

University of Michigan – Ann Arbor Campus  
Exterior Elements Design Review Committee  
Guidelines and Procedures

Guidelines

The Exterior Elements Design Review Committee (EEDR) is charged with reviewing designs for projects which affect the exterior of buildings or any aspect of the university grounds, as well as projects planned for interior public lobbies of buildings. The exception is for capital projects, which go through a standard review process through Architecture, Engineering & Construction (AEC). Capital projects are those new buildings, renovations, additions, and other projects, for which schematic designs are approved by the Regents. Those projects are not reviewed by EEDR.

EEDR will provide technical review for non-capital projects within the Medical Center Campus or the Athletics areas of the Ross Athletic Campus. This includes the review of temporary buildings, banners, event signage or other temporary installations and public art locations and site design. Aesthetic and typical project review will be managed either by the Health System or the Department of Athletics. For projects within the Medical Center Campus contact [Quinta Vreede](#) and for the Athletics areas of the Ross Athletic Campus contact [Rob Rademacher](#).

EEDR review is primarily for compliance with campus planning principles, aesthetics, and appropriateness of visual impact on campus. It is not meant to be an authoritative review of mechanical, electrical, structural, security, or safety matters. Such reviews are handled through a separate process managed by AEC.

Projects which typically require EEDR review include, but are not limited to, the following:

1. Exterior building elements – new elements, replacements, alterations, and repairs. EEDR reviews such characteristics as materials, colors, style, design, location, etc. Project types include:
  - roofs and gutter elements, windows and doors including associated hardware and louvers
  - cladding material
  - stairs, railings, ramps, walls
  - mechanical elements such as exhaust vents, cooling towers and air-handling and condensing units
  - temporary or permanent appurtenances such as [banners on buildings](#), signage, meters or wireless access points
  - visible fixed equipment such as mailboxes, antennas, satellite dishes, mechanical, electrical, and telecom devices, etc. See also [Guidelines for Installing Antennas](#).
2. Buildings and additions, temporary or portable structures, penthouses and other construction not subject to regent review.

3. Interior public lobbies: EEDR will provide a general review to ensure projects or installations comply with university policies and procedures and building and safety regulations. EEDR will verify that appropriate reviews are being undertaken and will make recommendations regarding the necessity of engaging other professionals for review and/or installation of engineered or designed elements.
  - revisions to doors, windows, walls, etc.
  - public art – see also [President’s Advisory Committee on Public Art](#)
  - proposals for installations of floor or wall mounted or suspended displays and art
  - furnishings - selection of and placement so as to not block accessible areas and/or fire and emergency access
  - food service operation proposals - EEDR will assess the proposal on the basis of its aesthetic and operational impact on the proposed public space and confirm that proposals have been approved by the [Food Service Review Committee](#).
  
4. Landscape and grounds elements: Review of such characteristics as appropriateness for location, scale, materials, colors, compatibility with neighboring landscapes and other elements, etc.:
  - planting plans
  - plaza designs
  - walkways and bikeways
  - fences, seatwalls
  - outdoor furniture, kiosks, emergency phones
  - lighting
  - flagpoles
  - [banners on light poles](#) and [banners on buildings](#)
  - antennas – see [Guidelines for Installing Antennas on University Buildings or Structures](#)
  - mailboxes

Other procedures pertaining to outdoor elements include:

- [tree preservation policy](#)
- [memorial/commemorative benches](#)
- [campus wayfinding and signage](#)
- [President’s Advisory Committee on Public Art](#)

## Procedures

1. Submit an email to the University Planner’s Office ([Sven Sawin](#)) or call 734-615-0486 for a determination of whether EEDR review is required. Provide a brief description of the project and if applicable any supporting documentation such as a map or site plan and photos. If it is determined that a project requires EEDR review, it will be scheduled for review at the next regular EEDR meeting. The committee typically meets the second Wednesday of each month at 3:30 PM in the AEC Model Conference Room (location may be subject to change and will be announced via email, as appropriate).

The individual responsible for the project forward should attend the EEDR meeting and present the project. Illustrations adequate to show the proposed work, location, design, materials, etc., should be provided no later than the Friday preceding the meeting, preferably in the form of a PowerPoint presentation or similar format.

2. The EEDR Committee may:

- Support the request without conditions
- Support the request with conditions such as:
  - provide an update or status report within some future scheduled timeframe
  - removal of the installation within some timeframe
  - verification of review of specific elements of the proposal by other university stakeholders
  - verification of involvement of specific professional disciplines or trades
- Table the request to a future meeting or pending additional information
- Not support the request

University Planner's Office  
Revised August 2015