

# Campus Sustainability Fund Design Review Board Process Defined

## Understanding

The Campus Sustainability Fund (CSF) committee reviews potential projects to fund two times a year (November(?) and May). These projects are wide ranging from the support of events, activities, student salary/labor, and physical installations to campus property.

This process definition is to provide a clear description of determining when a proposal requires UW Facilities review and methodology for which the projects will be reviewed.

## UW Design Review Board

### **DRB 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.

### **DRB Methodology:**

The 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.

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, and functional or technical site constraints.
- A site plan, diagram, or map showing the location of project, if relevant.
- 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.

Presentations should include narrative and visual illustrations, including but not limited to, annotated photos of existing conditions that depict possible visible aspects of the proposed project 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.

Common DRB questions that may be relevant to answer depending on the scope of the project:

1. What is the general description of the work including scope, schedule, budget, funding source, and the project goals?
2. Where is the project on campus?
3. What is the campus physical context?
4. What options have been or will be considered?
5. How visible is the proposed work? From what locations?
6. What are the existing and proposed new materials and finishes?
7. Where are construction fences, gates and screening located?
8. What site restoration is proposed?
9. What is the approach to controlling and containing costs?

## DRB and CSF Timing Integration

To align with the CSF funding process and minimize delay to funding CSF projects the following process is proposed:

1. After Letters of Intent (LOI) are approved, the CSF Director (or delegate) will contact the DRB team (Sydney Thiel [syidthiel@uw.edu](mailto:syidthiel@uw.edu) and Julie Blakeslee [jblakesl@uw.edu](mailto:jblakesl@uw.edu)) with the LOI and CSF Committee feedback to confirm DRB review is necessary and receive initial DRB questions.
2. The project team will coordinate with DRB (Jeanne Lamont [jmlamont@uw.edu](mailto:jmlamont@uw.edu)) to schedule a presentation. DRB will review, provide questions and necessary scope to be addressed in the Full Proposal.
3. After Full Proposals are received, the project team will present them to the DRB for review and conditions of approval for consideration by the CSF committee as part of their project approval process.

*As of this writing, DRB meets the first and third Fridays of the month, 10:30-11:30 am (this is subject to change over time).*