



AGENDA  
ARTS COMMISSION  
SPECIAL MEETING  
Hanson Room, 3rd Floor  
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.  
Arlington Heights IL 60005  
April 8, 2026  
6:30 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
  - A. March 4, 2026 Minutes
- 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
- 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](mailto: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**  
**MARCH 4, 2026 AT 6:30 P.M.**

Members Present: Mary Seitz-Pagano, Arts Chair  
Kristen Walter  
Erika Cutlip  
Brian Wolf  
Kate Schwarz  
Sara Altieri  
Gretchen Grassl

Members Absent: Leena Joshi  
Carla McAleer

Also Present: Michael Lysicatos, Assistant Director of Planning and Community Development

Arts Chair Seitz-Pagano opened the meeting at 6:30 PM.

**APPROVAL OF MINUTES**

**COMMISSIONER WALTER MADE A MOTION, SECONDED BY COMMISSIONER CUTLIP, TO APPROVE THE MINUTES FROM THE FEBRUARY 4, 2026 ARTS COMMISSION MEETING. ALL WERE IN FAVOR. THE MOTION CARRIED.**

**CULTURAL ARTS AWARD**

Chair Seitz-Pagano led a discussion of the Arts Award presentation held at the February 17th Village Board meeting. The commission confirmed that the 2027 solicitation would be announced on April 15<sup>th</sup> (World Art Day) with a last call deadline on January 31<sup>st</sup> (National Art Day), and final deliberation would ideally be done at the February Arts Commission. The commission also confirmed their intent to include language in the solicitation a preference for previous non-winners. Staff would update the document and circulate to the commission. The process for applying would remain the same as previous years with a fillable pdf to be posted on the website. The solicitation document will be completed and reviewed at the next meeting which would be scheduled for April 8<sup>th</sup>. Staff will work with the Integrated Services department to share on social media.

**DOWNTOWN PUBLIC ART PLAN**

The Commissioners discussed the status of the Public Art Plan. No updates were made since the last meeting. The staff Liaison asked the members to share any information on the mural project in order to be prepared to discuss in more detail at future meetings. The Commissions discussed developing the plan, which was assigned to the Arts Commission by the Village Board as part of the Strategic Priority process, alongside their regular process of identifying projects to complete as part of their annual activities and budget. The plan differs from this regular process as it represents a multi-year process that utilizes art to focus attention in the downtown and act as an economic driver. This effort represents a new opportunity to be part of a larger strategic plan that address goals of the Village Board. At the same time, the commission does not want to lose the opportunity to apply for grants this year, while the plan is being developed, that could be a first phase of implementation.

The Staff Liaison discussed including the goals, priority projects, events, suitable sites, and history of success as an avenue for the Arts Commission to outline a larger framework that defines public art and communicate priorities between the commission and the Village Board. The document could also be used in grant applications. The Arts Commission members offered to send information on past efforts to the Staff Liaison to provide more context on these ongoing efforts.

### **MURAL ORDINANCE**

The Staff Liaison circulated the latest version of the draft ordinance to the members. Commissioner Altieri updated the Arts Commission on changes to the document focus on the suggested edits at the last meeting. The use of words in mural installations was clarified to only include artistic elements and not commercial elements. Currently the ordinance only addresses murals and not 3-dimensional art, such as sculptures. It was recommended that Section A be amended to treat non-profits and businesses the same under commercial activity. Concerns were raised in Section B about electronic components and does not speak to permanency. The Arts Commission discussed maintenance enforcement in regards to initial installation timeframe and the possibility to add language for the Village to take action after a duration of time (such as 30 days). Provisions to appeal these requirements were discussed. The Arts Commission emphasized that art murals should avoid reproduction of other art so any mural that is put up speaks to the purpose of art tailored to Arlington Heights and not infringe on copyrights. Lastly, the Arts Commission discussed updating the ordinance language to prohibit Artificial Intelligence (AI) generated art and the federal rights act. Commissioners Altieri and Wolf would work as the point persons on updates to the ordinance.

