



Agenda
Public Art Advisory Board
City of Lakewood
February 9th, 2022
6:00pm
Virtual

Join Zoom Meeting

<https://us06web.zoom.us/j/86485695745?pwd=eWhWNElUVEJ3NThZdlpkWU1kUE5jZz09>

Meeting ID: 864 8569 5745

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One tap mobile

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1. Roll Call
2. Opening Remarks
3. New Business
 - a. Rules and Regulations
 - b. Election of Chairperson
 - c. Election of Vice-Chairperson
 - d. 2022 Schedule
4. Communication
 - a. Spectacular Vernacular 2022 Program
5. Adjourn

RULES AND REGULATIONS OF THE

Lakewood Public Art Advisory Board

(As Amended February 2nd, 2022)

Acting pursuant to the authority granted by Ordinance No. 14-2021, the Lakewood Public Art Advisory Board is established for the purpose of collaborating with City officials regarding its public art policies and practices, promoting the City's public art initiatives, and educating residents on the benefits of public art on public and private properties. The Public Art Advisory Board will accomplish the following strategic goals: establish a public art process for selecting and implementing projects strategically, efficiently, and equitably; ensure public art adheres to the vernacular definition of public art – social offerings in shared public spaces; and aspire for a program responsive to the diversity of the community – both emerging and existing.

The Public Art Advisory Board shall advise on any project on which public art is proposed, including the development and evaluation of proposals. The Board hereby adopts the following **Rules and Regulations**:

ARTICLE I

Membership and Terms

The Lakewood Public Art Advisory Board shall be composed of five (5) electors of the City, to be appointed in the manner hereinafter set forth:

- a) Three (3) appointments shall be made by the Mayor; and,
- b) Two (2) appointments shall be made by Council.

Membership of the Board should, to the extent practicable, be made up of one of each of the following:

- a) A practicing visual artist knowledgeable about two-dimensional work;
- b) A practicing visual artist knowledgeable about three-dimensional work;
- c) A recognized expert in the field of public art, educator of the arts, or administrator of an arts organization;
- d) A member of City Council and City Council's appointee;
- e) A community representative practicing as an architect or landscape architect;
- f) A member of a city department who engages in public art projects as determined by the Mayor, who shall be secretary of the Board and serve as a non-voting member; and
- g) Additionally, the Director of Public Works, or their appointee, shall serve as a non-voting member.

Members of the Public Art Advisory Board shall serve a term of three (3) calendar years and receive no compensation for service. Initial appointment for members shall be staggered so that no more than two members' terms expire in a single calendar year. Appointees shall be eligible to serve no more than two full consecutive terms. The initial term shall be considered a full term.

Any member who, for reasons other than sickness or bona fide emergency misses two consecutive meetings within a calendar year, may be removed from the Board.

ARTICLE II

Officers

Section A – Designation

The Board shall elect a Chairperson and a vice Chairperson, who shall be members of the Board.

Section B – Election and Terms

The officers shall be elected at the first regular meeting of the Board in the first quarter of each year and they shall take office immediately and hold such office until the first regular meeting of the Board in the following year or until their successors are elected and qualified. The Board may remove any officer at any time with or without cause by a majority vote of the entire membership of the Board. The appointing authority may fill any vacancy in any office for the unexpired term.

Section C – Chairperson

The Chairperson shall preside at all meetings of the Board, appoint all committees and be an ex-officio member of such committees. He or she shall perform all of the duties incident to the office and such other and further duties as from time to time shall be required or authorized by any ordinance of the City, these Rules, or the Board.

Section D – Vice Chairperson

The Vice Chairperson, in the absence or inability of the Chairperson to act, shall perform the duties of the Chairperson and possess the same power and authority as the Chairperson.

Section E – Secretary

The Secretary shall serve as the chief staff executive for the Board. He or she shall attend all meetings of the Board and of all of its committees and keep the minutes thereof; give or cause to be given any notice required by the ordinances of the City or these Rules; and shall perform all other duties incident to the office of a secretary and such other duties incident to the office of a secretary and such other duties as may be assigned to him or her by the Board.

Section F – Other Duties

Any other officers elected by the Board shall perform such duties and functions as may from time to time be required or authorized by the Board.

ARTICLE III

Meetings

Section A – Regular Meeting

The regular meeting of the Board shall be held at least quarterly, except when there is no business to conduct, and may meet more frequently to consider specific projects or other matters and may be necessary. Meetings will take place at City Hall, 12650 Detroit Avenue, at 6:00 p.m. unless otherwise indicated.

Section B – Order of Business

- (a) Roll Call
- (b) Reading and correction of minutes of previous meetings
- (c) Old Business
- (d) New Business
- (e) Communications and Petitions
- (f) Reports of Committees
- (g) Adjournment

Section C – Executive Session

The Board may go into executive session on the roll call vote of a majority of the members present for any purpose permitted by Ohio law.

