

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Department Standard: 022-160422

Title: Definition of Landscape Improvements & Modifications Requiring Review

The following standard shall be utilized by the campus to determine when a proposed improvement or modification of the campus landscape requires review of the Campus Tree & Landscape Advisory Committee.

Introduction

The University seeks to streamline and establish consistency for its definitions of projects associated with the campus landscape so as to ensure alignment and adherence to the requirements set forth by the State University Administrative Manual, Executive Orders and other related University policies and procedures.

Any modification to the campus landscape located within its main campus boundary and designated satellite properties must adhere to the requirements of this standard unless otherwise noted herein

Landscape Improvements or Modifications

The following describes those types of landscape improvements or modifications which require review:

- Proposed scope of work requires review and approval by the University Space & Facilities Advisory Committee.
- Proposed scope of work requires a building permit.
- Proposed scope of work requires input and review of the designated Campus Master Plan Landscape Architect.
- Proposed scope of work will modify or affect the existing presentation of the landscape.
- Proposed scope of work includes a request to utilize sod, groundcovers, ferns, perennials, bulbs, annuals, shrubs or trees not included on the adopted Campus Standard Landscape Plant List.
- Proposed scope of work includes existing plants considered to be legacy collections as defined by the Campus Legacy Collections Map.
- Proposed scope of work will affect redwood trees, rhododendrons, azaleas or other shrubs and plants considered to be of high value to the campus image.
- Proposed scope of work will affect the campus outdoor academic landscape (i.e., that part of the landscape utilized within the academic curriculum).
- Proposed scope of work is associated with projects that will impact the surrounding landscape and/or open space which does not have a defined or planned landscape.

Exceptions to the criteria are as follows: 1) Work associated with a routine maintenance activity (i.e., annual planting, replacement in kind, etc.), and 2) Work that can be classified by the campus as constituting an emergency associated with hazard mitigation.

All requests for improvements or modification to the landscape which require review based on the criteria noted above shall be submitted to Facilities Management for further discussion and review. Facilities Management staff will meet with requestors to discuss and further develop their proposal. Facilities Management staff will provide input and advice on all requests to ensure the information required is fully captured. In addition, Facilities Management will formulate an independent recommended action along with supporting analyses. Following such, Facilities Management will schedule the topic for discussion at the next Campus Tree & Landscape Advisory Committee meeting. If required, a special meeting will be scheduled to address time sensitive proposals. The Campus Tree & Landscape Advisory Committee shall consider all such requests and make an advisory recommendation to the University Space & Facilities Advisory Committee. The University Space & Facilities Advisory Committee shall consider and make an advisory recommendation to the University Resource & Planning Committee. Decisions of the University Resource & Planning Committee may be appealed to the President.

REFERENCES

- N/A