



AGENDA
ARTS COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
August 5, 2026
6:30 PM

- I. CALL TO ORDER
 - II. ROLL CALL OF MEMBERS
 - III. APPROVAL OF MINUTES
 - A. May 6, 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
 - F. Luminary Event
 - VI. NEW BUSINESS
 - A. 2027 Arts Commission Budget
 - 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

The Village of Arlington Heights is committed to digital accessibility for all users. 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 — located at 33 S. Arlington Heights Road, Arlington Heights, IL 60005 — at 847-368-5760 or ADA@vah.com.

**MINUTES OF
THE VILLAGE OF ARLINGTON HEIGHTS
ARTS COMMISSION
SPECIAL MEETING
HELD IN THE HANSON ROOM (3RD FLOOR)
OF THE VILLAGE HALL
MAY 6, 2026 AT 6:30 P.M.**

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

Members Absent: Mary Seitz-Pagano, Arts Chair
Gretchen Grassl

Also Present: Michael Lysicatos, Planning and Community Development

The meeting was called to order at 6:32 PM.

Commissioner McAleer made a motion for Commissioner Joshi to serve as acting chair for the meeting, seconded by Commissioner Wolf. All were in favor and the motion carried.

APPROVAL OF MINUTES

COMMISSIONER MCALEER MADE A MOTION, SECONDED BY COMMISSIONER CUTLIP, TO APPROVE THE MINUTES FROM THE MARCH 4, 2026 ARTS COMMISSION MEETING. ALL WERE IN FAVOR, COMMISSIONER WOLF ABSTAINED. THE MOTION CARRIED.

Staff Liasson Lysicatos informed the Arts Commission that Commissioner Grassl had resigned effectively immediately and that staff would coordinate with the Village Manager's office and the mayor on appointing a new Commissioner.

CULTURAL ARTS AWARD

Acting Chair Joshi opened the discussion on the Cultural Arts Award. Staff provided an updated on the Cultural Arts Award solicitation which was posted on the Village website and social media outlets. Staff also provided that religious institutions were not restricted from applying, in response to an inquiry from the Commission at a previous meeting.

DOWNTOWN PUBLIC ART PLAN

There were no substantive updates on the Downtown Public Art Plan at this meeting. Once the Mural Ordinance is complete the Downtown Public Art Plan will come into focus. Staff recently met with the Downtown Arlington Heights Business Alliance (DAHBA) who had a number of ideas about potential public art elements in the Downtown. The Commission discussed the possibility of working with DAHBA to refine concepts that would benefit the business group to create a synergy with the Commission's efforts. This could include fund raising, programming, or events that all speak to the goal of the Art Plan advancing the economic well being of the downtown. The Commissioners expressed their

interest in participating in this coordination with DAHBA and other organizations such as the Arlington Heights Historical Society.

MURAL ORDINANCE

The Staff Liaison updated the Commission on the progress on this effort. Updates to the most recent draft, based on the Commissioner comments, included appropriate zoning district for murals, adherence to code, purpose and applicability of the mural program, definition of a Public Art Mural, and types of art allowed and differentiation from commercial signage. Submission requirements included submittal requirements and a waiver for the visual rights acts, requirement for a public notice, design commission review, and Village Board approval. Additional submission guidelines were also added to the existing recommendations in previous drafts. The updated draft Mural Ordinance will be shared with the Arts Commission by email for individual comment before Village Counsel review.

SIDEWALK CHALK ART

Commissioner Cutlip opened the discussion by summarizing a meeting with Chip Brooks about the goals of the event and buy-in from the DAHBA organization. The main area of coordination focused on promotion of the event through businesses. The meeting also touched on the location of the event be ideally located in the street as opposed to the sidewalk area (due to the brick sidewalks). Supplies would include chalk, tape, a check-in table and possibly a DJ or music for the event. The Commission discussed a possible late September date while the street closure was still in place but before Harvest Fest. The size of the chalk art squares could be 4'x4', 6'x6' or 10'x10' which 6'x6' being the most common size. The areas could be split into two sections; a professional artist area and a family-friendly area. There was also a discussion of hiring a local chalk artist to layout the areas. The possibility for having the event during twilight or evening hours that could possibly use glow-in-the-dark chalk.