The Chair set the goal for completing the ordinance at the May or June meeting. The final draft would be sent to Village Counsel before consideration by the Village Board. Staff would coordinate on updates.

### **SIDEWALK CHALK ART**

Commissioner Cutlip opened the conversation on this topic. The Commission discussed coordination with the downtown business association, and requested the Staff Liaison to confirm the point person for the organization. The Commissioner discussed the possibility of finding a professional artist to complete a chalk art piece to welcome people to Arlington Alfresco that could function as a call to artists for the larger chalk art event. The possible location of the event was a main point of discussion. Staff provided that the concept for the event was brought up with communications team and there may be a need to further coordinate with the Special Events Commission. A recommendation was made to consider the Farmers Market and the road closure associated with the event. The event could possibly also be associated the Swing into Spring or Autumn Harvest due to the Art Commission and Special Events Commission association with the Park District with both events. The potential partnership would involve getting permissions from the Park District and discussions about potential road closures.

The structure of the chalk art event was discussed with reference to previous events run/experienced by the members. The commission discussed the merits of an online pre-registration (through a google form or other means) organized into groups (such as professional artist, amateurs, and children). The size of the area available for the event and number of registrants would help determine the size and number of "squares" assigned to each group. Groups could also be assigned through their affiliation to art groups, schools, or participating businesses and utilize the online registration to assign a box number. The timing of the event was discussed with the Commission favoring an early morning so it would not conflict with other events while retaining as much visibility as possible. The distribution of chalk could be organized through participating businesses similar to the Santa Run. The quality of the chalk was an additional consideration discussed as it would impact how long the art would last. The possibility of offering prizes was discussed although the early focus would be to get people involved, with the competitive element focused on the professional artists. The concept of hiring a food vendor could provide potential fund raising for the professional artist prize.

The goal is to narrow location suggestions at the April 8<sup>th</sup> Arts Commission meeting. Any coordination with the communications staff or Special Events Commission can be done through the Staff Liaison.

**ARTWORK AT METROPOLIS**

Chair Seitz-Pagano is still awaiting word from Tiffany on timeframe to coordinate with the group on next steps.

**NEW BUSINESS**

Commissioner Altieri introduced the topic of a Percent for Arts Ordinance. This is a policy of setting aside funds as part of the Capital Improvement Program (CIP) scheduled for June. The timing of the CIP development provides an opportunity to discuss long-term planning before projects are finalized to align art planning with infrastructure planning. Generally, anywhere from .5 to 2 percent of CIP dedicated to public art in these programs. Staff provided information on the CIP process and will pass the information as the CIP development moves forward as a discussion item. The proposal would likely be voted on as a commission. Commissioner Altieri requested the item be added to the agenda next meeting.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

**COMMISSIONER WALTER MADE A MOTION, SECONDED BY COMMISSIONER CUTLIP TO ADJOURN THE MEETING AT 7:32PM. ALL WERE IN FAVOR. THE MOTION CARRIED.**

## The Village of Arlington Heights Arts Commission

### Call for Recommendations for the 2027 Arlington Heights Cultural Arts Award

#### Description:

The Village of Arlington Heights Arts Commission is proud to celebrate achievements in the arts, especially when produced by individuals and groups that our community has helped in some way to nurture, inspire, or support.

The Arts Commission's goal is to assist in building on the sense of pride and community in our Village, especially among the artists who reside and work here. With this award, the Arts Commission also hopes to inspire future generations of artists.

Therefore, we are pleased to present this Call for Recommendations for the Arlington Heights Cultural Arts Award. The selection process is administered by the Arts Commission, and three criteria for the award are listed below.

#### Criteria:

1. Nominees will be those individuals or groups directly responsible for the creation of substantial and accomplished creative work in any artistic medium, including (but not limited to): painting, photography, sculpture, ceramics, textile art, multi-media art, film, television, video, music, sound, dance, theatre, performance, and all forms of literature.
2. Nominees must exhibit a resume which would include local and regional achievements, and where possible, national and international accomplishments. Any number of accomplishments will be considered, if what has been produced has been recognized as particularly outstanding.
3. Nominees should have a past or present relationship with the Arlington Heights community in some way, such as residence, education, or work. Any evidence that an artist has given back to the community should be highlighted in the nomination.

