

PUBLIC ART PROCESS OVERVIEW

INTRODUCTION:



Welcome to the City of Green Cove Springs' Public Art Process overview. Our City recognizes the profound impact that public art can have on community engagement, cultural enrichment, and economic vitality. This document serves as a comprehensive guide for artists, stakeholders, and community members interested in participating in the public art initiatives within the City's Community Redevelopment Area (CRA).



Process Overview:

The public art process in Green Cove Springs begins with the identification of project opportunities, which are often driven by community needs, CRA Redevelopment Plan, or specific site considerations. Once a project opportunity is defined, a structured process is implemented to ensure transparency, inclusivity, and alignment with the City's vision.



Permissions and Approvals:

Before any public art project can commence, it must undergo a series of approvals. Artists and project proponents are required to submit detailed proposals to the *Public Art Committee*, which reviews the artistic and practical aspects of each submission. Final approvals are granted by the CRA, ensuring that all projects meet the City's standards and regulatory requirements.



Stakeholders and Business Impacts:

The public art process involves a range of stakeholders, including CRA Commissioners, City and County officials, local business owners, community groups, and residents. Engaging these stakeholders early in the process is crucial for addressing potential concerns, fostering collaboration, and maximizing the positive impacts of public art on the local economy. Public art projects are designed to enhance the aesthetic appeal of public spaces, which can attract visitors and boost local business activity.



Funding Sources:

Funding for public art projects can come from a variety of sources, including municipal budgets, grants, private donations, and sponsorships. The CRA actively seeks to leverage diverse funding streams to support the creation and maintenance of public art. Detailed budget proposals and funding plans are reviewed as part of the project approval process to ensure financial feasibility and sustainability.



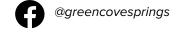
Timing:

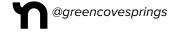
The timeline for public art projects varies based on the scope and complexity of the proposed work. Typically, the process from project conception to completion spans several months, encompassing proposal development, review, and installation phases. Specific timelines are established for each project, with milestones set for key stages of approval and implementation.



We encourage all interested parties to engage with the City to explore opportunities for collaboration and contribution. Through this structured process, Green Cove Springs aims to foster a vibrant and dynamic public art landscape that reflects our City's unique *history*, *character*, and *aspirations*.







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WHO CAN PARTICIPATE:

Public art has the potential to enrich our community, create lasting impacts, and contribute to a vibrant and inclusive cultural environment. The purpose of the Green Cove Springs Public Art Program is to offer opportunities for community engagement and artistic expression. Therefore, public art projects may be initiated by the City of by any interested individual or group as outlined below.

1. CRA-LED PROJECTS



CRA-Led public art projects are initiated and managed directly by CRA authorities. These projects are aligned with with the visions approved by the CRA Board as part of the Public Art Workshop on July 11, 2024 in a manner designed to enhance public spaces as set forth in the CRA's Redevelopment Objectives.

√ Permissions and Approvals:

All City-led projects require adherence to municipal regulations and zoning laws. This ensures that the artwork integrates seamlessly into the public space and complies with all relevant standards.

√ Funding Sources:

Funding for City-Led projects is typically sourced from municipal budgets, grants, or dedicated public art funds. The City may also seek additional sponsorships or partnerships to support larger projects.

√ Timing:

The timeline for City-led projects is determined by the project's scale and complexity, with key phases including planning, design, and installation. The City ensures that project timelines are clearly communicated and adhered to.

2. NON-CRA-LED PROJECTS

Non-CRA-Led public art projects are initiated by individuals or groups outside of the municipal government. These projects can be Artist-Led, Resident-Led, or Property-Owner-Led, offering diverse opportunities for community engagement and artistic expression.

Artist-Led Projects:



Resident-Led Projects:



Property-Owner-Led Projects:



√ Permissions and Approvals:

All Non-CRA-Led projects have various permissions and approval process options presented on page 7.

√ Funding Sources:

Non-CRA-led projects are typically funded through private sources, including artist funds, community fundraising efforts, or sponsorships. Artists, residents, and property owners are encouraged to explore various funding options to support their projects.

√ Timing:

The timeline for Non-CRA-led projects varies depending on the scope and funding availability. Proponents should plan for review periods and coordination with CRA officials or property owners to ensure timely execution. By understanding these approaches, all stakeholders can effectively navigate the public art process in Green Cove Springs, contributing to a vibrant and inclusive cultural environment. Whether through CRA-Led or Non-CRA-Led efforts, public art has the potential to enrich our community and create lasting impacts.





OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES				
STEP 1: INITIATION							
		Start by assessing CRA Redevelopment Plan objectives or community input from past projects					
Brainstorm Opportunities for		Identify potential themes for public art as approved byt the CRA					
Public Art		Identify potential sites/locations and amount of artwork desired for program					
		Identify potential funding sources/grants (if applicable)					
Define Approval Stakeholders		Determine if final approval responsibility will rest on staff, a design committee ¹ , or the CRA Council					
STEP 2: PROMOTE/CA	ALL-FO	R-ARTISTS					
Develop Art Program		City departments or committees develop project proposals/call-for-artists • Shall follow city procurement policy • Define sample or design quantity from each artist and any other experience needed • Define the site for art • Define if the City will select from a set number of applicants • Define timing/schedule • Define any coordination details if business owners are involved in site					
		Public Art committees shall evaluate and present project proposals/to CRA for approval					
		City departments or committees define if one or several applicants will be selected					
Promote/ Communicate Details of Project (Skip if art program		CRA posts call-for-artists on website and City/ County/CRA social platforms with the following: • Project details • Due date for submittal • Stipend or payment details (if applicable) • Communication outlining approval process and who will be selecting final designs					
is going through RFP process)		City to establish an email for art submittal to be sent Include naming details to keep track of different efforts					

If the City chooses to establish a committee for the approval process, they can review more details on process on page 8



CRA-LED PROJECTS (CONTINUED)

OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES		
STEP 3: REVIEW/APPROVAL					
		Proposals are reviewed by City staff/ committee if applicable			
Initial Artist Review & Selection		Based on amount of projects defined, City staff will present the top selected artists or design concepts to CRA			
		CRA will approve or provide direction/edits.			
Edits from CRA		If edits are requested on any designs, City staff will reach out directly to artist			
(Skip if art is approved during first review)		Artist to provide updated concept if edits were requested by CRA			
Final Approvals (Skip if art is approved during first review)		City staff to present and get approval on final proposed concepts (if multiple rounds of revisions are requested, time will need to be adjusted)			
STEP 4: EXECUTE ART PI	ROGRA	М			
Source Funding		City departments or committees to ensure funds needed to complete Public Art program are collected, budgeted prior to start of projects			
Source Materials		City departments or committees to organize materials needed and coordinate with facilities and maintenance if applicable			
Prep for Implementation		The City will direct public safety staff to ensure adequate barriers/signage are provided along sidewalks and streets around the project to ensure the safety of the artist and passersby			
		Property Owners/City Building Permits			
		Signed Agreement (Artist + City)			
Permissions to		VARA Waiver (if applicable)			
Address (if applicable)		FDOT			
		City Departments			
		City Attorney reviews and edits	City Attorney		



CITY-LED PROJECTS (CONTINUED)

OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES
		Any art installed on traffic cabinets to be funded and maintained by a sponsor and liability insurance is required by the sponsor.	
Permissions for FDOT Roads & City Inspection		The sponsor must provide a certificate of liability insurance in the amount of at least \$1,000,000. GCS (and FDOT if applicable) must be included as an insured party in the insurance policy with respect to the Signal Cabinet Art Program. The Sponsor shall provide a copy of the active and current insurance policy on or before the one year anniversary of the original policy.	FDOT Provide traffic signal cabinet location(s), intersection information, photos, and a map of District boundaries. The CRA needs to confirm that no other sponsor exists, that no reconstruction is planned for the intersections, and that each location is within the CRA's/District's jurisdiction
		Sponsor must notify the County's Traffic Signal Maintenance prior to and at the completion of art installation.	
		Artists to execute approved artwork in time frame defined at start of project	
Create		Artists are encouraged to engage with youth and others in community to participate	
STEP 5: LAUNCH/CELEBI	RATE		
Unveil/Celebrate		City departments or committees to organize launch announcement on social and CRA website	
Final Art		City departments or committees to consider an event to promote and launch the art program and invite community to celebrate final unveiling	
Maintain Quality		CRA to establish a process for maintenance or touch-up of artwork and define the time between those assessments.	For example: facilities department to perform quality control assessment sheet rating the following
		CRA to assess if and when the Public Art program might need a refresh of new artwork or touch-ups and define responsible department	

NON-CRA-LED PROJECTS



Artist-Led Projects:



Resident-Led Projects:



Property-Owner-Led Projects:



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OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/CONTACTS & NOTES				
STEP 1: INITIATION							
		City creates contact email or link to upload proposals on website					
Advertise & Promote		City advertises opportunity for local artists to present ideas or has permanent page on website for noncity-led programs					
(CRA to develop a form for non- CRA-led proposals)		City develops a Public Art Project application form to include submittal requirements, minimum qualifications, and review criteria					
		City adds the Public Art Project application form to the website					
		Artists fill out proposal form that they believe will enhance public spaces or contribute to the cultural landscape of Green Cove Springs and show samples of work or renderings/sketches of idea	local groups, property owners/businesses				
Present Idea for		Artist to identify potential sites/locations					
Public Art		Artist to identify potential funding sources/grants/ sponsorships/fundraising efforts					
		Artist to identify schedule to execute proposed work					
		Artist sends email to City contact with proposed idea, time frame, cost estimate, and site location (or uploads on website)					
Define Approval Stakeholders		Determine if final approval responsibility will rest on staff, a design committee ¹ , or the CRA					
STEP 2: APPROVAL							
		The City's defined approval contact reviews submitted artist proposals and provides direction/edits/asks questions. All communication with artist is documented and provided to the CRA					
Review of Concepts		Approving authority reviews the application and provides comments in writing to the applicant					
		Applicant revises the design based on comments received and resubmits					
		CRA issues final decision of approval or denial					

