



**CITY OF SOUTH PASADENA
PUBLIC ART COMMISSION**

AGENDA

**SPECIAL MEETING
MONDAY, MAY 20, 2024 AT 6:30 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Public Art Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Public Art Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Via Zoom - **Webinar ID: 823 1334 6757**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/82313346757>; or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above.

CALL TO ORDER: Annalee Andres, Vice-Chair

ROLL CALL: Annalee Andres, Vice-Chair
Rina Crystal Velasco
Michael Seel
Jeffrey Burke
Delora Piazza

COUNCIL LIASON: Janet Braun

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with Commission business.

PUBLIC COMMENTS AND SUGGESTIONS

The Public Art Commission welcomes public input. If you would like to comment on an agenda item, members of the public may participate by means of one of the following options:

Option 1: Participate in-person at the City Council Chambers, 1424 Mission Street, South Pasadena.

Option 2: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3: Email public comment(s) to PlanningComments@southpasadenaca.gov. Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) Name (optional), and 2) Agenda item you are submitting public comment on. 3) Submit by no later than 12:00 p.m., on the day of the Commission meeting.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements

PUBLIC COMMENT

1. Public Comment – General (Non-Agenda Items)

BUSINESS ITEM

2. Public Art Commission Reorganization

Recommendation
Select Chair and Vice-Chair.

CONSENT CALENDAR

3. Minutes from Special February 27, 2023 Meeting

Recommendation
It is recommended that the Commission review and approve the minutes.

4. Minutes from Regular April 24, 2023 Meeting

Recommendation

It is recommended that the Commission review and approve the minutes.

5. Minutes from Special September 14, 2023 Meeting

Recommendation

It is recommended that the Commission review and approve the minutes.

PRESENTATION

6. Commission Analysis – Management Analyst Mary Haddad

DISCUSSION

7. 2024 Public Art Commission Annual Commission Report

Recommendation

It is recommended that the Public Art Commission discuss and approve the 2024 Annual Commission Report.

ADMINISTRATION

8. City Council Liaison Communications

9. Ad Hoc Committee Communications

10. Commissioner Communications

11. Staff Liaison Communications

ADJOURNMENT

12. Adjourn to the regular Public Art Commission meeting scheduled for August 26, 2024 at 6:30 PM

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City's website at:

<https://www.southpasadenaca.gov/government/boards-commissions/public-art-commission>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

5/16/24

Date

Tatianna Marin

Tatianna Marin, Acting Assistant Planner

**MINUTES OF THE SPECIAL MEETING OF THE
PUBLIC ART COMMISSION
OF THE CITY OF SOUTH PASADENA
CONVENED THIS 27th DAY OF FEBRUARY 2023 AT 6:30 P.M.
VIA HYBRID MEETING**

**City Council Chambers, 1424 Mission Street, South Pasadena, California
and Via Zoom**

CALL TO ORDER/ROLL CALL	<p>The meeting of the Public Art Commission was convened at 6:30 p.m. Commissioners present: Steven Wong, Annalee Andres, Delora Piazza, Kris Kuramitsu (Vice-Chair) and Jeffrey Burke (Chair)</p> <p>Staff present: Alison Becker, Deputy Director; Cielo Frausto-Lupo, Management Intern</p>
APPROVAL OF AGENDA	Approved (5 ayes, 0 noes)
1. PUBLIC COMMENTS AN SUGGESTIONS (ITEMS NOT ON THE AGENDA)	No public comments.
CONSENT	
2. MINUTES FROM SPECIAL JANUARY 26, 2022 MEETING	Commissioner Wong moved to approve the minutes as presented. Chair Burke seconded the motion. Approved (5 ayes, 0 noes)
3. MINUTES FROM SPECIAL MAY 31, 2022 MEETING	
BUSINESS ITEMS	
4. COMMISSION INTRODUCTION	Chair Burke welcomes new commissioner Delora Piazza. The Commissioners take turns introducing themselves and welcoming Commissioner Piazza.
5. PUBLIC ART COMMISSION REORGANIZATION	<p>Commissioner Kuramitsu nominates herself for the Chair position. Commissioner Andres seconded the nomination of Kuramitsu. Approved (5 ayes, 0 noes)</p> <p>Commissioner Andres nominates herself for the Vice-Chair position. Commissioner Wong seconded the nomination of Andres. Approved (5 ayes, 0 noes)</p>
ACTION/DISCUSSION	

