



CITY COUNCIL WORK SESSIONS AGENDA

**Community Center
15 Crescent Road, Room 201
Wednesday, September 26, 2018
7:30 PM**

Work Session Packet

Arts Advisory Board Public Art Policy, CC
[WS_Arts Advisory Board Public Art Policy.pdf](#)

City Council Work Sessions Agenda Item Report

Meeting Date: September 26, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session Packet

Subject:

Arts Advisory Board Public Art Policy, CC

Suggested Action:

Attachments:

[WS_Arts Advisory Board Public Art Policy.pdf](#)

**Greenbelt City Council
Work Session**

Arts Advisory Board Public Art Policy

**September 26, 2018
7:30 p.m.**

**Greenbelt Community Center
15 Crescent Road
Room 201**

Agenda

- Introductions
- Council Discussion
- Questions and Answers
- Other Items

MEMORANDUM

To: Nicole Ard, City Manager
From: Nicole DeWald, Arts Supervisor; Greg Varda, Assistant Director
Via: Julie McHale, Director, Recreation
Cc: Joe McNeal, Assistant Director
Date: September 12, 2018
Re: Guidelines for Public Arts Policy Implementation

nd, GV

Greenbelt Arts Advisory Board Report 19-1 (August 8, 2018) incorporates a draft public art policy which will be the subject of the upcoming Council worksession on September 26. In support of that policy, Greenbelt Recreation has prepared the attached guidelines for its implementation. AAB has described the “what and why” of public art in Greenbelt, and staff have outlined the “how”.

These guidelines address a variety of media and scenarios, including performances, screenings, exhibitions, loans, gifts, purchases and commissions. Where open calls and competitions are indicated, these procedures represent a commitment to openness and fair consideration for local artists, as well as a commitment to excellence in programming. Several opportunities are included for advisory board members and other community stakeholders to provide valuable input on projects. And finally, the guidelines reflect staff and Council’s commitment to responsible stewardship of public funds and infrastructure.

Thank you for your consideration.

**City of Greenbelt
Greenbelt Recreation Arts Program**

**Guidelines for Public Art Projects
On City of Greenbelt Property**

Draft Date: September 12, 2018

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I. Introduction

This document explains how Greenbelt Recreation staff foresee implementing the Greenbelt Public Arts Policy as drafted by the Arts Advisory Board (“AAB”) and excerpted below. Procedures may be updated over time based on experience, additional information, new opportunities and changing circumstances.

As explained by AAB, “public art” is a very broad category encompassing “artwork in any medium which is exhibited, performed or otherwise presented for any duration in a public space or in a privately-owned space which is publicly accessible without charge. Public art may be ephemeral or enduring. It may be programmed by the city or another sponsor, or presented independently by artists acting within the scope of applicable laws and regulations.” This document addresses a variety of circumstances through which public art may be presented, indoors or outdoors, on City of Greenbelt property. The procedures outlined herein may be modified as needed to accommodate situations which

have not been addressed directly; in such cases, the same fundamental considerations will apply including fair access to opportunity for artists, inclusion of advisory board and additional community input, and the responsible management of public funds and infrastructure by staff and Council.

Greenbelt's public art program is independent of the city's memorialization program for former residents. However, contributions are welcome to the city's assigned fund for public art in memory of a loved one. Gifts and commissions of artwork may also be proposed in honor of an individual; such proposals would be handled through the same procedures as any other proposed acquisition or commission of artwork.

II. General Selection Criteria for Artwork

A. All disciplines:

1. **Content:** The content of all artwork should be secular and appropriate for a diverse, intergenerational clientele.
2. **Quality:** The city's arts programming celebrates a wide range of artistic training, experience and achievement. When professional artists are being selected for participation, artistic merit will be a primary consideration. Visual artwork under consideration for an extended loan, gift, purchase or commission should be of exceptionally high artistic merit.
3. **Safety:** The proposed work must pose no unreasonable threat to people or to the environment in which the work would be presented.
4. **Feasibility:** The proposed presentation must be feasible for the City of Greenbelt to support with respect to staff availability, technical capacity and financial resources. Presentations must be compatible with other concurrent uses of the facility.

B. Criteria specific to visual art:

1. **Condition:** Artwork and any associated equipment must be clean, in tact, in excellent condition and not in immediate need of conservation. The artwork and equipment must be structurally stable and sufficiently durable to withstand the conditions under which it would be displayed.

C. Project-specific criteria may also be defined.

III. Guidelines for Public Performances and Screenings

A. City Presentations:

1. **Special Events Programming:** The City of Greenbelt regularly sponsors public performances and screenings in conjunction with its broad array of special events. Performances have spanned many disciplines and traditions, have featured both amateur and professional performers, and have utilized a variety of indoor and outdoor public spaces. Screenings have included major releases, vintage cinematic

works, locally made animation, and video works by visual artists. Information is available online for artists and community groups seeking bookings through the city's special events.

- a. Performers and digital media are selected for City of Greenbelt events by the department organizing the event. Advisory Board, Council and public review are not required for special event programming, although suggestions and feedback are always welcome.

B. Guest Presentations: The Arts Program will provide applications for Greenbelt-affiliated artists and community organizations that wish to perform or to present a performance or screening indoors or outdoors on city property.

1. Arts staff will share applications with the staff who use and maintain the facility where the presentation would take place. These staff may accept or decline the proposal. If a proposal is accepted for an outdoor presentation, it will be subject to additional approvals from the City Manager and the departments of Public Safety, Planning and Community Development and/or other departments at the City Manager's discretion. Advisory Board, Council and public review are not required for guest presentations.

