

DESIGN REVIEW COMMITTEE CHARTER

Approved November 2023

The Design Review Committee (DRC) enables the university community to offer consultative input on issues and projects that impact the public space of the university, with a focus on aesthetics, consistency with the university's architectural vision and the evolution of the campus over time in support of the university's programmatic needs. The DRC meets monthly to review proposed and ongoing projects, plans for facilities and grounds and the campus institutional master plan.

The DRC assures that sound campus planning and design principles, including the Simonds Principles, are adhered to in the project development process. The DRC reports to the President and periodically provides summaries of activities and decisions to university leadership and the Property and Facilities Committee of the Board of Trustees. The DRC is chaired by the AVP of CDFD; other DRC members include:

Ex Officio Members

- Associate Vice President, CDFD - Chair
- Vice President of Operations
- Vice President of Communications & Marketing
- Dean, College of Fine Arts (*Chair of Public Art Subcommittee*)
- Head or Head-appointed Faculty, School of Architecture
- Head or Head-appointed Faculty, Department of Civil & Environmental Engineering
- Associate Vice President, FMCS
- University Architect, CDFD

Appointed Members - appointed for 3 year terms

- Two members of the Property and Facilities Committee of the Board of Trustees
- One faculty member, appointed by Faculty Senate
- One staff member, appointed by Staff Council
- One graduate student, appointed by the GSA

Advisory Members

- Sr Director of Design & Construction, CDFD
- Sr Director of Engineering & Construction, CDFD
- University Engineer, FMCS
- Sr Director, Creative, UCM (*Chair of Sign and Graphics Subcommittee*)
- Public Art Curator

Staff

- Associate Director of Design, CDFD
 - Project Associate, CDFD
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The DRC generally meets monthly to address current campus topics. The agenda is prepared by CDFD staff in consultation with the Chair. Projects under review will be represented at the DRC meetings by the appropriate university staff and design professionals. The DRC provides periodic status reports to the university Administration and to the Property and Facilities Committee.

As the DRC is advisory to the President, project reviews are intended to be deliberative in nature and the discussion will work to form consensus. The DRC may make recommendations that the committee deems to improve the proposal to the betterment of the university and the support and promotion of the CMU brand. Projects, depending on their scale and campus impact, may be reviewed multiple times by the DRC. The deliberations and recommendations of the DRC will be recorded and periodically forwarded to the President.

DRC members have responsibility for consulting with their colleagues on campus and incorporating the points of view of the constituencies they represent into discussions within the DRC. The DRC may call on others in the campus community or retain outside consultants for their technical expertise with the approval of the Chair on certain subjects as needed.

Committee Review: Projects to be reviewed by the DRC may include the following:

- the 10-year Institutional Master Plan, amendments and campus-area plans
- new buildings, major building additions and exterior alterations
- public space alterations within any university-owned facility
- public realm, open space alterations, accessibility, or landscape projects
- public art installations that have been forwarded by the Public Art Subcommittee
- exterior and campus-wide graphic and/or sign installations that have been forwarded by the Sign/Graphics Subcommittee

The DRC shall review all such plans, projects, amendments and/or replacements, prior to any approval required by the Board of Trustees and prior to any submissions to the City of Pittsburgh. Projects will be presented to the DRC by the project design team at the appropriate stages of design to ensure effective peer review and with drawings that engender collaborative resolution. After every project review, clear directions to the project design team will be provided by the DRC, as summarized by the Chair. CDFD staff will manage and coordinate all agenda item submissions

Community Updates: At a minimum, CDFD staff, on behalf of the DRC, shall host an annual campus Town Hall at which projects and art pieces that have been reviewed by the DRC, or its Subcommittees, are presented to the campus community.

Administrative Reviews

CDFD staff are authorized to review minor projects that do not require full review by the DRC and include, but are not limited to:

- exterior campus furniture
- limited landscaping (in consultation with FMCS)
- temporary banners (in consultation with UCM)
- interior and minor exterior signs and flat-screens

Such projects will be reviewed by CDFD staff to determine that the project complies with campus standards and applicable codes and then issue a recommendation and copy the Associate Vice Presidents of CDFD and FMCS. If staff does not find that the project complies with the review standards, the project is forwarded to the DRC for review. At regular intervals, staff shall inform the DRC of projects reviewed administratively since the last update.

Public Art Subcommittee (PAS)

The DRC shall have a standing Public Art Subcommittee to review all campus public art, as defined below, and to make recommendations to the DRC and to the President. The PAS is established to review specific proposals for public art with the purpose of recommending approval, suggestions for modification, or rejection of the public art, and its siting and to promote the need for public art on the Carnegie Mellon campus and target specific siting opportunities, including both indoor and outdoor public spaces.

