



TOWN OF ESTES PARK

Parks Advisory Board Agenda

February 20th, 2015
11:00 AM – 12:00 PM
Rooms 202 & 203
Estes Park Town Hall
170 MacGregor Ave

Current Members:

Ronna Boles
Celine Lebeau
Dewain Lockwood

Merle Moore
Chris Reed
Terry Rustin

Approval of January Minutes

Chair Celine Lebeau

Intro to Community Garden

Floyd Wright

Proposal to reconstruct Library's
Story Time area

Parks Supervisor Brian Berg

2015 Budget

Parks Supervisor Brian Berg

Arbor Day 2015 update

Chair Celine Lebeau

Public Art Policy

Merle Moore
Terry Rustin

Other Business

Adjourn

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, January 15th, 2015

Minutes of a Regular meeting of the Parks Advisory Board of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall Room 100, Engineering Conference Room, in said Town of Estes Park on the 15th day of January, 2015.

Present: Dewain Lockwood
Merle Moore
Ronna Boles
Celine Lebeau
Terry Rustin (by phone)

Also Present: Greg Muhonen, Public Works Director
Kevin McEachern, Public Works Operations Manager
Russ Franklin, Parks Division
Jen Imber, Public Works Administrative Assistant
Bob Holcomb, Town Board Trustee
Diane Watson, Estes Park Cultural Arts Council

Absent: Chris Reed

Chair Lebeau called the meeting to order at 12:31 p.m.

GENERAL BUSINESS

A few minor amendments were proposed to the December minutes. It was moved and seconded (Lockwood/Boles) to approve the December 18th meeting minutes as amended and the motion passed unanimously.

Allocation of 2015 budget funds was designated as an agenda item for the February meeting.

NEW MEETING TIME

Members expressed an interest in holding future meetings in Rooms 202/203. Several new meeting times were discussed in conjunction with the availability of that space and members decided on a new meeting time of 11 am – 12 am on the third Friday of each month. It was moved and seconded (Lockwood/Boles) to approve the new meeting time of 11 am – 12 am on the third Friday of each month and the motion passed unanimously.

ARBOR DAY 2015

Chair Lebeau updated the group on preparations for Arbor Day 2015. Celine will be meeting soon with principal John Bryant to discuss details and date for Arbor Day at the elementary school. Celine also provided a rundown of proposed activities and an art contest, with the suggestion that bookmarks or temporary tattoos be provided for prizes

RECORD OF PROCEEDINGS

Parks Advisory Board – January 15th, 2015 – Page 2

this year instead of t-shirts. Celine is working with the art teacher and trying to incorporate Arbor Day activities in class before the day of the celebration. Ronna Boles volunteered to help with Arbor Day preparations. In the absence of additional volunteers, Celine will also contact RMNP to coordinate with representatives from the park who will present at the celebration. Colorado State Forest Service will also present. Celine strongly urged PAB to donate more tree books to the library as part of the 2015 celebration.

A meeting will be scheduled with the Eagle Rock school as well; since Eagle Rock school is not in session in April, their Arbor Day celebration usually takes place in May. Eagle Rock students will help with a Town project as part of their celebration, with Platte River donating funds for trees.

PUBLIC ART POLICY AND ORDINANCE

Merle Moore and Terry Rustin distributed copies of the draft ordinance and guidelines prior to the meeting. Discussion of ordinance was lead by Merle and it was recommended the draft ordinance be taken to Community Development for comment and input. Trustee Holcomb advised that a sign code is currently being developed by the Planning Commission and it may be prudent to wait until it is finalized to be sure there are no conflicts with the new art policy. PAB should be careful to differentiate murals from signs so they are not governed by the same regulations, with murals designated as providing aesthetic pleasure and not for commercial purposes.

Chair Lebeau suggested a few fine-tuning changes, such as consistency in terminology throughout the document, as well as changes to the policy's essence and philosophy, such as including kinetic or interactive art as an art type. Discussion continued on funding, with the group leaning toward theTown absorbing the cost of installation if an artist donates a piece. If a patron purchases and donates, they will be responsible for installation costs as well as the art itself. An appendix of forms within the policy was also suggested. Currently the Town has a program in place for the care and maintenance of bronze artwork, but the policy should cover such issues for existing artwork as well as donations, as well as inventory of indoor art and maintenance. Director Muhonen advocated donors include maintenance schedule and cost so Trustees would know up front what kind of obligations are being incurring by accepting artwork.

The board will continue reviewing the art policy at the February meeting.

With no other business to discuss, a motion was made (Lockwood/Boles) to adjourn the meeting at 1:28 pm, with all voting in favor.

Draft #5 Revisions of Ordinance and Guidelines docs.

Merle & Pat Moore <m3psm@estesvalley.net>

Mon, Feb 16, 2015 at 6:06 PM

To: Brian Berg <bberg@estes.org>, Celine Lebeau <pliessnig@hotmail.com>, Dewain Lockwood <kdlock@outlook.com>, Greg Muhonen <gmuhonen@estes.org>, Imber Jen <jimber@estes.org>, Kevin McEachern <kmceachern@estes.org>, Merle & Pat Moore <m3psm@estesvalley.net>, Terry Rustin <terry.rustin@gmail.com>
Cc: Greenberg Patricia <patriciagreenberg5@gmail.com>

Greetings PAB Colleagues:

Attached for your review and comment are the latest drafts of the AIPP Ordinance & Guidelines. Incorporated in these drafts are the issues and recommendations we (Celine, Diane & I) discussed in our , meeting of 24 January. They have also been reviewed by Terry. In addition there are some changes I made as follows:

ORDINANCE:

- I added a definition for “Guidelines” because they are mentioned under the section on “Administration.”
- I added a definition for “Cultural Arts Council of Estes Park”
- I did not include definitions for “Site”, “Project”, or “Mass Produced” as I felt these were more appropriate in the Guidelines and not in the Ordinance.

GUIDELINES:

- I added a “Table of Contents” at the very beginning. I think the page numbers match the current version (#5) of the Guidelines but they will probably change when the final doc. is approved if there are further changes/modifications.
- Upon doing the Table of Contents it became evident there were different sections dealing with responsibilities of the Parks Advisory Board. I consolidated these on page 7 of Draft #5.
- I also discovered two different sections in the Guidelines (Draft #4) devoted to selecting of works of art (pages 7-8 & pages 10-12). These are combined in Draft #5 on pages 8-10.
- I consolidated the statement on page 12 of Draft #4, “The AIPP reserve fund shall not be used for: 1) Reproductions or”, with the “DEFINITIONS” section on page 4 of Draft #5 under “Reserve Account.”
- Under DEFINITIONS I added definitions for “Site”, “Project”, “Mass Produced”, “Cultural Arts Council of Estes Park”, and” Guidelines”.
- Generally items colored in **green** represent new content. Items in **orange** represent minor changes (related to consistency of wording, capitalization, etc.), or content moved from one place in the document to another place in the document.
- I added an “Appendix” at the end of the Guidelines. This is where samples of the various forms we refer to in the Guidelines will be made a part of the document.

