I. **Introduction** - The University of Colorado Design Review Board (DRB) is comprised of uniquely experienced professional architects, landscape architects, and directly related design professionals, appointed by the president of the University of Colorado. Its mission is to provide review and advice to parties charged with the design and development of proposed capital planning and development projects at all campus properties under the control of the CU Board of Regents. The following information is a reference guide for staff and consultants involved in design of campus buildings and site development.

A. The DRB is specifically charged with:
   1. Reviewing and advising appropriate campus officials on the facilities portion of campus master plans and development of land use plans, with particular concern for aesthetic and physical characteristics of the individual campus;
   2. Reviewing and consulting at the time of project design, on new construction, major renovations and building additions, with particular concern for:
      a) Basic planning;
      b) Architectural design, including form, colors, materials and texture;
      c) Landscape design and materials;
      d) Building placement and massing;
      e) Area and site planning;
      f) Campus aesthetics;
      g) Consistency of detailing;
      h) Land use criteria and policies;
      i) Campus entryway signage and signage design guidelines; and
      j) Sustainable design.
   3. Serving on each campus’ architect selection committee if the project warrants DRB review;
   4. Being sensitive to the complicated nature of providing architectural services and seeking appropriate ways to work with project architects in expediting reviews and design input early in the process;
   5. Other charges assigned by Administrative Policy Statement #3002, *Capital Construction Planning and Projects, Appendix 3.*

II. **Scope of DRB review** – The DRB examines all exterior components of building architecture and campus site development. The DRB does not review interior remodels - unless they impact external materials; building entrances; or changes the building transparency, or inside/outside relationships.

A. The DRB has the responsibility to assess the following:
   1. General campus character consistency and continuity;
   2. Building siting, massing, expansion, materials selection, and architectural character;
   3. Campus landscape including plant selection, and location;
   4. Vehicular circulation routes, patterns, parking lot locations, and parking ratios;
   5. Pedestrian circulation routes, patterns, amenities and materials;
   6. Campus site furnishings, lighting and signage design, location, and quantity;
   7. General campus infrastructure systems; and
   8. Sustainable design methods and materials.

III. **Administration** – Each university campus has an appointed liaison to the DRB; generally it is the campus architect or facility director. They are responsible for coordinating DRB review with
the CU System Office and submitting to the DRB physical planning and design work that demonstrates project conformance with campus master plans, design guidelines, and other requirements. Each campus shall develop procedures to meet both the need of the board and internal campus requirements. The director of capital assets at the CU System Office (ex officio member) is responsible for DRB administration.

A. Meetings: The DRB generally meets monthly on the second Thursday (afternoon) and Friday (all day) on various campuses. The campus architect is responsible for scheduling the project review and coordinating document submittal with the CU System Office. The meeting minutes will be posted on the DRB web site and distributed to campus architects.

B. Document Submittals - Plans shall be submitted by the appointed campus liaison, in either a printed or an electronic format, at least seven (7) calendar days prior to the scheduled meeting. The campus liaison has the final responsibility for review and authorization for the project to proceed to the DRB. Printed documents shall include six (6) sets of plans and specifications and other related printed documentation for use by the board. Additional copies shall be submitted as required by individual campuses. For each stage in the process, all drawings (electronic or printed versions) shall be dated, show scale and orientation, and have page numbers. All sheets should be labeled with the name of the project, and the consultant’s name and contact information.

IV. Process - The DRB may eliminate design steps typically necessary for review of an individual project and may also require additional information or studies as they deem needed or useful for large scale projects. Project review typically occurs as follows:

A. Small Projects – Minor Renovations: Minor exterior renovation or landscape projects, which do not change the function of the site or impact the aesthetic value of the campus, can be reviewed and approved at one meeting. DRB recommendations may be delegated to the campus liaison for implementation. The campus liaison may determine that a minor project does not warrant DRB review. Minor projects determined not to require DRB review, shall be reported to the system office and the DRB by placement on a Consent Agenda. Staff may also place responses to previous actions taken by the DRB on minor projects on the Consent Agenda. The collective impact of minor projects upon the overall campus form and function shall be considered.

B. New Buildings - Major Renovations: For campus projects proposing new buildings, planning, or major exterior renovations, review typically occurs at the four phases of design: Pre-design, Conceptual Design, Schematic Design, and Design Development. Phases may be combined at the discretion of the DRB in coordination with campus liaisons to meet fast-track project schedules.

C. Action and Documentation: The DRB shall make formal recommendations to the president at the conclusion of the schematic design and design development phases of a project. At pre-design and conceptual design, the DRB shall make recommendations to the design team for further investigation.

All items placed on the consent agenda by the campus liaison may be approved by the board by a single vote of the DRB. Items placed on the consent agenda may be called up at the request of two or more DRB members for discussion with staff.

Minutes of the DRB proceedings shall be used as the formal documentation of recommendations and actions taken by the DRB. Minutes shall be published in a draft form within 14 days of the meeting. DRB members and staff should notify the CU System Office of suggested revisions to the draft minutes within seven days of publication so that the corrections can be incorporated into the final draft. Minutes may be placed on the consent
agenda for approval at the next meeting. However, the campuses may request earlier approval. Early approval will be accomplished by electronic voting.

V. Document Requirements by Design Phase - Following is a description of each design phase

Conceptual Design:

A. Pre-design: This informal discussion between members of the DRB, the campus representatives, and the consultant’s team is intended to: review the intent of the project/program; identify the problem the project is trying to solve; submit a campus map and project site area indicating man-made and natural influences; evaluate the site, in both sensory and factual aspects; and identify any issues, concerns, and challenges. If a program plan was prepared for the project, this should be made available to the board prior to the meeting (a summary should be available electronically). Drawings, photographs and contextual information which demonstrate the scope of the project are recommended. The pre-design meeting will inform the conceptual design review.