#### Eligibility for making a recommendation:

Any person or persons may make a recommendation, although artists may not nominate themselves and to avoid conflicts of interest, current Arts Commissioners may not submit nominations. While individuals who have previously received the award are discouraged from applying, new individuals from the same entity would be given the same preference as all other nominees.

#### Completing the Recommendation Form

Complete the attached Recommendation Form and provide as much information as possible about your candidate. You may use additional sheets of paper, but indicate to which section the additional information relates. Do not send examples of the nominee's work (e.g., videos, photographs, books).

Recommendations received must follow the format of the official recommendation form. Recommendations not following this format will be returned to the person submitting the nomination with a request for revision.

Note that in general, the award winner will be chosen on the quality of his or her achievements, rather than on the quality of the recommendation form. However, the more complete and accurate a submittal, the easier it will be for the award selection committee to make its determinations.

### **Letters of Support**

Additional letters of support may come from others who have knowledge of and can endorse the recommended party's contribution. Such letters of support will be added to the submittal.

Send the completed form as well as any letters of support to: Arts Commission Liaison, Village of Arlington Heights, 33 S. Arlington Heights Road, Arlington Heights, IL 60005. You may also send the form via electronic mail to [mlyscatos@vah.com](mailto:mlyscatos@vah.com).

### **Schedule and Timing of the Process**

Recommendations will be gathered until **January 21, 2027**. If your recommendation is not selected, the Arts Commission encourages you to submit your nomination again the following year.

### **Acknowledgement and Progress of recommendations**

Upon receipt of a recommendation, the Arts Commission will send an acknowledgement to the person submitting.

### **Award Selection Committee**

After the submittals are reviewed, the winner will be selected by the Cultural Arts Award Selection Committee. It is possible that in any given year a Cultural Arts Award winner will not be chosen.

### **Repeat Submissions**

If you have previously submitted a nomination, please update the recommendation form and include any information about additional achievements that have occurred since the first submission.

### **Award Ceremony**

The Arlington Heights Cultural Arts Award will include the presentation of a trophy at a public ceremony as well as a formal announcement of the accomplishments of the winner.

### **Further inquiries**

Further inquiries relating to the recommendation process may be answered by contacting the Arts Commission Liaison, **Michael Lysicatos, [mlyscatos@vah.com](mailto:mlyscatos@vah.com)**.

## RECOMMENDATION FORM

A. Please name the recommended individual or group:

---

---

---

B. Describe how the person or group you are recommending has demonstrated achievement in the arts. Include a description of their body of work, achievements, and any references to sites or articles that will add information to those achievements. You may add how your candidate's contributions have impacted a particular creative arts field, group, community, or humanity at large. Also include any additional ways in which your candidate has been recognized elsewhere, such as in museum collections, in the media, or by other awards. Add more pages if needed.

---

---

---

---

---

---

---

---

---

---

C. What relationship does your candidate have to Arlington Heights (e.g., past or present residence, school attendance, etc.)?

