

1. Mission and Purpose

The Design Review Board (DRB) was established by the 1995 University Master Plan. The DRB will review projects for contribution and appropriateness to the campus context, impacts to infrastructure, and compatibility to agreed-upon planning and design guidelines. The Senior Vice President for Administration and Planning will act as the board chair and will be the final decision maker for the DRB. At the chair's discretion, recommendations will be presented to President's Cabinet for final review and approval. The University Architect or the University Landscape Architect will report DRB activities to the Integrated Physical Planning Liaison Group (IPPLG). The DRB's primary functions are to:

- Review a project's relationship with the campus with a focus on the exterior of the project, its relationship to the site, the adjacent buildings and open spaces, and its contribution to the quality and civic structure of the campus. The review of interior spaces will focus on function and quality of the public spaces and the relationship of those spaces to the exterior.
- Determine compliance with the Design Guidelines for Buildings and Landscape and other approved planning studies to review the intent of the policies, principles, and guidelines; to recommend modifications to the proposed project when appropriate; and to recommend exceptions when appropriate. Serious deliberation is given by the DRB to any exceptions and modification to the policies, principles, or guidelines.
- Evaluate projects to ensure that they achieve quality design. In this capacity, the DRB functions as an independent forum for project review and provides insight, constructive criticism, and recommendations to the project's design professionals. The DRB reviews projects from the perspective of the larger university as owner while also considering the program and user needs.
- Evaluate projects presented to the DRB in relation to the Design Guidelines for Buildings and Landscape, ensuring the project has accounted for each guideline to the best of its ability within its intended scope of work.
- Review studies that will have a significant impact on the campus' physical environment.

2. Types of Projects to be Reviewed and the Selection Process

For the purpose of this document, studies will be considered projects.

Once a major project has been identified to be reviewed by the DRB, an outline of the intended project scope, site location, and programmatic intent with target project timelines will be provided to the DRB for review and information. This will be submitted with the other materials before the first presentation. The project would then be presented to the DRB in Pre-Design.

Criteria for deciding whether or not a project goes to the DRB may include but are not limited to:

- Major projects (more than \$4 million).
- Small projects that may impact campus' physical environment.
- New buildings or major building additions.
- Projects that will have a significant impact on the campus fabric, including pedestrian and vehicular circulation or open space systems.



- Projects that have the potential to implement significant elements of the Framework Plan and other approved planning studies.
- Studies that may have substantial impact on the physical environment.

Projects to be reviewed will be identified by the University Architect with input and agreement from the Senior VP of Administration and Planning and the Associate VP of Planning and Real Estate. Meeting materials will be distributed so they are received by the DRB members before the DRB meeting.

3. Format of Design Review Board Session

A DRB Presentation Guide has been developed for use by the design firm, ensuring consistency in the content of the presentation. This Presentation Guide will be updated by the University Architect every year.

Generally, a DRB session is 45-75 minutes in length and consists of three parts. The individual times are approximate and may vary, based on the nature and complexity of the project.

1. First 20-30 minutes. The design team presents the project to the board. The Ohio State Project Manager will introduce the project before the design team begins the presentation, and the user may add some key information during this time. (See DRB Presentation Guide for a description of materials and key discussion points for each review.) A presentation guide has been developed to ensure all presentations follow the same format and include programmatic intent and project history, i.e., how this became a project and how it supports the academic mission.
2. Second 20-30 minutes. Devoted to a dialogue between the DRB and the design team.
3. Final 5-15 minutes. The DRB communicates its 3 to 7 summary points to the design team. The design team has the opportunity to ask for clarification of any of the points but not to debate the merits of any of the points. These points or directions are provided to the design team in writing, which constitutes the final directives.

Number and Timing of Reviews - Typically, the Design Review Board will review a project three times: (1) at the pre-design phase, (2) during schematic design, and (3) at the beginning of design development. Some projects, for various reasons, may necessitate more or less than three reviews.

4. Materials and Key Discussion Points

For a detailed description of the required materials and key discussion points that should be covered during each review, please refer to the Design Review Board Presentation Guide.

