



# Public Art Advisory Board Regular Meeting

## Agenda

**June 20, 2022 @ 12:00 pm**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

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### assistance & appeals

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"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

### please note

Times are projected and subject to change.

- 
1. **Call to Order**
  2. **Consent Agenda**
    - a. [Minutes](#) 3 min.  
Approval of minutes from May 16, 2022 regular meeting
  3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
  4. **Action Items**
    - a. [Public Art Program Ordinance](#) 20 min.
    - b. [Public Art Program Overview and Guidelines](#) 20 min.
  5. **Non-Action Items**
  6. **Staff Updates**
    - a. [New Board Policies](#) 4 min.
    - b. [Winter Park Sidewalk Art Festival Best of Show Collection](#) 1 min.
    - c. [Board members to speak with Mayor and Commissioners](#) 1 min.
    - d. [Board Appreciation Social](#) 1 min.
  7. **Board Comments**
    - a. [Update on Shady Park renovation project](#) 5 min.
    - b. [Arts & Culture Alliance update](#) 5 min.
  8. **Adjournment**
  9. **Upcoming Agenda Items**



## Public Art Advisory Board

# agenda item

|                     |                |              |               |
|---------------------|----------------|--------------|---------------|
| item type           | Consent Agenda | meeting date | June 20, 2022 |
| prepared by         | Meghan McNeil  | approved by  |               |
| board approval      |                |              |               |
| strategic objective |                |              |               |

### subject

Minutes

### item list

Approval of minutes from May 16, 2022 regular meeting

### motion / recommendation

Approval of minutes from May 16, 2022 regular meeting.

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[05.16.22 PAAB Minutes.pdf](#)



# Public Art Advisory Board Regular Minutes

## DRAFT

May 16, 2022 at 12 p.m.

City Hall | Commission Chambers  
401 S. Park Ave. | Winter Park, Florida

### Present

Board members present were Danny Humphress, Sara Segal, Charles Hamilton, Elizabeth Ingram, and Jeffrey Mann (by phone). Board members absent were Michael Barimo. Staff present: Director of Communications Craig O'Neil and Recording Secretary Meghan McNeil.

### Call to Order

The meeting was called to order at 12:08 p.m. A quorum was present.

### Consent Agenda

#### a. Meeting Minutes

Motion by Sara Segal, seconded by Charles Hamilton, to approve March 21, 2022, regular meeting minutes. Minutes were approved unanimously.

### Public Comments (for items not on Agenda)

**Mikayla Miller:** from the Winter Park Library, mentioned the Winter Park Library Art Show will not be at the chamber this year and the new location will be at the Center for Health and Wellbeing. Fall dates will be announced later. There have been requests about plaques for the art pieces on the southside art pieces at Martin Luther King, Jr. Park. Craig O'Neil mentioned the proof for diadectids were sent out last week and we should be receiving them within the next month. Additionally, summer reading begins on May 28 and is open for all ages. If you participate you can win prizes at the end.

Charles Hamilton wanted to know if there were any questions about the art pieces inside the library. Mikayla said majority of the pieces they have were transferred from old building and most patrons know where they came from and majority of them have diadactics.

### Action Items

#### a. Liaison to Arts & Culture Alliance

Charles Hamilton volunteered to be liaison for the Arts & Culture Alliance. Elizabeth Ingram will also attend the meeting when she can and inform us on information

December. There will be 11 pieces in the Gallaoway room on the first floor in the Welcome Center. Charles Hamilton will be speaking on behalf of Danny Humphress to represent the Public Art Advisory Board.

**b. Board Appreciation Social**

All board members should have received a save the date via email and will be receiving an invitation via email. It is scheduled for June 23<sup>rd</sup> from 5:30 p.m. - 7:30 p.m. at the Event Center. Staff mentioned it's a wonderful event as a thank you to all the city board members.

## **Board Comments**

**a. Public Art Funding**

Craig O'Neil stated the draft ordinance will be sent to the city attorney for final review and approval. Once approved, the ordinance will be added to a City Commission agenda to approve a dedicated funding source with all the backup information the board has been working on as backup. All these tools will come together as a support for the public art funding ordinance that is presented to commission.

Charles Hamilton asked for the board to have more work sessions other than the monthly meetings to get the PowerPoint set up to present in front of the commission when the time comes. Craig O'Neil said he has not received in inquiry about setting up additional work sessions but is more than happy to accommodate additional meetings to accomplish the goal.

