

PUBLIC ART POLICY HANDBOOK



"Roots and Foundations" by Deborah van der Zaag

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Table of Contents

| | |
|---|-----------|
| About this Document | 3 |
| Purpose and Objectives | 3 |
| City and Commission Roles and Responsibilities | 3 |
| South Pasadena City Council | 3 |
| South Pasadena Public Art Commission | 4 |
| South Pasadena City Staff | 4 |
| Public Art Criteria | 5 |
| Definitions | 5 |
| Artists and Artwork | 6 |
| Eligible Artwork | 7 |
| Artist Recognition | 7 |
| Public Art on Public Property | 8 |
| Site Criteria | 8 |
| Solicitation | 9 |
| Selection | 11 |
| Public Art on Private Property | 12 |
| Development Projects Public Art | 12 |
| Voluntary Public Art | 14 |
| Municipal Art Collection | 15 |
| Public Art Accessioning and Deaccessioning | 15 |
| Donations and Loans for Artworks | 17 |

About This Document

South Pasadena is a city known for its historic character, strong community identity, and commitment to preserving and enhancing its cultural resources. The City's Public Art Program reflects this commitment by integrating public art into new development projects, encouraging donations of artwork, and providing opportunities for residents and visitors to engage with art in public spaces.

The purpose of this document is to provide a consolidated and comprehensive set of policies and guidelines for the Public Art Program. It will support the Public Art Commission, City Council, and City staff in their decision-making by offering clear guidance and tools to continue building a public art collection that enhances South Pasadena's built environment and enriches the community's cultural life. Policies set forth in this handbook are based on national best practices but adapted to the specific needs and circumstances of South Pasadena and its public art program.

Public Art Program Purpose and Objectives

The South Pasadena Public Art Program, adopted in 2018, is a program commissioned through a percent-for-art requirement. On October 3, 2018, the City Council approved Resolution No. 7579, declaring South Pasadena a "Creative and Innovative City" and establishing the Public Art Program with the purpose of promoting cultural experiences, increasing economic development, and enhancing the general welfare and quality of life in the community. On October 17, 2018, the City Council adopted Ordinance No. 2325, establishing the Public Art Development Fee Program, and Ordinance No. 2326, creating the Public Art Commission.

The purpose of the Public Art Program is to promote cultural experiences, increase economic development, and enhance the general welfare and quality of life in the community. The Public Art Program will achieve this purpose through the exhibition of high-quality artwork and the creation of programs that promote art to the general public. (36.390.010)

- **Objective 1:** Foster public and private partnerships for providing arts and cultural programs
- **Objective 2:** Promote access for the public to the highest quality arts opportunities possible
- **Objective 3:** Promote the work of artists and arts groups and celebrate the city for its diversity, creativity, and innovation
- **Objective 4:** Encourage the provision of cultural and artistic facilities and features in commercial construction

Commission and City Roles and Responsibilities

South Pasadena City Council

- Approve or accept projects funded from the Public Art Program Fund. (36.390.060)
- Accept ownership of artwork purchased or created from the Public Art Program Fund. (36.390.070)

- Approve removal or alteration of public artwork on private property that satisfies the public art requirement. (36.395.090)

South Pasadena Public Art Commission

The five-member Public Art Commission was created as a body to fulfill the following responsibilities:

- Act in an advisory capacity to the city council in all matters pertaining to public art or art in public places;
- Review and approve proposed public art projects associated with the city's Civic Center Art Gallery, public art program, and public art development fee; and
- Provide policy recommendations on public art projects and programs as directed by the city manager or the city council, including but not limited to artwork placed in public places or incorporated into public buildings, art education programs, or art display programs or performances. (2.79-8)

In addition, the Public Art Commission carries out the following duties pertaining to the public art projects:

- Review procedures for the selection of locations for public art displays. (36.390.060)
- Review and approve the selection of artwork to be purchased or commissioned. (36.390.060)
- Review and approve proposed public artwork for City facilities or public places. (36.390.050)
- Review the selection of public performers and public art displays for the Public Art Program. (36.390.060)
- Review public art applications for on-site development projects. (36.395.070)