<p>6. PUBLIC ART DONATION POLICIES</p>	<p>Staff shared presentation on Public Art Donation policies and recommended gleaning from West Hollywood’s policy. Vice-Chair Andres thanked staff and commented that the City should firstly develop a citywide arts policy that would then encompass an art donation policy. Deputy Director Becker clarified that it is at the direction of the City Manager’s office that the Commission develop an application and process for public art donations. Commissioner Wong seconded Vice-Chair’s comment and went on to express that it is possible the city’s art policy might discourage art donation. Commissioner Burke discusses the goal of being an artist friendly city and advancing the Americans for the Arts Public Art Handbook. Commissioner Wong asked about the goal for accepting art donations and shared concerns about the responsibility and storage concerns for accepting art. Deputy Director Becker shared Wong’s concerns and commented that a donation policy would be able to help address these concerns. Becker also agreed with Andres that an Art Policy would help set priorities that would be incorporated into a donation policy.</p> <p>Commissioner Burke brings up a former mural proposal that prompted the need for an art donation policy. Burke expressed that the city should determine how much space it has, what the benefit would be, and what the city would do about maintenance.</p> <p>Vice-Chair Andres recommended for the Art Donation Policy to be addressed within a larger framework as staff develops a city-wide art policy.</p>
<p>7. FLORES ADOBE (S.P.P.F) PUBLIC ART PROJECT</p>	<p>S.P.P.F Member Felix shared a presentation on a public art project commemorating Flores Adobe.</p> <p>Commissioner Burke asked whether S.P.P.F would be developing a project proposal and executing the construction. Felix explained that they wanted to gage the Commission’s interest before moving forward. Vice-Chair Andres expresses that the Flores Adobe project should wait for an art policy to be implemented so that it could help guide the proposed project. Commissioner Wong commented that the brief should be less directive and allow the artists more creative freedom to decide how they would approach it.</p> <p>Felix thanked the Commission for listening to his presentation and says he will relay comments to the S.P.P.F Board.</p>
<p>ADMINISTRATION</p>	
<p>8. CITY COUNCIL LIAISON COMMUNICATIONS</p>	<p>No comments from Councilmember Cacciotti.</p>

<p>9. AD HOC COMMITTEE COMMUNICATIONS</p>	<p>Vice-Chair Andres shared the memo on research and different policies regarding an Art Policy handbook. She expressed interest in Laguna Beach’s policy and using that as a template. Chair Kris thanked Andres for all her work and research.</p>
<p>10. COMMISSIONER COMMUNICATIONS</p>	<p>Commissioner Wong commented that he would like the commission to meet with greater frequency. Commissioner Burke shared Wong’s sentiment. Burke went on to request an update on development projects subject to the Public Art Development Program ordinance.</p>
<p>11. STAFF LIAISON COMMUNICATIONS</p>	<p>Deputy Director Becker emphasized her priority to advance the work of the Commission and provided an update on development projects subject to the ordinance. She went on to commit to meeting six times a year.</p>
<p>ADJOURNMENT</p>	<p>The Commission adjourned the meeting at 7:41 p.m.</p>

Approved By:

Kris Kuramitsu, Chair

DRAFT

**MINUTES OF THE REGULAR MEETING OF THE
PUBLIC ART COMMISSION
OF THE CITY OF SOUTH PASADENA
THIS 24TH DAY OF APRIL 2023 AT 6:36 P.M.
AMADEE O. “DICK” RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

CALL TO ORDER/ROLL CALL	<p>The meeting of the Public Art Commission (Commission) was convened at 6:36 p.m.</p> <p>Commissioners Present: Kris Kuramitsu (Chair), Annalee Andres (Vice-Chair) and Deloris Piazza</p> <p>Commissioners Absent: Steven Wong and Jeffrey Burke</p> <p>Council Liaison Present: Michael Cacciotti</p> <p>Staff Present: Alison Becker, Community Development Deputy Director; Mackenzie Goldberg, Assistant Planner; Lillian Estrada, Administrative Secretary</p>
APPROVAL OF AGENDA	Unanimously approved (3 Ayes, 0 Noes, 2 Absent)
PUBLIC COMMENT	
1. Public Comment – General (Non-Agenda Items)	None.
PRESENTATION	
2. Updates from the City Manager’s Office	Rescheduled to the next Commission meeting.
CONSENT CALENDAR ITEMS	
3. Minutes from Special February 27, 2023 Meeting	Unanimously approved (3 Ayes, 0 Noes, 2 Absent)
DISCUSSION ITEM	
4. 2023 ANNUAL COMMISSION REPORT	Deputy Director Becker provided a presentation regarding the Commission’s Work Plan for 2023-2024, including a review of the 2022-2023 Work Plan. The 2022-2023 Work Plan accomplishments include: aligning Art Commission tasks with the City’s Strategic

