



AGENDA
ARTS COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
February 4, 2026
6:30 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. December 3, 2025
- IV. REPORTS
- V. OLD BUSINESS
 - A. Cultural Arts Award
 - B. Downtown Public Art Plan
 - C. Mural Ordinance
 - D. Sidewalk Chalk Art
 - E. Artwork at Metropolis
- VI. NEW BUSINESS
 - A. Public Meeting Rules Discussion/Adoption
- VII. OTHER BUSINESS
- VIII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

- IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

DRAFT
MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
ARTS COMMISSION MEETING
HELD IN THE COMMISSIONS ROOM
OF THE VILLAGE HALL
DECEMBER 3, 2025 AT 6:30 P.M.

Arts Chair Seitz-Pagano called the meeting to order at 6:30 p.m.

Members Present: Mary Seitz-Pagano, Arts Chair
Kristen Walter
Erika Cutlip
Brian Wolf
Leena Joshi
Carla McAleer
Kate Schwarz
Sara Altieri

Members Absent: Gretchen Grassl

Also Present: Derek Mach, Staff Liaison

Arts Chair Seitz-Pagano led the Commission in the Pledge of Allegiance.

APPROVAL OF MINUTES

COMMISSIONER WALTER MADE A MOTION, SECONDED BY COMMISSIONER WOLF, TO APPROVE THE MINUTES FROM THE OCTOBER 15, 2025 ARTS COMMISSION MEETING. ALL WERE IN FAVOR. THE MOTION CARRIED.

CULTURAL ARTS AWARD

Commissioner Cutlip commented that the Arts Commission received six submittals for the 2025 Cultural Arts Award. Commissioner Cutlip explained that the subcommittee graded each submittal to compare how each candidate met the criteria. Commissioner Joshi explained that the subcommittee reviewed the submittals and that they are recommending Tamaron Conseur as the winner.

The Commission discussed that one of the nominations was a previous winner. Commissioner Cutlip and Joshi explained that there is nothing in the application that would prohibit someone from winning a second time. The Commission is going to evaluate the application prior to releasing again for the next award.

COMMISSIONER WOLF MADE A MOTION, SECONDED BY COMMISSIONER MCALEER TO NOMINATE TAMARON CONSEUR FOR THE 2025 CULTURAL ARTS AWARD. ALL WERE IN FAVOR. THE MOTION CARRIED.

Arts Chair Seitz-Pagano and the Arts Commission thanked the subcommittee for their work on the 2025 Cultural Arts Award. Staff Liaison Derek Mach commented that staff will coordinate with the winner and the Village Manager's office regarding a Village Board date for presenting the award.

DOWNTOWN PUBLIC ART PLAN

Staff Liaison Derek Mach provided an update regarding the Downtown Public Art Plan. Staff Liaison Derek Mach explained that the subcommittee provided criteria for evaluating art which has been incorporated into the draft plan. The Commission reviewed the criteria. The Commission discussed the potential locations for art and asked that Harmony Park be removed from the list. Staff Liaison Derek Mach commented that the concept that a consultant developed as part of the Vail Promenade project includes artwork along the east property line which has generated excitement. Staff Liaison Derek Mach commented that per the Commission's request, Harmony Park will be removed from the list of potential locations for artwork. The Commission discussed that there is too much artwork in Harmony Park. The Commission discussed the south elevation of the Vail parking garage as a potential location for artwork.

Staff Liaison Derek Mach recommended that the Commission form a subcommittee for the mural ordinance component. Commissioner Altieri and Commissioner Wolf volunteered for a subcommittee for the draft of the mural ordinance.

SIDEWALK CHALK ART

Commissioner Cutlip shared an idea for a chalk art competition. Commissioner Cutlip commented that businesses could have food and possibly a live music performance. Commissioner Walter commented that the event could be a festival and families, organizations or individuals could be assigned a square and there could be categories and themes. The Commission discussed that the festival could possibly be at the end of the summer. The Commission discussed that there could be prizes as part of the event. Arts Chair Seitz-Pagano suggested that the Commission continue to discuss a sidewalk chalk art festival at the next Arts Commission meeting.

Commissioner Cutlip and Commissioner Joshi volunteered for a subcommittee. The subcommittee is going to focus on a tentative date, location and guidelines.

ARTWORK AT METROPOLIS

Arts Chair Seitz-Pagano explained that previously there were murals on the walls on the second floor of Metropolis. The Commission discussed creating new murals on the walls. Staff Liaison Derek Mach commented that the walls are owned by the Village and staff would need to discuss.

NEW BUSINESS

Arts Chair Seitz-Pagano asked if there is any new business?

PUBLIC COMMENTS

Arts Chair Seitz-Pagano asked if there are any public comments?

ADJOURNMENT

COMMISSIONER WALTER MADE A MOTION, SECONDED BY COMMISSIONER JOSHI TO ADJOURN THE MEETING AT 7:40 P.M. ALL WERE IN FAVOR. THE MOTION CARRIED.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

2/4/2026

Item: Public Meeting Rules Discussion/Adoption

Department: Planning & Community Development

Item Description:

In an effort to create consistency across all the Village's Boards and Commissions, Planning and Community Development Staff, in conjunction with the Village Attorney, have provided an informational memo regarding how to conduct the public comment portion of Board/Commission meetings (along with public hearings) in compliance with the Open Meetings Act. Staff has also included "Rules Concerning Public Comment and Participation", which are being recommended for adoption by the Village Manager's Office and Village Attorney.

Please review both documents in preparation for discussion and adoption at this meeting.

ATTACHMENTS:

1. AH Memo Public Comment and Public Hearings
2. AH Public Comment Rules Arts 2026

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Memorandum

Date: December 11, 2025
To: Village Department of Community Development
From: Village Attorney
Cc: Village Manager
Re: Best Practices for Public Comment and Public Hearings

At your request, our office has prepared this best practice guide regarding public comment and public hearings during board and commission meetings. The purpose of this memorandum is to summarize the legal framework governing public comment, outline recommended best practices for managing public comment time, and clarify key differences between public comment periods and public hearings.

I. Public Comment and Public Meetings

Section 2.06(g) of the Illinois Open Meetings Act, 5 ILCS 120/2.06(g), requires that every single public body – including all Village boards and commissions – provide time at public meetings for public comment. Further, the Illinois Public Access Counselor has interpreted Section 2.06(g) to require all public bodies to establish and record written rules for public comment at public meetings.

Public comment time is intended to allow members of the public to address a public body. Accordingly, Village boards and commissions may not cancel or truncate public comment time at their public meetings.

II. Establishing Rules and Best Practices

Municipalities may establish time place and manner restrictions for public comment, just as they can under the First Amendment for any other public forum. A few examples of rules for public comment time are as follows:

- Individual Speaker Limit:
 - Limit each speaker to a fixed time (e.g., three minutes), unless the Chair decides otherwise before the comment period begins.
 - The same time limit must apply uniformly to all speakers during public comment at that meeting.
- Group Representation:

- A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
- A speaker may not yield time to another speaker.
- Overall Time Limit: Some local governments have established a total maximum time for public comment (e.g., 30 minutes), unless extended by the Chair prior to the start of the comment period. If adopted, such a rule should include clear parameters for selection of the commenters at each meeting (and those parameters must be agnostic as to the substance of the comments).

While the First Amendment protects a wide range of speech, a local government may restrict speech and conduct in certain circumstances. Specifically:

- Speakers may not engage in conduct or speech that is threatening, incites violence, or is obscene.
- Speakers may not engage in disorderly conduct that disrupts the meeting (and speakers and attendees alike should be discouraged from clapping, cheering, or booing).
- The public body may prohibit public comment that is not related to the public body's jurisdiction or purpose.
- The Chair may interrupt or limit a speaker's comments to enforce the adopted rules.
- The Chair may require a speaker who violates the rules to end their remarks or leave the meeting.

Public comment time is not intended to be a forum for open dialogue or engagement. Neither the Chair, nor any member of the commission or of Village Staff, is under any obligation to respond to any public comment, or engage with any speaker, during the public meeting. Indeed, as a general rule, we discourage debate or back-and-forth exchanges with speakers during a public meeting. To debate in public allows the commenter to hijack the meeting, and also denies the Village the opportunity for more careful, planned dialogue of sensitive issues. However, the Chair may direct Village Staff to respond to questions or issues raised in a public comment at an appropriate time after the meeting.

It is generally advisable for public bodies to adopt rules for public comment. At your direction, we can prepare form rules for consideration.

III. Public Hearings

In contrast to general public comment time, public hearings are formal proceedings, often required by statute or ordinance, focused on a specific matter, such as a zoning application or development proposal. Key distinctions that differentiate public hearings from public comment are as follows

- Testimony during a public hearing is given under oath.
- Participants may be examined or questioned by the Plan Commission, staff, or others present.
- A public hearing record is legally significant and forms part of the evidentiary basis for the Plan Commission's decision.
- Whereas public comment time can be used for discussion of *any* topic germane to the public body, testimony during a public hearing must be restricted to the subject of that hearing.

- Whereas a public body can decide when, during a meeting, it will entertain public comment – and can refuse to entertain public comment at all other times – the body must allow public testimony during the hearing itself, as part of the hearing.
- Whereas public bodies should get a uniform time limit for speakers during public comment, and should extend the same uniformity requirement to the general public that offers testimony during a formal hearing, public bodies should not limit the applicant to that time limit. This is because the applicant for relief bears the burden of persuasion, and therefore should be afforded the full time needed to present its case.

The rules and best practices set forth above for public comment time should also be applied during a public hearing. Most importantly, the public body should provide the same amount of time to each speaker during a public hearing.

