

AARB

Guidance on Submission Process & Materials

Updated 10-26-2020

AARB Website: <https://dgs.virginia.gov/dgs/directors-office/aarb/>

Participants:

Office Manager: Melanie Price, Office of the Architect

OAU Planner

FP&C PM

Consultant team

DGS Representative: Jessica Hendrickson

Preservation Planner: Brian Hogg, Office of the Architect

Checklist of considerations:

When to submit:

Project phase: Seek Board review when you have fair certainty of the exterior appearance of the facility, location, overall massing, materials, colors, landscaping, etc. For capital outlay projects, this is often at the fully-developed Schematic or early Preliminary phase. (DGS Guidelines for submittals and presentations)
The reviews should coincide with the B&G review and approval, as we use the same materials.

Submission 1, Review AFTER B&G Review.

Submission 2, Approval after B&G Approval.

Type of submission:

1. Consent agenda
 - a. Consent agenda item can be submitted and approved in a single action.
 - b. Typical are: Demolitions & small-scale projects that have a clear and well-documented scope of work
 - c. Demolitions are for any structure with a State building number. Rule of thumb – small scale projects that have a foundation require approval. Historic structures will require DHR coordination and determination for mitigation.
 - d. Typically does not require Agency attendance at AARB
 - e. Indicate on Project Data Sheet if you are requesting Consent Agenda consideration. The Chair and DGS will determine whether or not the project is accepted for consent. Final agendas are available a week ahead of the Board meeting.
2. Project review
 - a. Requires Agency attendance at AARB

Submission Materials required:

- Project Data Sheet: Must be complete and included as the first page
Indicate on the P.D.S. if you are requesting Consent Agenda consideration
(Board Chair decides if there is sufficient information)
- Materials & Content: One single PDF attachment (in 8 ½ x 11 or 11 x 17 Adobe PDF format) comprised
of Project Data Sheet and slide presentation
Location and site plans
Relevant master plans
Architectural context photos, if applicable
Site photos of existing conditions, keyed to aerial or map
Site/landscape plan
Plant palette being considered
Renderings and elevations
Interior building plans or renderings only to help explain exterior
Materials palette being considered
File Name format: AARB_Year_Month_Agency Name_Project Name
- Email Subject Line: AARB_Agency Name_Project Name

Schedule:

- Meeting date: The AARB meets on the **first Friday of each month** at 10:00am. (Meeting dates
are subject to change)
- UVA deadline: Submission materials are due to Melanie Price, OAU, **2.5 weeks prior to the
scheduled meetings**. Melanie compiles materials for all projects for Alice
Raucher's final review and comments (2 days) and submits materials to AARB
two Fridays prior to the meeting, with a copy to the OAU planner. Melanie will
post the final submissions on the OAU drive, AARB folder.
- AARB deadline: Submission materials are due to AARB@dgs.virginia.gov by **3:00pm on the
Friday** two weeks prior to the meeting date.
- Agenda: Agenda will be sent to Melanie, approximately a week prior to the meeting.
Melanie will distribute to the OAU planner and Alice.
Agenda will be available on the DGS website the week of the scheduled meeting
- In Person Meeting: Confirm location by checking the AARB website:
<https://dgs.virginia.gov/dgs/directors-office/aarb/>
DGS provides all project materials included in the electronic submission, a
laptop, a projector, and a screen.
- Bring: Updated or supplementary materials on flash drive or USB (no paper handouts).
(Email supplementary materials presented to AARB@dgs.virginia.gov)
Physical samples of materials (i.e. brick, glass, paneling, etc.)

In the event of a virtual meeting, paper copies may be required in addition to electronic.

ZOOM only:

Conference call information will be sent to Melanie to distribute.

OAU planner will provide list of attendees, with no more than five speakers identified, to Melanie to transmit to Jessica Hendrickson so that she can register all participants.

Speakers will be given microphone access and screen control when their item is up for review.

On the day of the meeting...

Presentation Content:

Length of presentation: Indicate time needed on Project Data Sheet

Commensurate with complexity of project not to exceed 15 minutes

Content:

Use of the building (i.e. classroom, library, laboratory, dormitory, etc.)

Context: show photos & illustrations that establish the context of the project, w/particular attention to those architecture and landscape features that contribute to the identity of the institution and site. Indicate the relationship of the project to the surrounding community, historic significance, adjacent sites, and agency master plan.

Mass, Scale, Form and Architectural Character: discuss the impact of the proposed design on existing views and the mass and scale of nearby structures. Exhibits should clearly differentiate between existing and proposed projects. Explain how the proposed design conforms to the architectural and planning principles embodied in the master plan or in precedent examples. Describe and illustrate the proposed site development, including grading, site drainage, paving, lighting, plant material and site furniture. Include discussion of land use policy, pedestrian and vehicular circulation systems, landforms, and architectural character.

Content for return presentations on the same project:

State when previous presentations were made on the project.

Restate previous Board comments.

Briefly review project.

Show actions taken to address Board comments; use visuals to compare previous renderings with updates.

Supporting documents:

1. Guidelines for Submittals and Presentations
2. Project Data Sheet

DHR Courtesy Review:

If AARB requests a DHR courtesy review, the Senior Preservation Planner (Brian Hogg) will handle all transmittals to DHR, with copies to Melanie and the OAU planner

FAQ:

If you are unsure if Board review is necessary, please contact Melanie Price, for OAU decision.

Who prepares the Fact Data Sheet and the slide presentation?

The OAU planner is responsible for coordinating the preparation of the submission materials. The OAU planner, the UVA Project Manager and the consultant team each provide information for the data sheet, which is compiled by the OAU. The OAU planner schedules a review of slides with the consultant presenter and Alice prior to submitting the slide deck to Melanie.

Can I change my presentation once I've submitted the slides?

For online meetings, no, as hard copy packets have already been sent to the board members. For in person meetings, yes. Changes to be sent to Melanie no later than Wednesday prior to the scheduled meeting.

Who presents the projects?

After a brief introduction by the Architect for the University or other OAU staff, the design consultant will present the project. Q&A will be handled by OAU and the design consultant. Include Landscape Architect if site design is a considerable aspect of the project

Who is on the AARB?

See link at the top of this document.

What is the difference between review and approval presentations?

Review level exhibits are typically seen around the mid-point of schematic design so that the comments of the AARB can be considered in the development of the design. Approval level exhibits are typically seen at the end of schematic design. Final materials palette to be included at this stage

What is meant by "item", how are projects divided into items, and when does each item go for review?

Each item has its own project number. Each project is considered and voted upon individually. Only one project per agenda item

Does this mean that a building project with a landscape component has to be approved both as a building and a landscape?

Building and landscape are reviewed and approved together.