Public Art is considered to be permanent or long-term art (more than 3 years) in public spaces on campus, including all outdoor campus space and interior public spaces such as lobbies, social spaces, etc. The PAS and DRC do not have authority over works of art, photographs, etc. that faculty and staff place on view in their offices or that departments install in their offices and teaching spaces. This process does not address student or faculty art installations with a defined time limit, and which are covered by separate guidelines and generally coordinated by DOSA or CFA.

Review of proposed installations will be based on the artistic merit of the piece, the appropriateness of content and the scope of proposal in regards to CMU's community and facilities. After review of proposed installations, the PAS makes a recommendation to the DRC and ultimately to the President. Proposed installations that do not require review by the PAS include the following:

- temporary installations of less than three (3) years
 - student pieces exhibited as part of normal university activities
 - decorations, or university advertising and other paraphernalia such as mascots, that are not defined as fine art and visual representations of campus brand – fine art is defined as creative art, especially visual art whose products are to be appreciated primarily or solely for their imaginative, aesthetic, or intellectual content
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The PAS is chaired by the Dean of the College of Fine Arts; other members include:

- Dean, College of Fine Arts – Chair
- Vice President of Operations
- Head, School of Art
- Public Art Curator
- Associate Vice President of CDFD
- Associate Vice President of FMCS
- University Architect, CDFD
- Sr Director Design & Construction, CDFD
- Associate Director of Design, CDFD - staff

Public Art Curator: The DRC and PAS shall be supported by the Public Art Curator, who is intended to facilitate and foster the implementation and maintenance of public art on campus. The Public Art Curator will be identified and appointed from among individuals across campus whose full-time duties and expertise provide the necessary knowledge and experience to guide the university's public art realm. The Public Art Curator will be appointed for 3 year periods with an option for unlimited renewals and will report to the VP of Operations. They will work with CDFD and FMCS for the inclusion and maintenance of public art in Board-approved capital projects on campus.

Functions of the Public Art Curator include, but are not limited to:

- Develop scope and budget for new pieces commissioned for capital projects and any art in the public realm
- Identify prospective artist and develop RFP to solicit proposals
- Manage review of proposals and selection of artist
- Coordinate with the Art Properties Committee on the display of university-owned pieces on campus

Sign and Graphics Subcommittee (SGS)

The DRC shall have a standing working group to review all sign and graphic installations, as defined below, and to make recommendations to the DRC and, as necessary, recommend approval to the President. The SGS is established to review proposals for signs and other campus graphics with the purpose of recommending approval, suggestions for modification, or rejection on the Carnegie Mellon campus in both indoor and outdoor public spaces.

University Brand items are permanent or long-term signs and other graphics in public spaces on campus, including all outdoor campus space and interior public spaces such as lobbies, social spaces, etc. The SGS and DRC do not have authority over any code-required signs or graphics. Additionally, temporary directional and marketing signs of no more than a few weeks are not subject to review. After review of proposed installations, the SGS makes a recommendation to the DRC and to the President.

The SGS is chaired by the Sr Director, Creative of UCM; other members include:

- Sr Director, Creative, UCM - Chair
- University Architect, CDFD
- Sr Director of Design & Construction, CDFD
- Associate Director of Design, CDFD
- Director of Client Services, FMCS
- University Engineer, FMCS
- Project Manager, University Branding, UCM
- Other staff of CDFD, FMCS and UCM as needed

The SGS will also report periodically to an advisory team regarding major campus sign, graphic and wayfinding initiatives; that advisory team will include:

- VP for Advancement
 - VP of Operations
 - VP for University Communications and Marketing
 - AVP of CDFD
 - AVP of FMCS
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DRC CHARTER – Notes on Proposed Approval Process

Proposed Process to Approve DRC Charter, to sunset the existing PAC and incorporate the Sign and Graphics Subcommittee

The existing DRC Charter was approved by the Property and Facilities Committee on 23 Sep 2005. It was not adopted as a university Policy and therefore any changes or restructuring would be approved by the P&F and/or the Executive Committee.

The Public Art Committee was approved as a University Policy; it may need to be sunset via the university Policy process. Ultimately, the wrapping of public art review into the new DRC Charter would require a Board action – at either P&F and/or the Executive Committee.

The current sign committee was neither chartered nor made policy, but rather was set up as working group to manage the rollout of the university’s Sign Guidelines and the Wayfinding System. Including it into the new DRC Charter would not require any additional actions beyond those described above.

Proposed Schedule - 2023

Apr	Final Review of DRC Charter
May -Jun	Update campus constituents of new DRC Charter / eliminate PAC
Jul	Update committees
Aug-Sep	Campus Outreach
Oct	P&F adoption / effective start date
