Report of the Decision Process Advisory Task Force on Commemorative Works

Prepared for the

Capitol Area Architectural and Planning Board

regarding artworks at the Minnesota Capitol

November 2021

Contents

Preface: CAAPB Decision Process Advisory Task Force Formation 2
Task Force Members 3
Task Force Meetings 3
Executive Summary 4
Background 4
Task Force Purpose 4
Recommendations 4
Report Narrative 5
Work Approach 5
Public Input 6
Task Force Discussion and Deliberation 6
Task Force Recommendations to the CAAPB 8
Proposed Policy for Commemorative Artworks on the Capitol Grounds 10
2400.2040 Definitions 11
2400.2705 Standards for civic and institutional uses. 13
Subpart 1. Monuments, memorials, and commemorative works. 13
A. Guiding Principles for Commemorative Artwork in the Capitol Area. 13
B. Conditions for the Addition of Commemorative Artwork to the Capitol Area. 14
C. Process for the Addition of New Commemorative Artwork. 14
D. Site Selection Criteria for the Addition of New Commemorative Artwork. 15
E. Design Criteria for the Addition of New Commemorative Artwork. 16
F. Conditions for the Modification or Removal of Commemorative Artwork to the Capitol Area. 17
G. Process for the Modification or Removal of Commemorative Artwork. 17
H. Evaluation Criteria for the Modification of Commemorative Artwork. 19
I. Evaluation Criteria for the Removal of Commemorative Artwork. 20
Appendices 21
Appendix I- Capitol Area Boundaries 21
Appendix II - Capitol Mall Thematic Map 22
Appendix III - Flowchart for Commemorative Artwork Addition, Modification, and Removal Process 23
Appendix IV - Application Forms 24
Appendix IV - FAQ Sheet 30

Preface: CAAPB Decision Process Advisory Task Force Formation

The Capitol Area Architectural and Planning Board (CAAPB) is responsible for long-term planning and zoning decisions in the Capitol Area. It is also responsible for making decisions about changes or improvements in the Capitol Area and on the Capitol Mall. By Statute, the Board has twelve members and is chaired by the Lieutenant Governor. There are four members appointed by the Governor, three members appointed by the Mayor of Saint Paul, two members appointed by the President of the Senate, and two members appointed by the Speaker of the House of Representatives. By law, an Advisory Committee of three architectural and/or landscape design professionals is required to advise the Board on all architectural, planning, and landscaping matters that affect the Capitol Area. There are three staff who serve the Board. The Board typically meets every two to three months, or at the call of the chair.

In February 2012, the Board adopted a **Policy for Commemorative Works in the Minnesota State Capitol Area**, providing guidance for the consideration and design of statues, monuments, memorials, or other commemorative works within the Capitol Area. According to MN Statute 15B.08, Subd 3: "No substantial change or improvement may be made to public lands or public buildings in the Capitol Area without the written approval of the board." "Substantial changes or improvement" includes both the addition and removal of public buildings and of statuary or other memorials or public art, as well as significant above ground alterations to public open spaces and roadways.

However, aside from MN Statute 15B.08, Subd. 3, there is no formal CAAPB process that addresses the potential removal of monuments and artwork from the Capitol Grounds. In response to the toppling of the Christopher Columbus Statue on the Capitol Grounds in June 2020, the CAAPB Chair convened a meeting focused on clarifying the existing statutory responsibilities of the CAAPB to provide a shared understanding of jurisdictional authority moving forward. In this meeting, the CAAPB passed a resolution creating two Advisory Task Forces—a Decision Process Advisory Task Force and a Public Engagement Advisory Task Force. The focus of these groups was to establish a proactive, transparent, and public process for evaluating the monuments and artwork displayed on the Capitol Grounds.

The **Decision Process Advisory Task Force** was tasked with conducting a comprehensive review of CAAPB policies and procedures that relate to the addition, modification, or removal of monuments, memorials, and works of art on the Capitol Grounds and in the Capitol Mall. The Task Force provided the recommendations included in this report on how to best develop a decision-making process regarding the addition, alteration, or removal of monuments, memorials, and works of art on the Capitol Grounds and in the State Capitol.

Task Force Members

The Capitol Area Architectural and Planning Board established a Decision Process Advisory Task Force in June 2020. Individuals who wished to be appointed to the Task Force applied through the Open Appointments Process who were appointed by CAAPB Chair Lieutenant Governor Peggy Flannagan. The Minnesota Department of Administration and the CAAPB staff provided administrative support to the Task Force.

Chair

- Dr. Gwen Westerman, Professor, Minnesota State University, Mankato

Members:

- Jason Adkins, Executive Director, Minnesota Catholic Conference
- Dana Badgerow, Community Member, former Department of Administration Commissioner
- Dr. Kate Beane, PhD, American Indian Community Liaison, Minnesota Historical Society
- Julie Blaha, Minnesota State Auditor, Office of the State Auditor
- Lindsey Dyer, Partner, Design Research Collective
- Jessica Intermill, Attorney, The Intermill Law Office PLLC
- Dr. Eric Jolly, President and CEO, Saint Paul and Minnesota Foundation
- Jennifer Jones, Associate Executive Director, Minnesota Historical Society
- Tish Jones, Founder and Executive Director, TruArtSpeaks
- Representative Fue Lee (DFL), District 59-A
- Alice Roberts-Davis, Commissioner, Minnesota Department of Administration
- Daniel Yang, Senior Policy Advisor, Office of St. Paul Mayor Melvin Carter

Task Force Meetings

From October 2020 to May 2021, the Decision Process Advisory Task Force met 12 times, in a series of six, two-part meetings. These meetings were live-streamed and recorded and are available for viewing on the CAAPB web pages.

Executive Summary

Background

The Capitol Area Architectural and Planning Board (CAAPB) is responsible for the long-term planning and zoning decisions in the Capitol Area. It is also responsible for making decisions about changes or improvements in the Capitol Area and on the Capitol Mall. The Minnesota State Legislature established the CAAPB in 1967. The CAAPB is chaired by the Lieutenant Governor and includes four members of the state legislature and seven members of the public.

Task Force Purpose

The purpose of the Decision Process Advisory Task Force was to conduct a comprehensive review of CAAPB policies and procedures that relate to the addition, alteration, or removal of monuments, memorials, and works of art on the Capitol Grounds and in the State Capitol. The Task Force was directed to provide recommendations in the form of a report to the CAAPB on how to best develop a decision-making process regarding the addition, alteration, or removal of monuments, memorials, and works of art on the Capitol grounds and in the State Capitol. The Task Force was not asked to recommend specific CAAPB action on individual monuments, memorials, or works of art.

To summarize their work, the Decision Process Advisory Task Force submits this report to the CAAPB that recommends revisions to the 2012 Policy for Commemorative Works in the Minnesota State Capitol Area, the use of related forms or other documents to improve public access and participation, and other actions the CAAPB should consider in providing public access to its decisions on commemorative artwork. As part of their review of the Commemorative Works Policy, the Task Force identified gaps in the policy that may create barriers to public input, and now provides recommendations for policy language and a process to address these gaps.

Recommendations

The Decision Process Advisory Task Force submits these recommendations to the CAAPB:

1. Adopt the Policy for Commemorative Artwork on the Capitol Grounds Policy language (*Appendix A*) and utilize the accompanying forms (*Appendix B, Appendix C*);
2. Make the Policy for Commemorative Artwork on the Capitol Grounds, the addition, modification, and removal request forms, and the FAQ sheet publicly accessible and available;
3. Review the existing Commemorative Artwork collection on a periodic, ten-year basis;
4. Initiate a public survey and comment period for every periodic review;
5. Review the Policy for Commemorative Artwork on the Capitol Grounds on a periodic, ten-year basis;
6. Incorporate the findings of the Public Engagement Advisory Task Force into the policy language and periodic review process; and
7. Get additional legislative appropriation for the CAAPB to support the implementation of this new policy.

