

CITY OF SPOKANE  
ADMINISTRATIVE POLICY

ADMIN 1400-14-05  
LGL 2007-0026

**TITLE: ARTWORK IN PARKS AND RECREATION AREAS**

EFFECTIVE DATE: February 12, 1998

REVISION EFFECTIVE DATE: November 13, 2014

1.0 GENERAL

1.1 The purpose of this policy is to (1) provide an effective mechanism for determining the appropriateness and placement of Artwork, temporary and permanent, on the property of the Spokane Parks and Recreation Division; and (2) establish the policy, criteria and procedures for acceptance of artwork gifts and donations by the Parks and Recreation Division.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City of Spokane Parks and Recreation property.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers  
SMC Chapter 4.05

4.0 DEFINITIONS

4.1 "Arts Commission" means the Spokane Arts Commission.

- 4.2 “Artwork” means visual art, including but not limited to, sculpture, painting, weaving, photography, print-making, drawing, calligraphy and the fine crafts, and selected for placement in a Park.
- 4.3 “Gifts” mean all gifts, bequests, devices, or donations to include but not to be limited to endowments, real property, land and interests in land, structures or portions thereof; money or negotiable securities; materials; equipment, flora, fauna; improvements to facilities or land; statues, monuments, sculptures, murals, and other works of art.
- 4.4 “Selection Committee” means a committee of three (3) current members of the Park Board, one (1) acting as Committee Chair, appointed by the Park Board President, and three (3) current members of the Arts Commission.
- 4.5 “Municipal Arts Plan” is developed by the Spokane Arts Commission, with the approval of the City council. It guides selection process, procurement, placement, maintenance and management of tangible art works on City property. For any referrals to the Municipal Arts Plan, see the Municipal Arts Plan Policy (ADMIN 0014-07-01).
- 4.6 “Park Board” means the Spokane Park Board established pursuant to Article V of the Spokane City Charter.
- 4.7 “Park” or “Parks” means any land or lands controlled by the Park Board pursuant to Article V, Section 48 of the Spokane City Charter.
- 4.8 “Sculpture Walk Policy” means a policy for the placement of sculpture in the area from the Riverpoint Complex along the south bank of the Spokane River to the Monroe Street Bridge. For any referrals to the Sculpture Walk, see the Sculpture Walk Policy (ADMIN 0014-11-02).
- 4.9 The “Agency Arts Project Committee” will consist of City of Spokane Parks Division staff along with one appointed member of the Arts Commission. The Agency Arts Project Committee will support the work of the Selection Committee at the request of the Selection Committee. The Agency Arts Project Committee may consult with experts in the fields of art or computer technology or other fields if the Selection Committee believes such consultation would be beneficial.

## 5.0 POLICY

- 5.1 Under the Municipal Art Plan, the City promotes beautification of its public areas.

## 5.2 Sculpture Walk

- 5.2.1 The Sculpture Walk is intended to be a special place for the public and visitors to view sculptures.
- 5.2.2 The Park Board shall oversee development of the Sculpture Walk within the boundaries of Riverfront Park or other Parks.
- 5.2.3 The Sculpture Walk Policy was approved by:

SEACAB - February 19, 1991

Spokane Park Board - May 9, 1991

Arts Commission - June 4, 1991

The Sculpture Walk within the confines of Riverfront Park is under the exclusive jurisdiction of the Park Board, which has final approval authority over the choice of works of art for the Sculpture Walk, as well as placement on the Sculpture Walk. The Public Facilities District (formerly SEACAB) and the Arts Commission have such rights and responsibilities as are assigned in the Sculpture Walk Policy.

## 5.3 Placing Art in Spokane City Parks:

- 5.3.1 The Parks and Recreation Department will work with the Arts Commission in areas of public art in such a way as to further the mission and goals of both the Park Board and the Arts Commission within Park property. Art selection and placement on Park property shall be done in accordance with this Policy, (ADMIN 1400-14-05), in accordance with existing Park Board processes and committees for final approval, and as further agreed between the Park Board and the Arts Commission. To the extent practicable and when not in conflict with this Policy or other agreement between the Park Board and the Arts Commission, the Spokane Municipal Arts Plan will guide the selection and placement process.
- 5.3.2 At the request of the Selection Committee, the Agency Arts Project Committee shall ascertain the artistic merits of and recommended works of art to the Selection Committee to be purchased or donated per the Municipal Arts Plan.
- 5.3.3 The Selection Committee will act in the capacity of a donor advisory committee when:
  - a. A gift has been proposed for placement on Park property, but no specific artist or Artwork has been identified.

b. The artist has been specified, but the work is undeveloped.