Jeffrey Mann mentioned that if the board has an annual amount from the city to build a reserve fund, in case a big project comes up and we can have money to do the project. The board doesn't have the ability to request anything from commission because of not having a reserve fund. Jeff mentioned going after both reserve fund and a dedicated funding art source. Craig O'Neil said for a decade this board has been trying to dedicate a funding source for the Public Art board. He reiterated that this is the reason we are coming up with ideas for funding use.

Sara Segal wants to make sure even though we have this dedicated funding source; would it affect other potential available funds? In the past, the board has done the process a different way than having a dedicated funding source. Craig O'Neil stated that the money the commissioners were speaking of is saying if the Public Art board has project they would like to work on, to let the commissioners know. If there is a project the board members want to do, and the commissioners are saying there is money, then the board should present the project to the commissioners. However, the board shouldn't lose sight of the dedicated funding source which will be sustainable for years to come.

Jeffrey Mann brought up an idea for the public art funding. His idea was to place QR codes on the didactics and those viewing must sign into an app and pay one dollar or two to access the information about the art piece. Elizabeth disagreed that it would take the public openness away and it won't be available to everybody. Charles agreed and said when you release something new you want to get rid of every barrier that is in the way. Craig gave his point of view on the city's perspective that all the information is public knowledge. They could give a donation, but we can't charge anyone for what is supposed to be provided with full public access.

Danny wanted to touch base and ask what is it that we want to achieve out of this discussion. Craig O'Neil stated, "we want to be ready to present to City Commission our case for a public art funding source." Sara Segal then brought up why did we go with the square foot fee instead of a percentage? Craig O'Neil stated that it's the formula decided upon, similar to a percent concept. Across the country, many cities implement a percent for art. All we did was set a fee a little bit less than that, but it's the same concept.

Charles Hamilton brought up the drafted ordinance. He thought that the ordinance was going to be discussed more before it was sent out to the attorneys. Danny Humphrees mentioned how he liked the ordinance written the way it was. Craig stated that he sent out the ordinance via email and has been receiving small adjustments over the last three weeks from board members. If there is a need to have a discussion from the board, this needs to be placed as an agenda item for one of the monthly meetings.

Charles brought up the section in the ordinance saying, "what is considered to be public art?" Charles said "the definition of art can be interpreted differently according to each artist. Would performing artists fall into this? Or is that too specific?" Craig stated "the city has a permitting process if you are a performing artist to perform in public places. I was trying not to interfere with duplicating the permitting process that they already have." Charles mentioned having the definition to be as expansive as possible. Craig O'Neil chimed in saying "the definition does say including but not limited to". Jeffrey Mann agrees with Charles Hamilton with including the phrase "performance art" in the definition. Danny Humphrees said he doesn't think the original language doesn't exclude that. Elizabeth states "if we are going to be adding performance factor in the definition. I had read it as if a company builds a new building, they need to pay a fee/percentage to the arts fund but if they rather put up their own public art in the building, they don't have to pay the fee. I'm afraid if we got too specific people would take advantage of not paying the fee".

Jeffrey Mann brought up adding the words 'visual arts' in the PAAB mission statement and it could include many things outside of what we have in our repertoire. Danny believes that should be a part of what we do. There is a difference between performance art and an art performance. Elizabeth Ingram thinks music is part of the arts and would hate to see that shunned and purposely taken out of the public arts mission statement. Craig stated, "the mission statement is done expect for the funding section."

Danny ended the discussion thanking Craig O'Neil and staff for all that they do.

The board agreed on a work session date for Monday, May 23 at 9 a.m.

## Adjournment

Motion by Jeffrey Mann, seconded by Danny Humphress, to adjourn the meeting. With no further business, the meeting adjourned at 1:22 p.m.

Minutes approved the board on mm/dd/yyyy.  
/s/ Recording Secretary Meghan McNeil



## Public Art Advisory Board

# agenda item

|                     |               |              |               |
|---------------------|---------------|--------------|---------------|
| item type           | Action Items  | meeting date | June 20, 2022 |
| prepared by         | Meghan McNeil | approved by  |               |
| board approval      |               |              |               |
| strategic objective |               |              |               |

### subject

Public Art Program Ordinance

### motion / recommendation

Discuss, edit and approve Public Art Program Ordinance.