Report Narrative

Work Approach

The Decision Process Advisory Task Force intentionally included individuals representing different backgrounds, careers, expertise, cultural experiences, and points of view. Led by Chair Westerman, Task Force members engaged in productive and intense discussion regarding the current CAAPB Policy on Commemorative Works. They reviewed the language, identified gaps, and generated concepts for an updated Commemorative Artwork policy. To inform their discussions, Task Force members heard presentations from CAAPB Staff, Minnesota Historical Society (MNHS) staff, and the Chair of the CAAPB Public Engagement Advisory Task Force. In addition, individual members conducted research to enhance discussions and create draft policy language.

The Task Force pursued a consensus approach to establish shared objectives and to arrive at its final recommendations. The Decision Process Advisory Task Force met 12 times, in a series of five, two-part meetings. The purpose of each session was as follows:

Meeting Dates	**Meeting Purpose(s)**
October 27 and 28, 2020	- To introduce Task Force members to one another and the work ahead - To finalize the Task Force Charter
December 8 and 9, 2020	- To review the existing CAAPB Policy on Commemorative Works - To identify key areas of concern and gaps in the existing language - To reach to consensus on the roadmap of work ahead - To identify members to lead a review process on existing policies across the country

January 11 and 12, 2021	- To learn about:
	  - The past work of the CAAPB on Commemorative Artwork decisions
	  - The work that the MN Historical Society (MNHS) has been doing to review the joint CAAPB/MNHS policy
	  - The details of the CAAPB Public Engagement Advisory Task Force work
	  - The decision-making processes that other cities, states, and planning bodies are using
	- To identify key components and a draft structure of the updated policy that the Task Force envisions including in final report recommendations

March 4 and 5, 2021	- To review the beginning draft language and determine collectively whether it was on the right track - To brainstorm edits and suggestions for the different buckets of work
May 10 and 11, 2021	- To review the final draft language and come to a consensus for its inclusion in the Decision Process Advisory Task Force Report to the CAAPB

Public Input

This Task Force generated recommendations and discussed the draft policy language with the understanding that a comprehensive assessment of current public opinion regarding monuments and memorials on the Capitol Grounds was undertaken by its counterpart, the CAAPB Public Engagement Advisory Task Force. Further, this Task Force understood that public engagement is essential in all parts of the process and that alignment with the CAAPB Public Engagement Advisory Task Force findings will be necessary for the most thorough recommendations.

The CAAPB Public Engagement Task Force was established to create space for members of the public to share experiences about what the Capitol means to them and provide feedback on the monuments, memorials, and works of art at the Minnesota Capitol. The Public Engagement Task Force also addressed how the CAAPB can ensure proactive and meaningful public engagement in its decisions.

Task Force Discussion and Deliberation

The Decision Process Advisory Task Force reviewed the language of and identified the following gaps in the existing CAAPB Policy for Commemorative Works:

- Opportunities for the review or modification of existing commemorative artwork;
- A comprehensive list of definitions written in clear language;
- An accessible web interface with an explanation of the support available to members of the public wishing to engage in the process;
- Clarity around the fiscal obligations of applicants/applicant groups and the State;
- Transparency around the individual or group of individuals responsible for making decisions regarding commemorative artwork; and
- Explicit opportunities for public input regarding commemorative artwork decisions.

Using the gaps identified by the full Task Force for guidance, a Subgroup of Task Force members conducted a comprehensive review of local, state, and national policies on Commemorative Artwork to identify common themes and language. The Subgroup presented the following findings with example language to the full group for review and discussion:

- Common structural elements across commemorative artwork and public art collection policies included an introduction with policy objectives, values/vision/goals for the collection, a definitions list, and a process for addition, modification, and/or removal;
- Common structural elements across commemorative artwork policies specific to modification and/or removal included criteria for modification and/or removal consideration, a sequence of action to be take prior to modification and/or removal, the methods for modification and/or removal, and the scope of public access to the process; and
- Common procedural elements across commemorative artwork collection policies included a formal removal or modification request, an evaluation and recommendation report, a public hearing regarding the request, and the use of a review subcommittee to evaluate the requests.

Following their review of the current Policy for Commemorative Works on the Capitol Grounds and the presentations by CAAPB Staff, MNHS Staff, and individual Task Force members, the full Task Force discussed the following elements for inclusion in the Policy for Commemorative Artwork on the Capitol Grounds:

- **A Vision Statement** that aligns language with the vision statements of the CAAPB and the State of Minnesota and upholds inclusivity and shared experience;
- **Guiding principles** that uphold an accessible public process and embrace the diverse history of all Minnesotans;
- **A comprehensive policy definitions list** that is written for everyday Minnesotans;
- **Changes to the Commemorative Artwork Addition policy** that address the gaps identified by the Task force and clarify the process;
- **A process for the modification or removal of existing Commemorative Artwork** that allows every generation of Minnesotans the opportunity to review and then renew or revise the traditions of honoring that they wish to bring forward;
- **Application forms for the addition of new Commemorative Artwork and the modification and removal of existing Commemorative Artwork** that are straightforward and act as a springboard for public action; and
- **A "Frequently Asked Questions" (FAQ) sheet** that answers potential questions regarding the processes for the addition, modification, and removal of Commemorative Artwork.

Vision Statement

Stewarding our past, sharing our stories, building our future—together.

Throughout the course of Decision Process Advisory Task Force meetings, the group discussed the following topics regarding both the process for the addition, modification, and removal of Commemorative Artwork on the Capitol Grounds and the corresponding policy language:

- **Permanency** and the timeline on which Commemorative Artwork will be considered;
- **Power** and the creation of a process that is accessible to formal and informal communities of power as well as recognizes of the power that comes with the ability to represent history;
- **Transparency** in how the CAAPB reviews and makes subsequent decisions on requests for the addition of new commemorative artwork and the modification or removal of current commemorative works;
- **Actionable and accessible language** to ensure that the public knows how to petition for change;

- **Inclusive values and guiding principles** that acknowledge that the meaning embedded in commemorative artwork can be understood simultaneously as symbols of pride by one group and as reminders of systematic oppression for others;
- **Modification of existing Commemorative Artwork** with the understanding that as times change, there should be a process to reevaluate the context of Commemorative Artwork;
- **Thresholds and conditions for review** that uphold consistent and rigorous standards while maintaining public accessibility;
- **Periodic review** to ensure the proactive evaluation of Commemorative Artwork against the policy's guiding principles and evaluation criteria;
- **The makeup of the Commemorative Artwork Review Subcommittee** to uphold a process that brings all voices to the table, particularly regarding the removal of an existing Commemorative Artwork; and
- **The role of the Minnesota Legislature** in the decision-making process regarding the addition, modification, and removal of Commemorative Artwork.

Task Force Recommendations to the CAAPB

From the discussions came the following set of recommendations:

Policy for Commemorative Artwork on the Capitol Grounds Language

The Decision Process Advisory Task Force recommends the CAAPB adopt the Policy for Commemorative Artwork on the Capitol Grounds language to guide its decisions regarding the addition of new Commemorative Artwork and the modification and removal of existing Commemorative Artwork. It also recommends that the CAAPB use the accompanying forms to collect public requests for these actions and the associated "FAQ" sheet to provide guidance to the public concerning the process.

One of the most evident gaps in the existing policies and process is the lack of a process to remove a Commemorative Artwork, regardless the circumstances of its addition or of its maintenance. The Decision Process Advisory Task Force recommends that the CAAPB adopt a policy and process for Minnesotans to request the removal of a Commemorative Artwork.

Further, the Task Force recognizes that its work sits at the intersection of political thought, governance, art appreciation and preservation, and museum studies. Each of these disciplines uses specific terms that may be unrecognizable to the general public. The Decision Process Advisory Task Force recommends using plain language in the Policy for Commemorative Artwork on the Capitol Grounds to make the process accessible to the broadest audience. If necessary, it is recommended that the CAAPB define terms of art that cannot be avoided. The Task Force has also worked to draft its proposals with this principle in mind.

