



# **CITY OF COSTA MESA**

## **ARTS COMMISSION**

### **Agenda**

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**Thursday, October 3, 2024**

**6:00 PM**

**City Council Chambers  
77 Fair Drive**

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**ARTS COMMISSION REGULAR MEETING****OCTOBER 3, 2024 – 6:00 P.M.****DEBORA WONDERCHECK****Chair****CHARLENE ASHENDORF**  
**Commissioner****HEIDI ZUCKERMAN**  
**Vice Chair****FISHER DERDERIAN**  
**Commissioner****ERICA LUCIA**  
**Commissioner****ALLISON MANN**  
**Commissioner****ALISA OCHOA**  
**Commissioner****CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA****Comments are limited to three (3) minutes, or as otherwise directed.****COMMISSIONER COMMENTS AND SUGGESTIONS****Comments are limited to three (3) minutes, or as otherwise directed.****CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the Arts Commission, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion. The public can make this request via email at [PACSCComments@costamesaca.gov](mailto:PACSCComments@costamesaca.gov) and should include the item number to be addressed. Items removed from the Consent Calendar will be discussed and voted upon immediately following Arts Commission action on the remainder of the Consent Calendar

**1. [MINUTES](#)****[24-368](#)****RECOMMENDATION:**

Approval of the minutes of the August 1, 2024 Arts Commission meeting

**Attachments:** [08/01/24 Arts Draft Minutes](#)

**MONTHLY REPORTS**

1. [ARTS SPECIALIST REPORT](#) [24-369](#)

**Attachments:** [ARTS SPECIALIST REPORT](#)

**OLD BUSINESS:**

1. [UTILITY BOX ART PROGRAM REVIEW](#) [24-370](#)

**RECOMMENDATION:**

Staff recommends the Arts Commission review the edits and approve the Utility Box Art Program Handbook.

**Attachments:** [Agenda Report](#)  
[1. Utility Box Art Program Handbook](#)

**NEW BUSINESS: NONE****ADDITIONAL COMMISSION MEMBER & STAFF COMMENTS****ADJOURNMENT**

**Next Regularly Scheduled Meeting: Thursday, November 7, 2024**



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-368

**Meeting Date:** 10/3/2024

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**TITLE:**

**MINUTES**

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**RECOMMENDATION:**

Approval of the minutes of the August 1, 2024 Arts Commission meeting

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THE COSTA MESA ARTS COMMISSION

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AUGUST 1, 2024  
6:00 P.M. – UNOFFICIAL MINUTES

**CALL TO ORDER** by Chair Wondercheck at 6:03 P.M.

**PLEDGE OF ALLEGIANCE** by Commissioner Lucia.

**ROLL CALL**

☒ = Present    ☐ = Absent

**Commissioners**

- ☐ Charlene Ashendorf
- ☒ Fisher Derderian
- ☒ Erica Lucia
- ☒ Alisa Ochoa\*
- ☒ Allison Mann
- ☒ Debora Wondercheck, Chair
- ☐ Heidi Zuckerman, Vice Chair

**City Staff**

- ☒ Brian Gruner, Parks and Community Svs. Director
- ☒ Laurette Garner, Arts Specialist
- ☒ Laura Fautua, Executive Assistant
- ☒ Kathia Viteri, Office Specialist II

\*Commissioner Ochoa arrived at 6:06pm

**PUBLIC COMMENTS** No comments.

**COMMISSIONER COMMENTS** No comments.

**CONSENT CALENDAR**

**1. MINUTES**

06/06/2024 Arts Commission Draft Minutes

Commissioner Lucia inquired about the adjournment time being 7:57 P.M. and not 8:57 P.M.

Chair Wondercheck clarified public commenter “Scott Fitzgerald” from minutes was actually “Scott Fitzpatrick”.

**MOTION/SECOND:** Commissioner Mann motioned to approve the June 6, 2024 minutes with the recommended edits/Seconded by Commissioner Derderian.

