

TOWN OF FRIDAY HARBOR ARTS COMMISSION GUIDELINES

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Carrie Lacher, Mayor

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INTRODUCTION

WHAT IS PUBLIC ART

Public art is more than simply art that is viewed in public places. Unlike art intended for private enjoyment, public art must speak in a significant way to a larger portion of the population. It is a gesture to the public and, as such, should provide a generous benefit. Public art should bring value and purpose to public spaces and make them more enjoyable.

Public art may be permanent or temporary in the form of murals, sculpture, fountains, memorials, mosaics, fabric, paintings, prints, and others. It may be functional art such as benches, clocks, bike racks, trash bins, entrances, and playgrounds sited in the visual public domain. It may include all forms of performance and literary art.

PUBLIC ART IN FRIDAY HARBOR

Public art in Friday Harbor includes visual, performing, and literary art intended for public enjoyment. The art must be original and should showcase local artists as well as introduce regional, national, and international talent to the community.

Visual art may be permanent, temporary, or rotating; fine art or functional; static or interactive; viewed from a distance or up close; traditional or surprising; and, in all cases, specific to the site where it is installed.

Performing and literary art may take place in public or in private spaces that are open to the community.

THE FRIDAY HARBOR ARTS COMMISSION

The Friday Harbor Arts Commission (FHAC) and Municipal Arts Fund were established by the Town of Friday Harbor in November 2014 [Town Ordinance No. 1546; FHMC Chapter 2.742 (see Appendix B)]. The Friday Harbor Arts Commission is made up of seven voting members and one student member appointed by the Mayor to advise the Town Council on the selection, acquisition, placement, and maintenance of public art. The FHAC began meeting in February 2015.

OUR MISSION

The FHAC exists to support excellence, vitality, diversity, and accessibility of the arts as essential to the quality of life and cultural enrichment for town residents and visitors. The commission should help foster the community's vision by advising the Town Council on the acquisition, placement, and maintenance of public art and by

promoting participation, innovation, and partnership in the visual, performing, and literary arts.

OUR GUIDELINES

The following pages provide the guidelines we established to assist in the success of our mission.

FRIDAY HARBOR ARTS COMMISSION GOALS AND RESPONSIBILITIES

PERSPECTIVE

The Friday Harbor Arts Commissioners are advisors to the Town Council. Our recommendations are given with a clear perspective in mind. We expect public art to reflect the basic elements of island living that delight and inspire those who call San Juan Island home and the visitors that are equally captivated by Friday Harbor and its many charms.

The FHAC will recommend public art that attempts to

- Unite us in expressing a common experience in living here.
- Be interpreted in a variety of artistic media.
- Leave room for artistic interpretation.
- Be integrated into our human environment.

GOALS

The goals of the FHAC include the following:

- Promote performing, literary, and visual arts as vital tools in building the Town of Friday Harbor's community and economy for the benefit of all its citizens
- Create a unique identity and sense of place through the development and stewardship of public art—an identity reflecting our natural beauty and historic hometown
- Establish both permanent and temporary art collections
- Display and interpret the art collection in a manner that ensures artworks are accessible to citizens of all ages and mobility ranges
- Attract visitors to the Town, enhance the quality of their time spent in the community, and induce longer stays and return visits
- Encourage the understanding of, and dialogue about, issues raised regarding the artists' works

- Provide opportunities for local, regional, national, and international artists of diverse artistic and cultural perspectives to work within the community
- Encourage early collaboration among artists, architects, engineers, and property owners in the design of public and private facilities and spaces
- Ensure appropriate cataloguing and ongoing maintenance of the Town's art collection and provide educational materials about the art collection

POWERS, DUTIES AND RESPONSIBILITIES

The FHAC is authorized to

- Adopt rules, policies, and procedures for the development and implementation of public art in the Town consistent with the FHAC's mission. The FHAC may recommend to the Town Council the adoption of such ordinances, rules, and regulations as it deems necessary for the administration and preservation of fine arts, performing arts, and aesthetic aspects of the community.
- Serve as the central point of contact with whom arts organizations, artists, arts educators, and anyone interested in cultural advancement of the community may come for information and assistance with regard to the arts within the Town of Friday Harbor.
- Establish policies that encourage, conduct, sponsor, or co-sponsor public programs to further the development and public awareness of, and interest in, the literary, performing, and visual arts.
- Identify and recommend to the Town Council potential locations for public art; prescribe procedures for the selection, acquisition, and display of such art; oversee the process of selection and placement of public art; and provide advice for its oversight and maintenance.
- Review and make recommendations to the Town Council on funding mechanisms for acquisition of public art, and make recommendations on other capital expenditures for cultural projects in the Town.
- Review and make recommendations to the Town Council on permit applications requesting that artwork and artistic elements be considered for placement on Town property or Town right-of-way.
- Review and submit recommendations to the Town Council for any and all existing Town artwork to be removed, relocated, or altered in any way (deaccessioned).

- Review and evaluate FHAC-funded arts programs to ensure compliance and effective stewardship of Town funds.

The FHAC's responsibilities are to

- Encourage and recognize education, innovation, and community participation in the visual, literary, and performing arts. This includes exploring and promoting arts-related projects, events, and businesses that provide an economic benefit and/or beautify and enhance the quality of life and image of the Town.
- Provide a framework that ensures artistic excellence and opportunities for community engagement.
- Encourage the use of professional practices in working with artists.
- Work cooperatively with Town boards and commissions, Town departments, and other public and private organizations in creating and promoting art and cultural programs and activities within the Town.
- Provide stewardship of the Town's art collection. This includes understanding maintenance requirements for each piece, reviewing the condition of the artwork every two (2) years, and making recommendations for its care, maintenance, or improvement—including routine maintenance, conservation, and emergency maintenance when required.
- Document Town art to the fullest extent possible, including the artist's last known address and, when available, photographs.
- Actively work to promote fundraising and coordination of donations for public art projects.
- Develop a long-range plan for integrating the arts into the community that is to be reviewed and updated every three (3) years.
- Review the FHAC vision, purpose, role, and tasks within the context of funding constraints, and update the working plan every year.
- Report to the Town Council on FHAC activities.

ART SITE SELECTION

PURPOSE

To explain the FHAC's process for selecting the site for a public art piece or performance.

POLICY

The FHAC will strive to place public art in appropriate sites throughout the community with the objective of providing quality art to the greatest number of citizens while respecting both the artwork and its immediate surroundings.