ARTICLE IV

Public Notice

Section A – Public Meetings

The Secretary shall be required to provide all notices pursuant to Chapter 109 of the Administrative Code of the Codified Ordinance of the City of Lakewood. Written notice of any special meeting called pursuant to Article 11, Section B shall be given by the Secretary

to all parties-at-interest at least two (2) calendar days in advance of the time set for such special meeting.

Section B – Copies of the Agenda

The Secretary shall deliver a copy of the agenda, which details the order of business pursuant to Article 11, Section 3, to each member of the Board, members of Council of the City of Lakewood, the Mayor of the City of Lakewood, and the Director of Law, on or before the seventh (7) day prior to the regular meeting of the Board. The Board or the Chairperson may at any time, or from time to time, request the regular or special delivery of a copy of any one (1) or all of the items on the agenda to any person, firm or corporation.

Section C – Waiver of Notices

Any member of the Board may waive any requirement for notices to members established by these Rules in writing and his or her attendance at any meeting shall be considered a waiver of any notice requirement of such meeting.

ARTICLE V

Quorum and Vote

Section A – Quorum

No business shall be conducted without a quorum at the meeting. A majority of the voting members of the Board constitutes a quorum. All actions of the Board shall be represented by a vote of the membership. A simple majority of the voting members present at the meeting at which a quorum is present shall be required for any action taken.

Section B – Roll Call Vote

Except for procedural matters all voting shall be by roll call, when the vote is not unanimous.

ARTICLE VI

Conflict of Interest

No member of the Board or other officer shall participate as such, through decision, approval or disapproval, recommendation, the rendering of advice, investigation or otherwise in a Board action, proceeding or other particular matter in which, to his or her knowledge, he or she, his or her spouse, child, partner, business association in which he or she is service as an officer, director, trustee, partner or other employee or any person or

organization with whom he or she is negotiating or has an arrangement concerning prospective employment, or has a substantial financial interest. The foregoing prohibition does not apply: in the case of a Board member or other officer, if he or she, by statement entered upon the minutes of the Board record first discloses the nature and circumstances of the Board action, proceeding or particular matter and his or her financial interest in it and declares that his or her interest is not so substantial as to infect the integrity of his or her action as a member of the Board or holder of any office.

ARTICLE VII

Amendments to Rules

Regulation of the Board may be amended or modified at any regular or special meeting of the Board by the affirmative vote of two-thirds (2/3) of the members present, provided that written notice of the proposed amendments or modifications has been given to each member of the Board not less than five (5) days prior to the meeting.

ARTICLE VIII

Policy

All matters of policy affecting the Board shall be decided at regular meeting or at special meetings called for that purpose.

ARTICLE IX

Waiver

Any rules herein established may be waived by the affirmative roll call vote of at least four (4) members of the Board.



**2022 Meeting Calendar
Public Art Advisory Board**

Month	Meeting Date	
February	Wednesday	02/09
May	Wednesday	05/11
August	Wednesday	08/10
November	Wednesday	11/09
January	Wednesday	01/11/2023

Unless otherwise indicated, **meetings** start at **6:00 P.M.** on the second Wednesday in the **East Conference Room** of Lakewood City Hall located at 12650 Detroit Avenue. Please use the Auditorium entrance.

SPECTACULAR VERNACULAR

PUBLIC ART GRANT PROGRAM 2022



RELEASE DATE: February 8

APPLICATIONS OF INTEREST DEADLINE: March 22 at Noon

PROJECT BUDGETS: Up to \$5,000 for selected projects.

Total available city funds: Up to \$50,000.

The City of Lakewood encourages all forms of public art and media outlets.

BACKGROUND

The City of Lakewood's public art program creates opportunities for collaboration between artists and property/business owners to create art designed for the public on private properties.

Since 2016, the City has been investing in public-private art projects to increase its value as a place that attracts and retains residents, entrepreneurs, employees, and entertainment offerings. Higher community values like these help attract and retain businesses and residents, while increasing social connections. Based on lessons learned from past project, the City of Lakewood is happy to present the Spectacular Vernacular Grant Application for 2022.

Spectacular Vernacular provides funding for civic art projects within the City of Lakewood. The goal of the grant program is to incentivize private investment in public art. The total available grant funding for 2022 is \$50,000. The focus for this year's program are permanent murals, temporary lighting installations that help activate spaces, and any additional public art and media outlets.

