

Public Art Advisory Board and Public Art Program Guidelines and Policies

Park City Public Art History

Beginnings

To enhance Park City as a leading cultural destination, the Park City Council has taken steps to promote and maintain the vision of the public art collection. The public art collection helps to ensure the aesthetic quality of daily life and provides a Sense of Place in the community. Public Art is a fundamental element and defining characteristic of the City.

The Park City Art Foundation dedicated Park City's first piece of public art, *Park City Scape*, by artist James McBeth, in October 1984. This piece currently resides on the south side of Park City's historic Miner's Hospital Building at City Park.

In February 1999, the Park City Summit County Arts Council established the first Art in Public Places plan to help create the framework for a strong and healthy public art program. The plan was formulated, in part, to help guide the selection process for the art at the Park City Transit Center, funded through a grant from the Federal Transit Authority.

In December 2002, the City Council first discussed a public art policy.

In May 2003, the planning department solidified the City's commitment to art by clarifying and codifying a section of Park City Code Title 15, the Land Management Code, specifically addressing the placement of art on public property. Park City Code section 15-4-15 addresses requirements for light, safety, and appropriate outdoor materials for art on public property.

In July 2003, the Council allocated \$200,000 as seed money for a new Public Art Program. In December 2003, the City Council adopted a Public Art Policy, establishing a Public Art Advisory Board to be administered by the Park City Summit County Arts Council.

In May 2004, Park City Council appointed a Public Art Advisory Board to create this strategic art plan, make recommendations to the City Council regarding public art placement and expenditures, and establish future funding opportunities for public art. By July 2004, the Public Art Advisory Board and the Park City Summit County Arts Council prepared the first Park City Public Art Plan.

In 2015, the Park City Summit County Arts Council's administrative duties shifted to the City. The Arts Council continued to support and advise the board as a non-voting member and helps market opportunities to local, regional, and national artists. At that time, the City Manager appointed a staff liaison who took on board administration, strategic planning, and project implementation. In August 2016, the Public Art Board Policies, Mission, and Vision were updated, allowing members to serve staggered terms and updated term limits to two consecutive, three-year terms. In 2020, the Park City Public Art Advisory Board membership was increased from 7 to 8 members.

Today

The arts are an integral part of the Park City community. Park City is filled with artwork. Art galleries, private collections, performance venues, and non-profit organizations thrive in Park City and are dedicated to elevating arts and culture throughout the City.

The City Council works with the Public Art Advisory Board and arts organizations to ensure a cohesive plan for public art is in place now and in the future. To accomplish this, continued collaboration among many departments and community partners is essential.

Today, Park City's Public Art Collection has grown to more than 150 artworks in the Permanent collection. Whether riding the bus, walking on Poison Creek Trail, visiting Main Street, or visiting the many city-owned buildings, you will find artwork that both inspires the future and celebrates our past. A Public Art Map is available on the City's website.

Glossary of Terms

Deaccessioning: The removal of an existing Permanent work of art from Park City's Public Art collection. The policy for deaccessioning is outlined in the attached re-siting and deaccessioning policy. (Exhibit A)

Percent for Arts Qualifying Projects: Any city-funded capital project for new or remodeled facilities where the budget is or exceeds one million dollars. This does not include infrastructure maintenance projects such as annual streets, trails, technology, parks, public utility maintenance, or environmental remediation. The cost of land acquisition does not qualify for percent for arts allocations.

Permanent: A period lasting or remaining unchanged indefinitely.

Private Art: Any visual work of art owned privately, which is displayed in or on City Property for any length of time.

Public Art: Any visual work of art displayed for any length of time in or on City Property or on non-City property if the work of art is installed or financed, wholly or in part, with City funds or grants procured by the City.

Request for Proposals (RFP): A document used to solicit proposals for a specific opportunity. The RFP defines proposal requirements including the project budget, criteria and constraints, description of the project site, and format for submission.