IV. Guidelines for Temporary Visual Arts Presentations

A. City Arts Program Presentations:

1. **Exhibition Programming:** The Arts Program presents exhibitions featuring primarily the work of outstanding professional artists as an aspect of ongoing programming. Exhibitions have utilized a variety of indoor and outdoor public spaces. The Greenbelt Community Center Art Gallery is the city's primary exhibition space and is reserved for city programming. Information is available online for artists who wish to have their work considered for presentation through the city's exhibition program.
 - a. Arts staff may program exhibitions up to three months in length. If exhibitions are contemplated for locations other than the Greenbelt Community Center Art Gallery, these opportunities will be explored in coordination with the staff who use and maintain the facility in question.
 - b. If the artwork is to be displayed outdoors, staff will also consult with the departments of Public Works and Planning and Community Development.
 - c. If the artwork is to be displayed outdoors for a duration of greater than one week, the artwork will be discussed at a meeting of the Greenbelt Arts Advisory Board at which public comment will be welcome. Input from the Board and community will be taken into consideration by staff.
 - d. Formal approval by AAB or Council are not required for the delivery of exhibition programming.

2. Arts Education Program Displays: The Arts Program displays in city facilities artwork which is produced by participants in Greenbelt Recreation arts education programs. Displays have utilized multiple indoor and outdoor public spaces.

- a. Arts staff may display arts education program artwork for up to three months outdoors, and for any length of time indoors. These displays will be presented in coordination with the staff who use and maintain the facility in question. If the artwork is to be displayed outdoors, staff will also consult with the departments of Public Works and Planning and Community Development. Artwork may be removed by the Arts staff at any time as needed. Advisory Board, Council and public review are not required for the display of arts education program artwork.

B. Guest Presentations: The Arts Program will provide applications for Greenbelt-affiliated artists and community organizations that wish to exhibit visual art indoors or outdoors on city property for up to three months.

1. Arts staff will share applications with the staff who use and maintain the facility where the artist or group would like to display their work. These staff may accept or decline the proposal.
2. If a proposal is accepted for an outdoor presentation, it will be subject to additional approvals from the City Manager and the departments of Public Safety, Planning and Community Development and/or other departments at the City Manager's discretion.
3. If the artwork is to be displayed outdoors for a duration of greater than one week, the artwork will be discussed at a meeting of the Greenbelt Arts Advisory Board at which public comment will be welcome. Input from the Board and community will be taken into consideration by staff.
4. Formal approval by AAB or Council are not required for temporary displays by guest artists and organizations.

V. Guidelines for Long-term Visual Arts Presentations

A. Guidelines for Extended Loans or Gifts of Specific, Existing Artworks

Planned duration of installation: greater than three months

These steps apply to the proposed acquisition of specific, enduring works of visual art for extended display on City of Greenbelt property. These works would be owned and/or maintained by the City of Greenbelt unless otherwise arranged.

Loans or gifts may be initiated by any party. All proposed loans and gifts will be directed to city Arts staff.

1. **Proposal Information:** Arts staff will work with the prospective lender/donor to collect information about the artwork and the proposed terms of a loan or gift, including expectations regarding transportation, installation methods, insurance,

maintenance, lighting, signage, public access and license to produce images of the work.

2. **Arts Advisory Board:** Arts staff will present the proposed loan/gift to the Arts Advisory Board. If the Board does not grant preliminary support for the loan or gift, the proposal will be modified or declined. If the Board grants provisional support for the offer, their input will also be gathered regarding one or more possible sites for the artwork. Staff will inform Council via the City Manager and City Clerk and proceed with the steps below.
3. **Community Stakeholder Input:** A future Arts Advisory Board meeting will be designated to include an opportunity for public input on the proposed loan/gift. Special effort will be made to inform Council, other advisory boards and community stakeholders of this meeting.
4. **Staff Input:** Information about the proposed loan/gift will be shared with the Departments of Planning and Community Development and Public Works for their input. In addition, the information will be shared generally with staff who work at a facility where the piece may be installed, in order to invite their input.
5. **Conservator Input:** Arts staff may retain the services of a professional conservator to assess the anticipated maintenance needs and longevity of the artwork.
6. **Arts Advisory Board Recommendation:** Based on all of the information collected and a consideration of programming and funding priorities, the Arts Advisory Board will make a recommendation to the Greenbelt City Council via the City Manager and City Clerk regarding whether or not to accept the proposed loan/gift.
7. **Staff Recommendation:** Greenbelt Recreation will also make a recommendation to the Greenbelt City Council via the City Manager regarding whether or not to accept the proposed loan/gift. Staff will include an initial project budget.
8. **Council Decision:** The Greenbelt City Council will decide whether or not to approve the proposed loan/gift.
9. **Staff Implementation:** Should the proposal be approved by Council, Arts staff will: prepare a Loan Agreement or Deed of Gift; coordinate transport of the piece if necessary; coordinate site preparation and installation of the piece – along with lighting and public access as needed -- by the Department of Public Works; have signage made and installed; provide insurance information to the Finance Department; publicize the acquisition and arrange a dedication event if appropriate.

