



**Facilities Planning
& Management**
UNIVERSITY OF WISCONSIN-MADISON

**Design Review Board Organizational Charter
And Committee Procedures**

updated April 2023

Per Madison General Ordinances (MGO 28.097(7)) referenced below and, via the 2015 Campus Master Plan Update approved by the city of Madison in 2017, UW-Madison is required to have an architectural review committee to review and approve all major capital building projects within the approved Campus-Institutional (C-I) Zoning District on campus.

Madison General Ordinance 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.*

Glossary of Terminology

AE = architect/engineer, landscape architect, etc. design team
AVC = UW-Madison Associate Vice Chancellor, Facilities Planning & Management
C-I, CI = City of Madison “Campus-Institutional” Zoning, per MGO 29.097
CPC = UW-Madison Campus Planning Committee
DRB = UW-Madison Design Review Board (or the Board)
FP&M = UW-Madison Facilities Planning & Management
JCAC = Joint Campus Area Committee
MGO = Madison General Ordinances
UDC = City of Madison Urban Design Commission

Committee/Board Charge

The UW-Madison architectural review committee shall be known as the “UW-Madison Design Review Board” (aka “the Board”, “the DRB”). The Board is established to review the architectural and site design for all new buildings, building additions, landscape designs, or studies for major physical change on the University of Wisconsin-Madison campus as defined in the most recent, City of Madison approved, Campus Master Plan.

Purpose & Focus

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

- Compliance with the current approved Campus Master Plan including building height, mass, scale, setbacks, step-backs and green infrastructure/stormwater management.
- Design quality of public open spaces and landscape architecture, building architectural form and exterior building appearance, as well as 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.
- Compliance with previously approved studies and local neighborhood plans.

DRB Member Composition and Appointment Process

The DRB membership categories are approved by the City of Madison Plan Commission as part of the overall Campus Master Plan Campus-Institutional zoning district approval process, which occurs every 10 years. Specific membership appointments are coordinated by the DRB chair in consultation with the Director of the City of Madison Planning Department and approved by the Associate Vice Chancellor for Facilities Planning & Management. The ideal DRB member will have a background in facilities planning & design and/or campus planning; or will have previously served on a Joint Campus Area Committee with respect to neighborhood appointments.

Membership terms will be for 3-years, starting on a staggered basis. All members may be nominated for a second, 3-year term but shall not serve more than six consecutive years on the Board. In the event that a member of the DRB leaves the Board prior to the end of their term, the DRB chair, in consultation with the AVC for FP&M and the City Planning Director, will appoint a replacement member to serve out the final term of the departing member.

Categories of Membership - See attached chart of current 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 chair)
7. Joint Campus Area Committee Representative from a registered City of Madison Neighborhood Association as designated by the JCAC
8. *City of Madison Alder (based on project location, ad-hoc, non-voting)*
9. *Registered Neighborhood Association Rep. (based on project location, ad-hoc, non-voting)*
10. *UW-Madison Project Sponsor (one rotating position per project; ad-hoc, non-voting)*
11. *UW Campus Planning Committee Representative (designated by the CPC; ad hoc, non-voting)*

Types of projects to be reviewed by the DRB

The following is a list of project types that are to be reviewed by the Design Review Board. This is not an exhaustive list and any questions regarding the need for review or the number of times a project is to be reviewed is at the discretion of the DRB chair and/or the Associate Vice Chancellor for Facilities Planning & Management.

Projects that required DRB approval that are within the C-I zoning district include:

- New buildings, building additions and/or major changes to existing buildings or campus landscapes that modify the exterior of the building(s) or site(s).

NOTE: Projects outside the C-I zoning district will also be reviewed by the DRB with recommendations being made to the City of Madison Plan Commission and/or the Urban Design Commission as required by city ordinances.

Projects that would be beneficial to have DRB input include:

- The Campus Master Plan and any significant updates or changes to the Plan.
- Facilities Master Plans for colleges, schools, departments or major units of the university.
- New public open spaces, landscapes, gathering places or landscape architectural designs.

