



CITY OF LYNNWOOD ARTS COMMISSION

**AGENDA
July 15, 2014 6:30PM
LYNNWOOD RECREATION CENTER**

10. CALL TO ORDER

20. ROLL CALL

Elizabeth Lunsford	Chris Boyer, Council Liaison
Marissa Heringer	Sarah Olson, Staff Liaison
Craig van den Bosch, Chair	Nick Parr, Program Staff
Kathleen Moore, Vice Chair	Creighton Wright, Intern
Paul Richards, Secretary	
Kay Wood	
Adam Segalla	

30. APPROVAL OF MINUTES – June 17, 2014 & June 23, 2014

40. COMMISSIONER REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

60.1 Supervisor Olson

70. CITIZEN COMMENTS

70.1 Dutch Heetbrink, Performing Arts Group 3 min

80. BUSINESS ITEMS

80.1 City Hall Project Update & Committee Selection 5 min

80.2 2015 Library Gallery Call & Schedule 10 min

80.3 Shakespeare in the Park Schedule & Hosting 5 min

80.4 Celebrate! Briefing & Art planning 20 min

80.5 BayFest Planning 10 min

80.5 Social Media Update 5 min

80.6 Mission, Vision, Goal & Budget Discussion 30 min

90. FUTURE BUSINESS

100. ADJOURNMENT

Upcoming Meetings:

August 19 @ Meet at Senior Center

September 16 @ Council Chambers (Joint Meeting)

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.



Lynnwood Arts Commission
 Future Business Items Calendar
 Revised 7/11/14

MEETING DATE	LOCATION	ITEM	ACTION
July 19	Lynnwood Convention Center	Celebrate! Music & Dance Festival	Art booths
July 27	Lynndale Park	BayFest Youth Theater	Picnic + performance
August 14	Wilcox Park	Farmers Market	Citizen Engagement
August 19	Senior Center	Public Art Tour EdCC Art Staff 2014 Retreat Planning	Field Trip Introduction Discussion
September 16	Council Chambers	Joint Board Meeting Budget Healthy Communities Strategic Plan Comprehensive Plan	Discussion
September 29	Council Chambers	Joint Arts Commission / Park Board Council Presentation	Presentation
October 21	Senior Center	City Center Update Public Art Program Library Gallery Selection	Discussion Discussion Jury
November 18	Senior Center	Joint Meeting with Historical Com.	Discussion
December 16	Senior Center	Retreat Community Partnerships Marketing/Promotions	Retreat
January 2015	TBD		

To Be Scheduled: City Hall Project Council Presentation



CITY OF LYNNWOOD ARTS COMMISSION

**SPECIAL MEETING MINUTES
 June 23, 2014 6:00PM
 LYNNWOOD CITY HALL & COUNCIL CHAMBERS**

10. CALL TO ORDER: 6:05pm

20. ROLL CALL

	Elizabeth Lunsford	✓	Tanner Boyle, Public Works
✓	Marissa Heringer	✓	Lynn Sordel, Director
✓	Craig van den Bosch, Chair		
	Kathleen Moore		
	Paul Richards, Secretary		
✓	Kay Wood		
✓	Adam Segalla		

30. BUSINESS ITEMS

30.1 City Hall Project – Council Chambers & City Hall lobby site visit

Commission toured spaces and identified the following items to be resolved in improvement plans:

A- Council chambers:

1- Issues:

- a- Deus is too narrow, should fit 40” seats.
- b- Projector screen is in uncomfortable location
- c- The pendants lights hang too low
- d- The wood art in the back of the Bench is planned to be replaced (another art piece from aluminum is under order)
- e- Lighting is bright over the visitors and dark over the deus
- f- The main look of the room is outdated and doesn’t feel 20th century

2- Design solutions:

- a- Shrink the rooms to the sides of the Bench (by 3-4 feet) and relocate their doors to the face of the wall.
- b- Move the projection screen to the flat left wall. Use electrical operable screen.