Requests for Statement of Qualifications (RSOQ): A solicitation to receive statements describing the qualifications of proposers with respect to specified criteria.

Re-Siting: The relocation of an existing work of art in Park City's Public Art collection. The policy for Re-Siting is outlined in the attached re-siting and deaccessioning policy. (Exhibit A)

Site-Specific: A work commissioned, created, purchased, or donated for a particular place.

Sense of Place: Based on the findings of the Community Visioning from 2009, 'Sense of Community' is defined as what unites Parkites – a common ground – despite diverse social, economic, and cultural backgrounds. While our natural setting and recreational opportunities have brought many people to Park City, the strong sense of community keeps people here. It is essential

to residents that the Sense of Community they know remains intact and retains its funkiness, diversity, and playfulness. For Parkites, the presence of arts and culture adds to our quality of life through diverse local opportunities to enjoy and explore the arts through many mediums.

Temporary: A period lasting only a limited time.

Visual Art: Art forms of sculpture, monuments, murals, frescos, reliefs, fountains, banners, benches, and architectural furniture. Works of art include the art mediums of weaving, carving, painting, assemblage, collage, welding, casting, mixed media, multimedia, and sculpting.

Administration

Park City's Public Art Advisory Board (PAAB) members are appointed by the Mayor with the advice and consent of the City Council under Park City Code section 2-8. The Public Art Advisory Board is made up of eight members who live within Park City limits. Board members may not serve more than two consecutive, three-year terms. Terms are staggered. Members must reapply for a second term. Appointments to fulfill vacant terms do not include term limits. Terms begin on July 1 and end on June 30 or until vacancies are filled. Board members are not compensated.

The City Manager or their designee shall appoint a Staff Liaison to the board as ex-officio without vote. A City Council liaison may also be appointed to the Board as ex-officio without a vote. It is encouraged that students from the community serve as ex-officio without a vote.

PAAB makes recommendations to the Staff Liaison, who shall make recommendations to the City Council regarding strategic planning, acquisition, expenditures, funding and budgetary requests, project identification, donations, proposals or qualifications, maintenance, repair, re-site or deaccession of public art, and policy refinements. The City Council finalizes all decisions regarding Public Art, regardless of funding amount.

The PAAB works to make recommendations to help promote and cultivate the Strategic Plan, Public Art Policy, and Public Art Collection by expending funds on and facilitating artworks to:

- Connect the Park City community through visual art in public places.
- Stimulate vitality, vibrancy, and economy of the City.
- Enhance Park City's standing as a leading cultural destination.
- Advance public understanding of visual art.
- Enhance the aesthetic quality of daily life and provide a sense of place.

Mission

Enrich and connect the Park City community through visual art in public places.

Vision

Inspire a complete community, celebrating Park City's vibrant history, culture, and environment.

Goals and Strategies

1. Maintain and Preserve the Public Art Collection
 - a. Perform an annual collection review.

- b. Maintain a current inventory of the collection.
 - c. Respond in a timely manner to damage or maintenance needs.
- 2. Acquire Public Art that aligns with the Mission of PAAB
 - a. Adhere to the selection process criteria and standards.
 - b. Select artists whose work aligns with the specific project's vision and goals.
 - c. Align projects with the City's values and priorities.
 - d. Advocate for private and public collaborations.
 - e. Be responsible stewards of public art funds.
 - f. Establish collaborations with City Departments.
 - g. Maintain a current Strategic (Project) Plan document.
- 3. Select Public Art and Reflect a Sense of Place
 - a. Create a cohesive and relevant collection that tells the story of our community.
 - b. Connect to Park City's history and landscape.
 - c. Reflect Park City's diverse culture and unique neighborhoods.
- 4. Engage the Community Through Public Art
 - a. Increase public involvement through educational opportunities, outreach, and awareness.
 - b. Respond to the community's concerns and suggestions.
 - c. Promote the current Public Art Collection.

