

**Supplemental Provisions
for
Criteria and Procedures**

Capitol Building Advisory Committee
State Capitol Building, Room 029
Denver, CO 80203-1784
303-866-3521

Pending Approval

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Preface

This document has been created as a supplement to the existing Criteria and Procedures for the Gift or Loan of Objects of Art and Memorials Placed on a Permanent or Temporary Basis in the Colorado State Capitol, or on its Surrounding Grounds, developed by the State Capitol Building Advisory Committee in 1992. This supplement outlines the responsibilities of the committee not related to reviewing and approving the acquisition of new artwork. Specifically, the supplement details the committee's role in the preservation, restoration, and maintenance of the historic character of the building and its surrounding grounds, and the public art collection. The document also lists the committee's rules and procedures, and describes its oversight of various publications and the operation of Mr. Brown's Attic.

Questions about any of the information contained in this document should be addressed to the State Capitol Building Advisory Committee, c/o Legislative Council Staff, State Capitol Building, Room 029, Denver, CO 80203, 303-866-3521.

Overview of Supplement

This supplement is in addition to the Criteria and Procedures for the Gift or Loan of Objects of Art and Memorials Placed on a Permanent or Temporary Basis in the Colorado State Capitol, or on its Surrounding Grounds (criteria and procedures) first adopted by the committee in 1992. The purpose of this supplement is to establish procedures for the additional tasks of the committee not covered in the criteria and procedures document, to establish committee action requiring a quorum, and to provide a reference to various resources.

Duties of the Capitol Building Advisory Committee

The advisory committee shall review, advise, and make recommendations to the Capital Development Committee (CDC) with respect to plans to restore, redecorate, and reconstruct space within the public and ceremonial areas of the State Capitol buildings group. This includes the State Capitol building and the surrounding grounds bounded by Colfax Avenue on the north, Grant Street on the east, Fourteenth Avenue on the south, and Broadway on the west. The committee also oversees the Legislative Services Building and surrounding grounds.

The committee shall review all planned construction projects affecting the State Capitol building and shall submit a written recommendation about such construction to the CDC.

Additional Duties of the Capitol Building Advisory Committee

In addition to the committee's oversight and advisory role related to the acceptance of new artwork, the Capitol Building Advisory Committee (advisory committee) also provides for the care and maintenance of the building, its historic features, its objects of art, and the Capitol grounds.

It shall be the goal of the advisory committee that the building's features maintain their historic quality and that any proposed changes impacting the historic character of the building are reviewed by the committee. Any proposed restoration, rehabilitation, or reconstruction of the building or grounds shall be reviewed by the committee with the assistance of Capitol Complex staff.

Additionally, all objects of art shall be maintained and preserved. The committee shall act in an advisory capacity to various agencies and offices regarding the preservation of the building's cultural objects. Any proposed restoration, rehabilitation, or reconstruction impacting objects of art will be overseen and administered by the committee with the assistance of Capitol Complex staff.

Definition of Terms

"Annual meeting" is the first meeting of the fiscal year, usually in July.

"Capitol exterior" includes, but need not be limited to, doors, windows, steps, the dome and roof, and granite walls.

"Historic features" include the rose onyx, marble, granite, gold, oak woodwork, brass fixtures, and all other structural features that add to the cultural heritage of the building's historic character.

"Lincoln Park" is the area bounded by Colfax Avenue to the north, 14th Avenue to the south, Lincoln Street to the east, and Broadway to the West.

"Objects of art" are all forms of original creations of visual art, including:

- paintings of all media, including both portable and permanently affixed works, such as murals;
- busts;
- sculpture which may be in the round, relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials;
- other visual media including, but not limited to, prints, drawings, stained glass, flags, calligraphy, mosaics, photography, clay, fiber, and textiles; and
- wood, metals, plastics, or other materials or combination of materials, or crafts or artifacts.

"Parking circle" includes the parking lot surrounding the Capitol building and all the ground between the lot and the building.

"Public areas" are areas within the State Capitol including, but not limited to, the corridors, rotunda, lobbies, cafeteria, entrance ways, stairways, restrooms, porticos, steps, and elevators.

"Surrounding grounds" are areas bounded by Colfax Avenue on the north, Grant Street on the east, Fourteenth Avenue on the south, and Broadway on the west, in the City and County of Denver.

"Zones" are areas on the surrounding grounds of the Capitol that have been designated by the advisory committee in accordance with a desire to maintain the historic, architectural, and aesthetic integrity of the grounds. The two zones are defined and identified on pages 12-13.

Standards for Historic Sites

The Secretary of Interior's Standards for the Treatment of Historic Properties sets national guidelines for the proper care and treatment of historic sites. The standards are overseen by the National Parks Service and were last updated in 1995. The standards are broken down into four specific areas of specialization, which are described below. The definitions are provided as guidance for the committee when making decisions about the proper treatment and care of historic structures and artifacts. For a full description of these standards see Appendix A.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features of a property that convey its historical, cultural, or architectural values. An example of rehabilitation is the conversion of Denver's Union Station to serve as a transit hub and hotel while maintaining its historic character and function as a working train station.

Restoration is defined as the act or process of accurately depicting the form, features, and

character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-related work to make a property functional is appropriate within a restoration project. An example of such work is the planned restoration of the House and Senate chamber skylights by removing the non-historic ceiling.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make a property functional is appropriate within a preservation project. An example of a preservation project is the routine cleaning and maintenance of the stained glass windows in the building to prevent normal wear and tear, while maintaining their historic integrity.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. An example of this is the Governor's Palace in Williamsburg, Virginia, which was destroyed by a fire in 1781 and reconstructed using historic drawings in the 20th century.

It shall be the goal of the advisory committee to meet the standards for the restoration and preservation of the Capitol and its grounds whenever possible.

