

THE ARTS IN PUBLIC PLACES POLICY was adopted by Northfield City Council in 2017. The policy lays out the responsibilities of the Arts and Culture Commission, one of which is to approve the design, installation, maintenance and decommissioning of privately or publicly funded two or three-dimensional art, sculpture or garden-art decoration or installations on city-owned property.

Review Criteria

The Public Art Review Committee, on behalf of the Arts and Culture Commission, will consider the following criteria when evaluating proposed artwork under this policy. No single criteria will be determinative and it is entirely with the discretion of the Arts and Culture Commission how these criteria will be prioritized and evaluated in any given case.

Does the artwork represent **high quality artistic workmanship**?

Does the artwork include **public involvement**, such as participation by residents, community organizations, cultural communities, or youth, as appropriate?

Does the artwork **enhance community identity** or a sense of place?

Does the artwork **increase community vitality** by, for example, appealing to a broad range of people, or encouraging civic dialogue about art and civic issues?

Furthermore, no artwork will be approved under this policy if the Public Art Review Committee determines that it:

Creates a risk to public safety;

Is offensive to any race, age, creed, religion, gender or disability.

Process

A Public Art Review Committee (PARC) of up to nine members will be appointed by the ACC and approved by the City Administrator. The panel will include two ACC members, a City staff liaison, a Public Works staff member, and panelists appropriate to the genre of artwork and to the location and project under consideration. Panel members may include artists, arts faculty members, architects and department staff related to the project, arts administrators, and two or more at large community representatives, including representatives of diverse groups. The ACC will convene PARC on an ad hoc basis when the need arises.

The City reserves the right to manage its own property including the removal of the artwork, for reasons that include but are not limited to artwork that poses a public safety risk, has been left on City property beyond the agreed terms, or is damaged beyond repair.

If an approved artwork is not completed within the timeline originally agreed upon, or if changes in content, materials, form, presentation, or financing of the artwork occur, the Arts and Culture Commission may revoke its approval and require the applicant to re-apply.

In accepting a permanent or temporary artwork, the City of Northfield requires that the responsible parties enter into an agreement for the duration of the display that specifies the parties' maintenance responsibilities and includes an agreement from the applicant to remove the work at the agreed upon conclusion of the display and to leave the site in its original condition or better.

Neither the Northfield Arts and Culture Commission, nor the City of Northfield, nor any of its agents, will be held liable for any damage or state of disrepair of a temporary artwork.

Applications will be reviewed on a rolling basis at regularly scheduled Arts and Culture Commission meetings, which typically occur on the 2nd Monday of each month at 4:30. Applications should be received no later than 14 days prior to a scheduled meeting of the Arts and Culture Commission. Submittal of the application and supporting documents may be dropped off at the Northfield Public Library, mailed in, or electronically submitted (as a .PDF) to Natalie Draper, Library Director and staff liaison to the Arts and Culture Commission, at Natalie.Draper@ci.northfield.mn.us. Applicants are invited to schedule an appointment to discuss their proposal *before* submitting an application.

*****Note: Staff will consult with other departments to include some language to the effect of approval of, or recommendation for, the artwork does not necessarily imply permission to proceed with installation—Other city departments such as Community Development, Streets and Parks or boards and commissions, such as the Parks Board or Heritage Preservation Commission, may need to evaluate the proposal for safety concerns, or incompatibility with site plans*****

Required documents

Completed Temporary Artwork on City Property application form.

Map indicating the location of the installation.

Written description of the artwork, detailing how it supports one or more of the purposes of this policy and addressing, as appropriate, the Review Criteria listed above.

Visual depiction of the artwork in sufficient detail to convey what it will look like when installed, including detailed measurements.

Detailed design plan that includes: specific measurements of the artwork and distances from significant components of the public right-of-way, such as the roadway, shoulder, curbs, sidewalks, crosswalks, traffic control devices, signage, drainage facilities, and utility facilities.

An installation plan that includes:

A schedule with an estimate of the time it will take to install the artwork; and
If applicable, a temporary traffic control plan for installation and maintenance of the artwork, which shall comply with all applicable federal, state and local standards regarding the maintenance of traffic during work in the public rights-of-way.

Letter(s) of support from the director or designee of relevant city departments or other community supporters such as residents or merchants who may be impacted by the proposal.

The more community support the project has, the stronger the proposal.

Application

Applicant Information

Name; email; org (if applicable)

Project information

Project name

Project location/address (proposed)

Funding source

Proposed installation date

Proposed duration of project

Project artist

Brief description of the artist's qualifications/credentials

Brief description on the project (include materials list

Rationale for placing the art on public property

Installation plan

Maintenance plan

I understand and acknowledge that approval of this art installation is not final and may require additional departmental approval.