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[ART FEE ORDINANCE with EDITS.pdf](#)

## ORDINANCE NO. \_\_\_\_\_

### **AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING THE CITY CODE TO ADOPT A NEW CHAPTER 5 PUBLIC ART PROGRAM; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS,** the City Commission of the City of Winter Park deems it necessary for the purpose of enhancing the health, safety and general welfare of the City of Winter Park to enact a Public Art Program together with implementing regulations and the establishment of fees, as set forth in this Ordinance.

**WHEREAS,** the City Commission hereby finds that this Ordinance serves a legitimate government purpose and is in the best interests of the public health, safety, and welfare of the citizens of Winter Park, Florida;

**NOW THEREFORE, BE IT ENACTED** by the City Commission of the City of Winter Park, Florida, after due notice and public hearing, that:

**SECTION 1. Adoption of Chapter 5 Public Art Program.** The City Commission hereby adopts as an addition to the Code of Ordinances, a new Chapter 5 Public Art Program, to read as follows:

- **Chapter 5 - PUBLIC ART PROGRAM**
- **Sec. 501. - Short title; intent.**

(a) This chapter shall be known and cited as the "public art program."

(b) It is the intent and purpose of this chapter to further the commitment of the City of Winter Park to the aesthetic enrichment of the community through the creation of works of art so that citizens and visitors to the City of Winter Park are afforded an opportunity to enjoy and appreciate works of art. The requirements of this chapter shall be construed to promote the aesthetic values of the entire community and to encourage the preservation and protection of works of art.

- **Sec. 502. - Definitions.**

For the purposes of this section, the following words and phrases shall have the following meanings:

(1) *Artist or professional artist* means a practitioner in the visual arts, generally recognized by critics and peers as a professional of serious intent and ability. Indications of a person's status as a professional artist include, but are not limited to, income realized through the sole commission of artwork, frequent or consistent art exhibitions, placement of artwork in public institutions or museums, receipt of honors and awards, and training in the arts. An individual not meeting this definition may be otherwise approved as an artist or professional artist by the city commission consistent with the public art guidelines.

(2) *Art, artwork or works of art* means tangible creations by artists exhibiting the highest quality of skill and aesthetic principles and includes all forms of the visual arts conceived in any medium, material, or combination thereof, including, but not limited to, paintings, sculptures, engravings, carvings, frescos, stained glass, mosaics, mobiles, tapestries, murals, photographs, video projections, digital images, bas-relief, high relief, fountains, kinetics, collages, drawings, monuments erected to commemorate a person or an event, functional furnishings, such as artist designed seating and pavers, architectural elements designed by an artist, and artist designed landforms or landscape elements. The following shall not be considered artwork or works of art for purposes of this chapter unless otherwise approved by the city commission as identified in the public art guidelines:

(a) Reproductions or unlimited copies of original artwork.

(b) Art objects which are mass produced.

(c) Works that are decorative, ornamental, or functional elements of the architecture or landscape design, except when commissioned from an artist as an integral aspect of a structure or site.

(3) *Development or redevelopment* means any construction, or redevelopment of any private or public building within the limits of the city.

(4) *Public art fund* means a separate, interest bearing account set up by the city to receive monies for the public art program.

(5) *Remodeling* means expenditures with valuation on the building permit application greater than fifty (50%) of the value of the improvements on the latest Orange County property tax rolls that include but are not limited to changes to the facade of a building, or changes to the interior of a building, increases or decreases in the floor area of a building or changes to exterior improvements

- **Sec. 503. - Art fee for development and redevelopment.**

(a) All development, redevelopment, or remodeling greater than ten thousand (10,000) square feet in gross floor area which are in non-residential zoning districts, or in mixed use zoning districts or in multi-family zoning districts (but limited to those encompassing more than two units) as of the effective date of this section, shall participate in the public art program. When construction is phased, or in separate buildings on the same development site and constructed as part of a unified project, the aggregate gross square footage of the entire project or development shall be added together to determine whether the ten thousand (10,000) square foot threshold is reached.

