

**RESOLUTION      -2005**

**ESTABLISHING PROCEDURES AND GUIDELINES FOR THE CITY OF  
PETALUMA PUBLIC ARTS COMMITTEE**

WHEREAS, the City Council of the City of Petaluma, by Ordinance      , has authorized the creation of public art program through a combination of zoning requirements for certain public and private development projects and a Public Art In-Lieu Fee equal to 1% of defined construction costs; and

WHEREAS, Ordinance      authorizes the creation of a Public Arts Committee with the duties and responsibilities of building and maintaining a meaningful public arts program in the City of Petaluma; and

WHEREAS, the Public Arts Committee shall perform its duties and responsibilities in accordance with the procedures and guidelines established herein .

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Petaluma does hereby establish the following procedures and guidelines for the Public Art Program of the City of Petaluma and Public Arts Committee.

**PUBLIC ARTS COMMITTEE DUTIES AND RESPONSIBILITIES.**

A) Review and approve public art applications and related materials for any public art project on public property or as part of a public construction project as defined in Chapter 19.6 of the Zoning Ordinance, pursuant to the following requirements and procedures:

1) A completed public art application form and related materials and information shall be submitted to the Community Development Department. The public art component of the public construction project shall be reviewed and approved by the Public Arts Committee prior to or in conjunction with any other required City entitlement or permit; or, when an entitlement or permit may not required, prior to City Council approval of a request to go to bid.

2) Submittal requirements shall include the following: site plans (including landscaping and lighting details and any other appropriate accessories to complement and protect the project); structural calculations; a model of the project in its anticipated context; drawings and photos; material samples and finishes; a detailed cost estimate; anticipated maintenance requirements and associated costs; the artist's resume (including training and education, record of group and solo exhibitions, public and private collections, critiques and articles); slides and/or photos of the artist's past work which demonstrates similarities to the proposal and the price for which these works were sold or commissioned (verification of past selling prices shall also be provided); location of any identifying plaques (plaques shall list only the date, title and artist and shall not be mounted directly on the project). The number of copies of each required item shall be determined by the Public Arts Committee and clearly indicated on the public art application form. Developers are encouraged to provide a wide range of styles, materials and types when selecting an art project for the program

B) Provide general oversight of the public art program, its projects, and sites including, but not limited to:

- 1) Selecting artwork and appropriate locations for the public art program. Locations can include surface treatments of buildings, retaining walls and bridges, or may be interior spaces provided they are accessible to the public for a minimum of eight hours per business day.
- 2) Selecting artists for commissioned artwork
- 3) Establishing requirements of design documentation for review of artwork, and requirements for project records.
- 4) Establishing maintenance policies and funding.
- 5) Developing and making recommendations to the City Council on expenditures from the Public Art Fund.
- 6) Participating to the extent determined appropriate by the City Manager in the selection of support staff and consultants necessary to carry out the duties and responsibilities of the commission.
- 7) Preparing and implementing a comprehensive plan for the public arts.

#### PUBLIC ART FUND ADMINISTRATION

A) The Public Art Fund shall be used to further the intent and purpose of these guidelines and procedures, the Public Art chapter of the Zoning Ordinance, and in the administration of the public art program.

B) Permitted expenditures of the Public Art Fund shall include, but are not limited to:

- 1) The cost of art work and its installation;
- 2) Water works, landscaping, lighting, plaques and other objects which are an integral part of the art work;
- 3) Frames, mats, pedestals and other objects necessary for the presentation of the art work;
- 4) Walls, pools, landscaping and other architectural or landscape architectural elements necessary for the proper aesthetic and structural placement of the art work;
- 5) Maintenance and repair of art works funded through the Public Art Fund;
- 6) Administration of the City's public art program, including staff support and related expenses, curatorial services, documentation, publicity and community education.

- 7) Hiring consultants as may be needed to advise and/or assist the Public Arts Committee in such areas as: professional appraisal of art work; packing and shipping art work; conservation and maintenance; collection documentation; installation design; presentation assistance; contract negotiation; artist selection; program monitoring; on-site monitoring of art work installation.
- C) Nothing shall preclude gifts, grants, bequests, donations or other cash received by the City Council for art purposes from being placed in the Public Art Fund and used for the purposes expressed herein or for any other purpose as may be determined by the donor.