

# RP.4.1 RELLIS Planning and Design Review Board



Approved: February 11, 2025

Next Scheduled Review: February 11, 2030

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## Procedure Summary

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This procedure establishes guidelines for the review and approval of the built environment on the RELLIS Campus by all The Texas A&M University System (System) members. It also further clarifies the role of the RELLIS Planning and Design Review Board (PDRB) as established in the RELLIS Campus Master Plan (CMP) and provides specific format and instructions to System members regarding formal requests for review and approval.

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## Procedure

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### 1. GENERAL

- 1.1 RELLIS Administration maintains and updates a comprehensive CMP to guide planning and development of the campus in accordance with [System Policy 51.01, Capital Planning](#).
- 1.2 The initial approved RELLIS CMP established the RELLIS PDRB to administer provisions of the plan and ensure compliance with its intent.
- 1.3 [System Regulation 02.03.01, RELLIS Campus](#), specifies the activities that fall under the responsibility of RELLIS Administration, which includes development of RELLIS Procedures approved by the System Offices, which apply to all grounds, buildings and other facilities on the RELLIS Campus. This procedure clarifies the purpose, organization and function of the PDRB which may be modified from time to time in accordance with system policy.

### 2. PURPOSE

- 2.1 The purpose of the PDRB is to review proposed modifications to the physical form of the RELLIS Campus and make recommendations for action by the Director, RELLIS Campus, with the following intent:
  - (a) To monitor and ensure that the design and construction of all new facilities comply with the intent of the CMP and the RELLIS Campus Facility Design Guidelines (FDGs).
  - (b) To monitor and review proposed alterations and/or additions to existing campus facilities to ensure they are altered or enhanced in a manner consistent with the CMP and the FDGs.

- (c) To evaluate and make recommendations on land use assignments, site reservations and/or changes of land use within the boundaries of the campus consistent with the CMP.
- (d) To evaluate and establish infrastructure requirements for all facility construction and renovation projects to ensure responsible stewardship of campus-level infrastructure assets.
- (e) To deconflict competing or parallel project interests and mitigate any disruption or impact on other System members on campus.
- (f) To recommend modification and/or development of the CMP and FDGs, interpret them as they relate to specific modification requests, and recommend exceptions when appropriate.
- (g) To make any other evaluations and recommendations as necessary regarding modifications to the built environment of the campus in keeping with the high standards and values of the System.

### 3. PDRB MEMBERSHIP

#### 3.1 Standing members of the PDRB must consist of the following personnel:

- (a) Chair: Deputy Director, RELLIS Campus
- (b) Member #1: Associate Director of Facilities and Planning, RELLIS Campus
- (c) Member #2: Director of Operations, RELLIS Campus
- (d) Member #3: Director of Planning, System Facilities Planning & Construction (FP&C) (Note: Member #3 participates only in the review of requests related to capital projects with a total project budget  $\geq$  \$4,000,000.)

#### 3.2 Additional subject matter experts who may serve on the PDRB at the sole discretion of the chair for review of specific requests:

- (a) Chief Information Officer, RELLIS Campus
- (b) Director of Finance, RELLIS Campus
- (c) Texas A&M University (Texas A&M) Utilities and Energy Services (UES) Representative
- (d) Texas A&M Transportation Services Representative

#### 3.3 A quorum for the purpose of making a recommendation on any review request must consist of no fewer than three of the standing PDRB members.

#### 4. REQUIRED PDRB REVIEW

4.1 The PDRB must review requests and make recommendations for action to the Director, RELLIS Campus, during project planning and/or design when one or more of the following criteria apply:

- (a) The proposed modification is a “construction project” as defined by [System Policy 51.04, General Requirements and Delegations of Authority on Construction Projects](#). A construction project is defined as “any work involving the construction, repair, renovation or rehabilitation of buildings, facilities or other permanent improvements on property owned by (and in certain cases leased by) The Texas A&M University System accomplished by a construction contract, member personnel, or by purchase order, and/or any work which is designed, in whole or in part, by a contracted architect/engineer.” This includes both major construction projects (i.e. “capital projects”) and minor construction projects as defined by system policy as well as public-private partnership projects (P3 projects) that are constructed on leased property within the campus boundary.
- (b) The scope of the proposed request modifies the exterior envelope and/or visual appearance of any existing campus building (including signage) regardless of whether the modification is temporary or permanent in nature.
- (c) The scope of the proposed request modifies the exterior hardscape and/or softscape of the campus including but not limited to landscaping, trees, exterior public spaces, roads, parking, sidewalks, permanent freestanding signage, fencing, public artwork, etc. regardless of whether the modification is temporary or permanent in nature.
- (d) The request involves a site reservation for a future project with a scope yet to be defined or a change of current land use within the campus boundary.
- (e) The scope of the request involves any new connection to the campus utility infrastructure (i.e. electricity, domestic water, sanitary sewer, storm drainage, thermal piping, and/or fiber optic cabling). Connections associated with temporary facilities in support of construction projects already reviewed and approved are excepted.

