

Art & Architectural Review Board Report for the 2022-2024 Biennium



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

Submitted: October 1, 2024

Submitted by: Lynden P. Garland, Jr., Chair, Art and Architectural Review Board

Prepared by: Department of General Services

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APPENDIX A: Guidelines for Submissions and Presentations

I hereby submit this biennial report for review by the Governor and General Assembly in accordance with subsection F of Va. Code § 2.2-2400.

Signed,



Lynden P. Garland, Jr., Chair
Art and Architectural Review Board

8/21/2024

Date

Authority

The Art and Architectural Review Board (AARB or the Board) is established in Article 1 (§ 2.2-2400 et seq.) of Chapter 24 of Title 2.2 of the Code of Virginia as an advisory board in the executive branch of government. Executive Order 88 (2001) delegates the Governor’s responsibility regarding AARB to the Director of the Department of General Services (DGS).

Membership

According to Va. Code § [2.2-2400](#) et seq., the Board is comprised of seven members, as follows:

- The Director of the Department of Historic Resources or his/her designee (ex officio); and
- Six citizen members appointed by the Governor:
 - An architect who may be nominated by Virginia Society of the American Institute of Architects;
 - An individual who may be nominated by the governing board of the University of Virginia;
 - A member of the Virginia Museum of Fine Arts (VMFA) board of trustees; and
 - Three members appointed from the Commonwealth at large, one of whom must be a painter or sculptor.

Board Membership (fiscal years: July 1-June 30)

2022	2023	2024
Burt Pinnock, Chair	Lynden Garland, Chair	Lynden Garland, Chair
Helen Wilson, Vice-Chair	Rebecca Deeds, Vice-Chair	Anca Lipan, Vice-Chair
Calder Loth, DHR Representative	Calder Loth / Megan Melinat, DHR Representative	Megan Melinat, DHR Representative
Ian Vaughan	Jill Nolt	Jill Nolt
Tom Papa	Anne Smith	Anne Smith
Donna Jackson	Donna Jackson	Gaby Regnifo
Rebecca Deeds	Amiee Jorjani	Stanley Rayfield

Role of the Department of General Services

Pursuant to Va. Code § [2.2-2400](#) et seq., the Department of General Services (DGS) shall provide assistance to the Board in the undertaking of its responsibilities. On a monthly basis, this includes coordinating the meeting agendas, receiving and preparing submissions for review, scheduling, staffing the meetings, and producing meeting minutes for distribution.

Meeting Information

Meeting dates, locations, agendas, and minutes are posted on the AARB page on DGS’ website: <https://dgs.virginia.gov/dgs/directors-office/aarb/> and on the [Commonwealth Calendar](#).

Questions or comments concerning the AARB may be submitted to the DGS Directors Office by emailing AARB@dgs.virginia.gov or calling (804) 786-3311.

Project Submissions

Project submissions must comply with the issued Guidelines for Submissions and Presentations, which is available on the DGS website and included in this report as APPENDIX A.

At the discretion of the Board’s Chair, the following submissions were eligible for placement on the Consent Agenda and did not require agency representation at the scheduled monthly meetings: (i) projects of a small scale with a clear and well-documented scope of work and (ii) demolitions that also require the Department of Historic Resources (DHR) review.

AARB Project Review: Fiscal Year 2022

Table 1: Fiscal Year 2022

Month	Consent Agenda		Regular Agenda		TOTAL	
	# of Projects	# of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes
Jul-21	12	0	5	3	17	3
Aug-21	2	0	4	2	6	2
Sept-21	11	0	3	3	14	3
Oct-21	8	0	1	1	9	1
Nov-21	10	0	4	4	14	4
Dec-21	5	0	5	4	10	4
Jan-22	5	0	4	4	9	4
Feb-22	6	0	3	2	9	2
Mar-22	8	0	2	2	10	2
Apr-22	8	0	5	2	13	2
May-22	7	0	3	2	10	2
Jun-22	1	0	7	3	8	3
Monthly Avgs	6.9	0	3.8	2.6	10.75	2.6
TOTALS	83	0	46	32	129	32

