MEMORANDUM

To: Attendees

From: Jenna Vertrees | JV

Date: September 21, 2020

Comm. No: 205036

Subject: City of Colorado Springs
Council Chambers Remodel
September 16, 2020 Meeting Minutes

Attendees:

Steve Worf, City of Colorado Springs	steve.worf@coloradosprings.gov
Roger Austin, City of Colorado Springs	roger.austin@coloradosprings.gov
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Charise Boomsma, Preservation Studio	charise@thepreservationstudio.com
Roger Schroepfer, Wold Architects and Engineers	rschroepfer@woldae.com
Aimee LaLone, Wold Architects and Engineers	alalone@woldae.com
Bradley Johannsen, Wold Architects and Engineers	bjohannsen@woldae.com
Gordy Fransen, Wold Architects and Engineers	gfransen@woldae.com
Jenna Vertrees, Wold Architects and Engineers	jvertrees@woldae.com

Absentees:

Richard Markovich, Wold Architects and Engineers	rmarkovich@woldae.com
Ed Mitchell, Wold Architects and Engineers	emitchell@woldae.com
Michelle Klein, Wold Architects and Engineers	mklein@woldae.com
Michelle Nelson, Wold Architects and Engineers	mnelson@woldae.com

Discussion Topics:

A. Thoughts Since Last Meeting:
   1. The Council Administrator stated that the minutes and a brief summary of the kick-off meeting were distributed to the Council Members for the chance to review and provide any additional considerations.

B. Review Guiding Principles/Design Criteria:
   1. Wold stated that this list could be used as a communication tool with the Council Members to distinguish the reasons behind certain decisions.

2. Wold reviewed the draft design criteria with the group (see attached) and the following comments were made:
    a. The group would like to add: "Increase connectivity to both the Pikes Peak room and the Academy room to include appropriate equipment for interfacing/broadcasting with the Council Chambers."
        1) A group member shared that currently the Pikes Peak room has more connection capabilities than the Academy room.
    b. The group would like to add: "Increase remote connection for participants outside the room and/or building."
        1) A group member mentioned that they would like to be able to administer meetings remotely.
    c. The group would like to add: "Accommodate access by the community."
        1) The group mentioned that currently they are limiting the Council Chambers to about twenty-five people since the implementation of COVID-19 restrictions, but if the new design allows for it, they could limit the physical audience members to key speakers only.
        2) A group member stated that they would have to come up with a system where equity is the key component.

C. Discuss Dais/Floor Plan Concept Diagrams:
    1. Wold shared five floor plans (see attached), including the existing layout, as well as four iterations with the group. Wold stated that these layouts are not meant to be seen as solutions, but should provide a starting point for discussion.
    2. Wold shared that these iterations all show different layouts with COVID-19 restrictions in place, using no partitions/barriers but instead only using the six foot spacing.
        a. Existing Layout:
            1) Wold stated that the current setup was only intended to seat seven members, not nine, therefore space is already tight in the current layout.
            2) Wold shared that this configuration allows the presenter's back to be to the audience, which is not ideal. Wold shared that the presenter podium could be placed in different locations to resolve this concern.
        b. Option One:
            1) This configuration shows the nine Council Members on a three-tiered platform with the four staff members off to the sides, and the presenter facing the Council with the audience behind them.
            2) The group discussed that this option does not provide the Council with the best visual connection to each other.
            3) A group member stated that the Council President should have the most prominent seat.

c. Option Two:
    1) This layout shows the Council in a semi-circular configuration with staff off to the sides and the presenter in the middle.
    2) The group agreed that they would prefer to have space for an audience, even if it is limited.
    3) There was consensus from the group that overall this is the best option out of the options shown, but is still missing some key criteria that will need to be addressed (security, audience, etc.).
    4) The group discussed locating the audience in the middle, between the speaker(s) and the Council. However, it is not ideal to have the presenter speak over the audience to the Council.
    5) A group member argued that this option gives the most justice to the circulation and entry points.
    6) Wold to iterate an option where the staff is located on one side of the Council and the speaker on the other, allowing the audience to be located in the center.
d. Option Three:
    1) This option is set up similarly to a Board of Directors' arrangement, with a prominent seat for the Council President.
    2) Wold described that this layout also has the audience located behind the Council Members, which is not favored by the group.
e. Option Four (a):
    1) This configuration is similar to the existing layout, where the Council is laid out in a semi-circle with staff adjacent at the ends, the speaker in the center and the audience behind the staff members.
    2) The group agreed that this is another possible option; however, option two is more appropriate.
f. Options Four (b) and Four (c):
    1) Both of these layouts show how option four (a) can be rearranged in different configurations.

