

Painting art on pavement, waste containers and utility boxes Minneapolis City Property



Sidewalk Painting by Peyton Russell

Application Process

Deadlines for Applications:

- Applications are due the last Wednesday of each month at 4:00 p.m. The review process takes approximately 6 weeks, however it can take longer. Applicants are encouraged to talk to

Submit your application electronically by 4 p.m. to mary.altman@ci.minneapolis.mn.us.

1. General Information

The City of Minneapolis permits requests from citizen groups and non-profit organizations to paint art on City sidewalks, streets, waste-containers and utility (signal) boxes and to install artistic banners on street poles. Such requests are reviewed by the Minneapolis Arts multiple departments. The Public Art Administrator, Mary Altman serves as the first contact for these requests. (mary.altman@ci.minneapolis.mn.us, 612-673-3006.) The review process is designed to achieve several objectives:

- Encourage projects that contribute to the quality of the public realm.
- Support initiatives to enhance the community, that come from the community and that have strong community support.
- Involve, respect and encourage artists.
- Keep the application process clear and simple.
- Assist applicants to develop projects within realistic timelines.
- Provide opportunities to all wards and neighborhoods.
- Ensure that approved applicants have the capacity for maintenance and removal.
- Encourage projects on City property that are consistent with all codes and statutes.
- Ensure that artworks do not compromise public safety.
- Ensure that projects do not increase City maintenance costs.
- Create a manageable work plan for the Public Arts Administrator, the Public Art Advisory Panel and the Minneapolis Arts Commission.

Please note: The City does not provide funding to these types of public art projects. The focus of this selection process is solely the approval of requests from community groups to do such projects on City property at their own expense.

2. Eligibility and Requirements

2.1. Eligible Projects:

- 2.1.1. Projects on allowed sidewalks and residential streets. (Art will not be allowed at or on school crossings, intersections with marked crosswalks, signalized intersections, State- and County-designated roads, or any roadway approaching a major arterial).
- 2.1.2. City-owned signal (utility) boxes (Note, many of these boxes are owned by private utility companies.);
- 2.1.3. City-owned waste-containers.
- 2.1.4. Banner artworks.
- 2.1.5. Projects may be proposed by artists, community members, businesses or organizations.
- 2.1.6. Projects that have been previously denied may be resubmitted one time only, during a future "Call for Applications."

2.2. Ineligible projects:

- 2.2.1. Proposals to include art on any street fixtures other than those listed in B.1 above, such as light poles, hydrants, etc.
- 2.2.2. Projects proposed outside of the review process and timeline.
- 2.2.3. Projects proposed on City property that is scheduled to be reconstructed within the project timeline. For information on the City's capital improvement plans in your neighborhood, visit the City's website at <http://www.ci.minneapolis.mn.us/public-works/>
- 2.2.4. Applicants who currently have projects on City property that have not been approved by the Arts Commission and Public Works or that are not compliant with the terms of their existing permit may not apply, until they have been approved, become compliant or are completely removed by the applicant
- 2.2.5. Temporary murals on City buildings or bridges shall not be considered as part of this selection process. They will be reviewed on a case-by-case basis. The guidelines, submission materials, review process and criteria outlined in this document, however, will apply to the independent review of such projects.

3. Guidelines

3.1. Application Requirements and Fees

- 3.1.1. If selected, applicants must provide a certificate of insurance as proof of general liability coverage as required by City of Minneapolis Ordinance, Chapter 95 per occurrence, which will not exclude explosion, collapse, and underground property damage, and not contain an "aggregate" policy limit. The general liability coverage will contain an endorsement naming the City of Minneapolis as additional insured as to acts committed by the applicant for which the City could be held responsible.
- 3.1.2. If selected, applicants must obtain either a letter of credit or a certificate of deposit naming the City as payee and deliver it to Public Works to be held by the City. The dollar amount required for either instrument will be

determined by Public Works prior to issuing a permit to the applicant and it will be based on estimated total estimated removal costs for the proposed project. The City will have the right to present either instrument to the issuing bank or other financial institution for payment if the maintenance or removal is not completed by the applicant or is unsatisfactorily completed. (See sections 3.5.1 to 3.5.4 below.) If maintenance and removal is satisfactorily completed, the City will return the instrument to the issuing bank at the end of the permit period.

- 3.1.3. Projects must comply with all City of Minneapolis codes.
- 3.1.4. As these projects are intended to be temporary and later removed, participating artists must agree to sign a waiver of their rights under the Visual Artists Rights Act (VARA).
- 3.1.5. Applicants must obtain all necessary permits from the City, including permits for encroachment, obstruction and road and lane closures. Applicants will be charged permit fees (to be determined). Applicants may also be required to hire an off-duty police officer to handle traffic management during installation. The City will require the Applicant to cover any additional costs that may arise as part of the permit, including special signage, insurance, mailings, etc.
- 3.1.6. Only complete applications will be reviewed. (See section D below.)