South Pasadena City Staff

The responsibility of public art is shared between many of the departments in the City. Members of the Community Development, Community Services, Finance, Library Services or Public Works Department may each have a hand in being responsible for the establishment or maintenance of public art depending on the task or location. The main tasks or responsibilities include but are not limited to:

- Processing public art applications.
- Establish and maintain the Public Art Program Fund as a separate account. (36.390.040)
- Ensure Public Art Fund is not used for general governmental purposes. (36.390.040)
- Determine building valuation (by the Building Official) for calculating Public Art Development Fees and inform the Public Art Commission of Public Art Development Fees. (36.390.020(B))

- Collect Public Art Development Fees in two installments tied to permits and occupancy. (36.395.040(b)(1))
- Ensure no building permit, final inspection, or certificate of occupancy is issued without compliance with Public Art Development requirements. (36.395.040(B)(2))
- Develop an annual Public Art workplan for review and approval by the Public Art Commission and City Council.

Public Art Criteria

Definitions

For the purposes of this handbook, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- **“Accession”** means acceptance of an artwork into the City’s Municipal Art Collection.
- **“Artwork”** means an original creation of physical art by an artist; and includes but is not limited to a fountain, mobile, mosaic, mural, painting, sculpture, or tapestry. Artwork may be realized through media including but not limited to bronze, ceramic tile, concrete, stained glass, steel, or wood. An artwork shall not include objects that are mass produced with a standard design, signage, or landscape gardening.
- **“Building valuation”** means the value computed by the Building Official using the latest building valuation data as set forth by the International Conference of Building Officials.
- **“Deaccessioning”** means the process of removing artwork from the Municipal Art Collection.
- **“Development project”** means a new residential development of four or more units, a new commercial or industrial building project with a building valuation exceeding \$500,000 as determined by the Building Official, any remodeling project of an existing commercial or industrial building, and any residential building of four or more units or complex of four or more units when the nonexempt portion of the remodeling project has a building valuation exceeding \$250,000 as determined by the Building Official.
- **“Mural”** means the large-scale artwork (e.g., painting, mosaic, fresco, or other permanent artwork) attached to or applied directly to the exterior of a structure. A mural is a pictorial representation or design intended to reflect a thematic or artistic expressionism.
- **“Permanent artwork”** means artwork intended for long-term installation (generally over 12 months), maintained to City standards.
- **“Public art”** means any artwork installed on private property in a publicly accessible location as established by the public art program or artwork displayed on City-owned facilities.
- **“Public art development fee”** means a fee paid to the City’s public art fund by a development project applicant in an amount equal to one and one-half percent of the total building valuation for the project excluding land acquisition, off-site improvement expenses, interior improvements, parking facilities, and public facilities.
- **“Publicly accessible”** means located on an area open to the general public and clearly visible from an adjacent public property such as a sidewalk or street. (Ord. No. 2325 § 1 (part), 2018.)

Artists and Artwork

The following criteria should be referenced and applied when selecting a specific artist or artwork.

- **Qualifications:** Artists shall be selected based on their qualifications as demonstrated by past work and the appropriateness of their concepts to the project. Of highest priority are the design capabilities of the artist and the inherent quality of artwork.
- **Artistic Excellence:** Artwork shall demonstrate a mastery of skills and techniques, communication of unique vision or perspective and professional approach to process and presentation and a significant body of work.
- **Media, Style and Diversity:** All forms of public art shall be considered, subject to any requirements set forth by the project solicitation. Artists whose artworks are representative of all schools, styles and tastes shall be considered. The program shall also strive for an equitable distribution of artworks throughout the City.
- **Appropriateness to site:** Artwork designs shall be appropriate in scale material, form and content for the immediate social and physical environments to which they relate.
- **Durability:** Consideration shall be given to structural and surface integrity, permanence and protection of the proposed artwork against theft, vandalism, weathering, excessive maintenance, repair costs and extreme weather events. Durability shall be defined in relation to the intended lifespan of the project, varying according to whether the artwork is intended to be installed permanently or temporarily.
- **Historic Significance:** If the proposed artwork includes an historic element, it shall reflect the history of and character of the Southern California region.
- **Visual Access:** The proposed artwork will be readily visible to the public and meet the location requirements of the project.
- **Community Values:** While free artistic expression shall be encouraged, consideration must be given to the appropriateness of works of art in the context of local community and social values.
- **Public Liability:** Public safety concerns and the potential for liability shall be assessed and considered when selecting artwork.
- **Maintenance:** The proposed art will not require extraordinary maintenance and the maintenance plan addresses vandalism, weathering, natural disaster, and the life of the artwork.
- **Location:** The proposed location of the artwork is in a public place that is appropriate to accommodate the size and scale of the proposed artwork has and can reasonably accommodate any necessary supporting infrastructure, and follows applicable City Code requirements.

