



**CITY OF LYNNWOOD ARTS COMMISSION**

**AGENDA  
FEBRUARY 16, 2016 6:30PM  
LYNNWOOD SENIOR CENTER**

10. CALL TO ORDER

20. ROLL CALL

Elizabeth Lunsford, Secretary	Chris Boyer, Council Liaison
Vacant	Sarah Olson, Deputy Director (DD)
Craig van den Bosch, Vice Chair	Fred Wong, Community Programs Coordinator (CPC)
Kathleen Moore	
Paul Richards	
Vacant	
Adam Segalla, Chair	

30. APPROVAL OF MINUTES – January 19, 2016

40. COMMISSIONER & AD HOC REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

- 80.1 Poplar Bridge Update (Nick Barnett) 20 min
- 80.2 Small Promotional Items Highlighting City 10 min
- 80.3 Annual Report – Approval 5 min
- 80.4 Project Updates: Stories, Wrap Project, City Hall Remodel, Art Exhibits 20 min
- 80.5 Retreat Dates/Agenda 10 min
- 80.6 Committee Assignments 10 min

90. FUTURE BUSINESS

100. ADJOURNMENT

**Upcoming Meetings:  
March 15 @ Senior Center**

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.



## Future Business Items Calendar

Revised 2/12/2016

MEETING DATE	LOCATION	ITEM	ACTION
March 15	Senior Center	Cultural Arts Plan 2017 Call for Artists Wrap project City Hall Improvements Interurban Trail Improvements Planning Sister City City Center: Wayfinding and gateway signs	Discussion Discussion Update Update Discussion Discussion Presentation by Mary Monroe
April 13	Lynnwood Convention Center	Volunteer Recognition Dinner	No Business
April TBD	Schack Art Center	Retreat <ul style="list-style-type: none"> <li>• Tour</li> <li>• Committee Structures</li> </ul>	Tour Workshop
April 19	Senior Center	Mayor Smith Wrap Project Healthy Communities Action Plan	Discussion Update Update
May 25 (TBC)	Council Chambers	All Board & Commission Joint Meeting	Presentation & Discussion
May 17	Senior Center		
June 21	Senior Center		
July 19	Senior Center		
August 16	Senior Center		
September 20	Senior Center		
October 18	Senior Center	2017 Visual Art Exhibition Jury	
November 15	Senior Center		
December 20	Senior Center		

### Future Business Items:

- Creative Advantage
- PUD Power Box Screens
- ST Art Process
- Handbook and committee structure



**CITY OF LYNNWOOD ARTS COMMISSION**

**MINUTES  
JANUARY 19, 2016 6:30PM  
LYNNWOOD SENIOR CENTER**

10. CALL TO ORDER – Called to order at 6:35 pm

20. ROLL CALL

X	Elizabeth Lunsford, Secretary		Chris Boyer, Council Liaison
	Vacant	X	Sarah Olson, Deputy Director (DD)
E	Craig van den Bosch, Vice Chair	X	Fred Wong, Community Programs Coordinator (CPC)
X	Kathleen Moore		
X	Paul Richards		
	Vacant		
X	Adam Segalla, Chair		

30. APPROVAL OF MINUTES – December 15, 2015 minutes were approved as distributed.

40. COMMISSIONER & AD HOC REPORTS

-No Report

50. COUNCIL LIAISON REPORT

- Councilmember Boyer was not in attendance due to a conflict with City Council meeting.

60. STAFF REPORT

- February meeting will have a packed agenda.
- Open houses will be held on January 27 & 28 for the public to see the draft PARC plan.
- On the Feb 22 City Council business meeting, Commissioners will have an opportunity to support the PARC plan by speaking during the Citizen Comments portion.
- Recruiting is on-going for the two open AC positions.
- CPC Fred Wong started at the beginning of January and will support the work of the AC as well as Heritage and Healthy Community programs.

70. CITIZEN COMMENTS

The following guests introduced themselves, and showed their interest for the two open AC positions:

- Maryellen Walsh (AC application sent on 1/12/2016)
- Jeffrey B Miller (AC application sent on 12/17/2015)
- Lynn Hanson
- Robert Gutcheck

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.

