

UUFSD Policy and Procedure Document**Policy ID: 450****Title: Design Review Committee**

Date Approved: January 19, 2024 by the Board of Directors

Purpose

The primary purpose of the Design Review Committee is to assure that design issues related to the use and development of campus facilities are managed and resolved in a responsible way to be consistent with the quality and character of existing facilities, are aesthetically responsive in materials, colors, massing, scale, proportion, relationship to other elements, and support other objectives as may be desired and formally articulated by the Fellowship or directed by the Board.

The Design Review Committee also evaluates the appropriateness of in-kind donations of objects, such as art and furniture.

Policy

Responsibilities of the Design Review Committee include:

- Design proposals that involve or include changes to things we see, touch, or feel on campus may be generated by the Board, the staff, the Buildings and Grounds Committee, or any other Fellowship group or individual.
- Design proposals may range from, but not necessarily be limited to changes to the exterior or interior of buildings, the addition of new structures or associated elements, changes to landscape features (excluding planting materials), new or altered signage and graphics, and posting and placement of artwork.
- The design committee reviews proposals and determines appropriate action (accepted, accepted but with comments, denied), or elevates to the Board for further evaluation and action/advice if needed.
- The Committee should be made up of no fewer than 3 individuals who have some background or experience in art, interior design, architecture, and/or other related fields.
- The Committee meets only as/when needed to receive, consider, and respond to design proposals in-person or online, depending on circumstances and the nature of the proposal. Meetings to observe actual physical conditions in the field may be required from time to time.
- Any member of the Fellowship is welcome to attend meetings, ask questions or offer comment, however the Committee members will provide final recommendations.
- The Committee exists to evaluate and recommend action on design proposals. The Committee is not a design service.

Procedure

Any group, committee or individual associated with the Fellowship (applicant) may submit a design proposal (project) to the Committee and include the following:

- A written narrative describing the purpose and general nature of the project
- One or more sketches or graphic description of the project in enough detail for the Committee to understand the massing, scale, colors, fonts, relationships to other elements, etc.
- A statement of probable cost (if any) that can be relied upon by the Board for appropriation if approved
- Any other information about the project that informs and enhances the Committee's understanding and ability to make a reasoned determination
- An applicant's proposal for donations of in-kind objects such as art or furniture shall be accompanied by appropriately descriptive photographs.

All materials may be submitted electronically to the Committee

The Committee will:

- Determine the completeness of the applicant's proposal and advise the applicant if more information is needed
- Convene one or a continuing discussion in a timely manner to focus on the information provided by the applicant and the merits of the design.
- Depending on the complexity of the design issues involved, either inform the applicant of the Committee's decision (accepted, accepted but with comments, denied), or elevate the design proposal to the Board for further evaluation and consideration.
- Advise the Board as needed to reach a decision on more complex design matters where further evaluation has been deemed appropriate, before the Board's approving the project.
- Communicate the Committee's decisions to the applicant in writing with an explanation of why it reached its decision.

The Applicant may:

- Accept the Committee's decision
- Ask the Committee to reconsider its decision (if needed), based on any additional information or other relevant facts provided subsequently by the applicant to the Committee in writing
- After a good faith effort to resolve disagreement with the Committee's decision, file an appeal to the Board in the event of a proposal being denied by the Committee

The Board of Directors:

- Considers any appeals from groups or individuals who were unable to come to agreement with the Design Review Committee.
- Requests consultation and advice from the Committee when necessary to approve a project.