

MEETING AGENDA

MEETING TITLE: Sherwood Cultural Arts Commission

DATE & TIME: **Monday, November 16, 2020, 6:30 pm**

LOCATION: *Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>*

ATTENDEES

Cultural Arts Commission

Skye Boughey, Chair
John Liles, Vice Chair
Casey Chen
Rachel Hay
Winnie Parmar
Geof Beasley

Council Liaison

Councilor Sean Garland

City Staff

Chanda Hall, Arts Center Manager
Kristen Switzer, Community Services Director
Kelsey Beilstein, Program Coordinator

AGENDA

1. Call to Order/Roll Call (Boughey)
2. Adjustments to the Agenda (Boughey)
3. Approval of October minutes (Boughey)
4. Citizen Comment (Hall)
Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to Hallc@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.
5. Center for the Arts update (Hall)
6. Friends of the SCA update (Boughey)
7. Discussion of Upcoming Community Art (Hall & Boughey)
8. Discussion of Murals Plan (Hall)
9. Council Update (Councilor Garland)
10. Other (Boughey)
11. Adjourn (Boughey)

Upcoming Dates of Note:

Thursday, November 26: Thanksgiving Day
Thursday, Dec. 3: Winter Art Walk: Holiday Marketplace
Thursday, Dec. 3: Gallery opening: Oregon, My Oregon
Monday, December 21 at 6:30 pm: Cultural Arts Commission meeting



Sherwood Cultural Arts Commission

MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	11.16.2020 6:30 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	Skye Boughey
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Cultural Arts Commission	Council Liaison
X Skye Boughey	X Sean Garland, City Councilor
X John Liles; Vice Chair	
X Geof Beasley	City Staff
X Casey Chen	X Chanda Hall, Cultural Arts Center Manager
X Rachel Hay	X Kristen Switzer, Community Services Director
- Winnie Parmar	X Kelsey Beilstein, Program Coordinator

MEETING NOTES

- 1. Call to Order/Roll Call (Boughey)**
Called to order at 6:30
- 2. Adjustments to the Agenda (Boughey)**
 - None
- 3. Approval of Minutes (Boughey)**
 - ***Liles motioned to approve the October minutes. Seconded by Beasley. All in favor, motion passed.***
- 4. Citizen Comment (Hall)**
 - None
- 5. Center for the Arts Update (Hall)**

Hall provided the following updates:

 - Center for the Arts staff have been busy. The only thing not happening at this time is large rentals. Staff has been focusing on how to serve the community in ways outside the building, and on the outside of the building itself.
 - This is final week of the "For the Love of Paper" gallery. A new exhibit will be going up next week featuring D.K. Boljat called "Oregon, My Oregon."
 - Winter Art Walk is coming up and staff is focusing on boosting holiday sales for small businesses and local artists. The Winter Art Walk Holiday Market will be an online event and will focus on artists who have participated in Art Walk in the last year.
 - It was asked if people need to make an appointment to view the art gallery. Hall answered, not at this time- the Center is generally open from 10am-3pm daily.
- 6. Friends of the Center for the Arts Update (Boughey)**

Boughey provided the following updates:

- The Friends had a meeting this evening to work on end-of-year items.
- The Friends are sending out their end-of-year donation letter. This year people will be able to make their tax-deductible donations online as well as by check.
 - Donations under \$300 do need to be itemized on 2020 taxes.
- The Friends will be talking about an online event for next year.
- There are a few new board members- Kari Christensen, who specializes in event planning, and Kristen Hartman, who has been involved in the Sherwood theater scene for many years.
- The Friends website is currently being updated.

7. Discussion of Upcoming Community Art (Hall/Boughey)

Hall announced that City staff has been working on outlining projects that will be funded by the Community Psyche grant that is being distributed by Washington County. In this process staff has kept in mind the ideas the Cultural Arts Commission came up with this summer in the discussion of a community art piece to engage Sherwood citizens during this pandemic. Hall provided the following list of upcoming projects being considered:

- Illuminate Sherwood- this project will lean into the darkness of the winter season and bring light to Old Town. Staff is procuring an interactive holiday light display that will be located at Cannery Square. The light display will be owned by the City and can be added to over the years.
 - It was asked if the lights could be programmed to different colors. Hall confirmed that the lights will be programmable.
 - It was asked if a system for the interactive lights has been decided on. Hall explained that staff has been in talks with a company out of Canada, but a deal has not been reached.
- Be the Light- this is a project designed by Nancy Belmont, the same creator of the UNITY project that the Commission did a few years ago. The project is participatory and asks people to write their intentions on a small card and then clip them to a wall that is illuminated by light. The installation will stay up for a few weeks.
 - Staff would love the Cultural Arts Commission to open the Be the Light installation and be the first people to participate.
 - Volunteers may be needed in the next the couple of weeks to help with the project.
 - With the new pandemic “freeze,” staff will need to get creative on how to abide by the guidelines when executing this project.
 - It was asked when Be the Light is slated to be installed. Hall answered December 7.
 - It was suggested to minimize touch points with the projects. Hall agreed and added that staff was just talking today about how certain aspects of the projects can be changed to minimize touch points, such as using twinkle lights instead on LED candles, and using take-home pencils.
- Rain-activated pavement art- this project may work very well with the typical rainy weather of January and February. Rain-activated art is something that the Cultural Arts Commission talked about years ago; now there is a Seattle-based company that has made it simple to execute. Rainworks has made a safe solution that, with a stencil, can be sprayed on a dry sidewalk. When it rains, a motivating message or image is revealed. Next month the Arts Commission can discuss more details and a timeline for this project.
- Community Mural- Every Congressional District 3 city is excited at the chance to use Community Psyche funds for a community mural that would last long after the pandemic. This project will be on staff’s immediate radar for 2021.
 - The community art proposal written by Beasley over the summer was shared with the other District 3 cities and inspired the mural artist invitations going out.
 - It was asked what the timeframe is for the potential mural. Hall hopes it will go up at the end of March 2021.
 - It was asked if all the projects discussed would be funded by the Community Psyche grant. Hall replied that these projects have received approval.

8. Discussion of Murals Plan (Hall)

Hall presented the latest draft of the Murals Plan (Exhibit A).

- ***Boughey motioned to approve and recommend the Sherwood Murals Plan to be shared with City Council. Seconded by Beasley. All in favor, motion passed.***

9. Council Update (Garland)

Garland provided the following Council updates:

- The Council will be meeting tomorrow night and will be appointing six people to various Boards and Commissions.
- There will be a work session to look at Sherwood West and North with the Planning Commission.
- On December 1, there will be a joint work session with the Parks Board to review the new Parks Master Plan.
- There are a number of planning items coming up including rezoning, sign ordinance, code language, and a housing needs analysis.
- Trimet service changes will be reviewed in December.
 - It was asked if any specific land is being considered for Sherwood North. Garland stated that some conversations have started happening with landowners, but nothing has been secured.
 - It was asked when the City will start to see tax funds from recreational marijuana. Garland explained that code changes will need to be ironed out in December. It is possible that funds could decrease due to the passing of Measure 110. At the end of the first quarter of 2021, the City could start seeing one portion of the funds, and the other portion will come once there is a recreational shop within City limits.

10. Other (Boughey)

- Hall announced that the Cultural Arts Commission won third place in The Great Fall-O'ween Window Painting Contest.

11. Adjourn (Boughey)

Adjourned at 7:35

SHERWOOD MURALS PLAN

The Sherwood Murals program is part of the new plan for public art in the City of Sherwood, and is administered by the Cultural Arts Commission and City staff.

The Sherwood Cultural Arts Commission completed writing the Public Art Master Plan in 2020, creating a path forward for public art. This document lays out the plan for citizen-driven public art **murals** in Sherwood.

A mural is defined as a painting, mosaic, or bas-relief that is applied directly to a wall and is visible from the public right-of-way.

Proposals for new murals are reviewed by the Cultural Arts Commission, the body responsible for overseeing Sherwood's Public Art Program, with support from the Manager of the Sherwood Center for the Arts. Arts Commissioners go through an application process and serve for a designated term. They are citizens of Sherwood who bring a diversity of backgrounds and expertise to their positions, and they are committed to promoting arts and culture in our city. All Cultural Arts Commission meetings are open to the public.



WHO CAN APPLY FOR A MURAL?

Applicants may be individual artists or a group of artists, a building owner, a business owner, a non-profit organization, a citizen group, or a neighborhood association.

Any individual or organization interested in creating an outdoor mural in Sherwood must apply for approval through the Public Art Mural Program. Approved murals must remain on the site and in good repair for no less than five years.

MURAL SELECTION CRITERIA

The following criteria will be applied to each mural application:

Accessibility: is viewable by the public;

Artist Quality: strength of the artist's concept and demonstrated craftsmanship;

Context: architectural, geographical, socio-cultural and historical;

Feasibility: budget, timeline, experience level of those involved;

Permanence: will last a minimum of five years, resistance to vandalism and weather;

Scale: appropriateness of scale to the surrounding neighborhoods;

Technical proficiency: technical skills and artistic experience of the artist.

