



## Brunswick Mural Project

106 Island Drive

Saint Simons Island, GA 31522

912-638-8770

[www.glynnvisualarts.org/brunswick-mural-project.html](http://www.glynnvisualarts.org/brunswick-mural-project.html)

[brunswickmuralproject@glynnvisualarts.org](mailto:brunswickmuralproject@glynnvisualarts.org)



# INFO FOR BUILDING OWNERS



## Brunswick Mural Project

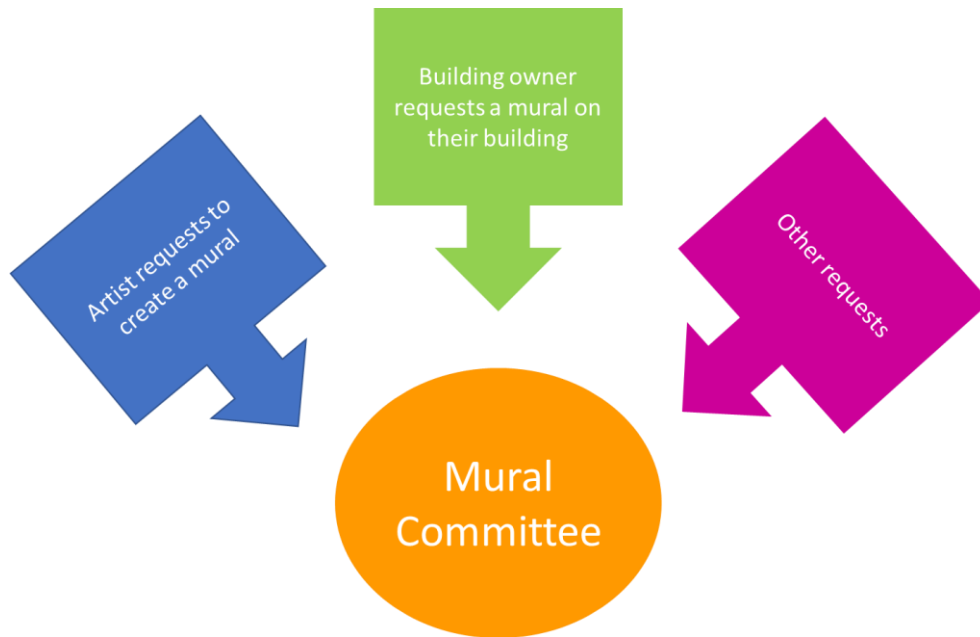
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## Brunswick Mural Committee ROLES AND PROCESS

- Serves as the clearing house and coordination point for the Brunswick Mural Project to implement murals
- Collects and records names of potential mural artists, building owners and volunteers as a resource bank to execute murals in downtown Brunswick
- Identifies and communicates with various community stakeholders including city and county government (elected officials, DDA, Main Street, etc.), businesses, the arts community, the historic preservation board and other interested parties about BMP
- Seeks funding and other resources for murals
- Glynn Visual Arts as a non-profit community arts center and part of the CoH Arts Sub-Committee acts as repository and distribution point for any monies collected to fund the BMP project



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## MURAL DESIGN GUIDELINES & CONSIDERATIONS

- Design
  - Quality of the composition
  - Creativity in terms of materials and expression
  - Demonstrated artistic skill and talent
  - Evidence of completing previous contracted works in likeness of the original proposal
- Placemaking
  - Appropriateness to the mission of the Brunswick Mural Project and the Community of Hope. Our missions promote mutual respect for differing beliefs and values and the enrichment of communities and all of humanity
  - Design and subject matter should be meaningful to the community
  - Reflect Brunswick's history, coastal heritage, wildlife, landscape or industry.
  - Invite mutual respect for differing beliefs and values or enrich humanity
  - Demonstrate appropriateness to the Brunswick Mural Project's mission
  - Feasibility
- Permitting
  - Artists and building owners should coordinate and ensure all appropriate permits are secured.
- Other Considerations
  - Materials used in the project as they impact the environment directly
  - Intended length of time that the artwork may or may not exist (maintenance)
  - Ability to carry out the project based on such factors as the appropriateness of the budget (including evidence of direct payments to artists), the quality, clarity of the project goals, design, the resources involved, and the qualification of the project's personnel

## SELECTION GUIDELINES

Our guidelines provide guidance concerning the compatibility and appropriateness of the placement, massing, scale and materials of the mural with minimal intrusion into the artistic expression and content of the work. Projects will be selected based on the following guidelines:

- Design
  - Quality of the composition
  - Creativity in terms of materials and expression
  - Demonstrated artistic skill and talent
  - Evidence of completing previous contracted works in likeness of the original proposal
- Placemaking
  - Appropriateness to the mission of the Brunswick Mural Project and the Community of Hope. Our missions promote mutual respect for differing beliefs and values and the enrichment of communities and all of humanity



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- Design and subject matter should be meaningful to the community
- Encouraged to reflect Brunswick's history, coastal heritage, wildlife, landscape or industry
- Invite mutual respect for differing beliefs and values or enrich humanity
- Demonstrate appropriateness to the Brunswick Mural Project's mission
- Feasibility

## CONTRACT

- Having a contract or memorandum of understanding between the building owners and artists is required.
- See sample contract included.

## LIABILITY

- Building owners should review their insurance policy to determine whether the muralist or assistants would be covered for liability. Muralists may have to obtain their own liability insurance.
- Artists and anyone helping with the mural must sign a waiver of liability and release for photo rights.
- Only the artist will be allowed to work from a lift or scaffolding or similar structure
- Additionally, artists may be required to have liability insurance.
- All mural participants will be required to sign a Waiver of Liability.
- See form attached.

## IMAGE RIGHTS

- The artist shall retain all copyrights of the artwork.
- Title of ownership in the artwork shall pass from the artist to the building owner upon the completion of the artwork.
- Any merchandising and promotion using the image shall be agreed upon by the artist and building owner.

## BUDGET

- Artists should prepare a budget for their mural, taking into account artist fee, materials, intricacy of design, equipment and permitting. See sample budget attached.

## PERMITTING

- Building owners are responsible for obtaining all appropriate permits.
  - Right of Way



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# SAMPLE CONTRACT

Credit to:  
Tamara S. Gerkin/Artistic Murals  
14223 Pimberton Drive  
Hudson, FL 34667 Email: [tsgerkin@gmail.com](mailto:tsgerkin@gmail.com)  
URL: [www.ArtisticMurals.com](http://www.ArtisticMurals.com)  
Tele: 727-809-0606

## 1. Description of the work

Artist shall describe in detail, the idea and concept behind the work and provide a well developed sketch of proposed mural.

## 2. Obligations of the artist and client (building owner):

- a. Artist shall purchase materials necessary for the creation of the mural.
- b. Artist shall create the mural, or in certain circumstances, oversee the work of a hired sub-contractor/assistant.
- c. Artist shall hire and compensate any additional labor services necessary for preparation of the wall and/or installation of the mural.
- d. Building owner shall secure any building permits necessary for the lawful creation and execution of the work.
- e. Artist shall provide OSHA compliant scaffolds or lifts to work on when necessary.
- f. Any changes artist deems necessary to enhance the composition or color in the mural, will be deemed for the good of the painting and at no additional charge to the client.
- g. Artist shall be responsible for obtaining liability insurance to cover any injuries that may be sustained during preparation, installation and cleanup
- h. Artist shall provide building owner with reasonable notice of times when the artist will be working. Artist shall make every effort not to interfere with operations of any businesses in the building.

## 3. Start and completion dates:

The artist shall undertake the creation of the artwork on (date) \_\_\_\_\_ or before (date) \_\_\_\_\_ and complete the artwork on or by (date) \_\_\_\_\_.

## 4. Additional artwork compensation:

Any additional artwork done by the artist shall be negotiated and compensated separately from this agreement.

## 5. Exploitation of the Work:

The artist shall retain all copyrights of the artwork.

## 6. Maintenance of the Work:

Building owner is responsible for maintenance of the mural. Building owner shall notify the artist promptly in the event of the need for any maintenance or restoration services so that the artist may have a reasonable opportunity to perform such work her/himself or to supervise or consult in its performance.



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Artist shall be reasonably compensated by the client for future maintenance and/or restoration services rendered. In absence of any need for restoration or maintenance, the work shall remain free of alteration by the building owner, who shall take reasonable precautions to protect it against damage or destruction by external forces.

### 7. Removal

The building owner has the right to cover or remove the mural at any time but must give the artist a minimum of 90 days notice.

### 8. Warranty:

The artist warrants that the completed artwork will be fit and suitable for use and exploitation in the manner (and to the extent/and for the duration) for which it is to be created, but this warranty is conditioned upon the building owner's compliance with the provisions hereof relating to the installation, maintenance and exploitation.