Proper siting of artwork is critical to ensuring that the piece will have a positive impact on the community. The FHAC will take the following criteria into careful consideration when determining the acceptability of each potential site. The following considerations will apply to all sites including those recommended by the artist or donor:

- The relationship between the artwork and site in terms of the physical dimensions, social dynamics, local character, and surrounding context of the site—existing or planned
- The ability to help improve the design of an area by emphasizing a particular location through landmarks, gateways, or linkages to other parts of the community
- The ability to anchor and activate a site and to create a place of congregation
- The compatibility of the design and location with the historical character of the site
- The relationship of proposed artwork to existing artworks within the site vicinity
- The visibility of the site by the general public
- The impact on adjacent property owners' views
- The environmental impact such as noise, sound, light, and odor
- The vehicular and pedestrian traffic patterns

- The public accessibility to the artwork, particularly ADA access
- The operational accessibility of the Town for mowing, irrigating, snowplowing, etc.
- The site design including landscaping, drainage, grading, lighting, and seating considerations
- The cost to develop the site
- The potential to affect public safety
- The potential for vandalism

PROCEDURE

- Site recommendations are determined by a majority vote of the FHAC and are forwarded to the Town Administrator for review to determine if there are concerns such as interference with maintenance, irrigation, plant removal, mowing, or utilities. If there are no issues, the Administrator will forward the FHAC's site recommendation(s) to the Town Council. The FHAC will be notified of the Council's opinion.
- The FHAC will then present the site(s) for discussion at their next meeting. A press release and notice on the Town's website will announce the meeting and invite the public to attend and comment. The notice will include a description of the proposed site, an image of the artwork, and the proposed date of installation. This discussion of the site(s) may or may not be held in conjunction with discussion of the art selection for the site. See *Artist Selection* (page 10).
- After providing an opportunity for public input, the project may be formally recommended to the Town Council for consideration.
- Sites that are approved by the Council shall have an installation plan developed by the FHAC, artist, donor, contractor, qualified Town staff, or other individual deemed appropriate by the FHAC.
- After installation, the Town and FHAC will inspect the site and any or all deviations from the installation plan will be addressed.

ARTIST SELECTION

PURPOSE

To explain the methodology by which artists will be selected to create an art piece or performance for the Town of Friday Harbor.

POLICY

The FHAC will advise the Town Council on the selection of artists to provide works of art or artistic services to the Town of Friday Harbor. The FHAC may choose to create an Art Selection Panel (ASP) to assist with the selection. See *Art Selection Panel* (page 16).

The selection of artists and craftspeople will be prioritized in the following order, provided that the level of professionalism of all candidates is equal:

- San Juan Island artists
- San Juan County artists
- Greater Puget Sound region artists
- Pacific Northwest artists
- Nationally and internationally recognized artists

In all cases, the selection of artists is intended to result in the commissioning or creating of artwork of the highest quality determined by a series of criteria. The criteria for each project and the selection of the appropriate artist for each project shall follow these standards:

- Quality: The inherent quality of their work is of the highest caliber.
- Artist abilities: The artist's resume demonstrates a professional level of commitment and experience. The artist must have the ability to clearly describe concepts verbally and through quality written materials.
- Style and nature: The design of the projects and artwork should be appropriate in scale, material, form, and content for the proposed surrounding environment and/or architecture. Attention should be given to the function of the facility or place, the social and physical context of the work, and the manner in which people may interact with it.

- **Feasibility:** The work shall be examined for its feasibility. There must be convincing evidence of the artist's ability to successfully complete the work as proposed.
- **Permanence and technical feasibility:** The materials proposed for the project should be appropriate for its physical environment and public usage. Due consideration must be given to structural and surface integrity; public safety; protection against theft, vandalism, weathering, seasonal climatic changes, and excessive maintenance and repair costs; and intended life expectancy of the work. In some cases projects will be reviewed by a licensed engineer or professional art conservator.
- **Cooperation:** The artist must demonstrate the ability to work closely and cooperatively with the ASP, FHAC, Town staff, and community.
- **Diversity:** Every effort will be made to strive for diversity in scale, media, and geographic distribution of artwork. The Town's art program should strive to include innovative work as well as more traditional art forms. There should not be an over-representation of any one artist or one style of art.

PROCEDURE

The selection of artists shall be made through one of the following methods:

- **Open competition:** The FHAC may solicit through public advertising (e.g., newspapers, Town website, word of mouth) requests for proposals from artists, which will include photos, resumes, and letters of interest. The FHAC shall provide a project description, budget, time schedule, and review of the duties and obligations of all parties. The FHAC's Artist Selection Panel will review the submittals and recommend artists whose proposals meet the FHAC's requirements. In an open competition no fewer than forty-five (45) days can pass between the advertising and posting of a request for proposals and the evaluation of such proposals. Entry materials will be returned at the artist's request and expense.
- **Invitational or limited competition:** The FHAC may invite a limited number of artists to submit applications or proposals. The Commission may recommend an artist based on established criteria. This process is to be used when the choice of an artist is limited by the specifications of a project or when there is a need to provide a balance of media or styles. In a limited competition no fewer than 45 days can pass between the advertising and posting of a request for proposal and the evaluation of such proposals. Entry materials will be returned at the artist's request and expense.

- Public art resource bank: The FHAC may choose to select artists from their public art resource bank. These artists would be pre-selected for the resource bank by a juried process based upon their quality of work, skills, experience, and qualifications. Their resumes would be kept on file at Town Hall. The public art resource bank would be used for limited and direct selection of artists at the discretion of the FHAC.
- Direct selection: The FHAC may choose to select an artist after reviewing the public art resource bank, visiting studios and galleries, and/or interviewing the artist.

The selection process will include the following:

- If the artist is chosen by “direct selection”, the FHAC will present this recommendation to the Town Council.
- In all other cases, the FHAC may form an ASP to assist with reviewing and selecting the artist(s). See *Art Selection Panel* (page 16).
- The FHAC will select up to three (3) artists. If more than one artist is selected, the FHAC will host a public meeting for the purposes of soliciting the community’s input on the FHAC/ASP recommendations.
- The FHAC will determine by majority vote which artist(s) to recommend to the Town Council. The FHAC may present the Council with up to three (3) recommendations in a report stating the order of preference, the reason(s) for each selection, their selection process, and how they addressed the FHAC’s stated objectives, parameters, and criteria. The public will be notified of the presentation to Council through a press release and notice on the Town website. The Council may accept the FHAC’s recommendation or select one of the other artists. The Council reserves the right not to select any of the artists.

The selected artist will sign a contract with the Town. All contracts will be maintained in the Town records.

The FHAC will notify the artists that were not selected.

Upon installation of the project, the FHAC and Town will hold a formal dedication in recognition of all whose efforts contributed significantly to the project.

ARTWORK SELECTION AND ACQUISITION

PURPOSE

To explain FHAC's orderly and consistent process for reviewing and recommending artwork for acquisition or "accession" into the Town's permanent or temporary art collection, ensuring that the collection is comprised of artwork of the highest quality.

POLICY

- The interests of all concerned parties should be represented including the public, the artist, the art community, the FHAC, and the Town of Friday Harbor.
- Individuals from the Arts Commission, Town Council, and the public may recommend an art piece for purchase or commission at any regular FHAC meeting. Regular FHAC meetings are open to the public. Agendas and video recordings of meetings are available on the Town website.
- Artwork may be acquired via open competition, limited competition, invitation, donation, loan, or direct purchase.
- Artwork will be selected by the Town Council based on recommendations from the FHAC. The FHAC may form an Art Selection Panel (ASP) to assist with reviewing and selecting pieces for recommendation. See *Art Selection Panel* (page 16).
- Artwork should be
 1. Appropriate in scale, material, form, and content for both its immediate and general social and physical environment and site.
 2. Reasonably durable against theft, vandalism, weather, and excessive maintenance costs, as necessary.
 3. Of distinctive artistic merit and aesthetic quality, and shall enhance the Town art collection, whether it is a permanent or temporary art accession.
 4. Acquired without restrictions as to its future use and disposition except with respect to copyrights and certain clearly defined residual rights contained in the contract with artist and when artwork is on loan.