3. Other Comments:
    a. The group would like to see an option where the Council is closer together with partitions/barriers in between.
    b. The group stated that the layouts with COVID-19 restrictions take up a lot of space, and providing options where unobstructed partitions are used would be helpful.
    c. The group agreed that they would like to see more separation between the Council/staff and the audience for safety purposes.
    d. A group member mentioned that having an audience behind a Council member is not preferred.
    e. A separate entry/exit for the Council is preferred by the group for private access.
    f. A group member stated that a modular design is intriguing because it creates a more casual environment, similar to the Pikes Peak room.
    g. Wold and the group discussed an asymmetrical design that would complement the shape of the room as well as entry/exit points.
    h. Historic preservation will need to be considered and thoroughly coordinated.

i. The group shared that both the existing vestibule and the other door at the other end of the current dais are heavily used, which will need to be considered for circulation.
j. The group would prefer the layout to consider egress so that the audience is not entering/exiting directly next to a Council member.
k. The group agreed that it is important for all of the executive staff to have a seat at the dais, these include: the Chief of Staff, the City Attorney, the Council Administrator and the City Clerk.
l. The current temporary partitions are problematic because they create many visual barriers between Council Members and for broadcasting. Wold to explore different structures/barriers that address flexibility, acoustics, reflectivity and visuals.
m. A group member mentioned that media will need to be considered in the design in order to properly broadcast the meetings.
n. Wold discussed with the group the option to locate the staff members in another room (Pikes Peak?) in order to free up space in the Council Chambers, but the group agreed that it is essential for the staff to be in the same space as the Council in order to run the meetings smoothly.
o. Wold and the group discussed a design where the dais would be constructed per COVID-19 regulations to hold all nine Council members, but would be able to accommodate all Council and staff if the group decided to phase out COVID-19 restrictions in the future. In the meantime, this would put staff in temporary locations within the space, but would offer a lot of flexibility. Besides prominent speakers, the Council and staff, the Pikes Peak room and the Academy room could be used for audience members. This option would also eliminate the use of partitions, however A/V and IT would need to be considered.
p. The group agreed that it is important for staff to easily understand how to work the A/V equipment, less is more.
q. The group stated that currently they are running into issues with remote meetings due to echo, lacking technology, etc. and they would prefer to host meetings in person.
r. Since it will be key to provide flexibility in this space for the future, the group agreed that using laptops at the dais instead of desktops could be an option.
s. A group member stated that the current configuration does not maximize the space (dais is deeper than necessary).
t. The group agreed that a built-in dais is preferred over flexibility because this space should be official for the Legislative Branch, and should exude importance, power and prominence.

D. Next Steps:
1. Wold to create a matrix to help the group start prioritizing criteria.
2. Wold to provide the group with case studies of Council Chambers design.
3. Wold to provide the group with draft layouts from today's meeting for internal distribution and review.

4. In addition to floor plan views, the group would prefer three-dimensional views in order to gain a better understanding of the space.
5. The next meeting will be held on Wednesday, September 23, 2020 from 11:00 a.m. to 12:30 p.m. in the Council Chambers.
6. Wold would like to schedule a technology meeting before the next meeting on September 23, 2020. Wold and the group to coordinate.