### 9. Title of Ownership:

Title of ownership in the mural shall pass from the artist to the building owner upon the completion of the artwork.

### 10. Death and disability:

In the event of an incapacitation, illness, or injury of the artist and a delay arising there from in the execution of the work, the artist shall notify the client of such delay. In the event of the artist death, her estate shall retain any payments made therein.

### 11. Other delay:

If the execution of the work is delayed by an act or neglect of the client, by labor disputes, fire, unusual transportation delays, or by other external forces or natural calamities outside the artist's control, the artist shall be entitled to extend the completion date via verbal or written notification to the building owner, by the time equivalent to the period of such delay.

### 12. Arbitration:

Any dispute hereunder between the parties (not involving money claims by either party in excess of \$1,000.00) shall be resolved by resort to arbitration (in accordance with the standards and procedures of the American Arbitration Association).

Artist: \_\_\_\_\_ Title: Artist Date: \_\_\_\_\_

Building owner: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## SAMPLE BUDGET

Mural Budget	
<u>Item Description</u>	<u>Amount</u>
<ul style="list-style-type: none"><li>• Building preparation</li><li>• Paint, tools and other materials</li><li>• Design and labor</li><li>• Project management</li></ul>	
Building surface preparation	\$
XXX quarts/gals. exterior paint in various colors	\$
Paint brushes	\$
Paint rollers (frames, rollers & trays) <ul style="list-style-type: none"><li>• wire roller frames</li><li>• roller covers</li><li>• enviro tray liners</li><li>• paint trays</li></ul>	\$
Buckets	\$
Tape	\$
Gloves	\$
Hand cleaner (Goop)	\$
Anti-graffiti coating	\$
Lift or scaffolding rental	\$
Artist's fee/design and work	\$
<b>Project Total</b>	<b>\$</b>



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## HISTORIC DISTRICT INFORMATION

- If your project is within the boundaries of the Brunswick Historic District, it falls under the review and guidelines of the Brunswick Historic Preservation Board.
- Historic District guidelines and a Certificate of Appropriateness are included.





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CITY OF BRUNSWICK HISTORIC PRESERVATION BOARD

# Design Guideline Supplement #1: Mural Art

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## Background

The City of Brunswick Historic Preservation Board reviews applications for Certificates of Appropriateness for substantial alterations to properties in the Historic District.

The Historic Preservation Board supports the use of mural art in the Historic District. Mural art is widely considered one of the oldest methods of artistic expression. Murals bring art from the private to the public sphere, add visual and aesthetic value to neighborhoods, and provide a medium to display the history, beliefs and culture of a community. When appropriately executed, murals can enhance the character of a historic district.

## Purpose

The purpose of regulating mural art is to ensure the continued visual aesthetic of the historic district while allowing for compatible artistic and creative expression in appropriate locations and designs. The established review criteria provide guidance concerning the compatibility and appropriateness of the placement, massing, scale and materials of mural art with minimal intrusion into the artistic expression and content of the work.

## Mural Art vs. Signage

Content distinguishes mural art from signage. While a sign specifically advertises a business, product or service through graphics or text, murals are solely artistic in nature. Murals may not include trademarks, service marks, or other markings, colors, or patterns identifying or associated with a business, profession, trade, occupation, or calling. When an official interpretation is deemed necessary, the Zoning Administrator will determine if a proposal is a mural or a sign. Mural art that constitutes a sign shall conform to the signage regulations of the zoning ordinance and applicable design guidelines.

## Review Process

Property owners interested in adding a mural to their building should submit an application for a Certificate of Appropriateness (COA) for review by the Historic Preservation Board. COA applications should include sufficient material so that the HPB can review the application and be able judge it based on the Review Criteria stated below.



