

City of Northfield, Minnesota	Policy Number:
	Adopted:
	Revised:
Temporary Artwork on City-Owned Property Policy	

1. Purpose

In response to a growing interest in public art enhancements within public rights-of-way, easements and spaces (collectively, “public right(s)-of-way”), that are owned or controlled by the City of Northfield, the Temporary Artwork on City-owned Property Policy establishes criteria and guidelines for the consideration and installation of temporary artworks in parks, plazas, streetscapes and similar City property. These policies and procedures are intended to complement the Arts in Public Places Policy (policy #), in order to ensure a consistent approach to placing art in the public realm.

Temporary public artworks are to broaden the role of the artist(s) in the Northfield community by:

- Offering contemporary, short-term installations of public art in locales around the city;
- Encouraging dialogue about works of public art, issues raised by art, and the various roles that an artist or creative collective can undertake;
- To encourage the temporary placement of thought-provoking, innovative artworks that connect people to place;
- To contribute to Northfield’s sense of identity and pride;
- To build on Northfield's identity as a diverse community and arts destination;
- To engage artists in projects that stimulate and encourage community interaction.

2. Cost

No fee is required to submit an application.

3. Policy

- a) 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.
- b) If an artwork is not completed within the timeline originally approved by the Northfield Arts and Culture Commission, or if changes in content, materials, form, presentation, or financing of the artwork occur, the artwork must be reviewed again by the Arts and Culture Manager and Northfield Arts and Culture Commission
- c) In accepting a temporary artwork, the City of Northfield requires that the responsible parties enter into an agreement for the duration of the display that outlines the maintenance responsibilities and agreement to remove the work at the agreed upon conclusion of the display, leaving the site in its original condition or better.
- d) 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.

4. Required documents.

- a) Completed Temporary Artwork on City Property application form.
- b) Map indicating the site/location of the installation. Please delineate the area(s) where the art will be placed.

- c) Scaled drawing(s) or photo(s) of the proposed art, including dimensions.
- d) A written description describing the proposed public art and detailing its social, cultural and/or environmental impact.
- e) A visual depiction of the proposed public art in sufficient detail to convey what the proposed public art will look like when installed, including detailed measurements.
- f) A detailed design plan that includes:
 - a. Specific measurements of the proposed artworks which depict the proposed public art in relation to the public right-of-way and its components, including the roadway, shoulder, curbs, sidewalks, crosswalks, traffic control devices, signage, drainage facilities and utility facilities.
- g) Installation Plan. A written plan for installation of the proposed public art, including:
 - a. A schedule with an estimate of the time it will take to install the proposed public art; and
 - b. A temporary traffic control plan for installation and maintenance of the proposed public art, which shall comply with all applicable federal, state and local standards regarding the maintenance of traffic during work in the public rights-of-way.
- h) Letter(s) of support from the director or designee of relevant city agencies and—when applicable—other community supporters. Applicants are strongly encouraged to contact the location’s City Council representative, pertinent civic associations, and/or residents or merchants who may be impacted by the proposal—the more community support the project has the stronger the proposal.

5. OTHER REQUIREMENTS

- a. The duration of temporary art approved for placement on public property cannot exceed 6 months from the installation date.
- b. A work of art placed temporarily on public property remains the property of the artist. It is considered neither a gift to the City nor a part of the City’s Public Art Collection.
- c. The City may require temporary art on public property to contain a disclaimer stating that the art “in no way represents the views or opinions of the City Administration, City Council or the Mayor.”

6. Process:

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 (PDF preferred) to Natalie Draper, Library Director and staff liaison to the Arts and Culture Commission, at Natalie.Draper@ci.northfield.mn.us.

7. Attachments

The Temporary Art on City Property Application is attached.