The motion carried by the following roll call vote:

**Ayes:** Commissioner Lucia, Commissioner Derderian, Commissioner Mann, Commissioner Ochoa, Chair Wondercheck

**Nays:** None

**Abstained:** None

**Absent:** Commissioner Ashendorf, Vice Chair Zuckerman

**Motion Carried:** 5-0

**MONTHLY REPORTS**

**1. ARTS & CULTURE STAFF REPORT**

Ms. Laurette Garner, Arts Specialist, presented.

Commissioner Ochoa inquired how ArtVenture numbers compared from last year.

Commissioner Derderian highlighted the Pacific Symphony performance at July Concerts in the Park.

## **OLD BUSINESS**

### **1. REVIEW UTILITY BOX ART PROGRAM HANDBOOK**

Item went directly to Arts Commission review.

Commissioner Derderian pointed out an inconsistency on page five of the document regarding how often artists can submit designs. suggested accepting multiple submissions but limiting it to one accepted design per year and asked for feedback from other commissioners or Ms. Garner.

Commissioner Mann agreed with the idea of allowing two (2) submissions, but only accepting one (1) per year.

Commissioner Ochoa agreed with Commissioner Derderian and Commissioner Mann's suggested amendments and appreciates the revisions on page six (6) for clarifying sponsorship boxes. Asked if institutions could be provided with a list of local artists and suggested including dimensions for utility boxes on page 14, as information could be useful for artists or designers, despite potential variations.

Commissioner Derderian asked for clarification of what "local artist" refers to. Suggested rewording a sentence about nonprofit fees to something simpler, such as, "Inquire for reduced nonprofit fees for small organizations." Also inquired about fees being used to cover honorariums for other artists, while also requiring the solicitation of a local artist who would receive an honorarium from the city. Sought clarification on this without expressing criticism.

Public Comments: None.

**MOTION/SECOND:** Commissioner Lucia made a motion to move this item to the next Arts Commission meeting/Seconded by Commissioner Ochoa.

The motion carried by the following roll call vote:

**Ayes:** Commissioner Lucia, Commissioner Derderian, Commissioner Mann, Commissioner Ochoa, Chair Wondercheck

**Nays:** None

**Abstained:** None

**Absent:** Commissioner Ashendorf, Vice Chair Zuckerman

**Motion Carried:** 5-0

### **2. REVIEW POET LAUREATE PROGRAM HANDBOOK**

Item went directly to Arts Commission review.

Commissioner Ochoa questioned if the five (5) poets who met qualifications, but not selected received constructive feedback or encouragement to reapply, emphasizing the importance of fostering a positive culture. She also asked if the same panelists



review applicants and if an evaluation rubric is used.

Public Comments: None.

**MOTION/SECOND:** Commissioner Derderian moved to approve the Poet Laureate Handbook/ Seconded by Commissioner Ochoa.

The motion carried by the following roll call vote:

**Ayes:** Commissioner Lucia, Commissioner Derderian, Commissioner Mann, Commissioner Ochoa, Chair Wondercheck

**Nays:** None

**Abstained:** None

**Absent:** Commissioner Ashendorf, Vice Chair Zuckerman

**Motion Carried:** 5-0

## **NEW BUSINESS:**

### **1. FREE AT SEGRESTROM CENTER CAMPUS**

Ms. Laurette Garner, Arts Specialist, presented.

Commissioner Mann suggested asking large for-profit companies to donate tickets, allowing the council to redirect the funds typically spent on tickets towards supporting artists. She noted that these companies are often required to make charitable contributions.

Chair Wondercheck appreciated the list of organizations receiving tickets and asked if additional local nonprofits could be added to it.

Commissioner Ochoa asked if staff could reach out to the point person to better understand the needs of the communities served, as the free tickets might not always be suitable for them.

Commissioner Lucia asked if they could contact the organization leads to understand the specific needs of the communities they serve, as the free tickets might not always be appropriate.