Overview of Public Art Selection and Approval Process

1. The Public Art Advisory Board identifies the Strategic Plans annually and makes recommends to the Staff Liaison. This should include the project potential site location and budget.
2. The Staff Liaison reviews the recommendations with the City Manager and brings them to the City Council annually for approval before beginning the procurement process.
3. After approval by the City Council, the Staff Liaison will generate a Request for Proposals (RFP) or Request for Statement of Qualifications (RSOQ) in accordance with Park City's Purchasing Policy.
4. The Public Art Advisory Board shall review artists' proposals and select based on the guidelines and criteria outlined in this document and the requirements of the RFP.
5. The Staff Liaison will present the Public Art Advisory Board's recommendation to the City Council for final approval.
6. After projects are approved, the City will enter into a contract with the artist and coordinate with the Public Art Advisory Board for installation through completion and final acceptance of the project.

Acquisition

All artwork purchases must follow the City's Purchasing Policy and process outlined in this document.

Donations

The Public Art Advisory Board reviews and recommends proposed artwork donations for Park City.

Donors will present a proposal to the Public Art Advisory Board following the donation policy (Exhibit B). The Board will review the proposal and decide whether to accept or deny it based on the financial considerations and design criteria listed in this policy.

Specific Proposal by Artists

An artist or group of individuals may propose a project to the Public Art Advisory Board. The Staff Liaison shall consult the City's Purchasing Policies to determine the procurement process for such a proposal.

Purchase of Art

The Public Art Advisory Board may consider purchasing artwork if the piece identified meets the intent of the Public Art Policy. Once a piece is identified, the selection and approval process outlined above will be followed according to the City's Purchasing Policies. In this case, no more than ten percent (10%) of the cost of the work may go toward a dealer or agent.

Design Criteria

The Public Art Advisory Board shall use the following criteria as guidelines in identifying, selecting, and accepting public art.

1. **Quality:** Acquisitions for Park City's Public Art Collection shall be of exceptional quality and enduring value. Consideration shall include artists experience in successful projects, material selection craftsmanship and reflect artistic excellence.
2. **Authenticity:** Work shall be original and not identical to something already existing in the collection. Works of art shall be compatible in style, scale, material, form and content with their surroundings, and should form an overall relationship with the site, the collection as a whole and the community.
3. **Engagement:** A vital element of a successful Public Art Program is the connection of the work to the community. A work with such engagement should help the community feel ownership of the art and an ongoing appreciation of the work. Work may tell a story of the community's past or present and may portray a sense of the place, people, and spirit that live here. The artwork may speak to a specific community, area, or neighborhood or it may unite us.
4. **Creativity:** Creativity can be communicated through various artistic styles. The artist should be able to explain why their work is creative and how their concept solves the problem through vision, process, thoughts, ideas, feelings, use of materials, and other areas. Artwork should create excitement, be unique and original, and have the ability to inspire and create a sense of wonder. Artwork may be innovative or imaginative and have the ability to transcend traditional ideas or techniques and create new meaningful interpretations or inspire the community and our imagination.
5. **Other Considerations:** Ensure that public art is safe, accessible, and durable, as pertains to the appropriate time period of display of the work and is compatible with community standards. Artworks shall not require excessive maintenance or repair costs. Lighting and site preparations should be considered. Artworks that require frequent maintenance are discouraged. Artwork shall not create safety problems for the public or create liability for the City.

Site Location

The Qualifying Percentage for Arts Projects will be located at the facility's location. For projects from other funding sources, the Public Art Advisory Board will identify locations that maximize public interaction with art.

Installation

The artist is responsible for all applicable permits pertaining to the artwork installation. City permitting fees shall be waived for the artist to avoid unnecessary project expenses to the artist.

Maintenance

The City is committed to the collection's documentation, preservation, and maintenance.

