPSC funding application
 - Number of acres approved
 - CDE recommended acres



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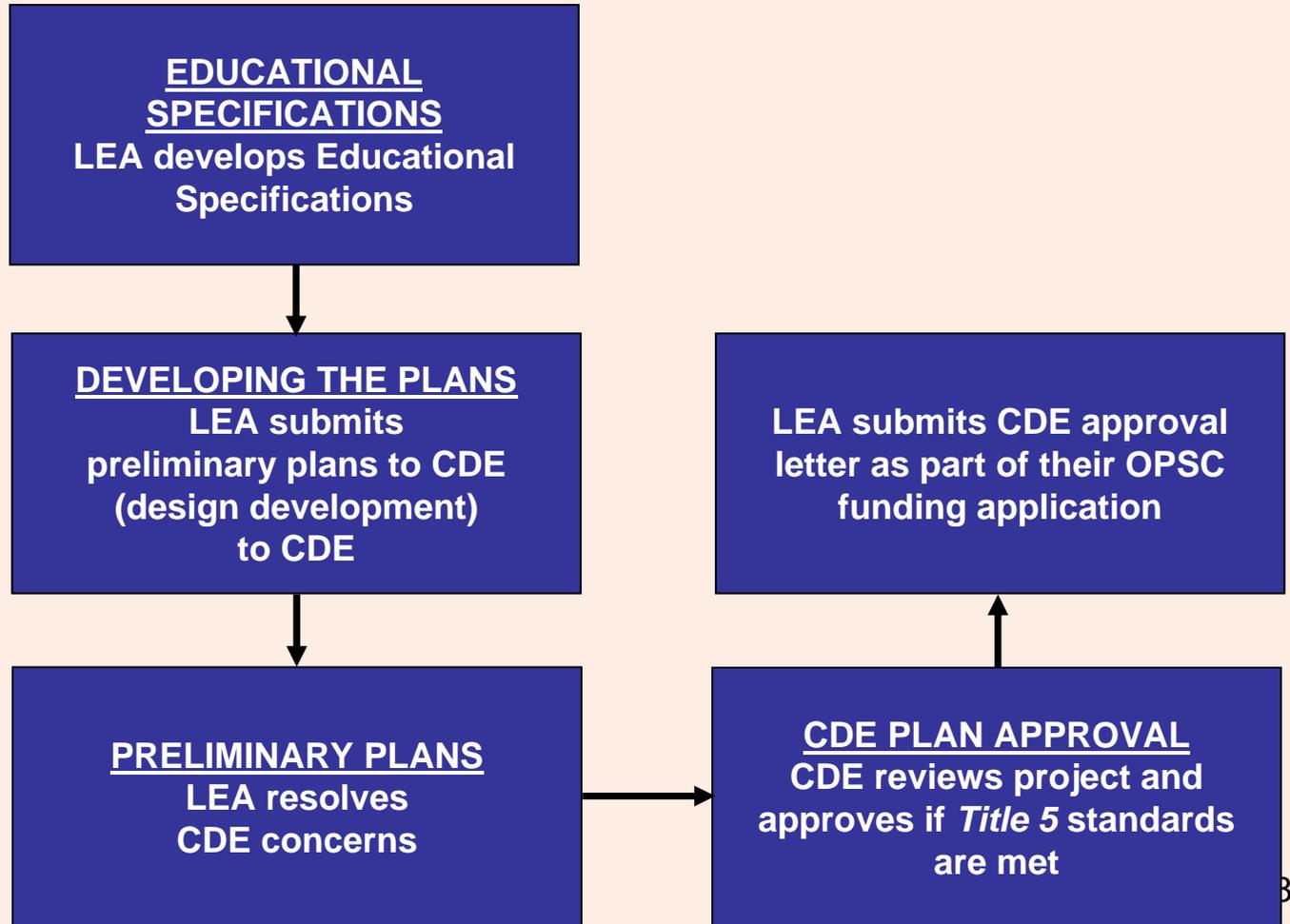
Keys to Successful Site Selection

- Early involvement of the CDE field representative
- A facility master plan that is directing the LEA's construction program
- Coordination and collaboration with local city and/or county
- Planning and coordinating studies to minimize total approval time (i.e. parallel track various studies such as geological reports and DTSC clearance)

Plan Approval Process Overview



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EDUCATIONAL SPECIFICATIONS

- Links the program need to the facility design
- See CDE Publication
 - *Educational Specifications: Linking Design of School Facilities to Educational Program, 1997*



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DEVELOPING THE PLANS

- Examples of Standards – *CCR Title 5, Section 14030*
 - Educational Standards
 - Standard classroom 960 square feet
 - Kindergarten classroom 1350 square feet
 - Adequate space for physical education
 - Safety Standards
 - Cars, buses, and pedestrians separated
 - Fume hoods and deluge showers



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PRELIMINARY PLANS

- Preliminary Plan Review
 - Submit at 50% of drawing
 - Allows needed revisions to be done early in planning process
 - Provides for faster final plan review
- CDE Preliminary review letter specifies
 - Required changes per *Title 5*
 - Suggested changes



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CDE PLAN APPROVAL

- District submission includes
 - Final plans
 - Responses to preliminary comments
 - Certifications (SFPD 4.07 form)
 - DTSC determination (if needed)



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CDE PLAN APPROVAL

Approval letter

- Valid for two years
- Can be reevaluated if conditions change
 - Different CEQA determination
 - Change in project scope



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CDE PLAN APPROVAL

Approval letter (continued)

- Provides information for OPSC funding application
 - Project scope
 - Project capacity
 - CDE recommended acres



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Keys to Successful Plan Approval

- Early involvement of the CDE field representative
 - Discuss process and project scope
- Ensure your design professional has read *Title 5* standards
- Confer with city/county for off-site improvements
 - Sidewalks, driveways, utilities



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Keys to Successful Plan Approval

- Project Scoping
 - What CEQA action is needed?
 - Negative Declaration?
 - Exempt?
- Is DTSC approval needed?
 - Required for state funding for new construction projects not "statutorily or categorically exempt" from CEQA [California *Education Code*, sections 17268(b) and (c), 17213.1, 17213.2]
 - Allow sufficient time to implement any required response action



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Resources for School Design

- *Title 5* requires schools to be well-lighted and conducive to learning
 - Indoor air quality
 - Lighting
 - Ventilation
 - Acoustics
- CDE does not have standards for these areas



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Resources for School Design

The LEA should consider the following "best practices" and professional standards

- American National Standards Institute (ANSI)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)



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Resources for School Design

- Collaborative for High Performing Schools (CHPS)
<http://www.chps.net/>
- The Council of Educational Facility Planners International (CEFPI)
<http://www.cefpi.org/>



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CDE Address and Web Site

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School Facilities Planning Division
1430 N Street, Suite 1201
Sacramento, CA 95814
(916) 322-2470
<http://www.cde.ca.gov/ls/fa/>



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Other CDE Web Site Resources

- *California Code of Regulations, Title 5*
- Sample resolutions
- Hazard evaluation guidance
- Publications
- Project application form
- SFPD Staff Assignments