B. Guidelines for the Purchase of Existing Artwork

Planned duration of installation: greater than one year

These steps apply to the acquisition of enduring works of visual art for display on City of Greenbelt property. These works will be owned and maintained by the City of Greenbelt unless otherwise arranged. Acquisitions may be proposed by any party, including but not

limited to Council, staff, advisory boards, community organizations, local businesses and residents. All proposals to purchase public artwork will be directed to city Arts staff.

In most cases, artwork will be selected for purchase through an open call for artists. An open call may not be necessary in cases where a specific artwork is of particular interest to the city due to its having been created by a notable Greenbelt resident artist or due to other substantial, community significance.

1. **Proposal Information:** Arts staff will gather information about the proposal to acquire a work of art.
2. **Arts Advisory Board:** Arts staff will present the proposal to the Arts Advisory Board. If the Board does not grant preliminary support, the proposal will be modified or declined. If the Board grants provisional support, their input will be gathered regarding one or more possible sites for the artwork. Staff will inform Council of the Board's position and input via the City Manager and City Clerk.
3. **Staff Recommendation:** Greenbelt Recreation will make a recommendation to the Greenbelt City Council, via the City Manager, regarding the proposed acquisition. If the Department supports the proposal to acquire a work of art, the Department will recommend one or more potential sites for the artwork, prepare a project budget, and nominate an ad hoc **Public Art Project Committee** (hereinafter "the Committee") to guide the acquisition through all stages up to and including the installation and dedication of the artwork. The City Manager will have the authority to approve the composition of the Public Art Project Committee. Staff will proceed with the project unless directed by the City Manager or Council not to do so.
 - a. The committee shall consist of 3, 5 or 7 members, including a representative of the City of Greenbelt's Arts staff and any individual or group representative contributing 51% or more of the amount of the acquisition. Additional members may include: one representative from any (other) community organization co-sponsoring the proposed project through substantial in-kind or financial contribution; community stakeholders for the specific project at hand; and/or individuals otherwise unconnected with the project who have relevant experience with public art projects as artists or administrators. Members of the Greenbelt Arts Advisory Board will not be eligible to serve on the Committee as the Board will be consulted separately for their input.
4. **Call for Artists:** Arts staff will draft a Call for Artists, subject to approval by the Director of Greenbelt Recreation. Artist eligibility must, at a minimum, be open to residents of Maryland, Virginia and the District of Columbia for projects with a budget of \$1,000.00 or more.
 - a. Once approved, staff will publicize the Call, allowing at least 30 days for artists to respond.
 - b. Committee members may supplement general advertising of the Call by reaching out to qualified individual artists and inviting them to respond.

- c. The Committee will review all artist responses and select up to five (5) works of art for further consideration. The Committee may at its option reject all artwork proposed if they see fit. No higher approval will be required for the Committee's selection of artworks.
5. **Community Stakeholder Input:** An Arts Advisory Board meeting will be designated to include an opportunity for public input on the artworks selected for further consideration. Special effort will be made to inform Council, other advisory boards and community stakeholders of this meeting.
6. **Staff Input:** Information about the art works will be shared with the Departments of Planning and Community Development and Public Works for their input. In addition, the information will be shared generally with staff who work at a facility where the piece may be installed in order to invite their input.
7. **Conservator Input:** Arts staff may retain the services of a professional conservator to assess the anticipated maintenance needs and longevity of all artworks under consideration.
8. **Arts Advisory Board Input:** Taking into account all of the information gathered, and giving consideration to programming and funding priorities, the AAB will provide input to the City Council regarding each of the artworks under consideration for purchase.
9. **Committee Recommendation:** Based on all of the information collected, the Public Art Project Committee will make a recommendation to the Greenbelt City Council regarding which of the artworks – if any – to acquire. The Committee or City Council may at their option reject all of the artwork under consideration if they see fit.
10. **Council Decision:** The Greenbelt City Council will decide whether or not to approve the Committee's recommendation.
11. **Staff Implementation:** Should the acquisition be approved by Council, Arts staff will: facilitate the purchase; coordinate transport of the piece if necessary; coordinate site preparation and installation of the piece – along with lighting and public access as needed -- by the Department of Public Works; have signage made and installed; provide insurance information to the Finance Department; publicize the installation and coordinate a dedication event as appropriate.

C. Guidelines for the Commission of Enduring Works of Visual Art

Planned duration of installation: greater than one year

These steps apply to the commission of enduring works of visual art with public and/or private funds for display on City of Greenbelt property. These artworks will be owned and maintained by the City of Greenbelt unless otherwise arranged. Commissions may be proposed by any party, including but not limited to Council, staff, advisory boards, community organizations, local businesses and residents. All proposals to commission a work of public art will be directed to city Arts staff.

In most cases, artists will be selected through a two-stage process involving a Request for Qualifications and a review of proposals prepared by a limited number of selected finalists.

1. **Proposal Information:** Arts staff will gather information about the proposal to commission a work of art.
2. **Arts Advisory Board:** Arts staff will present the proposal to the Arts Advisory Board. If the Board does not grant preliminary support, the proposal will be modified or declined. If the Board is in favor of pursuing a commission, they will inform Council via the City Manager and City Clerk. The Board will include recommendations for potential sites for the new artwork and/or comments on any site which has been proposed by other parties.
3. **Staff Recommendation:** Greenbelt Recreation will make a recommendation to the Greenbelt City Council, via the City Manager, regarding the proposed commission. If the Department supports the proposal to commission a work of art, the Department will indicate one or more potential sites for the artwork, suggest an appropriate project budget, and nominate an ad hoc **Public Art Project Committee** (hereinafter "the Committee") to guide the commission through all stages up to and including the installation and dedication of the artwork. The City Manager will have the authority to approve the composition of the Public Art Project Committee. Staff will proceed with the project unless directed by the City Manager or Council not to do so.
 - a. The committee shall consist of 3, 5 or 7 members, including a representative of the City of Greenbelt's Arts staff and any individual or group representative contributing 51% or more of the amount of the commission. Additional members may include: one representative from any (other) community organization co-sponsoring the proposed project through substantial in-kind or financial contribution; community stakeholders for the specific project at hand; and/or individuals otherwise unconnected with the project who have relevant experience with public art projects as artists or administrators. Members of the Greenbelt Arts Advisory Board will not be eligible to serve on the Committee as the Board will be consulted separately for their input.
4. **First Round of Competition: Request for Qualifications**
 - a. Arts staff will draft a Request for Qualifications (RFQ), subject to approval by the Director of Greenbelt Recreation. The degree of complexity will be tailored to the scope of the project that is envisioned. Artist eligibility must, at a minimum, be open to residents of Maryland, Virginia and the District of Columbia for projects with a budget of \$1,000.00 or more. Artist eligibility may be expanded beyond these states for projects where travel expense reimbursement is available to finalists and to the selected artist.

- b. The city will publicize the competition, allowing at least 30 days for artists to respond. Arts staff will serve as the artists' point of contact throughout the competition and commission process.
- c. Committee members may supplement general advertising of the RFQ by reaching out to qualified individual artists and inviting them to respond.
- d. The Committee will review all artist responses and select up to three finalists. The Committee may at its option reject all applicant artists if they see fit. No higher approval will be required for the Committee's selection of finalists.

5. Second Round of Competition: Finalist Proposals

- a. Arts staff will prepare a packet for finalists containing additional project information and defining final proposal requirements. The packet will be subject to approval by the Director of Greenbelt Recreation.
- b. Selected finalists will be paid an appropriate stipend to develop full proposals including scale renderings, a budget and technical specifications.
- c. Finalists' proposals will be shared with the city's Planning and Community Development and Public Works Departments for their review and input.
- d. A professional conservator may be retained by the Arts staff to review the finalists' proposals and advise on routine maintenance needs and potential long-range conservation issues.
- e. The Committee will host a public design presentation meeting which the artists, City Council members, Arts Advisory Board members, other boards and identified stakeholders will be invited to attend.
- f. The Greenbelt Arts Advisory Board will be asked to provide input to the Committee and the Greenbelt City Council regarding all of the finalists' proposals. Other advisory boards may offer input to Council at their option.
- g. The Committee will consider input from the artists, the public, the Arts Advisory Board, the conservator (as applicable), and the Departments of Public Works and Planning and Community Development, and make a recommendation to the Greenbelt City Council for the selection of (up to) one of the finalists for the project, and up to two of the finalists as alternates (in order of preference). The Committee may at its option reject all of the finalists if they see fit.
- h. City Council approval of the artist selected by the Committee will be needed in order to award contracts and proceed with project implementation.

7. **Artist Contracts:** Should the artist be approved by Council, Arts staff will draft and negotiate a contract with the artist, subject to review and approval by any city departments or agents as directed by the City Manager.
 - a. Final design drawings and technical specifications will be identified as deliverables under the terms of the artist's contract. These materials will be shared with Council when available on an informational basis but will not require additional approvals beyond the Committee level.
8. **Project Management:** Arts staff will: facilitate scheduled disbursements to the artist; apply for any county or state permits as may be needed; coordinate transport of the piece if necessary; coordinate site preparation and installation of the piece – along with lighting and public access as needed -- by the Department of Public Works; have signage made and installed; provide insurance information to the Finance Department; publicize the acquisition and arrange a dedication event if appropriate.

VI. **Collection Management**

- A. **Records:** Arts staff will maintain records of all major public art works owned by the City of Greenbelt. Staff will supply the city's insurance coordinator with all information necessary to insure public art works of significant value.
- B. **Maintenance:** Maintenance of major works in the city's existing collection will have priority over the acquisition of new work with respect to the use of funds available for public art. Maintenance and repairs should be performed by a trained conservator and their staff or interns. Minor cleaning and vandalism mitigation may be performed by city staff upon guidance from a conservator.
- C. **Relocation/Removal of Artwork:** The city may find it necessary to relocate a work of art or to remove it permanently from view due to considerations including but not limited to: deterioration of or damage to the artwork; competing need for use of the space; changing community standards and preferences; or loan of the artwork to another agency. Requests to relocate or remove artwork will be referred to the Arts staff and the Arts Advisory Board. If staff and Board recommend that the work be removed from the city's collection through gift, sale, or destruction, this decision will require City Council approval. Relocation or removal of the artwork would be implemented by the Department of Public Works and/or their contractors.

Greenbelt Arts Advisory Board Report 19-1
August 8, 2018

Subject: Recommendation for a City of Greenbelt Public Arts Policy

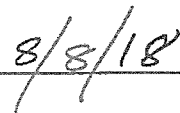
At the August 7, 2018 meeting of the Greenbelt Arts Advisory Board, members reviewed and discussed materials which they had prepared for Council previously concerning a public art policy for Greenbelt. These materials included:

- AAB report 15-2, dated 5/5/15
- The "City of Greenbelt Public Arts Policy" draft, approved by AAB on 5/5/15
- The "Public Art Site Index" approved by AAB in October, 2012

Members re-affirmed these materials by acclamation and approved updates and technical edits as described by staff liaison Nicole DeWald. Members present unanimously agreed that the updated materials would be forwarded with this report to Council as background for the public art worksession on September 26, 2018.



Anna Socrates, Chair Elect, on behalf of AAB



Date

The City of Greenbelt Public Art Site Index

Suggested Locations for the Presentation of Creative Work at City of Greenbelt Facilities As Endorsed by the Greenbelt Arts Advisory Board in October, 2012

The feasibility of presenting individual pieces will be determined on a case by case basis.
Considerations may include: public safety, current site uses, maintenance, environmental impact, and historic preservation.
Outdoor presentations should be consistent with the Buddy Attick Park Master Plan and the Forest Preserve Ordinance, as applicable.
Artists are encouraged to consider these sites, but may also propose other locations for their work.

Facility	Location for Artwork	Art Forms	Indoor or Outdoor	Recommended For	Site Information and Amenities
Greenbelt Aquatic & Fitness Center 101 Centerway	Large grassy area in the front of the building	Visual arts	Outdoor	sculpture (temporary)	Normal operating hours: Monday through Friday, 6am – 10pm; Saturday and Sunday, 8am – 9pm. Indoor and outdoor pools. Restrooms with showers.
	Triangular grassy area at the front of the building near the bike rack	Visual arts	Outdoor	sculpture	
	Retaining wall/basketball backboard	Visual arts; Film	Outdoor	mural	
Buddy Attick Park 555 Crescent Rd	The Peninsula	Performance	Outdoor		Normal operating hours: daily, 8am-dusk. Also included are picnic pavilions with grills, tables and benches, a paved court area, tot lot and playground, and restrooms.
	The grassy area south of the lake trail near the observation area accessible from the path by the Lakecrest tennis courts	Performance	Outdoor		Pedestrian access only. No electricity or restrooms.
	The grassy area next to the causeway, south of the gravel road leading down from the recycling area	Visual arts	Outdoor	large scale, free standing sculpture	
	The water to either side of the Peninsula	Visual arts	Outdoor	sculpture (floating or on a sunken pedestal)	

Greenbelt Community Center 15 Crescent Rd	The front lawn	Performance	Outdoor	Normal operating hours: Monday through Saturday, 9am–10pm; Sundays, 9am–7pm.	
	Near the wheelchair access entrance and museum panel at the southwest corner of the building	Visual arts	Outdoor	sculpture	
	Outside the dance studio	Visual arts	Outdoor	sculpture	
	Gymnasium	Performance	Indoor	dance, puppetry, theater, music, acrobatics/circus	Very large room with proscenium stage, wood floor, modest theatrical lighting, pipe and drape. BOOKINGS available for Artful Afternoon Sunday matinees.
	Multi-purpose room	Performance	Indoor	cabaret-scale and table-top shows	Smaller, carpeted room. BOOKINGS available for Artful Afternoon Sunday matinees.
Roosevelt Center Area Crescent Road	The interior of all three underpasses	Visual arts	Outdoor	murals	
	The grassy area South of the Roosevelt Center plaza underpass, on the east side so as not to inhibit sledding	Visual arts	Outdoor	medium to large scale, free standing sculpture	
Greenbelt Municipal Building 25 Crescent Rd	The glass above the doors facing Crescent Road	Visual arts	Indoor		Normal operating hours: Monday through Friday 8am-4:30pm with public restrooms available
	The brick walls of the wide stairwell leading to the Crescent Road entrance	Visual arts	Indoor		fluorescent lighting

	The brick wall in the narrow stairwell connecting the basement to the first and second floors	Visual arts	Indoor		fluorescent lighting
	The wall space between the windows in the Council meeting room	Visual arts	Indoor		fluorescent lighting
	Council room	Film; Performance	Indoor		fluorescent lighting; electrical outlets; moveable seating
	Triangular area on the east side of the building across from the flags	Visual arts	Outdoor		two medium height street lights amid the landscape; access to water
	Amid the landscape area on the front of the building, east or west corner	Visual arts	Outdoor		
Old Greenbelt Theater 129 Centerway	Main auditorium	Film; Performance	Indoor		programming to be scheduled around normal screenings at the cinema
	Front hall by concessions	Visual arts	Indoor	2D, wall-mounted work	
Springhill Lake Recreation Center 6101 Cherrywood Ln	The grassy hill by the rear exit of the main building	Visual arts; Performance	Outdoor	climbable, medium to large free standing sculpture. Music and variety arts.	Normal operating hours: Monday through Friday, 2pm – 9:45pm; Saturday 9am – 9:45pm; Sunday 1pm – 9:45pm. BOOKINGS available for annual Celebration of Spring event in April. Electricity and restrooms available.
	The grassy areas along Cherrywood Lane and between the clubhouse and main building	Visual arts	Outdoor	sculpture	
Greenbelt Station Park	(pending transfer to City)	Visual arts; Performance	Outdoor	Sculpture; music; theater	
Stream Valley Trail	(awaiting assessment)				

Schrom Hills Park 6915 Hanover Pkwy	The grassy area along the walking path beyond the soccer fields that parallels Hanover Parkway	Visual arts; Performance	Outdoor	sculpture	Normal operating hours: daily 8am–dusk. The first location listed at left is distant from the parking area and restrooms. Electricity may not be available.
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	The circular plantings along the alle	Visual arts	Outdoor	small pedestal sculpture	
	The paved area by the building	Performance	Outdoor	music, variety	BOOKINGS available for annual Fall Fest event in October. Electricity and restrooms available.