	<p>Plan (<i>i.e.</i>, integrating the requirements for public art with the City’s electronic permitting system to help keep track of the pipeline to ensure timely assessment of potential fees and better communication with applicants and art donations), and an update on the policy handbook. Items to include in the 2023-2024 Work Plan are: production of a roster of local artists; creation of a catalogue of existing public art in the City; building a master list of potential public sites for public art installations for City Council consideration; and finalizing and presenting the City’s Public Art Program Handbook to City Council for approval.</p> <p>The Commissioners agreed this would be a great resource for developers and supported the suggested Work Plan, including a suggestion to include historical artists on the roster of local artists, to be sponsored by Commissioner Piazza.</p> <p>The Commissioners were enthusiastic about the 2023-2024 Work Plan and expressed their approval.</p> <p>Unanimously Approved (3 Ayes, 0 Noes, 2 Absent)</p>
<p>ADMINISTRATION</p>	
<p>5. CITY COUNCIL LIAISON COMMENTS</p>	<p>City Council Liaison Cacciotti updated the Commission on several City Council projects, including: the State of the Streets Report study to restore, repair and maintain the City streets from the Public Works Department and City’s Consultant will be presented at Wednesday’s City Council meeting; the Housing Element is with the Housing Community Development Review Panel; the Electrification Project and conversion of the police fleet to all electric is underway; the City’s 135th Birthday Celebration is this Saturday; the State of Housing City Council study session is coming up, with strategic planning taking place over the Summer and into the Fall, with the goal of a Vision 2050 outreach to the community involving planning discussions and open dialogue with the community members.</p> <p>The Commissioners asked about the Leaf Blower project – which has the goal to eliminate gas engines Citywide and use only clean electric equipment.</p>
<p>6. AD HOC COMMITTEE COMMENTS</p>	<p>Commissioner Andres reported on the Public Art Policy Ad Hoc Committee tasked with creating a document</p>

	explaining the City’s Public Art program and policy. The Committee anticipates having a draft by June.
7. COMMISSIONER COMMENTS	None.
8. STAFF LIAISON COMMENTS	Deputy Director Becker reported that Staff sent out the fee notices for the five (5) eligible projects.
ADJOURNMENT	
9. ADJOURN TO THE REGULAR PUBLIC ART COMMISSION MEETING SCHEDULED FOR JUNE 28, 2023	By consensus, the Commission adjourned the meeting at 7:13 p.m.

Approved By:

Annalee Andres
Vice-Chair

**MINUTES OF THE SPECIAL MEETING OF THE
PUBLIC ART COMMISSION
OF THE CITY OF SOUTH PASADENA
THIS 14TH DAY OF SEPTEMBER 2023 AT 6:30 P.M.
AMADEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

CALL TO ORDER/ROLL CALL	<p>The meeting of the Public Art Commission (Commission) was convened at 6:30 p.m.</p> <p>Commissioners Present: Kris Kuramitsu (Chair), Annalee Andres (Vice-Chair) and Deloris Piazza</p> <p>Commissioners Absent: Steven Wong and Jeffrey Burke</p> <p>City Attorney Roxanne Diaz</p> <p>Staff Present: Alison Becker, Community Development Deputy Director; Mackenzie Goldberg, Assistant Planner; and Lillian Estrada, Administrative Secretary</p>
APPROVAL OF AGENDA	Unanimously approved (3 Ayes, 0 Noes, 2 Absent)
PUBLIC COMMENT	
<p>1. Public Comment – General (Non-Agenda Items)</p>	None.
PRESENTATION	
<p>2. Overview and Discussion of Copyright and Other Legal Issues Related to Public Art Programs</p>	<p>City Attorney Roxanne Diaz gave a presentation regarding legal issues related to public art programs, including copyright, ownership, maintenance, and removal policies.</p>
DISCUSSION ITEM	
<p>3. Creative Crosswalks/Bulb-outs</p>	<p>Michael Siegel of South Pas Active Streets gave a PowerPoint presentation.</p>
ADMINISTRATION	
<p>4. City Council Liaison Comments</p>	None.

