

# ***Cultural Advisory Board***

## ***Agenda***

**Wednesday, May 15, 2024**  
**Louisville City Hall Spruce Conference Room**  
**749 Main Street**  
**6:30 PM**

*Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.*

- *You can call in to (719) 359-4580  
Webinar ID #891 2573 6200*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/lcc](http://www.louisvilleco.gov/lcc).*

*Anyone needing sign language interpretation, translation services, or assisted listening systems for a meeting should contact the City Clerk's Office (303) 335-4536 or (303) 335-4574 or email [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov). A 48-hour notice is requested.*

1. Call to Order
2. Roll Call
3. Public Comments
4. Action Item – Approval of May 2024 agenda
5. Action Item – Approval of April 2024 minutes
6. Welcome Special Events Coordinator – John Zamora
7. Staff Report (Iris)
  - a. Upcoming Events May – July
    - i. Volunteers for upcoming events + Summer Concerts

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Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or [MeredythM@LouisvilleCO.gov](mailto:MeredythM@LouisvilleCO.gov). A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

- b. Budget Update
- c. Update on Art Grants
- 8. Chair Report (JR)
- 9. Items from April Meeting – Discussion/Action Item
  - a. Justin Deister Sculpture
    - i. Very generous offer from the artist
    - ii. Without a location we cannot move to Public Notice
    - iii. Does this sculpture meet the City’s vision for public art
    - iv. Vote to table until new public art policy is established and the vision is defined
- 10. New Public Art Policy – Action Item
  - a. Review and vote to approve new policy (attached)
- 11. Fire Station Block Party – Discussion Item
  - a. Arrangements
  - b. Site Map
  - c. Volunteers
  - d. Marketing, marketing, marketing
- 12. Resilience Sculpture Update – Discussion Item
- 13. Steinbaugh Mural Update – Discussion Item
- 14. Pollinator Mural Update – Discussion Item
- 15. Summer Concerts in the Park (Kenny/JR/Beth)
  - a. June 13 – The Fretliners
  - b. June 20 – los cheesies
  - c. June 27 – Greg Schochet and Little America
  - d. July 11 – Groove-n-Motion
  - e. July 18 – Card Catalog
  - f. Volunteers – List of Tasks
    - i. Greet Bands/Sound
    - ii. Water for Bands
    - iii. Parking Signs
    - iv. Tent/Table
    - v. Food Trucks

16. Future Event Planning – Discussion

17. Summer Meetings (should we meet over the Summer) – Action Item

a. June, July

b. Resume in August

18. Summer Potluck – Discussion Item

a. Potential Dates – September?

b. JR to host

19. Discussion Items for the next CAB Meeting

20. Adjourn

# Cultural Advisory Board - Meeting Minutes

April 17, 2024 at 6:30pm

## 1. Call to Order

Meeting to order

## 2. Roll Call

- Kenny- attended
- Iris - attended
- JR - Attended
- Mohamed - Attended
- Sharon - Attended
- Beth - Attended
- Reina - Attended
- Sara - Attended

## 3. Public Comments

No public comments

## 4. Action Item – Approval of April 2024 agenda

No objections. All approved.

## 5. Action Item – Approval of March 2024 minutes

No objections. All approved.

## 6. Leah Franks – Host Non-Profit organizations at July 11 Summer Concert – Discussion Item

Host non-profit organizations in the summer concert in the park on July 11th, 2024. This will promote cultural vitality. Moreover, it will create visibility to support nonprofits in our city. Would like the city to advertise this. Would like to know about permitting and will ask the city. The public would donate on the spot to the non-profits.

## 7. Justin Deister – Public Sculpture Donation – Discussion (Should we proceed with moving to Public Approval Process?)

- Justin would like to donate a sculpture to the city: “Say Cheese”. Proposing a location on Main street at the alley south of Bittersweet. An advertising icon for restaurants. Solid steel and it would stand for many years.
- Next steps will need to be put on the agenda and will see if we can put in the public art approval process.

## 8. Staff Report (Iris) Cultural Advisory Board Agenda 04.17.24 Page 2 of 2

### a. Upcoming Events April – June – Discussion Item

#### i. Volunteers for upcoming events + Summer Concerts

- 56 out of the 70 signups attended the middle east concert. Very good turnout. Artist was very pleased as well. The Mayan flower ceremony is full. They want to have 30 people max per event therefore a 2nd event will be done due to the high demand. Kenny will volunteer. Mohamed will volunteer on April 26th. Mayan events are full. April 3 out of 4 Fridays we’ve had events.
- In May, a reptile event with nature lab on Saturday, May 18th in the morning. Wednesday May 22nd at 6:30pm- Transgender event. JR will volunteer.

- In June, on the first Friday we may have Taiko drummers. Still need to confirm location, permitting, etc.
- Concerts that we provided the grants to in the summer.

b. Budget Update

- We've barely touched the budget.
- June 11th or 12th, an event that has hula hoopers.
- September events: We will have opera, a guitarist, silent movie.
- Over the summer from June - August we will have availability on Sundays for musicians.

c. Update on Art Grants

i. 4/5 have submitted paperwork - everyone submitted their paperwork. The first one will perform in June.

ii. Acting Out Theater will perform at Center for the Arts in June

d. Informational Item –

- New Board member to replace Shelli.

e. Public Arts Ordinance

F. New Assistant will be helping out Iris.

9. Chair Report (JR)

- JR spoke about the exciting events that we've had. Goal is to host two events per month. Summer concerts are booked and food trucks. JR thanked all the board members for driving all the events.

10. Discussion/Action Item – Steinbaugh Mural

a. Review Proposal/Call for Entries

- Copyright- Spoke to the attorney and everything is fine with it. DBA wants Street Faire up there.
- Need jurors for this piece of art so we are not hand picking.
- We all voted to approve the mural.

b. Vote to approve and move to next step in process

- We all voted to approve.

11. Discussion/Action Item – Pollinator Mural

a. Review Proposal/Call for Entries

- Took out the paint from the budget. Timeline- Would like it done by summer. Would like to have a chalk art event as well when the artist is working on murals.

b. Vote to approve and move to next step in process

- All board members approved the mural.

## 12. Summer Concerts in the Park (Kenny/JR/Beth)

- a. Informational – Card Catalog will be the 7/18 band
- b. Informational – Openers
- c. Informational – Food Trucks (Beth)
- d. Volunteers – List of Tasks
  - i. Greet Bands/Sound - JR usually does that.
  - ii. Water for Bands - Cooler with bottled water.
  - iii. Parking Signs - Block off parking
  - iv. Tent/Table - Chairs will be needed. Bring
  - v. Food Trucks - Need to tell them where to park

Kenny will volunteer to introduce the bands. Opening starts at 6:30pm with a 20 minute set. 7pm are the headliners. The Police Department agreed to be there at the summer concerts. Food trucks get set at 6:15pm. 1 to 2 dessert trucks and 3 to 4 savory trucks will be there.

## 13. Future Event Planning – Discussion

Ideas:

- Sara mentioned that there was a kid event with a DJ.
- Reina wants to have an event that has dogs.
- Chilli cook off
- End of summer party on 2nd week of August
- Bocce ball tournaments
- Fashion show
- Slip and slide party
- Pumpkin carving for kids

14. Convert Existing Empty Downtown Spaces to Temporary Art Space (Kenny) – Discussion Item . There is a push to put art in vacant spaces as temporary art spaces in Longmont. It will promote business owners to put businesses in those spaces.

## 15. CAB Retreat

- a. Discussion/Action Item – Should we have a retreat in May?

Goal of retreat is to talk about the vision. We may not need a retreat at all. Just a happy hour may be needed.

## 16. Discussion Items for May, 2024 Meeting

- Justin Deister sculpture

## 17. Adjourn

Hi Sharon, Mayor Maloney and City Council,

Sandy Price with the Louisville Art Association suggested that I contact you.

I was wondering if the City might like to have "Say Cheese" as a marker and promotional signage. I'd love to see it here permanently where my kids grew up and went to school, and to help promote the numerous restaurants we are known for.

I am a 35 year resident and have enjoyed living here and eating out going back to Sr T's and Blue Parrot, and others down the alley.

"Say Cheese" brings a knowing smile to one's face having tried this as kids.