Greenbelt Youth Center 99 Centerway	Above the water fountain on the main level	Visual arts	Indoor	2-D or low relief artwork	Normal operating hours: Monday through Friday, 3pm – 9:45pm; Saturday 9am – 9:45pm; Sunday 1pm – 9:45pm.
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	The tall brick wall of the stairwell	Visual arts	Indoor	2-D or low relief artwork	
	Multi-purpose room: the long wall (if repainted a neutral color)	Visual arts	Indoor	2-D or low relief artwork	
	Gymnasium	Performance	Indoor	dance, circus/variety, music	BOOKINGS available for youth-oriented shows while summer camps are in session
	Back patio	Visual arts	Outdoor	garden, picnic area, sculpture	
	Terrace below back patio	Visual arts	Outdoor	garden, climbing wall	

City of Greenbelt Public Arts Policy

*Draft approved by the Greenbelt Arts Advisory Board, May 5, 2015
Re-affirmed by AAB with updates incorporated here: August 7, 2018*

The purpose of this document is to define key terms, articulate core principles, identify necessary resources and articulate important considerations to inform City action in the arena of public art.

Section 1: Definitions

Throughout this document, "**public art**" is understood to include artwork in any medium which is exhibited, performed or otherwise presented for any duration in a public space or in a privately-owned space which is publicly accessible without charge. Public art may be ephemeral or enduring. It may be programmed by the city or another sponsor, or presented independently by artists acting within the scope of applicable laws and regulations.

The **audience** for public art is understood to include all persons who encounter the artwork, intentionally or by happenstance, directly or through documentation. *No work of art can be expected to appeal equally to all those who encounter it*; the audience for public art may include persons who favor a specific work of art, those who dislike it, and those who are indifferent to it.

Section 2: Rationale

Presenting artwork in public spaces can advance Greenbelt's historic cultural legacy, affirm community values and further civic goals.

A. Historic legacy

Public art has been integral to the Greenbelt's social and architectural environment since the City's origin. The bas reliefs on the Community Center façade and the Mother and Child statue in Roosevelt Center, both by artist Lenore Thomas, are beloved Greenbelt icons. These artworks help create a meaningful sense of place and a visual identity for the city. This work can be furthered by the presentation of new works of art in public spaces, as the city's legacy, boundaries and demographics continue to evolve.

B. Community values

Public art affirms the **dignity and humanity of the citizen**, in keeping with the city's overall commitment to providing a high quality of life and encouraging active civic participation.

Public art is well-suited to Greenbelt as an **inclusive community**, in that it is provided for the enjoyment of all, free of charge. Public art creates shared reference points, and shared experiences, among diverse citizens.

Public art embodies the creativity of the maker and nourishes the imagination of those who encounter it, making it an especially suitable amenity for Greenbelt as a community founded in **visionary thinking**.

C. Civic goals

Public art contributes to the city's **economic vitality** by making Greenbelt a more attractive place in which to live, work and play.

Public art supports **public safety** goals by promoting awareness of one's surroundings, building civic pride and demonstrating public commitment to the neighborhoods in which artwork is presented.

Section 3: Greenbelt Public Art - Past and Present

Currently and throughout the City's history, Greenbelt has promoted public art through programming, technical services and support for community initiatives. Examples include:

- Coordinating periodic professional conservation of the Lenore Thomas bas reliefs and Mother and Child statue, original to Greenbelt's construction
- Coordinating the installation of Lenore Thomas' donated, untitled pedestal sculpture at the Community Center (2000)
- Facilitating the creation of painted murals on the Co-op grocery store and pedestrian underpasses (date unknown; murals are no longer present)
- Installing and maintaining artist Richard Zandler's donated deer sculpture in Greenbelt East, (circa 1990)
- Operating an art gallery at the Greenbelt Community Center (circa 1997 to present)
- Extending gallery programming to include temporary, outdoor installations at the Youth Center, a pedestrian underpass and the Community Center front lawn (projects with Jill Romanoke in 2001 and David Page in 2008)
- Exhibiting community artwork (ongoing) at venues such as the Municipal Building, Youth Center, Community Center, Aquatic and Fitness Center, Springhill Lake Recreation Center and Greenbelt library, as well as student art shows at the Greenbelt Consumer Co-Op (2010) and Beltway Plaza shopping mall (2010).
- Supporting Artists in Residence at the Greenbelt Community Center in the creation of public artwork with community involvement. Examples have included: a Weaving Web at Schrom Hills Park with Elizabeth Morisette for Schromfest, aka Fall Fest (2000); the ceramic "Fly" mural created for the Community Center with Marla McLean (2004); the "Friends and Family" community memory quilt organized by Celestine Ranney-Howes (2008); a lantern display developed by Sherill Gross for the Festival of Lights opening ceremony (2008); art flags created with Russ Little, used on July 4th (2010); the "Faces of Greenbelt" ceramic tile mural dedicated at the Community Center in 2012 at the opening of Greenbelt's 75th Anniversary celebration; a yarn-bomb installation coordinated by Rachel Cross near the Community Center (2016); the "Crazy Quilt" ceramic tile panel series installed at the Springhill Lake Recreation Center (2017); and the "Birds Gone Wild" portable painting/photo stand-ins designed by Rachel Cross (2018).