<p>5. Ad Hoc Committee Comments Update on Public Art Policy Handbook</p>	<p>Commissioner Andres updated the Commission on the Public Art Policy Handbook, discussed the possible establishment of an artist registry, and instructed Staff to add the language presented in the Staff Report into the current draft of the Policy Handbook.</p>
<p>6. Commissioner Comments</p>	<p>None.</p>
<p>7. Staff Liaison Comments</p>	<p>None.</p>
<p>ADJOURNMENT</p>	
<p>8. Adjourn to the Regular Public Art Commission meeting scheduled for October 25, 2023 at 6:30 PM</p>	<p>By consensus, the Commission adjourned the meeting at 7:39 p.m.</p>

Approved By:

Annalee Andres
Vice-Chair



Public Art Commission Agenda Report

ITEM NO. 7

DATE: May 20, 2024
TO: Public Art Commission
FROM: Angelica Frausto Lupo, Community Development Director
PREPARED BY: Alison Becker, Deputy Community Development Director
SUBJECT: 2024 Annual Commission Report

Recommendation

It is recommended that the Public Art Commission discuss and approve the 2024 Annual Commission Report.

Discussion

The City Clerk's Office recently provided information to all city commissions regarding the upcoming Annual commissioner Congress scheduled for Thursday, June 20, 2024. The Commissioner Congress provides an opportunity for City Council to receive a year-end report from each commission on the accomplishments of the previous year and a workplan for the upcoming fiscal year.

The purpose of this item is for the Commission to discuss and finalize the Annual Commission Report to be presented at the Annual Commissioner Congress. A draft 2024 Annual Commission Report for the Public Art Commission is provided as Attachment 1.

Attachments

1. Draft 2024 Annual commission Report

Attachment 1

Annual Commission Report 2024



ANNUAL COMMISSION REPORT 2024

City of South Pasadena

Public Art Commission



A Message from the Commission Chair

Over the past year, the Public Art Commission

Sincerely,

Public Art Commission, Chair

Purpose Statement

It shall be the responsibility of the Public Art Commission to act in an advisory capacity to the City Council in all matters pertaining to public art or art in public places; to review and approve proposed public art projects associated with the City's Civic Center Art Gallery, Public Art Program, and Public Art Development Fee; and to provide policy recommendations on public art projects and programs as directed by the City Manager or the City Council, including but not limited to artwork placed in public places or incorporated into public buildings, art education programs, or art display programs or performances.

Public Art Commission

Annalee Andres Commissioner

Jeffrey Burke Commissioner

Michael Seel Commissioner

Deloris Piazza Commissioner

Rina Velasco Commissioner

Janet Braun City Council Liaison

Alison Becker, AICP Staff Liaison

Deputy Director,
Community Development
Department

Public Art Commission meetings are held every other month. The chair may call for a special meeting if needed with concurrence of the commission. Meetings are held at 1424 Mission Street, South Pasadena, CA 91030.

Accomplishments

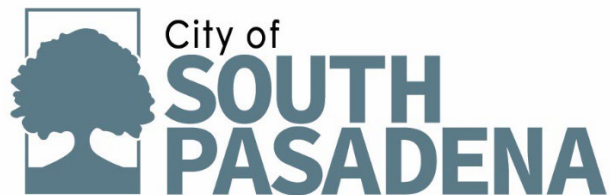
An ad-hoc committee of the Public Art Commission conducted best practices research and drafted three sections for the Handbook of Policies and Procedures for the City's Public Art Program: Selection Criteria for Artists, Artists' Call Processes, Artwork Selection Criteria and Processes.

The Commission considered a proposal to include creative crosswalks in the City's safe streets program.

DRAFT

ANNUAL WORKPLAN FY 2024-2025

Public Art Commission



Fiscal Year 2024-2025 Work Plan

- Produce a Roster of Local Artists (South Pasadena and Vicinity) as a resource to developers seeking to fulfill the City's Public Art Development requirement with an on-site art installation.
- Finalize and present the City of South Pasadena's Public Art Program Handbook to City Council for approval.
- Evaluate on-site public art proposals as needed.
- Monitor the Public Art Program Fund balance and recommend programmatic expenditures when appropriate.