## 80. BUSINESS ITEMS

### 80.1 Officer Elections

- Com. Segalla motioned for Com. Lunsford to be the 2016 Secretary; Com. Moore seconded and the motion unanimously carried.
- Com. Lunsford motioned for Com. Segalla to be the 2016 Chair; Com. Richards seconded and the motion unanimously carried.
- Committee selection for 2016 will be tabled to a future meeting when the commission has more seated members. Commissioners are invited to let Chair know where they'd like to serve, and Chair will make selections.

### 80.2 PARC Plan

Com. Lunsford and guest Mr. Jeffery Miller each gave a brief summary about the draft PARC Comprehensive Plan presentation they attended on January 13, 2016. Mr. Miller mentioned how the presentation covered the risks to the City if the parks are not upgraded or maintained. Com. Lunsford thought the presentation was impressive and liked how the consultant spoke about the different methods to fund park maintenance needs and upgrades.

### 80.3 Cultural Arts Plan & Goal Setting

DD Olson explained the relationship between the Cultural Arts Plan to the PARC Plan and the City's Comprehensive Plans. She explained that the Art Commission's mission statement and abbreviated descriptions of each of the Art Commission's goals would be included in PARC plan. The commission then reviewed and gave their suggestions about the goals' descriptions drafted by CPC Wong.

### 80.4 Summer Programming

CPC Wong presented a list of ideas for a new Summer Program. The commission was given the opportunity to give feedback about the ideas and add other ideas to the list. They following are a list of ideas the commission discussed:

- Pianos in Parks
- Art fair
- Public art mural
- Drink and draw
- Drawing jams
- Music and dance event
- Display art in empty storefronts
- Little libraries making event
- Edible book festival
- Collaboration with Edmonds Community College's maker space
- Performance at the amphitheater

Com. Lunsford suggested prioritizing ideas that have been successful in Seattle and ideas that are aligned with the Healthy Communities Action Plan.

### 80.5 Project Updates: Stories, Wrap Project, City Hall Remodel

DD Olson gave an update of the City Hall Remodel. She announced that the interior brick wall has been demoed and the replacement wall will become an art gallery wall. AC and staff will facilitate the exhibits at the City Hall art gallery.

DD Olson also announced that the student art exhibit at the Recreation Center is scheduled to have its first exhibit up soon.

CPC Fred Wong gave an update about the Wrap Project. He has researched similar programs that other cities have successfully completed and has reached out to Cedar Valley School and SAM. From his research, CPC Wong suggests applying vinyl stickers to the signal boxes rather than a wrap of the entire box.

CPC Fred Wong requested that the commissioners tell their stories or recruit people to tell their stories about their experiences with Lynnwood's parks, art or recreational activities.

90. FUTURE BUSINESS

100. ADJOURNMENT Meeting adjourned at 8:43 pm

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# Memorandum

**DATE:** February 12, 2016

**TO:** Arts Commission

**FROM:** Deputy Parks, Recreation & Cultural Arts Director Olson  
Fred Wong, Community Programs Coordinator

**RE:** Staff Report

## Program & Project Updates

### Upcoming Events & Programs

- Latino Art Club: February featured project is recycling plastic bags (Proyecto Bolsas de reciclado). Staff has distributed posters and updated web and enews. Attendance is about 6-10 each week.

### Visual Exhibits

- Library Gallery: Current exhibit is photography of Jason J Kim, on display through March 31<sup>st</sup>. Next gallery install: Saturday, April 2<sup>nd</sup>. A recent change affecting access to the Gallery (Meeting Room) has occurred. The room now stays locked most of the time, and if someone is interested in the art, they need to go ask library staff to open the door for them. Library staff waits at the door for the viewer to finish, and relocks the door.
- Student Exhibits: Sue Ellen Zhang's exhibit runs February 10 – March 8.
- Lynnwood Convention Center Art Exhibit: Exhibit features Brooke Borcharding, Becky Fletcher, Charlotte D'Amelio, Michael Lanka, Charles Laurens Heald. Artist Reception is 6-8pm on Thursday, February 18.