5. Delivered to the FHAC at Town Hall for examination if being considered for purchase. If this is not possible, photographs, slides, drawings, and/or models should be presented.
- The FHAC should also consider
 1. The appropriateness of the materials and design for the artist's concept (e.g., texture, color, line, shape, and value).
 2. Whether the Town already owns sufficient, or better, examples of artwork from a particular artist or of a similar type.
 3. The opinion of the FHAC's Art Selection Panel and the public.
 - The FHAC recommends that the Town should
 1. Accept the responsibility to preserve, protect, and display the artwork for the public benefit.
 2. Retain the art in its collection providing that the art holds its physical integrity, identity, and authenticity subject to the deaccession policy. See *Deaccession* (page 21).
 3. Maintain records of the transaction including the artist's signed contract transferring title for the artwork and clearly defining the rights and responsibilities of all parties. The artist's copyrights will be maintained in accordance with the *Visual Artists Rights Act of 1990*.
 4. Assure that the work is appropriately insured.
 5. Announce all newly acquired art to the public through display, publication, or other educational means.
 6. Keep the FHAC apprised of acquisition funds expended, encumbered, and remaining throughout the year.
 - Artwork will be accessioned into the Town's art collection only upon completion of all facets of the commission, purchase, or loan contract.

PROCEDURE

- The FHAC will accept and review all proposals for art pieces to be added to the Town's public art collection. An ASP may be formed to assist with the review. See

Art Selection Panel (page 16).

- The FHAC will select up to three (3) works to present to the public. If more than one art piece is selected, the FHAC will host a public meeting for the purpose of soliciting the community's input on the FHAC/ASP recommendations.
- The FHAC will then determine by majority vote which artwork(s) they will recommend to the Town Council or, in the case of a mural, to the Land Use Administrator for permit review. The FHAC will present up to three (3) recommendations in a report stating the order of preference, the reason(s) for each selection, their selection process, and how they addressed the FHAC's stated objectives, parameters, and criteria. If the FHAC is presenting to the Council, the public will be notified through a press release and notice on the Town website. The Council may accept the FHAC's or, in the case of a mural, the Land Use Administrator's recommendation or any other proposed pieces. The Council reserves the right not to accept any of the pieces.
- The owner of the selected piece will sign a contract with the Town. All contracts will be maintained in the Town records.
- The FHAC will notify the owner(s) of pieces that were not selected.
- Upon installation of the project, the FHAC and Town will hold a formal dedication in recognition of all whose efforts contributed significantly to the acquisition.

ART SELECTION PANEL (ASP)

PURPOSE

To explain the composition and responsibilities of an Art Selection Panel (ASP).

POLICY

The ASP members are appointed by the FHAC to assist with selecting artists and art pieces for recommendation to the Town Council. The ASP should include project stakeholders, artists, art/design professionals, non-artist citizen representatives, and FHAC members.

PROCEDURE

The ASP shall follow these guidelines:

- **Composition:** The ASP shall be composed of at least three (3) voting members appointed by a majority vote of the FHAC. The precise size of the panel shall depend upon the size and complexity of the project. All panels should include, when possible, at least one (1) member from the neighborhood in which the artwork is to be sited, one (1) artist or art/design professional, and one (1) member of the FHAC. A member of the FHAC will chair the panel.
- **Term:** ASP member appointments are on a per-project basis. Panel members may be asked to participate in multiple projects.
- **Voting:** Each voting panelist will have one (1) vote. Advisors invited to the panel discussion may participate freely in the discussion and debate but may not vote. Observers may not participate in the discussion or deliberations and may not vote. In the event the panel is unable to arrive at a consensus in a reasonable period of time, the chairperson shall call for a vote and the majority shall rule. In the case of a tie vote, the art proposal will be forwarded to the FHAC as “undecided”.
- **Meetings:** The panel shall meet as often as necessary during the selection process and through to the completion of the project.
- **Panel recommendations to FHAC:** The panel may offer up to three (3) recommendations for the project in addition to any “undecided” projects resulting from a tie vote. The panel will present their recommendations to the FHAC in a report that states their order of preference, their reasons for the selection(s), their

selection process, and how they addressed the FHAC's stated objectives, parameters, and criteria. The panel has the option to make no selection if they believe there is insufficient merit in the entries.

DONATIONS

PURPOSE

To define the criteria and procedure for the FHAC to review proposed gifts of artwork.

POLICY

A gift is personal or real property that is donated, devised, or bequeathed—with or without restrictions—to the Town of Friday Harbor. Gifts include artwork, property for placement of artwork, and funds for the acquisition of artwork.

The FHAC has the authority to make recommendations to the Town Council regarding the acceptance or rejection of artwork donated to the Town. The FHAC will evaluate the suitability of the proposed gifts of artwork. Gifts that are recommended for acceptance must comply with the FHAC's *Artwork Selection and Acquisition* policy (page 13).

PROCEDURE

Donors proposing gifts of art will be asked to complete and sign a Proposal for Art Donation form (see *Appendix F*).

Donors will be informed of the importance of the following criteria in the FHAC decision-making process:

- Aesthetic quality: The proposed gift has significant aesthetic merit.
- Originality of artwork: Artwork must be one of a kind or part of an original series. Reproductions of originals are not considered eligible for acceptance.
- Relationship to the collection as a whole: The FHAC is committed to creating a collection of diverse media. The proposed gift must be compatible with the Town art collection without over-representing one artist or style.
- Appropriateness of proposed or chosen site: The scale of the artwork is appropriate for the location. This includes the relationship between the artwork, any obstacles, and the site lines of the site.

- Technical feasibility: There must be a realistic ability for the project to be built and installed as proposed.
- Technical specifications: The FHAC must review the actual artwork, if available, or a scale drawing or model(s) consisting of a site plan and elevations describing the following (engineered drawing may be requested):
 1. Surrounding site conditions, if applicable
 2. Dimensions
 3. Materials and finishes
 4. Colors
 5. Electrical, plumbing, or other utility requirements
 6. Construction and installation methods
- Budget: The donor must provide a budget outlining the cost to manage the project, prepare the site, deliver and install the work, create signage, and any other costs associated with the gift. The FHAC will determine if the costs are accurate and realistic and whether the donor has clearly delineated responsibility for all costs associated with the project. Generally, donations are not accepted unless the donor provides sufficient funds for installation, display needs, and an identification plaque.
- Timeline: The expected timeline for the donation or installation should be proposed by the donor. The FHAC will determine if the proposed timeline is realistic in consultation, if needed, with the Town of Friday Harbor.
- Narrative: The donor should provide a written history of the artwork, detailed description and specifications of the piece, information about the artist, and an explanation of the meaning or purpose behind the donation.
- Durability: The expected lifetime and durability of the material used to create the artwork needs to be known, especially if sited outdoors or in a non-archival exhibition setting exposed to the elements.
- Vandalism and safety: The artwork should not be prone to vandalism or pose an unreasonable safety hazard. Precautions should be taken against vandalism, especially anti-graffiti measures.
- Maintenance and preservation: The donor agrees to provide a technical and maintenance record including a plan for routine care with estimated costs. The donor must indicate if there are any unusual or ongoing costs. The donor is responsible for the cost of the first year of maintenance.
- Community process: Community groups who generate artwork donation proposals must show that their surrounding community has been involved and

consulted in the process.

- Restrictions from the donor: Any restrictions must be clearly identified and, if accepted by the Council, the Town must meet these expectations.

Based on the FHAC's findings, a recommendation will be made to the Town Council to accept or not accept the donation. The FHAC may also recommend an art site. The Council will determine whether the piece will be accessioned into the Town's collection.

The donor shall sign a release of ownership and a Deed of Gift transferring title to the Town. The Mayor will provide written acknowledgement of acceptance of the gift.

The Town will oversee the installation of the artwork and ordering of the identification plaque.

Donations of artwork to the Town become the property of the Town. Unless specifically authorized by the Council at the time of acceptance, gifts are generally received without restrictions as to the future display, location, or disposition.

DEACCESSION

PURPOSE

To outline the process for the removal and relocation, sale, or disposal of public works of art in the Town art collection.

POLICY

Deaccession is defined as the removal of an object of art from the Town's permanent art collection. This decision requires conscientious review and should reflect policy and professional judgement, thereby avoiding the appearance of influence from fluctuating taste or public controversy.

Artwork may be considered for deaccessioning only when there exists an issue with one or more of the following:

- Safety: The artwork endangers public safety.
- Security: The condition or security of the artwork cannot be reasonably guaranteed.
- Theft: Stolen artworks will be documented through an official police report and a report prepared by the group responsible for the site of the loss.
- Maintenance: The artwork requires excessive or unreasonable maintenance.
- Damage: The artwork has been damaged beyond repair, damaged to the extent that it no longer represents the artist's intent, or damaged to the extent that the expense of restoration and repair is found to exceed current market value of the artwork or is considered unreasonable or impractical. In the event the artwork is damaged, staff will prepare a report that documents the original cost of the artwork, estimated cost of repair, and estimated current market value.
- Site Alteration: The site for which a piece of artwork was specifically created is structurally damaged or otherwise altered so that it can no longer accommodate the work. Or the piece is made publicly inaccessible by a change in its surrounding environment such as new construction or demolition.
- Loss of Site: The artwork has lost its original site and there is a lack of an appropriate alternative site or proper storage. If the work is stored but a site cannot be found within five years, the work will be removed from the collection.
- Inauthenticity: The work is discovered to be inauthentic, fraudulent, or stolen.
- Excessive Representation: The work is duplicative or an excessive representation of an individual artist or type of art.

- Aesthetic Value: The art has not withstood the test of time. The FHAC has determined that the piece lacks the aesthetic or artistic value necessary to justify its continued upkeep and storage.
- Temporary Acquisition: The artwork was purchased as a semi-permanent acquisition and the Town's obligation is terminated.
- Such other basis that the Town Council believes to be in the best interests of the Town.

PROCEDURE

The Town will conduct regular maintenance surveys of the public art collection. In the event that a work meets one or more of the above criteria, Town staff will prepare a recommendation for deaccessioning. This recommendation will be reviewed and evaluated by the FHAC. The FHAC will then advise the Town Council, and the Council will determine the disposition of the artwork. If the artwork is to be deaccessioned, the Council will adopt a resolution or, if the value is equal to or less than the Town Administrator's purchasing authority, the Town Administrator may remove the artwork from the collection.

The artist whose work is being considered for deaccession shall be formally notified by mail using the address of record originally provided by the artist. The artist will be given the opportunity to purchase the artwork, or its parts, before disposal by sale, donation, trade, or destruction.

After the artist has been notified, the options for deaccessioning should be considered in this order:

1. Relocation
2. Trade through artist, gallery, museum, or other institutions for one or more other artwork(s) of comparable value by the same artist
3. Long term/indefinite/permanent loan to a museum collection or governmental agency
4. Removal to storage with the intent of finding a new site within five years after which the work shall be removed from the collection
5. Sale through art auction, art gallery, dealer, or direct bidding by individuals. The original artist shall have first right of refusal to purchase his or her artwork at its current market value. Any pre-existing contractual agreements between the artist and the Town regarding resale shall be honored.
6. Government surplus sale.

It is the obligation of the FHAC to ensure that the disposition of Town artwork be formally, publicly, and adequately documented. A staff report for artwork under consideration for deaccession must include the following:

- Reason(s) for the suggested deaccession
- Accession method, cost, and current market value
- Documentation of correspondence with the artist
- Photo documentation of the site conditions (if applicable)
- Official police report (if applicable)

A permanent record of the artwork's inclusion in the Town art collection and reason(s) for its removal shall be maintained in a deaccessioned collection file.

The artwork, or its remains, shall be disposed of by the Town staff or its agents upon deaccession action. The Town Finance Office will be formally notified of the action. In the event of a sale of artwork, the proceeds of such sale shall be deposited into the Town's Municipal Arts Fund.

No current member of the FHAC or Town staff or any member who has served on the FHAC within the most recent two (2) years from the date of consideration for deaccession shall be allowed to bid on and/or purchase a deaccessioned artwork.

APPENDIX A

DEFINITIONS

Accession: The formal process of accepting and documenting artwork into the Town Art Collection.

Acquisition: The procurement of works of art for the Town of Friday Harbor's permanent collection. This includes commission through open competition, limited competition, invitation, donation, direct purchase, or any other means.

Alteration: A physical change to a structure or a site. Alteration does not include normal maintenance and repair or total demolition.

Art Selection Panel (ASP): A committee appointed by the FHAC to recommend artwork or artists to provide works of art or artistic services to the Town. The committee should include project stakeholders, artists, art and design professionals, non-artist citizen representatives, and FHAC members.

Commissioned Works: Artists can be commissioned to create work specifically for a site-specific project.

Conservation: A broad concept of care encompassing three activities: examination, preservation, and restoration.

Construction Costs: The total value of all construction work as well as all finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems, site work, and any other permanent work or permanent equipment.

Deaccession: The indefinite or permanent removal of artwork from permanent display.

Disposition: The cessation of ownership and possession of artwork typically through sale, transfer of ownership, or destruction.

Donation (Gift): Personal or real property that is donated or bequeathed, with or without restrictions, to the Town of Friday Harbor. The gift must be approved by the FHAC and the Town Council. The gift may be artwork, property for artwork, and/or funds for the acquisition of artwork.

Maintenance: The ongoing upkeep of artwork on a scheduled basis and any additional unscheduled care necessary to prevent damage or the need to repair an art piece.

Municipal Arts Fund: A fund within the Town of Friday Harbor into which eligible moneys dedicated to public art are deposited. This includes funds from donations, annual allocations from the Town's General Fund, and allocations of up to 1% on eligible municipal construction projects.

Preservation: Actions taken to retard or prevent deterioration of or damage to works of art, and actions taken to maintain them.