General Makeup of the Committee

The advisory committee, established pursuant to Section 24-82-108, C.R.S., has 12 members. Four members are appointed by the Governor, three are appointed by the President of the Senate, three are appointed by the Speaker of the House of Representatives, and two members serve *ex officio*. Of the members appointed by the Governor, one must be an architect knowledgeable about the historic and architectural integrity of the Capitol. The *ex officio* members are the president of History Colorado or the president's designee, and the Executive Director of the Department of Personnel and Administration or the executive director's designee. Appointed members serve a term of two years, while *ex officio* members serve as long as their office is held. The terms of members appointed by the President of the Senate and the Speaker of the House of Representatives expire in January, while the terms of members appointed by the Governor expire in July, resulting in staggered terms.

Staff assistance is provided by the Legislative Council Staff.

Committee Action

The advisory committee considers a broad range of topics concerning the building, its historic features, its objects of art, and the Capitol grounds. Not all of the items of consideration require a vote of the committee. The following list outlines the various ways in which the advisory committee may take action.

Committee Action

A quorum must be present for the committee to take action on any areas of oversight specified in statute. All changes to the committee's rules and procedures, including any documents adopted by the committee to guide its operations, must be approved by a majority vote of a quorum. Any decisions pursuant to the advisory committee duties outlined in statute, or that result in a recommendation to the CDC, require a majority vote of a quorum. A quorum is a majority representation of a committee. Specifically for the advisory committee, which has 12 members, 7 members are required to constitute a quorum.

Committee Consensus

Committee consensus is when all members present discuss an issue and agree on an appropriate course of action. The committee may opt to take a vote to indicate consensus. Committee consensus may be used for items under the committee's oversight not specified in statute.

Advisory Role

The committee may advise legislative and executive agencies regarding construction, maintenance, restoration, reconstruction, rehabilitation, and preservation projects affecting the building, its historic features, its objects of art, and the Capitol grounds. Furthermore, an agency or office can seek advice from the committee regarding projects that will be conducted in areas of the building not under the direct purview of the committee. In this capacity, the committee can play an advisory role. The committee may make recommendations during a committee meeting or through correspondence with its staff.



Discretion of the Chair

The chair has the discretion to make decisions about committee business that does not require committee action or committee consensus. The chair may make these decisions without input from the committee.

Subcommittees

The advisory committee may establish a subcommittee to examine areas of interest in greater detail. Subcommittees are tasked with presenting their recommendations for consideration by the advisory committee.

The chair appoints the members of a subcommittee. This may include members of the advisory committee, the public, or committee staff. The chair is also responsible for appointing a subcommittee chair, who is in turn responsible for setting the schedule and reporting back to the advisory committee.

Subcommittee Rules		
Creation of a subcommittee	The committee may approve the creation of a subcommittee to provide recommendations on particular topics of interest.	Committee Consensus
Appointment of subcommittee members	The advisory committee chair may appoint members of the advisory committee, the public, or committee staff to the subcommittee. The chair will also appoint a subcommittee chair.	Discretion of Chair
Approval of subcommittee recommendations	Any recommendation presented by a subcommittee requires advisory Committee Consensus prior to adoption.	Depends on type of agenda item

Committee Rules and Procedures

Rules and Requirements

Changes to the committee rules and requirements require a majority vote of a quorum. The committee may, as needed, amend its rules and procedures at its annual meeting. The committee shall vote annually to determine its rules of order and may elect to follow House, Senate, or other similar rules.

Committee Rules and Requirements		
Adoption of criteria and procedures	Amendments to the criteria and procedures must be approved by a majority vote of a quorum of the committee and referred to the CDC for consideration.	Committee Action
Adoption of supplemental provisions	Supplemental provisions for criteria and procedures must be adopted by a majority vote of a quorum of the committee and referred to the CDC for consideration.	Committee Action
Amendments to supplemental provisions for criteria and procedures	Amendments to the supplemental provisions for criteria and procedures requires a majority vote of a quorum.	Committee Action

Committee Schedule

The meeting schedule is set at the discretion of the chair. The advisory committee may adopt a schedule for the upcoming fiscal year at its annual meeting through an affirmative vote of a majority vote of a quorum. State law requires that the advisory committee meet at least three times a year.¹ Special meetings can be called and changes to the schedule not originally adopted by the committee may be made at the discretion of the chair.

Committee Rules and Requirements		
Meeting schedule	The schedule will be determined at the discretion of the chair. Additional meetings may be convened, or changes to the date and time of scheduled meetings may be made, at the discretion of the chair.	Discretion of Chair/ Committee Action

¹Section 24-B2-108 (2)(c), C.R.S.

Committee Oversight of Public Areas

The committee oversees three types of spaces in the Capitol building as outlined in statute, including: (1) public space such as hallways, building entrances, and rotundas; (2) tertiary space, defined as the transitional space between public and private areas, including all lobbies and antechambers; and, (3) exterior space, including the building, grounds, the parking circle and Lincoln Park. For more information regarding the definition of public areas in the Capitol, see Appendix C, which is a map illustrating the public, tertiary, and private spaces in the building.

Public Spaces

Public space, as defined in state law, shall "include but not be limited to the corridors, rotundas, lobbies, entrance ways, stairways, restrooms, porticos, steps, and elevators."²

Oversight of interior public spaces		
Public space as defined in statute	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role
Mr. Brown's Attic	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. All design and exhibit changes require a majority vote of a quorum.	Committee Consensus/ Advisory Role/ Committee Action
Grand staircase	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role
Cafeteria	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation, management, signage, and displays.	Committee Consensus/ Advisory Role
Public restrooms	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role

²Section 24-82-108 (3)(a), C.R.S.

Tertiary Space

All space that is not clearly defined as a public or private space will be defined, for purposes of this document, as tertiary space. Tertiary space is the overlapping space between the public and private areas, including, but not limited to, lobbies and antechambers.

Committee Oversight of Tertiary Space		
Office corridors	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
Senate Antechamber	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
House Antechamber	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
Senate Committee Rooms lobby	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
Senate Committee Rooms	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
Senate Chamber	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
House Committee Rooms lobby	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
House Committee Rooms	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
House Chamber	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role
Old Supreme Court Chamber	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Advisory Role

Exterior Space

Exterior space of the State Capitol buildings group includes the exterior façade of the Capitol building and Legislative Services Building (LSB), the surrounding landscaping, the parking circle, and Lincoln Park. Oversight of this space is under the jurisdiction of the legislative and executive branches. Memorials and monuments are the exception because they constitute part of the public art collection and are the responsibility of the advisory committee.

Committee Oversight of Exterior Space		
Preservation of exterior	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role
Preservation of dome	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role
Interior landscaping (within the parking circle)	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role
Parking circle	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation. All recommendations to change the current use of the parking circle require a majority vote of a quorum and must be submitted to CDC for further review.	Committee Action/ Advisory Role/ Committee Consensus
Capitol landscape (area between Grant and Broadway and 14th and Colfax)	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role
Lincoln Park	The committee shall review, advise, and make recommendations concerning maintenance and continual preservation.	Committee Consensus/ Advisory Role

Committee Oversight for Care of Public Art

Artwork

Artwork in the building includes all paintings, sculptures, visual media, photographs, textiles, and other mediums of varying materials. The committee has oversight over locating and preserving artwork in public areas of the Capitol building and on the grounds. The committee shall have an advisory role concerning the care and preservation of artwork in tertiary areas. A majority vote of a quorum is required for the acceptance of new artwork, as specified in criteria and procedures. For a map of the location of the public artwork in the building and on the grounds, see Appendix D.

Artwork		
Preservation and restoration	The preservation and restoration of donated artwork is be under the supervision of the committee, as stated in section V of the adopted criteria and procedures, which concerns evaluation criteria for donated artwork. Preservation of art in the existing collection is undertaken with the approval of the committee after consultation with knowledgeable advisors.	Committee Consensus
Location	The location of artwork in public spaces in the building, and changes thereto, can be decided with committee consensus, so long as changes comply with page 14 of the supplemental provisions.	Committee Consensus
Accompanying material	The design, approval, and placement of labels, documents, plaques, or other informational material accompanying the public artwork collection is subject to committee consensus.	Committee Consensus
Acceptance of permanent gift or loan of artwork	The acceptance of the permanent gift or loan of artwork is subject to committee action.	Committee Action

Memorials

The Capitol memorials are commemorative monuments that recognize one or more persons, or one or more events, of historical significance to the state of Colorado. Memorials may take the form of an object of art or living plant material. The committee has oversight of the location and preservation of memorials on the Capitol grounds.

Memorials		
Preservation and restoration	The preservation and restoration of donated artwork is be under the supervision of the committee, as stated in section V of the adopted criteria and procedures, which concerns evaluation criteria for donated artwork. Preservation of art in the existing collection is undertaken with the approval of the committee after consultation with knowledgeable advisors.	Committee Consensus
Location	The location of artwork in public spaces in the building, and changes thereto, can be decided with Committee Consensus, so long as changes comply with page 14 of the supplemental provisions.	Committee Consensus
Accompanying material	The design, approval, and placement of labels, documents, plaques, or other informational material accompanying the public artwork collection is subject to Committee Consensus.	Committee Consensus
Acceptance of permanent gift or loan of a memorial	The acceptance of the permanent gift or loan of a memorial is subject to committee action.	Committee Action

Plaques

Plaques are used for the commemoration of events, places, people, or nearby attractions. The committee oversees the placement and preservation of plaques in the Capitol building and on the grounds.

Plaques		
Preservation and restoration	The preservation and restoration of donated artwork is be under the supervision of the committee, as stated in section V of the adopted criteria and procedures, which concerns evaluation criteria for donated artwork. Preservation of art in the existing collection is undertaken with the approval of the committee after consultation with knowledgeable advisors.	Committee Consensus
Location	The location of artwork in public spaces in the building, and changes thereto, can be decided with committee consensus, so long as changes comply with page 14 of the supplemental provisions.	Committee Consensus
Accompanying material	The design, approval, and placement of labels, documents, plaques, or other informational material accompanying the public artwork collection is subject to committee consensus.	Committee Consensus
Acceptance of permanent gift or loan of a plaque	The acceptance of the permanent gift or loan of a plaque is subject to committee action.	Committee Action

Location Themes

Donated objects of art accepted for permanent display in Capitol public spaces shall be displayed according to common themes based on location. The advisory committee has previously approved the location themes for artwork placed in the building or on the grounds. A majority vote of a quorum is required to change the approved location themes.

Location Themes	
Theme	Location
Capitol memorabilia	Mr. Brown's Attic, third floor tour desk display case
Colorado schools and children	Basement
Governors, Lt. Governors	First floor, west wing (and east wing, as needed)
State emblems, state symbols, state significance	First floor, east wing
State military	First floor, south wing
General Assembly	Second floor
Presidents ³ , Congress, national significance	Third floor
Rotunda niches are reserved for the display of busts and statues, and other small self-supporting objects of art.	
The wall space between the elevators on all floors is reserved for display of public announcements and building directories.	
Awards, plaques, and certificates must be recommended for display in the legislative press conference room or in the principal business zones of the non-public areas of the Capitol.	
The advisory committee has identified the interior of the rotunda as an area excluded from the placement of any additional object of art, whether permanent, temporary, donated, loaned, or exhibited.	

Capitol Ground Zones

Objects of art, memorials, gardens, and plaques accepted for permanent display on the Capitol grounds shall be displayed according to the following zone functions and requirements.

Memorial Pads — Zone A

The primary function of space in this zone is to memorialize events as well as individuals and groups. The area for the memorial pads is located on the east lawn of the State Capitol grounds, extending to the north and south of the Closing Era Monument. The memorial pad to the north of the monument has been identified as a location for plaques in recognition of events that have made a significant contribution to the history of the state or embody the lifeways of the people who have inhabited the state. The memorial pad to the south of the monument has been identified as a location for plaques in recognition of persons or groups significant to the heritage of Colorado.

³Due to the Capitol Dome restoration project, the Hall of Presidents has been temporarily relocated to the first floor, east wing. It will be returned to the third floor upon completion of the project.

Sculpture Garden — Zone B

The primary function of space in this zone is to accommodate sculpture which may be in the round, relief, mobile, fountain, kinetic, electronic, and the like, in any material or combination of materials. This zone is located in Lincoln Park bounded by Broadway on the west, Colfax on the north, Lincoln on the east, and 14th Avenue on the south. The predominant architectural and memorial feature of the park is, and should remain, the Colorado Veterans Monument. The park environment invites sculpture of various sizes.

Standards for Plaques

The advisory committee has adopted the following standards for plaques to be placed on the State Capitol grounds and in Lincoln Park:

- Plaque material will be cast bronze 7/16" thick with a raised single line polished border of 3/8" and Leatherette background texture. Bronze metal will not be coated with lacquer or other sealer;
- Plaque size for those being placed on east lawn pods will be 10" high by 18" wide;
- Text will be raised (1/16") polished Clarendon style letters. Capital letters only will be used for brief text. Capital and lower case letters will be used for longer, narrative, or descriptive texts. Type size will be determined by the amount of text appearing on the plaque;
- Plaques will be affixed to the base with threaded rods mounted on the back of the plaque, fit into cement filled holes; and
- The text may include the names of the sponsoring organizations but not the names of individuals in those organizations.

The advisory committee will review and approve both the plaque design before it is submitted to the manufacturer and also proofs that are produced prior to actual manufacture of the plaque.

Historical Features

Architectural Features

The committee shall have oversight of all architectural features including the rose onyx, marble, granite, gold, oak woodwork, brass fixtures, and all other elements of historical value in the building. By law, the advisory committee shall review all planned construction projects affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures of the State Capitol building, and shall submit a written report to the CDC containing the advisory committee's findings.⁴

Architectural Features		
Rose onyx	The committee shall have oversight of the preservation, maintenance, assessment, and general care of the rose onyx.	Committee Action
Marble	The committee shall have oversight of the preservation, maintenance, assessment, and general care of the marble.	Committee Action
Granite	The committee shall have oversight of the preservation, maintenance, assessment, and general care of the granite.	Committee Action
Gold	The committee shall have oversight of the preservation, maintenance, assessment, and general care of the gold.	Committee Action
Oak woodwork	The committee shall have oversight of the preservation, maintenance, assessment, and general care of the oak woodwork.	Committee Action
Brass fixtures	The committee shall have oversight of the preservation, maintenance, assessment, and general care of the brass fixtures.	Committee Action

⁴Section 24-82-108 (3)(a)(b), C.R.S.



Furniture

Furniture is under the management of state agencies and is not subject to the direct supervision of the advisory committee, except in the circumstances listed in the table below. The committee shall ensure that all furniture original to the building remains in the Capitol building.

The committee is required to create an inventory of furniture original to the building and determine which damaged pieces shall be restored or renovated. The advisory committee may develop a plan to remove furniture from the inventory through a process called deaccessionizing.

Furniture		
Preservation and restoration	The preservation and restoration of the furniture is under the supervision of the committee with the consultation of knowledgeable advisors.	Committee Consensus
Storage and disposal	Decisions about the storage or disposal of unassigned furniture in the collection are subject to committee consensus.	Committee Consensus

Building Operation Oversight

The committee has partial oversight over, and makes advisory recommendations about, the general operations of the Capitol building, including security, accessibility, and technology as it relates to the overall character and appearance of the building. The committee and its staff are required to work with Capitol Complex staff to see that its recommendations are instituted.

Building Oversight		
Accessibility	The committee has oversight of accessibility to the Capitol and its grounds related to artwork, memorials, and other objects of interest.	Committee Consensus
Lighting	The committee has oversight of lighting in the state Capitol buildings group as it pertains to the display and presentation of artwork.	Committee Consensus
Technology	The committee has oversight of technological changes to the Capitol building that affect the historic character, presentation of information, and artwork.	Committee Consensus
Security	The committee is required to comment on the appearance and location of security in the building. Furthermore, the committee shall oversee the security of the historical artifacts and artwork in the building.	Committee Consensus/ Advisory to State Patrol
Signs	The committee has oversight of the design and display of signs in public areas.	Committee Consensus

Visitor Services

The committee is required to oversee the operation and management of the Capitol building's visitor services publications. In addition, the advisory committee has oversight of Mr. Brown's Attic and the gift shop. The committee is required to work to make the building, its artwork, and its historic features accessible to the general public through a variety of means.

Visitor Services		
Mr. Brown's Attic	The committee has oversight of Mr. Brown's Attic and all changes thereto. Additionally, the committee is required to oversee the operating and maintenance fund used for improvements to the attic. A majority vote of a quorum is required for any additions or changes to exhibits, designs, and space usage in Mr. Brown's Attic.	Committee Consensus/ Committee Action
Tour desk	The committee may advise and make recommendations concerning the relocation of the tour desk.	Committee Consensus/ Advisory Role
Gift shop	The committee has oversight of the gift shop sales, including approving the addition of new sale items, and direct control over the Gold Fund. The chair may approve the reorder of items for the gift shop.	Committee Consensus/ Discretion of the Chair
Special events	The committee may advise and coordinate with legislative and executive agencies regarding special events in public areas of the Capitol building.	Advisory Role
Brochures/informational documents	The committee has oversight of visitor services' informational materials. The reorder and redesign of the symbols and emblems brochure requires committee consensus.	Committee Consensus
State symbols	The committee has oversight of the design and display of artwork for the state symbols and emblems displayed in the building.	Committee Consensus

Gold Fund

The Gold Fund is the sole source of revenue for the advisory committee and is generated through sales at the gift shop. Use of these funds is at the discretion of the committee. All new funding expenditures over a specified amount require a majority vote of a quorum, while the re-authorization of existing funds is at the discretion of the chair.

Gold Fund		
Gift shop	The committee shall review, advise, and make recommendations concerning gift shop sale items.	Committee Consensus/ Advisory Role
New funding expenditures over \$1,000	All new funding expenditures over \$1,000 from the Gold Fund must be approved by a majority vote of a quorum.	Committee Action
New funding expenditures less than \$1,000	All new funding expenditures under \$1,000 from the Gold Fund must be approved through committee consensus.	Committee Consensus
Re-authorization of funding	Re-authorization of previously approved expenditures from the Gold Fund, including, but not limited to, the purchase of materials for the tour desk, may be made at the discretion of the chair.	Discretion of Chair

Maintenance

Maintenance is inspection or corrective action taken in order to minimize potential deterioration of objects under the oversight of the committee, while recognizing that objects are subject to gradual inherent deterioration for which the advisory committee is not responsible.

