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To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, February 2, 2026

6:00 PM

Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. Discussion regarding deeming it important that Councilor Kohler appear electronically and be considered "in attendance" (Council Rules of Procedure Section 3.10 - Attendance Duty)
 - b. PROCLAMATION: Black History Month
 - c. Recognition of Bill Lawyer, Public Works Director
 - d. Update from Keizer Chamber of Commerce
5. **COMMITTEE REPORTS**
6. **PUBLIC COMMENTS**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. **CONSENT CALENDAR**
 - a. Approval of January 12, 2026 Work Session Minutes
 - b. Approval of January 20, 2026 Regular Session Minutes
 - c. Event Center Fee Waiver - CASA of Marion County 2026 Gala and Auction
8. **PUBLIC HEARINGS**
9. **ADMINISTRATIVE ACTION**

- a. **ORDER** - Designating "No Parking" Zones on a Portion of Dixon Street Northeast, Keizer, Oregon
- b. **ORDER** - Designating "No Parking" Zones on a Portion of May Street Northeast, Keizer, Oregon
- c. **ORDINANCE** - Relating to Tree Preservation; Amending Keizer Code Chapter 18, Article II
- d. **RESOLUTION** - Establishing Insurance Requirements
RESOLUTION - Adopting Use Policies and Rates for the Keizer Event Center; Amending Resolution R2024-3435
ORDINANCE - Relating to Park Regulations; Amending Keizer Code Section 28-26
ORDINANCE - Relating to Parades, Special Events and Block Parties; Amending Keizer Code Section 36-100
- e. **RESOLUTION** - Amending the Stormwater Utility Fee; Amending Resolution R2014-2504; Repealing R2025-3586
- f. **RESOLUTION** - Adopting the 2026-2030 Keizer Strategic Plan
- g. Request for Written Support for Joint Public Safety Facility
- h. Discussion regarding Bailey Road Property

10. **OTHER BUSINESS**

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight's agenda.

11. **STAFF UPDATES**

12. **COUNCIL MEMBER REPORTS**

13. **AGENDA INPUT**

Monday, February 9, 2026 - 6:00 p.m.

City Council Work Session - Police Fee Task Force Update

Tuesday February 17, 2026 - 6:00 p.m.

City Council Regular Session

Monday, February 23, 2026 - 6:00 p.m.

Town Hall/ Community Listening Session - Parks Master Plan

Monday, March 2, 2026 - 6:00 p.m.

City Council Regular Session

14. **ADJOURNMENT**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A

Coordinated, Efficient, And Least Cost Fashion

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”



WHEREAS, Black History Month celebrates rich cultural heritage, contributions, triumphs and adversities of our Black community that are an integral part of our country's history; and,

WHEREAS, fifty years after the first celebrations, then-President Gerald R. Ford officially recognized Black History Month at the country's 1976 bicentennial and called on Americans to "seize the opportunity to honor the too-often neglected accomplishments of Black Americans in every area of endeavor throughout our history"; and,

WHEREAS, Dr. Carter G. Woodson, a founder of the Association for the Study of African American Life and History, first had the idea of this month-long celebration in 1926 out of concern that Black children were not being taught about their ancestors' achievements in American schools; and,

WHEREAS, the 2026 theme is "A Century of Black History Commemorations" which "focuses 50 years of Negro History Week and 50 years of Black History Month"; and,

WHEREAS, Martin Luther King, Jr incorporated issues outlined by Randolph's March on Washington Movement such as economic justice into the Poor People's Campaign, which he established in 1967; and,

WHEREAS, the people of Keizer recognize and celebrate the accomplishments, contributions and achievements of our Black community members.

THEREFORE, the Keizer City Council assembled here in Regular Session does hereby proclaim the month of February 2026, as

Black History Month

And urges all the people of Keizer to study the history of Black Americans and support efforts to establish safe communities and a culture of belonging where Black lives and families can be sustained, fortified, and respected.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer to be herein affixed this 2nd day of February 2026.

***MAYOR CATHY CLARK**
City of Keizer, Oregon*



MINUTES
KEIZER CITY COUNCIL
Monday, January 12, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Lore Christopher, Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Joseph Lindsay, City Attorney
Bill Lawyer, Public Works Director
Melissa Bisset, City Recorder

DISCUSSION

a. Management of the Keizer Little League Sports Complex

Billy Hilliard, Mike Higgins, Jack Adams, and Josh Callahan, Sports Facilities Companies (SFC), presented. Mr. Hilliard explained that there are both internal and external kick-off meetings. Mr. Adams shared the planning process.