---

---

---

---

D. Your name and contact information:

---

---

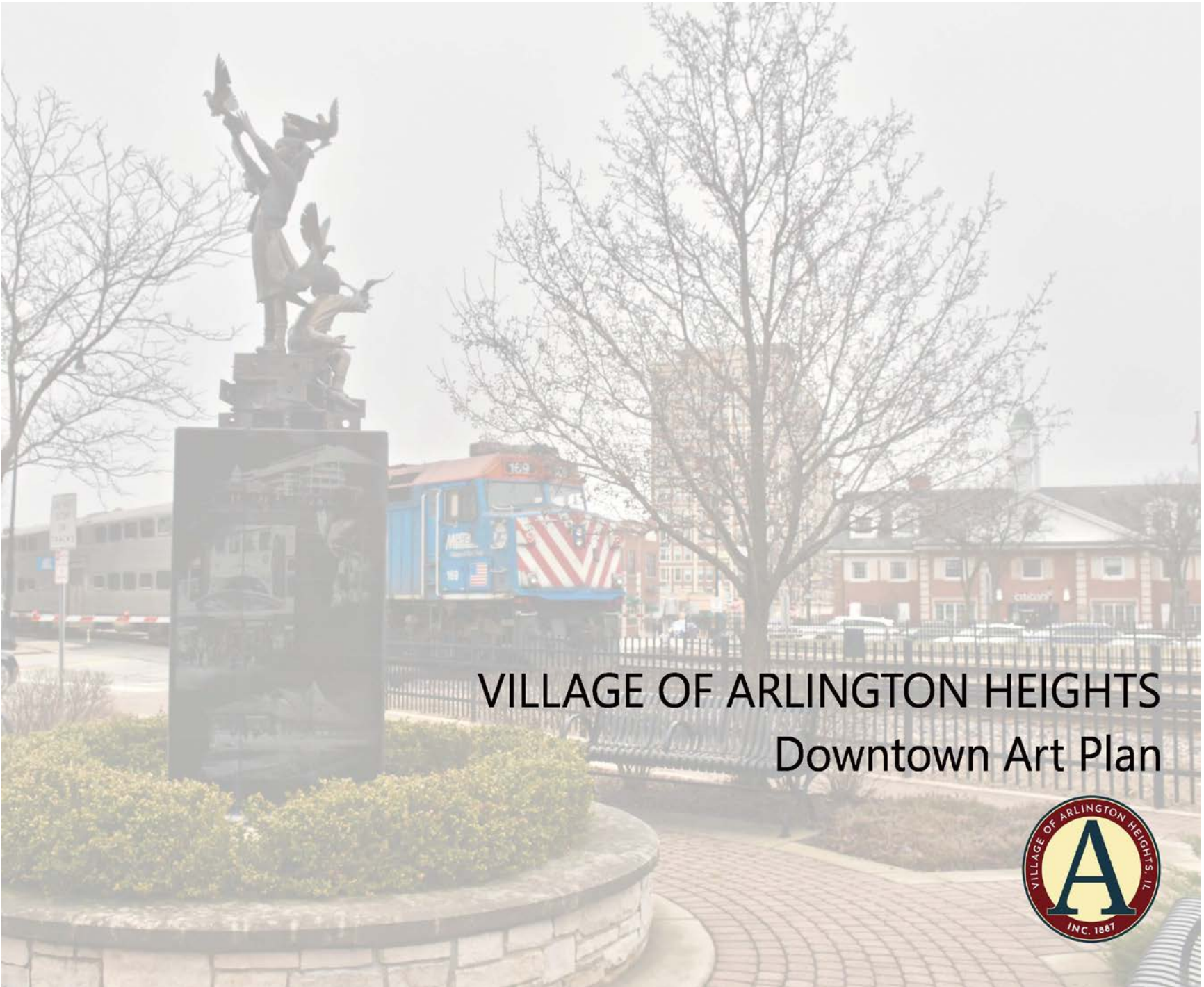
---

Send the completed form as well as any letters of support to the following address:  
Arts Commission Liaison  
Village of Arlington Heights  
33 S. Arlington Heights Road  
Arlington Heights, IL 60005

You may also send the form via electronic mail to [planning@vah.com](mailto:planning@vah.com).

**Deadline for submissions is Thursday, January 21, 2027**

Revised March 26, 2026



VILLAGE OF ARLINGTON HEIGHTS  
Downtown Art Plan



# CONTENTS

## ACKNOWLEDGEMENTS

## EXECUTIVE SUMMARY

What is Public Art

What is the Purpose/Vision of the Public Art Program

What are the Goals of the Plan

High-Level Guideline Suggestions

Criteria

Artistic Vision & Concept

Artist Guidelines and Evaluation Criteria

Ineligible Projects or Applicants

Required Applicant Materials

Required Submission Materials

Submission Guidelines

Supporting Documents

Potential Art Opportunities

Conflict of Interest Statement???

