

**City of San Mateo Civic Arts Committee
Guidelines for Art In Public Places
Implementing Chapter 23.60 of the City of San Mateo Municipal Code**

In accordance with Chapter 23.60 of the City of San Mateo Municipal Code, the City of San Mateo Civic Arts Committee is charged with implementing the City's Art in Public Places program. This includes approving individual requests to install art as part of private development projects, as required by Chapter 23.60.

The Committee shall also make recommendations to the City Council regarding use of funds which are paid in-lieu of providing art work as part of private development projects.

The following guidelines shall be used by the Civic Arts Committee in evaluating public arts as part of private development projects, and in the use of in-lieu funds. However, from time to time the Guidelines may be subject to amendment by a vote of the Civic Arts Committee.

1. Public Art Criteria:

- a. **Criteria for Artwork:** Criteria to be used when considering approval of artwork, either as part of a private development project or acquisition of artwork through the use of in-lieu funds, shall include but not be limited to the following:
 - Inherent Artistic Quality: The assessed aesthetic merit of the piece as a work of art, independent of other considerations.
 - Context of Artwork with Site: Works of art must be compatible in scale, material, form, and content with their surroundings. Consideration should be given to the architectural, historical, geographical and social/cultural context of the site.
 - Media: All forms of visual art may be considered. Works may either be portable or permanently attached.
 - Permanence: Due consideration shall be given to the structural and surface soundness, and to inherent resistance to theft, vandalism and weathering.
 - Ability to Maintain: Significant consideration shall be given to the cost and amount of ongoing maintenance and/or repair anticipated, and the ability to provide adequate maintenance.
 - Public Safety and Accessibility: Each work shall be evaluated to ensure that it does not present a hazard to public safety and complies with all applicable building codes and accessibility requirements.
 - Diversity: The Arts Committee is committed to acquiring art works that are reflective of diverse cultural communities and perspectives. To that end, the Committee shall actively seek artwork from artists of diverse racial, sexual, and cultural identities. The program shall also strive for diversity in style, scale, media and numbers of artists represented
 - Feasibility: Proposed objects shall be evaluated relative to their feasibility and convincing evidence of the artist's ability to successfully complete the work as proposed. Factors to be considered include, but are not limited to: project budget, timeline, artist's experience, soundness of materials, city approval requirements, and level of community support.

- Duplication: To assure that the artwork will not be duplicated, the artist will be asked to warrant that the work is unique and an edition of one unless stated to the contrary in the contract.
- b. Site Criteria: Prior to approving a site for an artwork, either as part of a private development project or acquisition of artwork through the use of in-lieu funds, the Civic Arts Committee shall take into consideration the following factors:
 - Visibility and public access
 - Public Safety
 - Relationship of proposed artwork to existing or future architectural features, natural features and urban design.
 - Future development plans for area
 - Overall program goal or concept
 - Landscape design
 - Relationship of proposed artwork to existing art works within the site vicinity
 - Environmental impact
- c. Inter-Departmental Coordination: Location of public art on public property or in any way affecting public property shall require review and comment by the affected City department. For example, public art to be placed in a City park shall require review and comment by the City's Parks and Recreation Department.

2. Artist Selection Criteria:

- a. Criteria: When recommending that in-lieu fees be used to commission a work of art or purchase a work of art, the Civic Arts Committee will select artists on the basis of their qualifications, as demonstrated by the judged quality of their past work and appropriateness of their artistic expression, professional experience, or specific proposal for a particular project, and the assessed ability of the Artist to successfully execute the project within the project timeline, as determined by the Arts Committee in its sole discretion. Other considerations include the artist's current work load and/or the number of artworks by that artist in the Civic Art Collection. Consideration shall be given to local artists; however, the Civic Arts Committee is not limited to the use of local artists.
- b. Ineligible Applicants: The following persons are ineligible for Civic Arts Committee or purchase of their work based on a recommendation by the Civic Arts Committee:
 - Civic Arts Committee members and members of their immediate family.
 - Elected or Appointed city officials and members of their immediate family.
 - City of San Mateo staff and members of their immediate family.

3. Artist Selection Methods: Art or Artists may be selected by the following means:

- a. Direct Purchase: An existing artwork is purchased
- b. Open Competition: The commission is advertised and project guidelines published. All professional artists may participate with possible limitations based upon geographical or other eligibility criteria. Upon review of materials, a single artist may be selected, or a limited number of finalists will be paid an honorarium to prepare a specific site proposal and/or attend an interview with the selection panel.

c. Limited Competition: Artists are considered for a commission by invitation only. Names of artists to be invited to apply are generated by Civic Arts Committee. Information to be submitted includes, but is not limited to the following:

- Project description and goals
- Project parameters and scope-of-work
- Application deadline and project
- Timeline
- Application procedure and submittal requirements
- Selection procedure
- Criteria for selection of artist and/or artwork
- Geographic restrictions for residency of artist, if any
- Budget

4. Amendment: This document can be amended as necessary by a vote of the Civic Arts Committee.