The following topics relating to the Management Facility Agreement were discussed.

1) Facility Scheduling

It was noted that there would be first priority with equal priority booking for both Keizer Little League (KLL) and McNary Youth Baseball (MYB). It was noted that there would be a policy on rain outs with a deadline. There was a good registration and notification software program that would be used. There would be a use license agreement that could be reviewed by the City. It was noted that there were also Park rules under the Council's control.

Councilor Kohler noted that there were four additional teams from Keizer that would be interested

in scheduling games.

Mr. Brown shared that KLL and MYB were defined as local teams (based in Keizer). Mr. Brown explained the mechanics of how they have done booking in the past. He explained how the fees worked in the past. There was discussion about the use of other fields in relation to scheduling. There was a suggestion for priority booking based on the number of Keizer kids on teams. Mr. Higgins suggested having a meeting in August to check in on how things are going.

Typical protocol would be to set up a meeting at the end of the season each year to review and make changes to the policy or increase pricing.

Mr. Brown explained that the contract would need to be amended to consider any additional teams as local, other than KLL and MYB and that the contract would need to be amended with SFC through the City Council to add them as a local team. Mr. Brown suggested a potential compromise: instead of changing the price structure for the Urban Growth Boundary, Keizer-based teams would be given priority access to KLL and MYB release time slots, allowing them the first opportunity to fill those openings.

There was discussion about the importance of Keizer kids being able to use the fields.

There was a question about using volunteer hours to subsidize the cost of playing for those who may have a need for extra support. Mr. Higgins explained that there were scholarships available and there could be improved communication about scholarship availability.

It was noted that a manager would always be on site during field use.

Mr. Higgins shared the current tournament proposal with Mr. Walling. The price was capped at \$1,000 per day, which was basically half of what was suggested. Mr. Brown explained that for the purposes of ProForma, there was no cap in the contract with For the Love of the Game and that it was running counter to what the contract intended for the local teams to play at an affordable rate and then make money on tournament use for out-of-towners.

Instead, the contract was really being run with the opposite rate structure when the local kids were being charged prime rates and then giving discounts for the out-of-towners. Mr. Brown commented that the rates shouldn't be changed for the current local teams; but at a bare minimum, the tournament team rates should be according to the rates set in the schedule. Jack Adams noted that there are typically three priorities Cities have: serve the community at the lowest possible price, for there to be as much revenue as possible to defray costs and for there to be economic impact. He noted the importance of peak times and maximizing the fields. Mr. Adams explained that negotiation was possible.

There was discussion about the Cal Ripken organization.

Mr. Brown clarified that the ProForma did not include gate fees for the local teams Monday through Friday, and did include gate fees for the tournaments.

There was no interest from the City Council on maintaining a cap on rates.

Mr. Higgins shared that the President of KLL had asked if there had been a vision for changing the name of the Park. It was noted that there would be future conversations about the naming of the Park.

2) Discussion of “Enterprise Fund” and Initial and On-Going Finance Relationship

Mr. Hilliard explained the Enterprise Fund. The funds would be used to hire staff, start purchasing equipment and the items needed for the park that need to be upgraded. The Capital Fund was separate.

The items included in the proposed Capital Budget were discussed. Those items included food and beverage equipment as well as some office-related items.

3) Financial Control

SFC would begin working on a budget to be approved in approximately 45 days. The difference between ProForma and the Budget was discussed.

4) Reporting

Mr. Callahan shared that GAAP standard accounting would be provided monthly. SFC would provide a variance report, which includes a narrative that showed financial performance. Weekly reports would also be provided, which would include participant numbers, events, and concession sales. There were standard reports, but the reports could be modified if desired.

There would also be a Capital Budget recommendation.

Mr. Brown added that the three-month and six-month reporting were also added to the agreement.

There was an Economic Impact Report that could also be provided. Mr. Hilliard commented about the importance of communication with local businesses on potential impacts.

5) Initial Capital Projects

Public Works Director Bill Lawyer shared that the City has a three-to-five year priority plan for the parks. As far as the Little League Complex was concerned, the first significant issue was drainage. After that, he suggested looking at improvements and upgrades to increase the opportunity for more playable hours for increased revenue and happier kids. The bigger field should also be looked at to see if it could be diversified. Drainage improvements were discussed. A Facilities Plan needed to be developed.