Commissioner Derderian expressed support for the shift in fund usage to provide transportation for senior center members.

Chair Wondercheck agreed with Commissioner Mann, emphasizing the importance of ticket donations for supporting city programs and institutions, and expressed appreciation to the City of Costa Mesa for facilitating program.

Public Comments: None.

## **ADDITIONAL COMMISSIONER MEMBER & STAFF COMMENTS.**

Commissioner Ochoa expressed excitement for this year's Art Venture, thanked City staff for their work, and highlighted the success of last year's 3D category winner, Antonio Kim, who now has an exhibition at a gallery in mid-city LA. She emphasized the significance of the awards in supporting artists' growth and also expressed enthusiasm for Hispanic Heritage Month.

Commissioner Mann discussed graffiti-style artwork seen at Hermosa Beach, noting its extensive coverage on long block walls. She suggested that Costa Mesa has similar blank walls that could benefit from murals, particularly in areas like the west side.

Chair Wondercheck announced an open house for the Arts and Learning Conservatory in Costa Mesa on August 24 from 1:00pm to 4:00pm to showcase a new performing arts space for children and the community. She invited others to attend and mentioned an upcoming ribbon-cutting ceremony in October too.

**ADJOURNMENT** Chair Wondercheck adjourned at 6:40 P.M.

DRAFT



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-369

**Meeting Date:** 10/3/2024

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## Agenda Report

Arts Commission

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Item #: 24-369

Meeting Date: 10/3/2024

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**TITLE:** ARTS SPECIALIST REPORT

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**PRESENTED BY:** LAURETTE GARNER, ARTS SPECIALIST

**CONTACT INFORMATION:** LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

### UPDATES:

#### ❖ Art Crawl

- The October 12<sup>th</sup> Art Crawl experience has a full list of sign-ups and is currently accepting names for a waitlist. More information will be sent out to participants early next week.  
(*Arts & Culture Master Plan: Goal 1. Action 2.1*)

#### ❖ ARTventure

- The Opening Reception and Community Arts Day on September 14<sup>th</sup> at Norma Hertzog Community Center (NHCC) was a success. We had about 1,500 people come through the event throughout the day and we tallied 600 people inside the NHCC to view the exhibition. All the live performances were amazing and we had some first time performers and participation for the event.
- The Awards Ceremony on September 21<sup>st</sup> was also a success. We had a full house, about 350 people and things went well overall- people enjoyed themselves as such a beautiful space.
- Thank you to commissioners, Alisa Ochoa and Charlene Ashendorf for volunteering their time during the multiple events of ARTventure and for Allison Mann and Chair Wondercheck for attending as well at the awards ceremony and community arts day.
- Costa Mesa TV has completed all their video interviews of the artists who won awards and we so we look forward to seeing those in the coming weeks.  
(*ACMP: Goal 1. Action 2.1*)

#### ❖ Free at Segerstrom Center Campus (SCC)

- The second year of the Free at SCC program is now underway. As part of the program, we have purchased tickets from all five (5) performing arts organizations on the Segerstrom campus and provided Orange County Museum of Arts (OCMA) with funds to provide arts education workshops to Costa Mesa residents. In early September, tickets were distributed to local nonprofits for two (2) performances: *To the Hands* by the Pacific Chorale and *Little Shop of Horrors* by South Coast Repertory. The sign-up list is currently full.  
(*ACMP: Goal 1. Action 2.2*)

❖ **Poet Laureate Program**

The application is currently open and will remain open until October 28<sup>th</sup> there is a possibility of extending the deadline, depending on how many applications are received.

*(Arts & Culture Master Plan: Goal 3. Action 1.4)*

❖ **The Exhibition**

The Senior Center second floor space is currently showing a community art show with artwork from the Painting for Enjoyment class, which takes place at the Senior Center. The walls are full of wonderful art! The show will be up until the end of December.