Staff added that the latest DAHBA they attended included a discussion of the Chalk Art event which was very well received. The group saw it as an opportunity to bring more people to the businesses and recommended a theme, including the US 250th celebration. One of the members may even have a chalk artist they could recommend. The group recommended potentially using chalk art on the periphery of the Alfresco zone to bring people in at the beginning of the season.

The name for the event was discussed by the Commissioners with options including Color the Concrete in Arlington Heights, Chalk the Walk in Arlington Heights, and The Arlington Chalk Fest. The group voted on The Arlington Chalk Fest as their preferred option although the name would stay open for later discussion.

The Commission inquired about a budget for the event and requested staff provide details on what funds are available for such an event. The Commission discussed potential dates that would not conflict with other scheduled events. September 12th was discussed as a potential date that seemed to not conflict with events and right after Labor Day. Staff offered to coordinate with the Village's Communication and Outreach Manager and provide information to the Commissioners leading this effort. The Commission's preferred location, based on their discussion with Chip, was the Alfresco Zone area. Locations outside of the downtown could open opportunities for food truck vendors. The date may dictate the location and the Commission inquired about potential approvals or permissions that may needed for any of the locations. Additionally, the Commission discussed potentially partnering with organizations, such as Arlington Cardinals or Arlington Cowboys, for sponsorships or participation. The same opportunity could be extended to the High Schools as well with a limit of how many people could work on one square.

ARTWORK AT METROPOLIS

Due to logistical challenges at the building this effort is on hold for the moment.

NEW BUSINESS

Commissioner Cutlip discussed the idea of luminaries or a luminary walk for "Light in the Heights". The concept has been implemented in places such as Aurora to draw people outside in the winter time. The bags that hold the luminary could be designed by the Arts Commission, decorated by children and potentially placed in the downtown. The concept of "First Night" was also discussed as a potential for this type of event to be paired with in the winter (first night of the year, each month, or a holiday such as Christmas) in the downtown or other parts of the Village. The Commission asked that this topic be added as old business on the next agenda.

PUBLIC COMMENTS

Henry Beardsley introduced himself to the Arts Commission and informed them that he recently started a non-profit Arts Foundation and is working with high school students and the Metropolis. He has spoken with the Mayor and expressed his interest in being a part of the Arts Commission. He inquired if the group considered bringing in a sponsor for the murals and the arts department of District 214 to get involved.

ADJOURNMENT

COMMISSIONER WOLF MADE A MOTION, SECONDED BY COMMISSIONER SCHWARTZ TO ADJOURN THE MEETING AT 7:21PM. ALL WERE IN FAVOR. THE MOTION CARRIED.



8/5/2026

Item: Mural Ordinance

Department: Planning & Community Development

Item Description:

Background:

In response to requests to install murals on private property, the Arts Commission was tasked with developing an Art Mural Ordinance that would encourage the creation and preservation of high-quality, non-commercial art murals within the Village of Arlington Heights that enhance the visual aesthetic of the community, promote local identity, and foster cultural engagement. The Arts Commission coordinated with Planning and Community Development staff to complete research and draft an ordinance that would provide for best practices and a program for implementing Arts Murals on private property in the Village of Arlington Heights. The Art Mural Ordinance applies to Art Murals installed on all private property within any residential zoning district. Additionally, the ordinance provides submission requirements and guidelines, review procedures, and provisions for permitting, installation and maintenance of the Art Murals.

Recommendation:

Village staff recommends the Arts Commission recommend APPROVAL of the Art Mural Ordinance by the Arlington Heights Village Board of Trustees.

ATTACHMENTS:

1. Draft Arlington Heights Mural Art Ordinance

DRAFT Art Mural Ordinance for the Village of Arlington Heights

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

1. PURPOSE AND APPLICABILITY

- a. **Purpose.** The purpose of this Section is to encourage the creation and preservation of high-quality, non-commercial Art Murals 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, signs, and other regulated displays.
- b. **Applicability.** This Section applies to all Art Murals installed on all private property within the Village. Any image, mural, or work of art affixed or applied to the exterior of a structure not governed under this section are subject to the standards, requirements and purposes of Chapter 30 of this Code.

2. DEFINITIONS

The following are words, terms, and phrases shall have the meanings ascribed to them, except where the context clearly indicates a different meaning:

- a. **Art Mural-** A one-of-a-kind, hand-painted, hand-tiled, mosaic, projected, or digitally-printed image, work, or visual art that is affixed or applied to an exterior wall or surface of a building or structure with consent of the owner of the property upon which such building or structure is located. An Art Mural shall not function as signage or advertisement that contains a Commercial Message for an on-site or off-site business.
- b. **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.
- c. **Political Message –** Any wording, logo, symbol, trademark, slogan, graphic, or other representation intended to influence public policy, sway an electorate, or promote a specific ideology, candidate, or government action.