(b) Owners have the choice of participating in the public art program as follows:

(1) The owner of a development may pay an amount established from time to time as part of the city fee schedule adopted by the city commission per square foot of the gross floor area, as an art fee to the city's public art fund, prior to the issuance of a building permit. Owners who are remodeling or converting may pay an amount established from time to time by resolution adopted by the city commission per square foot of the gross floor area being remodeled or converted as an art fee to the city's public art fund prior to the issuance of a building permit; or

(2) The owner of a development may provide artwork on the development site in value equal to or greater than an amount established from time to time as part of the city fee schedule adopted by the city commission per square foot of the gross floor area for the development. Owners who are remodeling or converting may provide artwork on the development site in value equal to or greater than an amount established from time to time as part of the city fee schedule adopted by the city commission per square foot of the gross floor area being remodeled or converted as an art fee to the city's public art fund prior to the issuance of a building permit.

a. The owner shall provide documentation to the city that the art fee has been deposited into an escrow account for said purpose prior to the issuance of a building permit.

b. Prior to placement on the development site, the artwork must be approved by the city and conform to adopted public art guidelines. The guidelines include a requirement that the artwork

be accessible and readily visible to the public based on location of artwork and normal traffic of vehicles/pedestrians in the proposed location.

c. A minimum of seventy-five (75) percent of the total value of the art requirement shall be placed in areas that are clearly visible from the public street, sidewalk or public space.

d. The owner shall be given up to six (6) months after issuance of the building permit to obtain approval of the proposed artwork from the city, unless the city grants an extension for good cause as determined in their sole discretion. If no such approval is obtained within the time period, the city shall require transfer of aforementioned funds to the public art fund.

e. The owner shall be given up to six (6) months after the issuance of a certificate of occupancy to install artwork, as approved by the city in accordance with adopted public art program guidelines unless the city grants an extension for good cause as determined in their sole discretion. If no installation occurs within the time period, said funds shall be transferred to the public art fund.

- **Sec. 504. - Public art fund.**

1) There is hereby created a public art fund administered by the city which shall consist of all contributions received from art fees for development and redevelopment greater than ten thousand (10,000) square feet in gross floor area from public and private development, cash grants and donations to the city for public art projects from governmental or private resources, and all other funds allocated by the city through the budgetary process for the provision of public art.

(2) The public art fund shall be used solely for expenses associated with the research, selection, commissioning, acquisition, loan, transportation, curating, installation, maintenance, public education, promotion, administration, removal and insurance of the works of art or in relation thereto. The city staff can authorize expenditures of twenty thousand dollars (\$20,000.00) or less in furtherance of the public art program. All expenditures in excess of twenty thousand dollars (\$20,000.00) must have prior approval from the city commission.

- **Sec. 505. - Ownership of artwork.**

Unless otherwise expressly agreed to in writing by the city, ownership of all art acquired through expending funds in the public art fund shall be vested in the city, which shall obtain title to each work of art.

- **Sec. 506. - Public art program guidelines.**

The city shall prepare, and from time to time revise, public art program guidelines and make the same available to the public, which shall provide guidance for program organization; organizational governance and staffing responsibilities; procedures for project planning; artist selection; art selection criteria; art placement criteria; donations; loans and memorials; collection management; and, administration of the public art fund.

- **Sec. 507. - Public art master plan.**

The city shall prepare, and, from time to time, revise a public art master plan that identifies locations for public artworks and establishes a priority order.

**SECTION 2. Codification.** Section 1 of this Ordinance shall be incorporated into the City of Winter Park Code of Ordinances.

**SECTION 3. Severability.** The divisions, sections, subsections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, subsection, section, or division of this Ordinance shall be declared invalid, unconstitutional or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such invalidity, unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, subsections, sections, and divisions of this Ordinance. The City Clerk is given liberal authority to ensure proper codification of this Ordinance, including the right to correct scrivener's errors.

**SECTION 4. Conflicts.** In the event of a conflict between this Ordinance and any other ordinance of the City of Winter Park, this Ordinance shall control to the extent of such conflict.

**SECTION 5. Effective Date.** This Ordinance shall take effect immediately upon its passage and in accordance with Florida law.

**ADOPTED** at a regular meeting of the City Commission of the City of Winter Park, Florida held in City Hall, Winter Park, on this \_\_\_\_ day of \_\_\_\_\_ 2022.