Public Art: For the purposes of these guidelines, public art is defined as visual, performing, or literary art intended for public enjoyment. Art must be original and can be permanent or temporary in the form of murals, sculpture, fountains, memorials, mosaics, fabric, paintings, prints, and others, and/or functional art such as benches, clocks, bike racks, trash bins, entrances, playgrounds, etc., sited in the visual public domain. Public art differs from art intended for private enjoyment in that it must speak in a significant way to a larger portion of the population. Public art is a gesture to the public and, as such, should provide a generous benefit. Public art should bring meaning to public spaces and make them more enjoyable.

Public space: Any place or property within the Town limits that is open to the general public for its use or that is in public view or is generally accessible and visible to the public.

Request for Proposal (RFP): A formal, written request posted by the Town and/or FHAC to elicit candidates for an art project. The RFP includes specifications for the project and instructions on how to submit the proposal. Proposals are then evaluated using criteria such as price, qualifications, and experience.

Restoration: The treatment of a deteriorated or damaged work of art to approximate as nearly as possible its original form, design, color, and function with minimal further sacrifice of aesthetic integrity.

Site Specific Artwork: Artwork that is created specifically for a location and responds to that location.

Temporary Work: Artwork that is created for a temporary amount of time. Impact is short term.

Town Art Collection: Any work of art that has been commissioned by or accepted by the Town of Friday Harbor Arts Commission and the Town Council and is accessioned into the collective body of artwork owned and managed by the Town.

Town Art Plan: A report that describes the funding sources, budgets, and descriptions of proposed and ongoing public art projects and establishes budgets and descriptions for new public art projects.

ORDINANCE NO. 1546

AN ORDINANCE creating a Friday Harbor Arts Commission and Municipal Arts Fund.

WHEREAS, the Town Council is interested in the promotion of visual, performing and literary arts and maintaining and promoting public art in possession of the Town or sited on public property; and

WHEREAS, there is an interest in acquiring and placing public art and establishing a fund to help support the purposes of this Ordinance and to create a process for creating revenue for that fund; and

WHEREAS, there is a need for a board to advise the Town in matters pertaining to public arts and culture;

NOW, THEREFORE, be it ordained by the Council of the Town of Friday Harbor:

SECTION 1. A new chapter (2.74) of the Friday Harbor Municipal Code is hereby created and shall be titled "Friday Harbor Arts Commission and Municipal Arts Fund".

SECTION 2. Chapter 2.74 FPMC shall read as follows:

Chapter 2.74

FRIDAY HARBOR ARTS COMMISSION AND MUNICIPAL ARTS FUND

Sections:

- PART 1 Arts Commission**
- 2.74.010 Committee created
- 2.74.020 Appointment, terms, and qualifications
- 2.74.030 Organization
- 2.74.040 Powers and duties
- 2.74.050 Operational support
- 2.74.060 Staff assistance
- 2.74.070 Policies and procedures

- Part 2 Municipal Arts Fund**
- 2.74.080 Municipal arts fund purpose
- 2.74.090 Definitions
- 2.74.100 Works of art and public facilities
- 2.74.110 General revenues to the municipal arts fund
- 2.74.120 Commission responsibilities
- 2.74.130 Municipal arts fund created
- 2.74.140 Reservation of town council approval
- 2.74.150 Public hearing required

PART 1

2.74.010 Committee created.

The Town of Friday Harbor Arts Commission is hereby created. The Commission shall consist of seven members. In addition to these members, the Commission may include one non-voting member who is age 16 to 19 at time of appointment.

2.74.020 Appointment, terms and qualifications.

Members of the Commission shall be appointed by the Mayor, and shall serve a three year term, or the duration of any vacant and unexpired term. The original appointments will be as follows: Positions 1 and 2: one year; Positions 3 and 4: two years; Positions 5, 6 and 7: three years. Terms shall commence on January 1st and expire on December 31st. The youth member shall serve one year with term to commence October 1st and expire September 30th the following year.

The seven members shall include at least one Town Council member, two representatives of the visual arts, and one representative of the performing arts. "Representatives" shall be those with experience, background, and/or involvement in that particular art form.

2.74.030 Organization.

The Arts Commission shall be organized as follows:

- A. Chairperson. A Councilperson appointed to the commission shall be elected by the members of the commission to serve as chairperson.
- B. Quorum. No business shall be conducted without a quorum. A quorum shall exist when a majority of the members are present.
- C. Voting. All actions of the Commission shall be accomplished by a vote of the membership. A simple majority of the members present at the meeting in which action is taken shall be necessary to approve any action taken. The chairperson is entitled to vote on all matters.

2.74.040 Powers and duties.

The Commission's function shall be to advise the Town Council on support, placement, selection, acquisition, and maintenance of public art. The Commission shall advise on visual, literary and performing arts.

The Commission shall have no independent authority to approve or disapprove the placement, selection, acquisition, or maintenance of public art.

2.74.050 Operational support.

The Arts Commission operational budget will be a sub-category of the Planning Department budget. A separate Municipal Arts Fund will also be established for funds procured through donations, grants, sales, admission fees, or other means including any allocations from the Town's Current Fund or pursuant to section 2.74.130.

C:\Users\amyf\Desktop\1546dOrd.docx

2.74.060 Staff assistance.

The Town administrative staff shall provide the Arts Commission with such assistance as is reasonably necessary to enable it to perform its functions and duties. Staff assistance shall include, but not be limited to, record keeping, reporting, research, general planning, and instruction.

2.74.070 Policies and procedures.

The Policies and Procedures attached hereto as Exhibit A shall govern all meetings and activity of the Arts Commission and are hereby adopted by reference.

PART 2

2.74.030 Municipal arts fund purpose.

The Town of Friday Harbor accepts the responsibility for expanding public experience throughout the broad spectrum of the arts by providing local and cultural artistic services and programs to its citizens. Artists capable of creating for the public in the fields of visual, written and performing arts should be encouraged, and such is hereby declared to be the policy of the Town of Friday Harbor. In harmony with this policy it should be the practice of the Town to require that visual art be included in any public works project, where applicable, and that a portion of the cost of such project, where applicable, be allocated for the acquisition of visual art. It shall also be the policy of the Town to provide an annual allocation from the Town's general revenues to the municipal arts fund as created by this ordinance.

2.74.090 Definitions.

A. "Commission" means the Friday Harbor Arts Commission.

B. "Municipal construction project" means any project paid for wholly or in part by the Town of Friday Harbor to construct or remodel any building, decorative or commemorative structure, park, street, sidewalk, parking facility or utility, or any substantial portion thereof within the limits of the Town. Municipal construction project shall not include routine maintenance, the repair of existing public facilities or the replacement of fixtures in such facilities.

2.74.100 Works of art and public facilities.

A. All authorizations and/or appropriations for municipal construction projects, excluding water, sewer and storm water projects or any portion thereof, shall include an amount equal to at least one percent of the total project cost (as estimated by the Town in the year in which the project is actually initiated) to be used for the selection, acquisition and/or installation of works of art to be placed in, on or about public facilities unless specifically excluded from the project by the Town Council; provided, however, if applicable laws establishing a source of funds for a particular project exclude art as one of the items for which such funds may be expended, the amount of funds from that source shall be excluded from the "total project cost" in making said calculation; provided further, that in the event applicable law requires that all such funds for art in a municipal construction project are required to be expended solely for that project, such funds thus appropriated shall only be used for that project and in the event such funds are not expended by the time of completion of said project, such appropriation shall lapse and the total cost of the project be reduced by that amount.