Periodic Review

The Decision Process Advisory Task Force recommends the CAAPB review existing Commemorative Artwork on a periodic, ten-year basis to ensure that the Capitol Area continues to reflect the guiding principles and evaluation criteria specified in the Commemorative Works on the Capitol Grounds Policy. In addition, the Task Force recommends the CAAPB consider assigning lifespans to existing commemorative artwork and future Commemorative Artwork as a basis for periodic review. The ultimate recommendation is that the

CAAPB review the Capitol Grounds Commemorative Artwork collection every ten years or upon termination of a work's lifespan.

The Decision Process Advisory Task Force also recommends the CAAPB review this policy every ten years to ensure that it remains accessible, accomplishable, and consistent with the Guiding Principles outlined in the Policy. These two reviews shall be scheduled so they occur within no less than four years of each other.

Public Engagement

The Decision Process Advisory Task Force recommends the CAAPB make publicly available the Policy for Commemorative Artwork on the Capitol Grounds, the forms for addition, modification, and removal requests, and the FAQ sheet. These documents should be made available in multiple languages online and should be made ADA accessible. Further, the Task Force recommends that the CAAPB include an interface on its website dedicated to this policy, including electronic request forms and the ability to request print forms via regular mail.

The Decision Process Advisory Task Force recommends the CAAPB to initiate a public survey and comment period for every periodic review to gather public input and inform the review process.

The Decision Process Advisory Task Force recommends the CAAPB incorporate the findings of the Public Engagement Advisory Task force to ensure the policy language and periodic review process is consistent with public engagement best practices.

Support for Implementation

The Decision Process Advisory Task Force recommends there be additional legislative appropriation to support this new policy and process of reviewing and implementing changes in the Capitol Area and on the Capitol Mall.

While the CAAPB acknowledges that the legislature has the authority to pass laws that impact both the CAAPB and the Commemorative Artwork on the Capitol Grounds, the CAAPB request that decisions related to the Capitol Grounds follow the process outlined in the Policy for Commemorative Artwork on the Capitol Grounds (*Appendix A*).

Proposed Policy for Commemorative Artworks on the Capitol Grounds

The Policy for Commemorative Artwork on the Capitol Grounds proposed by the Decision Process Advisory Task Force detailed the CAAPB process to receive, consider, and make decisions about requests for the addition, modification, or removal of Commemorative Artwork on the Capitol Grounds and public lobbies of state buildings other than the Capitol Building. It is a tool for Minnesotans to use as they engage with the CAAPB. It reflects the values of the CAAPB as outlined in State Statute 15B.

IMPORTANT NOTE from CAAPB Staff -

The existing rules for commemorative works are established in MINNESOTA RULES, CHAPTER 2400 CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD, CAPITOL AREA ZONING AND DESIGN. The existing rules language provides brief text and incorporates by reference the document: "Commemorative Works in the Capitol Area: A Framework for Initiation, Evaluation and Implementations of Commemorative Works in the Capitol Area".

The Decision Process Advisory Task Force prepared an amended policy, referred to as the "Policy for Commemorative Artwork on the Capitol Grounds." After considering the amended policy and the rules in Chapter 2400, the CAAPB has determined that instead of updating the existing policy document and its reference in the Rules, ***changes will be incorporated in full text to Chapter 2400*** *and the reference to an external document removed. This ensures that any future changes to the Commemorative Works review process must be done through defined Rule Making steps.*

The following pages show the policy language from the Decision Process Advisory Task Force in the form of amendments to MN Rules Chapter 2400, specifically:

- *2400.2040 DEFINITIONS (subpart numbering reflects the order they would appear within the existing list.)*
- *2400.2705 STANDARDS FOR CIVIC AND INSTITUTIONAL USES. Subpart 1. Monuments, memorials, and commemorative works.*

Proposed amendments to

MINNESOTA RULES, CHAPTER 2400 CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD

CAPITOL AREA ZONING AND DESIGN

2400.2040 Definitions

Subp 4. **Addition Request.** "Addition Request" means the application form submitted to the CAAPB that requests the addition of a new Work, describes reasons why the Applicant believes that the Work should be added, and formally requests addition of the Work.

Subp. 10. **Applicant.** "Applicant" means any person, group, or groups who submit an application for addition, modification, or removal of a Work.

Subp. 11. **Architectural Advisors.** "Architectural Advisors" means a committee responsible for advising the CAAPB on all architectural and planning matters. The committee is comprised of three persons and are appointed as follows: one by the Minnesota State Arts Board, one by the CAAPB, and one by the Minnesota Society of the American Institute of Architects. They serve four-year terms.

Subd. 23. **Capitol Area Architectural and Planning Board (CAAPB).** "Capitol Area Architectural and Planning Board (CAAPB)" means the 12-member decision-making body responsible for the long-term planning and zoning decisions in the Capitol Area and making decisions about changes or improvements in the Capitol Area and on the Capitol Mall.

Subp. 24. **Capitol Area Architectural and Planning Board (CAAPB) Staff.** "Capitol Area Architectural and Planning Board (CAAPB) Staff" means officers and employees, led by the Executive Secretary who is selected by the CAAPB, who execute the decisions of the CAAPB.

Subp. 25. **Capitol Grounds.** "Capitol Grounds" means the exterior areas of any state-owned land in the Capitol Area including rights-of-way, the entirety of the Capitol Mall, and the exterior courtyards and public lobbies of State-owned buildings, other than the Capitol itself.

Subp. 26. **Capitol Mall.** "Capitol Mall" means the open space between the Department of Transportation (DOT) Building, Centennial Building, Veterans Services Building, and the Capitol Building including the lawn surrounding the Capitol Building.

Subp. 27. **Commemorative Artwork or Work.** "Commemorative Artwork" or "Work" means an original piece in any style, expression, genre, and/or media that is the unique creative expression of an artist designed to memorialize cultural, social, and political aspects of Minnesota's history. A Commemorative Artwork is intended to express or reflect the collective memory of an individual person, group, or event. Commemorative Artwork serves four primary functions:

- To memorialize and remember,
- To inform and inspire,
- To be of lasting historic and cultural significance, and
- To accentuate and enhance the urban landscape.

Commemorative Artwork may be permanent or temporary. Any Commemorative Artwork on display for less than a week is not within the scope of this policy.

Subp. 33. **Design Framework.** "Design Framework" means a plan that provides a structure for the organized development of an area to prevent ad hoc decision-making.

Subp. 34. **Design Process.** "Design Process" means the process that the CAAPB follows after it approves a request for the addition of a new Commemorative Artwork to the Capitol Grounds, a jury picks a designer, and funds are raised for design and implementation:

A. **Schematic Design:** The description of the overall design concept for a Work.
B. **Design Development:** A refined version of the schematic design with scaled drawings showing the architectural and site plan details and list of materials.
C. **Construction Documents:** The instructions for contractors to build the Work.
D. **Bidding:** The search for a contractor to execute the Work, based on price and qualifications.

Subp. 35. **Designer.** "Designer" means a person generally recognized by the public, peers, and critics as the lead practitioner in the creative vision and design development of a Work. Licensed design professionals include architects, landscape architects, or engineers. In most cases, a licensed design professional is required to sign construction documents.

Subp. 36. **Disposition.** "Disposition" means the termination of ownership and possession of a Work from the public collection through sale, donation, or demolition.

Subp. 54. **Lifespan**: "Lifespan" means the period that describes how long a Work is displayed in the Capitol Area.

- Event based: One (1) to Fourteen (14) days
- Temporary: Fifteen (15) days to one (1) year
- Permanent or site integrated: more than one (1) year as part of a site or structure that cannot or will not be removed

Subp. 64**. Modification: "**Modification" means a process that changes the meaning, character, or interpretation of a Work. This could include:

- Relocation: The movement of an existing Work to a different location in the Capitol Area;
- Structural modification: The addition, removal, or alteration of any physical aspect to a Work; or
- Recontextualization: The addition of interpretive material to a Work, such as additional signage.

Subp. 65. **Modification Request**: "Modification Request" means an application form submitted to the CAAPB that references a specific Work, that describes reasons why the Applicant believes the Work in question should be modified or relocated, and that formally requests modification of the Work.

