

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)



**DEPARTMENT OF
GENERAL SERVICES**

Serving Government. Serving Virginians.

AGENCY PROJECT SUBMISSION AND PRESENTATION GUIDELINES

Revised February 6, 2025

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)
Guidelines for Submissions and Presentations

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DGS Contact Information

If you have any questions, comments, or suggestions regarding this process, **please contact the Department of General Services (DGS) at AARB@dgs.virginia.gov (preferred) or (804) 786-3311.**

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)
Guidelines for Submissions and Presentations

1. Purpose of the AARB

The AARB consists of six citizen members appointed by the Governor and a representative of the Department of Historic Resources. The AARB is charged with advising the Governor on the “artistic character” of works of art that are to be acquired by or located on or over state property, as well as buildings and other structures that are to be located on or over state property. In practice, the AARB recommends approval or disapproval of such works of art, buildings, and other structures to the Director of the Department of General Services, to whom the Governor has delegated his approval authority.

The AARB interprets its mandate from the Commonwealth in straightforward terms: to encourage the design of buildings and works of art that are both aesthetically and functionally appropriate to the agency for which they are intended. While no rigid prescriptive standards exist, the AARB generally requires each submission to demonstrate:

- A resolution of basic functional and organizational requirements.
- A command of the fundamental principles of good design, including refinement of color, form, scale, material, and craft.
- A positive contribution to the order and aesthetic of the physical setting.
- Due consideration of its environmental, historical, and cultural factors.
- Concerns for the greater public good.

2. Authority granted to the AARB by the Code of Virginia

§2.2-2400: Art and Architectural Review Board; members and officers; travel expenses; quorum; compensation; staff; report.

A. The Art and Architectural Review Board (the Board) is established as an advisory board, within the meaning of § [2.2-2100](#), in the executive branch of state government. The Board shall consist of seven voting members as follows: the Director of the Department of Historic Resources, or his designee, serving as an ex officio member, and six citizen members, appointed by the Governor. Of the citizen members, one shall be an architect who may be appointed from a list of two or more architects nominated by the governing board of the Virginia Society of the American Institute of Architects; one may be appointed from a list of two or more persons nominated by the governing board of the University of Virginia; one shall be a member of the board of trustees of the Virginia Museum of Fine Arts; and three shall be appointed from the Commonwealth at large, one of whom shall be a painter or sculptor. Lists of nominees shall be submitted at least 60 days before the expiration of the member's term for which the nominations are being made in order to be considered by the Governor in making appointments pursuant to this section.

B. Following the initial staggering of terms, citizen members of the Board shall be appointed for terms of four years each, except appointments to fill vacancies, which shall be for the unexpired terms. No member shall serve for more than two consecutive four-year terms, except that any member appointed to the unexpired term of another shall be eligible to serve two consecutive four-year terms. Vacancies shall be filled in the manner of the original appointments. The Director of the Department of Historic Resources shall serve a term coincident with his term of office.

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C. Annually, the Board shall elect a chairman and vice-chairman and may elect such other officers as the Board deems proper from among its membership. A majority of the members of the Board shall constitute a quorum.

D. The members of the Board shall serve without compensation, but shall be reimbursed for all reasonable and necessary expenses incurred in the discharge of their duties as provided in § [2.2-2825](#).

E. The Department of General Services shall provide assistance to the Board in the undertaking of its responsibilities.

F. The Board shall submit a biennial report to the Governor and General Assembly on or before October 1 of each even-numbered year.

[§2.2-2401](#): Works of art accepted by Governor; approval by Board; meaning of "work of art"

A. The Governor may accept, in the name of the Commonwealth, gifts to the Commonwealth of works of art as defined in subsection B. But no work of art shall be so accepted until submitted to the Board or otherwise brought to its attention for its advice and counsel to the Governor.

B. As used in this article, "work of art" means all paintings, mural decorations, stained glass, statues, bas-reliefs, tablets, sculptures, monuments, fountains, arches or other structure of a permanent character intended for ornament or commemoration.

[§2.2-2402](#): Governor's approval of works of art; removal, etc.; structures, fixtures and works of art placed on or extending over state property.

A. No work of art shall become the property of the Commonwealth by purchase, gift or otherwise, unless the work of art or a design thereof, together with its proposed location, have been submitted to and approved by the Governor acting with the advice and counsel of the Board. Nor shall any work of art, until so submitted and approved, be contracted for, placed in or upon or allowed to extend over any property belonging to the Commonwealth. No existing work of art owned by the Commonwealth shall be removed, relocated or altered in any way without submission to the Governor.

This subsection shall not apply to any portrait, tablet or work of art portraying, or pertaining to, a present or former Governor and presented to, or acquired, by the Governor and displayed in that part of the building under the direct supervision of the Governor or a present or former presiding officer of the Senate or a member or former member of the Supreme Court, the Senate, or the House of Delegates, presented to, or acquired by, the member's or presiding officer's respective body and displayed in that part of any building under the direct supervision and jurisdiction of such body nor shall they apply to any portrait, tablet or work of art acquired by the Virginia Museum of Fine Arts or museums operated in conjunction with art or architectural departments at public colleges or universities in Virginia.

B. No construction or erection of any building or any appurtenant structure of any nature, which is to be placed on or allowed to extend over any property belonging to the Commonwealth, and no construction or erection of any bridge, arch, gate, fence, or other structure or fixture intended primarily for ornamental or memorial purposes, and which is to be paid for, either wholly or in part by appropriation from the state treasury, and, which is to be placed on or allowed to extend over any property belonging to the Commonwealth, shall be begun, unless the design and proposed location thereof have been submitted to the Governor and its artistic character approved in writing by him acting with the advice and counsel of the Board, unless the Governor has failed to disapprove in writing the design within

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thirty days after its submission. No existing structure of the kinds described in this subsection, owned by the Commonwealth, shall be removed, remodeled or added to, nor shall any appurtenant structure be attached without submission to the Governor and the artistic character of the proposed new structure approved in writing by him acting with the advice and counsel of the Board, unless the Governor has failed to disapprove in writing the design within thirty days after its submission.

C. No work of art not owned by the Commonwealth shall be placed in or upon or allowed to extend over any property belonging to the Commonwealth for a period of more than two years unless such work of art or a design thereof has been submitted to and approved by the Governor acting with the advice and counsel of the Board.

This subsection shall not apply to the Virginia Museum of Fine Arts or museums operated in conjunction with art or architectural departments at public colleges and universities in Virginia.

3. AARB Board Membership

The Board is comprised of a total of seven voting members and includes the following: the Director of the Department of Historic Resources, or his designee, who serves as an ex officio member and six citizen members appointed by the Governor. Of the citizen members, one must be an architect who may be appointed from a list of two or more architects nominated by the governing board of the Virginia Society of the American Institute of Architects; one may be appointed from a list of two or more persons nominated by the governing board of the University of Virginia; one must be a member of the board of trustees of the Virginia Museum of Fine Arts; and three must be appointed from the Commonwealth at large, one of whom must be a painter or sculptor.

Generally, citizen members of the Board are appointed to four-year terms and may serve up to two consecutive four-year terms. Members of the Board who are appointed to an unexpired term of another member, however, may serve through the end of the unexpired term and for up to an additional two consecutive four-year terms. The Director of the Department of Historic Resources serves a term coincident with his term of office.

** See the AARB's website for information on the Board's current members and their terms.*

4. Meeting Logistics

- I. Agenda: Meeting agendas are available on the AARB's website the week of the scheduled meeting. They are typically posted on the Monday before the meeting.
- II. Dates: Generally, meetings are held on the first Friday of every month at 10:00 a.m. Meeting dates are subject to change to accommodate state holidays and the availability of the Board members. Please refer to the AARB website to confirm the next meeting date. Meeting dates are also posted on the Commonwealth Calendar.
- III. Location: Please refer to the AARB website to confirm the location of the next meeting.

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5. Project Submissions

When to Seek Board Review

It is recommended that agencies seek Board review of projects when the agency has fair certainty of the facility's location, exterior appearance, including overall massing, materials, and colors, landscaping, etc. For capital outlay projects, this is often at the fully developed schematic (15% Complete Design) or early preliminary phase (50% Complete Design).

How to Submit a Project for Board Review

1. Agencies seeking Board review of a project must submit their projects via email to AARB@dgs.virginia.gov by **3:00 p.m. on the Friday** two weeks before the meeting date.
DGS will confirm receipt of the project submission via email within 24 hours. If you submit a project and do not receive an email confirmation within 24 hours, please follow up by emailing AARB@dgs.virginia.gov or calling (804) 786-3311.
2. The subject line of the project submission email must be formatted as follows: AARB_Agency Name_Project Name.
3. Agencies must copy the agency contact for their project on the project submission email.
4. Agencies must submit their projects as one single PDF attachment in Adobe PDF format with all project submission materials measuring either 8 ½ x 11 or 11x17. The file name of the attachment must be formatted as follows: AARB_Year_Month_Agency Name_Project Name.

Required Project Data Sheet

The first page of the project submission must be a completed Project Data Sheet (*see Attachment A of these Guidelines for the Project Data Sheet Template*).

If the Project Data Sheet is not filled out correctly the Board, at its discretion, reserves the right to reject the project or request the project be pushed to the next month's meeting agenda.

You will need to select whether the project is being submitted for Preliminary Design Approval (15% Complete Design) or Final Design Approval (50% Complete Design) on the Project Data Sheet.

It is recommended that large and complex projects obtain preliminary design approval early in the design process. Preliminary approval gives the board an opportunity to weigh in on the project early in the process and express any concerns or make any suggestions that can then be taken into consideration by the agency and addressed by the agency when it brings the project back before the Board for Final Approval.