5.3.4 The Selection Committee shall make recommendations regarding art selection and placement of Artwork in Parks in accordance with existing Park Board processes and committees for final approval, ensuring that the Artwork is compatible with the purpose, use, aesthetic, and environmental characteristics of the site; and that safety, vandalism potential, and impact on maintenance and operation are within acceptable limits.

5.5 Aesthetics That Must Be Met For Acceptance Of The Artwork:

5.5.1 The Selection Committee shall determine that the Artwork is made of quality materials and is durable.

5.5.2 It is the intent of the Park Board that the rights to the Artwork after it is constructed shall remain with the City. However, the Park Board recognizes that the scope of rights in any piece of art is negotiable with the artist. Therefore, the contract between the Park Board and the artist will describe the scope of rights retained by both the Park Board and the artist as to any given Artwork.

5.5.3 The artist should have prior experience in public art and/or demonstrate the ability to complete the project.

5.5.4 However, in order to achieve diversity in the City art collection, priority consideration may be given to artists who are not currently under contract, who have not recently had work purchased or commissioned, or who are not represented in the City art collection.

5.5.5 The Selection Committee shall review the artist's resume and proposal to insure that the aesthetic criteria have been met.

5.5.6 Proposed works of art shall be evaluated by reference to an artist's past projects.

5.5.7 The Artwork should be suitable to the selected Park site.

5.6 Criteria For Placement And Planning Of Artwork In Parks.

5.6.1 Materials must be compatible to the site.



- 5.6.2 The safety to the public must be considered, i.e. sharp edges, height, support, and the needs of the disabled which meet ADA approval.
  - 5.6.3 The materials used for the Artwork must be resistant to extreme conditions of weather and vandalism.
  - 5.6.4 Existing and future public use of a Park must be considered as part of the artwork selection and installation.
  - 5.6.5 Landscape should be considered for the placement of Artwork, i.e., base treatment, foliage.
  - 5.6.6 Existing and new landscape and irrigation systems must be considered as part of the Artwork installation.
  - 5.6.7 Prominent placement of artist's name and title of the Artwork may be considered.
  - 5.6.8 Proper maintenance of the Artwork and the surrounding site and lighting must be considered.
  - 5.6.9 Provision of required utilities such as power, water, gas, must be considered as part of the Artwork installation.
  - 5.6.10 For any Artwork that will be placed in the Sculpture Walk, refer to the Sculpture Walk Policy unless this Policy uses different criteria, in which case this Policy shall supersede the Sculpture Walk Policy.
- 5.7 Future art development plans for Parks should include:
- 5.7.1 A plan from the Selection Committee for development in Parks, including opportunity sites within Park property.
  - 5.7.2 A plan detailing repairs and funding for existing and future Artwork.
  - 5.7.3 When reviewing Artwork, input should be sought from appropriate recognized Neighborhood Councils. However, the Park Board retains the final decision making authority for all future art development plans for Parks.
- 5.8 Removing Artwork from Spokane City Parks.

- 5.8.1 Artwork may be removed from the City's art collection if it has been determined by the Selection Committee, in consultation with the Arts Commission, that:
- a. It presents a safety hazard in its present condition.
  - b. The restoration of the work's structural or aesthetic integrity is technically infeasible.
  - c. Renovation or redesign of Park areas warrants removal or replacement of artwork.
  - d. The Park Board retains final decision making authority on all removal decisions.
- 5.8.2 The Selection Committee will reserve the right to relocate and remove any Artwork if future conditions make it in the best interest of the public to do so.
- 5.8.3 For removal of sculpture along the Sculpture Walk, refer to the Sculpture Walk Policy.