Subp. 82. **Removal:** "Removal" means the deliberative process and decision to remove a Work from the public collection.

Subp. 83. **Removal Request**: "Removal Request" means an application form submitted to the CAAPB that references a specific Work, describes reasons why the Applicant believes that the Work should be removed, and formally requests removal of the Work.

2400.2705 Standards for civic and institutional uses.
Subpart 1. Monuments, memorials, and commemorative works.

Monuments, memorials, and commemorative works structures must be approved for placement, modification, or removal under Minnesota Statutes, section 15B.05, subdivision 3.

The Capitol Area Architectural and Planning Board (CAAPB) is responsible for the long-term planning and zoning decisions in the Capitol Area. It is also responsible for making decisions about changes or improvements in the Capitol Area, which includes all State campus buildings, and on the Capitol Mall. The Minnesota State Legislature established the CAAPB in 1967. The CAAPB is chaired by the Lieutenant Governor and includes four members of the state legislature and seven members of the public.

This Policy for Commemorative Artwork on the Capitol Grounds details the CAAPB process to receive, consider, and make decisions about requests for the addition, modification, or removal of Commemorative Artwork on the Capitol Grounds and in public lobbies of State buildings other than the Capitol Building. It is a tool for Minnesotans to use as they engage with the CAAPB. It reflects the values of the CAAPB as outlined in State Statute 15B.

A. Guiding Principles for Commemorative Artwork in the Capitol Area.

Commemorative Artwork must meet the following Guiding Principles:

1. **Representation.** The Minnesota State Capitol Building is the People's House and the Capitol Grounds the People's Front Yard. The Commemorative Artwork on the Capitol Grounds must reflect Minnesota's diverse history and people. The implementation of this policy prioritizes the full representation of our state on the Capitol Grounds.
2. **Public Input and Access.** The Minnesota State Capitol is a space for all Minnesotans to have their voices heard and to share their opinions with elected leaders from across the state. It is important for those making decisions about the Capitol Grounds to understand the views of all Minnesotans. This policy incorporates public input, access, and transparency in making decisions about Commemorative Artwork on the Capitol Grounds.
3. **Capitol Area Compatibility.** The Minnesota State Capitol Building is an historic architectural and visual arts masterpiece. The building tells the story of the political process and the values that guide it. It embodies an architecture of democracy and the tradition of political thought that stresses the interconnection of individual freedom and civic participation with the promotion of the common good. Decisions about Commemorative Artwork should account for the historic, architectural, and artistic integrity of the building.
4. **Periodic Review.** Our collective understanding and interpretation of the relationship between art, history, and commemoration is a dynamic and continually evolving public conversation. Accordingly, this policy incorporates the review of existing Commemorative Artwork on a periodic, ten-year basis by the CAAPB to ensure that Commemorative Artwork continues to reflect the relevant and significant elements of our collective history. In addition, every 10 years, the CAAPB will review this policy to ensure that it remains accessible, accomplishable, and consistent with these Guiding Principles. These two reviews shall be scheduled so they occur within no less than four years of each other.

B. Conditions for the Addition of Commemorative Artwork to the Capitol Area.

New Commemorative Artwork shall be considered if it meets all the following Conditions:

1. There has been documented public support of the Work;
2. The Work has lasting statewide significance for the people of Minnesota;
3. The Work is respectful of the diversity of Minnesota's people;
4. The Work provides a rich experience to broaden the understanding of Minnesota's shared history, heritage, and culture; and
5. The subject of the Work, if an individual, must be a Minnesotan with historical impact who is widely recognized and admired by the people of Minnesota, and who has been deceased for at least ten years to allow for a period of historical reflection regarding their significance.

C. Process for the Addition of New Commemorative Artwork.

Applicants, Designers, the CAAPB, and CAAPB Staff must follow these steps when considering the addition of a new Commemorative Artwork:

1. **Application.** The Applicant requesting placement of a Commemorative Artwork in the Capitol Area must submit the application form made available on the CAAPB website. An Applicant can call CAAPB Staff at (651) 757-1500 and request a copy of the form by mail. The CAAPB must also provide clear and accessible instructions for completing the form and a copy of these policies. When the CAAPB Staff receives a completed Addition of a Commemorative Artwork Request Form, they must provide written confirmation of receipt to the Applicant. CAAPB Staff will not process incomplete applications and must notify the Applicant if the application is incomplete.
2. **Determination and Notification.** The CAAPB Staff must determine if the Addition Request meets the Conditions for the Consideration of an Addition Request (above).
    a) If all Conditions are met: CAAPB Staff must notify the Applicant that their Application will move on in the process. Within fourteen days of application completion, the CAAPB Staff must notify the Department of Administration of the proposal request and post a proposal summary on the CAAPB website.
    b) If all Conditions are not met: CAAPB Staff must notify the Applicant that the application is declined and the reasons for dismissal. The Applicant may resubmit or request further review by the full CAAPB.
3. **Site Selection.** With the Applicant, the CAAPB Staff and Architectural Advisors must conduct a site selection study for the proposal. The Department of Administration must review and comment on proposed sites. The CAAPB Staff and Architectural Advisors must recommend a site for the proposed work to the full CAAPB.
4. **Proposal and Site Approval.** The CAAPB will hold a public hearing and must affirm through Board vote that the proposal meets all Conditions for the Consideration of an Addition Request and that the proposal and site recommendation meet the Design and Site Selection Criteria outlined in this policy. The CAAPB must notify the Applicant of their final decision.
5. **Design Competition Funding.** The Applicant must raise sufficient funds to pay for the cost of conducting a design competition. These funds cover the promotion, publicity, and awards/stipends for the top three selected designs.

6. **Design Competition and Selection Process.** The Applicant must work with the CAAPB Staff and the Architectural Advisors to develop a Design Framework document which includes:
    a) The goals and objectives of the applicant;
    b) The applicable zoning, design, and programmatic guidelines for the selected site;
    c) The proposed budget, schedule, location, site-specific conditions, and technical parameters;
    d) The plan for informing and engaging key stakeholders and members of the public during the design competition; and
    e) Additional competition guidelines including jury make-up, designer qualifications, jury selection criteria, and submission requirements.

    Using the Design Framework document, the CAAPB will initiate either an open solicitation for design proposals or a Request for Qualification (RFQ) process to select a designer and/or design concept through design competition. A jury that includes but is not limited to CAAPB member(s), CAAPB staff, CAAPB Architectural Advisor(s), Minnesota Historical Society staff, Designers, Department of Administration staff, and the Applicant will review the design options and vote on a design concept. The CAAPB will review and approve the jury's process and outcome for the design concept to ensure alignment with the procedures outlined in the American Institute of Architects design competition handbook.
7. **Testimony.:** In accordance with MN Statute 15B.21 Subd. 3, the CAAPB may provide testimony to the Legislature on any Commemorative Artwork proposal in the Capitol Area seeking Legislative authorization and/or appropriation of funding. The Applicant may be asked to testify on behalf of their proposal. This testimony must address the proposal's alignment with the Capitol Mall Design Framework found in the Capitol Area Comprehensive Plan for the Minnesota Capitol Area (*see Appendix B).*
8. **Design and Construction Funding.** Upon selection of a Designer and design concept by the jury, and before design and construction begin, the Applicant must deposit with the Department of Administration enough funds to complete the project as designed and an amount equal to 20 percent of the total estimated construction cost. CAAPB Staff are available to offer funding advice and provide testimony to the Legislature but are not allowed to directly raise funds.
9. **Working Group Formed and Designer (Artist) Contracted:** After funding is complete, a working group is formed by CAAPB staff and advisors, designer, applicant committee, (others as determined by CAAPB), and Department of Administration project manager to monitor the Design Framework and budget through schematic design and design development phases. With guidance of the Working Group, the selected Designer will develop and enter into a contract with the Department of Administration that includes a project timeline and budget.
10. **Development of Design and Construction:** The selected Designer will proceed with the Schematic Design and Design Development phases with regular Working Group reviews. After CAAPB approval (by Board vote or administrative, as determined by the Executive Secretary) of the Schematic Design and Design Development phases, the project will proceed with Construction Documents and Bidding under guidance of the Working Group. Final approval of bid documents must be administratively issued by CAAPB for compliance with Design Framework and the *Rules for Zoning and Design in the Minnesota State Capitol Area*.