B. The funds authorized and/or appropriated pursuant to this section shall be held in the public art acquisition fund; provided, however, that if at the end of any budget year, the said fund has an accumulated balance from all sources of \$75,000 or more representing funds which remain unexpended and which have not been encumbered or otherwise committed for the purchase of municipal art, no further annual appropriation shall be made under this section until all or that part in excess of \$75,000 has been expended. Out of such funds, the Town Council, after seeking the advice of the Commission, shall approve the amount to be allocated for selection, acquisition, and/or installation of individual works of art to be placed either as an integral part of the municipal construction project in connection with which the funds are appropriated, or attached thereto, or detached within or outside such project, or to be placed in, on or about other public facilities as permitted by law.

C. The preceding cap shall not apply to encumbered funds donated by the public.

2.74.110 General revenues to the municipal arts fund.

In addition to such funds as may be appropriated pursuant to 2.74.100, the Town Council shall make provision by appropriation to the municipal arts fund for the purposes enumerated in FPMC 2.74.080. The Council hereby states its commitment to provide general revenue funding at a level of at least \$10,000 per year, in addition to such monies as may be appropriated or expended for staff support services.

2.74.120 Commission responsibilities.

The Commission, with the consent of the Town Council, may, either alone or in conjunction with other public or private agencies, initiate or sponsor public programs designed to heighten public awareness in any of the aforementioned arts.

2.74.130 Municipal arts fund created.

There is hereby created a special fund entitled the "Municipal Arts Fund" into which all funds shall be paid that are received by the Town from whatever source for the purpose of: 1) providing for the advancement of local cultural and artistic programs and services within the Town, including federal, state or other funds to which the Town may be entitled now or in the future, other funds as the Town may from time to time transfer into said fund, revenues from performances or projects sponsored by the arts commission or funds from private parties or agencies and 2) financing those expenditures identified in FHMC 2.74.100.

2.74.140 Reservation of town council approval.

The Town Council specifically reserves to itself final decision making authority regarding the purchase, erection, siting and installation of works of public art. The Town Council indicates its intention to use a selection process and public hearing procedures which incorporate members of the Friday Harbor Arts Commission. In the event of conflict with any other section of the code, this section shall prevail.

2.74.150 Public hearing required.

Prior to the expenditure of funds from the municipal arts fund for the purchase of a public art work utilizing funds in excess of \$500, whether freestanding or incorporated into the design of a public building, which is visible from a public way or adjacent private properties, a public hearing shall be held and noticed as provided by law.

SECTION 3. This Ordinance shall become effective following publication in accordance with State law.

ADOPTED this 6th day of November 2014.

TOWN OF FRIDAY HARBOR



Carrie Lacher, Mayor

SEAL of the
Town of Friday Harbor

ATTEST:



Amy E. Taylor, Town Clerk

EXHIBIT A
Friday Harbor Arts Commission
POLICIES AND PROCEDURES

MISSION STATEMENT

The Friday Harbor Arts Commission (FHAC) exists to support excellence, vitality, diversity, and accessibility of the arts as essential to the quality of life and cultural enrichment for town residents and visitors. The commission should foster the community's vision through the acquisition, placement, and maintenance of public art and by promoting participation, innovation, and partnership in the visual, performing, and literary arts.

AUTHORITY

Town of Friday Harbor Municipal Code Chapter 2.74 regulates the FHAC. These rules are adopted to supplement the municipal code. Where in conflict, the municipal code shall prevail

RESPONSIBILITIES

1. Serve as the central commission to whom individuals and groups may bring their concerns and ideas with regard to the arts within the Town of Friday Harbor.
2. Represent the interests of the Town in matters of art, and the interest of the arts in matters of the Town, and inform the Mayor and Town Council of all said matters.
3. Identify and recommend potential locations for public art; prescribe procedures for the selection, acquisition, and display of such art; oversee the process of selection and placement of public art; and provide advice for its oversight and maintenance.
4. Review and submit recommendations to the Town Council for any and all new artwork that shall be contracted for or placed on Town property or become the property of the city by purchase, gift, or otherwise.
5. Review and submit recommendations to the Town Council for any and all existing Town artwork to be removed, relocated, or altered in any way.
6. Develop a long range plan for integrating the arts into the community that is to be reviewed and updated every three years.
7. Encourage and recognize education, innovation, and community participation in visual, literary, and performing arts. This includes exploring and promoting arts related projects, events and businesses that provide an economic benefit and/or beautify and enhance the image of the Town.
8. Actively work to promote fundraising and coordination of donations for public art projects.

MEETINGS AND RECORDS

The commission shall meet at least quarterly at a time, date and place to be established by the commission. Meetings are subject to the Washington Open Public Meetings Act. Written meeting minutes shall be maintained and made available to the public upon approval of the minutes by the commission. The commission will report to the Town Council at least annually.

SUB-COMMITTEES

The commission may appoint subcommittees or ad hoc committees in order to meet the functions and responsibilities of the commission. Any ad hoc committee appointed by the commission will be advisory to the commission only.

MUNICIPAL ARTS FUND

In addition to an operational budget, there will be established a special Town fund entitled "The Municipal Arts Fund" into which all funds will be deposited that are appropriated by or received by the Town from whatever source for the purpose of acquisition of or otherwise providing for the advancement of visual, literary, and performing arts within the town, including federal, state, and municipal funds, or funds from private individuals or agencies, or any other funds which the Town may receive or come into possession of from time to time including revenues from performances or projects sponsored by the FHAC and any allocations from the Town.

The Town may make a provision by appropriation to the Municipal Arts Fund from the Current Fund each year, in addition to such monies as may be appropriated or expended for the commission's operational budget.

SITING AND DISPLAY

"Siting" is the permanent installation of a work of art.

"Display" refers to the temporary showing of a work of art.

The commission shall establish and maintain an Artwork Site Plan, to be approved by the Town Council.

Site priorities will be based on the following:

1. Maximum visibility and public benefit
2. Public safety
3. Integration with formal Town plans
4. Permanence
5. Appropriateness to the type, scale and scope of potential projects
6. Security and ease of maintenance
7. Integration and coordination with proposed or potential private sector projects

PLACEMENT ON PRIVATE PROPERTY

No work of art financed or installed either wholly or in part with the Municipal Arts Funds or grants procured by the Town shall be installed on privately owned property without a written agreement between the Town and the owner specifying the proprietary interests in the work of art, and specifying other provisions deemed necessary or desirable by the Town's attorney. In addition, such written agreements shall specify that the private property owner shall assure:

1. That the installation of the work of art will be done in a manner which will protect the work of art and the public;
2. That the work of art will be maintained in good condition; and
3. That insurance and indemnification will be provided as is appropriate.

ACQUISITION OF ART BY DONATION

"Acquisition" refers to the procurement of works of art through open competition, limited competition, invitation, donation, loan, direct purchase or any other means. Art shall be acquired without legal restrictions about use and disposition except with respect to copyrights or other specifically defined rights as part of the contract negotiated with the artist.