3. GUIDELINES

All Art Murals must comply with the following guidelines:

- a. No Art Mural shall be installed within any residential Zoning District.
- b. No Art Mural shall be installed on any Historic Structure as defined by Section 15-102 of the Village of Arlington Heights Municipal Code or existing property or structures determined to have significant architectural, historical, or cultural value.
- c. The mural may include symbols, graphics, or words as elements of the artwork.
- d. The Art Mural shall be constructed using durable, weather-resistant materials suitable for long-term exterior use, including exterior-grade paint, tile, mosaic, or comparable materials.
- e. Art Murals shall not be installed in a manner that results in any property or structure becoming out of compliance with Village Code.
- f. The Art 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.
- g. The surface on which the Art Mural will be installed shall be stable, properly prepared, and structurally capable of supporting the Art Mural throughout the Art Mural's anticipated useful life.
- h. The Art Mural shall not include electrical components, moving parts, blinking or flashing lights, reflective materials, or other elements that may create a traffic hazard or unduly distract drivers. Light-based Art Murals may be permitted when they are projected onto a flat surface, are not located within a driver's direct line of sight, and are designed and situated so as not to create a traffic hazard or undue distraction.
- i. No Art Mural may be installed for which compensation is paid to the owner of the subject property of the building for the right to install or display the Art Mural.
- j. Arts Murals may contain one non-illuminated, discreet acknowledgment panel displaying 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 18 inches wide and 12 inches tall or one and one-half (1.5) square feet in area.

- k. No Art Mural may contain, in writing or in a depiction, any matter, in writing or in a depiction, that, when considered as a whole, predominantly appeals to prurient interests or incites criminal activity or consists of specific threats of violence against a person or group. Any text or imagery shall not constitute a Commercial Message or Political Message, as defined herein.
- l. Any and all elements of the Art Mural must be clear of the public right-of-way. Any element of the project that may pose a hazard within the public right-of-way may be altered during the review process or require additional review and approvals.
- m. An Art Mural that is approved pursuant to the provisions of this ordinance shall be exempt from the size, location, material, and other restrictions otherwise applicable.
- n. The Art Mural may not extend more than six inches from the plane of the surface to which it is affixed and may not hang over a public right-of-way without an easement from the Village, except where the building façade already exists.
- o. The Art Mural receives review and approval through the prescribed process outlined in Section 4.

4. APPLICATION AND REVIEW PROCESS

a. **Applications.** Applications for an Art Mural shall be submitted to the Department of Planning & Community Development and shall include the following:

1. Application fee.
2. A detailed description of the theme, materials, and method of installation.
3. Detailed, to-scale building elevation drawing(s) of each building façade that illustrate all of the architectural elements of all surfaces proposed for the Art Mural project.
4. A detailed, color, scaled rendering(s) of the proposed mural design superimposed on the building facade. Include dimensions of the mural. Rendering(s) should also illustrate how the Art Mural will be viewed from any public rights-of-way.
5. Photographs of the existing building and proposed mural area. Document condition of the building and/or any efforts to bring into a state of good repair.
6. Plat of survey.
7. A professional resume or portfolio of the lead artist.
8. Draft public notice, including the letter, sign posting, and property description to be included in public notice.
9. A 5-Year maintenance plan for the Art Mural.
10. Written permission from the property owner to install the Art Mural, acknowledging and agreeing to the maintenance responsibilities set forth in Section 7.
11. Visual Artists Rights Act Waiver – A waiver signed by the artist who created the Art Mural, waiving the artist’s rights under the Visual Artists Rights Act of 1990 (“VARA”). The waiver shall authorize the property owner and/or the Village to remove, alter, or destroy the Art Mural without the artist’s consent and shall waive any rights of attribution or integrity the artist may have under VARA.

b. Departmental Review.