cc: Absentees

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DESIGN CRITERIA - *DRAFT*

- Council Chambers and Dais Layout:
  - Provides work space for nine Council Members, Chief of Staff, City Attorney and three administrative staff members
  - Accommodates COVID space and health considerations
  - Maximizes eye-contact between council and staff members
  - Maximizes the quantity of public seating as much as possible, meeting health and safety space needs
  - Meets ADA accessibility requirements
  - Meets Historic Preservation guidelines
- A/V, council recording, voting and communication technology system improvements:
  - Allow multiple systems to interface easily
  - Allow for remote use
  - Upgrade to more current technology
  - Maintain and use recent investments of equipment & systems
- Improvements shall provide the public with equitable access to participate in City Council meetings
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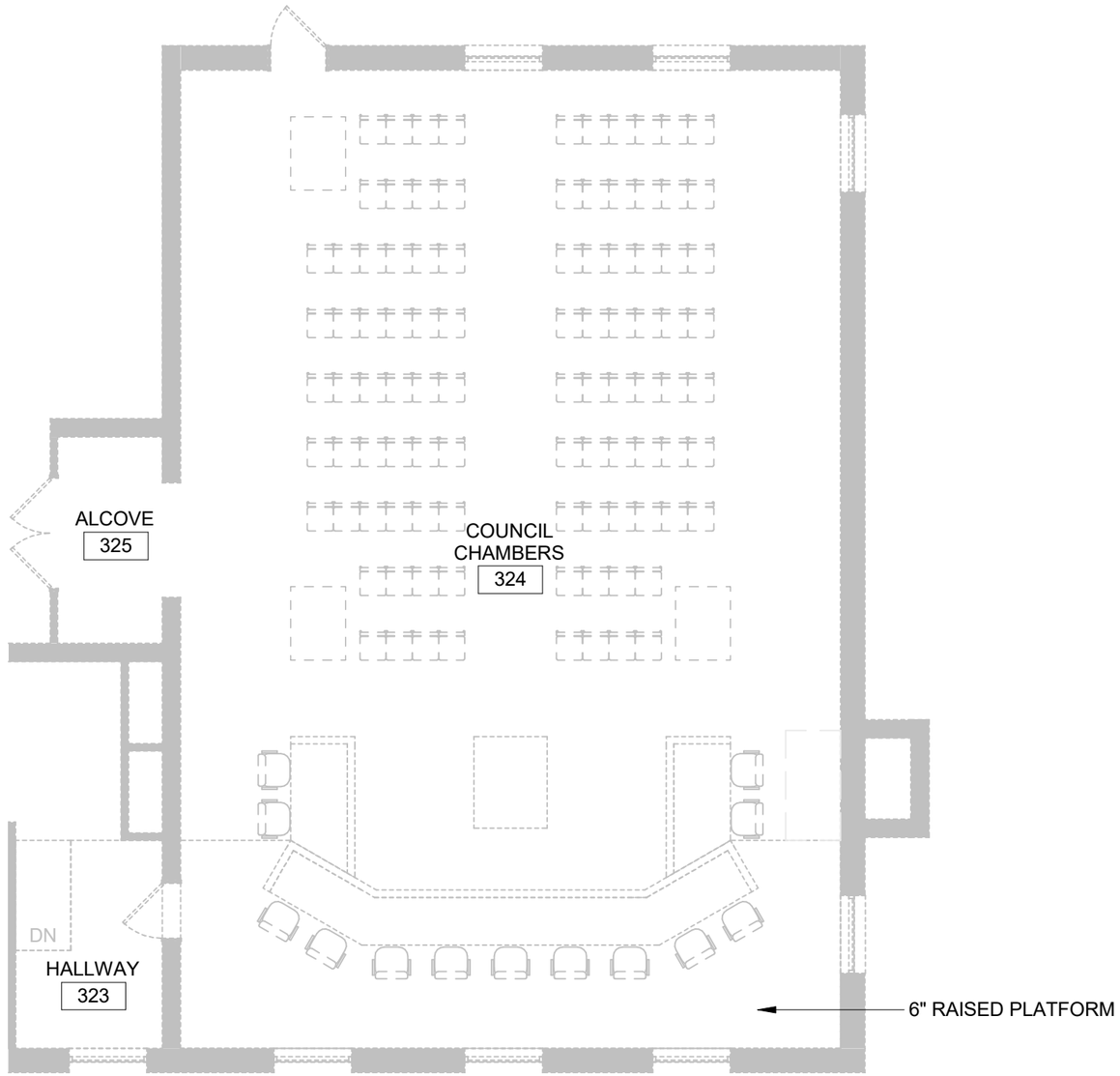
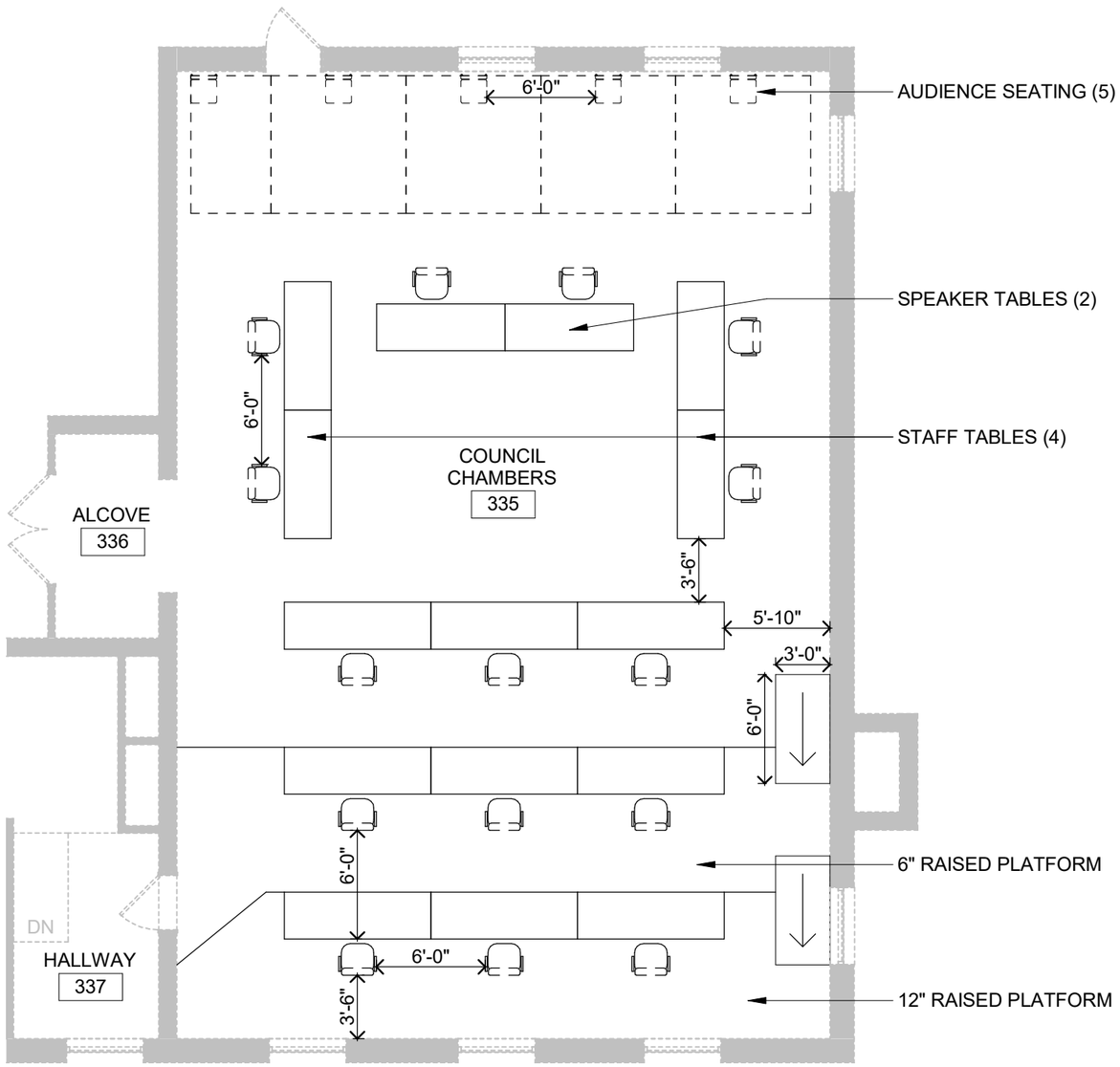