5.9 Funds and Donations for Artwork in Spokane City Parks:

- 5.9.1 Acquisition may be funded through donations or other funding mechanisms. Acquisition of Artwork for the parks may be through:
- a. Donation of an existing work of art;
  - b. Commission of a work for a specific site, or
  - c. Purchase of an existing work of art.
- 5.9.2 Donations of money as memorials should be made to the Spokane Parks and Recreation Foundation or other Foundation as specified by the Park Board. Money received will be placed in a designated fund as specified by the donor or in an unrestricted fund if not so specified, as directed by the Park Board. If money is donated for any Artwork, the money will be retained in a fund for future repairs to that piece of art. If the Park Board determines that the amount of money held in reserve for Artwork is more than is needed for repairs, the money may be transferred to an unrestricted fund.

- 5.9.3 If funds are donated for a use which is not acceptable to the Park Board, a contract will be negotiated with the donor to determine how the money can be used for another agreed upon project. If an agreement cannot be reached, the funds will be returned to the donor.
- 5.9.4 The Park Board shall insure that a record is made of all memorial donations in a memorial book, which will be kept at the Park Board office, which is in the Parks and Recreation Division's office in City Hall.
  - a. All gifts shall be recorded in the book only.
  - b. Gifts over ten thousand dollars (\$10,000.00) may be identified with a plaque on/or adjacent to the donation.
- 5.9.5 A maintenance and upkeep plan shall be developed for each Artwork designating who will be responsible for maintaining and repairing the Artwork.
- 5.9.6 Gifts or donations regarding the Sculpture Walk shall be accepted pursuant to the Sculpture Walk Policy, as amended from time to time, and as otherwise consistent with this Policy.

## 6.0 PROCEDURE

- 6.1 Placement of Pieces of Art in Spokane City Parks:
  - 6.1.1 Requests for placement of all pieces of art in Parks must be made in writing to the Parks and Recreation Division Director.
  - 6.1.2 No pieces of art may be placed in any Park without a prior meeting with the Parks and Recreation Division and approval by the Selection Committee and the Park Board.
  - 6.1.3 Any pieces of art placed in Parks without prior approval shall be subject to removal at the discretion of the Parks Director or the Park Board.
- 6.2 Responsibilities of the Parks and Recreation Director.
  - 6.2.1 The Parks and Recreation Director shall be responsible for sharing the requests from donors with the Selection Committee for review and comment.



6.2.2 The Parks and Recreation Director shall coordinate with the Selection Committee for further review and recommendations.

6.2.3 The Selection Committee recommendation shall be presented to the appropriate Park Board Committee for review and recommendations to the Park Board.

6.2.4 The Parks and Recreation Director implements Park Board action by notifying the donor and the Arts Commission of the requested approval or disapproval by the Board.

6.3 Responsibilities of the Arts Commission.

6.3.1 Coordinate with appropriate entities concerning art on the Sculpture Walk.

6.3.2 At the request of the Park Board, the Arts Commission coordinates art selection including creation of prospectus, scopes of work and submission parameters; oversees design and construction contract negotiation, monitors the budget for the Artwork and coordinates the Artwork installation.

6.3.3 All the art collection records for the City will be maintained by the Parks and Recreation Division in consultation with the City Clerk.

7.0 RESPONSIBILITIES

The Parks and Recreation Division, in cooperation with the Arts Commission, shall administer this policy.

8.0 APPENDICES

None

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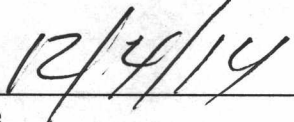
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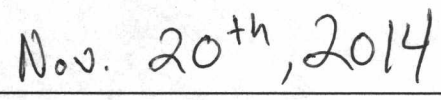


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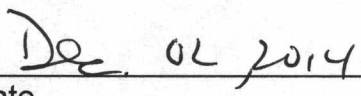
  
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Director of Parks and Recreation

  
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Date

  
\_\_\_\_\_  
Arts Commission Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney

  
\_\_\_\_\_  
Date

**ARTWORK IN PARKS AND RECREATION AREAS – ORGANIZATION CHART**