By: \_\_\_\_\_  
Mayor Phil Anderson

ATTEST:  
By: \_\_\_\_\_  
Rene Cranis, City Clerk



## Public Art Advisory Board

# agenda item

|                     |               |              |               |
|---------------------|---------------|--------------|---------------|
| item type           | Action Items  | meeting date | June 20, 2022 |
| prepared by         | Meghan McNeil | approved by  |               |
| board approval      |               |              |               |
| strategic objective |               |              |               |

### subject

Public Art Program Overview and Guidelines

### motion / recommendation

Discuss, edit and approve Public Art Program Overview and Guidelines

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[Winter Park Public Art Fund GUIDELINES 06.22.pdf](#)

**DRAFT**

## City of Winter Park

### Public Art Fund Overview and Guidelines

#### **Funding**

The Public Art Fund in the City of Winter Park is a special revenue fund where public art fees are collected during the permitting process for new construction and renovations of existing structures.

As stated in the Public Art Program Ordinance no. **???**, all development, redevelopment, remodeling or converting greater than ten thousand (10,000) square feet in gross floor area which are in non-residential zoning districts, or in mixed use zoning districts or multi-family zoning districts (but limited to those encompassing more than two units) as of the effective date of this section, shall participate in the public art program.

When construction is phased, the aggregate gross square footage of the entire project or development shall be added together to determine whether the ten thousand (10,000) square foot threshold is reached.

#### **Contributors to the City of Winter Park Public Art Fund**

All development, redevelopment, remodeling or converting greater than ten thousand (10,000) square feet in gross floor area which are in non-residential zoning districts, or in mixed use zoning districts or multi-family zoning districts (but limited to those encompassing more than two units) shall participate in the public art program.

When construction is phased, the aggregate gross square footage of the entire project or development shall be added together to determine whether the ten thousand (10,000) square foot threshold is reached.

#### **Recognition for Contribution to the Public Art Program**

The city and/or the Public Art Advisory Board will publicly recognize contributors to the Public Art Fund with a plaque near a city-owned artwork or on the city website Public Art page.

## **What is public art?**

Public art is artworks displayed in publicly accessible places and buildings. Up until the mid-20th century, public art such as sculptures, mosaics, carvings and handmade building elements were normal parts of a building. To restore the lost aesthetic qualities, more than 350 American states, counties and cities require public art in public and/or private construction. Today, public art has come to mean traditional sculptures, interactive artworks, digital projections and murals, plus the full range of things made by artists for buildings, streetscapes and landscapes.

## **Who manages the Public Art Program?**

The non-quasi-judicial Public Art Advisory Board with city staff liaison(s) manages the program. The board solicits/approves artwork proposals and makes final selections to recommend to the City Commission for final approval for purchases and commissions of new public art in Winter Park. City staff can authorize expenditures of twenty thousand dollars (\$20,000) or less in furtherance of the Public Art Program, with final approval of all artworks determined by City Commission. All expenditures in excess of twenty thousand dollars (\$20,000) must have prior approval from the city commission.

## **What qualifies as public art?**

Public art can be many kinds of artistic creations by a professional artist. The Public Art Advisory Board must evaluate the artist first, and then the artwork. In general, selected artists must have experience in public art and be recognized via museum exhibitions, publications and other cultural institutions. Reproductions of original artwork, unlimited copies or mass-produced art objects do not satisfy this program unless approved by the City Commission. No matter the quality, items designed by the architects or other designers on construction projects will not satisfy this program.

## **What types of public art does the city prefer?**

The first criterion for any public art is the finest artwork available that is appropriate to the particular location. Priority artwork types include sculpture, interactive artworks, fountains and/or water features, mosaics, urban furnishings, traditional design and contemporary design public art meeting the following guidelines.

- Must be of exceptional quality and enduring value.
- Must be deemed appropriate by the city and supportive of its vision, values, history, cultural diversity, and goals.
- May serve to further the goal of promoting a broad range of artistic styles from traditional to contemporary, maintaining an overall balance within the city.
- Must be compatible with the neighborhood and not injurious to the neighborhood or detrimental to the public welfare.
- Must not propose any safety hazard to the public.

- May
- Must
- May
- Must

### **What construction projects must pay the art fee or install artworks?**

All construction projects in non-residential zoning districts with more than ten thousand (10,000) square feet of estimated gross floor area of new, redeveloped, remodeled and/or converted space. When construction is phased, the aggregate gross square footage of the entire project or development shall be added together to determine whether the ten thousand (10,000) square foot threshold is reached.