1 COUNCIL CHAMBERS - ORIGINAL LAYOUT

1/8" = 1'-0"

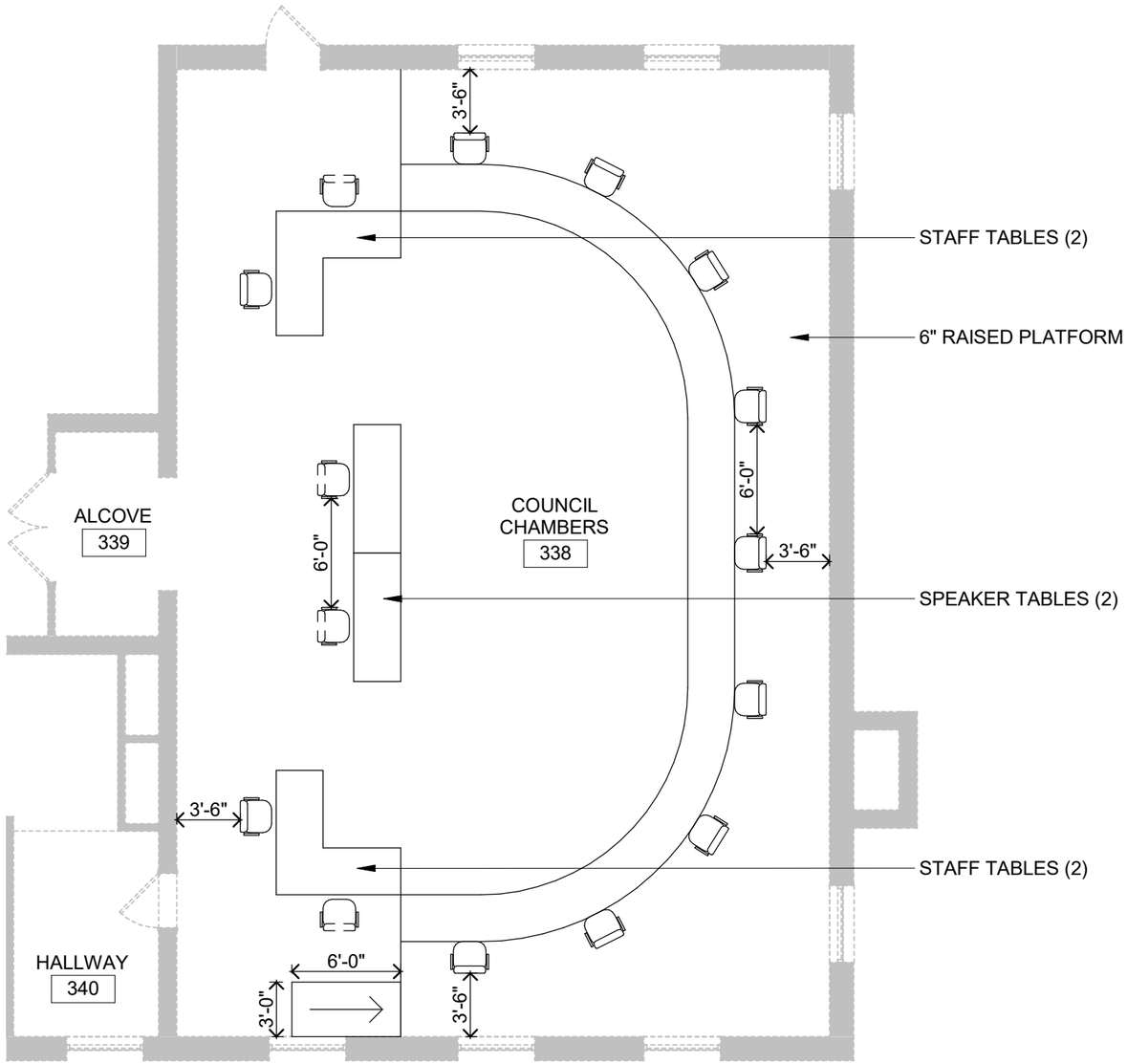
0 6' 12'



1 COUNCIL CHAMBERS - OPTION 1

1/8" = 1'-0"

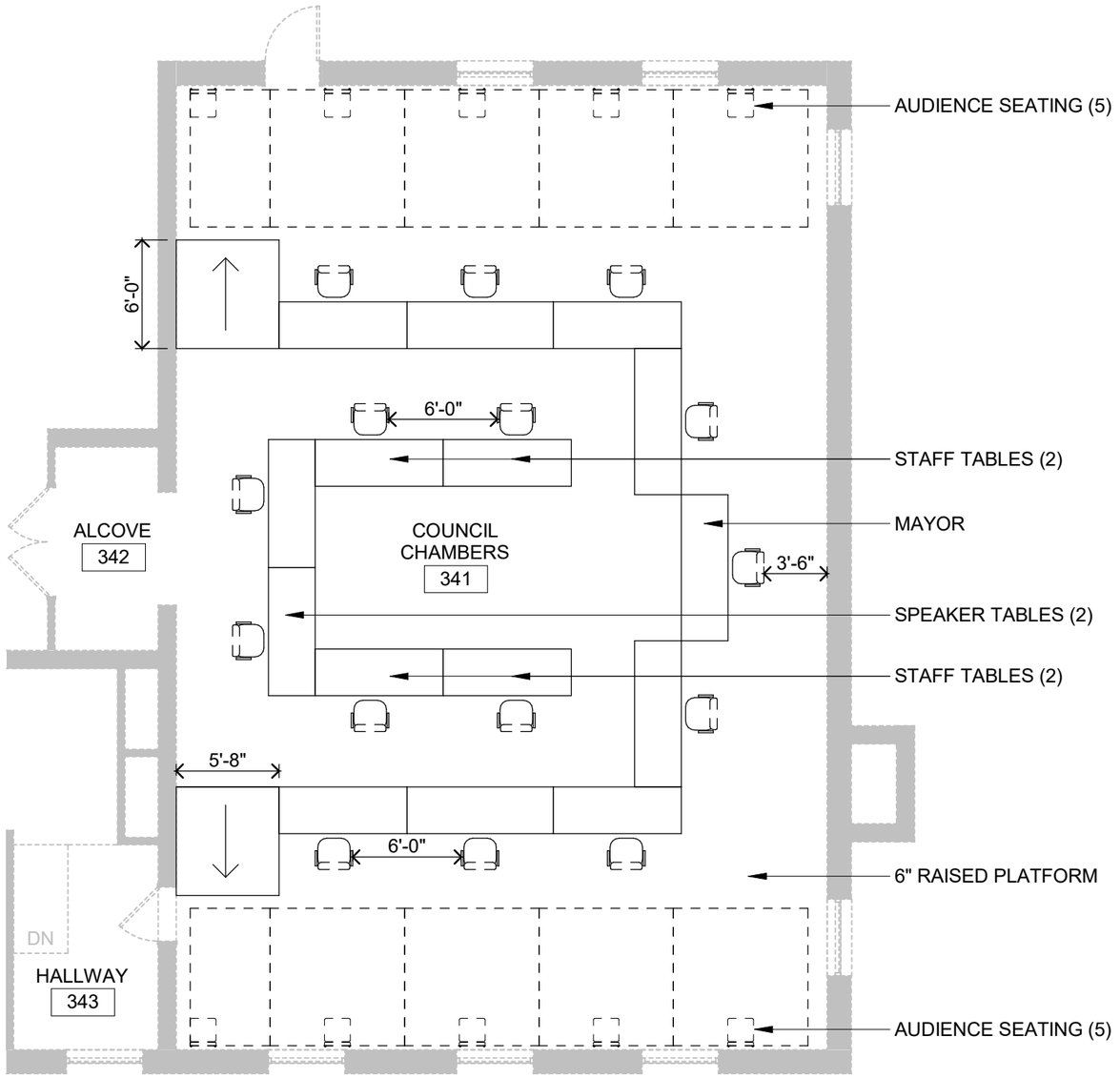
0 6' 12'



