

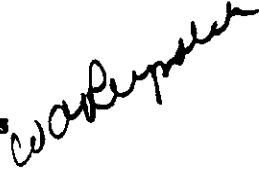
THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

(213) 590-5501

Date: April 4, 1986

To: Presidents

From: W. Ann Reynolds  
Chancellor



Subject: Campus Master Plan Revisions — Executive Order No. 482

In an effort to streamline the administrative and procedural practices associated with Campus Master Plan revisions, the Board of Trustees delegated certain authority to the Chancellor at the November 1985 Trustees meeting and amended the Standing Orders.

I am transmitting to you a copy of Executive Order No. 482 which describes the extent of the delegated authority and provides certain definitions and procedures. The result of the streamlining action(s) will allow the Chancellor's staff in the Division of Physical Planning and Development to be more responsive to the needs of your campus. It is important to note, however, that the delegated authority does not extend to all Campus Master Plan revision proposals. The attached Executive Order describes both major and minor Master Plan revision proposals and defines the administrative process which will be used to accommodate the minor revisions; all major Master Plan revision proposals must be considered by the Board of Trustees in the normal fashion.

If you have any questions about this matter, please telephone Ms. Sheila Chaffin, Assistant Vice Chancellor at ATSS 635-5635 or Mr. Bill Chatham, Chief of Planning at ATSS 635-5646.

It is your responsibility as President to implement Executive Order No. 482 as applicable and to maintain the campus repository and index for all Executive Orders.

WAR:lf

Attachments

---

**Distribution:** Vice Presidents, Administration, w/attachments  
Executive Deans, w/attachments  
Ms. Sheila M. Chaffin, w/attachments  
Mr. Robert Gray, w/attachments  
Mr. Gerald E. Beavers, w/attachments  
University Facility Planners  
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

Executive Order No.: 482  
Title: Campus Master Plan Revisions  
Effective Date: November 14, 1985  
Supersedes: No Prior Executive Order

At the September 17-18, 1985 meeting of the Board of Trustees, the Board approved Resolution CPB&G 09-85-35 relating to Campus Master Plan revisions and other items, such as approval of schematic plans and professional appointments.

At the November 12-13, 1985 meeting, the Board amended the Standing Orders and delegated to the Chancellor approval authority for the items discussed at the September 1985 meeting of the Committee on Campus Planning, Buildings and Grounds. Please refer to Attachment A.

The above changes have been made in response to the need for the streamlining of procedures suggested by the Committee on Campus Planning, Buildings and Grounds and the Chancellor's Office.

The purpose of this memorandum is to define "minor" Master Plan revisions and to establish procedures to effect the approval of minor revisions to campus physical Master Plans which have been delegated to the Chancellor in Chapter III, Section 7-f of the Standing Orders of the Board of Trustees.

**DEFINITION OF MINOR MASTER PLAN REVISION**

A minor revision to the approved Campus Master Plan is defined as follows:

1. A change in the shape of the "footprint" of a future or existing facility where the increase in site area is not more than 10% of the footprint shown on the approved Master Plan.

As an example, a proposed capital outlay project might add as much as 10,000 gross square feet as a minor Master Plan revision to an existing facility which has a gross area of 100,000 square feet. The expansion proposed would be horizontal and have the same number of floors as the linked building. This addition would be a minor revision to the approved Master Plan which could be approved by the Chancellor. It should be understood that such an addition would have to be compatible with the use or functions in the existing facility. Another example would be a change in the appearances of the footprint of a whole new building, but there is no increase or decrease in the actual floor areas beyond 10% of what the Trustees originally approved. Such changes are common while architectural drawings are in progress.

2. A revision to the approved Campus Master Plan which provides a site for a capital outlay project which has a project cost not exceeding \$1,000,000. Such a facility would have to be planned to be in conformance with the architectural vocabulary of the Campus Master Plan and not be of architectural significance.

3. A revision which changes not more than three sites or land uses on the approved Master Plan to a more convenient or advantageous location, provided there is no net increase in land use or, conversely, decrease in open space.
4. A revision which increases the area of a proposed facility by a vertical addition only while retaining the same footprint on the approved Master Plan.