### **How much will the program cost the property owner?**

The owner may either pay a fee or purchase artwork for the property. If the owner pays the fee to the City of Winter Park Public Art Fund, the amount is \$0.50 per square foot in new construction and \$0.25 per square foot in renovations.

If the owner purchases on-site artwork, the owner must also spend \$0.50 per square foot in new construction or \$0.25 per square foot in renovations.

The amounts identified above are for fiscal year 2022/2023. Every two years thereafter on October 1, the figures may be adjusted as per Public Art Advisory Board/City Management recommendation to City Commission.

### **When does the property owner pay the fee?**

The property owner must pay the art fee to the city, or pay into the escrow fund before the issuance of the building permit. At any time later, the property owner can abandon the artwork purchase process and contribute the escrowed monies to the Public Art Fund.

### **Is the property owner required to have public art on his/her property?**

No, the developer may contribute the entire art fee to the Public Art Fund for artworks on public lands in the city. The city and the Public Art Advisory Board will publicly recognize contributors to the Public Art Fund with a plaque near a city-owned artwork or on the city website Public Art page.

## **If the owner wants artwork, where is the artwork located on the property?**

Up to 80% of the art budget must be spent for artworks clearly visible from the public sidewalk or public space. Any remainder can be in areas of the building or site that are clearly visible only during business hours. The artwork locations should be proposed by the owner and then must first be approved by the Public Art Advisory Board, and then the City Commission

## **How does artwork on private property get selected?**

First, the property owner should meet with the Public Art Advisory Board and city staff liaison(s) to discuss the project as early as possible in the planning and design process. Details regarding site, cost and artwork quality will be discussed. Once agreed and a site(s) determined, the property owner can choose from two methods. The owner can ask the Public Art Advisory Board to assist with its selection method, or the owner can propose directly an artist and work of art. In both cases, the selected artist must meet the adopted guidelines of the city's Public Art Program and the Public Art Advisory Board, City Commission and owner must approve the final artist and work of art.

## **What if the property owner and the PAC cannot agree on an artwork?**

If no agreement is reached on the artwork(s), the property owner can end the selection process and contribute the art fee to the Public Art Fund. Or, the owner can appeal the decision to the City Commission on the grounds that the proposed artwork satisfies the adopted guidelines of the city's Public Art Program as listed above.

## **How much time does the owner have to propose and install artworks?**

Unless extended by the Public Art Advisory Board, the owner has six (6) months from the issuance of the building permit to secure the approval of the Public Art Advisory Board and City Commission on proposed artwork(s). The owner then has six (6) months from the issuance of the certificate of occupancy to install the artwork. If either deadline is missed without a granted extension, the art fee money in escrow may be deposited in the Public Art Fund. With the contribution to the Public Art Fund, the owner has no responsibility to install artwork(s).

## **Who owns the artwork on private property?**

The property owner owns the artwork.

## **Who is responsible for the maintenance of the artwork on private property?**

The property owner is responsible for maintenance.



## Public Art Advisory Board

# agenda item

|                     |               |              |               |
|---------------------|---------------|--------------|---------------|
| item type           | Staff Updates | meeting date | June 20, 2022 |
| prepared by         | Meghan McNeil | approved by  |               |
| board approval      |               |              |               |
| strategic objective |               |              |               |

### subject

New Board Policies

### motion / recommendation

New city board policies have been adopted and shared with all board members. Review the attendance policy for city board members.

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[Board Policies.pdf](#)



401 South Park Avenue • Winter Park, Florida 32789

407-599-3277 • 407-691-6755 fax  
cityofwinterpark.org

**Office of the  
City Clerk**

June 10, 2022

Dear city Board Chair and members,

First and foremost, thank you for your service on our city boards and your flexibility as we adjusted to the ever-changing safety protocols related to the pandemic. Some of the measures taken during the pandemic included the transition to *hybrid meetings* (allows in-person and virtual public viewing and participation) and offering a *live streaming* option (allows the public to watch the meeting as it happens). These technological enhancements have made public participation and involvement easier for our board members and residents. On June 8, the City Commission adopted [Ordinance 3245-22](#) that takes these new technologies into consideration and outlines the policies that now govern city boards.