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- c- Remove all wood finishes from walls, ceiling and fascias. This type of wood is outdated.
- d- Walls and ceilings to be off-white color. Use the city logo colors for accent.
- e- Install aluminum strip in the fascia above the Bench to connect with the new aluminum art piece in the back of the Bench.
- f- Center (high) ceiling – remove the pendants lights, install acoustical elements for design and sound barriers, change lights for more soothing atmosphere.
- g- Change the carpet tiles to lighter colors. Optional for patterned gray. Incorporate in the new carpet tiles the city color pallet.
- h- The Bench- new finish towards the visitors, widen it or replace with new
- i- Install glass tiles (for accent) on the back wall of the Bench.
- j- We need a preview of the art piece that will be installed in the back wall of the Bench.
- k- Change the council chairs. Black, optional for mesh type.
- l- Secrecy/ clerk desk- rebuilt it wider to accommodate the removable desk to its left. Add drawers. Add a control panel for lighting, cameras, projector and screen. Install a clock in the back of the station.
- m- Change all visitors chairs
- n- Change the finish on the lecture podium to match new room finishes
- o- Install remote controlled robotic cameras on the fascia above the entrance door, for videotaping of meetings.
- p- Close the closet by the entrance doors with glass doors. Remove the storage cabinets that are in that space to another location. Install on the doors the same strips as the main entrance doors to the city hall (city color pallet)
- q- Remove the bulletin board by the entrance door. Re-print the city maps that are on it to the same size and frame them on one size respectable frame. The frame should have an easy ability to change the maps when needed.
- r- Replace the clock on fascia above the entrance doors
- s- Replace the entrance doors to follow the newer wood design of the meeting room facing them. Install on the glass color strip like with the city color pallet.
- t- Design guideline is to be contemporary and timeless. Create low maintenance solutions. All light fixture to be LED.

B- Corridor leading to the council chamber

- 1- Issues:
 - a- Focal point is the stainless steel water fountain

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- b- The brick wall cover is outdated and seemed like it was covered with shiny finish paint
 - c- The down lights are outdated
 - d- Furniture are outdated and not welcoming
- 2- Design solutions:
- a- Change carpet to the same carpet tiles and in the council chambers, for flow and connectivity.
 - b- Water fountain – move the other side of the corridor (council green room) or slide over the existing wall. Build a niche in the wall so the water fountain will not protrude the corridor.
 - c- Remove brick from walls and use accent paint.
 - d- Change lights to new LED down lights
 - e- Install spot lights in front of the council members photos to lighting them
 - f- Change all furniture
- C- Entrance lobby
- 1- Issues:
- a- Not welcoming
 - b- Dark even in day time and cold
 - c- Very noisy without acoustical solutions
 - d- Information display are attached the walls and doors
 - e- Unneeded widows to offices and traffic center
- 2- Design solutions:
- a- Remove the window to the traffic center and re-build the wall to the left (closing all windows to offices). Use these walls for art display.
 - b- Build a new separation wall that will align with the corridor that leads toward the council chambers. Install a 6 ft entrance in the wall to create a gate feeling. Install the existing are piece on that wall
 - c- Receptionist station – relocate to the corner between the new wall and the existing location. Install wall storage closets in the back wall. Install control panel for lights and security cameras.
 - d- Change the public computer station to a standing counter with two stations
 - e- Divide the big center seating area to smaller groups. Two or three small seating areas with area rugs to create personal feeling.
 - f- Replace all furniture

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- g- Install small cabinet for storage by the children playing station
 - h- Install electric media display on the existing small wall left to the traffic center window. Display to be controlled by computer from receptionist station.
 - i- Change floor tiles to lighter color. Incorporate the colors from the concrete pad outside the city hall.
 - j- Remove pendants light and change reflective LED lights.
 - k- Keep the wood ceiling
 - l- Install on the ceiling acoustical design elements
 - m- Introduce vertical design elements – tall planters, art display box, and standing light fixture.
- D- Existing plans
- 1- Tanner will look for the existing plans in the city archive
- E- Design team:
- 1- As mentioned in meeting before; to allow faster progress we will proceed as an Ad-Hoc committee.
 - 2- The Ad-Hoc committee members are Key and Adam, with one seat still open.
 - 3- The Ad-Hoc committee will meet again after electing a third member.

