



***Town of Castle Rock***  
***PUBLIC ART COMMISSION***  
***BYLAWS***  
***(June 2025)***

The Public Art Commission of the Town of Castle Rock has been established by Resolution 2001-37, and last amended in 2022.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the Public Art Commission, the Commission hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14.

**Article 1 – Purpose, Duties, and Authority**

The purpose of the Public Art Commission is to advise the Town on recommendations concerning the acquisition of an art collection for public places in the Town of Castle Rock, including Town buildings and parks. The Commission will set priorities and goals for acquiring public art, seek out appropriate public art, and recommend to the Town Manager or Town Council, as appropriate under the Purchasing Code and policies, for the acquisition of public art.

The Commission shall be advisory to the Town with respect to the following powers and duties:

1. To make recommendations to the Town Manager or Town Council as appropriate on the acquisition of public art;
2. To solicit artists for submitting proposals for public art in the Town of Castle Rock.
3. To establish a donation program for citizens and businesses to donate funds for the acquisition of public art.
4. To establish policies and guidelines for the parameters for public art, specifications needed for particular art locations, policies on accepting cash or in-kind art contributions, and policies on loans of public art.
5. To create subcommittees and art juries for the selection of public art.

**Article 2 – Organization and Staff**

The Public Art Commission shall consist of seven members.

The Town Manager shall appoint a staff liaison to provide necessary technical and advisory support to the Commission and, through the Town, shall retain needed outside consultants to assist the Commission.

**Article 3 – Regular Meetings or Hearings**

Regular meetings shall be held on the on the second Thursday of each month at 4 pm at the Central Service Center, 1400 Caprice Drive, Castle Rock Colorado, excluding holidays, unless otherwise designated.

Jury meetings to review and vote on public art shall not be open to the public unless at a regularly scheduled meeting.

#### **Article 4 - Minutes and Records**

The staff liaison shall maintain all of the records of the Public Art Commission, ensure they are retained in the Town electronic records archive, and shall transmit them timely to the Commission for their review and approval.

#### **Article 5 - Hearing Procedures**

The Public Art Commission shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.

If applicable:

3. Identify the applicant.
4. Ask for proof of public notice and read it into the minutes.
5. Staff report.
6. Applicant's comments and presentation.
7. Open the Public Hearing and announce the following procedures for taking public comment:
  - a. Speakers sign up to speak and are taken in the order they signed up unless a compelling reason is given to take a person's testimony at an earlier point.
  - b. Speakers state their name, if they are a resident, their association with the item, and any financial or personal interest they may have.
  - c. Any documents presented are given to the Chair and are made part of the record.
8. Applicant's rebuttal or evidence in response.
9. Commission's questions for the applicants, staff, or any public presenting testimony.
10. Close the public hearing.
11. Commission discusses the item and make a motion.
12. Commission may motion for approval, approval with conditions, denial, or continuation of the item.
13. Other Business
14. Adjourn

#### **Article 6 - Amendments**

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of majority vote of the members of the Public Art Commission during a regular or special meeting.

#### **Article 7 - Approvals**

The above Bylaws for the Town of Castle Rock Public Art Commission have been duly considered and reviewed and are hereby adopted by the Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2025 and will be posted on the Town website.

**ATTEST:**

**PUBLIC ART COMMISSION**

\_\_\_\_\_  
Secretary/Vice-Chair

\_\_\_\_\_  
Chair