- Administering the Arts Emerge program to facilitate community participation in additional public art projects, such as: the dancing figure shaped panel paintings created with Arlette Jassel for Greenbelt New Year (2000); polar bear sculptures created with Alice Sims for Greenbelt New Year (2001); floating sculptures created with Recreation staff for Buddy Attick Park July 4th celebrations (2002, 2005 - 2008); and the creation of "stick people" sculptures with Recreation staff (2004), and panel paintings with Eli Halpin (2009) to identify homes participating in the Greenbelt Homes, Inc. House and Garden Tours.
- Collaborating with the Chesapeake Education, Arts and Research Society (CHEARS) and alight dance theater to commission artwork for the Three Sisters Demonstration Gardens located at the Greenbelt Community Center, Springhill Lake Recreation Center and Schrom Hills Park (2014-2015).
- Presenting community and professional performances at special events, including theater, dance, music and spoken word (ongoing)
- Providing funding and/or in-kind support for community arts organizations such as the Greenbelt Concert Band, Greenbelt Arts Center, Greenbelt Writers Group, alight dance theater, and Friends of Greenbelt Theatre that provide free public programs (ongoing).
- Providing funding and/or in-kind support (ongoing) for community initiatives such as: the Labor Day festival art shows and concerts; performances in Roosevelt Center and art shows organized by the New Deal Café, with support from Friends of New Café Arts; and the Greenbelt Association for Visual Arts/ Greenbelt Access Television animation program.

Section 4: Statement of Policy

"The City of Greenbelt is committed to facilitating a vibrant role for the arts in community life. We recognize the capacity of public art to preserve and expand on the city's historic cultural legacy. We believe that public art can affirm community values such as inclusivity, visionary thinking and the dignity and humanity of the citizen. We believe that public art can help further civic goals including economic vitality and public safety. Therefore, the City of Greenbelt supports the exhibition, performance and other presentation of the arts city-wide in public spaces and in private spaces which are publicly accessible without charge. We recognize the value of both amateur and professional creative work, and both programmed and spontaneous expression, which are consistent with the Greenbelt Community Pledge. Through community planning, direct programming, conservation, and support for artist and arts organization initiatives, the City of Greenbelt will continue to encourage and recognize creativity broadly through public art."

Section 5: Procedural Guidelines

A. General guidelines

1. City of Greenbelt professional arts staff are authorized to develop and implement specific procedures for public presentations in the visual and performing arts and protocols for collection management. These procedures are subject to review by the Greenbelt Arts Advisory Board and approval by the Director of Greenbelt Recreation and by the City Manager. Flexibility should be maintained in order to enable the City to learn from its own and others' experience over time and to respond to a range of potential opportunities that cannot fully be anticipated in this document.

2. Consideration will be given to the Public Art Site Index developed by the Greenbelt Arts Advisory Board in the selection of sites for the performance or exhibition of public art. The Site Index is intended to be suggestive and not limiting.
3. The City of Greenbelt will notify the Greenbelt Arts Advisory Board and professional arts staff early in the planning process for any renovations to public areas of indoor and outdoor City facilities and public areas within any planned new construction. The Board and staff will report to the City Council and City Manager, respectively, on any opportunities identified for the inclusion of visual art or for the general enhancement of a facility's capacity for presentation of the visual or performing arts. The Greenbelt Arts Advisory Board will update the Public Art Site Index accordingly, as new opportunities are created.

B. Guidelines for the development and management of a collection of enduring visual art works

1. The City of Greenbelt will provide for the responsible stewardship of its current and future holdings of enduring works of visual art. The City will maintain its public art works in good physical condition and present them with appropriate attribution to the artist.
 - a. The City will provide a revolving fund for the cultivation and maintenance of its collection of enduring works of visual art.
 - i. Funds may be used to meet collection management expenses including but not limited to: appraisals and insurance coverage; drainage and other grounds management; signage; lighting; means of public access; measures needed to protect the artwork during festivals and extreme weather events; routine, professional inspection, cleaning and conservation by qualified contractors; vandalism mitigation and other extraordinary repairs; and costs associated with the relocation or removal of art works.
 - ii. Funds may also be used for the acquisition of new works through extended loan, purchase, gift or commission. New project expenses may include but are not limited to: artist's design work and travel; engineering consultations; conservation review; site preparation; fabrication, delivery and installation of the artwork.
 - iii. Collections management will have priority over the acquisition of new work for use of the revolving fund.
 - iv. Individuals, organizations and corporate donors will be able to contribute to the revolving fund.
 - b. The City will provide professional arts staffing at a level sufficient to fulfill the duties of collection management and to implement procedures for new acquisitions as a pre-condition for approval of proposed acquisitions through commission, loan, gift, or purchase of existing work.

Greenbelt Arts Advisory Board Report 15-2
Recommendation to the Greenbelt City Council
May 5, 2015

Subject: Recommendation for a City of Greenbelt Public Arts Policy

Background

The Greenbelt Arts Advisory Board has consistently supported the City's interest in presenting public art. In 2003, as reflected in report 04-003, the Board approved a Fine Arts Loan and Gift Policy to guide the City's consideration of possible donations of artwork. At the direction of the City Manager, the Board began working on a public arts policy in 2009. A draft was submitted in 2010. A second version incorporating the City Manager's input was submitted in 2012 as Arts Advisory Board report 13-1. This current report reflects additional direction from the City Manager based on the City's ongoing involvement with the commissioning of artwork for the Three Sisters Demonstration Gardens in partnership with the Chesapeake Education, Arts and Research Society (CHEARS) and alight dance theater.