- Pre-Design Phase. This review may take place during programming or earlier but should occur before any design has begun.
- Schematic Design. The schematic design review will focus on the building's relationship to its site – its massing, scale, proportions, materials, and its contextual relationships.



- Design Development. Design Development review will focus on refinements of the schematic design, especially material selections and ideas for detailing. Material selections need not be final and may include presentation of options and alternatives.
- Further Review. Occasionally, it may be necessary for the DRB to review a project beyond the typical three reviews. In this case, every effort will be made to expedite review, including holding an interim meeting with in-town members only. Some reasons for an additional review may be:
 - The design team did not provide adequate materials or was not prepared to discuss typical key points at one of the previous reviews.
 - Remaining unresolved issues or areas of disagreement regarding recommendations from previous reviews.
 - Significant changes in the scope or design of a project after the final review has been completed.
 - Mutual agreement by DRB and the design team that additional review is necessary and desired.
 - Determination by the DRB Chair or University Architect that additional review is needed.

5. Documentation and Follow-up

1. At the end of the DRB meeting, the key written DRB comments for each project will be approved by the Senior VP of Administration and Planning (DRB chair).
2. The design team will receive a written commentary summarizing the key recommendations of the DRB pertaining to the project approximately one week after the meeting. A copy of the commentary will be provided also to the DRB members, the Associate VP of FOD and the Ohio State Project Manager.
3. Planning and Real Estate will be responsible for recording, summarizing, and distributing the comments.

6. Resolving Disagreements and Appealing Decisions

As much as possible, all areas of disagreement with the commentary should be discussed and resolved at subsequent project team meetings. If other areas of concern or disagreement arise following the debrief meeting or after a good faith effort has been made by the design team to follow a particular recommendation, the following process should be followed:

1. The Ohio State Project Manager should identify the areas of disagreement and discuss them with the University Architect.
2. If resolution cannot be achieved at this level, the Associate VP of PARE and the Senior VP of Administration and Planning will make the final determination and present their decision in writing to the project team.
3. This decision will be considered final.

7. DRB Membership, Terms, and Leadership

The Design Review Board is comprised of eight individuals:

- Chair: Senior VP of Administration and Planning
- Associate VP of Planning and Real Estate
- Representative of Provost's Office
- Representative from Knowlton School of Architecture
- Design Professional: Architect
- Design Professional: Landscape Architect/Planner
- University Architect (UA)
- University Landscape Architect (ULA)

Members serve at the discretion of the Senior VP of Administration and Planning and the Provost. There are no specific term limits, and DRB members are required to attend all meetings. Non-attendance will be reviewed.

The responsibilities of the chair include:

- Running the DRB sessions, including timekeeping, moving the discussion on when necessary, and encouraging all DRB members to comment.
- Summarizing key points of each project discussion during the DRB member-only meeting to be held once all projects have been presented.
- Reviewing and approving comments from the meeting in a timely fashion.

The user(s) is considered part of the design team and is strongly encouraged to attend the DRB sessions.

8. Meeting Schedule, Timing, and Deadlines

Generally, the Design Review Board should meet on a quarterly basis at a minimum, with more or less meetings scheduled as needed.

- A proposed schedule of meetings and projects shall be developed six months in advance.
- If a project must be reviewed before the next scheduled DRB meeting to maintain the project schedule, local members of the DRB will convene to review the project. At least three local members of the DRB must be present at such meetings. If the chair cannot be present, he/she will appoint an acting chair for the meeting.

Planning and Real Estate is responsible for collecting and distributing materials to the members before the meeting.

- A common suggested presentation will be utilized for all presentations.
- Materials will be distributed so they are received by the DRB members in advance of the scheduled meeting.
- The Ohio State Project Manager is responsible for getting materials from the associates and providing them to Planning and Real Estate.
- Submission materials should include the requirements for the review phase as outlined in the DRB Presentation Guide and in Section 4. Materials should be provided electronically and uploaded to the BuckeyeBox folder.
- The design team may bring physical models and material samples to the meeting.