1 COUNCIL CHAMBERS - OPTION 2

1/8" = 1'-0"

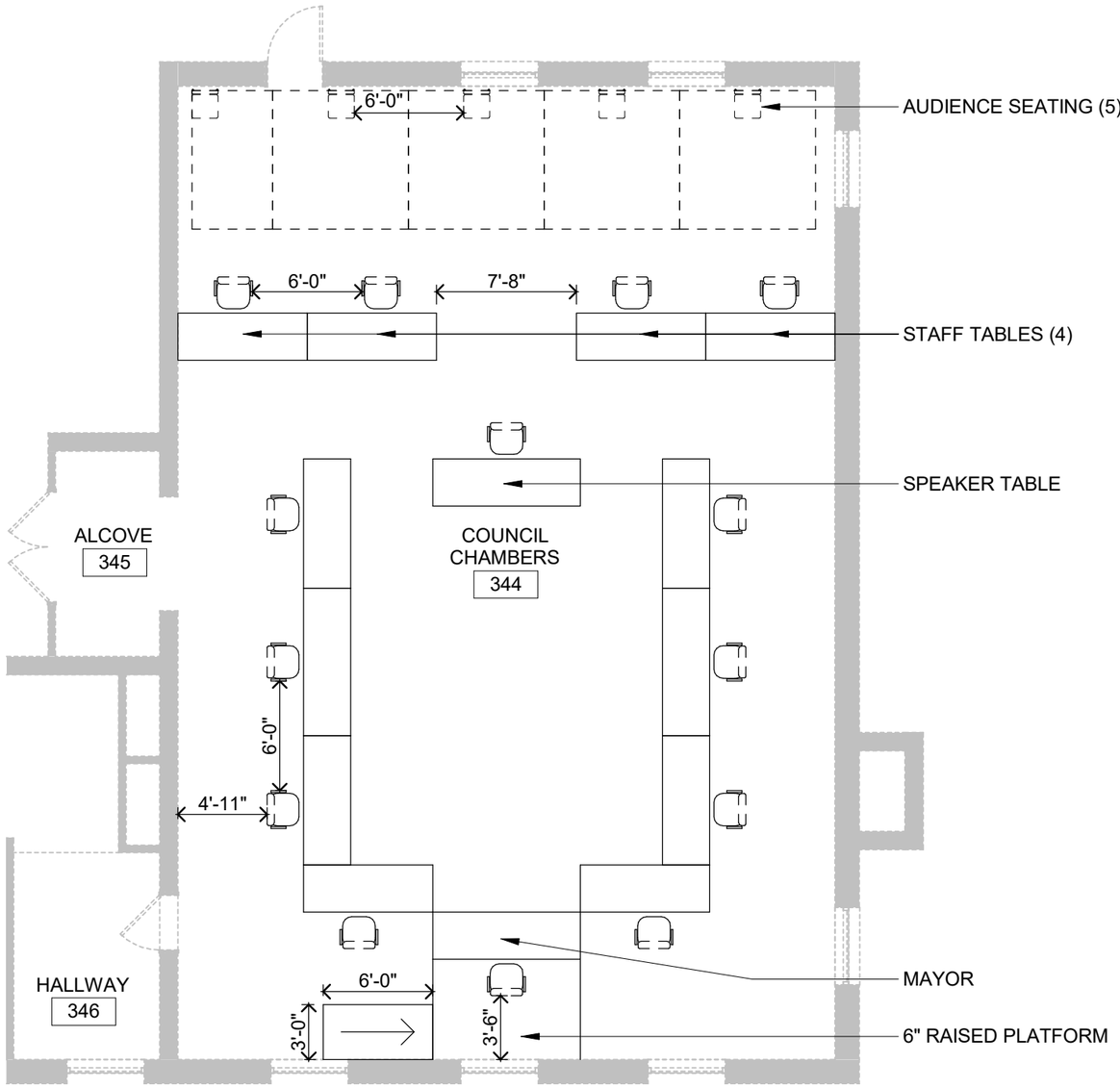
0 6' 12'