AARB Project Review: Fiscal Year 2023

Table 2: Fiscal Year 2023

Month	Consent Agenda		Regular Agenda		TOTAL	
	# of Projects	# of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes
Jul-22	0	0	0	0	0	0
Aug-22	0	0	0	0	0	0
Sep-22	24	1	3	3	27	4
Oct-22	7	0	2	1	9	1
Nov-22	13	0	2	2	15	2
Dec-22	5	1	3	1	8	2
Jan-23	12	2	4	4	16	6
Feb-23	3	0	3	2	6	2
Mar-23	15	0	3	3	18	3
Apr-23	0	0	0	0	0	0
May-23	21	2	4	3	25	5
Jun-23	12	0	1	0	13	0
Monthly Avgs	9.3	0.50	2.1	1.583333333	11.4	2.08
TOTALS	112	6	25	19	137	25

AARB Project Review: Fiscal Year 2024

Table 3: Fiscal Year 2024

Month	Consent Agenda		Regular Agenda		TOTAL	
	# of Projects	# of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes
Jul-23	0	0	0	0	0	0
Aug-23	13	0	8	8	21	8
Sep-23	8	0	1	1	9	1
Oct-23	6	0	7	6	13	6
Nov-23	6	0	4	4	10	4
Dec-23	7	0	3	3	10	3
Jan-24	3	0	5	2	8	2
Feb-24	6	0	2	2	8	2
Mar-24	10	0	0	0	10	0
Apr-24	3	0	10	4	13	4
May-24	9	0	5	5	14	5
Jun-24	10	0	2	1	12	1
Monthly Avgs	7.4	0.00	3.9	3	10.7	3.00
TOTALS	81	0	47	36	128	36

AARB Project Review: Overall Analysis

Table 4: Three Year Totals

Fiscal Year	Consent Agenda			Regular Agenda			TOTAL		
	# of Projects	# of Projects to which AARB Recommended Changes	% of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes	% of Projects to which AARB Recommended Changes	# of Projects	# of Projects to which AARB Recommended Changes	% of Projects to which AARB Recommended Changes
2022	83	0	0%	46	32	69.6%	129	32	24.8%
2023	112	6	5.36%	25	19	76%	137	25	18.5%
2024	81	0	0%	47	36	76.6%	128	36	28%
TOTALS	276	6	2.17%	118	87	73.7%	394	93	23.6%
AVERAGES	92	2	1.78%	39.3	29	74%	131	31	23.8%

1. Use of the Consent Agenda

As reflected in Table 5 below, 274 projects from 2022-2024 were placed on the Consent Agenda. The Board suggested modifications to only 6 projects, representing 2.19 percent of the total submissions. Consent Agenda projects do not require agency representation at the monthly meeting. Therefore, optimizing the inclusion of projects on the Consent Agenda enables the Board to evaluate projects effectively while reducing the consumption of agency resources.

Table 5: Allocation of Projects Between Consent and Project Agenda

	2022	2023	2024	Average
% of Projects on the Consent Agenda	64%	82%	63%	70%
% of Projects on the Project Agenda	36%	18%	37%	30%

2. Schedule

The average number of projects reviewed per monthly meeting was 10.75 for FY 2022, 11.4 for FY 2023, and 10.3 for FY 2024. Conducting monthly meetings on a consistent schedule facilitates agencies' requirements for prompt project AARB reviews, which in turn promotes the timely advancement of projects.

3. Value Added

Of the 394 projects submitted for Board evaluation between fiscal years 2022 and 2024, the Board offered feedback on 93 projects, representing 23.6 percent of the total projects assessed.

Appendix A

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)



DEPARTMENT OF
GENERAL SERVICES

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AGENCY GUIDELINES FOR SUBMISSIONS AND PRESENTATIONS

Revised July 1, 2022

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)

Guidelines for Submissions and Presentations

Revised July 1, 2022

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DGS Contact information

Contact DGS, if you have any questions, comments or suggestions about this process:

804-786-0205

Preferred method of contact: AARB@dgs.virginia.gov

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)

Guidelines for Submissions and Presentations

Revised July 1, 2022

1. Purpose of the AARB

The AARB consists of six citizen members appointed by the Governor, plus a representative of the Department of Historic Resources, to advise on the “artistic character” of buildings and works of art which are to be paid for by the state, or to be located on or over state property. In practice, the AARB recommends approval or disapproval to the Director of the Department of General Services, to whom the Governor has delegated this authority. Membership criteria are set out in Section 2.2-2400 of the Code of Virginia.

The AARB interprets its mandate from the Commonwealth in straightforward terms: to encourage the design of buildings and works of art which 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

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)
Guidelines for Submissions and Presentations
Revised July 1, 2022

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.

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.

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)

Guidelines for Submissions and Presentations

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§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 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.