"Works of art" include, without limitations, paintings, murals, stained glass, sculptures, bas-reliefs, monuments, fountains, arches, or other structures of a permanent or temporary character intended for ornament or commemoration.

A donation is initiated by the public, and may be artwork or funds for public art. Potential art donors will be referred to the commission to discuss the nature of the gift, and for review and approval. After review, the commission will consider the offer and make a site recommendation if applicable. Generally, donations are not accepted unless sufficient funds are available from the donor for installation, display needs, and identification plaque. Required documents include a release form from the donor, written acknowledgement of acceptance from the Mayor, and a completed Deed of Gift transferring title to the Town. All financial gifts, bequests and artwork donations accepted by the commission are subject to the approval of the Council. All gifts shall generally be accepted without restrictions as to the future use or disposition, unless specifically authorized by Council.

TEMPORARY ACQUISITION

"Temporary works of art" have an intended or anticipated life span, or are on short-term loan, of less than five years. Artwork may be loaned to the Town long term (one year or more) or short term (less than one year). Loaned artwork shall go through the same review process as permanent acquisitions with terms and conditions to be set forth in an agreement signed by the artist and the Mayor. Temporary Art may also display information regarding an ability to purchase, provided such information shall be appropriate in size and location.

REVIEW PROCESS

1. Applicant provides conceptual drawings or photos, site plan showing proposed location of project, and any additional information that may aid the FHAC in their review and recommendation.
2. Staff reviews proposal for compliance with applicable codes and regulations, and forwards to FHAC.
3. FHAC reviews preliminary design and sends written response to applicant, which may include request for more details.
4. Applicant provides final drawings or photos, site plan, and any additional information requested by the FHAC.
5. FHAC and Planning Department review plans, then forward to Town Council for approval.

ART SELECTION

The following criteria should be used by the FHAC when considering acquisition of artwork by purchase, commission or donation:

1. Artistic merit: Concept, design, and craftsmanship.
2. Context: Architectural, historic, geographic, and cultural.
3. Compliance: Compliance with definition of public artwork for both permanent and temporary artworks.
4. Maintainability: Structural and surface soundness, durability and resistance to vandalism, weathering, and excessive maintenance/repair costs.
5. Diversity: Art from artists of cultural diversity, art of varied scale and media, and emerging and well-established art forms.
6. Public safety and appropriate public principles and standards.
7. Accessibility and potential for interaction.
8. Consistency with Request for Proposals (commissioned work).
9. Feasibility: Artist's ability to complete work on time and within budget.
10. Originality.
11. Ability to comply with other criteria as established by the FHAC.

INSTALLATION, MANAGEMENT AND MAINTENANCE OF PUBLIC ARTWORK

The artist shall provide drawings of, and be responsible for, the initial installation of the art piece; Town staff will oversee the installation. The artist shall guarantee the work to be free of defects in materials and workmanship for a period of one year following installation. The artist shall provide detailed instructions for routine maintenance of the work. Regular inspection and maintenance of the artwork is the responsibility of the Town. The maintenance, alteration, refinishing, and moving of art shall be done in consultation with the artist whenever feasible.

Liability associated with ownership of public works of art shall be covered under the Town's applicable insurance programs.

RE-SITING OR REMOVAL OF PUBLIC ARTWORK

While the intent of acquiring public artworks is generally for long-term display, circumstances may arise that dictate that the Town re-site or deaccession a public artwork. The following is meant to ensure this occurs infrequently, thoughtfully, and without undue influence of public controversy.

"Deaccessioning" refers to the removal of art from permanent display

"Disposal" is the cessation of ownership and possession of art work

Art may be considered for deaccessioning or disposal for one or more of the following reasons:

1. Condition or security of work cannot be reasonably assured.
2. Work endangers public safety.
3. Work is damaged and repair is not practicable or feasible.
4. Work requires excessive maintenance.
5. Suitable site for display no longer available (significant change in use, character or design of existing site).
6. Work is not or is rarely displayed.
7. Work received significant adverse public opinion.
8. Quality or authenticity of work called into question.
9. Department that is displaying work requests status be reviewed.
10. Removal requested by the artist.

PROCESS OF DEACCESSIONING

This process is initiated by majority vote of FHAC or specific direction of the Town Council. The commission will prepare a report to include the artist's contract, original acquisition method and cost, correspondence with artist or proof of good faith effort to reach artist, photo of artwork's current condition, reasons for suggesting removal, any evidence of public comment or debate, and recommendation for the Town Council: removal, relocation or deaccession.

Options for deaccessioning, in order of priority:

1. Relocation. (If relocated, artist may prevent use of his/her name per the Visual Arts Rights Act).
2. Trade through artist, gallery, museum, or other institution for art of comparable value by same artist.
3. Long-term/indefinite/permanent loan to museum or governmental agency.
4. Removal to storage with intent to find new site within five years, after which time the work shall be removed from the collection.
5. Sale through auction, gallery, dealer or direct bidding with all proceeds going into the Municipal Arts Fund. Artist should have first right of refusal to purchase at current market value, unless other resale agreement is stated in original contract.
6. Destruction.

ARTWORK ON LOAN FROM THE TOWN

The commission may recommend that the Town Council loan works of art owned by the Town for exhibition elsewhere upon such terms and conditions as deemed necessary.

APPEARANCE OF CONFLICT OF INTEREST

1. Friday Harbor Arts Commissioners, Councilpersons, and their immediate family members, and business partners may not apply for projects administered by the FHAC, or be hired as paid consultants with funds from the public art fund; specific exceptions may be made on a case-by-case basis by majority vote of the Town Council.
2. Art owned by the Town may not be sold or traded to members of the FHAC, Town employees, or Councilpersons.

RESERVATION OF TOWN COUNCIL APPROVAL

The Town Council specifically reserves to itself final decision making authority regarding the selection, acquisition, siting, installation, and removal of works of public art.

APPENDIX C

APPROPRIATE USE OF MUNICIPAL ARTS FUND

The Municipal Arts Fund shall support the following uses:

- The selection, acquisition, and display of works of art which may be an integral part of the project; or which may be placed in, on, or about the project or other visual public right of way.
- Artist fees, design, planning, and predesign service contracts and commissions.
- Expenses for technical assistance provided by architects and/or engineers to artists in order to design, document, and/or certify the artwork.
- Repair and maintenance of Town public artworks benefited by the Municipal Arts Fund.
- Citizen forums, advertisements, and educational workshops to gather information and/or educate about public art and the Town's public art collection.
- Documentation and public education material for the Municipal Art Program and public art projects.
- Public art project management.

The Municipal Arts Fund shall not be used for

- Mass produced art not credited to a particular artist
- Works that are decorative, ornamental, or elements of the architectural landscape design except when commissioned from an artist as an integral aspect of a structure or site
- Architectural rehabilitation or historical preservation except works that are acquired in connection with such projects

APPENDIX D

Excerpts from *A Community Guide to Creating Public Art*¹

In addition to the quality of life that art contributes by its very nature, public art can help a community do a number of things:

- Welcome and introduce people to a neighborhood
- Provide positive exposure
- Attract business and positively impact tourism
- Encourage and direct foot traffic
- Personalize a neighborhood and build character and identity
- Demonstrate neighborhood pride that attracts new residents and discourages vandalism
- Transform community eyesores into community assets

So when you are asked "why art?", these reasons provide valid arguments for creating public art in your community and rallying support from people who may not understand the contribution that art makes to our society.

