

**CBAC Subcommittee:
Capitol Building Master Plan**

Convened at 1:00 P.M. on October 17, 2014

Charge:

The subcommittee is charged with studying the use of public space in the Capitol building, with a particular emphasis on the location of visitor services facilities.

Subcommittee Members:

The committee did not designate a subcommittee chair.

Anne Cutrell (attending on behalf of Nan Anderson), Anderson Hallas Architects
Marilyn Eddins, Chief Clerk of the House of Representatives
Theresa Holst, Manager of Visitor Services
Cindi Markwell, Secretary of the Senate
Kevin Patterson, Deputy Chief of Staff for Governor Hickenlooper
Lance Shepherd, Capitol Complex

Staff:

Julia Jackson, Legislative Council Staff

Recommendations to CBAC:

1. Hire a firm to complete a professional master plan for the Capitol building. This will require funds beyond the CBAC's Gold Fund.
2. The master plan should address the following topics:
 - comprehensive visitor services, including a tour guide desk, gift shop, cafeteria, and public restrooms (the subcommittee supports locating all visitor services in the basement if feasible);
 - use of the parking circle, including parking space size and ADA parking availability;
 - standardized signage and wayfinding information throughout the building;
 - locations of press and State Patrol offices;
 - security at the Capitol and other legislative buildings (LSB, State Services);
 - pedestrian connections between the Capitol, LSB, and the State Services building;
 - feasibility of creating private offices for all legislators in the Capitol building;
 - restoration of the building's historic features, uses, and furnishings; and
 - location of exhibits.

3. The master planning process should include a communication strategy and involve both the legislative and executive branches, as well as the CBAC.

4. The master plan should prioritize needs and future projects.

Professional Master Plan:

The subcommittee discussed its limitations and the need for a professional master plan.

Mr. Shepherd noted that he had solicited a rough estimate for such a plan from Humphries Poli Architects. The estimate totals \$38,300. *Mr. Patterson* suggested that even with such an estimate, costs could end up considerably higher. Subcommittee members agreed. They further agreed that a capital construction request would not be necessary.

Ms. Eddins discussed the possibility of funding a master plan using legislative reversions. She noted that in allowing reversions to remain in the legislative cash fund, legislative leadership intended that the funds be used to benefit the Capitol building.

Recommendation:

The subcommittee recommends hiring a firm to complete a professional master plan for the Capitol building.

Items to Be Addressed in the Capitol Building Master Plan:

The subcommittee's charge came from a CBAC discussion about the location of visitor services facilities in the Capitol building. Subcommittee members were supportive of creating a true basement visitor entrance, with tour guides, a gift shop, an improved cafeteria, and public restrooms all available near this entrance. They also discussed the importance of improving the condition and appearance of the public space in the basement.

The subcommittee compiled a list of recommended items to include in the master plan.

Ms. Cutrell explained that a communication strategy and a prioritization process are important components of a master plan. The subcommittee discussed including both the legislative and executive branches in the master planning process.

Recommendations:

The subcommittee prepared a list of recommended topics for the master plan to address (see above).

The subcommittee recommends that the master planning process include a communication strategy and involve both the legislative and executive branches, as well as the CBAC.

The subcommittee recommends that the master plan prioritize the building's needs and future projects to be completed.

Other Topics of Discussion

The subcommittee discussed other issues that arise from time to time in the building.

Ms. Holst noted the need for a changing space for special needs students. She explained that she has been able to arrange the use of the Doctor of the Day office for this purpose, and subcommittee members supported this.

Ms. Jackson explained that the building does not currently have a dedicated "mother's room" for nursing mothers to use. The subcommittee suggested that a current restroom be converted for this purpose as part of ongoing restroom renovations. *Mr. Shepherd* suggested that one of the second floor unisex restrooms (rooms 215 and 216) would be appropriate.