*(Arts & Culture Master Plan: Goal 1. Action 2.1)*



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 24-370

**Meeting Date:** 10/3/2024

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**TITLE:**

**UTILITY BOX ART PROGRAM REVIEW**

**DEPARTMENT: PARKS AND COMMUNITY SERVICES DEPARTMENT**

**RECOMMENDATION:**

Staff recommends the Arts Commission review the edits and approve the Utility Box Art Program Handbook.



## Agenda Report

### Arts Commission

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Item #: 24-370

Meeting Date: 10/03/2024

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**TITLE:** UTILITY BOX ART PROGRAM REVIEW

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**PRESENTED BY:** LAURETTE GARNER, ARTS SPECIALIST

**CONTACT INFORMATION:** LAURETTE GARNER, ARTS SPECIALIST, (714) 754-5322

**RECOMMENDATION:**

Staff recommends the Arts Commission review edits and approve the Utility Box Art Program Handbook (Attachment 1).

**BACKGROUND:**

The City of Costa Mesa owns over one hundred and twenty utility (120) boxes at signalized intersections throughout the City and is dedicated to incorporating art into public spaces. The Utility Box Art Program was launched in early 2015 to spotlight a handful of utility boxes as beautiful art pieces. The City currently has over sixty (60) utility art boxes that display artwork from local artists.

The Utility Box Art Program Handbook was created with content that was combined from previous documents to create guidelines for a comprehensive handbook. This document includes a downloadable paper application and an online application, both accessible on the City website.

Key Components of the Handbook are:

- Overview and mission
- Box locations
- Maintenance processes
- Artist submission criteria
- Artist honorarium
- Sponsorship submission criteria

The sponsorship component of the program was launched in early 2017. The former Cultural Arts Committee invited Costa Mesa businesses to sponsor artistic utility box vinyl wrap. This permitted a sponsor to place their name/logo on the artistic design; not exceeding 20% of printable space. The original intent of the sponsorship box was not to create a business billboard but a tastefully appealing piece of art that met the standards set by the Cultural Arts Committee. Proceeds generated from the program originally benefitted the Cultural Arts Committee Art Grant Program.

On April 4, 2024, the commission requested to review the handbook to discuss purpose of the boxes and aesthetic guidelines to better assist in implementation of the program.

On June 6, 2024, the handbook was presented to the Arts Commission for a general review. On August 1, 2024, the Commission reviewed the handbook which incorporated recommended edits

from the commission. During this meeting, additional recommendations for edits were requested to the document.

### **ANALYSIS:**

The Utility Box Art Program addresses the Arts and Culture Master Plan's Goal #2: Expand Public Art throughout the City.

**Action 2.1:** Continue the City-operated program of temporary utility box art, which affords opportunities to local artists, established and emerging, to create images that offer the community beautification. Review additional sites that are suitable for such installations, including wayfinding signage.

The foundational framework is detailed in the Utility Box Art Program Handbook. The application is scheduled to re-open in October 2024 for the next phase of utility box art.

### **FISCAL REVIEW:**

Funding for the Utility Art Box Program is currently supported with funds from the City of Costa Mesa Arts & Culture Fund, as outlined in the Arts & Culture Master Plan adopted by City Council on March 21, 2021.

### **LEGAL REVIEW**

There is no legal review required for this report.

### **CONCLUSION:**

Staff recommends the Arts Commission review the edits and approve the Utility Box Art Program Handbook.



The background of the page is a vibrant, abstract painting with a textured, pixelated appearance. It features a mix of warm colors like reds, oranges, yellows, and browns, as well as cooler tones like blues, greens, and purples. The colors are blended together in a way that creates a sense of depth and movement. A central white rectangular box with a thin blue border contains the title and subtitle text.