### Commissioner Recruitment

We are actively recruiting for two new candidates to fill Position #2 (vacant) and Position #6 (vacant). We currently have four applicants who attended the January meeting. Staff conducted interviews on February 10 & 11. Two candidates will be recommended to interview with Mayor Smith and then City Council on March 7.

### Sister City

City Council will hear the formal proposal and staff recommendation to adopt Damyang, Korea as our sister city, on Tuesday, February 16<sup>th</sup> and voting on the Resolution on Monday, February 22<sup>nd</sup>.

### PARC Plan

Two community open houses were hosted at the Recreation Center on January 27<sup>th</sup> & 28<sup>th</sup>. The draft plan will be presented to the Council on February 16<sup>th</sup> and brought forward for support on Monday, February 22<sup>nd</sup>.

### City Hall Project

City Hall lobby remodel that includes an art gallery wall about 35 feet long, is well on its way. Wall is up and painted awaiting lighting, and hanging system. Another phase of improvements is planned to remove the reception desk from the lobby and replace it with a self-service kiosk. Final design and plans are not yet determined.

### Wrap Project / Cedar Valley School

Staff contacted SAM and WA-GRO (of Latino Art Club) as to their interest to participate in this project and did not receive any response. Proceeded to send a list of individual artists to Cedar Valley School, and the School choose Amaranta Ibarra-Sandys as one of two artists they are interested in working with. Staff is working on arranging a meeting for school, artist, and us.

### Shakespeare in the Park

Schedule is set. July 13, 14 - Hamlet. July 20, 21 - Love's Labour's Lost. July 28 - The Merry Wives of Windsor, Aug 4 – Cymbeline.

### City Center Updates

Interurban Trail: Staff attended the Stakeholder Design Charrette #1 on February 5, facilitated by HBB Landscape Architecture. Some of the “art” related themes suggested include the idea of an oasis, community managed gardens, features such as signage, lighting to call out “Lynnwood”, grouping amenities such as bike racks, water fountains into strategic spots so they have more impact, activating strategic spots with programming. A community stakeholder design charrette will be held from 9 – 11am on Saturday, March 19 at the Lynnwood Senior Center.



## Committees & Liaison Appointments

### **Gallery & Exhibit Committee**

Responsible for curating and installing the Lynnwood Library Gallery and other visual art exhibits.

Members: Paul Richards, Craig van den Bosch, Kathleen Moore

### **Program Committee**

Responsible for coordinating activities booths, events and performing art demonstrations.

Members: Beth Lunsford, Craig van den Bosch,

### **Public Art Collection Committee**

Responsible for coordinating with staff liaison on maintenance, acquisition, record keeping and promotions of the collection.

Members: Adam Segalla, Craig van den Bosch, Kathleen Moore

### **CityCenter Apartments Public Art Ad Hoc Committee**

Responsible for coordinating with developer to issue a call for artists and artist selection for public art sculpture.

Members: Adam Segalla, Craig van den Bosch, Kathleen Moore

### **City Hall Improvement Ad Hoc Committee**

Responsible for proposing design concepts for visual and functional improvements to City Hall common areas.

Members: Adam Segalla, Paul Richards,

### **Cultural Art Plan Ad Hoc Committee**

Responsible for drafting the written cultural arts plan using the goals and strategies approved by the Commission.

Members: Adam Segalla, Beth Lunsford,

### **Lynnwood Convention Center Art Committee**

One member to serve on the LCC Art Committee which selects visual artists for six-month exhibits.

Liaison: Craig van den Bosch

### **History & Heritage Board**

One member to serve as a non-voting member of board which directs activities and events that interpret the area's history and support the operations of Heritage Park.

Liaison: Elizabeth Lunsford

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## Arts Commission 2015 Annual Report

### 2015 Board Members

Elizabeth Lunsford, Secretary	Position 1	Expires 12/31/15
Marissa Heringer	Position 2	Expires 12/31/15
Craig van den Bosch, Vice Chair	Position 3	Expires 12/31/16
Kathleen Moore	Position 4	Expires 12/31/16
Paul Richards , Secretary	Position 5	Expires 12/31/16
Kay Wood	Position 6	Expires 12/31/17
Adam Segalla, Chair	Position 7	Expires 12/31/17
Councilmember M. Chris Boyer	City Council Liaison	

### Arts Commission and the Annual Report

The Lynnwood Arts Commission was established on February 1, 1988 (Ordinance No. 1605). Ordinance No. 1724, which repealed portions of Ordinance 1605 related to length of terms, was adopted on October 23, 1989. Lynnwood Municipal Code Title 2, Chapter 2.26 provides the general organizational and procedural provisions was updated on August 10, 2015 (Ordinance NO. 3150).

The Arts Commission serves as an “advisory body” to the City of Lynnwood. The Commission’s duties include advising and making recommendations to the Mayor, City Council, staff and other Boards and Commissions in the City of Lynnwood with regard to display of art in public places, furthering the appreciation of art, and other duties directed by the Mayor.

This Annual Report provides a summary of the Art Commission’s work during the year, including significant discussion issues, actions and recommendations. It is intended primarily for the Mayor and City Council, but may also be of interest to other commissions, organizations and individuals who may have an interest in parks and recreation.

The Commission’s Mission is to support the arts and enrich the quality of life in Lynnwood by:

- Providing visual, performing, cultural and educational arts programs.
- Forming partnerships with businesses, schools, community organizations and individuals.
- Developing and maintaining the public art collection.
- Supporting the arts with public and private funds.
- Promoting the arts and its benefits.

41 **Committee Assignments**

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Com. Lunsford	History & Heritage Board Liaison Program Committee
Com. Heringer	Program Committee Cultural Arts Plan Ad Hoc Committee
Com. van den Bosch	PRCA Comprehensive Plan Steering Committee Lynnwood Convention Center Art Committee Program Committee Gallery & Exhibit Committee Public Art Collection CityCenter Apartments Public Art Ad Hoc Committee
Com. Moore	Gallery & Exhibit Committee
Com. Richards	Gallery & Exhibit Committee Cultural Arts Plan Ad Hoc Committee
Com. Wood	Library Gallery Public Art Collection CityCenter Apartments Public Art Ad Hoc Committee
Com. Segalla	City Hall Improvement Public Art Collection CityCenter Apartments Public Art Ad Hoc Committee Cultural Arts Plan Ad Hoc Committee

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44 Commission members attended various meetings throughout the year to advocate for department  
45 initiatives.

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47 **Monthly Summary of Activities and Accomplishments**

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49 **January 20, 2015**

- 50 ✓ Approve Annual Report.
- 51 ✓ Election of Com. van den Bosch to Chair for 2014.
- 52 ✓ Election of Com. Richards to Secretary for 2014.
- 53 ✓ Lynndale Amphitheater Project Update.
- 54 ✓ Discussion of 2014 Community Events.

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56 **January 24, 2015**

- 57 ✓ Retreat.
- 58 ✓ Work on Mission Statement, and Cultural Arts Plan Goals and Objectives.

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60 **February 17, 2015**

- 61 ✓ Updates on CityCenter Apartments Public Art project, and 2017-18 city budgeting process.
- 62 ✓ Adopted new Mission Statement.
- 63 ✓ Com. Lunsford is appointed as liaison to the Heritage Park Partners Advisory Committee, and Com.  
64 van den Bosch to the Convention Center Art Committee
- 65 ✓ Discussed changes to the Comprehensive Plan's Community Character Chapter.
- 66 ✓ Discussed AC participation in future events including Shakespeare, Farmer's Market.

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68 **Monthly Summary of Board Activities and Accomplishments (continued)**

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**March 17, 2015**

- ✓ Thanked Com. Segalla for his work on the City Hall Improvement proposal.
- ✓ Discussed Cultural Arts Plan. Brainstormed cultural vision of Lynnwood in 2025, strategies to get there, and work priorities for city.
- ✓ Discussed future events, including Farmers Market entertainment, Arts Commission booth at Farmers Market, and possible drawing jam.

**April 21, 2015**

- ✓ Update on City Comprehensive Plan, citywide strategic plan, and Capital Facilities Plan.
- ✓ Update on City Center vision.
- ✓ Created a gallery committee, public art collection committee, program standing committee, Cultural Arts Plan ad hoc group.