VIRGINIA ART AND ARCHITECTURAL REVIEW BOARD (AARB)

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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 shall consist of seven voting members as follows: the Director of the Department of Historic Resources, or designee, serving as an ex officio member and six citizen members shall be staggered as follows: two members for a term of one year, two members for a term of two years, and two members for a term of three years. (see DGS website for current membership).

Thereafter, 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.

4. Meeting Logistics

- a. Agenda: Available on the [DGS website](#) the week-of the scheduled meeting, typically posted on the Monday prior to the meeting.
- b. Dates: Generally, meetings are held on **the first Friday of every month at 10:00am**. Meetings dates are subject to change to accommodate state holidays and Board attendance, please refer to the DGS website to confirm the next meeting date. Meetings are also posted on the Commonwealth Calendar.
- c. Location: Please refer to the DGS website to confirm the current meeting location

5. Submission Logistics

Submit the following information to AARB@dgs.virginia.gov by **3:00pm on the Friday** two weeks prior to the meeting date. DGS will confirm receipt of project submissions within 24 hours. If you submit a project

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and do not receive a confirmation within 24 hours, please follow up by emailing AARB or calling 804-786-0205.

Note: Recommendation by DGS to 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. This includes permanent fencing.

a. What to send:

- The [Project Data Sheet](#) must be complete and included as the first page (Attachment A)
- All materials and submission content explained below related to a single project must be submitted as one single PDF attachment (in 8^{1/2} x 11 or 11 x 17 Adobe PDF file format)
- Any cover letter or related correspondence should appear in the body of the email and/or be submitted as one complete document.
- All submissions must include the agency contact in the email distribution

b. Required format for naming of submissions:

- File Name: AARB_Year_Month_Agency Name_Project Name
- Email Subject Line: AARB_Agency Name_Project Name

6. Submission Content

a. Required: a completed Project Data Sheet

- a. Preliminary approval is for projects often early in the process that are large and complex. Preliminary approval allows the board the opportunity to weigh in, early on, about the project and express any concerns or suggestions that will need to be addressed when the applicant comes back for Final Approval.

b. Recommended: In addition to the [Project Data Sheet](#) (and submitted with it as part of a single PDF document), the submission should include visuals showing:

- Location and site plans
- Building and/or landscape design,
- Site (to establish architecture, landscape and/or historic context)
- Materials
- See [Presentation Content](#) section for additional information

7. Requesting the Consent Agenda

- a. The Consent Agenda which can be approved in one action, rather than filing motions on each item separately, is used to review:
 - Small-scale projects that have a clear and well-documented scope of work
 - Demolitions that are also required to undergo DHR review
- b. How to request Consent Agenda consideration:
 - Indicate on the Project Data Sheet if you are requesting Consent Agenda consideration
 - The Board Chair decides if there is sufficient information for an item to appear on the Consent Agenda (please check the Meeting Agenda on the DGS Website to confirm)
 - Typically, Consent Agenda items do not require Agency attendance at AARB meetings (*please check the Meeting Agenda on the DGS Website to confirm*)

8. Presentation Logistics

- a. DGS Provides for the Agency presenting:
 - All project materials included in the Agency electronic submission
 - Laptop
 - Projector
 - Screen
 - Laser Pointer
- b. Bring (if applicable):
 - Any updated or supplementary presentation materials: please put on a flash drive or USB (no paper handouts).
NOTE: please email supplementary/updated materials presented at the meeting to AARB@dgs.virginia.gov
 - Physical samples of materials (i.e. samples of brick, glass, paneling, etc.)
- c. Length of Presentation:
 - Project presentations shall be no longer than 15 minutes. Upon completion of the presentation, the Board reserves the right to ask questions and seek clarification on the project.

9. Presentation Content

- a. 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.
- b. For initial presentations on a project:
 - Use: Indicate the use of the building (i.e. 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.
 - 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 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 discussion of land use policy, pedestrian and vehicular circulation systems, landforms, and architectural character
- c. For return presentations on the same project:
 - State when previous presentation(s) 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

10. Questions On Submissions?

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

ART AND ARCHITECTURAL REVIEW BOARD (AARB)

Project Data Sheet

Revised July 1, 2022

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

Date Submitted:

Agency Name:

Project Name and 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—including contact information for the day-of the meeting, email, address)

Current Project Status/Phase and Schedule Preliminary Approval: Final Approval:

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

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

(Include date of 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):*

- **Meeting date(s) previously presented to Board:**
- **Previous Board comments:**
- **Agency response to Board comments:**

Estimated Time required for the Presentation (not to exceed 15 minutes)

Request for Consent Agenda: Yes: No: