

# State of Iowa Capitol Complex Site Feature Policy

Iowa State Capitol Planning Commission  
Revised Summer 2020

*“It shall be the duty of the commission to advise upon the location of statues, fountains and monuments and the placing of any additional buildings on the capitol grounds....”*

*—Code of Iowa, Chapter 8A.373*

## Table of Contents

PREAMBLE .....	2
SECTION I – INTENT & PURPOSE .....	2
SECTION II – PRIMARY CRITERIA .....	2
SECTION III – SITE FEATURE REQUIREMENTS .....	2
SECTION IV – APPLICATION .....	3
SECTION V – APPLICATION REVIEW .....	3
SECTION VI – REVIEW CONDITIONS .....	3
SECTION VII – APPLICATION APPROVAL .....	3
GLOSSARY OF TERMS .....	4
REFERENCES .....	4



# State of Iowa Capitol Complex Site Feature Policy

## PREAMBLE

The Iowa State Capitol Planning Commission, as the statutorily designated advisor to the Governor, Legislature and Department of Administrative Services regarding the design and development of the Capitol Complex, is committed to developing the Capitol Complex for the accessible use and enjoyment by Iowa citizens and Iowa visitors.

## SECTION I – INTENT & PURPOSE

- A. This policy is intended to implement the portion of the Iowa State Capitol Planning Commission's statutory responsibilities concerning installation of Site Features pursuant to Iowa Code § 8A.373.
- B. In particular, the purpose of this policy is to ensure that the Commission's recommendations are governed by clear criteria so that Site Feature applications are consistently, fully, and fairly considered.
- C. This policy will provide the Capitol Planning Commission and the Iowa Department of Administrative Services with a framework and specific criteria for consideration of Site Features proposed for location on the grounds of Iowa State Capitol Complex.

## SECTION II – PRIMARY CRITERIA

- A. Site Features may include, but may not be limited to, statues, monuments, fountains, memorials, plazas, and other works of public art that honor Iowa's history and culture, such as important patriotic, cultural, or historic persons, events or educational and cultural concepts.
- B. Appropriately designed and located, Site Features must add significantly to the dignity and beauty of the Capitol Complex. While serving this function, Site Features will advance the tenets of the Iowa State Capitol Complex Master Plan, as currently amended and administered by the Iowa Department of Administrative Services, and, as such, Site Features may provide a terminus or focal point for a view; help organize and give interest and scale to Capitol Complex open spaces; and even help to define Capitol Complex site areas.

## SECTION III – SITE FEATURE REQUIREMENTS

Site Features on the Capitol Grounds shall:

- A. Preserve and enhance the dignity, beauty, architectural integrity, and the public use and enjoyment of the Iowa State Capitol Complex.
- B. Protect the most scenic public views to and from the Capitol.
- C. Be sensitive to the relationship of the Iowa State Capitol Complex to adjacent neighborhoods and the City of Des Moines.
- D. Accommodate pedestrian and motorized and non-motorized vehicular traffic to promote public accessibility and comply with state and federal accessibility laws.
- E. Be consistent with the Iowa State Capitol Complex Master Plan.
- F. Not interfere with any existing Site Features, Capitol Complex buildings, or public functions.
- G. Not include permanent acknowledgement of donors to the Site Feature unless approved by both houses of the Legislature and the Governor as required by Iowa Code 8A.108.
- H. Be nonpartisan and, in the sole determination of the Commission, not based upon, influenced by, affiliated with or supporting the interests or policies of a single political party or interest group.
- I. Provide an enriching experience that illuminates and celebrates common values and broadens understanding of Iowa's heritage and culture.
- J. Consist of materials chosen for durability, appearance and maintainability.
- K. Be designed, fabricated, and installed by professional designers and contractors approved by the Commission.
- L. When honoring an event, individual or group of individuals, proposals are only accepted after the 10th anniversary of the event or after the 10th anniversary of the individual's death or the death of the last surviving member of a group.

# **State of Iowa Capitol Complex Site Feature Policy** *(continued)*

## **SECTION IV – APPLICATION**

Those persons or organizations who wish to install a Site Feature on the State Capitol grounds must submit an Iowa State Capitol Complex Site Feature Application, available on the Iowa Department of Administrative Services website <https://das.iowa.gov/general-services/capitol-planning-commission/site-features>

All Site Feature requirements must be met for the Site Feature to be considered. However, meeting these requirements is not a guarantee of acceptance.

## **SECTION V – APPLICATION REVIEW**

- A. The Director of the Iowa Department of Administrative Services will review each Iowa State Capitol Complex Site Feature Application, as received.
- B. Upon determining a submitted application complies with all the requirements, an application for a permanent Site Feature will be referred to the Iowa State Capitol Planning Commission Site Feature Committee with the Director's recommendation.
- C. Applications for a temporary Site Feature will be evaluated by the Director without referral to the Commission.
- D. Upon receiving the Site Features Application, the Site Features Committee will investigate and evaluate the application based on the requirements defined in Section III of this document and additional information provided on the Site Feature Application.
- E. The Site Features Committee will make a report to the Commission with a recommendation for further action.
- F. Upon receipt of the Committee's report, the Commission may re-refer the matter back to the Committee for further consideration, defer further consideration to a subsequent meeting, or submit its recommendation for disposition to the Director.
- G. The Commission may include in its recommendation such conditions, considerations, and rationale as it deems appropriate to its advice.
- H. The Site Feature Committee Chair will regularly report all Site Feature application dispositions occurring since the Commission's last meeting.

## **SECTION VI – REVIEW CONDITIONS**

- A. The requirements listed in this Policy and Application are considered minimum expectations, simply meeting these requirements does not guarantee acceptance of the application.
- B. Preliminary approval, which may be granted by the Commission pending a more detailed proposal, does not guarantee final acceptance.
- C. No application will be denied without giving the Site Feature applicant an opportunity to appear before the Commission and advocate for the application.
- D. Each application must include a plan for fully funding the total cost of the Site Feature, including all design, site development and fabrication costs as well as funding for a maintenance and conservation endowment for the Site Feature. The endowment must be a minimum of 15 percent of the total project cost, including all professional fees and site development and the value of all donations or grants given in support of this Site Feature. The Commission reserves the right to require a larger endowment.
- E. All project funds, including the maintenance and conservation endowment, must be available before construction of the Site Feature may commence.

## **SECTION VII – APPLICATION APPROVAL**

The Commission will review and make recommendations concerning a final agreement before such agreement approving a Site Feature between the State and a Site Feature applicant is executed.

# State of Iowa Capitol Complex Site Feature Policy (continued)

## GLOSSARY OF TERMS

**“Capitol Grounds”** means the exterior public space on the Iowa State Capitol Complex.

**“Commission”** means the Iowa State Capitol Planning Commission, created pursuant to Iowa Code § 8A.371. The mailing address of the Commission is 1305 East Walnut, Hoover State Office Building, Des Moines, IA 50319.

**“Committee”** means the Site Features Advisory Committee, the members of which shall be appointed by the Commission chair person. The committee members shall include two commission members, a non-commission public member, the DAS Director or designee and the Department of Cultural Affairs Director or designee. The designees, if any, and the public member shall have expertise in the fields of art and design.

**“Department”** means the Department of Administrative Services. The mailing address of the Department is 1305 East Walnut, Hoover State Office Building, Des Moines, IA 50319.

**“Director”** means the director of the Department of Administrative Services. The Director, or the Director’s designee, is a member of the Commission and serves as its secretary.

**“Iowa State Capitol Complex”** means the buildings and grounds located within the contiguous geographical perimeter of state-owned property where the State Capitol building is situated. **“Master Plan”** means the master plan for the Iowa State Capitol Complex as provided for in Iowa Code § 8A.376.

**“Site Feature”** means, from the date of the adoption of this policy, any change on the Capitol Grounds in the physical configuration of the landscape or the placement of an object thereon, which is intended to be a work of public art or recognize patriotic, educational, cultural, or historical persons, events, or concepts. General references to “Site Features” in this policy do not include Temporary Site Features. “Site Feature” does not mean memorial trees, benches, or picnic tables.

**“Temporary Site Feature”** means a Site Feature that is intended to be placed on the Capitol Grounds for less than a year and for which Commission consideration is not required. Temporary Site Features may be required to comply with some or all Site Feature requirements at the sole discretion of the Director but do not require Committee or Commission review.

**“Public Art”** means any original, permanent or semi-permanent work of art, in any medium, that is designed, created by and/or supervised by an artist and that has primarily aesthetic value or expresses symbolic meaning. Public art includes but is not limited to murals, statues, relief or other sculpture. It also includes monuments, fountains, arches, or other structures or spaces designed as a work of art. Where integrated with the landscape, public art may include the artistic placement of natural materials and other functional features designed as a work of art.

This definition shall not include objects that are mass-produced from a standard design or reproductions of original art works; decorative, ornamental or functional elements, which are designed by the project architect; landscape architecture and landscape gardening except where these elements are an integral part of the artwork by the artist; directional elements such as graphics, signage, or color coding except where these elements are integral parts of the original work of art; logos or corporate identity.

Public art may consist of a variety of media and materials; the same standards for durability and permanence applied to all Site Features will apply to public art. Where the durability of materials or their application are called into question, an independent art conservator or museums professional will be consulted.

## REFERENCES

Iowa State Capitol Planning Commission: <https://das.iowa.gov/general-services/capitol-planning-commission>

Iowa Capitol Complex Master Plan: <https://das.iowa.gov/general-services/capitol-planning-commission/master-plan>

Iowa Department of Administrative Services: <https://das.iowa.gov/>

Memorial Tree/Bench/Table Program: <https://das.iowa.gov/general-services/capitol-planning-commission/memorial-program>