1. Upon receipt of an application, Village staff will review for completeness and provide any relevant information needed for the Arts Commission to consider the project during a public meeting. Village staff review will include, but not be limited to, the following:
 - a. An administrative Design Commission review for impacts on the architectural integrity of the building (including previously approved Design Commission recommendations).
 - b. Conceptual quality – The project will be reviewed to determine how well the Art Mural's, scale, and expression fit the surrounding environment, complement local architecture, and engage the community.
 - c. Any concerns regarding the structural integrity of the building.
 - d. Impacts to the public right-of-way.
2. Village staff may request additional information from the applicant before providing the application package to the Arts Commission and scheduling the public hearing with the applicant.

c. Public Hearing Requirement.

1. The Arts Commission will schedule a public hearing as soon as practicable after the submittal and review of a complete application by Village staff. The Arts Commission will evaluate the application in accordance with the following:
 - a. The applicant will be required to provide written notice to all property owners within 250 feet of the subject property.
 - b. Compliance with the guidelines set forth in Section 3.
 - c. Feasibility of the maintenance plan and durability of the proposed materials.
 - d. Compatibility with the Village's Comprehensive Plan and/or any other plans and studies pertaining to public art installations.
2. Public Notice - The public notice must include the following;
 - a. Published Notice. A notice of the time and place of the public hearing shall be published in a newspaper of general circulation in the Village. This notice

shall be published at least 15 days before the date of public hearing.

- b. Written Notice. The applicant shall serve written notice in person or by first-class mail to all the property owners within 250 feet of the property lines of the subject property; provided the number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the 250-foot requirement. The 250 feet shall be measured from the outermost property line of the entire planned unit development in addition to notifying property owners, if applicable, the homeowners' association or condominium association must also be notified. The notice must be sent no less than 15 days nor more than 30 days prior to the date set for the public hearing. A copy of the notice with a copy of the list of addresses shall be provided to the Planning Department at the time notice is given to the owners or taxpayers. If, after a bona fide effort to determine such by the applicant, an owner cannot be found, the notice requirements of this section shall be deemed satisfied upon the applicant filing an affidavit evidencing the inability to serve notice on that owner. The Written Notice shall contain the following:
 - i. The address of the subject property with a description of the where on the building the Art Mural is proposed.
 - ii. The name and address of the legal and beneficial owner of the property.
 - iii. Date, time, and place of the public hearing.
 - iv. A detailed description of the project.
 - v. A rendering of the Art Mural.
- c. Notice by Sign. Not less than 15 days prior to the date before the public hearing, the applicant shall post a readable sign on all adjacent roadways. All signs must be removed no later than ten days after completion of the final hearing. The required sign shall contain date, time and place where the hearing shall be held, a statement that further information can be obtained

from the applicant and the Department of Planning and Community Development, and the phone number of the Village and the applicant. The words “NOTICE OF PUBLIC HEARING” must appear at the top of the sign(s) followed by “HEARING FOR A PROPOSED ART MURAL” in letters no smaller than 1.5 inches. The date and time of the hearing shall also be 1.5 inches. The sign(s) shall meet all other requirements set forth by the Village. All costs associated with the sign(s) for any public hearings are to be borne by the applicant.

- i. Certification of Notice. In advance of the hearing date, the applicant shall furnish an affidavit certifying that the applicant has complied with the applicable notice requirements. Attached to the affidavit shall be a list of all property owners notified in accordance with the above, the returned notices which are undeliverable by the post office, a copy of the notice sent to each of the individuals therein specified, and a statement that the sign was erected according to Village requirements. Forms of the affidavit shall be made available by the Planning Department.

- d. Public Hearing Decision - At the conclusion of the public hearing, the Arts Commission shall transmit to the Village Board its recommendation to approve, approve with conditions, or deny the application. Applicants pursuing the installation of an Art Mural will be required to provide public notice for a hearing to occur at an Arts Commission meeting as part of the review process. Village Staff will coordinate with the applicant on the date of the hearing once the application is deemed complete and all relevant information for the review has been provided

d. Village Board Approval.

The Village Board has final authority over the approval of all Art Mural applications. Following consideration of the Arts Commission recommendation and materials included with the Art Mural application, the Village Board will consider and make final

determination for approval, with any requisite conditions, or denial of the application. No permit for an Art Mural may be issued until the Village Board has adopted an ordinance to grant the application.

