



## Mural Design Information Form

LEAD ARTIST

ADDRESS

CITY

STATE  ZIP CODE

EMAIL  PHONE

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PROJECT COORDINATOR

ADDRESS

CITY

STATE  ZIP CODE

EMAIL  PHONE

---

SPONSORING ORGANIZATION

ADDRESS

CITY

STATE  ZIP CODE

EMAIL  PHONE

FUNDING SOURCES

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PROPOSED SITE (address, cross street )

DISTRICT

District numbers can be found at <http://sfgov.org/elections/district-citywide-maps>

MURAL TITLE	Portal
DIMENSIONS	4x utility boxes, 1 large (~4'x2'x6'), 2 small (~1'x1'x4.5'), 1 medium (in between)
ESTIMATED SCHEDULE (start and completion dates)	June 2023 (design started) to complete by end June 2024
1. Proposal (describe proposed design, site and theme. Attach a separate document if needed).	<p>"Portal" creates a sense of place at the intersection of West Portal and Lakeside Village using iconic imagery from both neighborhoods.  Please see Attachment 1 for images of existing wall murals and the ground mural.  Please see Attachments 8 and 9 for images of the proposed designs and the site.</p>
2. Materials and processes to be used for wall preparation, mural creation and anti-graffiti treatment.	<p>To prepare the surfaces they will be cleaned thoroughly with TSP and coated with an exterior primer (BIN 123). The murals will be painted primarily using a high quality exterior acrylic house paint and primer in one (Behr or similar) applied with rollers and brushes. If possible, some elements may be embellished with acrylic spray paint. Upon completion the mural will be protected with TSW acrylic anti-graffiti coating applied with roller or spray.</p>
3. List individuals and groups involved in the mural design, preparation and implementation.	<p>Artist, Mike Ritch, was selected based on these criteria:</p> <ol style="list-style-type: none"> <li>1. Experienced local artist who painted and continues to maintain the existing murals at the M Muni Ocean Right of Way, Bus Shelter, "Lakeside Landing", and utility boxes on Junipero Serra lakeside.mainfare.com.</li> <li>2. Trained by SFMTA to work safely alongside Muni tracks and at busy locations.</li> <li>3. Prequalified by the City of San Francisco for Public Art Projects.</li> <li>4. Won the 2019 San Francisco Beautiful Public Art Award recognizing "an individual or group that has created public art and eliminated blight by adding beauty".</li> </ol>

**Attach the following documents to this form:**

1. Lead artist's resume/qualifications and examples of previous work
2. Three (3) letters of community support
3. Letter or resolution approving proposal from city department **or**;
4. Letter of approval from private property owner along with Property Owner Authorization Form
5. Signed Artist Waiver of Property Rights for artwork placed upon city property **or**;
6. Signed Artist Waiver of Proprietary Rights financed in whole or in part by city funds for artwork placed upon private property
7. Maintenance Plan (including parties responsible for maintenance)
8. Color image of design
9. One image of the proposed site and indicate mural dimensions

**Attachment 1 (page 1 of 2):  
Lead Artist's Resume/Qualifications**

**Mike Ritch**

[mike.ritch.art@gmail.com](mailto:mike.ritch.art@gmail.com) | <http://www.mikeritch.com> | 415.846.4348

**Education**

University of South Carolina, BA Psychology, 2000

École Nationale Supérieure des Beaux-Arts – Paris, France 2002

San Francisco Art Institute, BFA Painting, 2003

**Professional Experience**

(2007 – present) Director/instructor Jean Henry School of Art - San Francisco, CA