¹ If the City chooses to establish a committee for the approval process, they can review more details on process on page 8



NON-CRA-LED PROJECTS (CONTINUED)

Artist-Led Projects:

Resident-Led Projects:



Property-Owner-Led Projects:



OVERVIEW	✓	CHECKLIST ITEM	POTENTIAL PARTNERS/ CONTACTS & NOTES			
STEP 3: EXECUTE ART PROGRAM						
Approval of Site		If private property or features owned by other agencies are the subject of the project, the applicant must obtain written permission to begin work				
Source Funding/ Sponsor (if applicable)		Artist, City departments or committees to ensure funds needed to complete Public Art program are collected, budgeted prior to start of projects. Some project types might require a sponsor with specific insurance.				
Source Materials		Artist, City departments or committees to organize materials needed and coordinate with facilities and maintenance if applicable				
Prep for Implementation		The City will direct public safety staff to provide adequate barriers/signage				
		Artists to execute approved artwork in time frame defined at start of project	City staff liaison			
Create & Communicate		Artists are encouraged to engage with youth and others in community to participate				
S. Sate & Communicate		Artists to schedule check-ins with City staff defined at start of project and provide clear communication throughout the course of project execution	City staff liaison			
		Applicant to enter into an agreement with the CRA guaranteeing maintenance/touch-up of artwork if located on private property				
Maintenance		If located on public property, the CRA will be responsible for maintenance and touch-up of artwork. CRA will task department to assess deterioration of artwork				



Permissions

Permissions needed will vary depending on the project but the most common include:

PERMISSIONS FROM PROPERTY OWNERS:

 A property deed addendum may be needed that allows for the public art and stipulates maintenance requirements

SIGNED AGREEMENTS BETWEEN ARTIST AND CRA

 An agreement between the artist and the CRA may be needed stipulating the scope of the project and what is expected from both parties, including maintenance agreements.

WAIVER TO USE ARTWORK/DESIGNS

• Special permissions may be needed if certain imagery, photographs, etc. are going to be used in the project.

PERMISSIONS FROM THE FDOT

• For projects on locations operated by the Florida Department of Transportation, traffic boxes for example, permissions may be needed from the FDOT to move forward with that location.

PERMISSIONS FROM RELEVANT CITY DEPARTMENTS

• Depending on the project's location, permissions may be needed from a specific City department such as the Public Works departments.

GCS Public Art Committee

As a way to organize the public art projects, it may be helpful for the CRA to implement a centralized committee or set staff to oversee the public art process. Roles of the committee may include:

- Selecting artists for CRA-Led projects
- Approving designs and applications for Non-CRA-Led projects
- Delineating guidelines for Non-CRA-Led projects such as material usage, maintenance/upkeep processes, and appropriate imagery.

If the CRA chooses to establish a committee for the approval process, they will need to:

- Establish what qualifications the CRA is looking for (years of experience, certain professions, other artists, diversity, etc.)
- 2. Define which City staff member will be staff liaison for the committee
- 3. Establish optimal number of committee members
- 4. Send out communication for a meeting for interested participants
- Make selection and define City contact for the committee
 Define process for committee to communicate and check-in on process, expected time commitment, clear roles and responsibilities, and length one can serve on the committee
- 6. Host a kick-off with committee and all City staff involved in Public Art programs



Potential Funding Sources

When organizing funding for a public art project, funds can come from a number of different sources, which will likely vary from project to project.

Grants:

1. National Endowment for the Arts' / Our Town Creative Placemaking Grant

https://www.arts.gov/grants/our-town

https://www.arts.gov/impact/creative-placemaking

2. Project for Public Spaces Community Placemaking Grants

https://www.pps.org/community-placemaking-grants

https://allthingsurban.net/education/552

3. Florida Division of Arts & Culture

https://dos.fl.gov/cultural/grants/

CRA Budget Appropriations:

- 1. Community Redevelopment Area Funds (if proposed art is within the CRA boundary)
- 2. County Tourist Development Tax
- 3. Private development incentive programs



Minimum Qualifications for Artists

To be considered for participation in the Green Cove Springs Public Art Program, artists must meet the following minimum qualifications:

Residency:

Artists must have a demonstrated connection to Green Cove Springs/Clay County/Northeast Florida.