Mr. Brown acknowledged Clint Holland for the work that he has done at Keizer Little League Park.

Mr. Holland shared that the lights at the senior field and irrigation needed to be fixed. The park needed to be winterized. The heater in the bathrooms needed to be repaired. The water from the fields needed to be drained. There were issues with heat in the concession stand.

Mr. Higgins explained that they will go through a detailed checklist for maintenance. There was a report that would be produced on the maintenance work list.

It was noted that the City was eligible for grants.

6) Park Presentation

Mr. Hilliard shared that they can look at other market opportunities and plan ahead for certain renovations. They would be looking at ways to expand and improve the quality of service to the community.

7) Future Capital Projects

The importance of safety was discussed.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:46 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



MINUTES
KEIZER CITY COUNCIL
Tuesday, January 20, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Shaney Starr, Council President
Soraida Cross, Council Vice
President
Kyle Juran, Councilor
Daniel Kohler, Councilor via Zoom
Marlene Parsons, Councilor
Lore Christopher, Councilor
Felicia Guptill, Youth Councilor

Staff:

Adam Brown, City Manager
Tim Wood, Assistant City Manager
Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Keare Blaylock, Public Works Director
Andrew Copeland, Police Chief
Garrett Klever, Human Resources
Director
Melissa Bisset, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

Keare Blaylock, was introduced as the new Public Works Director. Ms. Blaylock expressed her excitement to return to the City of Keizer team.

COMMITTEE REPORTS

Matt Lawyer, Chair of the Parks and Recreation Advisory Board and Planning Commission, shared about the recent meetings, the 2026 Work Plan that included the Climate-Friendly and Equitable Communities Rules text amendments, amendments to the Master Plan Application, floodplain Code, and Gold Star Memorial Monument. The annual Civic Center clean up would be March 14th. The official dedication of the Gold Star Families Memorial Monument would be February 7th.

Elaine Wilson, Member of the Community Diversity Engagement Committee, shared the recent

meeting with an update on the All Nations Day. They were planning to have the event on October 4, 2026.

Tammy Kunz, Greater Northeast Keizer Neighborhood Associations, shared about their most recent meeting and the feedback they had received regarding the Pilot Pedestrian Flag Program. There were questions about the meeting location and agendas being noticed. City Attorney Lindsay would follow up with the Council regarding the requirements.

Rhonda Rich, West Keizer Neighborhood Association, shared that they recently had their election of officers. She introduced Mandy Hanson, Vice President. Ms. Rich summarized their most recent meeting.

PUBLIC COMMENTS

David Philbrick, Keizer, was troubled by the characterization of collector and arterial streets in the article. He said most of them were lined by residences, and they were the streets on the Multi-Modal Committee where they get the most complaints about speeding and crossing the road. He commented on the costs that were proposed for the program and felt that it would hurt those who lived on the busier streets. He felt that sidewalks and safe pedestrian crossings should be the priority. He thought pedestrian safety should be a valid investment.

Mr. Philbrick commented on the proposed Community Survey. One of the recommendations from the Multi-Modal Safety Committee was to reduce residential speed limits from 25 to 20. He noted that the Council also had wanted more feedback from the community whether such a change to proceed would be perceived as beneficial and requested that a question soliciting that input on the proposed survey. He felt there should be a question in the citizen survey about the residential speed limits.

CONSENT CALENDAR

Council President Starr moved that the Keizer City Council approve the Consent Calendar. Councilor Kohler seconded. Motion passed unanimously as follows:

AYES: Clark, Starr, Cross, Kohler, Juran, Christopher, and Parsons (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

- a. **RESOLUTION - Authorizing the Finance Director to Enter Into Agreement with Path Point for Merchant Services**
- b. **Recognizing National Observances and Commemorative/Heritage Months**
- c. **Approval of January 5, 2026 Regular Session Minutes**

PUBLIC HEARINGS

There were no public hearings.

ADMINISTRATIVE ACTION

- a. **Regional Scenario Plan**

Planning Director Shane Witham summarized the staff report. Discussion followed regarding funding and including improvements in plans so they would be eligible for potential grant funding. There were comments about the Regional Scenario Plan (RSP) being aspirational, and it was not fiscally constrained. There was discussion about the number of I-5 lanes in the Plan. It was noted that the RSP was incorporated with all three entities as the RSP.