You must select whether the project is being submitted for the Consent Agenda or the Regular Agenda on the *Project Data Sheet*.

The following types of projects are eligible for the Consent Agenda:

- Small-scale projects that have a clear and well-documented scope of work; and
- Demolitions that are required to undergo review by the Department of Historic Resources.

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If an agency requests that its project be included on the Consent Agenda, the Board's chair will review the request and decide whether the project is appropriate for inclusion on the Consent Agenda. Agencies are responsible for checking the meeting agenda that is posted on the AARB's website in advance of the meeting to confirm whether their request to have their project included on the Consent Agenda has been granted.

If an agency's project is placed on the Consent Agenda, the agency does not need to attend the meeting. However, you can still attend the meeting if you wish to be present to answer any questions that the board may have regarding the project.

Optional Supplemental Materials

After the completed *Project Data Sheet*, agencies are strongly encouraged to include in their project submission visuals demonstrating the project's:

- Location
- Adjacent buildings, landscapes, etc.
- Proposed materials, colors, finishes, and details
- Proposed site development, including lighting, landscaping, and furniture

6. Presentations

Presentations on the Day of the Meeting

DGS will provide the following items at the meeting for the agency to use when giving its presentation:

- Laptop
- Projector
- Screen
- Laser pointer
- One printed copy of the agency's project submission

The agency should bring, if applicable:

- Any updated or supplementary project presentation materials uploaded onto a USB flash drive.
- Physical samples of project materials (e.g. samples of brick, glass, paneling, etc.)

Presentation Content

- Project presentations may not exceed 15 minutes. Upon completion of the presentation, the members of the Board may ask questions of the presenters to obtain clarification of the project.
- Presentations should be organized and well prepared but not be elaborate or overly formal. Explain the project using clear, simple exhibits, and a concise narrative.
- Indicate the use of the building (e.g. classroom, library, laboratory, dormitory, etc.)
- Context: Show photographs and illustrations that establish the context of the project, with particular attention to those architecture and landscape features that contribute to the identity of the institution or site. Indicate the relationship of the project to the surrounding community, historic significance, adjacent sites, and agency master plan.

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- 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 differentiate between existing and proposed projects. Explain how the proposed design conforms to the architectural and planning principles embodied in the master plan or precedent examples. Describe and illustrate proposed materials, colors, finishes, and details. Include a brief description of the proposed site development, including grading, site drainage, paving, lighting, plant material, and site furniture (ex: benches). Include a discussion of land use policy, pedestrian and vehicular circulation systems, landforms, and architectural character.
- FOR RETURN PRESENTATIONS ON THE SAME PROJECT:
 - State when previous presentation(s) were made on the project.
 - Restate previous Board comments.
 - Briefly review the project.
 - Show actions taken to address Board comments; use visuals to compare previous renderings with updates.

7. Questions On Submissions?

If you are not sure if a Board review is necessary, please email AARB@dgs.virginia.gov.

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Project Data Sheet

Revised February 6, 2025

(Due by 3:00 p.m. on the Friday two weeks before the meeting to AARB@dgs.virginia.gov)

Date Submitted:

Agency Name:

Project Name, Number, and Location [** must include the project number*]

(Include project name, number/code, and location, i.e. city, county, etc.)

Representatives for the Agency and the Architect/Engineer

(Include names, titles, phone numbers, email addresses, and physical addresses—including contact information for the day of the meeting)

Current Project Status/Phase and Schedule [** must select one of the following*]

- Preliminary Design Submission: ☐
- Final Design Submission: ☐

(Status/Phase = Schematic, etc. Schedule= next milestone date)

Request for Consent Agenda: Yes: ☐ No: ☐

* Please refer to the [AARB Agency Project Submission and Presentation Guidelines](#) – Project Submission Section for additional information and guidance on the Consent Agenda versus Regular Agenda.

PLEASE NOTE: If you did not check the box for Consent Agenda, your project will be posted on the Regular Agenda and the agency will be required to attend the meeting to make a presentation to the board on the day of the meeting. ***Presentations are not to exceed 15 minutes.***

Project Description

(Area, number of stories, building and roof forms, exterior materials, etc.)

Architectural Aesthetic:

(What does it look like and why?)

Relationship to Approved Master Plan [** this section must contain information for Board review, do not leave blank*]

(Include the date of the master plan and how this project relates to a larger program effort, if applicable)

Existing Architectural Context

(The surrounding community, historic significance, adjacent site, the identity of the agency or institution, etc.)

AARB History (for return presentations on the same project): [** this section must contain information for Board review, do not leave blank / if this section does not apply to your project, please indicate with N/A*]

- State when previous presentation(s) were made to the Board on the project.
- Restate previous Board comments.
- Show actions taken to address Board comments; use visuals to compare previous renderings with updates.