Project types that typically would not need DRB Review, unless requested by the DRB chair, include:

- Utility projects (unless they include significant site restoration upgrades or changes)
- Maintenance activities on existing buildings (unless they include significant exterior changes)
- Maintenance activities on existing campus landscapes or major landscape planting renovations.
- Interior design modifications (unless part of a major public interior space).
- Small landscape design projects that do not impact the overall character of the site or campus design neighborhood (bus stops, benches, picnic tables/chairs, site lighting upgrades, etc.).
- “Minor alternations” to existing zoning approved uses, as defined by the City of Madison ordinance, (unless they include significant impacts to the exterior of buildings or landscapes as defined by the DRB chair). “Minor alternations” on campus, either in or outside the C-I district, follow the City of Madison zoning review process for minor alts.

Definitions Related to Reviewable Projects:

- New Building(s)
 - Projects with a total project cost of over \$300,000.
 - Projects under \$300,000 if determined by the DRB chair to be reviewable.
 - Projects over 4,000 GSF. (Projects <4,000 GSF typically do not require zoning review but may require a minor alternation through the city.)
 - Projects within a defined campus historic district.
- Building Addition(s) and Major Changes to an Existing Building(s)
 - Projects over 4,000 GSF.
 - A building addition within a defined campus historic district.
 - A building addition or modification as part of an existing historic structure.
 - Projects that include over 10,000 SF of exterior site disturbance.
 - An addition to an entry or prominent visual side of a building.
 - Departure from existing cladding and/or material use on the exterior of a building.
 - Addition impedes on an area reserved for development in the approved Campus Master Plan.
- Landscape Design and Major Changes to an Existing Site/Landscape
 - Alternations in a defined campus historic district or to an historic landscape.
 - Alternations to a highly visible corridor, lawn, quadrangle or courtyard.
 - Over 10,000 SF of exterior site disturbance.
 - Significant site restoration work related to utility projects that disturb over 10,000 SF.

Review Coordination

The designated UW-Madison project manager is responsible for facilitating the design review process for their project, working in coordination 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 is 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 FP&M project manager.

Meeting Notices and Agenda Posting

All meeting notices, agendas and prior meeting minutes are to be distributed to the DRB members at least one week in advance of the meeting date. All same information is to be posted the FP&M website. All meetings are to be publicly noticed by posting on the UW-Madison Events Calendar.

Quantity & Timing of DRB Meetings

- Projects are reviewed once during the feasibility or planning study phase for adherence to the Campus Master Plan, and at least three times during each of the subsequent design development phases, namely pre-design/programming, schematic design, and design development.
- Some projects may require more, or less than three design reviews based on the advice of the DRB and recommendations by FP&M staff.
- District, college/school, departmental, or program master plans will be reviewed once by the DRB during the final draft stage of the planning process, unless the DRB chair, its members, or the Associate Vice Chancellor for Facilities Planning & Management requests additional meetings. This review is to focus on compliance with overall Campus Master Plan and to set the stage for the DRB on upcoming projects they will review as facility master plans are implemented.

Coordination with the Joint Campus Area Committee

Per the City of Madison approved C-I district Campus Master Plan, all major capital improvement projects will be presented to the Joint Campus Area Committee throughout the planning and design process to gather input from stakeholder groups and neighborhood constituents. All projects are then to be presented for final review and an advisory recommendation to the UW-Madison Design Review Board. Final review meetings by the Joint Campus Area Committee shall be publicly noticed per City of Madison standards.

Meeting Format

Each review session on each project or plan will last for 45 minutes per the following format. At the discretion of the DRB chair, a project may be allotted more or less time on the agenda depending on the scope of the review.

The following format should serve as a guide for each review meeting agenda.

- First 15 minutes: the design team presents an overview of the project to the Board. See below for a description of materials and key discussion points for each review.
- Next 20 minutes: design discussion between the Board and the design team, including questions and follow-up items for clarification.
- Next 5 minutes: the DRB chair will take public comment for those interested in speaking on the project that are not represented on the DRB.
- Final 5 minutes: the DRB chair summarizes the discussion and key points for direction to the design team as the project proceeds and what the DRB would like to see when the team returns (if necessary) for further review.