## SAMPLE BUDGET

## FUNDING

Funding Criteria

Potential Funding Sources

## POTENTIAL ART OPPORTUNNITIES

## EXISTING ART ON THE DOWNTOWN

# ACKNOWLEDGEMENTS

## **Village of Alington Heights Arts Commission**

Mary Seitz-Pagano, Arts Chair

Sara Altieri

Erika Cutlip

Gretchen Grassl

Leena Joshi

Carla McAleer

Kate Schwarz

Kristen Walter

Brian Wolf

## **Department of Planning and Community Development**

Derek Mach, Arts Commission Liaison

# EXECUTIVE SUMMARY

Downtown Arlington Heights is a vibrant, award-winning, active center with a mix of uses. A live performing arts theater, approximately 30 restaurants, art festivals, street festivals and other events, give the Downtown vibrancy in the evening and on the weekends. The Downtown includes multimodal access; the Metra UP-Northwest Line train station is within the Downtown, allowing travel between Arlington Heights and Downtown Chicago. The Village of Arlington Heights is a regional destination for its Downtown, arts, parks and recreation.

Founded in the mid-1800s as the "Town of Dunton," Arlington Heights grew from a small farming settlement into a thriving community shaped by connection and progress. The original train depot—once used by local farmers to move goods—became a vital gathering place and a catalyst for Downtown development.

Today, the modern Downtown train station continues that legacy as a walkable, transit-oriented hub surrounded by restaurants, shops, cultural venues, and parks that host year-round events. This blend of history, community, and contemporary energy is a defining part of what it means to "Take It to the Heights."

Artists are encouraged—but not required—to draw from this sense of place, connectivity, and community pride.

## **What is Public Art**

Public art is artwork in spaces accessible to the public. Art can draw from artistic or creative mediums and can be permanent or temporary. It can include everything from large scale pieces such as sculpture or a mural or a smaller project led by local artists that add interest and character to an area.

## **What is the Purpose/Vision of the Public Art Program**

To enhance and promote public art that supports an inclusive, vibrant, and healthy community, fostering a sense of belonging and cultural advancement within the Village of Arlington Heights, including celebrations of the past, present, and future.

## **What are the Goals of the Plan**

- To Promote Community Engagement: Encourage participation in art-related activities across all demographics of the Village and to have public art events act as a lever for collaboration between commissions to ignite togetherness in order to achieve the goals of the plan.
- To Support Village Economic Growth: Facilitate creative spaces to enhance life throughout the village, build awareness of the Village as a destination for public art, and serve as an economic driver to support development throughout the Village.
- To Celebrate Diversity: Reflect the village's diverse history, cultures, and traditions through art to embrace diversity, equity, and inclusion efforts, emphasizing the creation of a sense of belonging and engagement within the community and the Village.
- To Support the Arts Community: Provide platforms and opportunities for local and regional artists to showcase various national works and mediums.

## **High-Level Guideline Suggestions**

The Downtown Art Plan is a Village of Arlington Heights program administered by the Village and the Village's Arts Commission. The Art Plan is for art in the Village's geographic limits to be generally placed on property owned by the Village. The Plan does not include murals that are to be placed on private property and that are funded entirely with private funds. An applicant for the Downtown Art Plan may apply through the Department of Planning and Community Development upon announcement of the Downtown Art Plan. The Village Arts Commission will review proposals for art that reflects diversity in style and media from artists with diverse backgrounds and experiences. Applications for the Downtown Public Art Plan are initially reviewed by the Village Arts Commission, which will make a recommendation to the Village Board. Art approved through this Art Plan becomes part of the Village of Arlington Heights public art collection.

## **Criteria**

Applicants may be:

- An individual, artist, or group of artists
- A curator who selects artist(s) for a project
- Students enrolled in an art program at a degree-granting institution

- Neighborhood associations, community groups, citizen-based groups/organizations, corporations, partnerships, non-profit corporations, non-profit organizations, and public bodies.
- Applications may be subject to various considerations, including, but not limited to:
  - Aesthetics/Design Concept, scale, and execution: original concept and excellence in execution; scale is appropriate for the location of the art.
  - Context: Creatively responds to the site and the design clearly depicts ideas expressed in the Downtown Art Project description.
  - Feasibility: ability to complete the proposed art, a realistic budget, agreement between the property owner/Village and the artist regarding responsibility for art preparation, painting, and maintenance.
  - Compatibility with Village Code, including regulations for signs, graffiti, and nuisances.