3.2. Content

- 3.2.1. Only art projects and projects led by artists will be reviewed. As part of the process, the Arts Commission will determine whether the project is art. This project is not intended to support advertising, community signage or the promotion of community-based agendas.
- 3.2.2. Artwork will not mimic any traffic control devices or signage used on City streets
- 3.2.3. Organizational or program names or logos shall not be included as part of the design, however community event and neighborhood names may be.
- 3.2.4. Painted works on sidewalks and roads should include sufficient blank space (non-painted areas) within the design to ensure that the area is not slippery when wet.



Utility Box on Hennepin Avenue
by Sree Nair

3.3. Materials and Clean-up

- 3.3.1. Currently latex paint and chalk are the only approved materials. Enamel paints, spray paints and stains are not approved. Suggestions for alternative materials may be considered, as long as they are proven to be removable and non-toxic.
- 3.3.2. Vinyl wraps are approved for signal boxes. (Although the specific product must be approved by the City in advance. If the City has no experience with the proposed product, the City may require testing.)

- 3.3.3. Painted utility boxes must be primed by City crews prior to any painting by the artist. The applicant will be responsible for the cost to prime the cabinets.
- 3.3.4. The paint must be applied in a quality manner. Accidental spills, paint drips and messy edges must be removed from the area after the painting is complete.
- 3.3.5. Paint must be cleaned up and disposed of in an appropriate manner. No paint or contaminated water may be poured into City sewers.

3.4. Community Capacity and Support:

- 3.4.1. At the time the application is submitted, the applicant must have written support from the appropriate neighborhood organization(s) and from all of the abutting property owners. (An abutting property is determined by extending the property line of the owner to the street. If the art crosses the extended line it is an abutting property. Approval is needed from abutting properties on both sides of the street only when the art is located on the street.)
- 3.4.2. Applicants should also consider other methods of community involvement and notification, such as community meetings, surveys, and visits to abutting homes.
- 3.4.3. Applicants should consider their capacity to implement and maintain the project when determining the number of locations and the proximity of the locations.

3.5. Maintenance and Removal

- 3.5.1. Projects must be maintained at no cost to the City. Applicants are responsible for all ongoing maintenance, including touch-ups and graffiti removal, as well as complete removal of the work at the end of the permit period. Street maintenance (such as patching or seal coating) or repair of City property could also require the applicant to partially repaint the project. For utility/signal boxes, complete removal at the end of the permit period, means sanding chipped paint and repainting the boxes a color that has been approved by Public Works. Painted pavement and sidewalks should be power washed until all paint is removed.
- 3.5.2. City owned signal utility boxes may be replaced or relocated by the City as necessary.
- 3.5.3. All projects will be reviewed by the City Public Arts Administrator or his/her designee annually in the spring for maintenance needs or removal. If the artwork requires maintenance or removal, the Public Arts Administrator will notify the applicant. If the applicant does not repair or remove the work within one month, the Public Arts Administrator will have the noncompliant art work removed by Public Works and the Public Arts Administrator will present the letter of credit or a certificate of deposit (see section C.1.c above) to the issuing bank or other financial institution for payment.
- 3.5.4. If any nuisance or unsafe condition is allowed to exist in the area of the project, the City may summarily abate the nuisance. The existence of a

nuisance or unsafe condition may be grounds for revocation of the permit. The Public Arts Administrator may also present the letter of credit or a certificate of deposit (see section C.1.c above) to the issuing bank or other financial institution for payment for costs related to this abatement.

3.6. Project Timeline Guidelines

- 3.6.1. Installation of projects will occur during periods of low traffic activity. Unless special circumstances dictate otherwise, this will be weekdays from 9AM to 3PM, weekends, and holidays.
- 3.6.2. No street may be blocked for more than 12 hours in any 24-hour period.
- 3.6.3. Permits will be issued for 1 or 2 years. At the end of 2 years, the applicant may request to have the project remain for one additional year. The City will consider this request after examining the work for maintenance needs.

4. To Apply:

To apply, complete and submit the materials below:

4.1. Completed Coversheet (attached)

4.2. Project Description, up to two pages including information on:

- 4.2.2. The process for developing the design. If the process involves youth working with the artist, information on the plan for training the youth.
- 4.2.3. The process for notifying and involving the community.
- 4.2.4. Materials, including primers.
- 4.2.5. Timeline
- 4.2.6. Detailed plans for ongoing maintenance and final removal. (The City does not fund ongoing maintenance or removal for such projects).
- 4.2.7. Your copyright agreement with the artist.