Meeting Materials & Items for Review

Pre-Design Planning (75% completion) – DRB Study

When an initial feasibility study, concept design for fundraising, or an initial planning study is completed, the project will be reviewed by the DRB at least once during the final draft planning stage, or as directed by the DRB chair or by the Associate Vice Chancellor for Facilities Planning & Management.

Materials provided by the design team for this review include:

- Description slide. Advanced Plan goals, program, schedule, budget and brief narrative description of project.
- Map or aerial photo of district in which the project is located.
- Site context plan or plans, showing vicinity of at least one block in each direction as well as location of existing roads, walks, landscape elements, etc.
- Photos of existing building exteriors on the project site and adjacent to the project area.
- Copy of the approved Campus Master Plan for the project site area to show relationship of the proposed project indicated conformance and/or non-conformance.
- General site analysis information about the existing site including pedestrian/vehicular/service access and major utility conflicts/potential upgrades (if known).
- If project Advanced Plan includes vignettes or suggested building massing or materials include those for initial review and comment by the DRB with the understanding that final design and materials for the actual project will come later in the design review process.

Preliminary Design Phase – DRB #1

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

- Description slide. Building goals, program, schedule, budget and brief narrative description of project.
- Map or aerial photo of general campus area with the project site clearly indicated.
- Site context plan(s) 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.
- Photos of existing building exteriors on the project site and adjacent to the project area.

Many of the above elements required to generate these materials are available from various University departments. The FP&M project manager will provide contacts for this information to the AE teams.

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, and discussion regarding conformance to the approved plan.
- 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. AE teams should reference the appropriate Campus Design Neighborhood design guidelines found in the Campus Design Guide.
- Discussion of potential relationships between site and adjacent and campus-wide open space systems, including green infrastructure/stormwater management practices.
- Discussion of program opportunities such as:
 - Location and organization of major interior public spaces.
 - Program elements which should, or could, benefit from a relationship to exterior spaces.
 - Possible or desired main and secondary entrance locations.

Schematic Design Phase – DRB #2

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

- Description slide. Building goals, program, schedule, budget and brief narrative description of

project.

- Three-dimensional massing studies (physical model or 3D drawing/rendering/model) of the proposed building, shown in context with adjacent building structures and open spaces.
- Conceptual site plan showing site layout, existing and proposed grading, hard surfaces, and site circulation for pedestrian, vehicles and services access.
- Conceptual floor plans showing relationship between programmed spaces, particularly entrances, lobbies, general assignment classrooms and other shared-use or public spaces.
- Proposed entry or ground level floor plans of adjacent buildings to show relationship to main public entrances and public-use spaces.
- Conceptual elevations, showing overall height and relationship and proportion of materials or type of material (i.e. glass/void vs. solid brick/stone/precast/metal, etc.), 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 DRB reviews and whether these have been addressed successfully or not.
- Massing and scale of building in relationship to surrounding structures and open space and the Campus Master Plan design guidelines.
- Landscape architectural concept plan - planted area versus hard surfaces, relationship of site design and organization to larger campus systems (pedestrian, vehicular and service circulation and open spaces, etc.).
- Relationship of major public and shared interior spaces to building site and landscape architectural concept plan and larger context, such as location of entries with respect to adjacent buildings and campus pedestrian/vehicular circulation systems.
- Understanding of the proposed green infrastructure/stormwater management systems to meet campus goals as defined in the current comprehensive stormwater management plan.
- Relationship of public vs. 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 and mix of building materials, if known.

Design Development Phase – DRB #3

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

Materials provided by the design team for this review include:

- Description slide. Building goals, program, schedule, budget and brief narrative description of project.
- Three-dimensional studies (physical model or 3D drawing/rendering/model) 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 DRB reviews and whether these have been addressed successfully or not.
- Continued discussion of massing and scale of building.
- Landscape architectural design including overall character of space, plant material suggestions, hard scape materials and site furnishings, and continued discussion of relationship of site design and organization to larger campus open space systems.
- Continued discussion of green infrastructure and stormwater management systems to meet the university's green infrastructure goals.
- Continued discussion of relationship of the proposed building and site design to the surrounding site and buildings, including scale and vertical (height) relationships.
- Continued discussion of relationships of proposed major public or shared interior spaces.
- Selection, use and mix of building and site materials and preliminary detailing.