Eligible Artworks

The Public Art Program will include the broadest definition of art and will encourage imaginative interpretations of all media. The following are acceptable forms of artwork considered consistent with the SPMC definition.

Permanent Artwork Examples

Physical artwork by an artist may include, but is not limited to:

- Fountain
- Mobile
- Mosaic
- Mural
- Painting
- Photography

Artwork may be realized through a variety of mediums that may include, but are not limited to:

- Bronze
- Ceramic Tile
- Concrete
- Stained Glass
- Steel
- Wood

Artwork shall not include objects that are mass-produced with a standard design, reproduction of original artwork, signage, decorative/ornamental elements of functional components of a building designed by the architect, historic/architectural elements of a building façade, or landscape gardening.

Cultural Programming/Performances

Cultural programming or performances created from the Public Art Fund may include, but is not limited to:

- Performing Arts: Dance, music, theater
- Literary Arts: Poetry readings, storytelling
- Media Arts: Film, video, screenings and installations
- Education: Lectures, presentations, and hands-on experiences
- Special Events: Art performances or display programs during special events

Facilities

On-site art spaces or cultural facilities may include, but are not limited to:

- Artists studios or rehearsal spaces
- Exhibition spaces, theater/performance space, media arts space

Ineligible Artwork is made from objects that are mass-produced with a standard design, reproduction of an original artwork, signage, decorative/ornamental elements of functional components of a building designed by the architect, historic/architectural elements of a building façade, landscape gardening or commercial signage.

Artist Recognition

The City of South Pasadena affirms that recognition of the artist is an essential component of all public art projects. All approved artworks—regardless of location on public or private property—shall include visible and permanent credit identifying the artist.

Artist recognition shall be incorporated into all project-related materials, media, and public communications, including dedication ceremonies, publications, press releases, interpretive signage, and City-managed digital platforms.

For artworks located on public property, the City shall install and maintain a permanent recognition such as a plaque or marker near the artwork identifying, at a minimum, the artist's name, title of the work, year of completion, and medium. The design and placement of the plaque shall be coordinated with the artist and approved by the City Council.

For artworks located on private property that are required or approved through the City's Public Art Program, the property owner shall be responsible for installing and maintaining a permanent recognition consistent with the standards herein. The recognition shall include the artist's name, title of the work, year of completion, and medium, and its location and design shall be reviewed by City staff or the Public Art Commission for approval.

Where appropriate, interpretive signage may also include information about the artist's concept, materials, or creative process to enhance public appreciation and understanding.

The City shall ensure that all artworks—whether on public or private property—are properly credited in the official documentation of the Municipal Art Collection, including inventories, catalogues, online databases, and maintenance records.

In the case of collaborative or design team projects, all principal artists shall receive equal recognition.

The City shall make reasonable efforts to involve artists in dedication events, unveiling ceremonies, and educational programs related to their work, thereby fostering continued engagement between artists and the community.

Public Art on Public Property

When the City seeks to commission or otherwise install a work of art on publicly owned property a transparent and inclusive public process will be followed to ensure that the artwork is suitable for the location and reflects the community's values, vision, and character. This process is designed to provide opportunities for public input as it relates to the selection of the artist or artwork to uphold the City's standards for quality civic engagement. The steps outlined below describe the guidelines by which the City identifies suitable sites, solicits proposals, reviews submissions, and selects an artist or artwork for installation on public property.

