

DESIGN REVIEW BOARD CHARTER

~~03.03.2016~~ Amended 1/11/19 to reflect current membership

PURPOSE

The primary purpose of UW's Design Review Board (DRB) is to maximize the functionality and desirable experiential qualities of the Seattle campus, its facilities and setting, as influenced by plans and/or designs of projects with budgets less than \$5 million, and/or projects which either individually or cumulatively have temporary or permanent visual and/or functional impacts on the campus setting, including any historic resources. The campus setting is defined for DRB purposes as the campus landscape, plantings, circulation corridors and gathering places, building exteriors, public spaces and rights of way, and significant interior public spaces.

METHODOLOGY

The Design Review Board (DRB) conducts multi-discipline/multi-agency review of project plans and designs through discussions of presentations at the earliest possible time in a project, providing timely design guidance in order that the project may achieve its goals and those of the campus and university within budget and schedule parameters.

All projects that meet the threshold of having an impact on the campus setting functionally and/or visually, except those reviewed by the UW Architectural Commission and/or University Landscape Advisory Committee, will be reviewed by the DRB.

Types of projects to be reviewed by the DRB include, but are not limited to:

- Interior alterations of public spaces.
- Exterior alterations to any part of a building and/or site, either temporary or permanent, including banners, signage and site furnishings.
- Exterior additions and equipment to buildings and/or sites, either temporary or permanent, including banners, signage and site furnishings.
- Visible infrastructure, either temporary or permanent.
- Construction phase mobilization, laydown, restoration and signage related to construction.

Exceptions to this process may be given through consultation with the DRB Chair/University Architect and the CPD Special Capital Projects Director. Early guidance may be requested during the budget allocation process, in Process Partners meetings, and through direct dialog with staff of the Office of the University Architect.

These basic paths are available to project managers for consultation on DRB-reviewable projects:

- **COMPLEX/DIFFICULT DESIGN ISSUES** – An early and full DRB review of scope of reviewable issues to receive guidance regarding approaches to resolving issues, with possible follow-up DRB review(s) to approve design issues resolution.
- **BASIC DESIGN ISSUES** – An early consultation with OUA staff to determine possible scope of reviewable issues, followed with a presentation and discussion with the full DRB if it is determined that the issues require more than OUA input or are so complex as to merit a full DRB review.
- **SIMPLE DESIGN ISSUES** - Consultation with OUA staff to determine possible resolution of issues, followed by briefing of and approval by the DRB Chair and CPD Special Capital Projects Director.
- **NO CONSULTATION OR REVIEW** – For all projects which do not, by definition, require DRB review.

The DRB meets every two weeks, and focuses on a pre-published agenda, according to a pre-published schedule and location.

Project managers are responsible for scheduling the reviews of their projects with the DRB and for obtaining the approval of the DRB.

Plans or projects brought to the DRB for review should be narrated and illustrated. Presenters will provide:

- Narrative discussion of project goals and key issues, including but not limited to schedule, budget, functional, technical, historic, regulatory, Campus Master Plan and site constraints.
- Site plans at one or more appropriate scales, including campus vicinity plans.
- Drawings and diagrams to inform the DRB about the anticipated relevant impacts and solutions of the project including site.
- Vicinity photographs that describe the context and conditions and that can be used as bases for illustrative images depicting the visibility and appearance of proposed solutions.
- Information about affected historic buildings or open spaces, drawing from an existing Historic Resources Addendum (HRA) or HRA scope.

Presentations should include narrative and visual illustrations, including but not limited to, annotated photos of existing conditions that depict all possible visible aspects of the proposed plan or project, including Photo-shopped images and/or Sketch-up models, or other means of describing the impacts themselves, as well as whether they are widely viewable or visible from key public viewpoints on the campus and/or nearby routes and buildings. Presentations can be made using digital projections and/or print materials. Project teams should arrange in advance for equipment needed.

Items of interest to the DRB include elements that either by themselves or cumulatively have significant visual and/or functional impacts on the campus setting, including all historic resources. These include building additions, renovations, new buildings, equipment and furnishings attached to building exteriors, site infrastructure including furnishings, signage, lighting, planting, construction site boundaries/fencing/banners/signage, and other temporary and/or permanent fixtures in the campus landscape.

CPD Special Capital Projects staff will schedule meetings, solicit and establish meeting agendas, record and distribute meeting minutes, and generally support the DRB in conducting its responsibilities.

COMPOSITION/MEMBERSHIP

Chair – University Landscape Architect, CPD/OUA
Facilities Project Architect
Environmental and Land Use Planner
Account Manager / Public Arts Coordinator
Senior Project Manager
Asset Manager

INDIVIDUALS (01.11.19)

Kristine Kenney
Tom Berg
Julie Blakeslee
Jaclynn Eckhardt
Shane Ruegamer
John Wetzel

END