# **UTILITY BOX ART PROGRAM HANDBOOK**

CITY OF COSTA MESA  
2024

# **TABLE OF CONTENTS**

OVERVIEW & MISSION.....	2
BOX SPECIFICATION & LOCATIONS .....	2
VINYL WRAPS.....	3
MAINTENANCE & REPAIR PROCESS.....	3
CRITERIA FOR SUBMISSIONS-ARTISTS.....	4
ARTIST HONORARIUM .....	5
CRITERIA FOR SUBMISSIONS-SPONSORSHIPS .....	6
REVIEW & EVALUATION PROCESS.....	6
APPLICATION TIMELINE .....	7
UTILITY BOX ART PROGRAM APPLICATION.....	8
UBAP SPONSORSHIP APPLICATION .....	11
CONTACT INFORMATION .....	13
UTILITY BOX DIAGRAM.....	14



## UTILITY BOX ART PROGRAM HANDBOOK

### OVERVIEW & MISSION

#### OVERVIEW

The City of Costa Mesa owns over 120 utility boxes at signalized intersections throughout the city and is dedicated to incorporating art into public spaces. A Utility Box Art Program was launched in early 2015 to spotlight a handful of utility boxes as beautiful art pieces. The city currently has over 60 utility art boxes that display designed artwork from local artists using vinyl wraps.

#### MISSION

To support local artists and to create an opportunity for them to showcase their talents, while promoting vibrant and memorable public art throughout the *City of the Arts* that enhances the urban landscape.

### BOX SPECIFICATIONS & LOCATIONS



*City of Costa Mesa Traffic Signal Map*

The City Traffic Signal Map indicates utility boxes that are spread out around the city wherever there are traffic signals.

Utility boxes owned and managed by the city are typically 40 inches wide, about 48 inches in height and 30 inches deep. Generally the city of Costa Mesa utility boxes are larger in size than other private company utility boxes.

## **VINYL WRAPS**

Currently, the city of Costa Mesa uses vinyl wraps to cover each box with an artist submitted design and or artwork. Vinyl wraps are a polyester film with a clear gloss that has an anti-graffiti overlamine. Once a design is approved through application process (see below), vinyl wraps take 4 to 8 weeks to install. Artists submit a photo of the artwork they wish to display and a city approved contractor/vendor measures the box, orchestrates the placement and applies the vinyl wrap.

### **Why use vinyl wraps instead of painting directly onto the utility box?**

#### **1. Graffiti Deterrent**

Vinyl wraps deter and repel graffiti, in part because it's hard to paint over the surface and in part because it's hard to see any spray painted or carved in symbols outside the artwork.

#### **2. Long Lasting**

On average, vinyl wraps typically last three years. The colors fade a lot slower than a typical house paint or acrylic.

#### **3. Quality and General Appearance**

The appearance of each utility art box holds up nicely and the colors remain vibrant over time. They can also be cleaned easily.

## **MAINTENANCE & REPAIR PROCESS**

- Utility Box Art will be inspected annually to assess for damage and or replacement depending on the age of the artwork.
- Repairs and maintenance needs can be caused by; extensive graffiti, vandalism, torn or ripped vinyl, damaged signal casings, failure of internal electrical components, or subject to mechanical maintenance upgrades.
- The City of Costa Mesa will manage all repairs and replacements for up to 3 years for each utility art box. The City reserves the right to modify or remove artwork should a utility/traffic control box require maintenance, modifications or repairs as a result of unanticipated damages.
- The City shall notify the affected artist(s) when the vinyl wrap on the utility box needs to be replaced or removed.

Duration	Repairs	Replacement
<u>Utility Box Art</u> submitted by artists shall be on display for a recommended period of 3 years.	Each box will be reviewed on a case-by-case basis for repairs. Repairs will be paid for by the city until the wrap is replaced and for up to three years (or longer, based on the condition of the vinyl wrap and as funding permits).	The replacement schedule of the exterior shall be determined by both the extent of maintenance and or repairs required at each location. If necessary, the vinyl wrap will be removed until a replacement artwork can be found, as funding permits year to year.
<u>Sponsored Utility Box Art</u> will remain for up to 3 years..	Any repairs for sponsored boxes will be paid for by the city within the 3 year period.  <u>Maintenance Costs:</u>  \$200 to remove or unwrap a box  \$80 for setup and \$20 per square foot for repairs to the applied graphic	If a sponsored box needs to be replaced or altered, the sponsor will have the option to pay the fee again and refresh the design or the vinyl wrap can be removed at no extra cost to the sponsor.