1. Applicable background information will be provided to the board including: program plan summary; and summary budget materials approved by the Board of Regents (summaries should be provided electronically).

B. Conceptual Design: Evaluates the overall development of the site in the context of the existing campus and environs as defined by the campus master plan. The presentation should focus on the building and site development planning, architectural character, and relationships to surrounding buildings/spaces. The most appropriate time to discuss variances and interpretations of the campus master plan and design guidelines is during the conceptual design meeting. Submittal requirements for conceptual building and site development review include:

1. Brief narrative statement of the project's intent, anticipated schedule, and general programmatic requirements, including the projected number of students, faculty, staff and visitors.

2. A “Micro-Master Plan” (MMP) and/or urban design study of the project in the context of the existing campus. The MMP shall include:

   a) A general plan of the existing campus (at a scale of 1” = 200’) and a plan of the existing site and context showing topographical data, roads, easements and significant features, including existing trees three (3) inches in caliper and larger.

   b) A site analysis diagram, including critical environmental influences, surrounding conditions, and known plans, including the extent of all principle open spaces that are part of the site context and future building sites identified in the campus master plan.

   c) A conceptual description of energy and sustainable design goals including:

      1. LEED certification & certification level;

      2. Btu/ft2 goal based on available benchmarks for similar projects, campus utility data or campus desired energy cost (Cost of ownership);

      3. Water conservation target with consideration for indoor and outdoor water consumption;

      4. Environmental impacts/considerations and how they are managed by the project

      5. Building orientation in relation to optimum daylighting and managing solar gain.

   d) Conceptual planning studies and preliminary site MMP development (at a scale not smaller than 1” = 50’) indicating:

      1. Access (student, staff, service, other)

         (a) Truck loading and service vehicle;

         (b) Emergency vehicle and fire department as applicable;

      2. Adjacent buildings, and potential future building pods;
3. Building location and critical dimensions (including setbacks) and potential expansion zones or build-out phasing scenarios;
4. Drives, parking locations and sidewalks;
5. Building ground floor plan showing approximate finished floor elevations;
6. Site topography;
7. Amount and location of employee and visitor parking;
8. Massing model, including the site context and topography. A digital three-dimensional architectural model (Sketch Up or similar format) may be acceptable as determined by the campus liaison and DRB;
9. General building and site materials being considered;
10. Conceptual elevation studies indicating general architectural character;
11. Conceptual sustainability plan including:
   a) Energy model and how the proposed design meets project goals (Btu/ft² and LEED credits within the Energy & Atmosphere category);
   b) Initial daylighting analysis, impact on design and energy; and
   c) Site storm water management.
12. Principal site section(s) showing existing developed condition; and
13. Landscape concept with existing significant vegetation and site features.

C. Schematic Design: Schematic design review incorporates the DRB recommendations from the conceptual design and addresses building and site development planning, architectural character, relationships to surrounding context, and other specific site parameters. The schematic design will further develop the MMP and be reviewed for its context within the existing campus environment and master plan goals. Submittal requirements for this step include:

1. Micro-Master Plan (at a scale not smaller than 1” = 50’), indicating:
   a) Proposed and future building(s) location and build-out phasing scenarios, including zones for potential building expansions;
   b) Drives, parking locations and sidewalks;
   c) Grading plan and finished floor elevations;
   d) Truck loading and service vehicle docks and access routes;
   e) Emergency vehicle and fire department access routes as applicable; and
   f) Landscape design.
2. Site plan (at a scale not smaller than 1” = 20’);
3. Grading and drainage plan with proposed storm water detention/water quality solutions and locations;
4. Building floor plans and roof plan;
5. Building elevations (all sides) including exterior architectural details;
6. Sections (at a scale not smaller than 1” = 20’);
7. Schematic sustainability plan, including refinement of data, reports, and analysis from the conceptual design stage:
   a) Energy model and how proposed design meets project goals (Btu/ft² and LEED credits within the Energy & Atmosphere category);
   b) Initial daylighting analysis, impact on design and energy; and
   c) Site storm water management.
8. Building and site materials, including color samples;
9. Architectural model, if required;
10. Digital three-dimensional architectural model (Sketch Up or similar format) as determined by the campus liaison and DRB; and
11. Landscape plan (including type, size, and location of existing plant material to be retained and proposed plant material).

D. Design Development: Design development review includes assessment of final architectural and structural design, and site work and landscape. Materials and finishes are reviewed. The LEED certification status for the project must be identified and meet or exceed minimum state criteria (gold). Submittal requirements for this step include:

1. Revised MMP incorporating the DRB schematic design comments;
2. Site plan and sections, and phasing plan;
3. Updated grading and drainage plan;
4. Building floor plans and elevations (all sides) with architectural details;
5. Architectural model, if required;
6. Detailed digital three-dimensional architectural model (Sketch Up or similar format);
7. Roof plan showing all visible roof equipment, such as mechanical or satellite dishes;
8. Landscape plan, including plant selection list;
9. Site lighting plan, and site accessories package (amount and location of all site accessories, such as bicycle racks, benches, trash receptacles, signs, flagpoles, etc.);
10. Signage plan with details, if applicable;
11. Building and site materials, including types and color samples; and
12. A detailed, comprehensive energy model (in eQuest or equivalent) showing:
   a) how the proposed design meets project goals with an explanation of considered efficiency measures;
   b) a daylighting analysis supporting project sustainability goals; and
   c) a description of how the project meets and supports LEED targeted credits.