Site Criteria

The City Council has the discretion and authority to designate locations on public property where public art may be installed. Recommendations for potential sites may be submitted by Commission or City staff for the Council's consideration. In some cases, the location of a public artwork may be predetermined by the requirements of a grant, donation, or other funding source. For optional or discretionary sites, the Council should consider factors such as public visibility, context, community impact, safety, infrastructure, thematic opportunities and potential partnerships. These are described in more detail below.

1. Visibility and Accessibility

- Highly visible to the public (pedestrians, bicyclists, transit riders, and/or drivers)
- Located in areas with strong pedestrian activity, such as downtown, parks, plazas or transit hubs.
- Accessible to people of all ages and abilities (ADA-compliant sites, safe pedestrian crossing, adequate lighting).

2. Context and Integration

- Compatible with surrounding land use (residential, commercial, institutional).
- Opportunities to integrate with existing architecture, landscape or infrastructure improvements.
- Enhances the character, identity, and sense of place of the neighborhood or district.

3. Community Impact

- Located in underserved or underrepresented neighborhoods to ensure equitable distribution of public art.
- Potential to activate underutilized or overlooked spaces (e.g., alleys, vacant lots, transit corridors).
- Creates opportunities for cultural storytelling, local history, or indigenous/heritage recognition.

4. Safety and Maintenance

- Site does not obstruct visibility for traffic or emergency access.
- Allows for safe installation, viewing, and ongoing maintenance.
- Durable enough for environmental conditions (outdoor weather, seismic activity, etc.).
- Consideration for long-term maintenance and ownership responsibilities.

5. Infrastructure and Feasibility

- Adequate structural capacity (walls, plazas, medians, utility boxes, etc.) for artworks.
- Availability of electricity or water if needed (for lighting, interactive works, or fountains).
- Sufficient space for installation equipment during construction/placement.
- Cost-effective installation and lifecycle maintenance.

6. Thematic Opportunities

- Sites that align with city goals (e.g., climate action, sustainability, historic preservation, cultural heritage, diversity, youth engagement).
- Places where art can complement other city investments (streetscape improvements, redevelopment areas, parks master plans).
- Opportunities to create a “network” or “trail” of public art across the city, enhancing tourism and local pride.

7. Partnership Potential

- Sites that allow collaboration with private property owners, developers, or institutions (universities, hospitals, museums).
- Opportunities for co-funding or partnerships with transit agencies, utilities, or cultural organizations.

Solicitation

When the City seeks to commission public art on public property, artists or artwork may be solicited one of three selection methods: open selection, limited selection or direct (sole source) selection. The appropriate method will be determined based on project scope, schedule, budget and specific artist requirements.

OPEN SELECTION

Open selection provides an opportunity for any qualified artist to submit qualifications or proposals and is therefore the preferred method of selection (see RFP section below). Typically, a written notice is issued summarizing the project, qualifications sought, proposal requirements, evaluation criteria, and project schedule. Open selections are strongly encouraged for large projects or projects of significance to the city. After a review of submitted materials, and a follow-up interview for finalists, an artist is selected for the commission. Where there is an on-going need for artists for a certain category of project, a shortlist may be assembled and will remain active for a fixed period of time.

LIMITED SELECTION

The limited or invitational selection method involves identifying a small pool of qualified artists who are invited to submit proposals for consideration. The selection panel or staff compiles this list based on demonstrated experience, artistic merit, and relevance to the project's goals.

This method is most appropriate for smaller projects with limited budgets that cannot support the cost of a fully open process, or when specialized experience or skills are required to address a unique site or theme.

DIRECT SELECTION

The direct or sole source selection method involves identifying and contracting with a single artist without soliciting competitive proposals. This approach should be used sparingly and only when an artist possesses unique qualifications or when project circumstances (e.g., site integration, time constraints, or continuity with an existing project) clearly justify it. Use of the direct selection method must be justified in writing and approved by the City Manager.