D. Site Selection Criteria for the Addition of New Commemorative Artwork.

The CAAPB will use the following criteria to evaluate the proposed location for the Commemorative Artwork in the Capitol Area:

1. **Accessibility:** The site is visible and accessible to all members of the public.
2. **Context and Scale:** The scale of the Work fits the location, providing familiarity while not overpowering. Its size does not detract from the Capitol Building. Visual and spatial relationships to surroundings are considered.
3. **Interference:** The use of the site does not interfere with any existing Work.
4. **Preservation:** The use of the site maintains and protects existing open space and its public use.
5. **Regulatory Parameters:** The location follows appropriate zoning, environmental, code, and public safety rules and regulations.
6. **Thematic Organization:** The Work fits within the thematic organization of the Capitol Grounds and the Capitol Mall Design Framework found in the Comprehensive Plan for the Capitol Area (*Appendix B*). Relationship to and orientation of the site to other Works and the Capitol Building are considered.

E. Design Criteria for the Addition of New Commemorative Artwork.

The CAAPB will use the following criteria to evaluate and guide the design of the proposed Commemorative Artwork:

1. **Approachability**: The Work encourages public engagement and provides amenities like seating when appropriate.
2. **Climatic Context**: The design and setting of a Work considers climatic elements like sunlight, shade, wind, and the varied Minnesota seasons.
3. **Complementary**: Works seeks to enhance the beauty of the Capitol Area, while respecting the State Capitol's art and architecture. To the extent possible, Works embrace a design scheme that is complementary of its historic features.
4. **Illumination**: Illumination must not compete with or distract from the sight of the Capitol Building. Evening illumination, if used, must be integrated into the Work's design and not obstructive to other works.
5. **Landscape Design**: The landscape design of a Work incorporates hardy, low maintenance plantings that are not prone to overgrowth.
6. **Legibility and Meaning**: The intended message of the Work is clear and understandable regardless of type or style of work. The Work conveys meaning of enduring value for future generations. Signage is added as needed.
7. **Materials and Upkeep**: Materials for the Work are durable, visible, and compatible with its setting. To address durability concerns, bronze is favored over stainless steel; granite, limestone, and other real stone are preferred for key features, vertical elements, flooring, and surfaces. If concrete is used, consideration should be given to its color, texture, scoring, aggregate, and density. The CAAPB recommends against incorporating metal seating that could cause burns. The CAAPB discourages the use of water features and in-ground lighting. If these elements are included in a Work, the CAAPB may require the Applicant to deposit a substantial maintenance and operating fund that is larger than the standard 20 percent of construction.
8. **Setting**: The space surrounding a Work provides a compatible setting while respecting the surrounding Capitol Mall landscape design and intended public functions. The proposed Work does

not interfere with any existing Work. No element other than vegetation should exceed 20 feet in height.

9. **Size and Scale**: The size of the Work reflects its importance and adheres to the Capitol Mall Design Framework (*see Appendix B*). Due to limited open space, smaller Commemorative Artwork is encouraged.
10. **Spatial Envelopes**: Freestanding Works affect the space in which they stand. The size of the surrounding spatial envelope is compatible with the scale of the Work.
11. **Sustainability:** Energy and water resources are conserved in the design, construction, materials sourcing, and maintenance requirements.
12. **Visual Context**: The design and placement of a Work considers contextual issues like orientation and background because visual works are perceived in relationship to their context. Height and scale are appropriate to the location on the Capitol Mall.

F. Conditions for the Modification or Removal of Commemorative Artwork to the Capitol Area.

Requests for modification or removal of an existing Commemorative Artwork shall be considered if one or more of the following Conditions apply:

1. There has been sustained, overwhelming, and documented public objection to the Work;
2. The Work does not meet the Guiding Principles and/or Criteria of this policy;
3. The Work has serious faults in construction and/or requires extreme maintenance such that the Department of Administration cannot properly care for or store the Work;
4. The site for the Work is no longer safely accessible to the public, or is due to be demolished; or
5. Significant changes in the use, character, or design of the site require re-evaluation of the relationship of the Work to the site.

Every ten (10) years CAAPB Staff will gather public input on the Commemorative Works collection and will undertake a comprehensive review that applies the Conditions for Consideration of a Modification or Removal Request to the collection.

G. Process for the Modification or Removal of Commemorative Artwork.

Applicants, Designers, the CAAPB, and CAAPB Staff must follow these steps when considering the modification or removal of an existing Commemorative Artwork:

1. **Application.** The Applicant requesting the modification or removal of a Commemorative Artwork in the Capitol Area must submit the application form made available on the CAAPB website. An Applicant can call CAAPB Staff at (651) 757-1500 and request a copy of the form by mail. The CAAPB must also provide clear and accessible instructions for completing the form and a copy of these policies. When the CAAPB Staff receive a Modification or Removal Request Form, they must provide written confirmation of receipt to the Applicant. CAAPB Staff will not process incomplete applications and must notify the Applicant if the application is incomplete.
2. **Determination and Notification.** The CAAPB Staff must determine if the Modification or Removal request meets the Conditions for the Consideration of Modification or Removal Request (above).

- **If one or more Conditions are met:** CAAPB Staff must notify the Applicant that their Application will move on in the process. Within fourteen days of application completion, the CAAPB Staff must notify the Department of Administration of the proposal request and post a proposal summary on the CAAPB website.
- **If no Conditions are met:** CAAPB Staff must notify the Applicant that the application is declined and the reasons for dismissal. The Applicant may resubmit or request further review by the full CAAPB.

3. **Assemble Commemorative Artwork Review Committee.** If the CAAPB Executive Secretary receives a complete Request form and determines that the Request meets one or more conditions for modification or removal, it will convene a select Commemorative Artwork Review Committee that includes the following members appointed by the Chair of the Board:
    - One CAAPB member;
    - One CAAPB Architectural Advisor;
    - One person appointed by the Commissioner of the Department of Administration to represent the agency;
    - Two professionals experienced in the fields of visual art, public art, art history, architecture, and/or history; one of those persons should have knowledge of artwork conservation; and
    - Up to five additional committee members as needed for technical expertise and/or to represent the Public Interest.

    CAAPB staff will oversee and support the work of the committee.
4. **Public Hearing and Comment Period.** The Commemorative Artwork Review Committee must open a thirty-day comment period and hold at least one public meeting to gather public input on a proposed modification or removal. The Committee may also decide to hold additional public meetings and/or gather community input through other methods. The Subcommittee must give timely notice of this meeting to the Work's original Applicant (or, if the Applicant no longer exists, to a member of the public who represents that Applicant's perspective) and to the Applicant requesting Modification or Removal of the Work, and must allow both Applicants to testify at the public hearing(s).
5. **Commemorative Artwork Background Report.** The CAAPB Executive Secretary must prepare, and post to the CAAPB website, an information report that shall include but is not limited to the following elements:
    - Work Information: Written description and images of the Work; information about and images of the Work's site; warranty of originality of the Work;
    - History: Origin, derivation, history, and past ownership of the Work; original acquisition method and purchase price; original intent of the work by the artist and/or organization that advanced it; evidence of public debate (if applicable);
    - Request Information: A summary of the proposed modification or removal; and
    - Rationale: An analysis of the reasons for the proposed modification or removal and the proposal's impact on the collection.
6. **Commemorative Artwork Review Committee Hearing and Resolution.** The CAAPB Staff must provide the report to the Commemorative Artwork Review Committee for review and present it to the public in a public hearing. Each Committee member must present their views and participate in the discussion. The Committee must make its recommendation to the full CAAPB for a final decision. The CAAPB will determine if an additional thirty-day comment period and second Public

Hearing are necessary to gather further input. Upon final decision concerning the Request, the CAAPB will send a written copy of the decision to the Applicant.

