



# CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347

CITY COUNCIL

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## **POLICY 2021-01**

### **INSTALLATIONS ON PUBLIC PROPERTY**

To ensure the fair evaluation of requests, this policy is written to provide clear guidance for the consideration of, approval process for, and location and duration of installations on public property in Hallowell. For the purposes of this policy, installations include the placement of structures, artwork, flags, and other installations. It is the policy of the City of Hallowell that:

- 1) Installations on public property in Hallowell are not allowed without prior permission by the City Council.
- 2) Requests for installations on public property in Hallowell must include a description of the:
  - a. Type and features of the installation;
  - b. Specific location where the installation is requested to be placed;
  - c. Specific time-period for the installation to remain on public property; and
  - d. Ownership of the installation.
- 3) Requests must be submitted through the City Manager, who will evaluate the request with input from the Code Enforcement Officer and Public Works Foreman. If the request is to install artwork, it also must be reviewed by the Hallowell Arts and Cultural Committee. The review will include, at a minimum, the following information:
  - a. The materials to be used for the installation in terms of structural integrity and durability;
  - b. How the installation will be secured to protect its integrity and the public's safety;
  - c. Liability issues associated with the installation;
  - d. The physical placement of the installation relative to other features in the desired location, such as flag poles, benches, trails, and other features in the public space; and
  - e. If the request is to install artwork, the recommendation of the Hallowell Arts and Cultural Committee.
- 4) The City Council will review and consider approval of each request for an installation on the basis of whether the installation is consistent with the City's:
  - a. Comprehensive Plan;
  - b. Welcoming Resolution (06-20-R);
  - c. Goal to be accessible, inclusive, and respectful so that residents and visitors of various cultures and identities feel safe, welcomed, and appreciated in our community; and
  - d. Other relevant ordinances and policies.

Approved by the City Council: June 7, 2021