"Say Cheese" has exhibited in Greeley, Longmont, Colorado Springs, Manitou Springs, Lafayette, Evergreen, Parker, Salina KS, Springfield MO and Napa CA. It is currently in St Joe, MO and will be available in May.

I'm offering to donate it to a Louisville location we can discuss. Attached are computer sketches for three possible locations.

Thanks for your consideration. Let's talk soon.

Thanks,  
Justin Deister



City of Louisville, Colorado

# Public Art Policy

2024



## ABOUT THE PUBLIC ART POLICY

The City of Louisville seeks to offer high quality Public Art that engages residents and visitors, creates a unique sense of place, embraces diversity in all its forms, and celebrates the cultural legacy of the City of Louisville (City.) This policy is intended to supplement Chapter 14.20 of the Louisville Municipal Code (LMC) regarding Public Art, to guide the acquisition of works of art by the City and their placement on public property and in public buildings within the City.

The Public Art Policy (Policy) is created at the direction of the Cultural Arts Master Plan (adopted April 2017) and the City of Louisville's Comprehensive Plan (adopted May 2013), and seeks to apply the 2016 Best Practices for Public Art Projects established by the Public Art Network Council and the Americans for the Arts.

It is the intent of this policy to facilitate the acquisition of works of enduring value; encourage community engagement through the Cultural Board and juror participation, and the public comment process; and cultivate a compelling arts experience in the City.

## LIMITATIONS OF THIS POLICY

For the purpose of this Policy, "Public Art" is defined as a work of art owned by the City of Louisville and placed on public property. "Public Art" means and includes, but is not limited to,

Sculpture: three-dimensional works made from durable materials; Painting; Graphic arts: printmaking, drawing; Mosaics; Photography: traditional, or digital, but must be one-of-a-kind; Works in clay, fiber and textiles, wood, metal, plastics, stained glass, and other materials, both functional and nonfunctional; Mixed media: any combination of forms of media, including collage; Earth works: environmental art installations; Decorative, ornamental, or functional elements which are designed by practicing artists or other persons submitting as artists, including but not limited to design professionals who are not participating members of the city's design team for the project; Light or luminal art; Sound art; Portable art that may be displayed at locations other than its substantially permanent location

The list of elements which may not be considered public art makes a few very important distinctions: Directional elements such as supergraphics, signage, and wayfinding; Objects which are mass produced in a standard design, such as playground equipment, fountains, benches or bike racks; Reproductions, by mechanical or other means, of original works of art, (e.g., enlarged, printed banners and vinyl utility box wraps of paintings, unless the painting was created specifically for the site); Landscaping except where such elements are designed by an artist or artist/landscape architect and are an integral part of a work of environmental art

This Policy does not address art on privately owned property that is available for public viewing such as murals on private businesses. This policy also does not apply to works of art within the exemptions in Section 14.20.090 of the LMC.

The Policy does not address changing the current City budget for the purchase of Public Art. It outlines the process for selecting works of art to be purchased with City funds utilizing current City of Louisville procurement policies, or for accepting/rejecting works of art proposed for donation to the City by individuals or organizations.

## PUBLIC ART MANAGEMENT

The Louisville Cultural Advisory Board ("Cultural Board") will advise on matters of Public Art. The City Arts and Events Program Manager will receive and consider the Cultural Board's advice, and may seek additional guidance or participation from experts such as artists, arts professionals, design professionals, and engineers.

The Cultural Board shall advise on:

- A. Procedures for the selection, acquisition or loan, and display of works of art in public places;
- B. Selection of public sites suitable for the display of works of art;
- C. Preservation, maintenance and conservation of works of art that may be displayed in public places;

D. Procedures for the removal, relocation and de-accession of works of art previously acquired.

## GUIDING PRINCIPLES FOR PUBLIC ART IN LOUISVILLE

Public Art in Louisville must align with the following Guiding Principles:

- A. Conceptual compatibility of the design with the immediate environment of the site;
- B. Appropriateness of the design to the function of the site;
- C. Compatibility of the design and location with a unified design character or historical character of the site;
- D. Preservation and integration of natural features for the project;
- E. Appropriateness of the materials, textures, colors and design to the expression of the design concept;
- F. Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a diversity of thought and expression, and a variety of subjects, styles, designs, and media throughout the community;
- G. Appropriateness of the work of art for observation by people all ages; and
- H. Other selection matters and values as established by this public art policy adopted by the Cultural Advisory Board.