1 COUNCIL CHAMBERS - OPTION 3

1/8" = 1'-0"

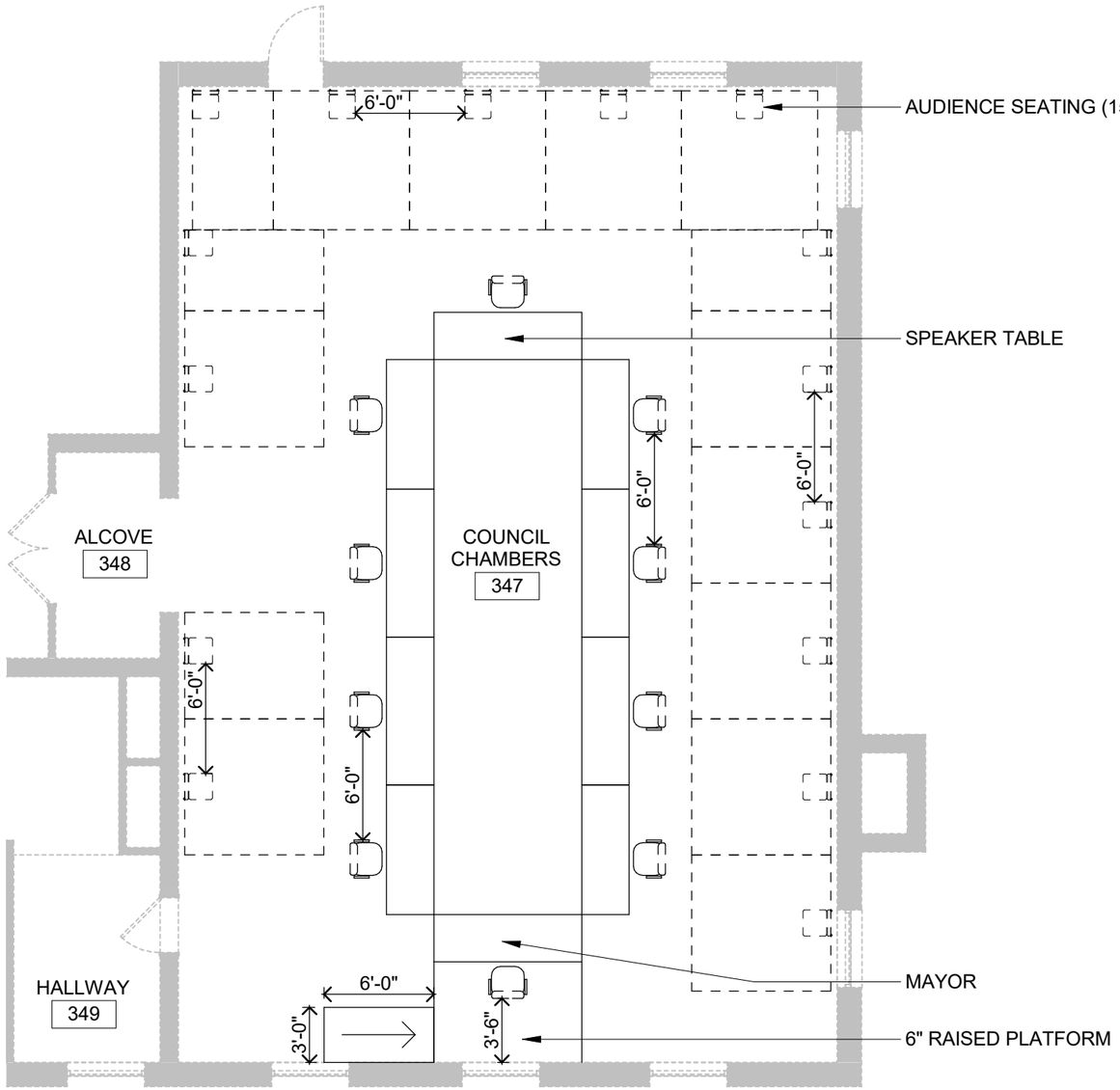
0 6' 12'