Findings

At the Board's meeting on May 3, 2015 members voted unanimously to endorse the attached draft public arts policy.

Public Art Site Index

The draft public arts policy references a "Public Art Site Index" which is also attached here. The Index is a spreadsheet developed by the Arts Advisory Board in 2012 to provide an overview of recommended sites throughout Greenbelt for the presentation or performance of artistic work. The Index is not intended to be comprehensive in nature nor limiting in scope. It is intended as a starting point for both the artist and the City of Greenbelt to engage in an exploration of an appropriate venue for the display of public art. There may be projects and sites that none of us would have considered until an artist with a vision suggested it and was willing to make that vision a reality. The Arts Advisory Board recommends that the City of Greenbelt recognize that each public art project is unique and should be carefully considered and evaluated on its own merit.

The Arts Advisory Board looks forward to augmenting the Public Art Site Index over time as other desirable sites become available. To help ensure that they do, the Board requests the opportunity to participate in discussions of proposed renovations to indoor and outdoor public facilities, and proposed construction of new public facilities. This will enable Board members to help identify opportunities for public art and other creative uses early in the planning process when the greatest design flexibility exists. **Going forward, the Arts Advisory Board requests that City renovation and construction projects be referred to the AAB for review and input as a matter of standard protocol.**

Additional Guidance

The Arts Advisory Board recognizes that the interpretation of artistic merit and content can at times be subjective. There is no practical and fool-proof approach to the display of public art in which the intent of the artistic expression (performance or static) will be clear and pleasing to the entirety of the viewing public. The Arts Advisory Board recognizes this to be one of the risks in supporting public art and that no amount of regulation will with certainty guarantee complete acceptance of city supported public art. Yet since public space is managed in trust for the public welfare, care must be taken in how, what and where public art is displayed.

The City may acquire art objects and installations through a variety of means such as commissions, donations, loans, gifts or purchases of existing work. Presentations may be either permanent or temporary. While temporary installations may require careful thought and coordination with various City departments, proposals for permanent and long-term works should be vetted more thoroughly. Ideally, the vetting process would involve consultation with various City agencies/departments, members of the Arts Advisory Board and other stakeholders. **The Arts Advisory Board recommends that the following considerations be used to guide the review process for projects involving the long-term display of visual art:**

A. Identification of stakeholders

It is strongly recommended to involve stakeholders at the earliest appropriate stage for public art projects of significant scope and impact. Which city employees, departments, and members of the public will be affected by the artwork? Do specific permits need to be secured? Are there safety concerns related to the installation? Security considerations? Consideration should be given to maintenance staff, engineers, recreation department, police, sanitation, and/or individuals working in or around the artwork.

B. Design criteria

Permanent public art should be of exceptional quality and value worthy of Greenbelt's history and scenic beauty. Is a proposed work authentic and accessible to our community? Will it provide definition and pride for Greenbelters?

C. Funding

What funding mechanisms are in place to secure the shipping, design, and installation of the artwork? Will a specific fund be established to ensure continued maintenance of the artwork? Are there any ongoing costs associated with caring for or protecting the artwork? Examples include cleaning, repairing damage, overtime and/or extra costs to protect the artwork during festivals, extreme weather, etc.?

D. Artist participation

It is strongly recommended to involve artists during the planning, installation, and maintenance stages of the work. The artist's intention for the long term care of their work should be documented, as well as specifics on materials, technique, meaning, and inspiration of their artwork. An agreement addressing warranties and copyright should also be established with the artist.

E. Site location

While the Public Art Site Index focuses on temporary installations, it may be used as a basis for permanent art installations as well. Public art celebrates Greenbelt's identity and cultural community, and thus sites should be selected with an eye toward safety and accessibility to both locals and visitors.

F. Installation

Identification of all permits, fees, materials, and techniques required to install the artwork should be identified and budgeted for as early in the process as feasible. These might include site preparation, contracting with outside riggers/engineers/etc, mountings, pedestals, lighting, drains, barriers, etc.

In addition, consideration should be given to visibility, cohesiveness of the artwork with the site, safety, durability, ADA accessibility, etc. prior to installation. Any conflicts between the artwork and these considerations should be addressed well in advance of installation.

G. Maintenance

A schedule and specifications for regular or annual maintenance should be suggested by the artist based on the function, aesthetics, and materials of the artwork. Regular maintenance includes removal of accumulated dirt, adjustment or lubrication of parts, and vandalism mitigation. Annual maintenance includes reapplication of protective coatings, replacement or reapplication of parts, and paint or patina touch-ups. Consideration should be given for future funding of the repairs, maintenance, or restoration of the artwork.

H. Insurance

Does the artwork require any additional insurance or underwriting?

I. De-accessioning, storage, and disposal

In the event that a permanent work of art becomes damaged, the building is no longer under City control, or other situation requires that a work of art be permanently or temporarily taken off-view, procedures surrounding de-accessioning and storage of the work of art should be considered and agreed upon in advance by all stakeholders.

J. Staffing availability and programmatic priorities

Decisions about collecting and/or presenting public art works will need to be made within the broader context of the City's full scope of cultural arts programming and services. Is sufficient staff time available to support a proposed project in both the short term and the long term? Would undertaking the proposed project require that other arts programs or services be suspended or discontinued? What is the relative priority of the proposed project and other planned programs or existing services that may be affected?