



UW-Madison Campus Master Plan Design Review Board Organizational Charter

Per Madison General Ordinance (MGO) 28.097(7) and, via the 2015 Campus Master Plan Update to be approved by the city of Madison, UW-Madison is required to have an architectural review committee to review and approval all major capital building project designs within the approved Campus-Institutional Zoning District on campus. Below is the referenced MGO text related to the membership of the Design Review Board.

MGO 28.097(7)

It is expected that Campus Master Plans will identify building location and maximum height, but will not include detailed designs of each building. All buildings constructed within a CI district must be reviewed and approved by an architectural review committee. The committee shall be established by the institution and shall meet the following standards:

- a) The building design review standards and guidelines, review procedures, categories of membership, and the language of any deed or plat restriction must be approved by the Urban Design Commission.*
- b) Membership on the committee, including representation of planning staff and registered neighborhoods, and committee procedures must be approved by the Plan Commission. Committee meetings shall be public.*
- c) Until an architectural review committee is established and approved by the Plan Commission, all building and site plans shall be reviewed and approved by the Urban Design Commission, with an appeal process to the Plan Commission as established in (MGO) Section 33.24.*

Committee/Board Charge

The UW-Madison architectural review committee is known as the “UW-Madison Design Review Board” (aka “the Board”, “the DRB”). The UW-Madison campus Design Review Board is established to review the architectural and site design of each proposed new building, landscape design or major structure on the University of Wisconsin-Madison campus as conceptually defined in the most recent, city of Madison approved, Campus Master Plan.

The Design Review Board will review all projects with a focus on:

- Compliance with the current approved Campus Master Plan with regards to building height, mass, scale, setbacks, step-backs and stormwater management
- Design quality of public open spaces and landscape, architectural form and exterior building appearance, and primary interior public spaces.
- The relationship between the building and its public interior spaces to the larger campus context including pedestrian and vehicular circulation pattern and open space systems.
- Compliance with approved campus design guidelines.
- Compliance with design modifications recommended by the university and its representatives.

Categories of Membership

The membership of the Board shall consist of the following categories:

1. UW-Madison University Architect or Assoc. Vice Chancellor FP&M designee (chair)
2. UW-Madison University Landscape Architect or Assoc. Vice Chancellor FP&M designee
3. Private, national-firm Registered Architect as designated by UW FP&M
4. Private, national-firm Registered Landscape Architect as designated by UW FP&M
5. City of Madison Planning Director or designee
6. City of Madison Urban Design Commission member (as designated by the UDC)
7. Joint West or Joint Southeast Campus Area Committee Representative from a registered City of Madison Neighborhood Association (one rotating position based on project location) as designated by the joint area committee
8. *City of Madison Alder (based on project location, ad-hoc, non-voting)*
9. *Registered Neighborhood Association Liaison (based on project location, ad-hoc, non-voting)*
10. *UW-Madison Dean/Director or Project Sponsor (one rotating position per project; ad-hoc, non-voting)*
11. *UW Campus Planning Committee Liaison (or Chancellor's designee; ad hoc, non-voting)*

Glossary of Terminology

AVC = UW-Madison Associate Vice Chancellor, Facilities Planning & Management

CI = City of Madison "Campus-Institutional" Zoning, per MGO 29.097

CPA = UW-Madison Campus Planning Committee

DRB = UW-Madison Design Review Board (or the Board)

FP&M = UW-Madison Facilities Planning & Management

JWCAC/JSECAC = Joint West... / Joint South East Campus Area Committee

MGO = Madison General Ordinances

University of Wisconsin-Madison Design Review Board

2017-18 Membership

(Effective upon date of City of Madison Common Council approval of the Campus Master Plan)

	Member type	Name	Representing	Appointed by	Term (start/end)
1	University Architect (chair)	Stu LaRose, AIA	UW-Madison FP&M	UW-Madison FP&M AVC	Continuous July 2017 to 2999
2	University Landscape Architect	Gary Brown, PLA, FASLA	UW-Madison FP&M	UW-Madison FP&M AVC	July 2017 continuous
3	Registered Architect	Fiske Crowell, FAIA	Sasaki Associates Boston, MA	UW-Madison FP&M AVC	July 2016
4	Registered Landscape Architect	Annette Wilkus, PLA, FASLA	Siteworks LLC New York, NY	UW-Madison FP&M AVC	January 2014 January 2017
5	City of Madison Planning Director or designee	Heather Stouder, AICP	City of Madison Planning Department	City of Madison	July 2017
6	Joint West or Joint Southeast Campus Area Committee	Rotates per project location	Registered Neighborhood Association	JWCAC or JSECAC	July 2017
7	City of Madison Urban Design Commission Member	TBD	City of Madison Urban Design Commission	City of Madison UDC	July 2017
8	City of Madison Alder (ad hoc, non-voting)	Rotates per project location		City of Madison	July 2017
9	Dean/Director or Project Sponsor (ad hoc, non-voting)	Rotates per project	Project building committee/user group	UW-Madison FP&M AVC	Per project
10	Neighborhood Liaison (ad hoc, non-voting)	Rotates per project	Affected Registered Neighborhood Association	JWCAC or JSECAC	July 2017
11	CPC or Chancellor's Designee (ad hoc; non-voting)	Phil Certain, Emeritus Dean	Campus Planning Committee	UW-Madison Chancellor	July 2014 July 2017

University of Wisconsin-Madison Design Review Board

Committee Procedures

Purpose & Focus

The UW-Madison campus Design Review Board (DRB) is established to review the architectural and site design of each proposed new building or major structure on the University of Wisconsin-Madison campus as defined by the most recently City of Madison approved Campus Master Plan. The Board will review the proposed projects to determine if the architectural design and site design follows the intent and guidelines of the approved campus master plan. The Design Review Board will review projects with a focus on:

- Compliance with the current approved Campus Master Plan.
- Design quality of public open spaces and landscape, architectural form and exterior building appearance, and primary interior public spaces.
- The relationship between the building and its public interior spaces to the larger campus context including pedestrian and vehicular circulation pattern and open space systems.
- Compliance with approved campus design guidelines.
- Compliance with design modifications recommended by the university and its representatives.

Review Coordination

The UW-Madison project manager, for the project to be reviewed, is responsible for facilitating the design review process working in concert with the DRB chair and staff. The DRB staff provides information on DRB policies and procedures to the project manager for distribution to the project team. Once a project has been identified as subject to review by the DRB, an outline of the proposed project scope, location, programmatic intent, and project schedule will be provided to the DRB staff by the project manager for distribution to the DRB members along with past meeting minutes and the agenda for the upcoming meeting.

Meeting Format

Each review session lasts for 90 minutes in accordance with the format that follows. At the discretion of the chair, a project may be allotted 45 – 60 minutes for depending on the scope of the review. The following format should serve as a guide for each review meeting agenda.

- First 20 minutes: the design team presents the project to the Board. (See section on description of materials and key discussion points for each review below)
- Next 45 minutes: dialogue between the Board and the design team
- Next 15 minutes: design team is excused while the board summarizes the previous hour's discussion and agrees on a limited number (three to seven) of key points to communicate to the design team.
- Final 10 minutes: design team is invited back into the room, and the DRB communicates its 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. (see section on process for disagreement)

DRB Member Composition and Appointment Process

The Campus Design Review Board (DRB) membership is approved by the City of Madison Plan Commission as part of the overall Campus Master Plan Campus-Institutional zoning district approval process every 10 years. Specific membership appointments are coordinated by the University Architect and approved by the Associate Vice Chancellor for Facilities Planning & Management in consultation with the Director of the City of Madison Planning Department. The

ideal DRB member will have a background in campus facilities design and/or campus planning; or will have previously served on the Joint West or Joint South East Campus Area Committees with respect to neighborhood appointments.

Quantity & Timing of DRB Meetings

- Projects are reviewed **once during the scoping or planning study phase, and three times** during each of the subsequent phases, namely pre-design/programming, schematic design, and design development.
- Some projects may require more or less than three reviews based on staff recommendation and **agreement by the DRB members.**
- District, college/school or program master plans will be reviewed once unless additional meetings are requested by the DRB or the Associate Vice Chancellor for Facilities Planning & Management.

Meeting Materials & Items for Review

Scoping or Planning Study:

Pre-Design Phase:

The pre-design review may take place during programming or earlier, but is likely to occur before any drawing has been done. Materials which shall be provided by the Design Team for this review include:

- Map or aerial photo of neighborhood in which project is located with project site indicated.
- Site context plan or plans, showing vicinity of at least one block in each direction, with entry or grade level plans of each adjacent building. Plans should include existing grades as well as location of existing roads, walks, landscape elements, etc.
- Design and development guideline graphics and text from appropriate planning studies.
- Photographs of adjacent building exteriors.

Many of the above elements required to generate these materials are available from various University departments. Contacts will be provided by the project manager.

Key discussion points at this phase of review may include, but are not limited to:

- Analysis of existing Campus Master Plan documents, including other planning studies for the area in which the project is located.
- Analysis of existing vehicular and pedestrian circulation patterns in the area.
- Analysis of existing bicycle parking in the area.
- Analysis of architectural context, including scale, detail and materials of existing adjacent buildings.
- Discussion of potential relationships between site and adjacent and campus wide open space systems.
- Discussion of program opportunities such as:
 - Location and organization of interior public spaces.
 - Program elements which should or could benefit from a relationship to exterior spaces.
 - Possible or desired entrance location.

Schematic Design Phase

The schematic design review will focus on the building's relationship to its site, its massing and scale, and its contextual relationships. Materials which should be provided by the design team for this review include:

- Three dimensional massing studies (physical model or 3D drawing) of proposed building, shown in context with adjacent structures and open spaces.
- Conceptual site plan showing site layout, existing and proposed grading, as hard surfaces, and site circulation.
- Conceptual floor plans showing relationship between programmed spaces, particularly entrances, lobbies, general assignment classrooms and other shared or public spaces.
- Proposed entry or ground level floor plans of adjacent buildings.
- Conceptual elevations, showing overall height and relationship and proportion of materials or type of material (i.e. glass versus solid), as well as location and proportions of windows, doors and other openings.

Key discussion points at this phase of review may include, but are not limited to:

- Review of recommendations from previous phase and whether these have been addressed successfully or not.
- Massing and scale of building in relationship to surrounding structures and open space and master plan guidelines.
- Landscape concepts - planted area versus hard surfaces, relationship of site design and organization to larger campus systems (pedestrian, vehicular and service circulation and open space).
- Relationship of major public and shared interior spaces to building site and landscape concept and larger context, such as location of entries with respect to adjacent buildings and campus circulation systems.
- Relationship of public versus private zones of building, and of such zone to the surrounding site and buildings.
- Scale and vertical relationship of major public or shared interior spaces.
- Preliminary types of mix of material concepts.

Design Development Phase

Design development review will focus on refinements of the schematic design, especially materials selection and ideas for detailing. Material selections need not be final, and may include presentation of options and alternatives.

Materials which should be provided by the design team for this review include:

- Three dimensional studies (physical or 3D drawing) of proposed building, showing refinements of massing and scale concepts, and indicating material and color suggestions.
- Developed landscape plan indicating character of all outdoor spaces, including topography, plant material suggestions, hard surfaces material suggestions, and photographs or drawings of suggested site furnishings and amenities.
- Floor plans showing refinement of relationship between programmed spaces, particularly entrances, lobbies, general assignment classroom and other shared or public spaces.
- Proposed entry or ground level plan shown in site context plan with landscape design, and entry or ground level floor plans of adjacent buildings.
- Building sections showing scale and vertical relationship of spaces.
- Elevations, showing material suggestions and preliminary detailing ideas, as well as location and proportions of windows, doors and other openings.
- Material samples for building exterior and site.

Key discussion points at this phase of review may include, but are limited to:

- Review of recommendations from previous phase and whether these have been addressed successfully or not.
- Continued discussion of massing and scale of building.
- Landscape design including overall character of space, plant suggestions, materials and furnishings, and continued discussion of relationship of site design and organization to larger campus systems.
- Continued discussion of relationship of these zones to the surrounding site and buildings.
- Continued discussion of scale and vertical relationship of these zones to the surrounding site and buildings.
- Continued discussion of scale and vertical relationship of major public or shared interior spaces (if necessary).
- Selection, use and mix of building and site materials and preliminary detailing.

Further Review

On occasions, the DRB may require more than three reviews of a project. In this case, every effort will be made to expedite the review process including holding an “in town” members only meeting. For State of Wisconsin administered projects, the DRB may also refer outstanding design issue to the DFD for follow-up during its peer review.

Some reasons why an additional review may be necessary: include:

- 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 recommendation from previous reviews.
- Significant changes in the scope or design of a project after the final review has been completed.
- Mutual agreement by all stakeholders that additional review is necessary and desired.
- Determination by the University Architect, in consultation with the state for state administered projects, that additional review is needed.

Documentation and Follow-up

- The design team will receive written minutes of the meeting summarizing key recommendations of the Design Review Board within one week after the meeting.
- The DRB staff will be responsible for recording and distributing the minutes following internal FP&M review.
- Comments on the minutes should be sent to the DRB staff prior to the next DRB meeting.

Process for resolving disagreements and appealing decisions

- As much as possible, all areas of disagreement with the commentary should be discussed and resolved with the University Architect.
- Issues that remain unresolved with the University Architect may be referred to the Campus Planning Committee (CPC). The decision of the CPC will be final.
- If, as the result of an appeal, the DRB finds that design guidelines or criteria need to be revised, such revisions shall be recommended for consideration to the CPC.

Meeting Scheduling, Timing, and Deadlines

Generally, The Design Review Board should meet about 6 times a year, with meeting dates set aside for each month of the year to allow for maximum flexibility. At times there will be a reduction in the number of projects which are in design, and the DRB may not need to meet this

often. Currently, the third Tuesday of each month is set aside for DRB, with a 30-day minimum cancellation notice if there are no projects for review in any given month.

- A proposed schedule of meetings and projects shall be developed six months ahead (typically covering 3 meetings).
- If a project must be reviewed before the next scheduled DRB meeting in order to stay on schedule, a special meeting could be convened. Such a special meeting link up members via webcast.
- The design review board coordinator is responsible for collecting and distributing materials to the members before the meeting.
- Materials will be distributed so they are received by the DRB members at least 7 days in advance of the scheduled meeting.
- The project manager is responsible for getting materials from the design team, and providing them to the DRB coordinator no later than 14 days before the DRB.
- 7 copies of these materials should be provided. Clear, legible black and white copies of drawings and photographs are acceptable, but may be no larger than 11x17. Materials should include reduced versions that cover the requirements for the review phase as outlined in Section covering materials and key discussion points above. In place of paper documents, materials for review could also be presented in electronic format. Design team is always encouraged to discuss alternative format and media if it simplifies the process.