**May 19, 2015**

- ✓ Joint Board and Commission Special Meeting
- ✓ Presentations on Lynnwood Brand, Comprehensive Plan Update, Economic Development Action Plan, City Center & Major Projects

**June 16, 2015**

- ✓ Special meeting with Parks and Recreation Board.
- ✓ Update on summer events.
- ✓ Update on possible capital projects including a dog run at Lynndale Park and improvements to Meadowdale Neighborhood Park.
- ✓ Com. Wood to retire September 1.
- ✓ Review of Joint Board & Commission Meeting.
- ✓ Presentation of PARC Plan Overview & Survey Results.

**July 21, 2015**

- ✓ Reports on new Sister City Program, Healthy Community Action Plan Stakeholder's meeting, Edmonds Community College maker's lab.
- ✓ Report on button making activity at the Heritage Park Open Houses by Com. Lundsford.
- ✓ Library Gallery call for artists to open.
- ✓ Report on the 10-year PARC comprehensive plan, and 10-year Healthy Communities Action Plan.
- ✓ Introduced Community member Katherine Johnson.
- ✓ Introduced Rosario Reyes of Latino Education Training Institute (LETI), and Latino Expo.
- ✓ Discussed upcoming Retreat.
- ✓ Reviewed joint Board & Commission Meeting.
- ✓ Recommended staff to request funding for project to engage Lynnwood youth in creating temporary art for the City, as part of Community Vision Initiatives.
- ✓ Discussed Cultural Arts Plan.

111 **Monthly Summary of Board Activities and Accomplishments (continued)**

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**August 18, 2014**

- ✓ Report on vinyl wrap of utility boxes.
- ✓ Report on call for artists for the CityCenter Apartments Public Art.
- ✓ Presentation on city strategic planning by Strategic Planner, Corbitt Loch.
- ✓ Mayor approved funding for youth community public art project. AC will work with Cedar Valley School.
- ✓ Rosario Reyes from LETI introduced local dance teacher Sonia Nino de Guzman.
- ✓ Patrick Crosby, Julieta Altamirano-Crosby presented about their non-profit WA-GRO.
- ✓ Recommendation that City work with WA-GRO to establish a Saturday Art Program in Lynnwood.
- ✓ Presentation of Healthy Communities 10-Year Action Plan.
- ✓ Continued work on Cultural Art Plan.

**September 15, 2015**

- ✓ Report on button making booth at open houses at Heritage Park.
- ✓ Announcement of Lynnwood Convention Center 10 year anniversary open house and artist reception.
- ✓ Report that a full inventory and appraisal of the public art collection will be conducted as part of developing PARC plan.
- ✓ Kathy Bulm, community member, commented on a need for a designated area for graffiti art.
- ✓ Sonia Nino de Guzman, commission candidate, attended.
- ✓ Update on WA-GRO Latino Art Club.
- ✓ Report from the program committee on a “Wrap it” theme for the Youth Art Project.
- ✓ Continued work on Cultural Art Plan.

**October 20, 2015**

- ✓ Update on Youth Art at Cedar Valley and Wrap project.
- ✓ Announcement of start of Latino Art Club.
- ✓ Selection of CityCenter Apartments Public art project finalists.
- ✓ Jury of 2016 Library Gallery Art Exhibits.
- ✓ Continued work on Cultural Art Plan.

**November 17, 2015**

- ✓ Update on Youth Art at Cedar Valley and Wrap project.
- ✓ Report of Latino Art Club.
- ✓ Presentations by CityCenter Apartments Public Art Finalist: Alexi High, McJunkin + White, Will Schlough
- ✓ Continued work on Cultural Art Plan.
- ✓ Discussed inclusion of non-voting members to the AC.
- ✓ Report on draft Healthy Communities Action Plan.

**December 15, 2015**

- ✓ Presentation of a certificate of appreciation to retiring Com. Heringer for her service to the City.
- ✓ Update on Youth Art at Cedar Valley and Wrap project.
- ✓ Tiffany Villigan gave public comment related to an artist proposal for the CityCenter Apartments public art.
- ✓ Recommended a finalist and an alternate for CityCenter Apartments Public Art.
- ✓ Presentation of Public Art Appraisal by McAllister/Fossum Appraisal Services.