




**PLANNING & DEVELOPMENT MEMORANDUM  
#13-2024**

**DATE:** April 8, 2024

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager   
Jason Loveland, Deputy City Manager 

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

**SUBJECT:** New City Hall – Conference Room Naming

**PURPOSE**

To discuss with City Council a potential naming scheme for the various conference rooms and community rooms in the new City Hall building.

**BACKGROUND**

The Anderson Mason Dale Architects team informed staff that they will be placing an order on internal building signage in the next couple of weeks. This includes signage for wayfinding, staff offices, and the various conference room spaces and community rooms.

Staff will present a concept for naming the conference rooms and community room spaces for City Council consideration. As part of the CORE certification process, a component of the design and narrative for certification is biophilia. The term “biophilia” is a feeling or interaction with nature. The design team’s recommendation is to utilize biophilic or natural terms to name the various conference rooms and community room spaces to demonstrate the City’s commitment to bringing the natural environment into the building.

The following is a list of the various conference rooms and community room spaces along with seating capacity and a description of possible use as a means of background information:

Room No.	Room Description	Seating Capacity	Anticipated Use of the Space
<i>First Floor</i>			
#131	Community Room 1	30 chairs classroom set-up	Use by the public or staff
#130	Community Room 2	12 chairs classroom set-up	Use by the public or staff
#102	Executive Session Room	12 chairs	City Council use only
#129	Conference Room in Main Lobby	6 chairs	Anticipated for staff meetings with public
#115	Conference Room in Transaction Lobby	10 chairs	Anticipated for staff meeting with public, but also could be utilized for staff meetings
<i>Second Floor</i>			
#209	South Conference Room	12 chairs	Staff use
#259	Middle Conference Room	6 chairs	Staff use
#250	North Conference Room	14 chairs	Staff use
#260	Employee Lounge/Break Room	N/A	Staff use

The Leadership Team discussed possible naming options and has developed a naming recommendation for Council consideration based on natural themes.

The recommendation for the community rooms is as follows:

- Community Room 1 – Flora (plant life)
- Community Room 2 – Fauna (animal life)

The recommendation for first floor conference rooms is as follows:

- Executive Session Room – (No naming recommended as it will not be a publicly used space)
- Conference Room in Main Lobby – Equinox
- Conference Room in Transaction Lobby – Solstice

The recommendation for the second-floor conference rooms is as follows. The names were chosen based on the public art piece being created by artist Jodie Bliss, which will feature trees depicting the region's four seasons.

- South Conference Room – Winter Conference Room
- Middle Conference Room – Spring Conference Room
- North Conference Room – Summer Conference Room
- Employee Lounge/Break Room – Autumn Lounge

Staff is seeking direction from City Council on the names of these rooms. The Executive Session Room is not recommended at this time for naming, as there will not be a public component to the room. However, if Council Members desire to name the space, recommendations are welcome. Due to the timing of the sign order, consensus will need to be reached at this meeting on a naming option, or the signs may not be available for the opening of the new building.

One thing to keep in mind, the naming of these spaces could be modified at any time in the future should a future Council desire to change the names.

### **BUDGET/TIME IMPLICATIONS**

The only timing element associated with this discussion is the imminent deadline for ordering signage in the building to ensure it is installed by the opening of the facility. The design team would need to coordinate naming with the sign vendor to ensure the signs can be installed by the opening of the building.