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### Review Criteria

#### A. Location

1. Murals are not permitted on unpainted masonry contributing or landmark structures. Murals on unpainted masonry non-contributing buildings will be considered on a case- by-case basis.
2. Murals may not be located on the primary façade of a building. [L] [SEP]
3. The number of murals per block face should be limited to discourage visual clutter. [L] [SEP]
4. Historically significant murals (including historic advertisements) may not be painted over, [L] [SEP] even if faded. [L] [SEP]
5. The installation of a mural should complement and enhance the building and be incorporated [L] [SEP] architecturally into the façade. [L] [SEP]
6. The location of a mural on the building should not cover or detract from significant or [L] [SEP] character-defining architectural features. [L] [SEP]
7. Murals should not be painted on facades that are directly adjacent to Squares or Parks. [L] [SEP] The landscapes of these areas within the Historic District take precedent as important green-space and view sheds. [L] [SEP]

#### B. Design & Materials

1. The scale of the mural should be appropriate to the building and the site. [L] [SEP]
2. The theme of the mural should be appropriate within the context of the surrounding [L] [SEP] neighborhood and complement the existing character. [L] [SEP]
3. The content of a mural is protected under the laws of free speech. [L] [SEP]
4. The mural must comply with Georgia obscenity laws, as defined by O.C.G.A. § 16- 12-80, and cannot depict sexual conduct or sexual explicit nudity, as defined on O.C.G.A. § 36-60-3, nor advertise any activity illegal under the laws of Georgia or the United States. [L] [SEP]
5. The mural should be an original design. [L] [SEP]
6. Sponsor and artist names may be incorporated but should be discreet and not exceed 5% of [L] [SEP] the design or 2 square feet in area, whichever is less. [L] [SEP]



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7. The treatment and application of murals on historic material should follow all relevant Preservation Briefs as published by the National Park Services Technical Preservation Services.
8. Paint utilized should be intended for exterior use and of superior quality which will not corrode or compromise the integrity of the material to which it is applied.
9. Reflective, neon and fluorescent paints should not be used.

### Maintenance

The property owner is responsible for proper maintenance of the mural, including the repair of material failure (peeling paint) and promptly removing vandalism in accordance with the Property Maintenance Code.



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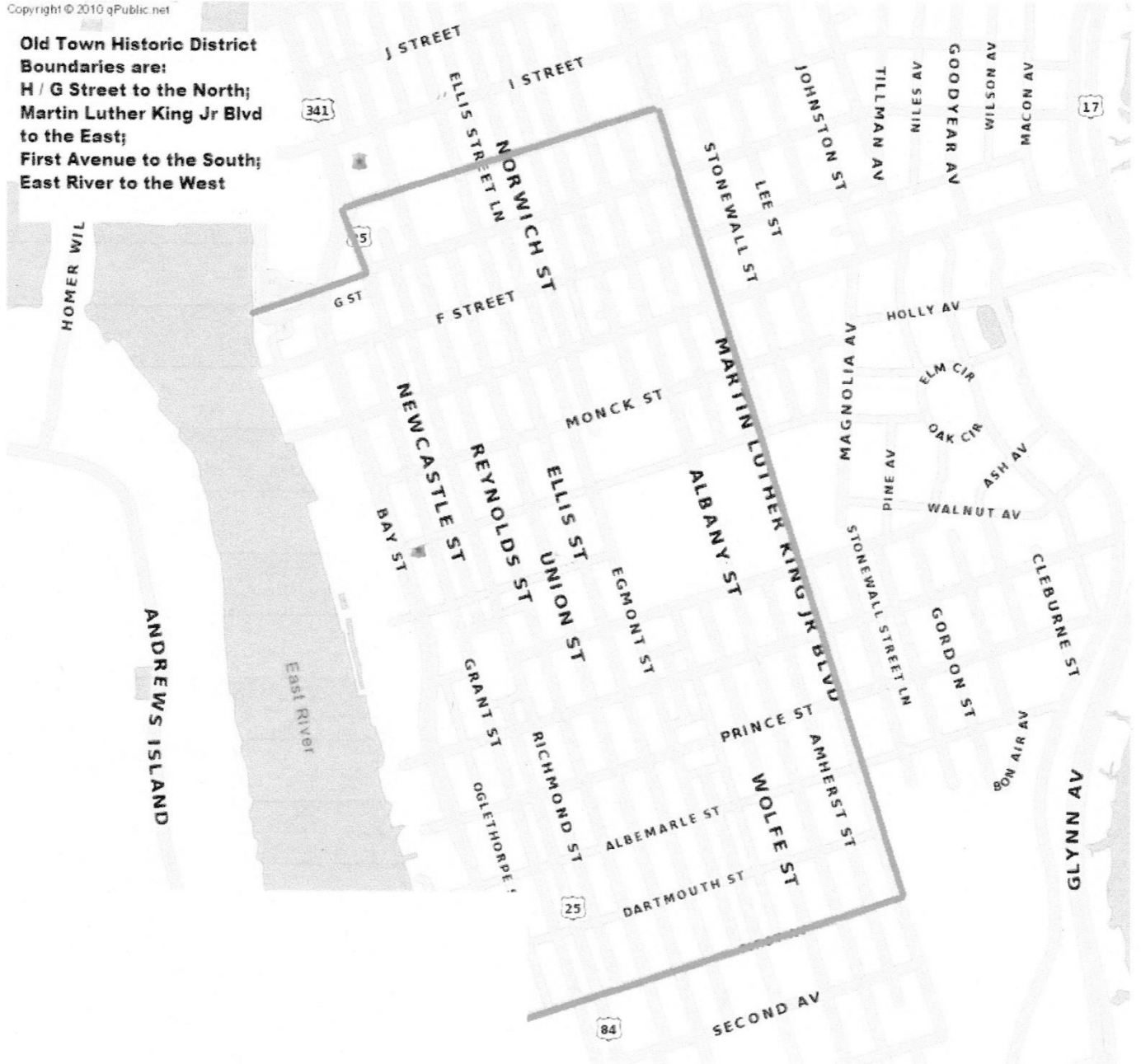
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**Old Town Historic District  
Boundaries are:**  
H / G Street to the North;  
Martin Luther King Jr Blvd  
to the East;  
First Avenue to the South;  
East River to the West