4.2 The PDRB must review all exterior building material selections, submittals, samples, and/or physical mockups (either stand-alone or in-place) during construction and prior to final installation for all construction and renovation projects on the RELLIS campus.

#### 5. SUBMISSION REQUIREMENTS

5.1 Major construction and/or capital projects (total project budget  $\geq$  \$4,000,000) must be presented to the PDRB for review at the following phases/milestones:

- (a) For initial site approval and/or land reservation.
- (b) During preparation of the formal Program of Requirements (POR). For all capital projects, the draft POR document must be submitted to the PDRB for review and

comment no less frequently than at the 75% and 95% review stages. Signature of the Director, RELLIS Campus, on the final POR constitutes a formal PDRB review at this programming stage.

- (c) Prior to or concurrent with completion of Schematic Design.
- (d) Prior to or concurrent with completion of Design Development.

5.2 Minor construction and/or renovation projects (total project budget < \$4,000,000) must be presented to the PDRB for review at the following phases/milestones:

- (a) For initial site approval and/or land reservation (if applicable).
- (b) Prior to or concurrent with completion of Schematic Design.
- (c) Prior to or concurrent with completion of Design Development.

5.3 All Other Requests (i.e. minor exterior building modifications, landscape/hardscape modifications, signage, temporary/limited scope projects, etc.) must be presented to the PDRB for review during the project planning phase and prior to commencement of any related modifications.

5.4 All initial review requests must be routed to the PDRB through the applicable System member's executive leadership. Following initial approval for all construction projects (both capital projects and minor projects), subsequent review requests may be submitted to the PDRB on behalf of the System member by the System Office of FP&C or SSC Engineering, Design and Construction Services as applicable.

5.5 Any site approval/land reservation is valid for a maximum of one calendar year from the date of approval by the Director, RELLIS Campus. If the requesting System member fails to initiate development of a formal POR (for capital projects) or commence formal architectural/engineering design (for minor projects) within the year, resubmission to the PDRB for renewal of the approval is required.

5.6 During construction, review of exterior material submittals, samples and mockups must be performed by the PDRB prior to final installation. Review is required for all visible components of the exterior building envelope including but not limited to masonry/stone, glass and glazing systems, roofing and/or metal panels, exposed metals, paints/coatings, and signage.

## 6. FORMAT AND CONTENT OF SUBMISSIONS

6.1 Requests for review along with supporting documentation must be submitted via email to [PDRB@rellis.tamus.edu](mailto:PDRB@rellis.tamus.edu). For major project submissions, the PDRB may require the requesting party to present in person at a scheduled meeting to facilitate questions and answers related to the review.

6.2 A submission request template is provided in the Appendix to facilitate the preparation of information required for PDRB review.

6.3 A written narrative must accompany each request that includes at a minimum:

- (a) Requesting party name and System member affiliation.
- (b) Project title and proposed location.
- (c) Current project status and schedule.
- (d) Date(s) of prior review and action by the PDRB (if any).
- (e) Description of the project and/or program including specific details relating to the request.
- (f) If the request is temporary in nature (< 5 years), provide a plan for removal and restoration of the campus upon project termination.

6.4 Supplemental graphics and/or visual supporting documentation should accompany each request. Said information need not be elaborate or overly formal but should typically include:

- (a) Site plans and or site diagrams (to scale).
- (b) Photographs (aerial or contextual).
- (c) Renderings, sketches, model studies, etc.

## 7. PDRB ADMINISTRATION

7.1 The PDRB will meet no more than bi-monthly to review and act on submitted requests. Requests to be reviewed by the PDRB must be submitted for consideration no later than the Friday prior to the week of the next regularly scheduled meeting. The current meeting schedule may be requested via email to [PDRB@rellis.tamus.edu](mailto:PDRB@rellis.tamus.edu).

7.2 Recommendation for action on review requests by the PDRB including any stipulations must be communicated in writing to the Director, RELIS Campus, via memo through the chair of the PDRB no later than two weeks following review. The Director, RELIS Campus, generally must accept or reject the PDRB's recommendation within one week following receipt of said memo unless an extension to issuing a decision is warranted in the sole discretion of the Director, RELIS Campus. A final copy of the memo will be distributed to the requesting party and PDRB members.

7.3 Expedited reviews by the PDRB may be requested in extenuating circumstances. Determination on whether expedited review may be performed is at the sole discretion of the PDRB Chair.

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## Related Statutes, Policies, or Requirements

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[System Regulation 02.03.01, RELIS Campus](#)

[System Policy 51.01, Capital Planning](#)

[System Policy 51.04, General Requirements and Delegations of Authority on Construction Projects](#)

[RELLIS Campus Master Plan \(CMP\)](#)

[RELLIS Campus Facility Design Guidelines \(FDGs\)](#)

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## **Appendix**

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[PDRB Request for Review Template](#)

[PDRB Review and Response Template](#)

[PDRB Exterior Material Review Template](#)

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## **Contact and Responsible Office**

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RELLIS Administration  
979-317-1000  
[PDRB@rellis.tamus.edu](mailto:PDRB@rellis.tamus.edu)