Suitability: demonstrates community support and reflects community values

The Cultural Arts Commission is committed to promoting equal opportunities for all, and encourages applicants from all backgrounds and experience levels to apply. All artistic styles are welcome.

MURAL REQUIREMENTS

Applicants must demonstrate that they will:

- Use media that ensures mural longevity and durability;
- Paint on a surface and structure that is stable and ready (or *will be* stable and ready) for painting;
- Use current murals standard, high quality anti-graffiti/UV coating on the finished mural that provides resistance to weather and vandalism;
- Create a mural that is accessible to the public for viewing;
- Work with the building owner to create a maintenance plan for proper long-term care of the artwork.

The building owner must commit to keep the mural unchanged for a minimum of five years, and to maintain the mural during that time.

If the artwork is funded by the City of Sherwood and slated to be placed on private property (non-City property), an Art Easement Agreement must be signed.



MURAL APPROVAL PROCESS

1. Meet with the Arts Center Manager for initial review of proposal, including location, funding, maintenance, and building owner's approval.
2. Submit Public Art Mural Application (see pgs. 6-9)
3. Arts Center Manager confirms that there are no outstanding issues with City of Sherwood codes.
4. The applicant is invited to meet with the Cultural Arts Commission at the next regularly scheduled meeting. If applicable, a notice is sent to the neighborhood or business owners affected by the proposed mural, inviting them to this public meeting. Public comment will be taken.
5. The Cultural Arts Commission approves or denies the project based upon adopted selection criteria for public art murals (see pg. 2). In the case that a mural is not approved, staff will communicate to the applicant the reasons for this decision. The applicant is encouraged to address these concerns and submit a revised proposal.
6. If approved by the Cultural Arts Commission, the mural artist and building owner are notified. If the mural is City-funded on non-city property, the building owner will provide signed Art Easement Agreement which is filed with the City.
7. Artist signs General VARA Waiver form for visual artists (pg. 5)
8. The City of Sherwood issues a Notice to Proceed.
9. Artist begins painting mural. Industry standard anti-graffiti/UV coating is applied.
10. Applicant contacts Center for the Arts Manager and chair of the Cultural Arts Commission, notifying them of completion of the mural.



Public art humanizes the built environment. It provides an intersection between past, present, and future; between disciplines and ideas.

--Patricia Walsh, Americans for the Arts.



Project completion is celebrated, and the process is documented by City staff.

