

Bellingham Arts Commission

Frequently Asked Questions

WHAT IS THE BELLINGHAM ARTS COMMISSION (BAC)?

The Bellingham Arts Commission (BAC) is an advisory board appointed by the Mayor. They are responsible for the acquisition and maintenance the City's public artwork collection, as well as to serve as advisors and advocates for the enhancement and integration of the arts in the community.

HOW IS ARTWORK ADDED TO THE CITY'S COLLECTION?

The City does not currently have funding to acquire new artwork, but is instead focusing on the maintenance and management of the existing collection.

There are two ways that artwork is added to the City's collection:

- 1) **Donation** (initiated by the public). An artist or advocate requests to have a piece of artwork placed on public property and submits the piece for review and approval. Generally, donations of artwork are not accepted into the City collection unless sufficient funds are available to pay for installation, framing or base, display needs, and an identification plaque. Required documents for the donation include a release form from the donor, written acknowledgement of acceptance from the Mayor, and a completed Deed of Gift transferring title to City.
- 2) **Call for Art** (initiated by the BAC). A Call for Art is issued when the BAC is seeking to acquire and pay for a specific piece of artwork at a defined location. Calls for art may be *open entry* (anyone can submit) or *limited entry* (a select group of artists are asked to apply). Submittals are reviewed by a jury made up of a stakeholder (ie. adjacent business owner), City Council member, Representative from the initiating department, Arts Commissioner(s) and/or other professional representatives from the arts community.

WHAT ARE THE PROCEDURES FOR REVIEW AND ACCEPTANCE OF NEW ARTWORK?

When someone from the public or a City staff member is proposing to locate a piece of artwork on City property, the following procedures must be followed:

- 1) **Staff Review** – Prior to review by the BAC, staff will review the proposal to make sure it is compliant with applicable codes and regulations. The proposal will be reviewed by Planning and Community Development (PCDD) staff, and by staff of other affected departments (ie. Parks Department staff if the project is proposed to be located in a public park, Public Works Department staff if the project is proposed within the City right-of-way).

- 2) BAC Preliminary Review – Unless waived by the BAC, all projects must be presented to the BAC for conceptual review prior to final design. Waiver requests must be submitted to the PCDD staff. A notice requesting an item to be placed on the agenda for the next meeting must be submitted to the PCDD no later than 10 days prior to the meeting date. The project proponent may request additional preliminary reviews prior to final approval. Materials to be submitted for review shall include:
- a) Conceptual drawings or photos;
 - b) Site plan showing the proposed location of the project; and
 - c) Any additional information the project proponent believes will aid the BAC in their review and recommendation.

The City will send the project proponent a written response to the preliminary design within 15 days following the meeting, including notation of additional information needed for final design approval.

- 3) Review by Other Boards and Commissions. The project may require review by another City Board or Commission. For example, projects located within a City park may require review by the Parks and Recreation Commission.
- 4) BAC Final Approval – A meeting shall be requested by the initiating department or individual at such time as sufficient design and/or detailed information is available for the BAC to make an informed recommendation of approval. Materials to be submitted shall include:
- a) Final drawings, including a site plan showing the location of the project;
 - b) Any additional information that was requested by the BAC during the preliminary design review;
 - c) Verification of review by other Boards or Commissions which have jurisdiction (if applicable);
 - d) Any additional information the project proponent believes will aid the BAC in their review and final recommendation.

The City will send the project proponent a final letter approving or denying the project within 15 days following the meeting.

The BAC may request additional review(s) prior to final approval.

WHAT CRITERIA ARE USED TO APPROVE OR DENY ARTWORK?

Artwork, including donated artwork, is approved based upon the following criteria:

- a) Is of high quality;
- b) Has an identified location for installation;
- c) Supports the Community Strategic Arts Plan;
- d) Is appropriate in size, scale, material, form and style for the social and physical environment in which it is to be placed;
- e) Is durable and resistant to vandalism;
- f) Is maintainable at a reasonable cost;
- g) Is reasonably able to be installed; and
- h) Complies with other criteria as established by the BAC.