**Public Art Experience**

2020 Community Ground Mural with SF Park's Alliance - San Francisco, CA

2019 Commissioned sculpture for Aquarium of the Bay - San Francisco, CA

2018 Donated mural to Achieve Elementary - Oakland, California

2016 Clarion Alley Mural Project mural - San Francisco, CA

2016 Circus Circus Mural Marathon - Reno, NV

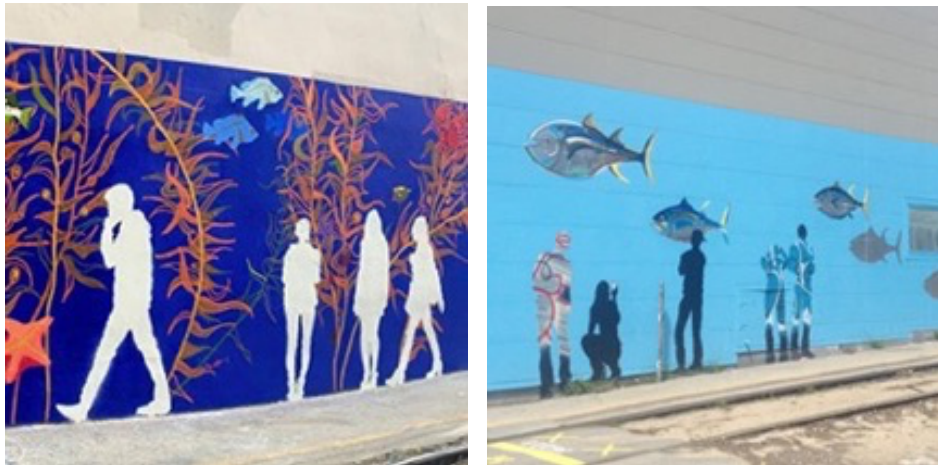
2013 Founded the Ocean Avenue Mural Project in partnership with SFMTA  
Railway - San Francisco, CA

**Awards**

2019 Public Art Award from SF Beautiful

2018 San Francisco Arts Commission Pre-Approved Public Artist Pool

**Attachment 1 (page 2 of 2):  
Mike Ritch Examples of Public Art**



**Ocean Avenue Mural Project in partnership with SFMTA Railway.**



**“Ophelia”, Lakeside Landing, District 7, adjacent to the proposed bus shelter mural.**



**Additional Public Art Examples**

**Attachment 2:**  
**Three (3) letters of community support**

**Letter 1 of 3:**

40 Beachmont Drive  
San Francisco, CA 94132  
Mobile 415-636-2421

January 13, 2024

Craig Corpora  
Civic Art Collection and Public Art Program  
San Francisco Arts Commission  
[Craig.corpora@sfgov.org](mailto:Craig.corpora@sfgov.org)

Dear Craig,

As a member of the nonprofit, Friends of Lakeside Village, with fiscal sponsorship from San Francisco Parks Alliance, I'm writing in enthusiastic support of artist Mike Ritch painting the utility boxes at St. Francis Circle.

Mike has already painted many terrific murals in our neighborhood. They help make the city a brighter and more welcoming place. He is doing a great job of maintaining these murals and repairing periodic damage due to graffiti.

We are excited to have grant funding for new murals including these utility boxes at St. Francis Circle that are often covered in graffiti.

We hope that you will approve our application.

Yours sincerely,  
Kath Tsakalakis  
Volunteer, Friends of Lakeside Village  
Website: [lakeside.mainfare.com](http://lakeside.mainfare.com)  
Email: [lakeside@mainfare.com](mailto:lakeside@mainfare.com)

Letter 2 of 3:

## Utility Boxes Project



Lisa Napoli <naplisa123@gmail.com>

Today at 4:28 PM

To: Kath Tsakalakis

January 13, 2024

Craig Corpora  
Civic Art Collection and Public Art Program  
San Francisco Arts Commission  
[Craig.corpora@sfgov.org](mailto:Craig.corpora@sfgov.org)

Dear Craig:

I'm writing to recommend the selection of artist Mike Ritch to design and paint the utility boxes at St Francis Circle.

Mike has showcased his creativity with multiple mural projects in the neighborhood, and his work has been met with universal appeal. He's a talented artist with a strong sense of community, and I'm confident that he would create beautiful and engaging artwork for the utility boxes.

Please let me know if you have any questions.

With thanks,  
Lisa Napoli  
Volunteer, Friends of Lakeside Village

110 Junipero Serra Blvd  
San Francisco, CA 94127  
415.902.9994 Mobile

## Letter 3 of 3:

WP Merchant Association

← ↶ ↷



Karen Tarantola <karent@vanguardsf.com>

Today at 9:45 AM

To: Kath Tsakalakis

January 22, 2024

215 West Portal Avenue  
San Francisco, CA 94127

Craig Corpora  
Civic Art Collection and Public Art Program  
San Francisco Arts Commission  
[Craig.corpora@sfgov.org](mailto:Craig.corpora@sfgov.org)

Dear Craig,

As Secretary and representative of the West Portal Merchant Association, I'm writing in enthusiastic support of artist Mike Ritch painting the utility boxes at St. Francis Circle.

Mike has already painted many terrific murals in our neighborhood. They help make the city a brighter and more welcoming place as well as encouraging more passersby to explore our wonderful and vibrant West Portal Avenue. He is doing a great job of maintaining these murals and repairing periodic damage due to graffiti.