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City of Brunswick  
Planning, Development, & Codes Department  
601 Gloucester Street  
Brunswick, Georgia, 31520

### CERTIFICATE OF APPROPRIATENESS

Please take care to insure that the information for each checkbox below is sufficiently provided. **The City of Brunswick does not accept incomplete applications.** Applications must be submitted to the Planning, Development, & Codes Department no later than 20 days prior to the regularly scheduled meeting of the Planning and Appeals Commission. The PAC meets the second Wednesday of each month.

- Completed Application
- Survey/Lot Inspection Report/Site Plan with clearly marked property lines and setbacks
- Proof of property ownership OR proof of legal authorization from property owner
- Drawings/photographs of proposed changes and area of the property/structure
- List of proposed materials (sample materials may be requested)

The Planning, Development & Codes Department highly recommends arranging a meeting with staff prior to the submission of an application. Should you have questions or wish to arrange a meeting please contact the Historic Preservation Office at (912) 267-5527.



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## CITY OF BRUNSWICK, GEORGIA APPLICATION FOR CERTIFICATE OF APPROPRIATENESS & MATERIAL CHANGES TO EXTERIOR FEATURES Brunswick Historic Preservation Board

# COA

1. Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

You or your representative must be present at the meeting of the Board to answer questions that may arise. You will be notified of the time, date, and location of the meeting.

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Relationship of Applicant to Property: ( ) Owner ( ) Architect ( ) Contractor  
( ) Other (Specify) \_\_\_\_\_

2. Address and Legal Description of Property: \_\_\_\_\_

Year Built: \_\_\_\_\_ Historic Designation: ( ) Historic (more than 50 years old and contributing)  
Era: \_\_\_\_\_ ( ) Historic-obscured (50 years old but not contributing)  
( ) Non-historic (less than 50 years old, yet not detracting)  
( ) Intrusions (any aged structure, which detracts)  
( ) Vacant

3. Proposed Work:

( ) New Construction ( ) New Signage  
( ) Demolition ( ) Parking Lot, Driveway or Walkway  
( ) Relocation ( ) Outbuilding or Accessory Structure  
( ) Excavation ( ) Lighting Fixtures  
( ) Fencing or landscaping ( ) Other  
( ) Reconstruction or alteration of the size, shape or façade of an existing structure.  
( ) A change in the location or extent of signage.

Please describe your proposed work as simply and accurately as possible. Be sure to indicate materials to be used, it is recommended you provide material samples. Accurate to-scale drawings and photographs required are to be attached. A location map is required to be attached to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** This form must be completed before the Brunswick Historic Preservation Board can consider approval of any change affecting the appearance of any building, or property within the Historic District. This form, along with supporting documents, must be filed with the Historic Preservation Officer, 601 Gloucester Street at least 15 days prior to the regularly scheduled Board meeting. The Historic Preservation Board meets the first Monday of each month at 6:00 PM in at Old City Hall, 1229 Newcastle St. unless otherwise advertised.

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## CITY OF BRUNSWICK, GEORGIA C<sub>2</sub> APPLICATION FOR CERTIFICATE OF APPROPRIATENESS & MATERIAL CHANGES TO EXTERIOR FEATURES Brunswick Historic Preservation Board

All applicable items from the attached checklist must be addressed. Incomplete applications will not be accepted or docketed for consideration by the Historic Preservation Board.