## PUBLIC ART VALUES

In addition to meeting the Guiding Principles, several values have been identified that are priorities of the Louisville community and which should be considered when selecting or approving new Public Art installations. Public Art in Louisville should strongly reflect one or more of the values outlined below.

## WORK OF ART AND ARTIST SELECTION VALUES

1. Designed specifically for Louisville
2. Created with a high level of skill, craftsmanship, and creativity
3. Celebrates a variety of Louisville, Front Range, Colorado and national artists of importance
4. Appeals to Louisville residents and visitors
5. Employs materials that are durable and appropriate to the proposed site
6. Addresses subject matter that is meaningful to the Louisville community
7. Includes a diversity of thought, subject matter, mediums, and types of artistic expression
8. Is appropriate for all ages

## SITE SELECTION VALUES

1. Geographically dispersed throughout the community
2. Supports economic development and revitalization efforts
3. Encourages exploration and discovery throughout the City of Louisville
4. Compelling site-specific works of art
5. Placemaking and opportunities for art to create community
6. Accessible to all
7. Easy pedestrian access
8. Locations that allow viewers to pause and experience the works of art

## APPROVAL PROCESS FOR PUBLIC ART INSTALLATIONS

When considering a new Public Art installation, the following process will be followed:

1. **Evaluation:** Prior to referring a work of art to the Cultural Board, the Program Manager will evaluate works of art proposed for donation or purchase in accordance with the selection and display factors in this document and in section 14.20.060 of the Louisville Municipal Code. As part of the evaluation process, the Program Manager may assemble a jury of community members to evaluate the work.
2. **Public Notice:** Prior to proceeding with the installation of a work of art proposed for display in a public place, the Program Manager will post notice at the proposed location. During this period the public will have an opportunity to comment on the proposal by email and at the subsequent Cultural Board meeting.
3. **Approval:** The Cultural Board will advise on whether to approve the work of art for installation and display in the public place. The Program Manager will issue a final written decision on whether to approve a work of art for installation and display in the public place. All decisions by the Program Manager as to placement of works of art shall be considered final unless the City Council within 45 days of the decision chooses to review the decision, which review shall occur at a subsequent City Council meeting.
4. **City Council Review** (if applicable): The City Council may choose to review the decision of the Arts and Events Program Manager in accordance with the LMC.
5. **Purchase/Acceptance of Donation and Installation.** Once the placement of a work of art has been approved, and the decision of approval considered final, the Program Manager may proceed with the purchase or acceptance of the work of art.

### EVALUATION

The Cultural Board and Arts and Events Program Manager will evaluate proposed Public Art installations by considering the following criteria:

### CHOICE OF ARTIST AND WORK OF ART

Artist and works of art selected should reflect one or more of the Work of Art and Artist Selection Values.

### SITE SELECTION

A specific site must be selected and should reflect one or more of the Site Selection Values. If the initial selected site is found to be inappropriate for reasons relating to safety, access, utilities, or future planned development, a new, comparable site may be selected without further public notice or City Council review.

The Arts and Events Program Manager will address any permissions or permits needed for the proposed location.

### PURCHASE AGREEMENT/DONATION ACCEPTANCE AGREEMENT TERMS

The Arts and Events Program Manager must research and determine that the work of art can be acquired under appropriate terms and that enough information is known about the work of art to appropriately evaluate its durability and expected maintenance.

Specific terms that must be discussed with the donor, artist, or seller include:

1. Value of the work of art
2. Description including title, artist name, and materials
3. Maintenance and conservation plans
4. Realistic lifespan of the work of art

5. Rights of the City to ownership or to reasonable use of images of the work of art for publicity, educational and promotional purposes
6. Deaccession plan

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## FUNDING

The Arts and Events Program Manager must determine the cost to purchase and install the work of art and affirm that appropriate funds are available. In collaboration with the Cultural Services Director, the Arts and Events Program Manager must further determine that funds will be available for the expected ongoing maintenance of the work of art.

