

CITY OF BILLINGS PUBLIC ART PROPOSAL – APPLICATION GUIDE

The public art process is an effective way of engaging the public and artists in telling our community's story. The City of Billings values the public art process as a means to achieve our vision of being a vibrant, welcoming place where people flourish, and business thrives. Public art has the potential to improve individuals' sense of belonging, place, and safety and we appreciate community groups and artists who seek to positively contribute to these goals.

SUBMISSION INSTRUCTIONS

The City of Billings Public Art Committee meets monthly on the 4th Wednesday of each month (this is a placeholder and can be changed). Meetings may be cancelled due to a lack of applications to review.

Applications are due on the 4th Wednesday of the month before the meeting when the applicant wants the application to be considered.

Applications can be submitted by emailing a copy of this application and images of the design concept to Tate Johnson, johnsont@billingsmt.gov.

Applicants are invited to attend and present their proposed artwork during the Public Art Committee meeting. Additionally, there will be time set aside for public comment for each proposal (3 minute maximum per member of the public).

A staff member from the City of Billings will review your application to ensure everything is complete and ready to present to the Public Art Committee. The staff member will provide guidance on ways to strengthen your application if needed and how to organize your presentation to the Committee.

The Public Art Committee is most interested in proposals that address the following criteria. Preference will be given to submissions that address all or most of the criteria.

1. The project will have a positive impact in the Billings community.
2. The project is accessible to the community and connected to its surroundings.
3. The project enhances the beauty and/or comfort of its location.
4. The project activates a place to make it more engaging.
5. The project brings people together or encourages people to gather and linger.

Regulations and Permit Requirements – Departmental Review Meeting

When an application is received, City staff will schedule a departmental review meeting within 30 days of application submittal. The intent of this meeting is to review the application with the applicant and relevant city departments to coordinate necessary sign offs. City staff will also schedule a presentation to the Billings Parks, Recreation, and Cemetery Board for any artwork that is proposed for City of Billings parkland.

City staff will consider elements such as, but not limited to the following:

Location and Placement – Permission is needed from the department that oversees the location where your artwork will be installed.

Planned Duration – Public art varies from short term, seasonal, or rotational installations to year long, multiyear, or indefinite installations. Please let us know your estimated timeline for installation based on durability of the work or intended purpose.

Structural Consideration and Safety – The weight, height, width, materials, and structural design of your artwork are important considerations for public artwork. Work should be sturdy enough to withstand the elements but must also meet certain safety and building requirements that may vary by location. Structures that are 7 feet or larger require more detailed review by a structural engineer at the artist’s expense prior to approval and a building permit from the Building Division. Structures less than 30 inches provide more flexibility in clear vision zones such as near driveways, intersections, etc.

Installation

The artist or donor will be responsible for installation costs of the piece. The artist or donor is also expected to coordinate all aspects of installation. If a structural analysis has been conducted, installation must comply with the engineer’s instructions. Installation may be subject to inspection by the City of Billings Building, Public Works, or other departments.

Maintenance Plan

Regarding artwork that is donated or commissioned by the City: In the event of damage or vandalism, staff agree to contact the artists to discuss the extent of damage, if necessary and whenever possible, provide an opportunity for the artist to repair damages within a timely manner, utilizing the maintenance fund previously donated for the piece if the funding has not been exhausted. City staff reserve the right to decommission the public art installation if damages due to graffiti, vandalism, weather, or other associated causes, are beyond minor repair by the artist. City staff must maintain their property as necessary to preserve its appearance and integrity, which may warrant decommissioning the public art installation in some circumstances. Staff will provide the artist with a reasonable opportunity to demobilize the art installation as appropriate if/when necessary.

Art donated to the City may include a maintenance budget donated to a fund at the City. The maintenance budget shall not be more than 10% of the project cost will be determined by the Public Art Committee. If provided, funds will be available to perform minor maintenance on any of the City’s outdoor public art collection.

Regarding murals: If the public art is a mural, the City will cover the cost of painting over the mural in the event of irreparable damage as part of routine maintenance. Please note – the average life span of a mural is 1 – 5 years, depending on natural degradation through weather and other conditions. In most cases, the new blank space would serve as a new opportunity for public art and the original mural will not be repainted.

Funding

This section helps us get a better understanding of your project and the economic impact of public art in our community. Each cost can be a general estimate. For volunteer hours donated, please just include the total number of hours across the entire project. For example, if 4 people help on your project for 10 hours each, you would write “40 hours”.

Process

Project Origin – Describe how your project came to be. What led you to propose this project? What inspired your decision to design a public art proposal for Billings?

Community Engagement – Community engagement is an important component of public art. Engagement can occur during the ideation, design, location selection, or implementation of this public art piece. Community is

defined as a group of stakeholders who the artwork represents or who will interact with the artwork. We ask that you complete at least 3 community engagement activities prior to submitting your application for review. If artwork represents a particular group or culture, applicant must demonstrate that content experts from that community have been consulted and approve of the proposal.

Here are some ideas for you to consider in engaging stakeholders in your process:

- Host a public meeting or focus group to collect ideas for your artwork design
- Invite community members to select the artist or meet the artist once selected
- Work with the artist to determine how community members can be involved with the artwork
- Present your idea to the relevant Neighborhood Task Force for input
- Organize a sneak preview of your design for members of the community
- Knock on doors around the proposed location to let residents know what is coming
- Mail postcards advertising an online survey or other public input opportunities to residents/businesses within at least 300 feet of the installation
- Invite people to co-create your artwork
- Post your design on social media for several days and ask people for their feedback

For more guidance or coaching, contact Elyse Monat, monate@billingsmt.gov, or visit the Placemaking Playbook.

- **Please submit a copy of your design concept.** Please include a sketch or example of your proposed design. Submit through email, a thumb drive, CD/DVD labeled with the artist's name and date of submission.
- 3 - 10 digital images may be submitted, such as the site and artwork design.
- Files should be in JPEG or PNG format (.jpg or .png) saved in "high" or "fine" quality.
- Image files should include last name of the artist followed by a designated number (e.g. "Smith 01").

Once you submit your application, staff will help prepare for the committee meeting.

Appeals

If your application is denied and you disagree with the determination, you may appeal the decision by filing a written notice of appeal to Billings City Council within 30 days of the notice of denial.