Councilors Kohler and Christopher shared that they did not agree with much in the plan. Councilor Christopher explained that she would be a no vote as she disagreed with the RSP.

There was a question about whether the Council voted no on the RSP. Mr. Witham explained the potential consequences for not submitting the RSP, such as the City being in violation. There would possibly be a compliance hearing with the Department of Land Conservation and Development (DLCD) that could jeopardize the Transportation System Plan (TSP) update, and the DLCD would need to seek Legal Counsel.

City Attorney Lindsay shared that the Climate Friendly and Equitable Communities (CFEC) lawsuit that the City participated in stated that they couldn't invalidate the City's TSP, but it also didn't indicate whether the City could recognize a new TSP. He explained that receiving funding would be questionable.

There was discussion about bringing the item to the Council as it was not going to all the other governing entities. Mr. Witham explained that he had authorization to submit the RSP, but felt that it was wise to bring it to the Council. Mr. Lindsay suggested the Council look at it like an intergovernmental agreement and actively participate even though Keizer has separate priorities and aspirations from Salem and the other entity in the RSP.

Mayor Clark commented that she felt it would be important to build out the sidewalk system for pedestrian safety for stronger ties around the community, so she would be a yes vote for the RSP.

Council President Starr moved that City Council authorize staff to submit the Salem-Keizer Regional Scenario Plan to the State Department of Land Conservation and Development (DLCD) as required by the State's Climate Friendly and Equitable Communities (CFEC) rules. Councilor Kohler seconded.

Council President Starr shared that she was not a fan but understood that it was required and appreciated the time that everyone spent on it.

Motion passed unanimously as follows:

AYES: Clark, Cross, Kohler, Starr, Juran, and Parsons (6)

NAYS: Christopher (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. Parks Master Plan Update on Next Steps Discussion

City Manager Adam Brown provided an update on the next steps to update the Parks Master Plan, noting that there would be an additional Town Hall meeting. There would be at least a month's notice before the meeting was set. There was a suggestion to have the Town Hall on a Monday. There would be larger font text on the promotional material. The Town Hall could be

recorded so it could be reposted. By consensus, the Town Hall would be held on Monday, February 23rd at 6:00 p.m.

c. 2026 Keizer Community Survey

City Manager Adam Brown provided an overview of the 2026 Community Survey.

It was noted that there needed to be responses from about 2,000 households to get a statistically valid response. There could only be one response per household, but there would be another opportunity to participate from those who did not get selected to participate.

Mr. Brown would send the updated version of the survey to the Council. There was discussion about the length of the survey.

The discretionary questions that were specific to Keizer were discussed, and suggested changes were as follows:

Question 1 - Would be reworded to eliminate fire and include Emergency Planning. It was requested to change the local businesses downtown vitality wording to economic vitality.

Question 2 - Would be rewritten to only ask for support for continuing fluoride treatment in the drinking water.

Question 3 - There were suggestions to pause on this question until the Police Fee Task Force meets again.

Question 4 - There was a suggestion to add newspapers (e.g. Keizertimes, Salem Reporter, and Statesman Journal).

It was requested to remove County Commissioners and Homeowners Associations (HOA's) under survey question number 8.

It was suggested to use the live platform for the residential speed limit.

There was a question about if the survey would also be in Russian. Mr. Brown would ask Polco.

The item would be brought back to Council in February.

OTHER BUSINESS

There was no additional business.

STAFF UPDATES

Adam Brown, City Manager, the Welcome Signs approved by Council were now up.

Tim Wood, Assistant City Manager/ Finance Director reminded the community to conserve water to save on their bills later.

Andrew Copeland, Chief of Police, mentioned that the Police Department ran Oregon Physical

Abilities Test (ORPAT) today.

Shane Witham, Planning Director, shared that the TSP was getting close to being implemented.

Joseph Lindsay, City Attorney, would be providing refresher training to the Planning Commission on Quasi-Judicial Hearings.

COUNCIL MEMBER REPORTS

Christopher asked about incorporating the new Welcome Sign into other areas.

Mayor Clark and the Councilors each reviewed the events and meetings that they had attended as well as upcoming events.

AGENDA INPUT

Monday, January 26, 2026 - 6:00 p.m.

City Council Work Session - Strategic Plan Work Session/ Goal Review

Monday, February 2, 2026 - 6:00 p.m.