Currently, the only public meeting space that can accommodate a hybrid or live-stream meeting is City Commission Chambers located on the 2<sup>nd</sup> Floor of City Hall (401 S. Park Ave.). With 22 city boards, to accommodate all meetings, the City Commission approved funding for city staff to retrofit a second public meeting space that also allows for the hybrid experience. This second space will be located at the Ray Beary Room on the 2<sup>nd</sup> Floor of the Public Safety Facility (500 N. Virginia Ave.).

Effective June 10, 2022 until the Ray Beary Room is complete, all city board meetings will be held in City Commission Chambers. Depending on the time of your board meeting, parking may be limited, so please plan ahead for a timely arrival.

Below is important information as we move forward. If you have any questions as it relates to city board guidelines or policies, please contact [cityclerk@cityofwinterpark.org](mailto:cityclerk@cityofwinterpark.org) or call [407-599-3277](tel:407-599-3277).

## **MEETING SUMMARIES**

### **City Commission regular meetings & work sessions**

- Held in Commission Chambers
- Work sessions will only be live-streamed
- Regular meetings will offer a hybrid meeting experience including live streaming.
- Public comment
  - Regular meetings: in-person and virtual public comment accepted
  - Work sessions: closed to public comment
- Meeting video will be posted within 48 hours after the meeting.

## All city board work sessions

- May be held at any city property
- Audio only will be recorded; no video or live streaming will be offered.
- Public comment
  - Work sessions: closed to public comment
- Audio recordings will be posted within 48 hours after the meeting.
- Work session minutes will be posted within 30 days after the meeting.

## New rules established by [Ordinance 3245-22](#)

- **ATTENDANCE:** There must be at least a majority of the total board in physical attendance at a meeting in which a quasi-judicial decision of the board is made. Once a physical attendance quorum is established, other members of the board may attend the meeting virtually, and participate and vote on quasi-judicial decisions.
- **QUORUM:** If a quorum is not present, the members in attendance at a meeting may take action to continue agenda items to a future meeting and adjourn the meeting for lack of quorum. So long as a meeting is properly noticed and is in compliance with the Sunshine Law, less than a quorum may meet for the purposes of discussion, so long as there is no action or vote taken at such meeting, and the issue discussed is not a quasi-judicial matter that was scheduled as a public hearing item.
- **ORIENTATION:** The city attorney will conduct annual board orientation providing board members training in the areas of open government, public meetings, public records, ethics, ex parte communications, quasi-judicial proceedings and related matters.
- **FINANCIAL DISCLOSURE:** Members of certain boards are required to file a financial disclosure in a manner that complies with financial disclosure as set forth in [F.S. § 112.3145](#). The City Clerk will monitor compliance in accordance with State Statute. Any member not complying with financial disclosure requirements will be removed from the board.
- **BOARD MEMBER VIRTUAL PARTICIPATION:** Each member of a board may participate in a meeting virtually up to three times per year subject to rules and procedures as may be adopted governing virtual attendance. A member desiring to attend a meeting virtually must provide its board's staff liaison advance notice of the member's desire to attend a meeting virtually.
- **SUNSHINE LAW:** All meetings of the board shall be in accordance with the Sunshine Law, [F.S. § 286.011](#), and the records thereof shall be public records as required by [F.S. Ch. 119](#) unless the record is specifically subject to a statutory exemption.
- **AGENDAS:** Board will follow a standardized agenda format provided by the City Clerk.
- **AGENDA PACKET:** Development of the agenda packet is the responsibility of the staff liaison. Discussion/action items may be added to an agenda by the following methods:
  - The City Commission will submit to the boards a slate of topics to be addressed.
  - From time to time, the City Commission may request a specific task be considered for advice to the City Commission by the board.
  - Individual board members may suggest a topic for discussion or analysis during a meeting and if a quorum of the board agrees to hear the topic it will be introduced for discussion in a subsequent meeting.
  - The staff liaison may place items on the agenda for information to, or action by, the board.
  - Agenda packets should be published and distributed one week before the meeting, but no less than three business days before the meeting.
- **MEETING MINUTES:** Minutes shall be made available to the public within 30 days of the meeting.

