



STAFF REPORT

DATE: May 19, 2026
TO: Cultural Arts Commission
FROM: Shaunna Hunter, MPA
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1. SUBJECT

Consideration of Program Guidelines for the Signal Box Art Program

2. RECOMMENDED ACTION/MOTION

Consider Program Guidelines and provide input to staff for formal adoption presentation at City Council.

3. BACKGROUND AND DISCUSSION

Staff presented a report to the Cultural Arts Commission on March 4, 2026. The Cultural Arts Commissioners engaged in a discussion and provided input on program roll out, participation, sponsorship, key locations, stipends, and application. Staff were directed to bring back additional program details based on consensus reached during the March 4, 2026 meeting. Administration of the Signal Box Art program requires staff time for marketing, press releases, calls for artists, design review panels, contracts, awards and selection events coordination, Public Works coordination, and maintenance oversight.

The City of Westminster has two signal box cabinet types (Attachment 1)

- Type 333 Traffic Signal Cabinets- 39 Cabinets
Represented on the map with a red dot are stand-alone cabinets (22"x 58.5"x 26") with two large front facing cabinet doors.
- Type P – 23
Traffic Signal Cabinets, represented on the map with a blue dot are stand-alone cabinets (38"/44" x 46" x 26"). Some of these cabinets may be placed against a wall so all 4 sides may not be accessible.

Signal Box Art Program Mission

The Signal Box Art Program is designed to engage the community in the creation of vibrant and accessible public art which reflects the culture and community of Westminster residents, visitors, and businesses.

Signal Box Art Program Vision

The Signal Box Art program is an essential part of inspiring artists in the thriving art community of Westminster and Orange County.

Artist Selection

In cooperation with the Orange County Department of Education the City will conduct a call for artists annually in the fall to coincide with going back to school. Artist submissions may consist of a single artist or a group of artists working together on a single design. The artists must live in, work in, or demonstrate a strong tie to the Westminster Community. A selection committee will be determined to review applications and consider their placement within the available signal boxes.

Signal Box Program Budget

Staff will work within the budget process to secure funding for the following year's program. In addition, artists may find sponsors or local grants to fund their project. Sponsored boxes will not have an advantage in the selection process but will be considered to offset the fiscal impact of the Signal Box Art Program. In addition, staff will seek grant funding to further fund this program.

Application

Applications will open in September and must be submitted through a form approved by the City by the deadline established annually by the Community Services Director. Each application must contain the following to be considered:

- Artist Biography
- Artist Statement
- Names of collaborators
- Preferred Signal Box Location (must select 3 options)
- Connection to Westminster
- Design Name (optional)
- Materials
- Sponsor Name (optional)
- Digital image of the design
- Artist Agreement, City indemnification, Consent to use the art in perpetuity, Photo Waiver, and W-9 form

Artist Notification and Presentation

All artists will be notified if they are selected for the program by the end of October. Selected artists will be required to provide a reproduction of their design no larger than 24" x 36" or smaller than 18" x 24" to be presented at a public meeting in November or December. The City will hold an artist reception and invite the public and all artists that submitted proposals.

Installation

Art installation will begin in January of the following year. Installations will be coordinated with Community Services Department, Public Works, and Public Safety. Artists will be responsible for painting the selected signal box on-site; this method provides direct artistic engagement and will reduce the overall cost. After the signal box has been painted, the City will apply weather-proofing and anti-graffiti coating. Costs for primer, paint, sealants and supplies vary by size but may be relatively low compared to professional wraps and will be covered by the artist stipend.

Vandalism and Damage

Use of anti-graffiti coating will extend the life of signal box art but will still need maintenance and replacement over time. If the art or the signal box becomes damaged, the artist will be contacted to repair it or the City at its own discretion will remove the art from the box.

Artist Stipend and Cost

Artists selected for this program will receive \$1,000 stipend to purchase materials and cover their direct costs. The City will install a protective clear coat that may extend the life of the signal box art.

Marketing and Engagement

The City will announce the Call for Artists, selected Artist Biographies, and images of selected art on the City website and through various marketing channels.

4. CONCLUSION

Signal box art programs have been successfully adopted by multiple California cities, yielding vibrant public art, community engagement, and graffiti deterrence while supporting local artists. The Cultural Arts Commission may review the program guidelines and provide feedback on its interest in recommending the program for City Council consideration.

5. FISCAL IMPACT

There is no fiscal impact related to the Commission's review of this item or the recommendation to the City Council.

6. ATTACHMENTS

1. [City of Westminster Signal Box Map](#)
2. [PowerPoint Presentation](#)