THE DIFFERENT FACES OF PUBLIC ART

There are many different ways that public art can be used to improve your community. Review the following descriptions of how public art can be used to help figure out how you would like to use it.

Sense of Place

Use public art to create unique community places, define or redefine public spaces, or suggest experiences that evoke a strong sense of orientation. This type of work gives identity to the larger community as well as celebrates smaller neighborhoods. Artists have the gift of telling communities' stories and translating those stories in unique visual forms.

Urban Infrastructure

Consider public art as an integral part of city planning and design in order to stimulate new ideas and sensitivity to our visual environment and the functional structures that shape the city. Public art should transform the potentially unattractive structures that typify water systems, electric transfer stations, and transportation systems into

¹http://cms.cityoftacoma.org/CEDD/TacomaCulture/arts/TA_PublicArt_CommunityGuide.pdf City of Tacoma, WA

meaningful public symbols. These projects create opportunities for unique educational, recreational, and cultural experiences in commonplace structures such as sidewalks, bridges, street lighting, parking meters, parking lots, bus shelters, manhole covers, tree grates, and other street furniture.

Cultural Infrastructure

Identify public art opportunities that highlight the cultural and historical connections within our community through local history, environmental systems, diverse cultural traditions, and visual symbols.

Landmarks

Use public art to create visible landmarks and artistic points of reference. These projects should serve as beacons, build community pride, and reinforce community identity.

Public Buildings

Incorporate public art into public buildings (new and old) in order to enhance civic pride and engage employees and citizens in participation, support, and involvement in the arts.

Temporary Works

Temporary public works can accomplish a short-term celebration of the arts and express a specific community purpose. Temporary public art allows for unusual media that is not usually considered in permanent public art pieces. Video, performance, and non-permanent materials can be employed.

Direct Purchase or Commissioned Work

Artwork may be purchased directly from an artist to place in a public space. Or artists may be asked to submit proposals of artwork to fit within a community, and the community then selects an artist to create a work specifically for the community.

Community Projects

An artist or team of artists are selected to work directly with members of the public to develop a project and collectively create a work of art. This type of project explores opportunities for the meaningful involvement of citizens of all ages in the art-making process.

Developing a Vision for Public Art

It is important for your community to understand the many different ways that public art can be expressed. There are so many approaches that it is important to take the time to look at examples of public art in other communities and educate yourself and others about the wide range of possibilities. Before meeting with the stakeholders of your community, do some research and get examples of public art in your own city or town and in other communities. After reviewing examples of public art, try this

exercise to help figure out the full spectrum of possibilities before you determine what type of public art is best for your community: What types of public art have you seen that you like or dislike? What types of media can be used to create public art? Where would you like to see public art placed or utilized in your community? Who should be involved in making public art (e.g., local artists, national artists, youth, architects, etc.)? Public art is a reflection of what your community values. What would be appropriate for reflecting your community today? Once the community is thinking about different ways public art can help the community, send them out to do research on their own. The world of public art will start to open up and no one will be able to go on vacation without noticing the place of public art in communities.

FRIDAY HARBOR ARTS COMMISSION

Artist Application

ARTIST Name: _____
Mailing address: _____
City/State/ZIP: _____
Telephone: _____ **Email:** _____
Website: _____

SUMMARY OF PROPOSED WORK: _____

Title: _____ **Date created:** _____
Media: _____ **Edition:** _____ / _____
Dimensions: _____ **Height** _____ **Width** _____ **Depth** _____ **Estimated weight:** _____
Current location: _____
Suggested site (if applicable): _____
Restrictions (if any): _____
Any other information to consider: _____

Explanation and cost estimate for site preparation, including equipment: _____

Estimated time for project completion: _____

Explanation and cost estimate for maintenance: _____

CHECKLIST of items required to be included with this application form:

- Artist resume, to include artist's statement
- Images or models of three (3) or more examples of prior artwork, preferably in the same or similar media as this project
- Four (4) different photos, if artwork completed
- A visual representation and narrative of proposed art, if artwork not completed
- At least two (2) references from within the past five (5) years

Applicant signature: _____ **Date:** _____

Please submit this form and supporting materials to:

Deliver to:
Friday Harbor Town Hall
ATTN: FHAC
60 Second Street
Friday Harbor, WA 98250
(360) 378-2810

US Mail:
Town of Friday Harbor
ATTN: FHAC
PO Box 219
Friday Harbor, WA 98250



FRIDAY HARBOR ARTS COMMISSION

Proposal for Donation of Art

Title of artwork: _____

Artist: _____

DONOR Name: _____

Mailing address: _____

City/State/ZIP: _____

Telephone: _____ Email: _____

DONOR Representative: _____

Mailing address: _____

City/State/ZIP: _____

Telephone: _____ Email: _____

ARTIST'S Full Name: _____

Mailing address: _____

City/State/ZIP: _____

Telephone: _____ Email: _____

Website: _____

ARTWORK Description: _____ Edition: ____/____

Dimensions: _____ Height _____ Width _____ Depth Estimated weight: _____

Intended for placement: Indoors Outdoors Previous location(s): _____

Suggested site description (if applicable): _____

Provenance/History available: Y N Purchase price: \$ _____ Appraised value: \$ _____

Appraiser/Date: _____

MATERIALS:

Medium (wood, stone, plastic, metal): _____

Surface finish (sanded, sandblasted, glass beads, wire-wheeled, painted): _____

Patina (include original coloration, protective sealers, and patineur name/contact info): _____

Preservation measures at creation (if known): _____

Foundry/Fabricator name: _____

Address/City/State/Zip: _____

Business phone: _____ Email: _____

Internal structure and reinforcement: Y N

Fabrication materials used: _____

INSTALLATION: Provide a brief explanation of installation including any assembly and connection methods, materials used, and mounting instructions:

MAINTENANCE: A maintenance agreement with the artist or donor might be required.

OTHER: _____

CHECKLIST of items required to be included with this donation form:

- Four (4) different images of artwork; digital images acceptable
- Drawings and details for installation (if applicable)
- List of maintenance procedures (if applicable)

DONOR AGREEMENT:

Does your donation include funding the site preparation: Y N

Does your donation include funding an identification plaque: Y N

The undersigned hereby offers to make a gift to the Town of Friday Harbor of the artwork described in this document. The artwork may be displayed, moved, stored, or deaccessioned according to guidelines adopted by the Town Council as recommended by the Friday Harbor Arts Commission (FHAC). The undersigned is the owner of the artwork—free of all liens and encumbrances—and has the right to make this gift.

Applicant signature: _____ Date: _____

Deliver to:
Friday Harbor Town Hall
ATTN: FHAC
60 Second Street
Friday Harbor, WA 98250
(360) 378-2810

US Mail:
Town of Friday Harbor
ATTN: FHAC
PO Box 219
Friday Harbor, WA 98250