### **STAFF RECOMMENDATION**

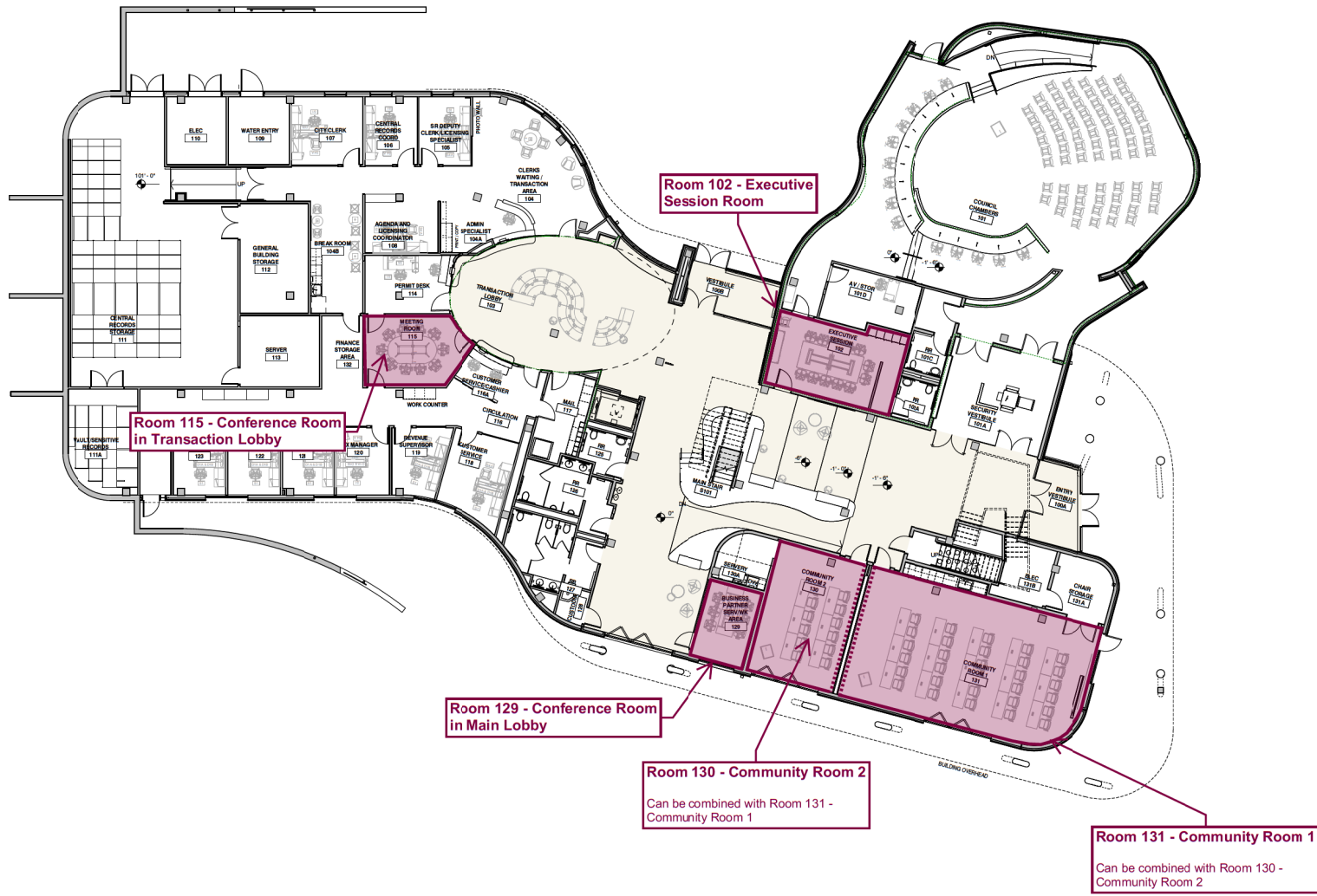
This is for discussion purposes only. Staff is seeking consensus from Council to move forward with a naming theme for the conference rooms and community room spaces. If Council consensus does not exist for the proposed naming, staff recommends moving forward with use of room numbers and room description for signage purposes. Naming can be revisited after move-in.

### **STAFF REFERENCE**

If Council Members have any questions, please contact Brook Svoboda, Director of Planning & Development, at [bsvoboda@northglenn.org](mailto:bsvoboda@northglenn.org) or 303.450.8937.

### **ATTACHMENT**

1. Floor Plan of Conference and Community Rooms



**AndersonMasonDale Architects**

**NORTHGLENN CITY HALL**

11700 Civic Way  
 Northglenn, Colorado 80233  
 21-015  
**Owner**  
 1170 Community Center Drive  
 Northglenn, CO 80233  
 Telephone: 303-41-8205

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**Mechanical and Plumbing Engineers**  
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 Telephone: 303-398-9191

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 Telephone: 720-440-8200

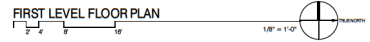
**CM/ GC**  
 P3 Constructors  
 4015 Corralle Way  
 Frederick, CO 80524  
 Telephone: 303-554-4725

Issue	Date
Schematic Design	8 JUN 2022
20% Design Development	01 JUL 2022
50% Design Development	05 JAN 2023
100% Design Development	27 JAN 2023
Bid Pack 01	5 APR 2023
Bid Pack 02	5 MAY 2023

Project Number: 21-015  
 Drawn By: Author  
 Reviewed By: Checker  
 Approved By: Approver