5. ART MURAL PERMIT

- a. **Permit Required.** No individual, firm or corporation may install an Art Mural without first obtaining an Art Mural permit.
- b. **Permit Application.** An application for an Art Mural permit must include all of the following:
 1. Village Board approval ordinance.
 2. Application package submitted to the Arts Commission (as required in Section 4) with any required revisions required by the Village Board ordinance.
 3. Any supplemental information requested by Village staff pertaining to the method of installation, impact on the public right-of-way, or condition of the building upon which the Art Mural is proposed to be installed.
- c. **Additional Permits.** The Village may require additional inspections or permits, such as, without limitation, right-of-way permits.
- d. **Expiration of Permit.** An Art Mural permit expires 12 months after issuance. The Art Mural must be completed before the Art Mural permit or any approved extension expires. After expiration of the Art Mural permit, no further work may be performed unless the applicant applies for and receives an extension from the Director of Planning and Community Development. An applicant may apply for one (1), six-month extension before the original Art Mural permit expires. An Art Mural that is not completed within the Art Mural permit period or an approved extension period may be required to be removed, at the applicant's expense, at the Village's discretion.
- d. **Notice of Completion / Inspection Request.** The applicant must notify the Village upon completion of the Art Mural and request an inspection. The request must include photos of the completed Art Mural as necessary to show that the Art Mural has been installed in accordance with all permit and application requirements set forth in this

6. MAINTENANCE

- a. **Responsibility.** The property owner of the building upon which the Art Mural is installed shall be solely responsible for the Art Mural's maintenance, repair, and preservation, including, without limitation, application of an anti-graffiti coating on the Art Mural.
- b. **Alterations.** Except for maintenance, repairs, or preservation, no alterations may be made to an Art Mural without the Village's express approval. The Village may require the removal of any Art Mural, at the expense of the property owner, that is altered in violation of this Section.
- c. **Disrepair and Removal.** If an Art Mural becomes significantly deteriorated, faded, defaced, or damaged by graffiti, and the property owner fails to restore or otherwise remedy the condition within 30 days after receiving written notice from the Village, the Village may require the property owner to remove the Art Mural and all supporting materials at their sole expense.

7. PENALTY

Any individual who owns or is responsible for maintaining an Art Mural or the property on which an Art Mural is located fails to comply with any of the provisions under this Section may be fined up to \$750.00 for each offense. A separate offense shall be deemed to have been committed on each day during or on which a violation occurs or continues.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

8/5/2026

Item: 2027 Arts Commission Budget
Department: Planning & Community Development

Item Description:

The attached Arts Commission budget request is proposed for fiscal year 2027. The proposed budget request is \$11,000 dollars. The budget is in keeping with last year and proposes \$1,000 to support the efforts surrounding the bi-annual Cultural Arts Award, and an additional \$10,000 for events/projects that support the Arts Commission's mission.

Recommendation:
Recommend approval of the Arts Commission's 2027 budget request.

ATTACHMENTS:

1. FY 2027 Arts Commission Budget Request Memo
2. FY 2027 Arts Commission Budget Request Sheet



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Date: 7/30/206
To: Arts Commission
CC: Emily Rodman, Director of Planning and Community Development
From: Michael Lysicatos, Assistant Director
Subject: Arts Commission 2027 Budget

The proposed Arts Commission budget request for the 2027 Fiscal year is \$11,000 dollars. The budget is in keeping with the budget from last year and accounts for \$1,000 to support the efforts surrounding the bi-annual Cultural Arts Award, and an additional \$10,000 for events/projects that support the Arts Commission's mission.

Recommendation

Recommend approval of the Arts Commission's 2027 budget request.

VILLAGE OF ARLINGTON HEIGHTS

BOARDS & COMMISSIONS 2027 BUDGET REQUESTS

Name of Board or Commission: ARTS COMMISSION

Chair: MARY SEITZ-PAGANO

Administration Contact: MICHAEL LYSICATOS, PLANNING

	2024 Actual	2025 Actual	2026 Adopted Budget	2026 Estimated Actual	2027 Proposed Budget
GENERAL FUND					
CONTRACTUAL SERVICES:					
Postage	\$ 1	\$ -	\$ -		
Photocopying	-	-	-		
COMMODITIES:					
Other Supplies					
Awards	-	196	1,000		1,000
TOTAL GENERAL FUND	\$ 1	\$ 196	\$ 1,000	\$ -	\$ 1,000
A & E FUND					
OTHER CHARGES:					
Special Events					
Community Awareness Events	\$ -	\$ -	\$ 10,000		\$ 10,000
TOTAL A & E FUND	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
TOTAL EXPENDITURES	\$ 1	\$ 196	\$ 11,000	\$ -	\$ 11,000