Artwork should:

- Respect and celebrate community diversity
- Consider how residents, visitors, and commuters interact with the space
- Encourage accessibility and long-term engagement

### **Artistic Vision & Concept**

Proposals should:

- Demonstrate originality, creativity, and strong artistic vision
- Reflect or complement the character and vibrancy of Arlington Heights
- Enhance shared public spaces and foster a sense of belonging
- Present themes that are inclusive and inviting

**Political, religious, or commercially promotional content will not be considered.**

### **Artist Guidelines & Evaluation Criteria**

A. Artistic Quality (30%)

- Originality, concept strength, and visual impact

B. Connection to Community (25%)

- Reflection of Arlington Heights' identity or sense of place
- Potential to build community pride and connection

### C. Feasibility & Durability (20%)

- Material suitability, safety, and long-term stability
- Practical timeline and budget

### D. Artist Capability (15%)

- Experience with similar-scale public art
- Professionalism and collaborative approach

### E. Public Benefit & Engagement (10%)

- Accessibility for diverse audiences
- Ability to inspire curiosity, interaction, or reflection

### Ineligible Projects or Applicants

- Art on private property, funded entirely with private funds
- Art on residential property
- Art on property that is not clearly visible/accessible to the public from the public right-of-way

### Not accepted:

- Political messages or partisan viewpoints
- Religious proselytizing
- Hate speech or discriminatory imagery
- Commercial advertising

### Required Applicant Materials:

- Letter of intent
- Completed application
- Digital images:
  - One color image of the proposed concept
  - One color image of the overall building and mural wall or site (multiple perspectives and images of the building is encouraged)

- Up to 6 images of past work from each artist contributing to the mural design and an image list that includes location, budget, year completed, and description of artist's role (e.g. lead, collaborator, assistant) OR a link to website/social media accounts that feature artworks.
- Resume for each artist involved in the design of the mural. If attaching panels to a wall, a materials list, drawing and attachment plan must be submitted.
- Letter from the artists that states commitment to sign the waiver and permit.
- Detailed Budget.

### **Required Submission Materials**

- Artist statement
- Concept narrative + preliminary visuals
- Site and material description
- Installation & maintenance plan
- Project budget
- Resume/CV
- Up to 10 work samples

### **Submission Guidelines**

- Mediums
- Artist Eligibility
- Budget Application
- Selection Process
- Timeline
- Projects must consider the use of durable, weather- and vandal-resistant materials
- Artwork must be safe and appropriate for public interaction

Include a clear maintenance plan.

### **Supporting Documents**

- Application Packet
  - Themes

- Artwork requirements
- Budget Document
- Submission Guidelines
- Mediums
- Artist Eligibility
- Selection Process
- Timeline
- Notification process

Submissions must include:

- Timeline
- Budget
- Material/fabrication information

Relevant experience with similar projects

## **Conflict of Interest Statement**

# SAMPLE BUDGET

## Artist Expenses

Design Time (15%)

    Planning/Consulting Time w/Village

    Design Development

Artist Administrative Expenses (10%)

    Warehouse/Studio Space

    Travel

    Insurance

Materials and Supplies (40%)/(35%)

    Materials.