## **CRITERIA FOR SUBMISSIONS- ARTISTS**

### **ARTIST ELIGIBILITY & BASIC INFORMATION**

The Utility Box Art program is open to individual artists, a team of artists or community groups who have the vision and skills required to create a visually engaging image or artwork design for a vinyl wrap.

1. Qualifying applicants must reside in Orange County.
2. Applicants may apply online or submit a paper copy of the form (see below).
3. Each applicant must provide a high-quality photo(s) of their proposed artwork (1 to 5 high resolution, 300 dpi, art design files with the dimensions of 40 inches wide by 20 inches high).
4. Each applicant will be asked to provide a short biography written in the third person for the website map, as part of the application process.

5. Artists may submit two applications annually for two unique designs, but only one artwork will be accepted per year (Please note: filling out an application does not guarantee approval from staff and the City Arts Commission).

#### **Recommendations for submitting a design:**

- Ensure that artwork is appropriate for all ages- no political, religious or discriminatory subject matter will be considered.
- Consider using bright colors and heavy outlines, as they look best from the afar.
- Envision how the design will translate onto a box shape and if it will be visually interesting from all angles and directions.
- Utilize the utility box diagram to envision how the artwork might look on the shape of the box.

Utility Box locations are chosen by city staff but suggestions are welcome.

### **ARTIST HONORARIUM & SUPPORT**

#### **ARTIST HONORARIUM FOR DESIGNS**

Selected artists shall be compensated for their submitted artwork and or conceptual renderings and receive an honorarium upon the acceptance of the design by the Arts Commission and the completion of the vinyl wrap installation. The amount shall cover costs for the artist's time spent in creating the artwork, submitting an application and occasionally being available for interviews or photo opportunities to be used for promotional purposes. The artist will not be responsible for installing the vinyl wrap. The honorarium for one utility box is \$300. Only one design per artist will be accepted each application year.

#### **ARTIST INFORMATION**

Photos of artwork designs on completed utility boxes will be displayed on an interactive Google map on the City of Costa Mesa website. Information about the artist will accompany the image of the completed Utility Box Art.

Potential information to be included:

- Artist Name
- Artist Short Biography
- Website or Social Media
- Title of the Artwork
- Box Description
- Box Location
- Box Number
- Box Year

Utility Box Art images will also be used, intermittingly, throughout the City of Costa Mesa social media and media channels.

## **CRITERIA FOR SUBMISSIONS-SPONSORSHIPS**

### **SPONSORSHIPS COST & TERMS**

The sponsorship program will permit a sponsor to commission or select a work of art designed by a local artist, to be placed on a box. Sponsors will be acknowledged on the Utility Box Art Program webpage, on the UBAP map and through other City media channels. The donation is tax deductible.

1. The cost to sponsor a box for up to 3 years will be \$3,000.  
\*Inquire about reduced fees for small nonprofit organizations.
2. Branding on the box cannot exceed 20% of printable space and must blend into the artwork or design. The intent of the box is not to create a business billboard but a tastefully appealing piece of art that meets standards set by the Arts Commission and city staff.
3. Organizations and businesses are **required** to solicit an artwork design from a local artist. Please refer to the Artist Eligibility paragraph above for more details about the application process and the materials required. Once approved, the City will pay an honorarium to each artist for their submitted and approved design. Any other fees associated with commissioning a separate artwork(s) themed specifically to product or a business, are the responsibility of the business and or organization.