40. ADJOURNMENT



2015 Lynnwood Library Gallery Schedule

Install Date	Take Down Date	Artist	Medium
Saturday January 24			
Friday March 6			
Saturday April 18			
Saturday May 30			
Saturday July 11			
Saturday August 22			
Saturday October 3			
Saturday November 14			
Saturday December 19			
Saturday January 30, 2016			

Special Exhibits in Glass Cases in Library Lobby

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Alternate Artist

Should a selected artist be unable to participate on their scheduled date or unable to provide the necessary pieces required for a solo exhibit, the following artist would be contacted

Alternate Artist #1			
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Commission Lynnwood Arts Commission Art Gallery Exhibitions 2015 Call for Artists – Deadline September 30, 2014

For over 15 years, The Lynnwood Arts Commission has organized and selected works of art to be exhibited in the Lynnwood Public Library gallery space. We invite visual artists throughout the state of Washington to apply.

To apply, please read the terms & conditions and follow the guidelines below:

- By applying to be in this exhibit, you agree to the terms and conditions stated in this form.
- Email the following (or mail equivalent):
 1. Completed Information form (below) to: solson@ci.lynnwood.wa.us
 2. Attach up to 10 JPEG files of artwork. If available, please include a website address in addition to the 10 JPEG files of artwork.
 3. Email is preferred. If unable to email, the application will be accepted by mail and must include the completed information form and CD with up to 10 JPEG images (min 500x500 pixels, max 2048x2048 pixels). Please include a SASE if you want the CD returned to you.
- Artists will exhibit for approximately 4 to 6 weeks in during a specified period in the calendar year 2015. All artwork displayed must remain installed for the specified duration of the exhibit.
- Small to medium size 2-D work up to 36"x36", and small 3-D work up to 12"x12"x12".
- The gallery is located inside the Lynnwood Library at 19200 44th Ave W, Lynnwood, WA 98036. The total space is 35 linear feet accommodating 20-25 pieces of medium sized art plus one display case. We encourage artists to visit and preview the space.
- This is a public space visited by people of many cultures, nationalities, and ages. We reserve the right to not exhibit work that we deem unsuitable for the public space (for example, works that contain nudity, or inappropriate language).
- Visitors interested in purchasing artwork, will be provided artist contact information; no sales commission is charged.
- We reserve the right to invite artists who do not apply and to NOT select an artist through this application process.
- Artwork must be hand delivered and ready-to-hang. There is no storage for packing materials.

- **Liability**

Please be advised that every reasonable precaution will be taken during the receiving, installation, exhibition and return of your artwork but the City of Lynnwood, their officials, officers, employees or volunteers do not assume responsibility for loss or damage that might be incurred during this process. All work needs to be of substantial enough nature to withstand these procedures. We encourage each artist to carry their own insurance.

- **Calendar**

Deadline is September 30, 2014
Artists notified by November, 2014.

- **Alternate Mailing Address for Applications:**

City of Lynnwood Arts Commission
c/o Sarah Olson (Library Gallery)
PO Box 5008
Lynnwood, WA 98046
425-670-5503
solson@ci.lynnwood.wa.us
www.LynnwoodArts.org



ARTIST INFORMATION

Artist Information

Name :	Phone:	
Email:		
Website:		
Address		
City:	State: WA	Zip code:

Artist Statement (100 words max)

<p style="text-align: center;">Please include photo of yourself in jpeg format</p>

Artist Biography (100 words max)

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LIST OF ARTWORK

Number	Title	Medium	Size (HXW)	Price
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



LYNNWOOD
CONVENTION CENTER

Room 1DEF

DIMENSION:
60' x 99'

60' x 99'



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Celebrate City of Lynnwood

July 19, 2014

Cultural Center

SERVICE CORRIDOR

Air Wall Open

Lynnwood Arts Commission

Partners in Service

8' drape
(10' long)

8' drape (30' long)

24.0 ft

Theater for 36

Molina

YWCA

Family Support Center

12.0 ft

Taekwondo Way

Imagine Children's
Museum

(22)

(22)

(22)

1D

1E

Perimeter Seating for 73

1F

(7)

3'

6'

F

F

F



Celebrate City of Lynnwood
July 19, 2014
Evening

2BC

DIMENSION:
22' x 51'