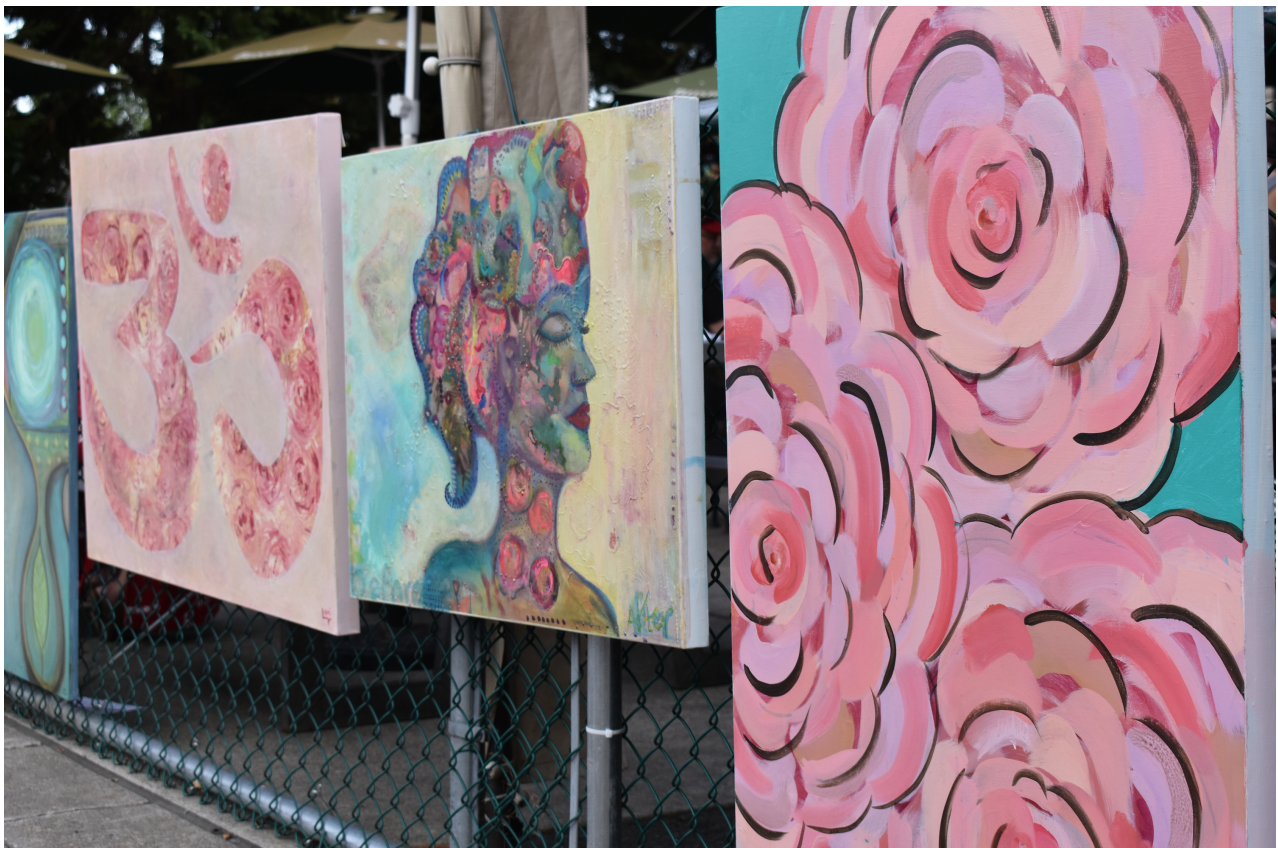
FUNDING AVAILABILITY

Public art murals may be funded by private individuals, businesses, community groups, or through grants. A limited amount of public art funds may be available through the City of Sherwood. Contact the Sherwood Center for the Arts Manager for more information on funding options. Availability of funds will vary from year to year.

A Public Art Fund Development committee is being formed, made up of engaged citizens, Arts Commissioners, and business owners. This committee is dedicated to identifying funding sources and avenues to invest in murals and other public art projects, leading to a more vibrant, livable city.

Special Acknowledgements:

The City of Sherwood and the Cultural Arts Commission would like to recognize and thank the Regional Arts and Culture Council (RACC), Hillsboro Arts and Culture Council, and the Beaverton Murals Program for their guidance, assistance and modeling of how to set up a murals program.



SHERWOOD PUBLIC ART

General VARA Waiver for Works of Visual Art (MURAL)

I, _____ (print name), "Artist," hereby acknowledge the rights of attribution and integrity generally conferred by Section 106A(a) of Title 17 of the U.S. Code, (The Visual Artists Rights Act of 1990, "VARA"), and any other rights of the same nature granted by other federal, state or foreign laws. Artist acknowledges that his/her work of art is a mural, which by its nature will be on the façade of a building subject to the rigors of Oregon weather. Artist further acknowledges that any mural created may be destroyed, either by weather or a necessity otherwise occasioned, which requires its removal from the building. Therefore, of his/her own free act, Artist hereby waives his/her VARA rights with respect to the uses specified below by The City of Sherwood, Oregon, or anyone duly authorized by The City of Sherwood, Oregon, for the following work(s) of visual art:

MURAL ENTITLED: _____

MEDIUM: _____

SPECIFIED USES: Artistic enhancement of a structure at (street address)

Signature of Artist

Printed Name of the Artist

Date

PUBLIC ART MURAL APPLICATION

Applicant information:

Name of applicant or sponsoring group/organization

Name of contact person

Email address

Website

Mailing address of applicant

City/zip code

Phone number

Artist information:

Name of lead artist

Email address

Website

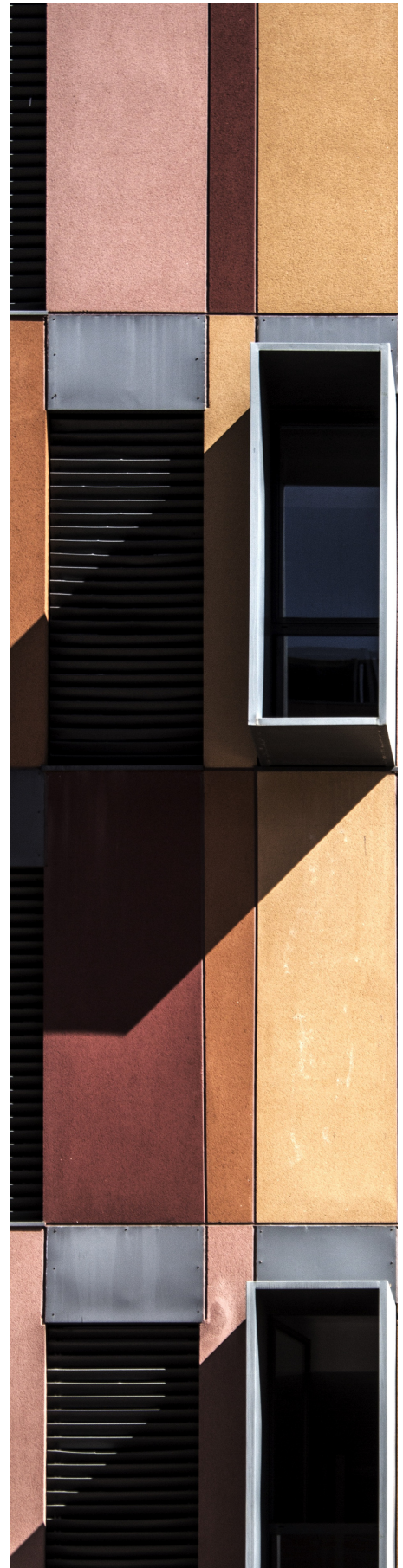
Mailing address of artist

City/State/zip code

Phone number

Names of other participating artists

Names of other participating artists



PUBLIC ART MURAL APPLICATION

Property information:

Proposed mural location--building or business name

Street address or intersection

Property owner's name Email address

Property owner's phone Business owner's name

Project start date **Completion date**

Briefly describe the site of the mural, including the **size** of the mural in relation to the actual wall size, direction the mural will face, and visibility to the public:

Please provide a color image of the proposed mural, with dimensions and placement on the wall; affix below in this space:



PUBLIC ART MURAL APPLICATION

Briefly describe the physical condition of the proposed mural wall (concrete, wood, brick, cracks, leaks, etc.):

Describe the sponsoring organization or community group behind the mural:

Specify the type of paint or other materials to be used; include information about the material's durability, longevity, and toxicity:

Will you be using scaffolding, lifts, or ladders during the painting or installation process? Please include a plan for maintaining access to sidewalks, streets, and businesses, and insuring the safety of the public and the artists.

Attachments:

- Attach any letters of support from community members, property owner and/or surrounding businesses.
- Attach a resume/CV and bio of the lead artist, and highlight the lead artist's experience working as a muralist.
- Mural project budget: please attach a budget showing income (any grants, donations, in-kind contributions) and expenses (materials, artist fee, equipment rental, etc.).
- A plan for maintenance of the mural and applicable surroundings.



SIGNATURES

Applicant Certification:

I, as the public art mural applicant, certify that the information and materials provided herein are correct and true to the best of my knowledge, and I have read, understand, and will abide by the Sherwood Public Art Murals guidelines.

Signature

Name (print)

Date

Email/phone number**Property Owner Certification:**

I certify that I am the owner of the project property. I further certify that I have read, understand, and will abide by the Sherwood Public Art Murals guidelines, and I give permission for the placement of the mural as presented in the application.

Signature

Name (print)

Date

Email/phone number**Confirmation of Maintenance Responsibility:**

I agree to maintain the mural as required by the Sherwood Public Art Murals Program for five (5) years. The artist, City staff, and I have a written plan for maintenance and care of the mural. I understand that the City of Sherwood requires an anti-graffiti coating be applied to the completed mural to help abate graffiti and vandalism, as well as a protective UV coating. The area around the mural must be maintained in a manner that does not impede public enjoyment or viewing of the artwork. If the artwork is not maintained or falls into disrepair, the City may order it to be removed at my expense.

After five years, I may remove the mural or continue with its upkeep and maintenance.

If performing maintenance, I will comply with any relevant provisions of Sherwood Municipal Code (Chapter 12, Streets, Sidewalk and Public Spaces--if blocking the sidewalk or encroaching into the public right-of-way for a period of time, one might need to get a ROW permit).

Signature

Name (print)

Date

Email/phone number

Relationship to the project (artist, property owner, business owner, property manager, original applicant)

Submit materials to: Cultural Arts Commission, c/o Sherwood Center for the Arts,
22689 SW Pine Street, Sherwood, OR 97140

Contact: Chanda Hall, Sherwood Center for the Arts Manager
hallc@sherwoodoregon.gov 503.625.4261