For additional help of information, contact the Historic Preservation Officer at (912) 267-5527

SIGNATURE OF APPLICANT:

\_\_\_\_\_

Staff Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CITY OF BRUNSWICK CERTIFICATE OF APPROPRIATENESS Brunswick Historic Preservation Board

A Certificate of Appropriateness is hereby issued to: \_\_\_\_\_

For the following actions: \_\_\_\_\_

\_\_\_\_\_

at \_\_\_\_\_

provided the following conditions are met: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

Chairperson, Historic Preservation Board

DATE: \_\_\_\_\_



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## ADDITIONAL DOCUMENTS

- Right of Way Permit
- Waiver of Liability
- Photo Release





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525 Lakewood Ave

City of Brunswick  
Public Works Department

Phone 912-267-5572

Brunswick, GA 31520

### Right of Way Work Permit Request

Requester's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact Persons Name (Person overseeing work): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

Address (or exact location where work is to be performed):

\_\_\_\_\_

Provide complete description of work (attach additional sheets of paper if required):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Please provide a drawing or blueprint of work to be accomplished as an attachment. Forward all documentation to Public Works Office (525 Lakewood Ave., Brunswick, GA 31520) or you can also FAX to (912) 267-5599 or email to [rcharnock@cityofbrunswick-ga.gov](mailto:rcharnock@cityofbrunswick-ga.gov). A complete review of project will be accomplished prior to issuing a work permit. Review board meets every Wednesday at 3:00 pm. You will be contacted after the review board meets to inform you of approval/disapproval action.

Upon approval of this permit request the following minimum rules must be complied with or the permit will be revoked immediately and the work area returned to the original condition at the expense of the permit requester listed above (additionally fines may be imposed):

1. At least three days prior to any excavation within the right of way (digging, scraping, or disturbing of the earth) you must outline the area to be disturbed with white flags or paint. Then call the Utilities Protection Center (800) 282-7411. They will mark the area where utilities are located within three business days and issue you a ticket number. **This is mandatory!**
2. Perform traffic control in accordance with the current Manual on Uniform Traffic Control Devices, and Work Zone Safety Rules. Any accidents occurring within your work zone or due to your construction are a liability upon you and your contractor, not the City of Brunswick.
3. Call for inspection prior to covering or completing work to insure compliance (267-5572 or 267-3703).
4. The permit holder and/or contractor agree to hold the City harmless against any damage or claims of damage arising from the work contemplated to be done by (or on behalf of) the permit holder. This includes claims of personal injury or property damage by any person, and including any damage to the ROW or to any other City or private property, or public utility.

I do hereby swear and affirm that I am the proper person to seek and obtain this Right of Way (ROW) Permit and I do so on behalf of myself and/or the owner/manager of the property located at the location listed on this permit.

Requester's Printed Name: \_\_\_\_\_

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Brunswick Mural Project Waiver of Liability

This agreement releases **{Glynn Visual Arts Inc., Coastal Georgia Community Action Authority Inc. and the Community of Hope, the City of Brunswick and the Brunswick Downtown Development Authority, the Building Owner and any other parties related to the Brunswick Mural Project}** from all liability relating to injuries that may occur **{during the preparation and execution of the mural}**. By signing this agreement, I agree to hold **{Glynn Visual Arts Inc., Coastal Georgia Community Action Authority Inc. and the Community of Hope, the City of Brunswick and the Brunswick Downtown Development Authority, the Building Owner and any other parties related to the Brunswick Mural Project}** entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

I also acknowledge the risks involved in **{creating a mural}**. These include but are not limited to **{list risks}**. I swear that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions that will increase my likelihood of experiencing injuries while engaging in this activity.

By signing below I forfeit all right to bring a suit against **{Glynn Visual Arts Inc., Coastal Georgia Community Action Authority Inc. and the Community of Hope, the City of Brunswick and the Brunswick Downtown Development Authority, the Building Owner and any other parties related to the Brunswick Mural Project}** for any reason. In return, I will receive **{participation in activity}**. I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification when needed.

I, \_\_\_\_\_, fully understand and agree to the above terms.

---

(Participant)

---

Date



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## PHOTOGRAPHY RELEASE FORM

Coming soon...

## BRUNSWICK MURAL PROJECT CONTACTS

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