The committee is required to act in an advisory capacity regarding the maintenance of artwork, memorials, historic features, and structures of the Capitol building and surrounding grounds, including Lincoln Park.

Maintenance		
Daily cleaning of building interior	The committee may adopt guidelines for the cleaning of artwork, rose onyx, marble, granite, gold, oak woodwork, brass fixtures, and other historical features in order to provide guidance to the Capitol Complex cleaning staff.	Advisory Role
Routine maintenance of grounds	The committee may adopt guidelines for the cleaning and maintenance of the lawns, gardens, memorials, sculptures, trees, and other featured objects.	Advisory Role
Routine maintenance of interior features	The committee may provide advice about the ongoing maintenance of the building's interior features.	Advisory Role
Routine maintenance of exterior	The committee may provide advice about the ongoing maintenance of the building's exterior features.	Advisory Role



Appendix A

Table 1
Secretary of the Interior's Standards for the Treatment of Historic Properties

Topic	Rehabilitation	Restoration	Preservation	Reconstruction
Use	A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.	A property will be used as it was historically or be given a new use which reflects the property's restoration period.	A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.	Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
Character	The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.	Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.	The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.	Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
Record	Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and property documented for future research.	Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.	Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.

**Table 1 (Cont.)
Secretary of the Interior's Standards for the Treatment of Historic Properties**

Topic	Rehabilitation	Restoration	Preservation	Reconstruction
Changes	Changes to a property that have acquired historic significance in their own right will be retained and preserved.	Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.	Changes to a property that have acquired historic significance in their own right will be retained and preserved.	Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
Features	Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.	Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.	Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.	A reconstruction will be clearly identified as a contemporary re-creation.
Worn Features	Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.	Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.	The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.	Designs that were never executed historically will not be constructed.
Treatment	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	

**Table 1 (Cont.)
Secretary of the Interior's Standards for the Treatment of Historic Properties**

Topic	Rehabilitation	Restoration	Preservation	Reconstruction
Archeology	Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.	
Additions	New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.	Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.		
Designs	New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	Designs that were never executed historically will not be constructed.		

Sources: Diane Thompson, California Department of Parks and Recreation, Office of Historic Preservation and Kay D. Weeks and Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings*, U.S. Department of the Interior National Park Service, 1995.

Appendix B
Statutory Provisions Concerning the State Capitol Building Advisory Committee

C.R.S. 24-82-108

COLORADO REVISED STATUTES

*** This document reflects changes current through all laws passed at the First Regular Session of the Sixty-Ninth General Assembly of the State of Colorado (2013) ***

TITLE 24. GOVERNMENT - STATE
STATE PROPERTY
ARTICLE 82.STATE PROPERTY
PART 1. CAPITOL BUILDINGS - ACQUISITION OFPROPERTY

C.R.S. 24-82-108 (2013)

24-82-108. State capitol building advisory committee - creation - repeal

(1) It is the intent of the general assembly to ensure that the historic character and architectural integrity of the capitol building and grounds be preserved and promoted. Because the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures and trim are deemed to be historic, it is the intent of the general assembly to provide for special procedures to be followed in any project affecting such items. In order to ensure that structural changes and innovations do not injure or dramatically change the state capitol building or the historic items contained within the building or other areas set forth in paragraph (a) of subsection (3) of this section, there is hereby created the state capitol building advisory committee, which shall review plans to restore, redecorate, or reconstruct space within the state capitol building and make recommendations to the capital development committee based on such plans.

(2) (a) (I) The state capitol building advisory committee shall be composed of the following twelve members: Three members appointed by the speaker of the house of representatives, at least one of whom shall be a member of the house of representatives who has served at least one year in the house of representatives; three members appointed by the president of the senate, at least one of whom shall be a member of the senate who has served at least one year in the senate; three members appointed by the governor; an architect, appointed by the governor, who is a person knowledgeable about the historic and architectural integrity of the state capitol building; and the following ex officio members: The president of the state historical society or a designee of the president; and the executive director of the department of personnel or a designee of the executive director. Of the members scheduled to be appointed by the speaker of the house of representatives on July 1, 2001, one shall serve a term of one year and two shall serve terms of two years. Except as provided in subparagraph (II) of this paragraph (a), all members appointed by the speaker of the house of representatives thereafter shall serve two-year terms. Of the members scheduled to be appointed by the president of the senate on July 1, 2001, one shall serve a term of one year and two shall serve terms of two years. Except as provided in subparagraph (II) of this paragraph (a), all members appointed by the president of the senate thereafter shall serve two-year terms. Of the members scheduled to be appointed by the governor on July 1, 2000, one member shall serve a term of one year, one member shall serve a term of two years, and two members shall serve terms of three years. All members appointed by the governor thereafter shall serve two-year terms.



(II) The terms of the members appointed by the speaker of the house of representatives and the president of the senate and who are serving on March 22, 2007, shall be extended to and expire on or shall terminate on the convening date of the first regular session of the sixty-seventh general assembly. As soon as practicable after such convening date, the speaker and the president shall appoint or reappoint members in the same manner as provided in subparagraph (I) of this paragraph (a). Thereafter, the terms of members appointed or reappointed by the speaker and the president shall expire on the convening date of the first regular session of each general assembly, and all subsequent appointments and reappointments by the speaker and the president shall be made as soon as practicable after such convening date. The person making the original appointment or reappointment shall fill any vacancy by appointment for the remainder of an unexpired term. Members appointed or reappointed by the president and the speaker shall serve at the pleasure of the appointing authority and shall continue in office until the member's successor is appointed.

(b) Ex officio members of the advisory committee shall serve as long as their office is held.

(c) The advisory committee shall meet at the state capitol no less than three times per year at the call of the chairman. One meeting shall be designated as the annual meeting.

(d) At the annual meeting, the advisory committee members shall elect a chairman from among its members to serve as chairman for one year of such member's term.

(e) All members of the committee shall be volunteers and shall serve without per diem; except that members of the committee shall be reimbursed for necessary and actual expenses incurred in the performance of their duties.

(3) The advisory committee shall have the following duties:

(a) The advisory committee shall review, advise, and make recommendations to the capital development committee with respect to plans to restore, redecorate, and reconstruct space within the public and ceremonial areas of the state capitol buildings group, the legislative services building and the surrounding grounds of such building, and the surrounding grounds of the state capitol building bounded by Colfax avenue on the north, Grant street on the east, Fourteenth avenue on the south, and Broadway on the west, in the city and county of Denver. This shall include but not be limited to the corridors, rotundas, lobbies, entrance ways, stairways, restrooms, porticos, steps, and elevators. The committee shall not have responsibility for reviewing, advising, or making recommendations concerning the outer office of the executive suite and the areas used for office space, legislative chambers, and legislative committee meeting rooms, except as to structural modifications affecting the rose onyx, marble, granite, gold, oak woodwork, or brass fixtures and trim as provided for in paragraph (b) of this subsection (3).

(b) The advisory committee shall review all planned construction projects affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures and trim of the state capitol building, and shall submit a written report to the capital development committee containing the advisory committee's findings. No such project affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures and trim shall be made without review by said advisory committee and the consent of the capital development committee. No alteration to the above listed items shall be permitted in any area of the state capitol building until such project is reviewed by the advisory committee and approved by the capital development committee. Notwithstanding the provisions of this paragraph (b), the department of personnel shall have the authority to perform emergency repairs where the safety of persons or the well-being of the building would be jeopardized by delay. Such emergency repairs shall be undertaken in a manner to prevent or minimize any damage to

the rose onyx, marble, granite, gold, oak woodwork, or brass fixtures and trim of the state capitol building.

(b.5) Repealed.

(c) The advisory committee, in cooperation with the department of personnel and with the approval of the capital development committee, may engage in long-range planning for modifications and improvements to the state capitol building and its surrounding grounds.

(d) The advisory committee shall identify all furniture original to the state capitol building and create an inventory of such furniture. Any costs associated with identifying and inventorying furniture original to the state capitol building shall be paid with moneys raised through private sources and shall not be paid from the general fund. The department of personnel is hereby granted the authority to collect and use such moneys raised by private sources for the purpose of identifying and inventorying all furniture original to the state capitol building. The possession of all furniture original to the state capitol building shall be retained by the department of administration and shall be made available for use in the state capitol building. The furniture original to the state capitol building shall remain in the state capitol building at all times.

(e) The advisory committee shall determine which damaged pieces of furniture original to the state capitol building should be restored or renovated and shall make recommendations to the capital development committee regarding such furniture.

(f) (I) For the purpose of promoting historic interest in the state capitol building and for producing moneys to enhance preservation of original and historic elements of the state capitol building, the advisory committee shall formulate a plan for publishing publications on the history of the state capitol building and for developing other state capitol building memorabilia for sale to the public. This plan shall be presented to the capital development committee no later than October 1, 1991. All moneys received from the sale of such items shall be credited to a special account within the public buildings trust fund established by section 8 of the "Enabling Act of Colorado", which account is hereby established.

(II) The committee is authorized to accept gifts, grants, or donations of any kind from any private or public source to carry out the purposes of this paragraph (f). All such gifts, grants, or donations shall be transmitted to the state treasurer who shall credit the same to the special account created by this paragraph (f) within the public buildings trust fund.

(III) Moneys in the special account are hereby continuously appropriated to the advisory committee for republishing and reissuing publications on the history of the state capitol building and other state capitol building memorabilia, for restoring, repairing, and enhancing the state capitol building, the legislative services building, and the grounds of said buildings, and for such other purposes as are necessary or incidental to accomplish the purposes of this paragraph (f).

(g) The advisory committee shall evaluate proposals for uses of the state capitol driveways in addition to those authorized in section 24-82-104. The advisory committee shall evaluate any proposals which are received from the general assembly, the governor, or the city and county of Denver. Such evaluation shall consider any potential threat to the safety of individuals who are in or around the state capitol building, any potential interference with the operations of the executive department which are posed by any proposed additional use, and the relevant provisions of any current master plan for the state capitol building and surrounding area. Notwithstanding the provisions of section 24-82-104 (2), if the advisory committee determines the proposed use to be reasonable, the proposal shall be directed to the capital development committee and the governor

for approval. No additional use of the state capitol driveways shall be effective without the approval of the capital development committee and the governor.

(h) (I) Except as provided in subparagraph (II) of this paragraph (h), all proposals involving the gift or loan of objects of art and memorials to be placed on a permanent or temporary basis in the state capitol building or on its surrounding grounds and proposals for fund-raising efforts to place objects of art or memorials in the state capitol building or on its surrounding grounds shall be submitted to the advisory committee for evaluation. The advisory committee shall develop criteria and a procedure for such evaluations, which procedure shall include consulting with knowledgeable advisors to assist in evaluating each object of art or memorial individually. The advisory committee shall evaluate all such proposals and present recommendations resulting from such evaluations as follows:

(A) Proposals pertaining to all public areas of the state capitol building, including but not limited to the corridors, rotunda, lobbies, entrance ways, stairways, restrooms, porticos, steps, and elevators shall be submitted to the capital development committee for approval. No such proposal shall be permitted to proceed without the prior approval of the capital development committee.

(B) Proposals pertaining to the surrounding grounds of the capitol building bounded by Colfax avenue on the north, Grant street on the east, Fourteenth avenue on the south, and Broadway on the west, in the city and county of Denver, shall be submitted to the capital development committee and the governor for approval. No such proposal shall be permitted to proceed without the prior approval of the capital development committee and the governor.