Request for Proposals

A Request for Proposals (RFP) is the City's primary method for soliciting artists or artworks under the open or limited selection described above. It is used when a project site and parameters are well-defined or when the City wishes to evaluate specific artistic concepts prior to selection. RFPs encourage creative competition and provide opportunities for both emerging and established artists to participate.

Each RFP shall be clearly structured to communicate the purpose, expectations, and requirements of the project. A typical RFP includes the following components, organized as follows:

1. Project Overview

- Project Description and Goals: Summary of the project, its objectives, and the desired artistic outcomes.
- Site Information: Location details, site photographs, and any relevant site history or contextual background.
- Project Budget: Total budget and breakdown of anticipated compensation for design, fabrication, installation, and related costs.

2. Eligibility and Requirements

- Eligibility Criteria: Artist qualifications, experience requirements, etc.
- Scope of Work: Description of the artist's expected services, including design development, fabrication, and installation.

3. Submission Instructions

- Submittal Requirements: List of materials required for consideration (e.g., proposal narrative, concept sketches, resume, references, prior work samples).
- Formatting and Delivery: Instructions for format, digital or hard-copy submission, and address or email for delivery.
- Deadline for Submission: Specific date and time by which proposals must be received.

4. Selection and Evaluation Process

- Selection Criteria: The standards and priorities used to evaluate proposals (e.g., artistic quality, relevance to site, feasibility, community impact).
- Selection Process: Outline of how proposals will be reviewed, including any interview or presentation requirements for finalists.
- Estimated Project Schedule: Anticipated timeline from selection through design, fabrication, and installation.

5. Contact and Support Information

- City Contact Information: Name, phone number, and email of the staff member responsible for administering the RFP and answering questions.
- Optional Pre-Submittal Resources: Site visits, Q&A sessions, or informational meetings (if applicable).

The RFP process ensures that the City solicits high-quality, innovative, and contextually appropriate artwork in a fair, open, and professional manner.

Selection

The Public Art Commission will serve as the Selection Panel for public art acquisitions. The commission may either conduct a comprehensive review of all proposals or create a subcommittee. When a subcommittee is created two (2) commission members will be selected by the commission to join city staff in reviewing and scoring proposals, and conducting interviews to recommend a proposal to the full commission for consideration. The Commission shall then make a formal recommendation to the City Council.

Members of the Public Art Commission and their immediate families, or City Staff and their immediate families are not eligible to be selected as artists for commissions.

The Selection Panel shall consider the following in their evaluation process:

- Artwork must be consistent with the guidelines in the Public Art Policy Handbook.
- Permanently sited artwork must relate to the architectural, historical, geographical, or sociocultural context of the site.
- If an existing artwork is being purchased, the artwork must be durable free from any defect in workmanship (due to faulty design or fabrication), materials and finish, including inherent vice.
- If existing artwork is being purchased, documentation verifying ownership history and confirming that the artist or seller holds clear title to the work must be provided.
- Strong preference shall be given to artwork that is unique or of a limited edition.
- As applicable, the artwork must meet City structural, building, right-of-way, electrical, and other codes for safety.

Public Art on Private Property

When artwork is proposed on private property, it may occur voluntarily or as a requirement of a development project subject to the City's Public Art requirements. In either case, the process ensures that the artwork contributes to the public realm, enhances the visual character of the community, and aligns with the City's aesthetic and cultural values. Voluntary installations allow private property owners to collaborate with the City to enrich publicly visible spaces, while required installations or in-lieu contributions help advance the City's broader public art objectives. The steps outlined below describe how public art on private property is reviewed, approved, and integrated to ensure consistency with the City's design standards and public art goals.

Development Projects Public Art

Certain development projects are required to contribute to the City's Public Art Program. This contribution ensures that new private development enhances the public realm and supports the integration of art throughout the community. Developers may meet this requirement by either installing approved on-site artwork or contributing to the City's Public Art Fund.

Satisfying the Public Art Requirement

Projects subject to the Public Art Program may satisfy the requirement in one of the following ways:

- **Option A — On-Site Artwork Installation**
Developers may install City-approved, site-specific public artwork, or artistic or cultural facilities, with a total value equal to or greater than the required public art contribution amount.
- **Option B — Payment of In-Lieu Fee**
Developers may choose to pay an in-lieu fee equal to one and one-half percent (1.5%) of the building valuation to the City's Public Art Fund. The payment shall be collected in two installments: 50% prior to issuance of building permits and 50% prior to final inspection or issuance of a Certificate of Occupancy.