4.3. Images:

- 4.3.1. A **final** design for each location in a clear, detailed, scaled color 8.5 x 11" format. (One page per location.)
- 4.3.2. The image should be to scale and a scale should be provided on the drawing, as well as the address of the location and the name of the artist (if more than one). Draft or blurry images and sketches will not be reviewed.

4.4. Required Attachments

- 4.4.1. Letter of support from the neighborhood organization(s) in the neighborhood(s) where the project is occurring.
- 4.4.2. Using the City-provided Consent Form (attached), signatures from all of the abutting property owners, the Special Service District Board (where applicable) and the applicant.
- 4.4.3. Resumes of all of the participating artists.
- 4.4.4. A map designating all of the desired locations, the boundaries of the artwork within those locations and the addresses of those locations.

4.5. Permit Applications (*For projects recommended by the Arts Commission only.*)

- 4.5.1. If approved by the Arts Commission, the applicant will be asked to complete applications for Encroachment and Obstruction permits. The Encroachment permit is the authorization to use the Right of Way and the Obstruction permit is the authorization to close or obstruct the Right of Way during installation and removal of the project. These forms are available from City of Minneapolis Right of Way, 612-673-2428, robert.boblett@ci.minneapolis.mn.us

5. Review Process and Project Timeline

Note: No more than 4 projects will be approved each cycle.

| | <i>Date</i> | <i>Other Information</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Deadline | 4 p.m., Last Wednesday of the Month | To: Mary Altman, City of Minneapolis Room 110 Public Service Center 250 So. 4th Street Minneapolis, MN 55415-1385 mary.altman@ci.minneapolis.mn.us |
| Public Art Advisory Panel Review | 3:30 p.m. First Wednesday of the Month ⁶ | Room 110 Public Service Center |
| Arts Commission Review: | 5:30 p.m. Third Wednesday of the Month | City Council Chambers Third Floor, City Hall 350 South 5th Street, Minneapolis |
| Permit Application: (For recommended projects only.) | Exact date up to the applicant, but can be submitted no earlier than the day after the Arts Commission meeting. | To: Dennis Morris Room 200, City of Lakes Building 309 2nd Avenue South Minneapolis, MN 55401 Dennis.Morris@ci.minneapolis.mn.us |
| Service Districts Review: Locations in a special service district will be reviewed by the service district board for recommendation. | See service district board calendars. | TBD |
| Notification of Permit Approval/Denial: | Within two weeks of permit application. | |
| Documentation of Receipt and Completion: Applicants must submit images thoroughly documenting the art work at all locations. | Within one week completion of project | To: Mary Altman, (Contact information above.) |

6 Selection Criteria

The criteria listed below shall be used for by the Public Art Advisory Panel and the Arts Commission for evaluating proposed projects:

6.1. Stimulate Excellence in Urban Design and Public Arts:

- Do the designs and the locations provide an opportunity to make an engaging or bold artistic statement?
- Does the project provide an opportunity for a unique public artwork?
- Do the proposed artists have a significant or engaging body of work?

6.2. Enhance Community Identity and Place:

- Does the project have the support of the neighborhood organization and property owners?
- Are the locations good places to showcase a public artwork?
- Does the project provide an opportunity to reflect on the community and its characteristics, including history, identity, geography and cultures?

6.3. Contribute to Community Vitality:

- Will the project be visible to and attract visitors and residents?
- Will the project build capacity and cooperation between the private and public sectors, artists, arts organizations and community members?
- Has the project engaged the community (or will it)?
- Does project provide an opportunity to encourage civic dialogue on City issues?
- Is the design and location safe?

6.4. Involve a Broad Range of People and Communities:

- Does the project engage citizens, neighborhoods and organizations in the planning and creation of the artwork?
- Will the project be accessible to people with a range of abilities?
- Does the project celebrate one or more of the City's cultural communities?

6.5. Value Artists and Artistic Processes:

- Does the project nurture an emerging artist?
- Has the design process included an artist and artistic process as a central element?
- Does the project support the artists' right to retain most of their copyrights, except for in the case of sharing information for non-for-profit purposes?

6.6. Use Resources Wisely:

- Are the conditions at the proposed site stable enough to support an artwork for during the timeframe?
- Does the applicant have the capacity to implement the project at the proposed scale?
- Is there a realistic and achievable maintenance plan?
- Are the appropriate materials being used appropriately?