Please try and find time in the next few days to review Draft #5 and bring your questions to the meeting on Friday, Feb. 20th, in Town Hall at 12 noon. Jen will be sending out the agenda for the meeting in the next day or two. Jen, please forward a copy of this email to Bob Holcomb so he will have an opportunity to read through the changes to the docs. prior to Friday's meeting. Also, Jen, please change the name of the representative from the Cultural Arts Council from Diane Watson to Patricia Greenberg and note her email address is: patriciagreenberg5@gmail.com (see following paragraph).

There has been a change in who will be representing the Cultural Arts Council at our meetings for the foreseeable future. Diane Watson's sister passed away about 4 weeks ago and she was the primary caretaker for their parents who are in their 90s. Diane will be taking a leave of absence from her position at CACEP and returning to New Hampshire to deal with a number of important decisions and changes that will need to be made relative to her parents' care. The date of her return to Estes Park is indefinite at this time.

Feel free to contact me prior to the meeting if you have anything relative to the attached docs. about which you would like clarification.

Merle

2 attachments



AIPP - Ordinance Draft #5, Dec., 2014.doc
53K



AIPP - Guidelines, Draft #5 - Feb, 2015.doc
140K

TOWN OF ESTES PARK MUNICIPAL CODE

Chapter _____ - Art In Public Places

Section _____ # _____ - Purpose

The purpose of this chapter is to provide a means to fund the acquisition of works of art by the town, which shall become the Town’s collection, to provide a means to select works of art for the collection, to provide for the display of the collection and to provide for the maintenance and repair of the works of art in the collection.

Section _____ # _____ - Definitions

For the purposes of this chapter ordinance the following words or phrases shall be defined as set out below:

- A. “Art in public places” (**AIPP**), means any visual work of art displayed for two weeks or more in an open Town-owned area, on the exterior of any town-owned facility, inside any Town-owned facility in areas designated as public areas, or on non-town property if the work of art is installed or financed, either wholly or in part, with town funds or grants procured by the Town.
- B. “Parks Advisory Board” (**PAB**), means the board created and codified in Section _____ # _____ of this **the Municipal Code**.
- C. “Reserve account” means the Art In Public Places reserve account established by this ~~chapter.~~ **ordinance.**
- D. “Work **Of Art**” means all forms of original creations of visual art, including but not be limited to:
 - Paintings of all media, including both portable and permanently affixed works such as frescoes and murals;
 - Sculpture of any form and in any material or combination of materials. This includes statues, monuments, fountains, arches, or other structures intended for ornamentation or commemoration;
 - Crafts and folk art works in clay, fiber, textiles, glass, wood, metal, mosaics, plastics, and other materials; ~~or~~
 - **Kinetic and/or interactive sculptures;**
 - Site-integrated artwork created by landscape designers and artists which includes landscapes and earth-works, integration of natural and human made materials, and other functional art pieces. Site-integrated works may include building features, gates, street furniture, and paving materials.

- E. **“Cultural Arts Council of Estes Park” (CACEP) means that publicly supported 501 (c)(3) non-profit organization registered with the State of Colorado as the Cultural Arts Council of Estes Park.**
- F. **“Guidelines” means that document prepared by, and periodically reviewed and updated by, The Parks Advisory Board and having the following objectives.**
 - A. To identify suitable ~~art objects~~ **works of art** for the Town collection.
 - B. To facilitate the preservation of ~~art objects~~ **works of art** and ~~artifacts~~ that may be displayed in public places.
 - C. To prescribe a method or methods for competitive selection of ~~art objects~~ **works of art** for display.
 - D. To prescribe procedures for the selection, acquisition and display of **works of art** in public places.
 - E. To set forth any other matter appropriate to the administration of ~~this chapter.~~ **the AIPP program.**

Section _____ - *Funds for works of art*

1. The Town Board shall allocate in its annual General Fund Budget, funds for an *Arts In Public Places* program. The funds shall be placed in the reserve account for the AIPP program and may be expended as defined in Section _____ - *Art In Public Places Reserve Account* below.
2. The Town Board shall allocate in its annual General Fund Budget for the Department of Parks and Recreation, or other appropriate department, funds sufficient to provide the recommended maintenance of all public artworks in the Town collection.
3. Patrons may donate a piece of art to the Town of Estes Park for the AIPP program. In accepting a donation, the Town expects that funds for the transport, site preparation and installation of the piece will accompany the donation. The funds shall be placed in the reserve account for the AIPP program and may be expended as defined in Section _____ - *Art In Public Places Reserve Account* below.
4. Patrons may donate funds for the acquisition of a piece of art for the AIPP program. In accepting the donation, the Town will allocate a portion of the donation for the transport, site preparation and installation of the piece. The funds shall be placed in the reserve account for the AIPP program and may be expended as defined in Section _____ - *Art In Public Places Reserve Account* below.

3. An artist may donate a piece of art to the Town for the AIPP program. In accepting the donation, the Town may accept responsibility for funding the transport, site preparation and installation of the piece.

Section _____ - *Art In Public Places Reserve Account*

There is established a reserve account within the general fund to be known as the *Art In Public Places* reserve account. ~~Such reserve account shall be credited with such funds as determined by the Town Board and with all funds received by the Town for visual art in public places, whether contributed, secured through grants or otherwise obtained.~~ **Funds in the AIPP reserve account may come from the Town’s annual General Fund Budget, grants and donations. All funds set aside or donated for acquisition of works of art shall be paid into the reserve account. Any excess or unexpended funds in the AIPP reserve account shall carry forward in this account at the end of each fiscal year.**

~~Moneys credited to such account shall be expended only for acquisition of works of art, installation, maintenance and repair of works of art, costs associated with de-accessioning works of art, and expenses of administration of this chapter. Any excess or unexpended funds in the AIPP reserve account shall carry forward in this account at the end of each fiscal year.~~

Funds deposited in the reserve account may only be expended for the acquisition, installation, maintenance and repair of works of art, costs associated with de-accessioning works of art, and expenses of administration of the AIPP program.

~~(Ord. # _____, date).~~

Section _____ - *Administration*

Responsibility for administration of the ~~Art In Public Places~~ **AIPP** program shall rest with the ~~Parks Advisory Board~~ **PAB**, with administrative support from The ~~Department of Public Works~~ **Department** and curatorial support from ~~Cultural Arts Council of Colorado~~ **CACEP**. The ~~Board~~ **PAB** shall establish and amend, with Town Board approval, criteria and guidelines governing the selection, acquisition, purchase, commissioning, placement, installation, and maintenance **and de-accessioning** of works of art. Selection and placement of works of art shall be in conjunction with representatives of the Town Board, **and** the Town department in which the artwork will be located. Following placement or installation, maintenance and repair of the artwork shall be the responsibility of the department having possession of the work, with the advice and guidance of the ~~Parks Advisory Board~~ **PAB** and the ~~Cultural Arts Council of Colorado~~ **CACEP**. Any proposed works of art requiring extraordinary operation or maintenance expenses shall receive prior approval of the department head responsible for such operation or maintenance.

Section _____ - *Curatorial Support*

The Cultural Arts Council of Estes Park shall maintain a detailed record of all art in public places, including, **but not limited to**, site drawings, photographs, designs, names of artists, and names of architects whenever feasible.

Section _____ - *Ownership*

All **permanent** works of art acquired pursuant to ~~this chapter~~ **this ordinance** shall be acquired in the name of, and title shall be held by, the Town of Estes Park ~~(Ord.# _____, date)~~

Section _____ - *Exemptions*

The following are exempt from the provisions of this ~~chapter~~ **ordinance**:

- A. All works of art in the collections of, ~~or on display at,~~ or under the auspices of, the Estes Valley Public Library and The Estes Park Museum.
- B. All works of art **that are the private, personal property of any Town employee or and that are** displayed in ~~private~~ **Town** offices or other areas of **Town-owned** facilities which are not generally frequented by the public.

Passed and adopted this ____ day of _____, 2015.

COVER PAGE

ART IN PUBLIC PLACES
HANDBOOK OF GUIDELINES

TOWN OF ESTES PARK, COLORADO

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INTRODUCTION

These Guidelines for an *Art In Public Places* (AIPP) program of the Town of Estes Park (**Town**) were developed by the **Estes Park** Parks Advisory Board (**POB**) at the request of the Town Board. They describe the process and criteria to be used to evaluate potential public artworks and projects. The guidelines also detail the administration of the *Art In Public Places* program.

Following is a definition of public art as it applies to the Estes Park program.

In its broadest sense, public art is any original creation of visual art that is:

- Acquired with public monies,
- Acquired with a combination of public/private funding,
- Acquired by donation or on loan to the **Town's** Art In Public Places program or
- Privately sponsored artwork that is located on publically owned land.

Examples of public art include, but are not limited to:

- Sculpture of any form and in any material or combination of materials to include statues, monuments, fountains, arches, or other structures intended for ornamentation or commemoration;
- Paintings of all media, including both portable and permanently affixed works such as frescoes and murals;
- Crafts and folk art works in clay, fiber, textiles, glass, wood, metal, mosaics, plastics and other materials;
- **Kinetic and/or interactive sculptures;**
- Site-integrated artwork created by landscape designers and artists which may include landscapes and earth-works, integration of natural and human-made materials, and other functional art pieces. Examples of site-integrated works may include building features, paving materials, gates, and street furniture.

The *Art in Public Places* **AIPP** program enriches our community through public exposure to the arts. The program is achieved through a collaboration of Estes Park residents, businesses, organizations (Cultural Arts Council of **Estes Park**, Art Center of Estes Park), and Estes Park K-12 school programs, to develop a diverse art collection that creates a sense of place, provides a unique town identity, offers educational opportunities and serves as an economic driver.

The *Art In Public Places* **AIPP** program weaves public art into the everyday experience of our community and creates lasting impressions on those who experience it. It

enhances our public spaces, compliments our award winning seasonal floral displays, and makes Estes Park a visitor destination, not only for its natural beauty, but also for its vibrant arts scene.

TOWN ORDINANCE

Town Ordinance _____ (#)_____ establishes the *Art In Public Places* **AIPP** Program under the auspices of the Parks Advisory Board of the Town of Estes Park

DEFINITIONS

- “Art In Public Places” means any visual work of art displayed for two weeks or more in an open town-owned area, on the exterior of any **T**own-owned facility, inside any **T**own-owned facility in areas designated as public areas, or on non-**T**own property if the work of art is installed or financed, either wholly or in part, with **T**own funds or grants procured by the **T**own.
- **“Town Board” means those elected officials serving as Trustees of the Town.**
- “Parks Advisory Board” (**PAB**), means that Board created and codified in Section _____ # _____ of the ~~Town~~ **Municipal Code**.
- “Reserve account” means the ~~*Art In Public Places* **AIPP**~~ reserve account defined by ~~this chapter.~~ **these guidelines. The AIPP reserve account shall not be used for acquiring or funding: 1) reproductions or unlimited editions of original work; 2) objects that are mass produced; 3) architectural rehabilitation, or historical preservation; or 4) other works deemed, by the PAB, to be inappropriate for the Town’s collection.**
- “Work of art” means all forms of original creations of visual art, including but not be limited to:
 - Paintings of all media, including both portable and permanently affixed works such as frescoes and murals;
 - Sculpture of any form and in any material or combination of materials. This includes statues, monuments, fountains, arches, or other structures intended for ornamentation or commemoration;
 - Crafts and folk art works in clay, fiber, textiles, glass, wood, metal, mosaics, plastics, and other materials;
 - **Kinetic and/or interactive sculptures; or**
 - Site-integrated artwork created by landscape designers and artists which includes landscapes and earth-works, integration of natural and human made materials, and

other functional art pieces. Site-integrated works may include building features, gates, street furniture, and paving materials.

- **“Site” refers to a specific location being considered for or currently displaying a work of art.**
- **“Project” means an existing plan or proposal where installation of a work of art may be under consideration.**
- **“Mass Produced” means a work of art that has been reproduced for mass distribution.**
- **Cultural Arts Council of Estes Park” (CACEP) means that publicly supported 501 (c)(3) non-profit organization registered with the State of Colorado as the Cultural Arts Council of Estes Park.**
- **“Guidelines” means that document prepared by, and periodically reviewed and updated by, The Parks Advisory Board.**

FUNDS FOR WORKS OF ART

1. The Town Board shall allocate in its annual General Fund Budget, funds for an *Arts In Public Places* program. The funds shall be placed in the reserve account for the AIPP program and may be expended as defined **in these guidelines under ~~Art In Public Places Reserve Account~~ ACCOUNT ESTABLISHED** below.
2. The Town Board shall allocate in its annual General Fund Budget for the Department of Parks and Recreation, or other appropriate department, funds sufficient to provide the recommended maintenance of all public, **permanent artworks works of art** in the Town collection.
3. Patrons may donate a piece of art to the Town of Estes Park for the AIPP program. In accepting a donation, the Town expects that funds for the transport, site preparation and installation of the piece will accompany the donation. The funds shall be placed in the reserve account for the AIPP program and may be expended as defined in Section ~~_____ Art In Public Places Reserve Account~~ below. **these guidelines under ACCOUNT ESTABLISHED below.**
4. Patrons may donate funds for the acquisition of a piece of art for the AIPP program. In accepting the donation, the Town will allocate a portion of the donation for the transport, site preparation and installation of the piece. The funds shall be placed in the reserve account for the AIPP program and may be expended as defined in Section ~~_____ Art In Public Places Reserve Account~~ below. **these guidelines under ACCOUNT ESTABLISHED below.**

5. An artist may donate a piece of art to the Town for the AIPP program. In accepting the donation, the Town may, **at its discretion**, accept responsibility for funding the transport, site preparation and installation of the piece.

Reserve Account Established

~~There is established~~ **A reserve account for the Art In Public Places program has been established.** Funds deposited in the reserve account may only be expended for the acquisition, installation, maintenance and repair of works of art, costs associated with de-accessioning works of art, and expenses of administration of ~~this chapter~~ **the AIPP program.** Funds in the AIPP reserve account may come from the Town's annual General Fund Budget, grants and donations. All funds set aside or donated for works of art shall be paid into the reserve account. Any excess or unexpended funds in the AIPP reserve account shall carry forward in this account at the end of each fiscal year

ADMINISTRATION AND CURATORIAL SUPPORT

Parks Advisory Board (PAB)

Administration of the AIPP program is the responsibility of the Parks Advisory Board with administrative support from the Public Works Department. ~~It~~ **The PAB** shall consist of citizens living in the Estes Valley for at least 2 years and having experience with trees, weeds, public art, trails or park design. There shall be 7 members, appointed by the Town Board, who shall serve without compensation. ~~The terms of the members shall be a three year term and shall be staggered so that the terms of an equal number of~~

~~Responsibility for administration of the Art In Public Places program shall rest with the Parks Advisory Board, with administrative support from The Department of Public Works.~~ **The Board PAB** shall establish and amend, with Town Board approval, criteria and guidelines governing the selection, acquisition, purchase, commissioning, placement, installation, and maintenance of **public works of art.** Selection and placement of works of art shall be in conjunction with representatives of the Town Board and the Town department ~~in which the artwork will be located.~~ **having responsibility for maintenance of the work of art.**

~~Following placement or installation, maintenance and repair of the artwork~~ **work of art** shall be the responsibility of the **Town** department having possession of the work, with the advice and guidance of the ~~Parks Advisory Board~~ **PAB.** Any proposed works of art requiring extraordinary operation or maintenance expenses shall receive prior approval of the department head responsible for such operation or maintenance.

Cultural Arts Council of Estes Park

The Executive Director of the Cultural Arts Council of Estes Park, shall serve as an ex- officio and nonvoting member of the ~~Board~~ **PAB**. One function of ~~such board~~ **the PAB** shall be to perform the duties set forth in ~~Chapter _____ of this code~~ **these guidelines as they pertain to** , ~~pertaining to~~ the town’s *Art In Public Places* program.

The Executive Director of the ~~Cultural Arts Council of Estes Park~~ CACEP, shall maintain a detailed record of all art in public places, including site drawings, photographs, designs, names of artists, and names of architects whenever feasible. The ~~Council~~ CACEP shall be reimbursed for actual expenses incurred as expenses of curatorial support.

GUIDELINES

The Parks Advisory Board shall adopt guidelines:

- A. To identify suitable ~~art objects~~ **works of art** for the Town collection.
- B. To facilitate the preservation of ~~art objects~~ **works of art** and ~~artifacts~~ that may be displayed in public places.
- C. To prescribe a method or methods for competitive selection of ~~art objects~~ **works of art** for display.
- D. To prescribe procedures for the selection, acquisition and display of **works of art** in public places.
- E. To set forth any other matter appropriate to the administration of ~~this chapter.~~ **the AIPP program.**

~~SELECTION & DISPLAY STANDARDS~~ **SELECTING WORKS OF ART**

In performing its duties with respect to **AIPP program**, the ~~Board~~ **PAB** will strive to integrate the creative work of artists into public projects to thereby increase our residents’ and visitors’ experience and improve the economic vitality of the Town through the enhancement of public spaces in general and the pedestrian landscape in particular. In doing so, special attention will be given to the following. ~~matters:~~

- A. Conceptual compatibility of the design with the immediate environment of the site.
- B. Appropriateness of the design to the function of the site.
- C. Compatibility of the design and location with a unified design character or historical character of the site.

- D. Creation of an internal sense of order and desirable environment for the general community by the design and location of the work of art.
- E. Preservation and integration of natural features for ~~the project~~; **of the site.**
- F. Appropriateness of the materials, textures, colors and design to the expression of the design concept. ~~;~~ ~~and~~
- G. Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to insure a variety of style, design and media throughout the community.

Selection of an artwork **a work of art** may be ~~Parks Advisory Board~~, **PAB** or otherwise initiated. ~~This policy~~ **These guidelines** apply to both **in both instances**. An **Additional “Donation Policy Guidelines”** apply to donations **of works of art and can be found in other sections of these guidelines.**

Direct Purchase: The ~~Parks Advisory Board~~ **PAB** may purchase existing artwork from an artist/owner in unique circumstances (e.g. when the price presents an economic advantage) or to meet one of the AIPP program goals. The ~~Parks Advisory Board~~ **PAB** may approach an artist or an artist may approach the PAB.

Artists who have **a finished work of art** that they wish the PAB to consider for purchase should submit the following to the PAB:

1. A proposal sheet with the artist’s name, title of the artwork, dimensions, medium, date produced, price, location, number of reproductions, restrictions on reproduction, and other information the artist deems pertinent.
2. A resume and references.
3. A maquette and/or images or the actual work for review. (Images can be provided electronically or by hard copy and should show all sides and provide the proper scale of the work).
4. A cover letter explaining why the work should be added to the Town’s public art collection.
5. A conservation assessment describing the artwork’s condition, along with a maintenance plan. (The plan should include an explanation of the expected life span of the work while placed in a public environment, specifying the type of environment in which the artwork may be placed. It should also discuss whether the artwork may be prone to vandalism and **how** the effects of any vandalism may be mitigated; it should be authored by a **qualified conservator** or the artist.)
6. The PAB may request additional information.

The PAB typically reviews direct purchases **of works of art** twice per calendar year; however, exceptions ~~can~~ **may** be made if deemed appropriate by a majority of the ~~Board~~. **PAB.**

Open Competitions: Competitions are open to artists within the geographic limits and other specifications set by the PAB (which vary from competition to competition). The PAB strives to maintain valance between competitions involving local artists only and artists from a larger area. The PAB process for competitions is typically as follows.

1. The PAB provides a project description, budget, time schedule, and summary of duties and obligations.
2. The artist shall provide a maquette and site drawing (if appropriate), design, concept statement, **recommended installation and maintenance requirements**, budget, photographs, resume and references.
3. Proposals shall be considered by the jury and a final choice or choices will be presented to the PAB for acceptance. Jury composition varies and is determined by the PAB, but juries typically include ~~a~~ representative(s) from the designated site and **the PAB**. ~~representatives.~~
4. Entry materials will be returned to the artist only if **requested and** appropriate packaging, postage and insurance are included with the entry by the artist. The names of selected artists may be obtained from the Chairperson of the ~~Parks Advisory Board~~. **PAB.**

The Parks Advisory Board recognizes that works of art often significantly alter public places, becoming a **new**, major presence in the environment. In recent decades, visual art has rapidly evolved and diversified, creating at times a gap between visual art and its appreciation by the general public. The **AIPP** program shall endeavor to bridge this gap, by broadening community awareness of the issues involved in visual art and its historical context, and encouraging informed debate among all segments of the community.

DISPLAY OF ART IN PUBLIC SPACES

- ~~A.~~ Works of art selected and implemented pursuant to the provisions of this chapter may be **1)** placed in, on or about any public place or, **2)** by agreement with the owner thereof, **placed on** any private property with substantial public exposure in and around the town. Works of art owned by the **Town** may also be **3)** loaned for exhibition elsewhere, upon such terms and conditions as deemed necessary by the ~~commission~~ **PAB**. ~~For any proposed work of art requiring an extraordinary operation or maintenance expense, the Board shall obtain prior written approval of the department head responsible for such operation or maintenance before approving the same.~~

- B. All art in public places shall receive the prior review and approval of the **Town** Board. None shall be removed, altered or changed without the prior review and approval of the **Town** Board.
- C. No work of art financed ~~or installed~~ either wholly or in part with **Town** funds or with grants procured by the **Town** shall be installed on privately owned property **unless the following condition is met.** ~~without~~ **A written agreement must be prepared and signed by** ~~between the Board~~ **the Chairperson of the PAB**, acting on behalf of the **Town**, and the owner **of the property** specifying the proprietary interests in the work of art and specifying other provisions deemed necessary or desirable by the **Town** attorney. In addition, such written agreement shall specify that the private property owner shall assure:
1. ~~That~~ the installation of the work of art will be done in a manner which will protect the work of art and ~~the public~~ **that takes into consideration public safety**;
 2. ~~That~~ the work of art will be maintained in good condition; and
 3. ~~That~~ insurance and indemnification **of the Town** will be provided as is appropriate.
- D. Installation, maintenance, alteration, refinishing and moving of art in public places shall be done in consultation with the artist whenever feasible.
- E. The **CACEP** Executive Director ~~of the Cultural Arts Council of Estes Park~~ shall maintain a detailed record of all art in public places, including site drawings, photographs, designs, names of artist, names of architects and correspondence between all parties involved in the creation, acquisition, placement, and display of art work whenever feasible.

OWNERSHIP OF WORKS OF ART

All **permanent** works of art acquired pursuant to ~~this chapter~~ **these guidelines** shall be acquired in the name of, and title shall be held by, the Town of Estes Park.

Exemptions To Ownership Of Works of Art

The following are exempt from the provisions of this chapter:

- A. All works of art in the collections of, ~~or on display at~~, or under the auspices of, the Estes Valley Public Library and The Estes Park Museum.
- B. All works of art **that are the private, personal property of any Town employee** ~~on~~ **and that are displayed** in ~~private~~ **Town** offices or other areas of **Town**-owned facilities which are not generally frequented by the public.

ACQUISITION POLICY OF WORKS OF ART

Public art may be acquired through commissioning a site-specific work, direct purchase, or donation of ~~an art object.~~ **work of art.**

A commissioned work of public art typically involves selecting an established artist to develop a piece of artwork for an identified location or use. If site specific, the artwork must ~~respond~~ **conform** to the **AIPP** program developed by the ~~Parks Advisory Board~~ **PAB** regarding the site's functional context, its architecture, its location, its relationship to the adjacent terrain, and its social context. If a work is commissioned for a specific use it must ~~again~~ meet the requirements set forth by the ~~Board.~~ **PAB.**

The ~~Board~~ **PAB** is entrusted to develop criteria for commissioned projects and to site other acquired works. The ~~Board's~~ **PAB's** administrative policies, ~~and~~ selection and placement criteria are ~~further~~ detailed in these Guidelines.

Periodically the Town of Estes Park or the Parks Advisory Board may be offered donations of ~~artwork~~ **works of art.** Donations are subject to the same policies and criteria of the ~~Art In Public Places~~ **AIPP** program as any other work of art being considered by the Town. The ~~Board~~ **PAB** has the discretion, subject to the program policies, to recommend to the Town Board either accepting or rejecting any work of art offered to the Town for public art purposes.

TEMPORARY PUBLIC WORKS OF ART

The ~~Parks Advisory Board~~ **PAB** may, at its discretion and with approval of the Town Board, designate sites within the Town of Estes Park as locations for the display of temporary ~~artworks~~ **works of art** otherwise meeting the criteria detailed in these guidelines. ~~The~~ **Sites** will be selected for their visibility and access to both visitors and residents to the town. The display of temporary art has **several** goals. **They are: 1) enriching the our community, and 2) providing exposure to artists working in a variety of media, and 3) allowing for the exhibition of a wide variety of works of art that may supplement and enhance the permanent Town art collection.**

The **A** selected artwork must exemplify commitment to quality and innovation. ~~The Temporary Art Program~~ **A temporary art exhibit** is designed **may be held with the intention of** to **creating** a mutually beneficial partnership between the Town of Estes Park and artists working both within and outside of the community.

Selected artists **will** enter into a standard lease agreement with the Town of Estes Park for each ~~piece of artwork~~ **work of art** proposed for a site **exhibition.** The length of the lease may be for ~~six months or~~ **up to** one year. A ten-percent (10%) sales commission is collected for any artwork sold **and the funds deposited into the AIPP reserve account.**

~~SELECTION OF ARTWORKS~~ **NOTE: This entire section was combined with the section titled “Selection of Works Of Art” on page 8-9**

NOTE: This section was moved to the “DEFINITIONS” section on page 4 under “Reserve Account”. The AIPP reserve fund shall not be used for: 1) Reproductions or unlimited editions of original work; 2) Objects that are mass produced; 3) Architectural rehabilitation, or historical preservation; or 4) Other works deemed inappropriate for the collection.

ARTIST SELECTION CRITERIA

When evaluating the possibility of working with a particular artist, the PAB generally considers **the following factors.**

- The artist’s presentation.
- ~~The artist’s experience with public art projects.~~
- The ability of the artist to work cooperatively and effectively with stakeholders.
- The technical feasibility of a proposed project and the artist’s technical ability. ~~and~~
- Other factors deemed by the PAB to be important.

~~ARTWORK AND SITE SELECTION~~ **FOR WORKS OF ART**

The PAB is charged with selecting sites for purchased or donated artwork. The PAB generally considers the following criteria in matching an artwork with a display site.

Display Standards

1. Conceptual compatibility of the design with the immediate site environment.
2. Appropriateness of the design to the function of the site.
3. Compatibility of the design and location with a unified design character or historical character of the site.
4. Creation of a desirable environment for the general community by the design and location of the work or art.
5. Preservation and integration of natural features ~~for the project.~~ **of the site.**
6. Appropriateness of the materials and design to the expression of the artist’s concept.
7. Representation of a broad variety of tastes within the community and the provisions of a balanced inventory of art in public places to ensure a variety of style, design, and media throughout the community.

8. Visibility and accessibility.
9. Public safety.
10. Car and pedestrian traffic patterns, and other Right of Way considerations.
11. Site design **conditions/constraints**: **existing** landscaping, **site furnishings**, ~~seating~~, **water for** irrigation, drainage, grading, **electrical source for** lighting, and **other utility considerations such as depth of existing utilities, access to natural gas hook up, etc.**
12. Environmental impacts such as noise, sound, light and odors;
13. Impact on operational functions of the Town **such as snow removal, mowing operations, ect.;**
14. Compatibility with the site function;
15. Susceptibility to vandalism;
16. Costs of site preparation;
17. Existing ~~artworks~~ **works of art** in/**near** the site area;
18. Impact on adjacent property owners; and
19. Any other criteria deemed by the PAB to be important.

Department Input

Whether 1) working to select artwork for a designated site, or 2) selecting a site for an already acquired artwork, the PAB strives to get input from relevant Town departments. Relevant departments will typically be either 1) a department receiving artwork **in/on** its building/grounds, or 2) a department whose general responsibilities will be materially impacted by the placement of ~~artwork~~ **a work of art** at a particular site (**visual sightline obstruction, mowing or snow removal operations, etc.**).

The Chairperson of the PAB will contact the director of a **the** relevant department(s) to discuss potential sites and will invite the director to serve on any formal selection committee. The PAB encourages participation by the relevant department director. Selection processes which are determined by the PAB **may** vary by project. The Chairperson of the PAB will ask the director of the relevant department to provide any concerns he or she has about the sites and/or their impact on department operations before a selection process ~~begins~~. **is concluded/finalized.**

POST-SELECTION PROCESS

Once a site has been selected, an installation plan will be developed by the PAB with input from the artist, donor, and contractor when appropriate. ~~After~~ **Following** installation, the designated

representative(s) of the PAB and the relevant department director will meet to inspect the site **and sign off on the finalized project.**

At the time of an acquisition, ~~whether~~ by donation or purchase, the proposed budget for ~~an artwork~~ **a work of art** should cover **all** costs of installation, which may include (1) plinths or other display components; (2) site development, including landscaping and irrigation system installation or modification; and (3) an identification plaque.

Contracts

Following the final selection of ~~an artwork~~ **a work of art** or artist, a written contract shall be prepared by _____ (**who?**)_____ and approved by the Town Attorney. Executed contracts shall be filed with the Town Clerk and a copy placed in the artwork accession file managed by the ~~Executive Director of the Cultural Arts Council of Estes Park.~~ **CACEP.**

Public Disclosure

~~Currently, PAB meetings are held on the third Thursday of each month from 12:30 PM to 1:30 PM, in the Engineering Conference Room of the Estes Park Town Hall, unless a~~ **Information about regular PAB meeting dates, rooms and times may be obtained by contacting the Town Clerk. Special meetings may be called from time-to-time as needed.** ~~is called.~~ **Information regarding PAB meetings are** ~~is~~ **posted in Town Hall and meetings, in accordance with** ~~according to~~ Town regulations, ~~and~~ are open to the public. **Notices about PAB agendas** and minutes are provided to the Trail Gazette and Estes Park News newspapers to facilitate public input. Generally, a legal notice, including a photograph of ~~the~~ **a proposed work of art donation or acquisition** ~~is run~~ **placed** in the newspaper to allow citizen comment. Feedback received ~~is~~ **shall be** provided to the PAB prior to the second and final reading **at a Town Board meeting** regarding the proposed installation. Under ~~some~~ **special** circumstances, **the** second reading may be waived.

DONATION POLICY DONATING A WORK OF ART

Background And Definitions

The Town of Estes Park’s collection of more than ___ (#)___ public works of art (in 2015) consists in large part of donations from arts organizations and private parties. Needless to say, donations are an important part of the collection. The ~~Estes Park Art In Public Places~~ **AIPP** program has limited funds for administration, protection and maintenance. Likewise, there are a limited number of suitable municipal sites appropriate for the installation of ~~artwork~~ **works of art**. To ensure the quality of the collection, the ~~Town’s Parks Advisory Board~~ PAB uses the ~~guidance in this policy~~ **these guidelines** to decide whether a proposed donation is appropriate for addition to the Town’s collection. The PAB accepts only those works that will, in its discretion, further the **overall** goals of the AIPP program.

Process For Consideration

The PAB requests that individuals or entities interested in donating ~~an artwork~~ **a work of art** follow these steps.

1. Submit a complete official donation application to the Chairperson of the ~~Parks Advisory Board~~ **PAB**. This form may be obtained from the Town website or from the Town Clerk.
2. Provide a maquette and/or images or the actual work for review. Images can be provided electronically or by hard copy and should show all sides and provide the proper scale of the work.
3. Include a cover letter explaining that you are offering the ~~artwork~~ **work of art** to the Town as a gift and explain why the work should be added to the Town’s public art collection.
4. Provide a copy of the artist’s resume or biography; information about the artist’s significance; and digital images showing a sampling of the artist’s work.
5. Provide information about the artwork’s provenance, exhibition history, and a current estimate of value. Include a letter of authenticity from the artist, if possible.
6. Provide a conservation assessment describing the ~~artwork’s~~ **condition of the work of art**, along with a maintenance plan. The plan should include an explanation of the expected life span of the work **of art** while placed in a public environment, stipulating the type of environment (interior/exterior) in which the ~~artwork~~ **work of art** may be placed. The plan should also discuss whether the ~~artwork~~ **work of art** may be prone to vandalism and how the effects of any vandalism may be mitigated; it should be authored by **a qualified conservator** or the artist.
7. The PAB may request additional information.

8. The PAB is unlikely to consider any donation that requires immediate or extensive maintenance.

The PAB typically reviews ~~gifts~~ **potential donations of works of art** twice per calendar year (in January and July); however, exceptions ~~can~~ **may** be made if deemed appropriate by a majority of the PAB members. After review, the PAB may choose to accept or decline a ~~gift~~ **donation** or to table an offer.

Review Considerations

In reviewing a potential donation, the PAB typically considers the information requested above, as well as aesthetic quality (including craftsmanship), compatibility with the Town’s existing public art collection, and budget (**i.e. maintenance requirements and installation costs**). The PAB may **also** consider other factors contained in its Acquisition **guidelines**.

Public Disclosure

~~Currently, PAB meetings are held on the third Thursday of each month from 12:30 PM to 1:30 PM, in the Engineering Conference Room of the Estes Park Town Hall, unless a~~ **Information about regular PAB meeting dates, rooms and times may be obtained by contacting the Town Clerk. Special meetings may be called from time-to-time as needed.** ~~is called.~~ **Information regarding PAB meetings are** ~~is~~ **posted in Town Hall and meetings, in accordance with** ~~according to~~ Town regulations, ~~and~~ are open to the public. **Notices about PAB agendas** and minutes are provided to the Trail Gazette and Estes Park News newspapers to facilitate public input. Generally, a legal notice, including a photograph of ~~the~~ **a proposed work of art donation or acquisition** ~~is run~~ **placed** in the newspaper to allow citizen comment. Feedback received ~~is~~ **shall be** provided to the PAB prior to the second and final reading **at a Town Board meeting** regarding the proposed installation. Under ~~some~~ **special** circumstances, ~~the~~ second reading may be waived.

~~DE-ACCESSIONING POLICY~~ **A WORK OF ART**

~~INTRODUCTION~~

De-accessioning is a procedure for withdrawing a work of art from the Town of Estes Park’s public collection. The PAB is responsible for ~~deciding~~ **recommending to the Town Board**

whether any piece(s) should be De-accessioned. De-accessioning occurs only for good reason, in the PAB’s discretion.

Basis For De-Accessioning

The PAB may de-accession an artwork for one or more of the following reasons.

