City of Sebastopol
Public Arts Committee Staff Report

Meeting Date:	October 5, 2016
To:	Public Arts Committee
From:	Kenyon Webster, Planning Director
Subject:	Review and Selection Process, Public Art Project
Recommendation:	Discuss and Provide Direction

Three artists were selected to proceed in the Sebastopol public art project process. Proposals are due October 5 and will be provided to the Committee as soon as they are available.

Staff recommends that the Committee discuss the review and selection process.

At this time, the following is planned:

- Submittal of art proposals, October 5
- Posting of proposals on City web site, placement of article on City web site home page, post on City Facebook site, issuance of press release, email to Planning Department interested persons list, target date October 6
- Distribution of proposals to the City Council and City departments for review, target date October 6
- Committee meeting to receive artist presentations, at regular Committee meeting of November 2, 10:30 a.m.
- Special Committee community meeting, November 2, 6:00 p.m., Center for the Arts
- Additional special Committee meeting on date to be arranged, or at regular meeting of December 7, to make final selection recommendation to the City Council
- City Council meeting to receive presentation from recommended artist and make selection determination, tentatively set for December 20, 2017

The Committee should discuss parameters for the artist presentations at the regular meeting of November 2, as well as the format for the public presentations and public comment that evening.

For the regular meeting, this is an opportunity for Committee members to ask detailed questions of each artist. This meeting would also provide an opportunity for an interested members of the public to make comments.

For the evening meeting, following artist presentations, options include a 'public hearing' type format, with time limits on speakers and a more formal format; or an 'open house' type format where each artist has a 'station' and members of the public could converse with artists and submit written comments.

Staff suggests the following format:

1) Committee chair convenes the meeting
2) Staff provides background information

City of Sebastopol
Public Arts Committee Staff Report

3) The three artists make presentations
4) Break
5) The three artists, accompanied by Committee members, are at 'stations' in the room to answer public questions
6) There are comment forms for the public to submit, perhaps combined with sticky note/butcher paper comment setup

The Committee may want to provide direction for creation of a voting/comment form for use at the community meeting.