HOW IT WORKS

- | | | |
|--------|--|---|
| STEP 1 | Artists submit Application of Interest and portfolio | Property/Business Owners submit Application of Interest and photos of property/proposed installation area |
| STEP 2 | The City compiles Applications and shares via DropBox | |
| STEP 3 | Artists and Property/Business Owners review applications and submit top choices to the City | |
| STEP 4 | The City matches Artists and Property/Business Owners; based on selections | |
| STEP 5 | Artists develop Preliminary Concept Design specific to the Property and approved by the Property/Business Owner | |
| STEP 6 | The Public Art Advisory Board ranks Preliminary Concept Designs based on viability and to determine which projects will receive funding | |
| STEP 7 | Selected Artists will receive up to \$5,000 for design, fabrication and installation costs of the public art by working in partnership with Property/Business Owners | |
| STEP 8 | Projects must be completed in 2022. See Project Timeline for additional information. | |

ELIGIBILITY

- Incomplete applications will not be considered.
- Artist and Property must meet eligibility requirements.
- Property Owners must authorize use of their property in order to be considered.
- Properties east of Belle Avenue may be given preference in order to encourage public art installations in the eastern half of the city.
- Artists must live in Cuyahoga county or adjacent counties.
- Artists who received city funds for two or more projects within the past 5 years may not be eligible.
- Matching funds from the Property/Business Owner are not required. However, if two applications are considered equal, preference will be give to those Property/Business Owners offering matching funds in support of the public art project.

QUESTIONS

Have questions about the process or eligible projects?

Submit all questions by February 15 at 4pm to: Amanda Cramer, AICP, Department of Planning and Development, amanda.cramer@lakewoodoh.net

PROJECT TIMELINE - Subject to change

February 8	Application of Interest released
February 15	Questions submitted to City
February 22	City's responses to questions posted on city website
March 22	Application of Interest Deadline; 12 pm
April 8	Artist and Owner Selections finalized by all parties
May 2	Preliminary Concept Documents submitted for review and projects selected
June 1	Design Documents developed by Artist in partnership with Owner for selected grant projects
June 15	Design Documents Deadline; 12 pm
July 7	Projects communicated at City of Lakewood's Architectural Board of Review
July 13	Projects communicated at Public Art Advisory Board Meeting
October 31, 2022	Projects must be completed; no exceptions for delays due to weather

SPECTACULAR VERNACULAR 2022 PUBLIC ART GRANT PROGRAM

DISCLAIMERS

- All submissions become property of the City of Lakewood.
- Selection of artists by the city and the pursuit of all city activities are implemented without preference to racial or ethnic origins, gender, sexual orientation, religious affiliation, disability, or age.
- The city reserves the right to modify this solicitation and to request additional information from participating artists.
- The city reserves the right to accept or reject, at any time prior to the commissioning of a work, any or all proposals when the acceptance, rejection, waiver or advertisement would be in the best interest of the project.
- The city will be responsible for all correspondence and communication by and between applicants and members of the Public Art Advisory Board. Discussion regarding these projects by and between any applicant and any member of the board outside of scheduled meetings during the selection process may be grounds for the disqualification of the applicant. Such determination shall be at the discretion of the city.

SPECTACULAR VERNACULAR 2022

APPLICATION FOR PROPERTY/BUSINESS OWNERS

APPLICANT INFORMATION

Name: _____

Email: _____

Phone Number: _____

Property Address: _____

Name of Property Owner, if different from above: _____

Proposed matching funds from Property/Business Owner: _____

*Matching funds from the Property/Business Owner are not required. However, if two applications are considered equal, preference will be give to those Property/Business Owners offering matching funds in support of the public art project.

Signature of Property Owner, _____

authorizing the property listed above to participate in the Spectacular Vernacular Grant

Program:

ADDITIONAL SUBMISSION MATERIALS

PHOTOS OF PROPERTY

- Photos must match the Property Address listed above.

Email application materials by 12pm on March 18 to: amanda.cramer@lakewoodoh.net

For additional information, please contact:

Amanda Cramer, AICP, Department of Planning and Development
216-529-7679 / amanda.cramer@lakewoodoh.net

Applicants will be notified as to the status of their application.

SPECTACULAR VERNACULAR 2022

APPLICATION FOR ARTISTS

APPLICANT INFORMATION

Name: _____

Email: _____

Phone Number: _____

Mailing address: _____

Website/social media, if available: _____

ADDITIONAL SUBMISSION MATERIALS

SAMPLE PORTFOLIO

- Maximum of 10 projects on 10 pages. Additional project pages will not be reviewed.
- Up to 10 projects of past two- and/or three-dimensional works. Some, but not all, images may be gallery work.
- Each project must include artist name, contact info, dimensions, artist's role in the project, and project partners, if any.
- All materials must be in a single PDF file. Individual jpegs or Word files will NOT be accepted.
- PDF file name to include the Artist's name, saved as "Artist Last Name_SV_Application"
- Emails exceeding 25MB will NOT be delivered to the inbox; multiple emails will NOT be accepted.

Email application materials by 12pm on March 18 by 12pm to: amanda.cramer@lakewoodoh.net

For additional information, please contact:

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Applicants will be notified as to the status of their application.