

## REVIEW AND ACCEPTANCE OF CITIZEN-INITIATED ARTWORKS ON CITY PROPERTY

Public Art Policy  
Section 3.1

### Purpose

To establish the administrative process for the review of citizen-initiated artworks temporarily sited on City property or the public right-of-way, and the review and acceptance of citizen-initiated artworks permanently sited on City property or the public right-of-way.

**PADB approved  
4/29/14  
CORAC approved  
5/13/14  
City Council approved  
10/21/14**

### Policy

The City of Raleigh's Public Art Program shall comply with the Public Art Policy<sup>1</sup> in order to maintain established standards for reviewing public art projects that originate with private citizens or organizations, use private funding sources or donations, and are located on City of Raleigh property or the public right-of-way.

Such projects are deemed to be "large scale" when they require review and input regarding design, construction, fabrication, installation, placement or maintenance and/or have benefactors contributing \$10,000 or more.

### Responsibilities

- It is the expectation of citizens and/or organizations presenting projects for consideration that they abide by the City of Raleigh Arts Commission's (CORAC's) timeline and process for project review in advance of its inception.
- Public art projects expected to be on site for one year or less, regardless of budget amount, are considered temporary public art projects that are not designated for Raleigh's Municipal Art Collection. They are subject to review, guidance and approval by CORAC).
- Smaller-scale citizen-initiated permanently-sited artworks are referred to CORAC for review, guidance and approval.
- Large-scale citizen-initiated permanently-sited public art projects are referred to the Public Art and Design Board (PADB) for review, guidance and recommendation for acceptance to CORAC.
- The citizens and/or organizations presenting the project will be responsible for all costs associated with the artwork, including insurance, fabrication, installation, removal (if needed) and any maintenance or repair costs associated with a temporary public art project, unless otherwise determined by the City.
- CORAC, on behalf of the City of Raleigh, reviews all permanently-sited artwork and approves its accession into Raleigh's Municipal Art Collection.
- Maintenance and care of artwork accepted into the Municipal Art Collection is the responsibility of the City of Raleigh.
- Per City regulations, artwork that is donated or commissioned using outside funding sources requires City Council approval for final acceptance into the Municipal Art Collection after CORAC's approval.

<sup>1</sup> City of Raleigh Public Art Policy, Section 3.1, Page 11.

## Procedure – Design Review and Installation

1. The project is reviewed by the City's public art coordinator for consideration.
2. The project is reviewed by the City department responsible for the public space as well as City departments that may have regulatory authority (i.e. Inspections, etc.)
3. If needed, preliminary funding and site approval is reviewed and approved by City Council.
4. The project is presented to either CORAC or PADB, depending on scope and budget. The presenters should provide schematics/drawings for the site, a timeline for project completion, and project budget as a part of their overview. Presenters will review the information with committee/board members and be available for follow-up questions.
5. CORAC or PADB may appoint a board liaison to design committees or selection panels that are formed in order to help with shaping the design of the artwork. Inclusion of a board member ensures compliance with Raleigh's Public Art Policy in order to facilitate the likelihood of design acceptance.
6. Once a design has been finalized, the presenter will provide an update on the project, including visuals of the design that outline scale, color and materials; fabrication and installation details; and maintenance requirements. Presenters will review the information with the respective board and will be available for follow-up questions.
7. CORAC or PADB will offer a recommendation for the design that may include acceptance, modifications or rejection.
  - a) Accepted project designs may move forward with fabrication and installation.
  - b) Project designs requiring modification either may be accepted with modifications or require another review prior to approval;
  - c) Rejected designs do not receive a recommendation and should not move forward.
8. PADB will advise CORAC of their recommendation prior to fabrication proceeding.
9. For artwork offered to the City as a gift, CORAC's acceptance recommendation is forwarded to City Council for approval prior to fabrication.
10. Upon successful completion of a project that City Council has accepted as a gift, CORAC accessions the artwork into the Municipal Art Collection.