Further Review

On occasion, 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 "in-town/local" DRB members meetings or hold a web-based teleconference to include the out-of-town members to meet any specific time restraints of the project design and approval process.

Reasons why an additional review may be necessary include:

- Design team did not provide adequate materials or was not prepared to discuss key design elements identified at one of the 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 DRB chair that additional review is needed.

Documentation and Follow-up

- The DRB staff will be responsible for recording and distributing the minutes following internal FP&M staff review.
- FP&M staff will strive to provide the design team with written draft minutes of the meeting, summarizing key recommendations of the Design Review Board, within one week after the meeting.
- Comments or questions on the draft minutes should be sent to the DRB staff prior to the next regularly scheduled DRB meeting where the prior meeting minutes will be reviewed and approved.

Committee Process and Process for resolving disagreements and appealing decisions

- For the purposes of holding meetings of the DRB, quorum will be considered one over 50% of the voting members of the Board, (i.e. four members constitutes a quorum for action on any project being reviewed). Ad hoc, non-voting members do not count towards quorum but are highly encouraged to participate fully in all DRB meetings and provide comment during the review process.
- It is the goal of the university and FP&M staff that the DRB meeting will be run by a consensus approval process. The DRB chair will determine if a consensus has been reached or if further discussions is needed, or a further review meeting is needed to gain consensus.
- If consensus is not reached, and the DRB chair determines that a vote of the Board is needed, the chair will use Robert's Rules of Order to ask for a motion/second from the floor. Voting members can make and second motions. Discussion from the floor on the motion may include the ad hoc, non-voting members of the Board. Once a motion passes, that decision is the final. Per Robert's Rules, the chair will only vote in the event of a tie.
- Per MGO. 28.097(9), final decisions of the Board may be appealed by the applicant or the alder to the City of Madison Plan Commission within ten days of the decision by the Board. A public hearing

will be scheduled to take public input on the request. At the conclusion of the public hearing, the Plan Commission may, by simple majority vote, affirm, reverse or modify the decision of the Board.

- 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 DRB chair, FP&M staff and/or the Campus Planning Committee for review by the City of Madison Planning Director. Per MGO 28.097(10), significant changes to the Campus Master Plan and or the approved Design Guidelines, may also need further review by the City of Madison Planning staff, Plan Commission and/or the Urban Design Commission for review and approval.

Meeting Scheduling, Timing, and Deadlines

Generally, the UW-Madison Campus Design Review Board will meet 6-9 times a year, with regular meeting dates defined for each month to allow for maximum scheduling flexibility. At times, there may be a fewer number of projects that need review and therefore the DRB may not need to meet every month. Currently, the third Tuesday of each month is set aside for DRB meetings, with a 14 calendar-day cancellation notice if there are no projects for review in any given month.

- If a project must be reviewed before the next scheduled DRB meeting, a special meeting may be convened at the call of the DRB chair. Such special meetings may be via teleconference.
- The Design Review Board staff is responsible for collecting and distributing materials to the members at minimum of one week (seven calendar days), prior to the scheduled meeting date.
- The FP&M project manager is responsible for obtaining materials from the AE design team and providing them to the DRB staff no later than 14 calendar days before the DRB to ensure FP&M staff can review the presentation materials and provide guidance.
- Digital copies of the materials for the meeting shall be provided to the DRB staff based on the recommended meeting materials defined above.
- Materials submitted in advance as a preview, prior to the DRB meeting date, should include reduced versions of the information for the review as outlined above and include any key discussion points previously requested by the DRB.
- All materials provided to the DRB staff and presented at the DRB meetings shall be delivered to the FP&M project manager by the AE team(s) in a digital PDF format.

Reporting of Actions, Annual Report Requirements

Formal actions by the Board are recorded in the official meeting minutes of the Board and posted on the FP&M website for public use and review. By February 15 of each year, staff of the DRB and the DRB chair, shall prepare and submit an annual report of activities to the AVC of Facilities Planning & Management and to the Director of the City of Madison Planning Department. These reports may be shared with the UW-Madison Campus Planning Committee, the surrounding neighborhoods, the City of Madison Plan Commission and in other public venues.