Experience:

Artists should have at least 3 years of professional experience in their field.

A portfolio showcasing 5 completed public or community-based art projects is preferred.

Education:

A degree in Fine Arts or a related field is preferred but not required. Equivalent experience will be considered.

Technical Skills:

Demonstrated proficiency in the artistic medium proposed for the project.

Ability to work within public space and adhere to safety and durability standards.

References:

Two professional references from past collaborators or clients who can speak to the artist's work quality and reliability.

Compliance:

Agreement to adhere to all local regulations and guidelines for public art installations in Green Cove Springs.

APPLICATION INSTRUCTIONS:

Please ensure you meet these qualifications before applying. Submit the following with your application:

Resume/CV Artist Statement Portfolio (digital or physical) References List Contact Information

For questions or additional information, please contact:

Public Art Program Coordinator Green Cove Springs City Hall 321 Walnut Street, Green Cove Springs, FL 32043

Phone: (904) 297-7500

Email: lknowles@greencovespringsfl.gov

We look forward to seeing your work and potential contribution to the Green Cove Springs community!





Sample of Certificate of Liability Insurance for FDOT Projects

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Materials & Installation Tips (Mural/Painted Art)

1. Preparation

Planning: Design and get all approvals Surface: Clean, repair, and prime the wall

Test Colors: On a small area first Work in Sections: For better control

Ventilation: Ensure good airflow during painting

2. Materials

Paints:

• Acrylic: Versatile and durable

• Latex: Easy to clean; for interiors

• Oil-Based: Long-lasting but slow-drying

Primers:

Latex: For drywall.

• Oil-Based: For wood

• Stain-Blocking: For severe stains

Tools:

• Brushes/Rollers: Detail brushes, flat brushes, and rollers

• Ladder/Scaffold: For reach and safety

• Tape/Drop Cloths: For clean edges and protection

Finishes:

Sealants: Protects the muralGloss/Matte: For desired finish

3. Installation

Design Transfer: Use grid or projection method, sketch lightly with pencil or chalk

Base Layer: Apply and let dry, let each layer dry before applying the next

Painting: Start with backgrounds; add details

Final Touches: Correct and seal

Sealing: Protect with acrylic or varnish clear sealer to protect the mural, especially in high-traffic or outdoor areas

4. Cleanup

Tools: Clean brushes and rollers

Waste: Dispose of paint and materials responsibly

5. Maintenance

Cleaning: Use a soft, damp cloth

Touch-ups: Use leftover paint for repairs

CENTRAL FLORIDA PAINT SOURCES

Star Scenic

4493 36th St, Orlando, FL 32811

High quality scenic paints and you can get really bright saturated colors with them

- Modern Masters
- Man Brothers
- Nova (online store)
- <u>Liquitex</u> (online store)

Sherwin Williams

Several local locations



Materials & Installation Tips (Mural/Painted Art)

1. Acrylic Paint

Best For: Most mural surfaces, both interior and exterior.

Advantages:

- Fast-drying.
- Water-based and easy to clean.
- Flexible and adheres well to various surfaces.
- UV-resistant options available for outdoor murals.

2. Latex Paint

Best For: Interior walls and some outdoor applications.

Advantages:

- · Water-based, making it easy to clean up
- Less odor compared to oil-based paints
- Good for large areas due to ease of application

3. Oil-Based Paint

Best For: Specific surfaces needing a long-lasting, durable finish.

Advantages:

- · Durable and resistant to wear and tear
- Excellent for fine detail work and blending
- Provides a rich finish
- Note: Requires solvents for clean-up and has a longer drying time

4. Exterior Paints (Acrylic or Latex-Based)

Best For: Outdoor murals exposed to weather.

Advantages:

- Designed to withstand harsh weather conditions
- UV-resistant to prevent fading
- Water-resistant or waterproof options available

5. Spray Paint

Best For: Large-scale murals or graffiti-style work.

Advantages:

- Allows for quick application and broad coverage
- Ideal for detailed work and layering effects
- Available in a variety of finishes and colors

6. Specialty Paints

Best For: Unique effects or finishes.

Examples:

- Chalkboard Paint: Creates a writable surface
- Glow-in-the-Dark Paint: For special effects
- Metallic Paint: For reflective finishes
- Textured Paint: Adds dimensionality

Key Considerations:

- Surface Type: Ensure compatibility with the wall (drywall, masonry, wood)
- Durability Needs: Choose UV-resistant and weather-resistant paints for outdoor murals
- Finish Type: Decide between matte, gloss, or satin based on the desired look and light reflection
- For best results, always test paint on a small area of the surface and consider using a primer suited to your specific wall type and paint choice