

## Art Approval Process

This process is to be used for proposed art for display in public spaces, per the Art Policy, including City facilities. Proposed art may be donated or loaned to the City or commissioned by the City. This process is also intended to be used for murals proposed for public or private areas viewable by the public.

Step	Details	Maximum Timeline
1	Applicant completes application form and provides supplemental materials (images, renderings, or mock-ups etc.).	
2	Arts Advisory Committee issues initial consideration to vet and route project.	Up to 4 Weeks
3	The proposed art project is posted in a designated place on City website and available at the public counter for public comment.  Public Comment Period (30 days) <ul style="list-style-type: none"> <li>a. Comments are provided to AAC staff liaison in writing only.</li> <li>b. During the public comment period, any other required City committees can weigh in on the proposal, either as a group or as individual citizens.</li> </ul> Other committees to consider include Parks and Rec – Parks and Beaches, Lagoon Committee - areas adjacent to the lagoon, TPAC - art in medians, etc.	5 Weeks
4	Application form is routed to City Departments for review (Eg: Public Works for maintenance analysis, Traffic Engineer for items in median, etc. City Manager’s Office facilitates routing to necessary departments).	Concurrent
6	Design Review Board approval is required for projects that meet any of the following criteria: <ul style="list-style-type: none"> <li>a. Permanent – to be displayed for two or more years; and/or</li> <li>b. Potential view blockage from a residence; and/or</li> <li>c. Over 14’ high</li> </ul>	Up to 4 Weeks
7	Art Advisory Committee reviews the project and any DRB feedback. Send to City Council for final approval. <ul style="list-style-type: none"> <li>a. AAC can also request the applicant make amendments or adjustments. The request can be based on public comments received during the public comment period or based on AAC concerns/questions.</li> <li>b. AAC can ask applicant to return to the next meeting with an updated proposal.</li> <li>c. AAC can also deny the project proposal.</li> </ul>	Up to 4 Weeks
8	City Council considers AAC recommendation and offers final approval/denial.	Up to 3 Weeks
9	City executes agreement for acceptance of art.	Up to 4 Weeks
10	Art is installed.	
	Maximum time required for processing/approval	Up to 24 Weeks

A change to the Design Review Ordinance may be required to define DRB purview with regard to art placements.