7. **Commemorative Artwork Review Report.** The CAAPB Executive Secretary must prepare, and post to the CAAPB website, a report that includes but is not limited to the following elements:
    a) Public Input: A summary of feedback received from the public hearing and any additional input gathered through other methods;
    b) Related Professional Opinions: A synthesis of opinions gathered from Committee experts and/or other independent professionals qualified to comment on the Work (e.g. conservators, engineers, architects, critics, safety experts) and of the concern prompting review; and
    Budget: A detailed budget for all aspects of the modification or removal request, options for funding the Request, and a recommendation on who should be responsible for funding the Request.
8. **Funding.** If the application is approved, and before implementation begins, the Applicant must demonstrate that funds for the project, consistent with the estimated budget, are committed. CAAPB Staff are available to offer funding advice and provide testimony to the Legislature but are not allowed to directly raise funds.
9. **Implementation of Modification Decision.** If the CAAPB decides to modify an existing Work, it must work with the Department of Administration and the Minnesota Historical Society to initiate a Request for Qualification (RFQ) and/or Request for Proposal (RFP) process to select a design.
10. **Implementation of Removal Decision.** If the CAAPB decides to remove the Work, the Minnesota Historical Society will determine the final disposition of the Work. The Minnesota Historical Society reserves the first right of refusal for removed Works of historic value. If the MNHS does not accept the Work, its disposition will be determined by Minnesota Statutes 138.

H. Evaluation Criteria for the Modification of Commemorative Artwork.

The CAAPB will use the following criteria to evaluate requests for modification of Commemorative Artwork:

1. **Approachability and Accessibility.** The proposed change makes the Work more welcoming and engaging to nearby and statewide communities. The proposed change involves these communities in its conceptualization and development.
2. **Complexity.** The proposed change embraces historical complexity and creates space for a productive range of responses, conversations, and interpretations.
3. **Condition at the Time of Addition.** The proposed change considers the social and cultural conditions at the time of the Work's addition.
4. **Equity and Diversity.** The proposed change prompts reflection, dialogue, and awareness of the stories, perspectives, and experiences of historically marginalized or oppressed communities.
5. **Inclusion.** The proposed change incorporates the views of all interested groups and individuals and considers the relationship of these groups' collective history, heritage, and values to the Work.
6. **Lifespan.** The proposed change implements the Lifespan assigned to the Work when the Work was installed or assigns a Lifespan that considers the Vision Statement and Guiding Principles of this policy.

7. **Public Education.** The proposed change creates an opportunity to increase public understanding of and dialogue about Minnesota's history.
8. **Public Life and Public Space.** The proposed change enhances the Work's function as a source of collective identity and belonging for all Minnesotans. The proposed change generates, contributes to, and/or enhances existing social activity in surrounding public space.
9. **Representation.** The proposed change reflects an accurate representation or commemoration of a significant event, group, or individual person in Minnesota's history.
10. **Respect.** The proposed change respects the contributions and perspectives of the Work's creators or those depicted in the Work and their associated communities.
11. **Restorative Justice.** The proposed change seeks to achieve peace, reconciliation, truth, and justice for individuals, communities, and groups that are not represented—or misrepresented—in the historical record.
12. **Values:** The proposed change acknowledges evolving social values and accounts for the views and needs of the contemporary community.

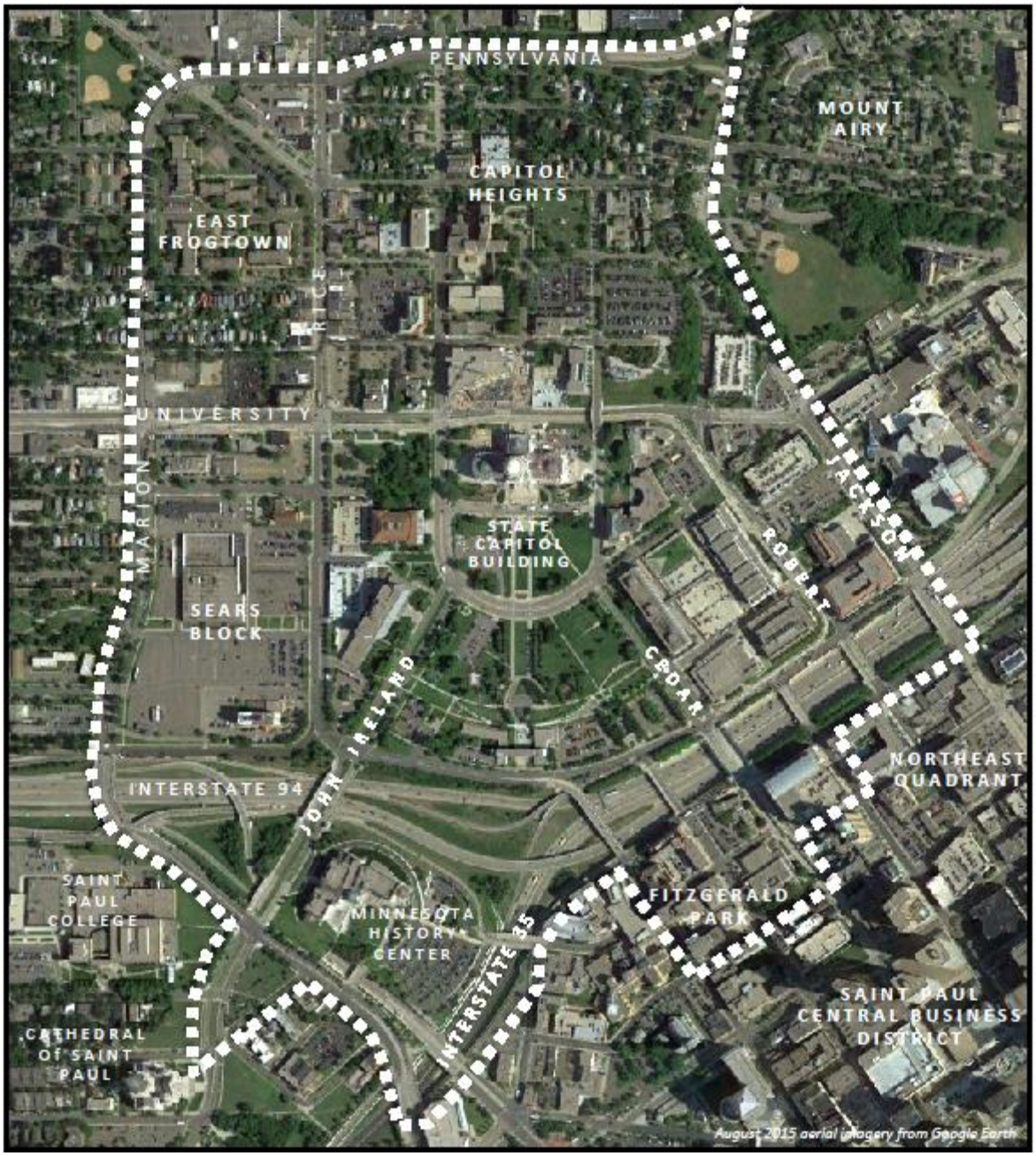
I. Evaluation Criteria for the Removal of Commemorative Artwork.

