

PARK AND RECREATION DEPARTMENT POLICY

- DATE: September XX, 2009
- SUBJECT: Temporary Exhibit of Special Features in Balboa Park
- BACKGROUND: There has been a growth in the number of requests to exhibit “special features”, both temporary and permanent, within and outside leaseholds in Balboa Park. Past examples of such special features have included sculpture exhibits and airplane exhibits. Some special features may be considered “artwork” as defined in San Diego Municipal Code Section 26.0701 et seq. To provide an organized method for reviewing and processing requests to temporarily exhibit special features in Balboa Park, it is desirable to formulate a policy.
- PURPOSE: To establish a policy for the review and processing of requests to temporarily exhibit special features in Balboa Park.
- AUTHORITY:
1. *San Diego Municipal Code Chapter 2, Article 6, Division 7 – Commission for Arts and Culture*
 2. *City of San Diego Administrative Regulation – Management of the Civic Art Collection*
 3. *Commission for Arts and Culture Department Instruction DI 1.00 – Collection Management Policy for the Civic Art Collection*
- POLICY:
1. This policy shall apply to special features proposed for temporary exhibit in Balboa Park for less than one year.
 2. This policy shall apply to special features that are not elements currently recommended in the Balboa Park policy documents, including the *Balboa Park Master Plan*, *Central Mesa Precise Plan* and *East Mesa Precise Plan*.
 3. Proposals shall be processed by Commission Staff for special features defined as artwork, and by Park and Recreation Staff for special features that are not defined as artwork.
 4. Proposals for the temporary exhibit of special features may be considered for an expedited review process provided they meet the criteria listed herein for Process A: Expedited Review.
 5. Extensions for exhibit of temporary special features will not be authorized.

6. A maximum of one special feature per proposer may be exhibited at a time, and no more than two special features per proposer may be exhibited in a one year period.
7. Exhibits of special features which may unreasonably affect the maintenance and operations of the park, including excessive impacts to areas commonly used for special events, are unlikely to be authorized.
8. A minimum of 60 calendar days shall be allowed for the processing of all applications.
9. Processing of applications will not occur during the months of November and December due to Balboa Park special event preparation and holiday schedules.

PROCEDURE:

The following processes shall be used in reviewing proposals for temporary exhibits of special features by the Park and Recreation Department and its advisory bodies.

Process A: Expedited Review – Process A shall be used when a proposal meets all of the following criteria:

- The duration of the exhibit of the special feature is proposed to be six months or less from initial installation to deinstallation; and
- Only one special feature is proposed to be exhibited by the proposer. (For the purpose of this policy, “one” means a single object, not a series or group of objects.); and
- The proposer has not had a special feature exhibited in the previous calendar year; and
- The proposed exhibit will be located within the proposer’s leasehold.

1. The proposer shall contact Commission Staff to obtain an intake form for the exhibit of a special feature.
2. Commission Staff shall review the intake form and determine if the special feature meets the City’s definition of artwork.
3. If the special feature meets the City’s definition of artwork, Commission Staff will ask the proposer to submit a detailed application and will collaborate with Park and Recreation Staff to complete steps 5-11.

4. If the special feature does not meet the City's definition of artwork, Park and Recreation Staff will proceed with steps 5-11.
5. Park and Recreation Staff will inform proposers that they are responsible for learning whether the proposed exhibit requires any permits (structural, electrical, etc.). Any authorized temporary exhibit which requires permits must be submitted to the City's Development Services Department by the proposer. This submittal shall occur after review and approval by the Park and Recreation Department.
6. Park and Recreation Staff will inform proposers that a condition of every temporary exhibit authorization is that the proposer shall restore the site of the exhibit to its original condition, as specified by Park and Recreation Staff, following deinstallation of the exhibit.
7. Park and Recreation Staff will consult with City Planning & Community Investment Department Historic Resources Staff for proposals located within the National Historic Landmark District or which may affect historic resources. Additional review by the Historic Resources Board may be required.
8. Park and Recreation Staff will consult with Disability Services Staff regarding ADA compliance.
9. Park and Recreation Staff will review the proposal and evaluate how the proposed exhibit may affect the maintenance and operations of Balboa Park and if the proposal meets the requirements of this policy. Park and Recreation Staff will prepare a staff report containing the staff's findings and recommendations.
10. Park and Recreation Staff will present the proposal to the Balboa Park Committee as an information item.
11. Following the presentation to the Balboa Park Committee, the Developed Regional Parks Deputy Director will notify Commission Staff (if the special feature is considered artwork) or the proposer (if the special feature is NOT considered artwork) of the outcome of the Park and Recreation Department's review process.
12. If the special feature is considered artwork, Commission Staff will complete the review process according to

*Commission for Arts and Culture Department Instruction
DI 1.00.*

Process B: Standard Review

1. The proposer shall contact Commission Staff to obtain an intake form for the exhibit of a special feature.
2. Commission Staff shall review the intake form and determine if the special feature meets the City's definition of artwork.
3. If the special feature meets the City's definition of artwork, Commission Staff will ask the proposer to submit a detailed application and will collaborate with Park and Recreation Staff to complete steps 5-11.
4. If the special feature does not meet the City's definition of artwork, Park and Recreation Staff will proceed with steps 5-11 and, when applicable, step 13.
5. Park and Recreation Staff will inform proposers that they are responsible for learning whether the proposed exhibit requires permits any (structural, electrical, etc.). Any authorized temporary exhibit which requires permits must be submitted to the City's Development Services Department by the proposer. This submittal shall occur after review and approval by the Park and Recreation Department.
6. Park and Recreation Staff will inform proposers that a condition of every temporary exhibit authorization is that the proposer shall restore the site of the exhibit to its original condition, as specified by Park and Recreation Staff, following deinstallation of the exhibit.
7. Park and Recreation Staff will consult with City Planning & Community Investment Department Historic Resources Staff for proposals located within the National Historic Landmark District or which may affect historic resources. Additional review by the Historic Resources Board may be required.
8. Park and Recreation Staff will consult with Disability Services Staff regarding ADA compliance.
9. Park and Recreation Staff will review the proposal and evaluate how the proposed exhibit may affect the

maintenance and operations of Balboa Park and if the proposal meets the requirements of this policy. Park and Recreation Staff will prepare a staff report containing the staff's findings and recommendations.

10. Park and Recreation Staff will present the proposal and the staff report to the Balboa Park Committee as an action item.
11. Following the presentation to the Balboa Park Committee, the Developed Regional Parks Deputy Director will notify Commission Staff (if the special feature is considered artwork) or the proposer (if the special feature is NOT considered artwork) of the outcome of the Park and Recreation Department's review process.
12. If the special feature is considered artwork, Commission Staff will complete the review process according to *Commission for Arts and Culture Department Instruction DI 1.00*.
13. When a special feature is authorized for placement outside the proposer's leasehold, the Park and Recreation Department will issue a right-of-entry permit for installation, maintenance and deinstallation of the special feature.
14. At the conclusion of the exhibit duration, Park and Recreation Staff will inspect the site for final acceptance of the deinstallation.

SUBSTANTIATION: