

VILLAGE OF LIBERTYVILLE  
**LIBERTYVILLE ARTS COMMISSION**

January 20, 2020  
Libertyville Village Hall  
118 W. Cook Avenue  
**2:00 p.m.**

**AGENDA**

- 1) Approval of Minutes
- 2) Community pARTners
- 3) Vacant Art Policy Follow-up
- 4) Community Mural Project
- 5) Drum Circle
- 6) Other
- 7) Next meeting date – March 16, 2020
- 8) Adjournment

*Any individual who would like to attend this meeting but because of disability needs some accommodation to participate should contact the ADA Coordinator at 118 West Cook Avenue, Libertyville, Illinois 60048 (847) 362-2430.  
Assistive listening devices are available.*



## Memorandum

**To:** Libertyville Arts Commission

**From:** Lacey Benedeck, Administrative Intern

**Date:** 1/13/20

**Subject:** Vacant Storefront Art UPDATE

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### **Background**

On January 6<sup>th</sup>, 2020, staff met with the Director of Community Development and the Economic Development Coordinator to discuss the feasibility of implementing a vacant storefront art ordinance. The following information reflects the current vacancies and procedures that the Village has in place:

- The downtown has a 4% commercial vacancy rate.
- *Article 11 of Chapter 26 Pertaining to the Regulation of Signs:*
  - Downtown Core Commercial Districts: For first and second floor tenants, 1 permanently affixed “window sign” shall be permitted per window opening, not to exceed 35% of the window. A sign exceeding 35% of the window is considered a “wall sign” and is subject to permit and regulation.
- There is no procedure or policy that requires businesses to inform the Village of their vacancy.

### **Recommendations**

Should the Arts Commission recommend pursuing a vacant storefront art policy, the Director of Community Development and the Economic Development Coordinator recommend the following items be included in its implementation:

- Participation in the program should be voluntary, so creating an ordinance is unnecessary.
- All businesses in the Village should have the opportunity to partake.
- In order to alleviate the burden on Community Development staff by reducing the need for permits for the art, the total square footage of the art pieces should not exceed a maximum of 35% of the total window area.

- No permit will be required for vacancies.

### **Next Steps**

- Decide procedure for solicitation of art.
- Refine elements of the program and determine if it will be an annual creative design contest or an ongoing option for vacant storefronts.
- Gather information to present to the Economic Development Commission.

VILLAGE OF LIBERTYVILLE  
Libertyville Arts Commission  
**DRAFT**

Minutes  
Monday, November 11, 2019

A meeting of the Libertyville Arts Commission was held on Monday, November 11, 2019 at 2:08 p.m. at the Libertyville Village Hall. Those in attendance included Commission Members: Chairperson Amy Williams, Glen Moss, Beth McKenna, David Stuart, Elise Steffe and Terry Bangs. Also in attendance was Deputy Village Administrator Ashley Engelman and Administrative Intern Lacey Benedeck.

**Approval of Minutes**

A motion was made by Commissioner Moss and seconded by Commissioner Moss to approve the minutes of the August 19, 2019 meeting as presented.

**Festival of the Arts Recap**

**Community pARTners**

Chair Williams introduced the concept of Community pARTners. She noted that this would take the place of the Fine Arts month campaign that was typically held in March of each year. The purpose of the program would be to give sponsors an opportunity to be involved for an entire year of events. Different sponsorship levels will be offered. The Village will assist with promoting the program by sending out a letter to each business in the community and promoting in the Village Views and on the Village website. Events that will be included in the program are traditional ones offered such as the Fine Arts Fest, Libertyville Band Concerts, the moveable mural project, etc. Chair Williams encouraged members to reach out to their connections to solicit sponsorships. A month by month schedule will be developed of the arts programs and offerings within the community.

Member Stuart noted that the Improv Playhouse will be celebrating their 20-year anniversary and there will be events that can be advertised. It is anticipated that the letter will go out in January.

Member Bangs made a motion to move forward with the Community pARTners program. Member Moss seconded the motion.

**Project Initiative Concept**

Deputy Administrator Engelman presented the concept of project initiative opportunities to the Commission. She noted that Chair Williams and she discussed the idea that when projects are generated that would be implemented by the Arts Commission a formal proposal could be presented to the Arts Commission by the Adler Center to implement the project. A budget and project scope will be approved by the Arts Commission. The Commission was in consensus that this will be a good approach to implementing initiatives.

**Vacant Window Art Policy**

Intern Benedeck presented a memo regarding a new initiative for the Commission's consideration. The Mayor asked that the Commission look into the possibility of implementing a policy or program which would require or provide an opportunity for vacant businesses to place artwork in their windows. Concepts that were discussed included:

- Sample programs for neighboring communities
- Requirement vs. voluntary program

- Selection of art and acquisition of art
- Business responsibilities

The Commission overall supported the idea being a voluntary program. Staff was asked to get further information on processes within the Village that would need to be followed, current process for vacancies, what the administrative burden would be and any other legislative bodies that would need to review the proposal. A determination was not made as to how the art would be acquired.

**Other**

None

**Adjournment**

Member McKenna made a motion to adjourn the meeting and Member Moss seconded the motion. The meeting was adjourned at 3:41 p.m.

Respectfully submitted,

Ashley Engelmann  
Deputy Village Administrator