IV. Summary of Recommendations

- Provide public comment at *all* board and commission meetings.
- Set a time limit for each public commenter, and apply it uniformly.
- As a general rule, refrain from responding to or debating public commenters.
- Adopt rules to govern public comment.



Rules Concerning Public Comment and Participation

Arts Commission

Overview

1. Authority

These rules concerning public comment and participation ("**Rules**") are adopted pursuant to Section 2.06 (g) of the Illinois Open Meetings Act ("**OMA**"), and are intended to provide an opportunity for members of the public to address public officials during a public meeting ("**Public Comment Time**").

2. Applicability

These Rules apply to meetings of the Arts Commission ("**Public Body**"). These Rules supersede any rules governing public comment at public meetings previously adopted by the applicable Public Body. These Rules are not intended to govern "public hearings" of the Public Body.

3. Intent

- a. Public Comment Time is intended to allow members of the public to address the Public Body on a topic that is germane to matters within the specific purview and jurisdiction of the Public Body.
- b. Unlike a "public hearing," at which testimony is presented under oath and may be subject to examination by, and dialogue with, public officials and others in attendance, Public Comment Time is strictly limited to comments made by a speaker to the Public Body. Public Comment Time is not intended to be a forum for open dialogue or engagement. The Public Body is under no obligation to respond to any public comment, or engage with any speaker, during the public meeting. The Chair may direct Village staff to respond to questions or issues raised in a public comment at an appropriate time after the public meeting.

Governing Rules

1. Public Comment Required

- a. Except as expressly provided in these Rules, the agenda of every regular and special meeting of the Public Body must include a reservation of time during the meeting for Public Comment Time.
- b. Subject to these Rules, the Chair will recognize any person desiring to speak during Public Comment Time.
- c. Public Comment Time is reserved for comments on matters that are not the subject of a specific agenda item at the same meeting. If a person desires to speak during Public Comment Time about a matter that is the subject of a specific agenda item at the same meeting, public comment will be allowed at the discretion of the Chair during that agenda item. If no public comment will be allowed during the specific agenda item, then the person must be allowed to speak about the matter during Public Comment Time, subject to these Rules.
- d. Unless the meeting is a remote meeting in accordance with the provisions of the OMA, any person desiring to make a public comment must do so in person at the location at which the public meeting is taking place. As provided in Section B.6 of these Rules, written comments may be submitted to the Public Body, but written comments will not be read aloud during Public Comment Time.

2. Time Allotted

- a. No speaker may speak during the Public Comment Time for more than three minutes, unless the Chair designates a longer time period for that meeting, which designation must occur prior to the commencement of Public Comment Time on the agenda and must be applicable to all persons making comments during Public Comment Time at that public meeting.
- b. A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
- c. A speaker may not yield time to another speaker.

3. Speaker Guidelines and Requirements

- a. Each speaker must state and spell their name in a clear manner so that it can be recorded in the minutes of the meeting.

- b. Speakers will not be required to state their home address; however, the Chair may ask the speaker to state whether or not they are a resident of the Village.
- c. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must disclose that representation.
- d. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own comments and comments that have previously been provided to the Public Body by other speakers.
- e. All public comments must be directed to the Chair and the members of the Public Body, and not to any member of the audience or Village staff.
- f. All speakers should be respectful of the Public Body and the audience members, and should be courteous, polite, and civil.
- g. No speaker may engage in conduct or speech that is imminently threatening to any person, that incites violence, or that is obscene.
- h. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Public Body to conduct the public meeting.

4. Public Comment Procedure

- a. All persons intending to speak during Public Comment Time must sign up on the Village's written sign-up form supplied in the meeting room, and deliver that form to the Chair prior to the commencement of Public Comment Time on the agenda.
- b. The speaker must speak only from the specific location in the public meeting room designated by the Chair.

5. Enforcement by the Chair

- a. The Chair has the authority and the direction to strictly enforce these Rules, and to do so in a fair and consistent manner.
- b. The Chair may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the Chair determines is violating these Rules.
- c. Any person that the Chair determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the Chair. Additionally, the Chair or a majority of the members of the Public Body may require that person to leave the premises of the meeting.

6. Written Submissions

- a. Any person has the right to provide written comments to the Public Body by addressing those comments to:

Arts Commission
33 S Arlington Heights Rd.
Village of Arlington Heights, IL 60005

-or-

Arts Commission
Planningmail@vah.com

and delivering the comments via any of the following methods:

- i. by personal delivery at the front desk of Planning and Community Development between 8:00 a.m. and 4:00 p.m. Monday through Friday;
 - ii. by mail, courier, or any similar delivery service; or
 - iii. by email to planningmail@vah.com.
- b. All written submissions received for the Public Body will be provided to the members of the Public Body. The Chair may, in the Chair's sole discretion, elect to read aloud any written comment received by the Public Body during a Public Comment Time of a public meeting, but has no obligation to do so.