- **PUBLIC COMMENT:** All subsidiary boards shall allow for public comment in the manner required by [Chapter 2013-227, Laws of Florida](#).
  - Advisory boards will accept public comment virtually on general, non-quasi-judicial matters.
  - Quasi-judicial boards will only accept public comment on quasi-judicial matters in-person at the meeting. Specifically, members of the public may not comment virtually on a quasi-judicial matter.
- **WORK SESSIONS:** From time to time, an advisory board may choose to have a work session or subcommittee meeting of a smaller group of members to discuss and consider recommendations to the advisory board as a whole. The work session or subcommittee meetings require minutes, but do not require the minutes to be approved by the entire advisory board.
- **RULES OF CONDUCT:**
  - Each board shall comply with the rules established by code, charter or policy.
  - Each board shall may adopt such rules as are necessary to the conduct of its business.
  - Each board shall elect a chair and vice-chair from its membership on an annual basis and will take place at the second meeting following the City Commission's annual board appointments. Vacancies in the position of chair or vice-chair should be filled at the subsequent regular meeting of the board following the occurrence of the vacancy.
- **ORDER & DECORUM:**
  - The members shall maintain and preserve order and decorum and not disrupt the proceedings.
  - Members of the public attending board meetings shall observe the same rules of order and decorum applicable to the board members and not disrupt the proceedings.

### Board appreciation event – please join us!

Please remember to RSVP to [jmiller@cityofwinterpark.org](mailto:jmiller@cityofwinterpark.org) by Thursday, June 16. We look forward to celebrating you at this event!





## Public Art Advisory Board

# agenda item

|                           |                            |
|---------------------------|----------------------------|
| item type Staff Updates   | meeting date June 20, 2022 |
| prepared by Meghan McNeil | approved by                |
| board approval            |                            |
| strategic objective       |                            |

### subject

Winter Park Sidewalk Art Festival Best of Show Collection

### motion / recommendation

Remaining pieces to be installed in City Hall public spaces. Public Art Advisory Board members needed to curate this third installation at City Hall to complete the "Best of Show" collection being relocated after old library closed.

### background

### alternatives / other considerations

### fiscal impact



## Public Art Advisory Board

# agenda item

|                     |               |              |               |
|---------------------|---------------|--------------|---------------|
| item type           | Staff Updates | meeting date | June 20, 2022 |
| prepared by         | Meghan McNeil | approved by  |               |
| board approval      |               |              |               |
| strategic objective |               |              |               |

### subject

Board members to speak with Mayor and Commissioners

### motion / recommendation

Board members should make effort to speak with Mayor and Commissioners about the importance of public art funding for September presentation.

### background

### alternatives / other considerations

### fiscal impact



## Public Art Advisory Board

# agenda item

|                     |               |              |               |
|---------------------|---------------|--------------|---------------|
| item type           | Staff Updates | meeting date | June 20, 2022 |
| prepared by         | Meghan McNeil | approved by  |               |
| board approval      |               |              |               |
| strategic objective |               |              |               |

### subject

Board Appreciation Social

### motion / recommendation

Board Appreciation "Tropical tapas, treats and toddies" is Thursday, June 23, 5:30 to 7:30 p.m.

### background

### alternatives / other considerations

### fiscal impact

### ATTACHMENTS:

[Board Appreciation Evite.pdf](#)

please   
**join us**

Thursday • June 23 • 5:30–7 p.m.  
Winter Park Events Center • 1050 W. Morse Blvd.

wear your tropical best & enjoy  
**tropical tapas**  **treats**  **toddies**

in appreciation for your time & talents  
while serving on a city board

please rsvp  June 16  
for you & a guest to  
[jmiller@cityofwinterpark.org](mailto:jmiller@cityofwinterpark.org)  
or 407.599.3463



## Public Art Advisory Board

# agenda item

|                           |                            |
|---------------------------|----------------------------|
| item type Board Comments  | meeting date June 20, 2022 |
| prepared by Meghan McNeil | approved by                |
| board approval            |                            |
| strategic objective       |                            |

### subject

Update on Shady Park renovation project

### motion / recommendation

Charles Hamilton to update the board on the Shady Park renovation project.

### background

### alternatives / other considerations

### fiscal impact



## Public Art Advisory Board

# agenda item

|                           |                            |
|---------------------------|----------------------------|
| item type Board Comments  | meeting date June 20, 2022 |
| prepared by Meghan McNeil | approved by                |
| board approval            |                            |
| strategic objective       |                            |

### subject

Arts & Culture Alliance update

### motion / recommendation

Charles Hamilton and Elizabeth Ingram update the board on the city's Arts & Culture Alliance.

### background

### alternatives / other considerations

### fiscal impact