Fabrication (35%)/(40%)

    Artist Installation Time

    Artist Assistant Time

    Equipment Rental

    Mounting Components

**Total**

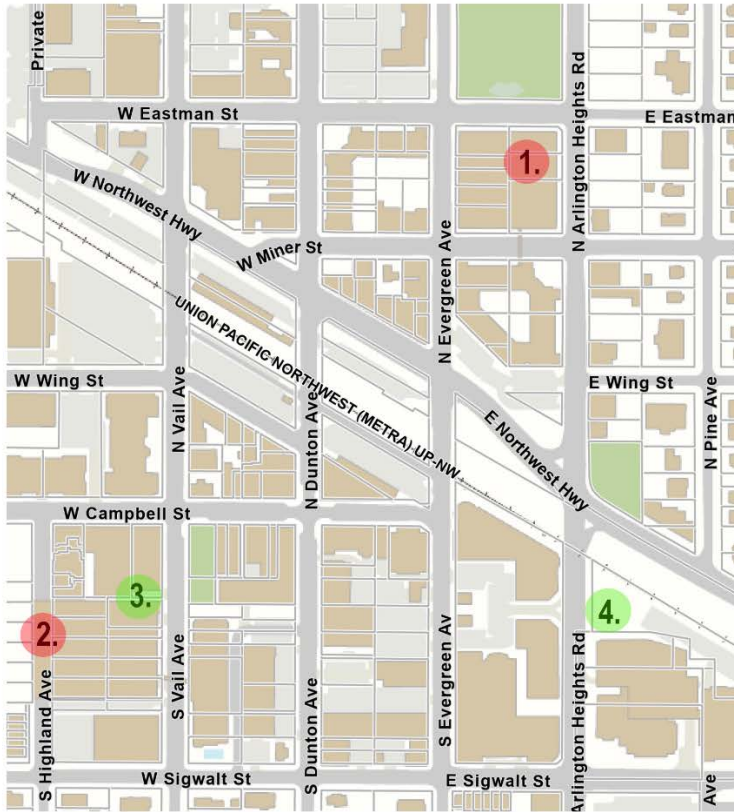
# FUNDING

## Funding Criteria

- The Program's funding is subject to review during the Village's annual budget process and must be approved by the Village Board. The number of art projects awarded funding depends on the availability of funds, the number of applicants, and the applicant's prior history of receiving funding with the intent to award funding to applicants who have not yet been awarded any funds from the Plan.
- Eligible expenses may include artist fees, supplies, materials, installation costs, and liability insurance.
- Items not eligible for funding through this program include operating costs for organizations, purchase of equipment, and administrative costs of the sponsoring organization unrelated to the mural project.

## Potential Funding Sources

# POTENTIAL ART OPPORTUNITIES



## Secondary Locations

- 3. Vail Avenue Walkway
- 4. Village Municipal Campus - North Plaza

## Primary Locations



1. North Parking



2. Vail Campbell Parking

## ART LOCATION PLAN

# POTENTIAL ART OPPORTUNITIES



Vail Parking Garage

Artists should consider:

- Scale, visibility, lighting, and pedestrian flow
- The relationship to the Downtown district, train station, and village architecture
- How the work strengthens the Village's sense of place

# EXISTING DOWNTOWN PUBLIC ART



# Proposed Amendment to Village of Arlington Heights Municipal Code

## Chapter 30: Signs, Advertising, and Related Regulations

### Subject: Creation of Definition and Regulations for "Original Art Murals"

Date: [Insert Date]

Origin: Arlington Heights Arts Commission

#### **SECTION 1: PURPOSE AND INTENT**

##### A. Purpose.

The purpose of this Section is to encourage the creation and preservation of high-quality, non-commercial public art within the Village of Arlington Heights that enhances the visual aesthetic of the community, promotes local identity, and fosters cultural engagement. This Section establishes a separate regulatory framework for artistic murals to ensure they are properly distinguished from commercial signage, graffiti, and other regulated displays.

#### **SECTION 2: AMENDMENT TO DEFINITIONS (Add to Chapter 30, Article II)**

The following definitions shall be added to Chapter 30, Article II of the Village Municipal Code:

##### A. Commercial Message

Any wording, logo, symbol, trademark, slogan, graphic, or other representation that, directly or indirectly, names, advertises, promotes, calls attention to, or is integral to the branding of a business, non-profit and religious organizations, product, service, or commercial activity offered on the premises where the display is located or elsewhere.