1 COUNCIL CHAMBERS - OPTION 4A

1/8" = 1'-0"

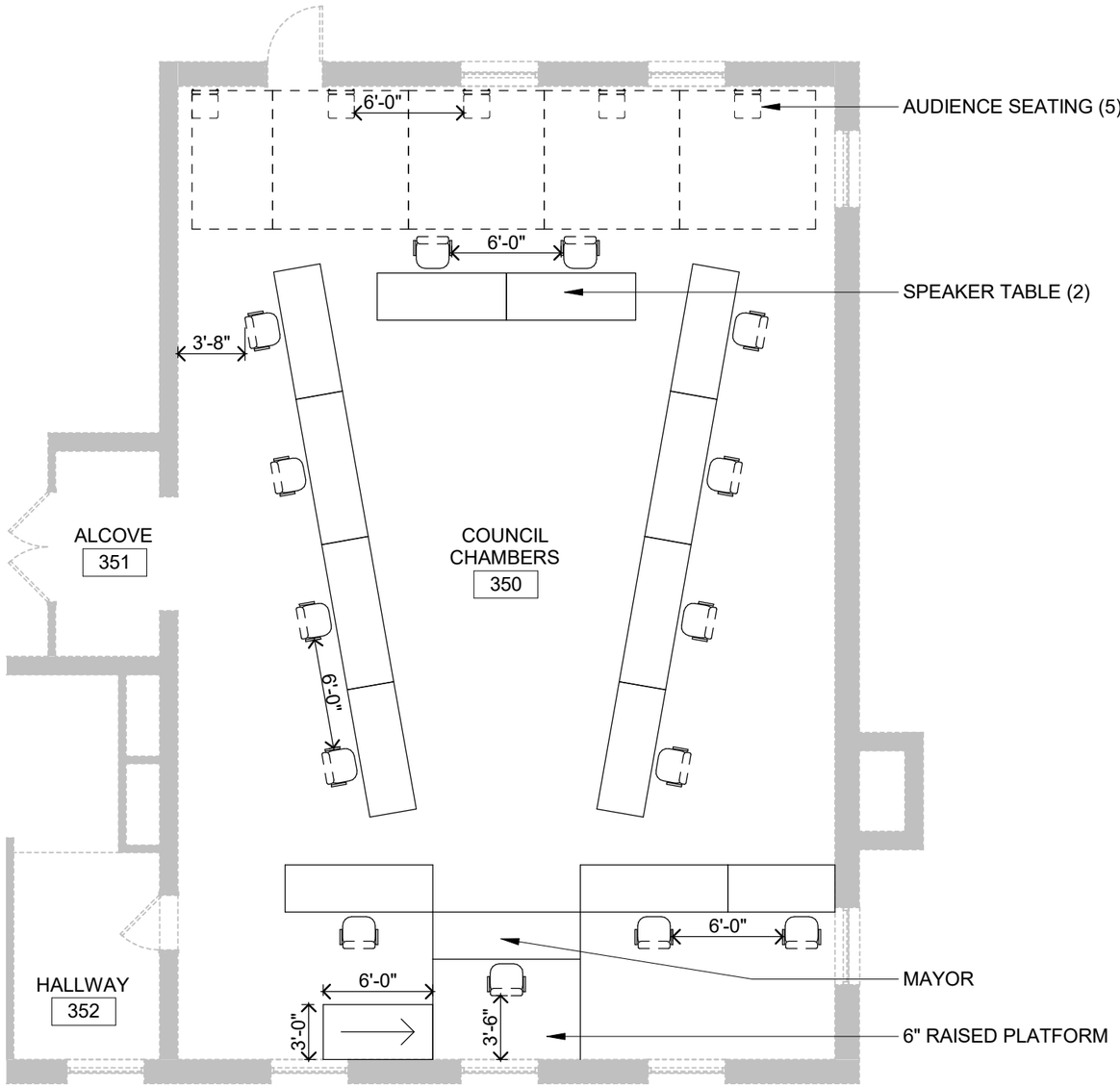
0 6' 12'



1 COUNCIL CHAMBERS - OPTION 4B

1/8" = 1'-0"

0 6' 12'



1 COUNCIL CHAMBERS - OPTION 4C

1/8" = 1'-0"

0 6' 12'