The Public Art Advisory Board ensures long-term enjoyment of the collection and takes action to prevent the deterioration of works before they become disrepair or require deaccession (Exhibit A). A maintenance schedule shall accompany each piece as it is accepted into the collection. The PAAB shall review the Park City Public Art Collection on an ongoing basis or as needed for general maintenance and repairs.

If artwork is damaged or destroyed, the Staff Liaison will inform the Public Art Advisory Board of how maintenance will be accomplished.

Conditions requiring excessive maintenance may require the deaccessioning of the artwork. In this case, please refer to the deaccessioning policy.

Funding

Establishing a diverse, ongoing funding mechanism for public art is key to sustaining a vibrant and diverse public art program. The Public Art Advisory Board will make a funding recommendation to the Staff Liaison, who will review it with the Budget Department and City Manager before taking the recommendations to City Council for approval.

Funding methods include:

1. **Percent for Arts Allocation:** Refer to the Percent for Arts Qualifying Projects definition. The funding allocation will be used for art at the specific site where the project occurs.
2. **Annual Budget for Public Art:** Park City Municipal Corporation may allocate a certain set amount for public art in each capital budget cycle with a recommendation from the Public Art Advisory Board for the general public art fund. These budget appropriations are not site specific.
3. **Public-Private Partnerships:** A project may be funded partially through Public Art Funds and partially through private, business, development, civic, and/or other organization contributions. For such contributions, funding shall first be reviewed with the Public Art Advisory Board, who shall recommend to the City Council for review and final approval.
4. **Local, State, and National Grants:** Park City Municipal Corporation may be eligible for grants to support the Public Art Program. When applying for grants, the Staff liaison should coordinate with the Public Art Board as well as the Budget and Finance Department.

5. **Maintenance Funds:** The Public Art Advisory Board shall review and recommend a Maintenance Fund Budget for public art in accordance with the City's budget cycle.

Resiting and Deaccessioning Policies

Re-siting Works of Art

The Public Art Advisory may consider moving a public artwork for any of the following reasons:

- The site is being eliminated, is no longer publicly accessible, or other changed circumstances require the work to be removed.
- The site is being changed so that the artwork is no longer compatible with its setting.
- The artwork's condition or security cannot be reasonably guaranteed at its current site.
- The artwork has become a danger to public safety.

If the Public Art Advisory Board determines that one or more of the above conditions exist:

- It may make a good faith effort to discuss re-siting with the artist or donor.
- If the Public Art Advisory Board cannot recommend an alternate site, the artwork may be recommended for deaccession or placed into storage until other options become available.
- Decisions regarding resiting major works must be approved by the City Council.

Compromising Conditions

If the structural integrity of an artwork is critically damaged or risks causing harm, then the City Manager may authorize its immediate removal and placement in storage. The City Manager will notify the Staff Liaison to the Public Art Advisory Board who will make a recommendation on the repair, re-site, or deaccession at its next regularly scheduled meeting.

Deaccessioning Works of Art

Deaccessioning is a procedure for removing an artwork from the City's collection. Deaccessioning may only be considered after careful and impartial evaluation of the artwork. All contractual documents relating to the work must be consulted before the beginning of the deaccessioning process.

The Public Art Advisory Board may recommend the deaccession of artwork based on these criteria:

- A new site for an artwork cannot be found for a piece that needs re-siting.
- The artwork is beyond reasonable repair.
- The artwork requires excessive maintenance.
- After proper and thorough community education and outreach, there is an adverse public reaction to the artwork.

After review, if the Public Art Advisory Board recommends deaccession of the artwork, the City Council shall have final authority.

Park City Public Art Donations Policy

The Public Art Advisory Board is responsible for considering and reviewing public art donations on behalf of the City.

The Public Art Advisory Board makes donation recommendations based on the same selection design criteria it uses to acquire works for the public art collection. The Public Art Advisory Board recommends whether to accept or decline art donations to the City Council. The City Council has the final authority on all decisions regarding public art donations.

The donation process is outlined below.

