

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0325-14-05 LGL 2014-0014
<b>TITLE: NAMING CITY-OWNED PUBLIC BUILDINGS, STRUCTURES, AND PROPERTY</b> EFFECTIVE DATE: April 24, 2014 REVISION EFFECTIVE DATE: N/A	

## 1.0 GENERAL

1.1 The purpose of the policy is to provide a clear set of guidelines and a decision-making framework to guide the Mayor, City Council and staff when considering naming requests for public facilities and properties. The City of Spokane believes that the naming of publicly owned buildings, structures, and property should be approached with deliberation.

## 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to all City divisions and departments with the exception of the Spokane Public Library and the Parks and Recreation Division.

## 3.0 REFERENCES

None

## 4.0 DEFINITIONS

4.1 "Building" means a man-made structure with a roof and walls standing more or less permanently in one place.

- 4.2 "Outstanding" means standing out among others, marked by superiority or distinction, excellent, distinguished.
- 4.3 "Property" means any property that is attached directly to land, as well as the land itself. Property not only includes buildings and other structures, but also rights and interests.
- 4.4 "Structure" means something built or constructed, such as a building or bridge.

## 5.0 POLICY

- 5.1 The Mayor may, subject to approval by the City Council, designate the names of buildings, structures, and property owned by the City of Spokane pursuant to established procedures and criteria.

## 6.0 PROCEDURE

- 6.1 Process for naming buildings, structures, and property owned by the City. Anyone wishing to propose a name for a building, structure, or property owned by the City must submit a written request to the Mayor.

### 6.2 Naming Criteria.

The Mayor's selection of names for buildings, structures, and property owned by the City of Spokane will be based on and chosen from the following criteria:

#### 6.2.1 Historical / prominent individuals / families / groups.

- a. Nominees must have made an outstanding contribution to the City of Spokane.
- b. To have a name eligible for nomination, an individual or family must have been a resident of the City of Spokane.
- c. The duplication or repeat use of names will be avoided, where possible.
- d. Living political nominees must have been retired from political office for at least five (5) years.

- 6.2.2 Geographic or historical significance of the specific location. A suitable program or community-related name which denotes an appropriate linkage to its function.

- 6.2.3 As required in a purchase or donation agreement.
- 6.3 Public Input.

Unless the name is designated in a purchase agreement, the Mayor should make his or her designation after receiving input from neighborhood representatives and relevant City government organizations (e.g., Historic Preservation, Business and Developer Services).
- 6.4 Notification of Family.

Prior to submitting a naming recommendation to the City Council for approval, families or individuals will be informed of the City's desire to commemorate them in the particular manner.
- 6.5 City Council Approval.
  - 6.5.1 The Mayor shall refer his or her naming recommendation to the City Council for approval.
  - 6.5.2 If the City Council does not approve a name designated by the Mayor, then the Mayor may, within ninety (90) days thereafter, designate another name for the building or property, and may continue to designate such names for Council approval until the Council approval is obtained.
- 6.6 Signage.

Following the City Council's approval of a building, structure, or property name, the City shall promptly identify the building, structure, or property with appropriate signage specifying the name consistent with City branding requirements.
- 6.7 Future Name Changes.
  - 6.7.1 Designation of a name shall not prohibit the renaming of a building, structure, or property at a future date, or the specification of a sunset for the name at the time of approval.
  - 6.7.2 Names changes shall be subject to the criteria and procedures set forth in this administrative policy.

6.8 Interior Building Features.

The interior features of a City-owned building may be named separately from the main building subject to the criteria and procedures set forth in this administrative policy.


7.0 RESPONSIBILITIES

The Office of the Mayor is responsible for administering this policy and procedure.

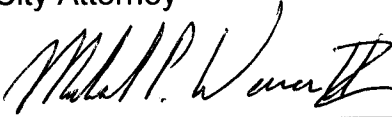
8.0 APPENDICES

None

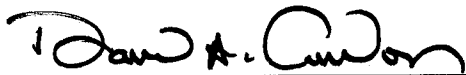
APPROVED BY:

  
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City Attorney

4/03/2014  
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Date

  
\_\_\_\_\_  
Director - Asset Management

4/7/2014  
\_\_\_\_\_  
Date

  
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Mayor

4-9-2014  
\_\_\_\_\_  
Date