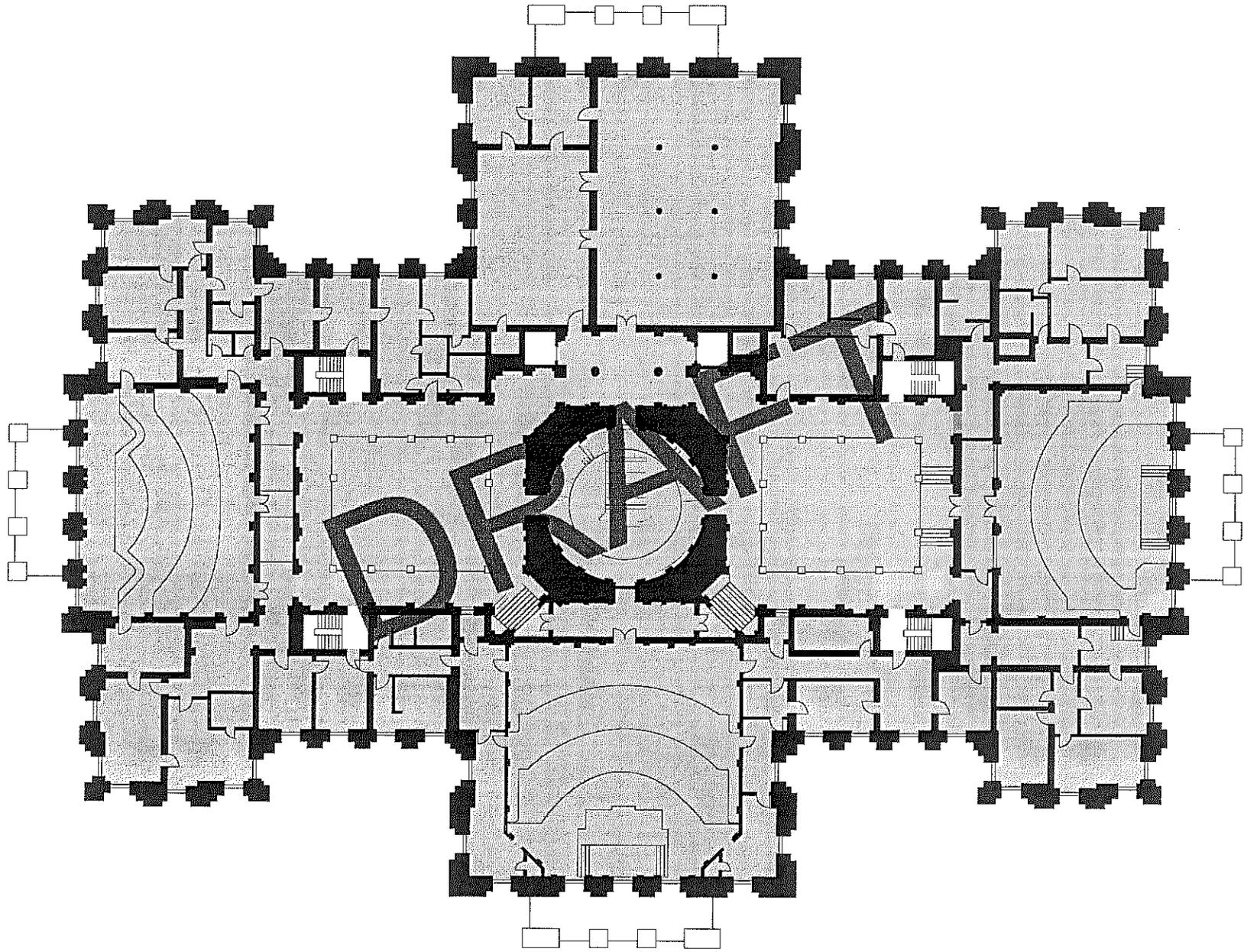
(II) The provisions of this paragraph (h), shall not apply to proposals pertaining to the outer office of the executive suite and those areas of the first floor used as office space by the executive department.

(III) The advisory committee is authorized to direct the removal of any objects of art or memorials that are placed in the state capitol building or on its surrounding grounds that have not been submitted to the advisory committee for evaluation and approval pursuant to the criteria and procedure developed by the advisory committee pursuant to subparagraph (I) of this paragraph (h). This subparagraph (III) shall not apply to objects of art or memorials placed prior to the formation of the advisory committee.

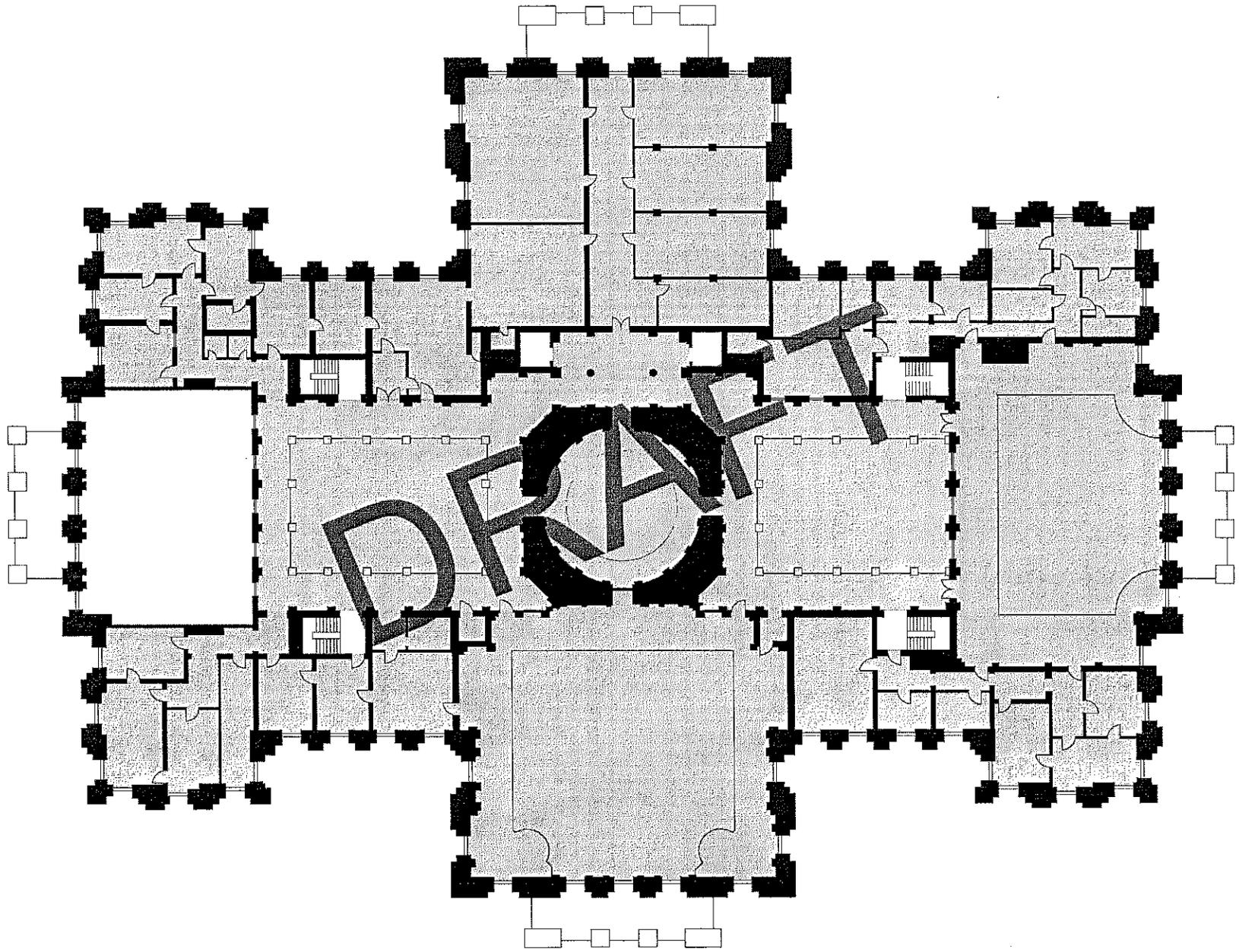
(4) The advisory committee may call upon the staff of the legislative council and the department of personnel to provide any necessary assistance in carrying out the committee's duties. Proposed plans to restore, redecorate, or reconstruct the building, or make alterations affecting the rose onyx, marble, granite, gold, oak woodwork, and brass fixtures or trim in the building shall be submitted in writing to the staff of the legislative council and the department of personnel at least thirty days before such work is scheduled to begin.