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## GUIDING PRINCIPLES

Looking at the acquisition and installation of the work of art as a whole, the Arts and Events Program Manager must determine that the work of art and proposed site meet the Guiding Principles for Public Art in Louisville.

## PUBLIC NOTICE

Following the initial evaluation and advice from the Cultural Board and jury (if applicable,) the Arts and Events Program Manager will decide whether to proceed with a proposed Public Art installation. If they decide to proceed, public notice will be made and the public will have an opportunity to comment prior to the final decision and installation.

A sign will be placed at the proposed installation site for a minimum of 15 days prior to the date of the meeting when the Cultural Board will review comments and advise on whether to acquire and install the work of art. The sign must include the following information:

1. Description, photograph, or drawing of the work of art including size/scale
2. Description of the proposed location
3. Anticipated lifespan of the art
4. Anticipated maintenance plans and cost
5. Source of work of art (donation/purchase)
6. Contact information for submitting public comment
7. Date, time, and location of public Cultural Board meeting reviewing public comments

## ARTS AND EVENTS PROGRAM MANAGER APPROVAL

The Cultural Board and Arts and Events Program Manager will discuss the proposed Public Art installation at the meeting announced on the public notice. The public will have an opportunity to comment at the meeting and comments received in writing will be shared. The Cultural Board may then discuss and decide whether to recommend the proposed Public Art installation. All decisions by the Arts and Events Program Manager as to acquisition and placement of works of art shall be considered final.

## CITY COUNCIL REVIEW

All decisions by the Arts and Events Program Manager as to acquisition and placement of works of art shall be considered final unless the City Council within 45 days of the decision chooses to review the decision, which review shall occur at a subsequent City Council meeting.

## ARTWORK REMOVAL/DEACCESSIONING

From time to time, it may be appropriate for the Arts and Events Program Manager to consider deaccessioning a piece of Public Art, the process of withdrawing a work of art from public exhibition through storage, loan or disposal. Following current Best Practices for Public Art, the Arts and Events Program Manager may deaccession a work of art when any one or more of the following circumstances exist:

1. The repair of a damaged work of art is impractical or the cost is excessive in relation to the cost of the work of art.
2. The work of art poses a real public safety risk.
3. The security and condition of the work of art cannot be reasonably guaranteed in the present site.
4. The use of the particular public space has changed and the contextual meaning of the work of art is no longer.
5. The work of art is of inferior quality to other works in the collection or is incompatible with the rest of the collection.
6. The City wishes to replace the work of art with a work of more significance or appropriateness by the same artist.
7. The work of art does not meet the Values or Guiding Principles of the collection.
8. The work of art has received documented, unabated adverse reaction from the community over a period of time and modifications to the work are not possible.

The City Council may choose to review a decision of the Arts and Events Program Manager regarding deaccessioning of a piece of Public Art within 30 days of the decision, which review shall occur at a subsequent City Council meeting.

## DEACCESSIONING APPROVAL PROCESS

1. **Evaluation:** The Cultural Board and Arts and Events Program Manager will evaluate the work of art based on the Removal/Deaccessioning criteria.
2. **Public Notice:** Public notice will be made and the public will have an opportunity to provide comment.
3. **Approval:** The Cultural Board will recommend for or against the deaccessioning of a piece of Public Art. The Arts and Events Program Manager will make the final decision based on the Cultural Board's recommendation.
4. **City Council Review** (if applicable): The City Council may choose to review a decision of the Arts and Events Program Manager regarding the de-accessioning of a piece of Public Art within 30 days of the decision, which review shall occur at a subsequent City Council meeting.
5. **Removal/Deaccession.**

## DEACCESSIONING PROCESS

When deaccessioning a piece, the artist will first be informed in writing of the decision and will be given right of first refusal to buy back the deaccessioned work of art. Donor will be informed in writing of the intent to deaccessioning the Public Art (if applicable and feasible).

The following means of deaccessioning will be considered (in order):

1. Specific action if agreed upon with the donor or artist at the time of the City's acquisition of the work
2. Sale of the work of art
3. Trade for one or more other works of art by the same artist
4. Indefinite loan to another government entity
5. Destruction of a work of art that is deteriorated or damaged beyond repair at a reasonable cost and deemed to be of no or only a negligible value