



PLANNING & DEVELOPMENT MEMORANDUM
#24-2021

DATE: Aug. 23, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Brook Svoboda, Director of Planning and Development 
Eric Ensey, Senior Planner

SUBJECT: City Hall Tours

PURPOSE

To discuss with City Council how to proceed with potential tours of other city hall facilities in the metro area as part of planning for the design of Northglenn's new City Hall.

BACKGROUND

City Council approved a contract for architectural and engineering services with Anderson Mason Dale Architects (AMD) on May 24, 2021 to design and construct a new Northglenn City Hall. Staff recently kicked off the design phase with AMD. The first phase of the design process for the new facility will be to develop a space needs assessment based on the programmatic use of the facility. This phase will require AMD to solicit input from various facility user groups, including City Council.

Before conducting City Council interviews, staff and the design team thought it would be helpful to tour a handful of other municipal and similar facilities in the metro area to help solicit thoughts and ideas about the look, feel, amenities and more in the new City Hall. Staff would like to present a discussion to Council about preferences for how to tour those facilities. There are a couple of options for discussion:

- Option A: Staff has been working on scheduling a tour of existing and recently constructed city hall facilities in other communities along with other office facilities on Saturday, Sept. 11, 2021. This approach would allow Council to look at these facilities before individual interviews with the project team. Following the tours, staff and the AMD team would schedule individual interviews with Council members to solicit feedback on what you would like to see in the new City Hall facility.
- Option B: This option was discussed by staff and the AMD team due to what appears to be a lack of availability for the tour option described above. In this option, the AMD team would present a slide show and/or video tours of different city halls and other office facilities to Council at an upcoming meeting. Following that presentation, Council may individually tour those facilities at your convenience, if desired. Staff and the AMD team would schedule individual interviews with Council.

Staff was planning for Option A. However, the team reached out to Council to check availability for Sept. 11 and did not hear back from several Council members. As a result, staff is presenting these options to Council to gauge preferences on the proposed facility tours.

Option A would provide the opportunity to see the facilities in person and allow for understanding the scale and interaction between spaces. However, staff recognizes that schedules may not allow for the ability to block out a day to do the in-person tours. Option B would provide an

opportunity to receive a visual presentation of different facilities during a Council meeting. Additionally, with Option B, more facilities could be presented than time would allow for in-person visits.

BUDGET/TIME IMPLICATIONS

There are no financial impacts to the City.

If Council prefers Option B, the presentation of city halls and office facilities could be ready for the Sept. 27 Council meeting.

STAFF RECOMMENDATION

This item is for informational purposes only.

STAFF REFERENCE

If Council members have any questions, please contact Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937.