(5) Repealed.

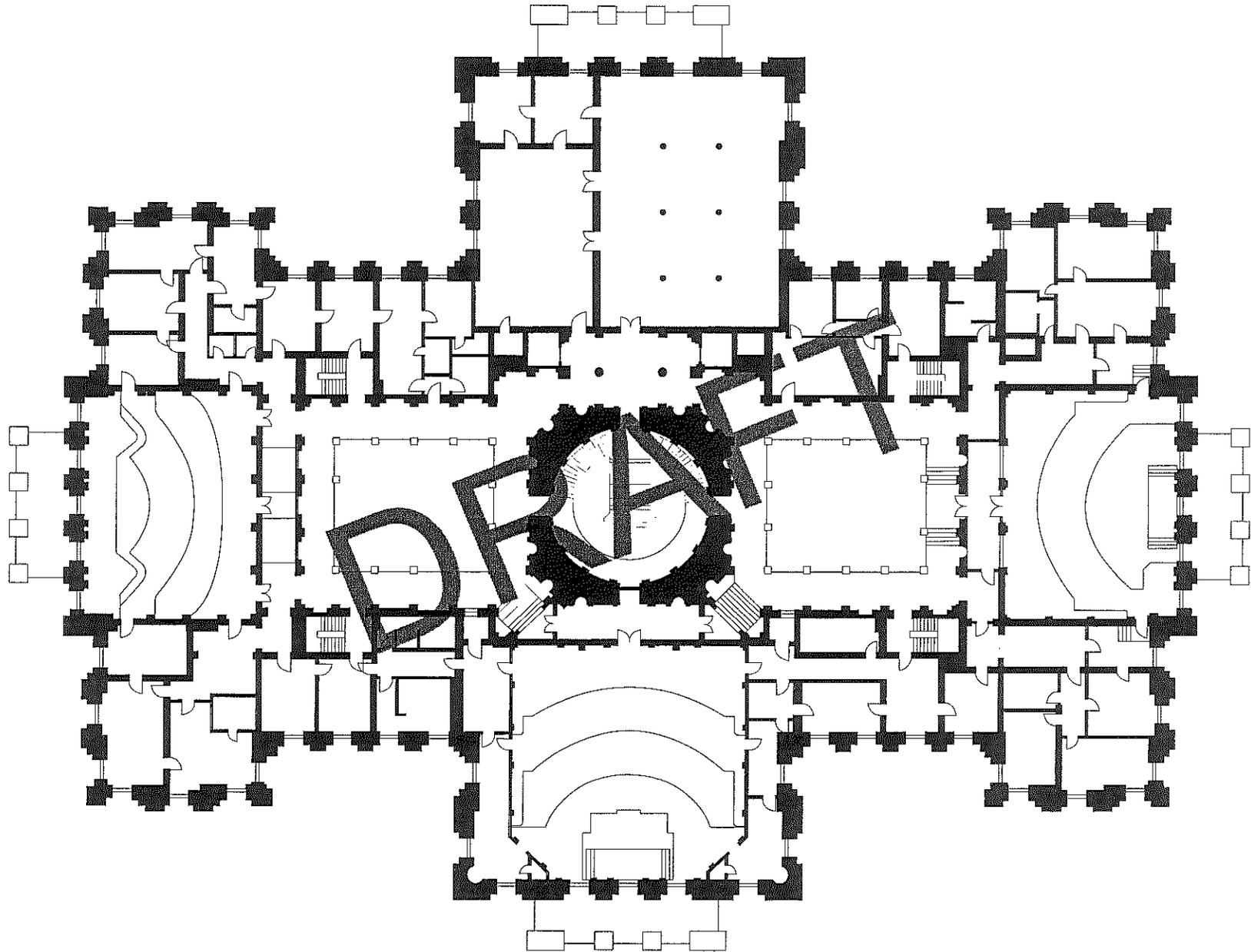
Map of Public, Private, and Tertiary Spaces in the State Capitol
Second Floor



Map of Public, Private, and Tertiary Spaces in the State Capitol
Third Floor



Map of Public Artwork
Second Floor



Map of Public Artwork
Third Floor