#### **PROCEDURE FOR APPROVING A MINOR MASTER PLAN REVISION**

Procedurally, the application for obtaining approval of a minor Master Plan revision requires the same level of documentation as required for a major revision. A request for a minor Master Plan revision should be addressed to the Assistant Vice Chancellor, Division of Physical Planning and Development, and include the following information:

- A narrative description of the existing circumstance, the rationale for the proposed change, square footages of the proposal, and intended uses of the facility;
- A discussion of any secondary effects which the proposed change will have or require;
- A need assessment, i.e., why it is necessary to implement the proposed minor revision at this time;
- A fiscal analysis, i.e., what is the cost, in terms of initial capital outlay and ongoing physical plant maintenance of the proposed minor revision, the intended preliminary planning (P) and working drawings (W), construction (C) and equipment (E) build-out schedule and proposed year for capital outlay program inclusion.
- A Master Plan graphic which shows both the existing circumstance and the proposed minor revision. The area or facility proposed for change should be clearly identified by a number inside of a hexagon, example: ①
- A statement regarding the campus recommendation for compliance with the California Environmental Quality Act;
- A summary of other minor Master Plan revisions that may have been previously approved by the Chancellor's Office, said summary to demonstrate that the current proposal, when added to its successor, does not accumulatively go over \$3,000,000 in total value of minor Master Plan revisions for the campus; and
- A letter from the Campus Master Plan Architect concurring with the proposed minor revision.

The President of the campus will be advised by the Assistant Vice Chancellor, Physical Planning and Development, when the item is approved or denied or, alternatively, if additional information is required to process the request. The approved minor revision will then be incorporated into the approved Master Plan document maps.

#### **MAJOR MASTER PLAN REVISION**

The November 1985 delegation by the Trustees provides that only one major Master Plan agenda item per campus may be considered by the Board of Trustees in any one calendar year commencing in January 1986. However, this single major change per year may include multiple revisions to a campus physical

Master Plan. An exception to the one item per year rule may be granted by the Trustees upon recommendation by the Chancellor, if an emergency situation exists or if donor-sponsored capital outlay projects are involved, thereby warranting earlier Trustee action.

A major Master Plan revision is defined as any revision which:

- Increases the floor area of a previously approved Master Plan facility by more than ten (10) percent;
- Proposes the siting for any new project of which the total cost will exceed \$1,000,000;
- Proposes a project which is architecturally significant, as determined by the Assistant Vice Chancellor, Physical Planning and Development;
- Proposes a revision which changes more than three sites or land uses on the approved Master Plan; and
- By cumulative effect, changes resulting from minor revisions to any Campus Master Plan amount to \$3,000,000 or greater.

  
\_\_\_\_\_  
W. Ann Reynolds, Chancellor

Date: April 4, 1986

Attachment

COMMITTEE ON ORGANIZATION AND RULES

Campus Planning, Buildings and Grounds -- the Standing Orders of the Board of Trustees of The California State University -- Amendments (ROR 11-85-05)

RESOLVED, By the Board of Trustees of The California State University, that the Standing Orders of the Board of Trustees of The California State University be amended to read as follows:

STANDING ORDERS  
OF THE  
BOARD OF TRUSTEES  
OF  
THE CALIFORNIA STATE UNIVERSITY

CHAPTER III -- DELEGATION OF AUTHORITY TO THE CHANCELLOR

§ 7. Campus Planning, Buildings and Grounds

d. Approval of Schematic Plans.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to approve schematic plans for Capital Outlay projects with a project cost not to exceed \$1,000,000 provided the funding for such projects is approved by the Board.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to approve schematic plans for the following Capital Outlay projects providing the funding for these projects is approved by the Board:

Site Development, Utilities, Outdoor Physical Education Facilities excluding Stadiums, Air Conditioning, Alterations and Interior Remodeling, Minor Additions, Structural Strengthening, Heating and Cooling Facilities, Agricultural Projects, Landscape Projects, Surface Parking, Temporary Facilities, Vending Facilities, Phase II Projects if approved by the Board of Trustees with the Phase I Portion, Corporation Yards and Damage Projects where the exterior appearance is not of architectural significance to the overall campus design as determined by the Campus Consulting Architect and the Chancellor's Office, ~~and the total project cost does not exceed \$1,000,000.~~

All projects for which schematic plans are approved pursuant to this subdivision are subject to all other requirements of the Standing Orders that apply when the Board approves the schematic plans.

e. Professional Appointments.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to make professional appointments relative to Capital Outlay projects and campus physical development for the following:

1. Projects or studies where the individual total project or study cost does not exceed ~~\$250,000~~ \$1,000,000.

2. Landscape Master Planning.

3. Consulting Engineering.

4. Other professional appointments for special non-continuous services as may be necessary for Capital Outlay and planning.

f. Campus Master Plan Revisions.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to approve minor revisions to the approved Board of Trustees Campus Master Plans, provided the definition and procedures for approving such minor revisions are defined in subsequent Executive Orders.

.....