- The artwork endangers public safety.
- The ~~artwork~~ **work of art** has been determined to be in unsatisfactory condition.
- The ~~artwork~~ **work of art** lacks a suitable display site.
- The condition or security of the ~~artwork~~ **work of art** cannot be reasonably guaranteed where located.
- The ~~artwork~~ **work of art** is attached to a structure slated for destruction, remodeling or repair (so that it is not practical to keep the ~~artwork~~ **it**).
- The ~~artwork~~ **work of art** is or has become incompatible with the rest of the collection.
- The Town wishes to replace the ~~artwork~~ **work of art** with a piece of more significance by the same artist.
- The ~~artwork~~ **work of art** requires excessive maintenance or it has faults of design or workmanship.
- The ~~artwork~~ **work of art** is fraudulent or not authentic.
- The Town cannot properly care for or store the ~~artwork~~ **work of art**; or
- For any other reason articulated by the PAB, in its discretion.

Process/Disposition

The PAB will review the ~~pieces~~ **works of art** in the Town’s *Art In Public Places* **AIPP** collection at least **once** every five years to determine whether any piece(s) should be de-accessioned. In addition, the Town reserves the right to de-accession ~~an artwork~~ **a work of art** at any time deemed appropriate by the PAB.

De-accessioning may only be considered during a monthly or a special meeting of the PAB. A majority of ~~Board~~ **PAB** members in a quorum must approve de-accessioning for two consecutive votes. After the first vote, a public announcement of the plan to de-accession must be made to permit public input prior to the second vote. ~~After~~ **Following** the second vote, **and upon approval of the Town Board**, the ~~artwork~~ **work of art** shall be officially de-accessioned from the Town collection.

The PAB may consider the following options for disposition of a de-accessioned artwork.

1. Return to the artist.
2. Sale or trade.
3. Destruction (which shall be reserved for works deteriorated or damaged beyond reasonably-priced repair).
4. Donation.
5. Any option deemed appropriate by the PAB.

MAINTENANCE ~~POLICY~~ GUIDELINES FOR WORKS OF ART

Goal

The goal of the AIPP Maintenance Policy is to **properly** maintain the Town’s collection of publicly owned ~~artwork~~ **works of art** to ensure Estes Park citizens’ long-term enjoyment of the collection. The AIPP Maintenance ~~Policy~~ **guidelines** spell out the documentation, preservation, and maintenance processes that will support that goal. The AIPP Maintenance ~~Policy~~ **guidelines** will be implemented on a piece-specific basis that recognizes the value of each work of art in the collection.

Definitions

- A. The term “*Art In Public Places*” refers to any visual work of art displayed for two weeks or more in an open Town-owned area, on the exterior of any Town-owned facility, inside and Town-owned facility in areas designated as public areas, or on non-Town property if the work of art is installed or financed, either wholly or in part, with Town funds or with grants the Town has procured.
- B. The term “work of art” ~~or artwork~~ refers to, but is not limited to, a sculpture, monument, mural, fresco, relief, painting, fountain, banner, mosaic, ceramic, weaving, carving, and work of/piece of stained glass. The term “work of art” would not normally include landscaping, architectural ornamentation, or signs.
- C. “Documentation” includes, but is not limited to, periodic condition reports, records of actual maintenance performed and an assessment of those efforts, photographs, artist’s maintenance recommendations, methods and materials, information, potential problems with the ~~work~~ **work of art**, finishes information (e.g., painters name; when, where, what,

and how the piece was finished), quality of materials used, installation information, warranties and professional and other knowledgeable opinions regarding preservation and maintenance. The documentation may also include the artist’s resume, artwork history, where the work has been exhibited, and a personal interview with the artist.

- D. “Preservation” includes placement; installation; security; regularly scheduled maintenance and emergency repairs (with consideration to the natural process of aging).
- E. “Maintenance” will be performed according to a scheduled piece-specific plan to clean, repair, and preserve each piece **work of art** in the **Town’s** public collection. **A maintenance plan for** of outdoor artworks **works of art** placed in landscaped settings may include regular **tree/shrub** pruning or, when necessary, re-planting to maintain desired sight lines for viewing the artwork **work of art**. This **All maintenance plans plan** will include ~~measures~~ **a means** to assess the ongoing effectiveness of preservation.

Process

1. *Documentation.* **Initial documentation will occur be provided by at the time an artist/donor submits a work of art for consideration, before prior to a** a piece is **being** accepted into the Town collection. ~~A standardized form, completed by the artist/donor, will be used for this purpose.~~ The PAB, appropriate Town departments (Public Works, Parks & Recreation), ~~Town Commissions,~~ outside contractors, service people and experts may be asked to review this documentation. Documentation will reside in the records of the ~~Cultural Arts Council of Estes Park~~ **CACEP** and their Executive Director will be responsible for creating, **keeping** and ~~maintaining~~ **periodically updating** the documentation. The PAB will use the projected cost of maintenance as one consideration in its final determination of acceptance and placement. Although documentation and maintenance recommendations alone will not be used to specifically exclude artwork from the Town collection, ~~but~~ the recommendation may play a role in that final determination. (~~A documentation fund established in the Public Works Department budget will~~ **The AIPP reserve fund may be used to** pay for **acquiring critical, missing** documentation not obtained at acquisition.)
2. *Maintenance documentation.* When ~~an artwork~~ **a work of art** is accepted into the Town collection, ~~an initial~~ **minimum, “benchmark”** level of maintenance and a maintenance schedule will be established for it. The documentation will include a standard for regular maintenance (e.g. timing, type of maintenance) and identify any maintenance issues that may require special attention. Each medium will require knowledgeable people to develop maintenance criteria. In addition, the maintenance criteria may include future

historic and aesthetic considerations for each piece. The maintenance documentation may be reviewed and revised as needed.

3. *Inspection and Condition Report.* ~~In February of each year~~ **Upon a schedule recommended by the PAB**, the ~~Executive Director of the Cultural Arts Council of Estes Park~~ **CACEP** will initiate **and produce** an inspection and condition report. Paid professional condition appraisers/conservators and/or knowledgeable volunteers, craftspeople or industry experts ~~will~~ **may** perform the inspection for each piece. The inspection and condition report will become part of the permanent documentation ~~of~~ **for** the specific piece **work of art** and will reside with the ~~Cultural and Arts Council of Estes Park~~ **CACEP**.
4. *Regular maintenance.* **Town Parks & Recreation Department staff**, paid professionals and/or trained and supervised volunteers will perform regular maintenance **of works of art** ~~according to~~ **based upon** the maintenance schedule and condition report for each specific piece **work of art**. ~~during the second and third quarters~~ **Maintenance will be performed upon a recommended schedule developed by the PAB in consultation with the Executive Director of CACEP** each year. ~~The Executive Director of the Cultural Arts Center of Estes Park will initiate and coordinate the regular maintenance activities. Each exterior piece, not receiving hot wax or special treatment, will receive a cold wax treatment.~~
5. *Special Maintenance.* Paid professionals/craftspeople or knowledgeable volunteers will perform maintenance that requires specialized tools, equipment, or knowledge on an “as needed” basis. The Executive Director of the ~~Cultural Arts Center of Estes Park~~ **CACEP** in consultation with the PAB will use the condition report and/or site visits to determine need.
6. *Emergency Maintenance or Repair.* Paid professionals/craftspeople or knowledgeable volunteers will perform emergency maintenance/repair on an “as needed,” timely basis as determined by the Executive Director of the ~~Cultural Arts Center of Estes Park~~ **CACEP** in consultation with the PAB.
7. *Construction, Remodeling, Painting & Repair.* **Whenever construction, remodeling, painting or other maintenance projects undertaken by the Town may adversely impact any work of art in the Town collection the PAB is to be notified in advance of the work commencing. A plan to protect and preserve the likely to be impacted works of art is to be developed, in conjunction with the Executive Director of CACEP, and approved by the PAB prior to work commencing.**

Implementation

1. *Policy Maintenance Plan Implementation.* The Department of Public Works staff, Parks Department staff and Executive Director of the ~~Cultural Arts Center of Estes Park~~ **CACEP** will ~~implement and~~ monitor the AIPP maintenance **Policy plan** and will report to the PAB ~~each quarter~~ **annually**, or more often if needed, on the status of art work maintenance. The Department of Public Works staff and Executive Director of the ~~Cultural Arts Center of Estes Park~~ **CACEP** will ~~oversee the~~ **monitor and report to the PAB on** quality control, evaluation and corrective maintenance actions carried out ~~by this policy~~ **under the approved plan**.
2. *Funding.* Funding for maintenance will be established through a budget developed by the Department of Public Works and Parks Department staff and presented to the PAB each November. Funds **for maintenance will may** come from the AIPP reserve account **or be a line item in the appropriate Town department's annual operating budget**. Maintenance funding **of works of art in the permanent Town collection** will take precedent over **new** art purchases.
3. *Contract Services.* Contracts with paid professionals/craftspeople will follow established Town guidelines and will be handled through the appropriate Town department.
4. *Quality Control.* The PAB believes in regulating the quality of maintenance to an established standard. Therefore the PAB will work over time to collect **and assimilate** maintenance data **pertinent to the various types of works of art in the Town's collection** (e.g. Lacquer vs. waxing, annual vs. biannual maintenance, professional vs. volunteer, etc.) The PAB, Executive Director of the ~~Cultural Arts Center of Estes Park~~ **CACEP** and Public Works Department staff will use this data to develop specific quality standards and devise ways to measure if the standards are met. Once established, the standards will be used to collect relevant data, analyze that data, and create corrective action plans as needed. The Public Works Department staff will identify specific areas of comparison (e.g. using multiple contractors and comparing the results of their work) and documenting specific maintenance challenges and failures (and their solutions).
5. *Policy Review.* Annually, in November, PAB members, ~~the~~ and/or the Director of Public Works will recommend changes to the AIPP Maintenance ~~Policy~~ **guidelines** to the PAB.
6. *Attachments.* **Samples of** forms to be used to implement the ~~policy~~ **AIPP program** are ~~attached~~ **included in the Appendix section of these guidelines** as ~~exhibits to the policy~~ and ~~will~~ **may** be modified as needed during the annual ~~policy~~ **guidelines** review process.

PLACEMENT OF WORKS OF ART IN THE PUBLIC RIGHT OF WAY (ROW)

Goal

The goal of this policy is to develop a framework for the consideration of ~~art work~~ **works of art** that will enhance the community **and** the travel corridor of the ~~right-of-way~~ **ROW**. The ~~policy~~ **does guidelines do** not rule out any particular application, as every installation should be weighed related to the location, the factors noted below, as well as the other impact values.

Leadership for consideration of all projects and installations rests primarily with the Town of Estes Park ~~Parks Advisory Board~~ **PAB**. Staff liaison support is provided through the Public Works Department and in cases that impact the ROW, Public Works will guide the process of securing collaborative support from other **Town** departments **as well as from other governmental agencies (i.e. CDOT, etc.)**.

Public Works can and will provide support, professional expertise, and advisement as needed for installations selected by the PAB. Primary contact will be through the Public Works Director and any staff member who will be supporting the project(s). In installations that involve CDOT ROW Public Works will develop a plan to address the separate contracts, review, and inspection requirements necessary with these projects; this may include cost considerations for project management if the size of the installation is large.

The Town of Estes Park utilizes the **Manual of Uniform Traffic Control Devices (MUTCD)** when determining uses, signage, visual sightline requirements, and other issues that impact the ROW. The MUTCD is nationally accepted as the primary standard for these requirements.

Installations Adjoining The ROW

When considering installations along the ROW the following factors shall be considered by Public Works in making a determination about a particular installation.

1. ADA requirements.
 - A. For example: does the installation impact the egress of handicapped individuals?
2. Impact on flow of pedestrians, bicycles, or traffic.
 - A. For example: does the installation cause undue interruption of the flow of individuals on a sidewalk or cross walk?

3. Safety Impacts.
4. Maintenance requirements/**modifications** that may be created by the installation.

Installations Within The ROW

When considering installations in the ROW the following factors must be considered and resolved collaboratively with all stakeholders, with Public Works making a final determination about a particular installation.

1. ADA requirements.
2. Impact on flow of pedestrians, bicycles, or traffic.
3. Maintenance requirements that may be created by the installation.
4. Safety impacts.
 - A. Does the installation cause undue distraction for drivers, so that vehicles are more likely to cause accidents from slowing or disorientation?
 - B. Does the installation cause a blockage of sightlines such that safety for drivers, pedestrians, or cyclists is compromised?
 - I. These sightlines will be different in each installation so size may be a factor at certain locations. For example in an installation at a traditional intersection location close to the sightlines at the corners may create a significant hazard; or within roundabout installations that create blind spots for drivers related to pedestrians will create a significant hazard.
 - II. Height of installations is not generally an issue except when a foundation structure is required that may limit visibility for pedestrians in wheelchairs or may cause drivers to “rubber neck” for better viewing.
 - C. ~~In~~ **When** installations ~~that~~ are within the ROW project planners must be sensitive to ~~pieces~~ **works of art** that may draw pedestrians into the traffic flow for viewing. In roundabout situations this is a critical factor as these traffic designs are developed to keep speeds relatively high and do not have clear locations for drivers to stop, generally roundabout islands are not designed in such a manner as to accommodate pedestrian traffic. If a ~~piece~~ **work of art** is designed into a roundabout prior to construction it may be possible to create and place design elements that can accommodate these issues. It is also recommended that placement of recognition for ~~pieces~~ **works of art** (artist signatures, **plaques describing the work of art**, etc.) are placed outside of the roundabouts flow of traffic versus on the island itself.

APPENDIX

This section will contain samples of all forms referenced in the guidelines such as:

Agreement To Place Town-Owned Works Of Art On Private Property

Lease Agreement For Exhibit Of Temporary Works Of Art

Application For Donating A Work Of Art For The Town's Collection

Etc.

ACKNOWLEDGMENTS

The Estes Parks Advisory Board would like thank the following and acknowledge their valuable input to development of these guidelines.

City of Loveland, Colorado, Visual Arts Commission

Town of Vail, Art In Public Places Strategic Plan

Greeley Art Commission and City of Greeley, Colorado, Art Master Plan

City of Grand Junction, Colorado, Art In Public Places Program

Executive Director of the Estes Park Museum

Executive Director of the Cultural Arts Council of Estes Park