FIRST LEVEL FLOOR PLAN

**X-201**



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Northglenn, Colorado 80233

**Owner**  
11700 Community Center Drive  
Northglenn, CO 80233  
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1600 Pierce St #205  
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1100 E. Lincoln Blvd. #420  
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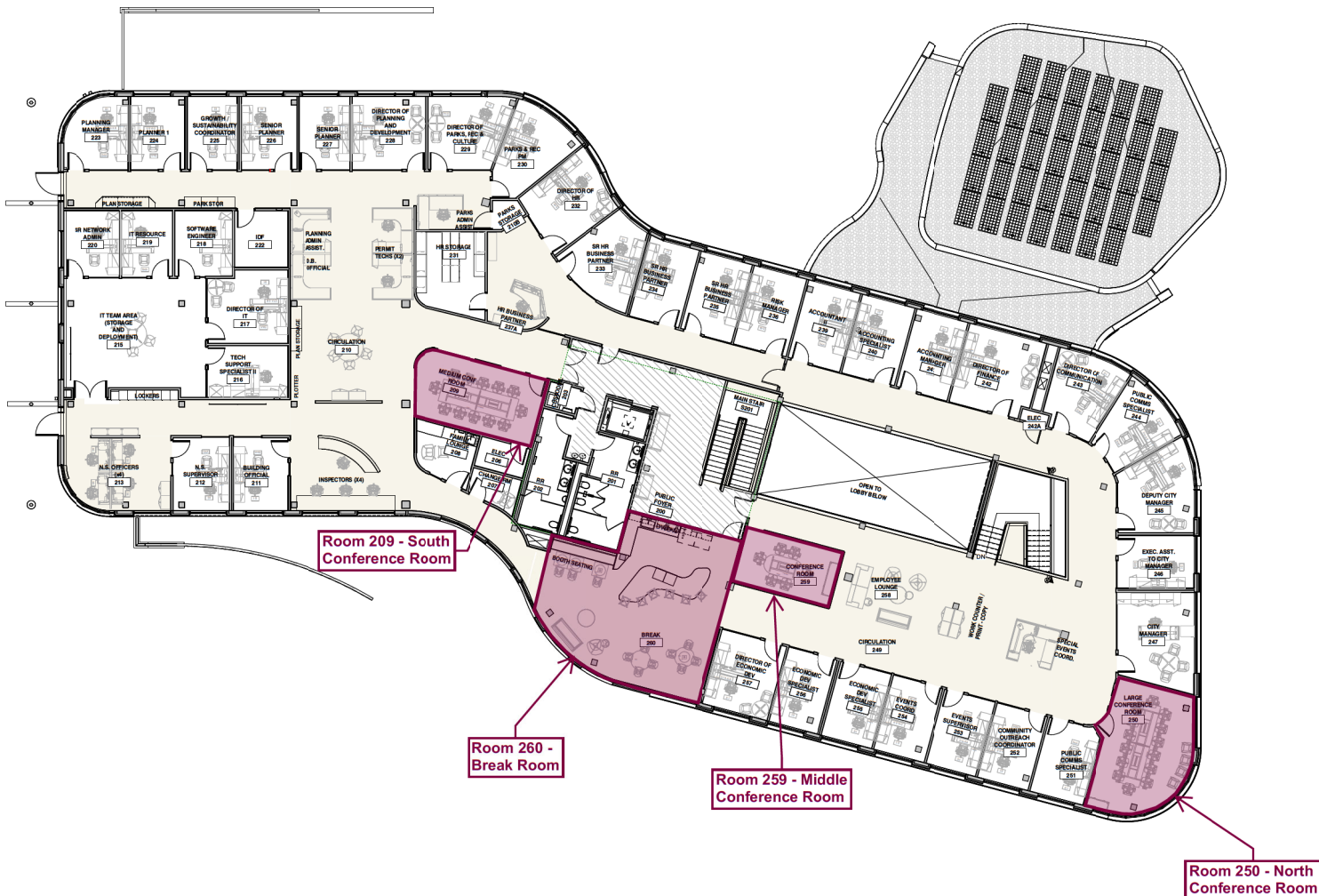
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20% Design Development	31 AUG 2022
50% Design Development	05 JAN 2023
100% Design Development	27 JAN 2023
80% Pack ID	5 APR 2023
80% Pack ID	5 MAY 2023

Project Number:	21-015
Drawn By:	Author
Reviewed By:	Checker
Approved By:	Approver

**SECOND LEVEL FLOOR PLAN**

**X-202**



SECOND LEVEL FLOOR PLAN  
1/8" = 1'-0"