

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-12-10 LGL 2013-0006
TITLE: SISTER CITIES GARDEN EFFECTIVE DATE: September 13, 2012 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 PURPOSE.

The purposes of this policy are to:

- a. provide an effective mechanism for determining the appropriateness of artwork donated to the Sister Cities Garden for placement on Spokane Parks and Recreation Department property;
- b. establish the policy, criteria and procedures for acceptance of the donated artwork; and
- c. establish the constraints, requirements and criteria for the "call for artists" that would govern specifications for the donated art work.

1.2 BACKGROUND.

On April 14, 2011, the Spokane Parks Board approved a Memorandum of Understanding between Sister Cities Association of Spokane and City of Spokane Parks and Recreation Department, supporting the Sister Cities Association's efforts to transform property in Riverfront Park (former Japanese Garden site - north end of South Howard Street Bridge) for use under mutually agreeable guidelines as an interactive garden/courtyard known currently as the "Sister Cities Garden."

The Sister Cities Garden is intended to be a physical manifestation of the connections between Spokane and its sister cities (currently Nishinomiya, Japan; Jilin City, China; Limerick, Ireland; and Jecheon, Republic of Korea), in support of Sister Cities Association of Spokane's mission. That mission is to "promote peace through mutual respect, understanding, and cooperation – one individual, one community at time." The Sister Cities Garden will "connect" Spokane residents and visitors to Spokane's international relationships and the mission of the Sister Cities Association with the added goal of restoring a section of Riverfront Park for public activities and relaxation.

The Sister Cities Garden is under the jurisdiction of the Spokane Parks and Recreation Department, while the Sister Cities Association Board oversees its development, and the Spokane Arts Commission advises and approves the art prior to installation. The Spokane Arts Commission acts as the liaison to expedite and assist in the process of placing artworks in the Sister Cities Garden.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy shall apply to all artwork proposed for placement in the Spokane Sister Cities Garden in Riverfront Park.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers.
Rules of the Park Board Section 14, General Operating Policies and Procedures, Rulings, and Appeals
SMC 4.05.050, Arts Commission
Resolution 2011-0054
City Policy ADMIN 0014-11-02, Sculpture Walk
City Policy ADMIN 0014-07-01, Municipal Arts Plan
Parks and Recreation Department Policy ADMIN 1400-07-03, Art on Parks and Recreation Properties

4.0 DEFINITIONS

4.1 "Sound Art" means: a sculpture which emits sound caused by human activity or by natural forces such as wind or rain.

5.0 POLICY

5.1 Responsibilities Of The Sister Cities Association:

- 5.1.1 To solicit art work donations or funding for such artwork from private, public, and other Sister Cities donors; and
- 5.1.2 To work with the Director of Parks and Recreation, the Park Board and the Arts Commission to choose, place and install appropriate artwork in the Sister Cities Garden.

5.2 Responsibilities of the Director of Parks and Recreation:

- 5.2.1 To work with Sister Cities Association and the Arts Commission to choose, place and install appropriate artwork in the Sister Cities Garden; and
- 5.2.2 To facilitate presentation of the artwork to the Park Board for approval, if required.

5.3 Responsibilities Of The Arts Department:

- 5.3.1 To work with Sister Cities Association and the Director of Parks and Recreation to choose, place and install appropriate artwork in the Sister Cities Garden;
- 5.3.2 To aid the Sister Cities Association with any design considerations in keeping with artwork appropriate to the City of Spokane;
- 5.3.3 To aid the Sister Cities Association with any contract negotiations needed to obtain artwork for the Sister Cities Garden; and
- 5.3.4 To house any records for the City related to the artwork for posterity.

6.0 PROCEDURES

6.1 Artwork Guidelines - Media, Materials, Subject Matter And Criteria That Must Be Met For Acceptance Of The Artwork.

- 6.1.1 All above ground sculptures for the Sister Cities Garden will be a cultural representation of Spokane or one of Spokane's sister cities. It is not necessary that the art be literal or representational. The purpose of the art is to demonstrate in some way the unique identity of the sister city by representing the culture, art, music,

history, geography or other factor that creates the identity of that place.