The CAAPB will use the following criteria to evaluate requests for the removal of Commemorative Artwork:

1. **Acquisition Process.** Method by which the Work was acquired and accessioned in the State's collection (i.e. by donation, loan, or commission).
2. **Artistic Excellence.** Qualifications and professional reputation of the artist, craftsmanship, conceptual content, style, and form.
3. **Availability of Support.** The availability of necessary funding for conservation, maintenance, and/or repair; exhibition and storage space; real property for siting artwork; and staff support.
4. **Compatibility.** The degree to which removal would detract from the overall artistic and architectural integrity of the State Capitol or Capitol Area.
5. **Community Feedback.** Community feedback about the Work, its site, and its condition collected through public meeting(s).
6. **Cultural or Historical Impact.** The degree to which the Work distorts the state's history or has the effect of significantly intimidating or adversely affecting a group of people.
7. **Legal Considerations.** Issues related to liability, insurance, intellectual property rights, warranties, ownership, theft, vandalism, loss, indemnification, and public safety.
8. **Lifespan.** Lifespan assigned to the Work when the Work was installed or, if no Lifespan was assigned when the Work was installed, a Lifespan that considers the Vision Statement and Guiding Principles of this policy.
9. **Relationship to Existing Collection of Works.** Style, form, scale, diversity, quantity, quality, longevity, and compatibility with the existing collection of artworks, and goals of the CAAPB.
10. **Relationship to Site.** Accessibility, public safety, and social, cultural, historical, ecological, physical, and functional context of the artwork in relation to the site, both existing and planned.
11. **Timing.** Safety of hazard emergencies, relevant construction schedules, and the allowance of enough time for a normal review process.
12. **Value of Work:** Determined by a professional appraiser.

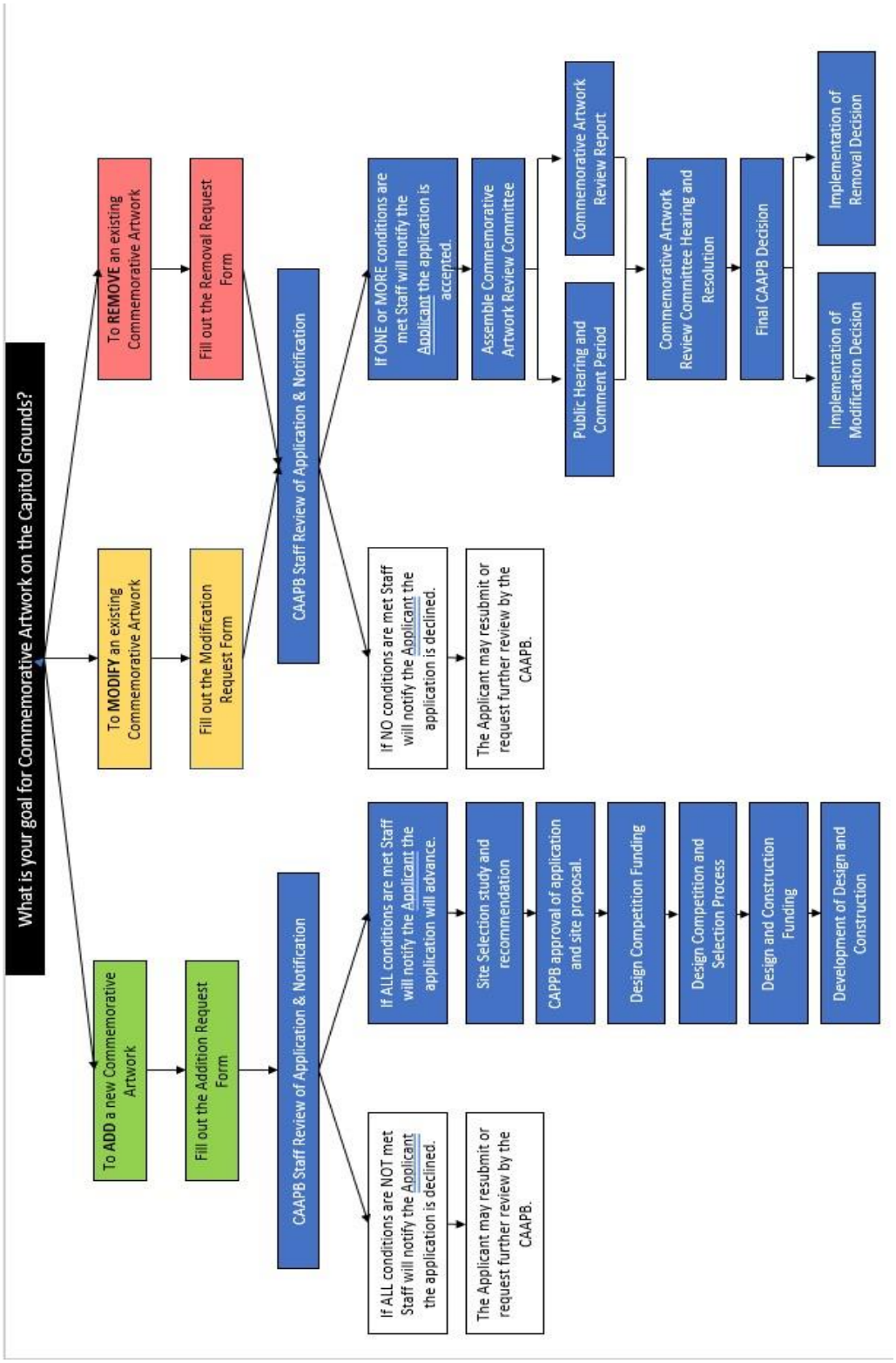
Appendices

Appendix I- Capitol Area Boundaries



Appendix II - Capitol Mall Thematic Map

Appendix III - Flowchart for Commemorative Artwork Addition, Modification, and Removal Process



Addition of a New Commemorative Artwork Application Form

First and Last Name

Click or tap here to enter text.

Organization (if applicable)

Click or tap here to enter text.

Email

Click or tap here to enter text.

Phone

Click or tap here to enter text.

Address

Street Address (line 1)

Click or tap here to enter text.

Street Address (line 2)

Click or tap here to enter text.

State

Click or tap here to enter text.

Zip

Click or tap here to enter text.

Who or what is the subject of the Commemorative Artwork?
Click or tap here to enter text.

Proposed name of new Commemorative Artwork.
Click or tap here to enter text.

Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design, identifies ***Conditions for the Consideration of an Addition Request***. Please describe how the Commemorative Artwork meets these Conditions:

Please provide documentation of any public input concerning the addition of this Commemorative Artwork.
Click or tap here to enter text.

Please explain how the Work has lasting statewide significance for the people of Minnesota.
Click or tap here to enter text.
Please explain how the Work is respectful of the diversity of Minnesota's people.
Click or tap here to enter text.
Please explain how the Work provides a rich experience to broaden the understanding of Minnesota's shared history, heritage, and culture.
Click or tap here to enter text.
If the Work is an individual, please explain the historical impact of this Minnesotan and provide information demonstrating, in some manner, that the person is widely recognized and admired by the people of Minnesota.
Click or tap here to enter text.

Modification of an Existing Commemorative Artwork Application Form

First and Last Name

Click or tap here to enter text.

Organization (if applicable)

Click or tap here to enter text.

Email

Click or tap here to enter text.

Phone

Click or tap here to enter text.

Address

Street Address (line 1)

Click or tap here to enter text.

Street Address (line 2)

Click or tap here to enter text.

State

Click or tap here to enter text.

Zip

Click or tap here to enter text.

Name and/or description of existing Commemorative Artwork.

Click or tap here to enter text.

Address/specific location of existing Commemorative Artwork.

Click or tap here to enter text.

Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design, identifies ***Conditions for the Consideration of a Modification or Removal Request***.

Why is this Modification request being made? Please check all that apply. At least one criteria is required for an application to be valid.

☐ There has been sustained, overwhelming, and documented public objection to the Work;

☐ The Work does not meet the Guiding Principles and/or Criteria of the rules;

☐ The Work has serious faults in construction and/or requires extreme maintenance such that the Department of Administration cannot properly care for or store the Work;

☐ The site for the Work is no longer safely accessible to the public, or is due to be demolished; or

☐ Significant changes in the use, character, or design of the site require re-evaluation of the relationship of the Work to the site.

☐ Other

For each checked item above, please provide a detailed description of the condition and/or documentation of any public input concerning the modification of this Commemorative Artwork
Click or tap here to enter text.

Recommended Action

☐Relocation
☐Structural modification
☐Recontextualization

Please provide a specific description of the recommended action.
Click or tap here to enter text.

☐ I understand that in addition to securing the approval of the CAAPB to make an addition of or modification to a Work, it is also my responsibility to secure funding for implementing the addition or modification on the Capitol Grounds.