Certification and Indemnification

Developers must certify that all artwork provided is free of liens, claims, and encumbrances; has been lawfully acquired; and complies with all applicable import and export laws. The applicant shall indemnify, defend, and hold harmless the City against any claims, damages, or disputes related to the ownership or intellectual property rights of the artwork.

Public Art Consultant Requirement

For any on-site public art project valued at more than \$25,000, the developer must retain a qualified professional art consultant experienced in municipal public art programs. The consultant shall assist in artist selection, artwork development, and coordination with City staff and the Public Art Commission.

Public Art Concept Review

Prior to or concurrent with the development project's entitlement review, the applicant shall submit a Public Art Concept Application to the Public Art Commission.

The submission shall include:

- Completed Public Art Application form
- Preliminary sketches, images, or other visual documentation of the proposed concept
- Preliminary site and architectural plans showing artwork location, scale, and integration with the overall development
- A narrative describing the artwork concept, public accessibility, and alignment with the project design
- A draft maintenance plan identifying long-term care requirements and anticipated costs

The Public Art Commission will review the concept for consistency with City goals and provide comments or recommendations for consideration during the project's entitlement process.

Public Art Final Approval

Following the project's entitlement approval, the applicant must submit a Final Public Art Application for review and approval by the Public Art Commission.

The application submittal must include:

- Completed Public Art Application form
- Finalized design documentation (sketches, renderings, photographs, or models)
- An independent appraisal or cost estimate showing total value (including fabrication, transportation, and installation)
- A written waiver from the artist of rights under the California Art Preservation Act or other applicable laws
- Finalized site plans demonstrating artwork placement and compatibility with the surrounding context
- A narrative confirming that the artwork will be publicly accessible at least 10 hours per day, or equivalent access as approved by the Commission
- A finalized maintenance plan describing required upkeep, responsible party, and estimated annual cost

Ownership and Maintenance Responsibilities

Artwork installed on private property as part of a development project shall remain the property of the site owner. The property owner is responsible for maintaining the artwork in good condition, including protection against damage, defacement, or alteration.

The property owner shall:

- Maintain appropriate insurance coverage, including fire, vandalism, and extended coverage, in an amount approved by the City Attorney
- Execute and record a covenant ensuring ongoing maintenance of the artwork
- Keep the artwork accessible to the public as approved
- Failure to maintain the artwork is declared a public nuisance. If the property owner fails to perform maintenance after reasonable notice, the City may undertake necessary repairs or insurance coverage, and all associated costs shall become a lien against the property.

Removal or Alteration of Artwork

Public artwork installed on private property to satisfy the public art development requirement may not be removed, relocated, or altered without prior approval by the City Council.

Violation of this provision may result in:

- Payment of the full one and one-half percent (1.5%) in-lieu fee to the Public Art Fund, and/or
- Revocation of the project's Certificate of Occupancy

Before any penalty or revocation is imposed, the City shall provide the property owner with notice and an opportunity for a hearing.

Voluntary Public Art

Private property owners are encouraged to enhance the community's cultural and visual environment by voluntarily installing artwork on their property.

When a property owner proposes to install such artwork that is publicly accessible or visible from the public right-of-way, the property owner is encouraged, but is not required, to present the artwork to the Public Art Commission.

Optional Review Process

Voluntary art installations as described above, can include providing the following documentations and information to the Public Art Commission for feedback.

- Artist information, project summary, and contact details.
- Preliminary Design Documentation: Drawings, renderings, photographs, or other materials showing the proposed artwork's concept, size, materials, and artistic intent.
- Site Plan or Location Diagram: Illustrating where the artwork will be installed on the property and how it will be visible from the public realm.
- Narrative Description: Explaining how the artwork enhances the visual quality of the site and its relationship to the broader community context.
- Maintenance Plan: Outlining how the artwork will be maintained, including frequency of upkeep, responsible party, and anticipated costs.
- The Public Art Commission shall review the proposal and make recommendations based on the artwork's quality, scale, materials, public visibility, and contribution to the community's visual landscape.

Ownership and Maintenance

All voluntarily installed artwork remains the property and responsibility of the property owner. The property owner shall maintain the artwork in good condition, free from damage, defacement, or alteration. Failure to maintain the artwork in good condition is considered a public nuisance. If the property owner fails to perform necessary maintenance after reasonable notice, the City may undertake repairs, and the associated costs shall become a lien on the property.

Alterations or Removal

Because voluntary public art is installed at the discretion of the property owner, it may be removed at any time without City approval.

Municipal Art Collection

The Municipal Art Collection refers to the City’s officially recognized collection of artworks that are owned, maintained, and exhibited by the City of South Pasadena. The Collection includes permanent and temporary artworks acquired through the City’s public art program, commissions, donations, or purchases, and may encompass a variety of media such as sculpture, murals, paintings, mosaics, installations, and integrated architectural or landscape features.

The purpose of the Municipal Art Collection is to enhance the visual and cultural environment of the community, preserve works of lasting artistic and civic value, and ensure the responsible stewardship of public art assets. The Collection is managed under the authority of the City, with oversight from the Public Art Commission and support from City staff, to ensure proper documentation, maintenance, conservation, and public accessibility.

The Municipal Art Collection does not include:

- Artworks owned by private individuals, organizations, or businesses displayed on public or private property.
- Artworks on short-term loan or temporary exhibition not formally accessioned into the City’s collection.
- Decorative or functional design elements installed as part of capital improvement projects that do not meet the criteria for public art.

Public Art Accessioning and Deaccessioning

Accessioning

The purpose is to establish an orderly and consistent process for reviewing and accepting artwork into the Municipal Art Collection, ensuring that the Collection is composed of works of the highest artistic quality, integrity, and relevance. Accessioning is defined as the formal process of accepting artwork into the City’s Municipal Art Collection. The City Council maintains discretion in determining whether to accept any donations of art or otherwise acquire for its Collection.

To guide the accessioning process and ensure transparency, fairness, and long-term stewardship, the following principals shall apply:

- **Inclusive Review:** The accession process shall represent the interests of all concerned parties, including the Public Art Commission, the public, the artist, the arts community, and the City of South Pasadena by being reviewed by the Public Art Commission at a public meeting for a recommendation to the City Council.
- **Artistic Merit:** Artwork shall demonstrate distinctive artistic merit and aesthetic quality, contributing to the diversity, excellence, and cultural richness of the Municipal Art Collection.
- **Site Appropriateness:** Artwork shall be appropriate in scale, material, form, and content for its specific site and compatible with the broader physical, environmental, and social context.
- **Durability and Maintenance:** Artwork must be constructed of materials suitable for long-term public display, durable against theft, vandalism, and weather, and not impose excessive maintenance or conservation costs.
- **Public Benefit:** Accessioning implies the City’s commitment to preserve, protect, and display the artwork for the benefit and enjoyment of the community.

- **Permanency and Integrity:** Accessioning also signifies the work's intended permanence within the Collection, provided it retains its physical integrity, authenticity, and identity.
- **Unrestricted Ownership:** Artwork shall be acquired without restrictions on its future use, relocation, or disposition, except as explicitly stated in the artist's contract.
- **Formal Approval:** Artwork shall be accessioned into the Municipal Art Collection only after completion of all contractual obligations, inspection of installation, and final approval by the City Council.
- **Comprehensive Documentation:** Each accessioned work shall be fully documented, including the artist's information, artwork description, photographs, installation details, maintenance requirements, and any related correspondence.
- **Transfer of Title:** A signed contract or release transferring title to the City and defining the rights and responsibilities of all parties shall accompany each accessioned artwork in a form to the satisfaction of the City Attorney.
- **City Projects:** Artwork resulting from City-sponsored projects or purchases shall be accessioned in accordance with this policy.