Some things to consider before participating:

- No political, religious, or discriminatory subject matter will be considered.
- The Costa Mesa Utility Box Art Program was created to beautify the City's urban landscape. Designed vinyl wraps should not serve any specific commercial purpose, and the artistic integrity of the original artwork submitted by the artist, should remain intact.
- Regular maintenance such as cleaning or removal of graffiti will be the responsibility of the City of Costa Mesa for up to 3 years which includes damage; such as severe scratching or ripping. If the damage is significant the vinyl wrap will be removed completely at no cost to the sponsor.
- The City may remove the art wrap at any time should it become repeatedly damaged, difficult to maintain, damaged beyond resources to repair, or as a result of another concern.
- Generated funds are used to provide honorariums to the artists that participate in the program.

## **REVIEW & EVALUATION PROCESS**

Utility Box Art applications are reviewed by staff who will then forward all complete and eligible applications to the City of Costa Mesa Arts Commission for evaluation and approval.

Artists and organizations will be notified by email, with a timeline for installation, if their design has been selected.

**Approval Criteria:**

The criteria used to select eligible artists and artwork and or designs shall be evaluated accordingly:

- Evaluation of artistic excellence
- Appropriateness of scale, form, content and design
- Relationship to the social, cultural and or historical identity of a location
- Artist or organization residency in Orange County

**APPLICATION TIMELINE****APPLICATION CYCLE**

Utility Box Art Program funding allows for 10 new or replacement art boxes annually.

Online application opens October 10, 2024 and will be open for new artwork designs until December 31, 2024.

Vinyl wraps will be installed beginning in January until the end of June of each year.



## CITY OF COSTA MESA ♦

# UTILITY BOX ART PROGRAM APPLICATION

◆ *Also available online*

## ARTIST INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, ST Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Facebook URL: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Web Site URL: \_\_\_\_\_ Instagram URL: \_\_\_\_\_

Please provide a short biography (required). You may also attach a CV with education, exhibitions, gallery representation, etc. (optional).

[illegible]

## ARTWORK INFORMATION

Artwork Title:

*This may be used, in whole or in part, for promotion if your application is approved and will be placed on the Utility Box Google map.*

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### Artwork Description:

*Write in a brief description of a few words that address the basic visual elements of your piece. This may be used, in whole or in part, for promotion if your application is approved and will be placed on the Utility Box Google map.*

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**Artwork Medium:**

*How did you make this? What materials were used? This may be used, in whole or in part, for promotion if your application is approved and will be placed on the Utility Box Google map.*

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Year created: \_\_\_\_\_

**Is there a location you prefer?**

*This is a suggestion and will be honored whenever possible but not guaranteed. Please refer to the City of Costa Mesa Utility Box Google map on our website.*

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**Proposed Artwork:****Please email or upload images showing photos or drawings of your proposed artwork:**

*Envision how the design will translate onto a box shape and if it will be visually interesting from all angles and directions.*

*Artwork submissions must be a high resolution (suggested 300 dpi) –file with the dimensions of 20 inches high and 40 inches wide. Maximum size allowed is 16 MB. Allowed types: jpg, .jpeg, .png*

*You may upload one image for the top of the utility box, one image for the two sides and one image for the front and back, that you would like to be placed on the utility box (if it is an abstract repeating pattern, one image may be enough):*

Photo 1: \_\_\_\_\_

Photo 2: \_\_\_\_\_

Photo 3: \_\_\_\_\_

**GENERAL INFORMATION**

Each artist is permitted 1 submission per year. An artist honorarium in the amount of \$300 will be awarded after the vinyl wrap has been completed and the artwork is visible to the public. Artists will be notified and a check will be mailed. In order for a payout, the City will need a W-9 filed. Fill out and email or upload as part of your application.

[W-9 Form](#)

Would you be interested in participating in a brief interview for City of Costa Mesa social media platforms to help promote and bring awareness to the program? Please circle one.

Y or N

Other: \_\_\_\_\_

**ARTS DIRECTORY**

\_\_ I give permission to include my name, social media information, biography and images of my artwork in the City of Costa Mesa's [Arts Directory](#) on the City's website.