Removal of an Existing Commemorative Work Application Form

First and Last Name

Click or tap here to enter text.

Organization (if applicable)

Click or tap here to enter text.

Email

Click or tap here to enter text.

Phone

Click or tap here to enter text.

Address

Street Address (line 1)

Click or tap here to enter text.

Street Address (line 2)

Click or tap here to enter text.

State

Click or tap here to enter text.

Zip

Click or tap here to enter text.

Name and/or description of existing Commemorative Artwork.

Click or tap here to enter text.

Address/specific location of existing Commemorative Artwork.

Click or tap here to enter text.

Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design, identifies ***Conditions for the Consideration of a Modification or Removal Request***.

Why is this Removal request being made? Please check all that apply. At least one criteria is required for an application to be valid.

☐ There has been sustained, overwhelming, and documented public objection to the Work;

☐ The Work does not meet the Guiding Principles and/or Criteria of the rules;

☐ The Work has serious faults in construction and/or requires extreme maintenance such that the Department of Administration cannot properly care for or store the Work;

☐ The site for the Work is no longer safely accessible to the public, or is due to be demolished; or

☐ Significant changes in the use, character, or design of the site require re-evaluation of the relationship of the Work to the site.

☐ Other

For each checked item above, please provide a detailed description of the condition and/or documentation of any public input concerning the removal of this Commemorative Artwork
Click or tap here to enter text.

☐ I understand that in addition to securing the approval of the CAAPB to remove a Work, it is also my responsibility to secure funding for implementing the removal on the Capitol Grounds.

FREQUENTLY ASKED QUESTIONS

Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design

1. **Is there assistance available to Applicants during the application process?**

Yes, CAAPB staff are available to assist throughout the entire application process. If any questions or concerns arise, contact the CAAPB Executive Secretary. Contact information is available at https://mn.gov/caapb/about-us/board/.

If an Applicant needs assistance interpreting this document in a language other than English, they can get free help by calling (800) 711-9862 or TTY 711.

2. **How does the Applicant start the process to add a new Work or to modify or remove an existing Work on the Minnesota State Capitol Grounds?**

The Applicant must complete the application form on the CAAPB website. An Applicant can also call CAAPB Staff at (651) 757-1500 and request a copy of the form by mail. The CAAPB Staff will notify the Applicant when they receive a completed application and may request additional information.

3. **What information is needed in the application?**

To add a new Work, the application must include a thorough explanation of the proposed Work, the goals and objectives of the Work, documentation of support for the Work, the estimated cost to install and maintain the Work, and a projected budget.

To modify or remove an existing Work, the application must include the name and/or description of the existing Work, the location of the existing Work, a specific description of the recommended action, a rationale for the recommended action, the estimated cost of the recommended action, and documentation of public input concerning the recommended action.

4. **What criteria does the CAAPB use to approve requests?**

New Works must show statewide significance and must meet the Site Selection Criteria and the Design Criteria identified in Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design.

Modifications of an existing Work must meet the Evaluation Criteria for Modification Requests identifed Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design.

Removal of an existing Work must meet the Evaluation Criteria for Removal Requests identified in Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design.

5. **What else do I need to do to recommend the Addition, Modification, or Removal of an existing Commemorative Artwork?**

To make an Addition of or Modification of a Work, or to Remove a Work, the applicant must:

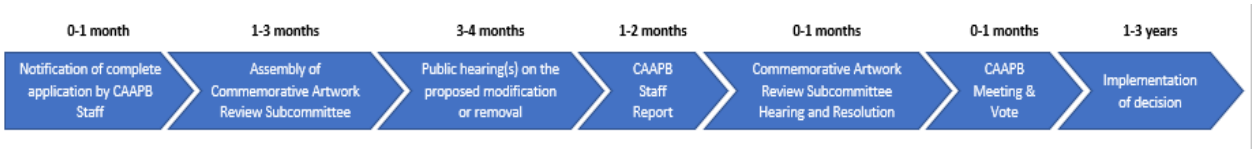
a) fill out the appropriate application form;
b) secure CAAPB approval; and
c) secure funding to implement the change on the Capitol Grounds (in some cases).

6. **What is the process timeline for the Addition of new Commemorative Artwork?**

The CAAPB meets quarterly and will review any applications during the board meeting. If the CAAPB receives a completed application and determines that the application meets one or more Conditions for the Consideration of an Addition Request, Applicants must work with CAAPB and Staff to select the site and develop the design competition program or the Request for Qualifications (RFQ)/Request for Proposal (RFP) process; this process typically takes 2-4 months. Following its development, the implementation of the design competition program typically takes 2-3 months. The jury will pick the winning design and secure CAAPB approval; this typically takes one month or more. In total, the design process will take 8-12 months. After the design is selected, it will take 1-10 years to secure funding, depending on the cost. Once the Applicant secures funding, construction will take 1-2 years.

7. **What is the process timeline for the Modification or Removal of existing Commemorative Artwork?**

The CAAPB Board meets quarterly and will review any applications during the board meeting. If the CAAPB receives a completed application and determines that the application meets one or more Conditions for the Consideration of a Modification or Removal Request, the CAAPB will assemble a Commemorative Artwork Review Subcommittee; this will take 1-3 months. The Commemorative Artwork Review Subcommittee will host Public Hearing(s) regarding the proposed Modification or Removal Request to gather public input concerning the request; this process will take 3-4 months. Using input from public hearings, CAAPB Staff will write a report regarding the request; this will take 1-2 months. The Commemorative Artwork Review Subcommittee will reconvene to evaluate the request and recommend whether to approve the application; this will take up to 1 month. Following the Subcommittee's recommendation, the CAAPB will convene a special meeting to vote on the recommendation; this will take up to 1 month. Depending on the requested action, the implementation of the decision may take up to 3 years.



8. **How much might the addition of a new Commemorative Artwork or the Modification or Removal of existing Commemorative Artwork cost? How is it funded?**

To initiate the addition of a new Commemorative Artwork, the applicant must raise sufficient funds to pay for the cost of conducting a design competition. These funds cover the promotion, publicity, and award/stipends for the top three selected designs. This cost typically ranges from $10,000-$12,000.

Once the Designer and design concept are selected, and before design and construction begin, the Applicant must deposit with the Department of Administration enough funds to complete the project as designed and an amount equal to 20 percent of the total estimated construction cost. Since 1987, there have been 12 Commemorative Artwork additions with costs ranging from $400,000-$1 million.

Applicants have raised funds in many ways—either privately, publicly, or through legislation, such as:

a) Selling t-shirts, bumper stickers, and other memorabilia
b) Charitable gambling receipts
c) Legislation allowing the sale special authorized license plates
d) Legislative appropriation of Legacy Arts funds
e) Legislative bond appropriations
f) Corporate giving through solicitation
g) In-kind contributions
h) Private loans

Assistance from CAAPB Staff is available to applicants to determine the best fundraising method(s). However, CAAPB Staff are unable to assist in direct fundraising.

9. **How does the CAAPB Board decide to site a Commemorative Artwork?**

The CAAPB Board decides a site for a Work using the Criteria identified in Minnesota Administrative Rules Chapter 2400, Capitol Area Zoning and Design and the Capitol Mall Design Framework. The Capitol Mall is thematically organized by a design framework that the CAAPB Board approves. The thematic groupings are:

a) Upper Mall: Three branches of government
b) Lower Mall along John Ireland Boulevard: Specific Minnesotans
c) Along Cedar Avenue: Gardens commemorating groups of Minnesotans
d) The area immediately surrounding the Veterans Services Building: veterans memorials

10. **How are applicants involved in the process to add, modify, or remove Commemorative Artwork?**

Applicants and their supporters will work with CAAPB staff to develop the design program that guides designers, will have representation on the design selection body, and will help to raise funds.

11. **Are there certain things that are prohibited?**

Works must be of lasting value to Minnesotans and must be designed and constructed with quality materials appropriate to the Capitol Grounds. Works must not have overtly partisan or biased perspectives. The lighting, color, composition, and design of a Work must not detract from the State Capitol.