Deaccessioning

Deaccessioning is the process of formally removing artwork from the Municipal Art Collection. While artworks are generally acquired for perpetuity, the City recognizes that circumstances may arise that warrant removal after careful, impartial evaluation. Any deaccession recommendation must be reviewed by the Public Art Commission and City staff and approved by the City Council.

Criteria for Deaccessioning:

- The use or character of the site has changed, making the artwork inappropriate or unmaintainable.
- The artwork's maintenance or conservation costs have become excessive or unsustainable.
- The artwork has been damaged beyond reasonable repair.
- Restoration or conservation is cost-prohibitive.
- The artwork no longer supports the mission or direction of the Municipal Art Collection.
- The artwork was intended to have a limited lifespan or installation period.

Procedure:

- 1.The Public Art Commission shall provide a recommendation to City Council specifying the criteria as listed above met for deaccession.
- 2.The City Council shall consider the recommendation for approval.
- 3.The City shall comply with state and federal regulations when deaccessioning artwork only if applicable to the artwork.
- 4.When feasible, living artists (or their estates) shall be offered the option to reclaim their artwork after formal deaccession approval.

Use of Proceeds: Net proceeds from any sale of deaccessioned artwork shall be used exclusively for future public art projects or the care and growth of the Municipal Art Collection. When a gifted artwork is deaccessioned, the original donor shall be credited in documentation and labeling for any new artwork purchased with the proceeds (e.g., “Gift of [donor name] by exchange”).

Records: All deaccession actions shall be permanently recorded, including documentation of the artwork, donor or artist information, conservation history, appraisals, photographs, and reason for deaccession.

Donations and Loans of Artworks

To provide a uniform process for reviewing and accepting donated or loaned artworks to ensure proper management, maintenance, and placement within the City of South Pasadena the following procedure shall be followed:

- 1.The Public Art Commission shall review all proposed donations or long-term (six months or more) loans of artwork to the City.
- 2.The Commission shall ensure that each donation or loan meets the City’s aesthetic, contextual, and maintenance standards and that the City can provide appropriate long-term care.
- 3.Donations or loans intended for the South Pasadena Public Library shall also be reviewed by the Board of Library Trustees in accordance with SPMC §2.78 and the California Education Code.
- 4.A donation agreement or loan agreement shall be required in the form approved by the City Attorney.
- 5.Final acceptance requires City Council approval.

Application Requirements:

- Photographs, slides, or a model of the proposed work
- Artist biography and résumé
- Description of the artwork and installation budget
- Donor acknowledgment information
- Maintenance and conservation requirements

Review Criteria:

- **Aesthetic Quality:** The artwork should demonstrate high artistic merit and include visual materials (e.g., concept drawings or photos) and, if applicable, a certified appraisal.
- **Site Context:** Artwork must be compatible in scale, material, and form with its proposed site and able to withstand public exposure, weather, and potential vandalism.
- **Financial Considerations:** The proposal must identify funding sources for fabrication, installation, and ongoing maintenance. A legal conveyance agreement must be executed prior to acceptance.
- **Liability:** The artwork must not pose safety hazards or unreasonable insurance risks.
- **Maintenance:** Donors are encouraged to provide an endowment or identify a funding source for long-term maintenance.
- **Uniqueness:** The City will only accept original, one-of-a-kind artworks or limited editions of high artistic quality by recognized artists.

Artworks proposed for long-term loan (more than one year) shall be subject to the same review criteria. Artworks placed in private offices or nonpublic areas of City facilities shall not be subject to Commission review.

Donations or loans of artwork proposed specifically for the South Pasadena Public Library shall be coordinated with the Board of Library Trustees, consistent with their authority under SPMC §2.78 and the California Education Code. Final acceptance of such works shall remain subject to the Board of Library Trustees.

Process

The Public Art Commission will consider donations and loans twice a year. Proposed artwork donations shall be reviewed by the Public Art Commission and donation proposals shall be accompanied by the following:

- Slide, photos, or a model of the proposed work
- Biography of the artist
- Consisting of the artwork and anticipated budget for installation
- Information for giving acknowledgment of the donor
- Maintenance requirements for the artwork