

**UUFSD Policy and Procedure Document**  
**Policy ID: 450**  
**Title: Design Review Committee**  
 Date Approved: November 21, 2010 by the Board of Directors

**Purpose**

The Design Review Committee advises the Board about design issues related to the use and development of the facilities. The committee:

- Reviews plans for proposed improvements to the buildings or site, keeping in mind esthetic considerations and the goals of the Fellowship as a whole.
- Evaluates the appropriateness of in-kind donations of objects, such as art and furniture.

**Policy**

Proposals for changes to facilities may be generated by the Board, the staff, the Buildings and Grounds Committee, or any other Fellowship group. The design committee reviews each proposal and recommends appropriate action.

Although no specific background is required, it is desirable to have members with the skills needed to do the work of the committee (those with backgrounds in art, interior design, architecture, etc.)

The Committee meets as needed, and everyone is welcome to attend.

**Procedure**

Originating Group (Fellowship Group or Committee making a request for a change) Design Review Committee	A group or committee wanting a change to an existing facility or an additional facility creates a proposal to give to the Design Review Comm. The proposal may be verbal, if the change is very minor, or may be a detailed written document, if the change is major. Reviews the proposal, gathering any facts needed to fully understand the idea. Prepares a recommendation, in a timely manner, concerning whether the proposal should be accepted as is, accepted with recommended modifications, or not accepted. Communicates the recommendations to the requesting group. Again, if the change is very minor, this may be a verbal or email communication, or the communication may need to be a detailed written document explaining the reasons for the recommendation, if the change is major.
Originating Group	Either accepts the recommendation, or asks the committee to reconsider with additional facts. If the originating group is unable to come to agreement with the recommendation, after a good faith attempt to do so, they may appeal the Design Review Board's recommendation to the Board of Directors.
Board of Directors	Considers any appeals from groups who were unable to come to agreement with the Design Review Committee.