##### **B. Original Art Mural**

A one-of-a-kind, hand-painted, hand-tiled, mosaic, or digitally-printed work of visual art that is permanently affixed or applied to an exterior wall or approved surface of a building or structure and that meets all of the following criteria:

1. The mural is primarily artistic in nature and may include symbols, graphics, or words as elements of the artwork.
2. Any text or imagery included is non-commercial and does not constitute a Commercial Message, as defined herein.
3. The mural is created by or under the direction of a recognized artist or arts organization.
4. The mural is reviewed and approved in accordance with Section 30-XXX of this Chapter.
5. The mural is not designed to function as signage, as defined elsewhere in this Code.

An Original Art Mural shall not be considered a "Sign" under this Code when approved pursuant to Section 30-XXX.

### **SECTION 3: NEW SECTION 30-XXX: ORIGINAL ART MURALS**

A new section, **Section 30-XXX: Original Art Murals**, shall be added to Chapter 30 of the Village Municipal Code to read as follows:

#### **A. Exemption from Sign Regulations**

An Original Art Mural that is approved pursuant to the provisions of this Section shall be exempt from the size, location, and material restrictions otherwise applicable to "Signs" under the Village Municipal Code, provided the mural complies with the standards set forth below.

#### **B. Standards for Approval**

To be approved as an Original Art Mural, the applicant must demonstrate compliance with the following standards:

1. **Materials:** The mural shall be created using durable, weather-resistant materials (e.g., exterior-grade paint, tile, mosaic) intended for the proposed exterior application.
2. **Architectural Integrity:** The mural shall not obscure or destroy significant architectural details of the building, including, but not limited to, windows, cornices, decorative masonry, or other elements contributing to the building's character.
3. **Visual and Traffic Safety:** The mural shall not contain electrical components, moving parts, blinking lights, reflective materials, or flashing elements that could create a traffic hazard or cause undue distraction to drivers. An exception may be made for light-based murals that are not in the direct line of traffic or visible from streets in a manner that would distract drivers, and that are projected onto flat surfaces and designed to avoid creating traffic hazards.
4. **Commercial Content Exception:** While the mural must be free of Commercial Messages, a single, non-illuminated, and discreet acknowledgment panel may be included. This panel may display the artist's name, the title of the work, the year completed, and/or the name of a private sponsor. The total area of this acknowledgment panel shall not exceed two (2) square feet.

#### **C. Application and Review Process**

1. **Review Authority:** Applications for an Original Art Mural shall be submitted to the Department of Planning & Community Development and shall require review and approval by the Arts Commission.
2. **Submittal Requirements:** The application shall include, but not be limited to:
  - a. A detailed, color-scaled rendering of the proposed mural design.
  - b. Photographs of the existing building and proposed mural area.
  - c. A description of the theme, materials, and method of installation.
  - d. A professional resume or portfolio of the lead artist.
  - e. A 5-Year Maintenance Plan and an agreement to apply an anti-graffiti coating.
  - f. Written permission from the property owner acknowledging and agreeing to the maintenance responsibilities defined herein.

g. If the artist/group does not inform the Village of changes to the timeline, the project may be cancelled, remaining payments void, and costs associated with returning the site to its original form will be the responsibility of the artist."

3. Review Criteria: The Arts Commission shall evaluate the mural proposal based on:
  - a. Artistic merit and conceptual quality.
  - b. Compatibility of the design, scale, and color palette with the surrounding architecture and public streetscape.
  - c. Feasibility of the maintenance plan and durability of the proposed materials.
  - d. Murals should align with the overall Village Public Arts plan

#### **D. Maintenance and Enforcement**

1. **Responsibility:** The property owner of the building upon which the Original Art Mural is placed shall be solely responsible for the mural's long-term maintenance, repair, and preservation.
2. **Disrepair and Removal:** Should an Original Art Mural fall into a condition of significant disrepair, fading, or defacement (including graffiti) and the property owner fails to restore or remedy the condition within thirty (30) days of receiving written notice from the Village, the Village reserves the right to require the property owner to remove the mural or paint over the surface with a solid color consistent with the building's facade.