We are thrilled that our Friends of Lakeside Village have secured grant funding for new murals including these utility boxes at St. Francis Circle that are often covered in graffiti.

We hope that you will approve our application.

Yours sincerely,

Karen Tarantola, Secretary  
West Portal Merchant Association  
(415) 407-2650

**Karen Tarantola**  
Realtor  
DRE #01208217  
C: 415.407.2650  
[www.vanguardproperties.com](http://www.vanguardproperties.com)



### Attachment 3. Letter or resolution approving proposal from city department.

[[Attachment 4. Letter of approval from private property owner that includes mural N/A.]]  
(note, there is no longer a separate owner authorization form)



February 9<sup>th</sup>, 2024

Kath Tsakalakis  
Steering Committee - Friends of Lakeside Village  
[kath@trefo.com](mailto:kath@trefo.com)

**Subject: Painting Murals on 4 SFMTA Cabinets at Saint Francis Circle (northwest corner of West Portal and Sloat)**

Dear Kath,

This letter is in response to your email requesting to decorate four (4) SFMTA-maintained utility cabinets at the northwest corner of West Portal Ave and Sloat Boulevard with painted murals. Prior to submitting a proposal for the San Francisco Arts Commission to review and approve, you must first obtain a letter from the appropriate city agency for permission to paint the cabinets, which in this case is the San Francisco Municipal Transportation Agency (SFMTA). I am writing to confirm that SFMTA is in support of our cabinets being painted, and do not foresee any major issues with the painting of our cabinets. Therefore, your Arts Commission review can begin. However, final approval and authorization to proceed with painting our cabinets will be contingent upon working with SFMTA on an agreement/permit that SFMTA, Friends of Lakeside Village, as well as Mike Ritch (the artist) must sign. The agreement will be similar to the one that was prepared for the cabinets at Ocean/Plymouth which you already have a copy of. Because it will take time to obtain the SFMTA permit and for Arts Commission approval, we are providing this letter so that both approval processes can start and proceed concurrently.

One item of note is that two cabinets are related to SFMTA traffic signal control that Dusson has jurisdiction over, while the remaining two cabinets are related to SFMTA tracks and rail signals that Dave has jurisdiction over. Even though the cabinets are maintained by different groups at SFMTA, the final agreement/permit for both cabinets will follow the same procedures and processes as the traffic signal cabinet permit/agreement process.

Utility cabinets look similar. Therefore, you took a screenshot showing the cabinets you intend to paint. I have attached your screenshot to show the SFMTA cabinets that are proposed for painting.

I look forward to working with you on the SFMTA permit. Previous art installations on our cabinets have helped to beautify neighborhoods and make San Francisco a wonderful place to live.

Sincerely,

  
Dusson Yeung  
Associate Engineer – Streets Division

  
Dave Harbin  
Supervising Electronic Maintenance Technician – SFMTA Maintenance of Way

cc: Mike Ritch – [mike.ritch.art@gmail.com](mailto:mike.ritch.art@gmail.com)





**West Portal Avenue and Sloat Boulevard (northwest corner)**

**Four SFMTA cabinets proposed for painting with a decorative mural**

# Attachment 5. Signed Artist Waiver of Property Rights for artwork placed upon city property

[https://www.sfartscommission.org/sites/default/files/documents/CAPAVARA\\_WaiverCityProperty.pdf](https://www.sfartscommission.org/sites/default/files/documents/CAPAVARA_WaiverCityProperty.pdf)

## Waiver of Proprietary Rights

### for Artwork Placed Upon CITY PROPERTY under VARA and CAPA

Artist has designed a work of visual art. In consideration of the City's approval of the Artist design of visual art.

DESCRIPTION: [type, mural, medium]:

This mural will be painted on 4 adjacent SFMTA utility boxes using exterior house paint

TITLE, DATE:

Portal, 2024

DIMENSIONS:

4 boxes, 1 large (4x2x6ft), 1 med, 2 small (1x1x4.5)

ADDRESS/LOCATION:

St Francis Circle / West Portal Ave / Sloat / Portola

Note by D. Yeung 2-7-2024: all 4 cabinets are on the northwest corner

("the Work") for the City artist agrees to waive and does hereby waive voluntarily all rights to attribution and integrity with respect to the Work and any and all claims as may arise under the Visual Artists Rights Act of 1990, 17 U.S.C. §§106A and 113(d) ("VARA"), the California Art Preservation Act (Cal. Civ. Code §§987 and 989) ("CAPA"), or any other local, state, foreign or international law, as currently drafted or as may be hereafter amended, that conveys the same or similar rights ("Moral Rights Laws"), with respect to the Work, its display, removal from display, exhibition, installation, conservation, storage, study, alteration and any other activities conducted by the City, its officers, employees, agents, contractors, licensees, successors or assigns. If the Work is incorporated into a building such that the Work cannot be removed from the building without physical defacement, mutilation, alternation, distortion, destruction, or other modification (collectively, "Modification") of the Work, artist waives any and all such claims under any Moral Rights Laws arising out of or against any current or future owners of the site, and its agents, officers and employees, for Modification of the Work.

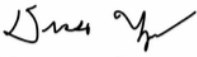

The City has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the Work, in whole or in part, in City's sole discretion.

The City has no obligation to pursue claims against third parties for modifications or damage to the Work done without the City's authorization. However, the City may pursue claims against third parties for modifications or damage or to restore the Work if the work has been modified without the City's authorization. In the event that the City pursues such a claim, it shall notify the Artist, and Artist shall cooperate with the City's efforts to prosecute such claims.

If the City modifies the Artwork without the Artist's consent in a manner that is prejudicial to Artist's reputation, Artist retains the right to disclaim authorship of the Artwork in accordance with 17 U.S.C. § 106A (a) (2).

**Artist bears the sole responsibility for providing the City with any changes to the Artist's Address for Notice.** Notice of changes must be mailed to the Arts Commission, 401 Van Ness Avenue, Suite 325, San Francisco, CA 94102 **AND to the City Agency with jurisdiction over the property.**

CITY AGENCY

Agency:	San Francisco Municipal Transportation Agency	
Authorized Agent:	Dusson Yeung	& Dave Harbin
Address:	1 South Van Ness Avenue, 7th Floor	601 25th Street, Room 202
	San Francisco, CA 94103	San Francisco, CA 94107
Email:	dusson.yeung@sfmta.com	dave.harbin@sfmta.com
Phone:	415-646-2688	925-487-1734
SIGNATURE:		
DATE:	<u>2 / 7 / 24</u>	<u>2 / 16 / 24</u>

4 cabinets for Saint Francis Circle

ARTIST

ARTIST understands the effect of this waiver and hereby acknowledges that ARTIST is surrendering the rights described herein with respect to the Work.

Artist:	<u>Mike Ritch</u>
Address:	<u>1519 Oak Street Apt 2</u> <u>San Francisco, CA 94117</u>
Email:	<u>mike.ritch.art@gmail.com</u>
Phone:	<u>415-846-4348</u>
SIGNATURE:	
DATE:	<u>1 / 15 / 24</u>

SAN FRANCISCO ARTS COMMISSION

Authorized Agent:	Jenn Doyle Crane
Address:	San Francisco Arts Commission 401 Van Ness Avenue, Suite 325 San Francisco, CA 94102
Email:	jennifer.crane@sfgov.org
Phone:	415-252-2100
SIGNATURE:	_____
DATE:	___/___/___

For more information regarding VARA and CAPA:

<http://www.sfartscommission.org/pubartcollection/mural-guidelines/pa05-mural-guidelines/pa05-2-visual-artists-rights-act/>

<http://www.sfartscommission.org/pubartcollection/mural-guidelines/pa05-mural-guidelines/pa05-3-california-art-preservation-act/>

## **Attachment 7: Maintenance Plan (including parties responsible for maintenance)**

As background, Artist Mike Ritch has maintained the murals in the Muni right-of-way pro bono for many years. His art studio is nearby on Ocean and the proximity helps Mike repair damage to the murals in Lakeside Village very quickly.

The budget for the utility box mural covers the sketch fee, paint, materials, equipment, labor, utility box prep, mural painting, assistants, admin, insurance, and a 1-time payment for the maintenance materials necessary to repair any future damage.

Friends of Lakeside Village has set aside budget to pay Mike Ritch for ongoing repairs due to graffiti.

**Attachment 8: Color image(s) of design  
"St Francis Circle"**



**Attachment 9: One image of the proposed site and indicate mural dimensions,  
4 utility boxes**  
**Approx. dimensions:**  
**Small x2 boxes: 1'x1'x4.5'**  
**medium x 1 box**  
**large x 1 box: 4x2x6'**