I. Written Proposal

The donor must submit a written proposal to the City for the Public Art Advisory Board for review. The proposal should include a description and specifications of the proposed donation, including artist, title, dimensions, material, proposed location, value, and a profile of the artist and the donor. A maquette, drawing, or photograph of the work, site drawings, installation details, value of the artwork, and maintenance instructions must also be included. Any funding requests for the donation must also be included in the proposal.

II. Design Criteria

Donated artwork shall be considered by reviewing the Design Criteria as outlined in this policy.

III. Site Criteria

The written proposal should describe the proposed site for the donation. The placement of artwork must be appropriate to the site's size, scale, design, and environment.

The artwork's relationship to pedestrian and public access to the work should also be considered.

The City departments such as Engineering, Building, Planning, and Public Works will review site location as part of the Public Art Advisory Board's review process.

IV. Memorial Gifts

The proposal must document the significance of the event or person being memorialized. The memorial may represent broad community values and should be meaningful or thought-provoking to future generations. The proposal should outline the location of the memorial and provide context for the site.

V. Terms of Agreement

When the artwork is accepted into the Public Art Collection, the terms of the Final Art Acceptance Agreement shall be included in the recommendation to the City Council in a form approved by the City Attorney's Office.

PARK CITY PUBLIC ART ADVISORY BOARD MEMBER ROLES

The Public Art Advisory Board will:

- Read and review board agendas, meeting packets, and minutes, as well as any other necessary materials.
- Participate in annual Open Meetings training; review the Park City Officials Handbook; sign an oath of office and disclosure statement; and sign the ethics pledge.
- Attend City Council meetings or community functions as appropriate.
- Only voting members may make motions and vote.
- Annually appoint a Board Chair and Vice Chair position.
 - The Board Chair is responsible for running meetings, including keeping the board focused on agenda items, keeping time at meetings, and summarizing the board's motions for minutes. Additionally, the Chair may assist the Staff Liaison in setting meeting agendas and presenting at City Council or community events.
 - The Vice Chair shall assist the Chair and serve as Chair when the Chair is unavailable.
- Two absences are allowed annually.
- No more than one form of electronic participation shall be permitted at one meeting.

Board Member Removal

According to Park City Code section 2-8, the Mayor has the authority to remove a board member, with the advice and consent of the City Council, due to cause, which includes willful misconduct or intentional failure to perform stated duties.

Liaison Roles

- Park City Council Liaison:
 - Provides advice and input from the City Council's perspective and serves as a resource to the Public Art Advisory Board.
 - Provide input to the City Council related to the Public Art Advisory Board.
- Staff Liaison:
 - Advise, provide input, and serve as a resource for the Public Art Advisory Board, and coordinate communications with other City Departments on projects and obtain department and City Council approvals.
 - Create and post agendas and board packets and distribute them to the board prior to meetings.
 - Record and distribute meeting minutes
 - Provide budget updates, disperse approved allocations for public art projects, and coordinate budgetary requests as appropriate.
 - Manage public art projects in process from creation of Request for Proposals/Qualifications through completion and final acceptance of installation.
 - Oversee updating the Strategic Plan and implementation of Public Art projects and manage the maintenance, repair, and inventory of the Public Art Collection.
- Executive Director of the Park City Summit County Arts Council:
 - Provides input and serves as a resource to the Advisory Board.
 - Provides feedback regarding the work of the Arts Council and the Park City Public Art Advisory Board.

- Serves as a resource for grant opportunities. Grant writing should be performed by the City Staff Liaison.
 - Promotes the Park City Public Art Collection.
 - Helps to form partnerships and collaborations between the Park City Public Art Advisory Board and the Summit County Public Art Advisory Board, as well as, other arts and culture organizations.
 - Provides marketing of RFP or RSOQ opportunities to local, regional and national artists as they are made available.
- Youth Liaison
 - Provides advice and input from the youth perspective and serves as a resource to the Public Art Advisory Board.