- 6.1.2 The artwork should be made of quality materials that are durable, highly vandal resistant, and weatherproof down to minus twenty five (25) degrees Fahrenheit, that are able to withstand the elements, and that are designed and fabricated for climatic variations. All materials must be permanent and not require routine replacement. Metal, wood, stone and other proven outdoor materials are encouraged.
- 6.1.3 If the artwork is designed to make noise or sound, special attention will be given to the sound quality and decibel level of the piece. Artwork that emits sound should be capable of being muffled or dampered for special events or be subtle enough so as to not interfere with normal event operations.
- 6.1.4 The name of the donating city, the name of the artist and the title of the art should be included on the artwork. If lighting elements are included in the artwork, these elements should also be designed to be durable and long-lasting.
- 6.1.5 The Sister Cities Garden is a relatively small geographic area; therefore, the following size restrictions apply:
 - a. The pedestal will be:
 - a minimum of twelve inches (12") and a maximum of thirty inches (30") high;
 - a minimum of two feet (2') and maximum of five feet (5') wide; and
 - a minimum of two feet (2') and maximum of fifteen feet (15') long.
 - b. The sculpture:
 - will be no taller than the pedestal described above can support adequately;
 - may not extend beyond the edges of the pedestal unless the overhanging portion is able to support four hundred (400) pounds;

- will be shaped in such a manner so that a person's hand could not grasp it or so the extending portion is at least eleven feet (11') above grade; and
- may require engineering documentation with an engineer's stamp.

6.2 Artwork Placement And Installation.

- 6.2.1 To the extent possible, the artist should provide specifications for the foundation depth and size taking into account the engineering requirements as specified by a licensed engineer.
- 6.2.2 The working plan for the Sister Cities Garden shows artwork placement, and the Sister Cities Association will work with Director of Parks and Recreation and the Arts Commission to ensure appropriate placement within the scope of the plan.
- 6.2.3 Notice to the Parks and Recreation Department and the Arts Commission must be made in writing two (2) months prior to the installation of any artwork.
- 6.2.4 Placement of artwork and pedestals should be designed for aesthetic continuity and to avoid damage to surrounding tree roots. As an alternative to the pedestal, artwork may be mounted on a post attached to a sonotube foundation to avoid damage to surrounding tree roots and plants.
- 6.2.5 Sculpture siting in the Sister Cities Garden may also require shoreline approval with Spokane Plan Commission and Washington State Shorelines Act approval. The shorelines process requires notification of all adjacent property owners.
- 6.2.6 Initial installation of the artwork, necessary utilities required for the art work, restoration of any disrupted landscaping, irrigation etc. during the construction of the Sister Cities Garden and placement of the artwork shall be considered project costs, which will be the responsibility of the Sister Cities Association.
- 6.2.7 In the event of a change in the status of an existing sister city or the addition of a new sister city new art may be approved and placed in the Sister Cities Garden.
- 6.2.8 In the event the City of Spokane, the Parks and Recreation Department or the Arts Commission undertakes to move or alter the placement of the artwork after installation, those expenses will

not be considered part of the project and will not be the responsibility of the Sister Cities Association.

6.2.9 The safety of the public must be considered, *i.e.* sharp edges, height, support, and the needs of the disabled which meet ADA approval. All paths will conform with federal, state and local guidelines.

6.2.10 The art must not interfere with existing and future public use of Riverfront Park.

6.3 Artwork Contract Terms.

6.3.1 The Sister Cities Association, working jointly with the Arts Commission, will negotiate a contract with each potential donor regarding the artwork to be placed in the Sister Cities Garden. The City Attorney's Office will review the contract before the Sister Cities Association finalizes it.

6.3.2 The City of Spokane, Arts Commission, Sister Cities Association and Park Board shall retain the right to reproduce the artwork in print and electronically for the purpose of promoting the Sister Cities garden, the City's Sculpture Walk, Riverfront Park and the City.

6.3.3 Commercial reproduction of artwork and sales of reproductions shall be negotiated with the artist separately.

6.3.4 Any artwork placed in the Sister Cities Garden will become the property of the City of Spokane.

6.4 Removing Artwork from the Spokane Sister Cities Garden.
Artwork may be removed pursuant to Spokane Parks and Recreation Department Administrative Policy ADMIN 1400-07-03, Art on Parks and Recreation Properties

6.5 Funds And Donations For Artwork In The Sister Cities Garden.

6.5.1 Monetary donations for artwork in the Sister Cities Garden will be received by the Sister Cities Association.

6.5.2 Artworks will be received by the Joint Art Committee and once approved by the Park Board and the Arts Commission will become the property of the City of Spokane.

6.6 Building Permits.

Most sculpture will not need building permits, but the Sister Cities Association agrees to contact the City of Spokane Building Services Department to ascertain its requirements.


7.0 RESPONSIBILITIES

The Director of Parks and Recreation, in cooperation with the Director of Arts, shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)

9-24-12

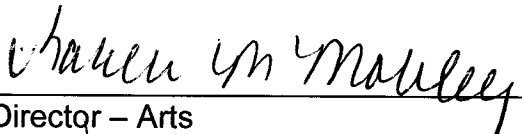
Date



Director of Parks and Recreation

9/24/12

Date



Director - Arts

9/24/2012

Date



Chair - Sister Cities Association Board

9/26/12

Date