If you'd like to be a part of the Arts Directory, please upload or email an image you would like to feature below:

Featured Image: \_\_\_\_\_

*Maximum size allowed is 16 MB. Allowed types: .jpg, .jpeg, .png*

**ACKNOWLEDGEMENTS**

\_\_ I have read and understand the requirements that have been provided in the handbook for City of Costa Mesa Utility Art Box Program.

\_\_ I certify that the information contained in this application and attachments are true and correct.

**WAIVER & RELEASE**

I represent that I am the author of and owner of all rights in and to the Artwork and that I have the sole and exclusive right to make within the grant of rights, including but not limited to moral rights, that neither I nor anyone else has any contractual or other arrangements which will interfere with rights herein granted and warrant that the rights herein granted will not infringe on the rights of any third party and that the consent or permission of no other party is required by City in connection with the use of the Artwork. I agree to indemnify and hold City harmless from and against any and all liability, damages, claims and demands of whatever kind and nature, either in law or in equity, which arises or may hereafter arise from the City's use or display of the Artwork or in connection with the breach or alleged breach of my representation and/or warranty made hereunder. I understand and agree that the City may remove my artwork at any time without prior notice. I further acknowledge the City will make an effort to inform me as the artist in advance of the removal of the artwork, but any such removal will not be dependent on advance notice being given.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF COSTA MESA ♦****UTILITY BOX ART PROGRAM SPONSORSHIP APPLICATION**♦ *Also available online***ORGANIZATION INFORMATION**

Name of the Organization: \_\_\_\_\_  
 Representative's First Name \_\_\_\_\_  
 Representative's Last Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, ST Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Facebook URL: \_\_\_\_\_  
 Web Site URL: \_\_\_\_\_ Instagram URL: \_\_\_\_\_

Please provide a short description of your organization (required).

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**ARTIST & ARTWORK INFORMATION**

*Organizations and businesses are encouraged to solicit a design or artwork from a local artist. Contact Arts Specialist for recommendations.*

**Commissioned local artists will need to fill out the UABP Artist Application and submit the photos and sign the waiver.**

Artist: \_\_\_\_\_

Artwork Title:

*This may be used, in whole or in part, for promotion if your application is approved and will be placed on the Utility Box Google map.*

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**LOGO INFORMATION**

Please upload or email your organization's logo to be placed on the utility box.

**GENERAL INFORMATION**

Checks for sponsorship fees can be made out to the City of Costa Mesa and are due after receiving notice of an approved application and before the vinyl wrap is applied. The City will send over an invoice once the artwork design has been approved by the Arts Commission.

Once a check is received, the City of Costa Mesa will issue a receipt.

**Donations to a government entity are charitable contributions.** Learn more about [IRS Charitable Contributions](#).

**ARTS DIRECTORY** *(only applicable to arts organizations)*

☐ I give permission to include my organization and social media information in the City of Costa Mesa's [Arts Directory](#) on the City's website.

If you'd like to be a part of the Arts Directory, please upload or email an image you would like to feature below:

Featured Image: \_\_\_\_\_

*Maximum size allowed is 16 MB. Allowed types: .jpg, .jpeg, .png*

**ACKNOWLEDGEMENTS**

☐ I have read and understand the requirements that have been provided in the handbook for City of Costa Mesa Utility Art Box Program.

☐ I certify that the information contained in this application and attachments are true and correct.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONTACT INFORMATION**

**Laurette Garner**

City of Costa Mesa

Arts Specialist

[laurette.garner@costamesaca.gov](mailto:laurette.garner@costamesaca.gov)

(714) 754-5322

Thank you for completing this application form and for your interest in the Utility Art Box Program. If your artwork is selected you will be contacted via email. Please insure your email address is correctly displayed above.

## UTILITY ART BOX PROGRAM

### Utility Box Diagram

While the majority of utility boxes found in the City of Costa Mesa vary in size, 95% of them are the following dimensions:

**44"W x 26"D x 55"H**

