

DATE: December 13, 2018
TO: Members of the Board of Aldermen
FROM: Annie Connor, Legislative Liaison
RE: Revised Neighborways Artistic Street Painting Permit Process

The Administration is revising process for permitting Neighborways Artistic Street Paintings in Somerville. In an effort to clarify and formalize this process, city staff and the creator of Neighborways, Mark Chase, have been working together over the past year to decide what information the permit application should include, whose signatures should be required and which departments should review the application. The following outline is the outcome of this collaboration:

1. Neighborways Artistic Street Painting Permit

- a. Must include final design and location.
- b. Must include a summary of outreach activities conducted including, but not limited to, flyering and organizing informational events that encourage residents to get involved with the street painting process.
- c. Must include a summary of both the support for and the opposition to the street painting and must describe the efforts that have been made to bring opponents into the design process.
- d. Must include signatures from residents of 66% abutting properties or 30 signatures, whichever is fewer.¹ Only one signature is permitted per household.
- e. Must include Ward Alderman's signature.
- f. Must apply for a Public Event License.

2. Repainting Permit

- a. To be used for existing Neighborways street paintings that have faded and will be repainted without any substantial changes to the design or color.
- b. Must include a summary of outreach activities conducted including, but not limited to, flyering and organizing informational events that encourage residents to get involved with the street painting process.

¹ "Abutting properties" are those that abut the street painting, plus the adjacent 3 buildings in all directions.

- c. Must include a summary of both the support for and the opposition to the street painting and must describe the efforts that have been made to bring opponents into the design process.
- d. Must include Ward Alderman's signature.
- e. Must apply for a Public Event License

3. Approval Process for Neighborways Artistic Street Painting/Repainting Permit

- a. Complete and submit permit application to City Clerk's Office.
- b. City Clerk sends to Traffic & Parking to verify requisite number of signatures included and addresses of signatures are abutting properties.
- c. Traffic & Parking sends to all appropriate departments for sign-off.