City Council Regular Session

Monday, February 9, 2026 - 6:00 p.m.

City Council Work Session - Police Fee Task Force

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:03 p.m.

MAYOR:

APPROVED:

Cathy Clark

Dawn Wilson, Deputy City Recorder

Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: Event Center Fee Waiver - CASA of Marion County 2026 Gala and Auction

Proposed Motion

I move the City Council approve the requested waiver of the Event Center use fee of \$4,687.50 but charge the refundable security deposit of \$1,500 and third party security of \$700 for the CASA of Marion County Dinner on March 14, 2026.

I. Summary

CASA of Marion County, has requested a waiver of the use fees for a charity dinner on March 14, 2026. The letter requesting the use fee waiver is attached.

The use rate for the Event Center Ballroom is \$243.75 per hour (non-profit rate for a Keizer-based 501(c) organization). CASA has requested access to the room from 8:00 am to 10:00 pm on the day of the event, in addition, 4:00 pm to 8:00 pm the day before for setup. CASA has also requested use of the stage and AV equipment for an additional \$300. In addition, third party security is required for an additional \$700.

II. Background

- A. On January 16, 2026, CASA of Marion County submitted a letter requesting a use fee waiver for the dinner on March 14, 2026.
- B. A fee waiver request for a similar event was approved during 2025 and 2024.

III. Current Situation

- A. The City has received and approved the Event Center Use Agreement dated August 14, 2025, for the March 14, 2026, event.
- B. The event is more than several months away as such insurance information is not yet available.

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - The financial impact of this request is a reduction in use fee income for the Event Center of \$4,687.50.
- C. **Timing** - Approval of this request will allow CASA to move forward with the organization of this event.
- D. **Policy/Legal** - Resolution R2024-3435 - Adopting Use Policies and Rates for the Keizer Event Center: Repealing Resolution R2023-3423, indicates that the City Council may reduce or waive rates, deposits or other costs for certain uses if, in the Council's sole discretion, the use is a significant benefit to the Keizer community considering such factors as the City's fixed and non-fixed costs, staff resources, wear and tear on the facility, and other factors deemed appropriate by Council.

V. Alternatives

- A. Approve the waiver of the Event Center use fees of \$4,687.50 but charge for the refundable deposit of \$1,500 and third party security of \$700.
- B. Take no action and the City will charge the applicable use fees for access to the room.

VI. Recommendation

Staff recommends the City Council approve the requested waiver of the Event Center use fee of \$4,687.50 but charge the refundable security deposit of \$1,500 and third party security of \$700 for the CASA of Marion County Dinner on March 14, 2026.

Attachments

- 1. LTR_CC_Event Center Fee Waiver Request CASA of Marion County_02 02 2026
- 2. RES_CC_R2024-3435_2023-01-02 - Adopting Use Policies and Rates for the Keizer Event Center_02 02 2026

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January 16, 2026



Keizer City Council
Keizer City Hall
930 Chemawa Rd NE
Keizer, OR 97303

Re: Requesting room rental waiver for CASA of Marion County

On behalf of CASA of Marion County, I write to request a fee waiver for the Keizer Event Center.

About CASA of Marion County

CASA stands for Court Appointed Special Advocates, and it is our mission to advocate for the best interests of children in foster care across Marion County. As you know, CASA is a 501(c)(3) nonprofit organization. In cases of child abuse or neglect, CASA volunteers are the Judge's eyes and ears outside of court, and the child's voice in the courtroom. They work independent of, but in collaboration with, the Department of Human Services and attorneys, ensuring that the needs of the child are not overlooked in the complex system of child welfare. CASA works hard to achieve safety and permanency for each child in a way that is cost-effective and trauma-informed.

Part of our work includes collaborating with law enforcement and community partners during National Child Abuse Prevention Month (NACPM), such as the annual car parade. NACPM highlights the importance of families and communities working together to prevent child abuse and neglect. In recognition of NACPM, CASA plans to host a special event-a Springtime Gala-on Saturday, March 14, 2026. We will issue a call for volunteers and raise awareness about the challenges facing the abused and neglected children we serve in Keizer and across Marion County. This event is CASA's opportunity to share our return on investment. Keizer Event Center has emerged as our top choice for this event.

Why We Are Choosing Keizer for Our 2026 Spring Event

Out of the many wonderful event spaces in Marion County, Keizer Event Center rose to the top of our list for several reasons. First, the professionalism and expertise of your event staff is top-notch. Second, we wish to express gratitude for all the support that the City of Keizer, Keizer Police, Keizer Fire, and Keizer-based community organizations have shown us. Third, the Keizer Event Center is a beautiful, accessible space with sufficient parking. Fourth, some of CASA's champions proudly call Keizer home. To minimize our costs for this event, we humbly request a waiver of the rental fee and IT fee. Thank you so much for considering our request. We welcome opportunities to answer any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vanessa Nordyke".

Vanessa Nordyke
Executive Director, CASA of Marion County

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2024-3435

4
5 ADOPTING USE POLICIES AND RATES FOR THE
6 KEIZER EVENT CENTER; **REPEALING**
7 **RESOLUTION R2023-3423**
8

9 WHEREAS, the City Council adopted policies for community use of city hall
10 facilities in 1986;

11 WHEREAS, the adopted policies for community use of city hall facilities has been
12 amended several times with the last revision taking place in 2023;

13 WHEREAS, the City Council adopted the current use rates for the Civic Center
14 Community Rooms pursuant to Resolution R2023-3423;

15 WHEREAS, the Keizer Community Center name has been used since the Civic
16 Center was built in 2009;

17 WHEREAS, the City Council has reviewed the matter and finds that it is
18 appropriate to amend the name, policies and fees for the Community Center;

19 WHEREAS, the City Council desires to amend the name, policies and fees;

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the Keizer
22 Community Center shall be referred to as the Keizer Event Center and that staff is directed
23 to revise all documentation referencing the name as agreements expire.

24 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
25 following policies for use of the Keizer Event Center and lobby are hereby adopted:

Alcohol Policies: The following regulations apply to the allowance, sale or consumption of alcoholic beverages in the Keizer Event Center and lobby:

- a. Only individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Keizer Event Center and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Alcohol Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$2,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$2,000,000.00 per occurrence unless specified by a specific contract approved by the City Attorney. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer, its officers, agents, contractors, and employees shall be included as additional insured in said insurance policy. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' use of the Keizer Event Center and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Commercial General Liability insurance

1 policy providing coverage against claims for bodily injury or death and
2 property damage occurring in or upon or resulting from the facilities used
3 hereunder in the amount of \$2,000,000, unless a different amount is
4 approved by the City Attorney. The Commercial General Liability
5 Insurance required shall be issued by an insurance company authorized to
6 do business in the State of Oregon. The City of Keizer, its officers, agents,
7 contractors, and employees shall be included as additional insured in said
8 insurance policy. Client must provide the City with the proof of the
9 insurance and additional insured endorsement evidencing such insurance at
10 least fourteen (14) days prior to the date of the contracted event. Failure to
11 provide the proof of insurance and endorsement will result in cancellation
12 of the event.

13 b. No insurance is required for non-alcoholic events when client is
14 using one or two small rooms.
15

16 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
17 following use rates are hereby established:

18 1. Base Use Rates. The following base use rates shall be charged for the
19 Keizer Event Center:
20

- 21 a. Small room (828 - 864 square feet) - \$35.00 per hour with a three
22 hour minimum.
- 23 b. Medium room (2,556 - 2,769 square feet) - \$125.00 per hour with a
24 four hour minimum.
- 25 c. Large ballroom (8,165 square feet) - \$325.00 per hour with an eight
26 hour minimum.
- 27 d. Keizer-based 501(c) organizations may host fundraiser activities
28 using two Medium rooms or the Large ballroom for a base use fee
29 of \$600.00. This fee shall include the use of the facility and
30 amenities. The user will be responsible to pay all fees associated
31 with required staffing and security. The use under this provision is
32 limited to one (1) event per calendar year per Keizer-based 501(c)
33 organization and is limited to a maximum of twelve (12) hours
34 usage.
- 35 e. Keizer residents and Keizer-based 501(c) non-profit organizations
36 are entitled to a twenty-five percent (25%) discount on the base use
37 rates outlined in 1(b) and 1(c) herein. Keizer residents' use is limited
38 to personal, non-business use only, including, but not limited to
39 birthday parties, anniversary parties, and baby showers. (Small
40 rooms are not discounted.)

- 1 f. Government and quasi-government entities, e.g., City of Salem,
2 Marion County, State of Oregon, Salem-Keizer School District,
3 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
4 of Commerce, League of Oregon Cities, Mid-Willamette Valley
5 Council of Governments, are entitled to a twenty percent (20%)
6 discount on the base use rates outlined in 1(b) and 1(c) herein.
7 (Small rooms are not discounted.)
8 g. City-hosted activities directly benefiting City operations are entitled
9 to a fifty percent (50%) discount on the base use rates outlined in
10 1(b) subject to the following:
11 i. Registration fees charged to participants shall total no more
12 than the actual out-of-pocket costs of the event.
13 ii. This discount is only available for one or two medium rooms.
14 The large ballroom and small room rates are not discounted.
15 iii. For Friday, Saturday or Sunday dates, the event may not be
16 reserved more than six (6) months prior to the event.
17 iv. No alcohol is allowed for City hosted events. Insurance is not
18 required.
19 h. The above discounts are not transferrable.
20

21 2. Exempt Uses. The following uses are exempt from payment of use rates
22 and insurance requirements, except caterer insurance if applicable. No
23 alcohol is allowed for these events:
24

- 25 a. City Meetings. City Council/Urban Renewal Agency meetings,
26 City/Urban Renewal Agency committee, task force, or staff
27 meetings, trainings, recruitments or exercises.
28 b. Neighborhood Associations. Recognized neighborhood
29 associations may hold their regular meetings, up to twelve (12)
30 meetings per year in one or two small rooms.
31 c. Keizer-based Youth Sports. Keizer-based youth sports
32 organizations may hold up to three (3) events per year using one
33 medium room or one or two small rooms.
34 d. Town Hall/Community Forums. City, Urban Renewal Agency,
35 Salem Area Mass Transit District, Marion County, and other
36 governmental agencies may hold town hall/community forums for
37 the purpose of gathering public input.
38 e. Keizer Library. The Keizer library may hold up to two (2) book sale
39 events per year using up to one medium room for up to three days.
40 f. City Employee/City Volunteer Training. Training and meetings for
41 City employees or City volunteers are exempt. Other governmental
42 employees or volunteers may also attend. No fee may be charged to

- 1 participants other than the actual meal cost, if a meal is served.
- 2 g. City-Hosted Educational Outreach Events. No registration fee may
- 3 be charged to the participants.
- 4 h. Outside Committees/Groups. With City Manager approval,
- 5 organizations connected with the City or benefitting City residents
- 6 such as Keizer United, Claggett Creek Watershed Council, and
- 7 Community Emergency Response Team may hold one meeting per
- 8 month in one or two small rooms. No registration fee may be
- 9 charged to the participants.

10

11 3. Other Agreements Exempt. Organizations with specific agreements for

12 Event Center Room use are not subject to the above rates. The City

13 Manager is authorized to negotiate and reduce the use rates for

14 organizations who request repeating scheduled use for a term not exceeding

15 two (2) years.

16

17 4. Council Approved Uses. The City Council may reduce or waive rates,

18 deposits or other costs for certain uses if, in the Council's sole discretion,

19 the use is a significant benefit to the Keizer community considering such

20 factors as the City's fixed and non-fixed costs, staff resources, wear and

21 tear on the facility, and other factors deemed appropriate by Council.

22

23 5 Additional Facility Charges. The City Manager is authorized to adopt and

24 impose surcharges for rental rates for additional facilities, including, but not

25 limited to stages, audio/visual equipment, computer equipment, kitchen

26 usage and additional labor expenses. The City Manager is authorized to

27 impose deposits, fees or additional charges as City Manager may deem

28 appropriate in their discretion.

29

30 6 Use Rates Subject to Facility Agreement. The use rates set forth herein are

31 subject to the provisions of the Facility Use Agreement as authorized by the

32 City Manager. The City Manager is authorized to amend the use rates if in

33 the City Manager's discretion such amended rates provide increased

34 transient occupancy taxes, other identifiable economic benefits to the

35 citizens of the City as a whole, or other identifiable fiscal benefits to the

36 City of Keizer administratively.

1 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that
2 Resolution R2023-3423 (Adopting Use Policies and Rates for the Keizer Community
3 Center Rooms; Repealing Resolution R2018-2932) is hereby repealed in its entirety
4 except for already booked events.

5 BE IT FURTHER RESOLVED that this Resolution shall take effect on January 1,
6 2024.

7 PASSED this 2nd day of January, 2024.

8
9 SIGNED this 2nd day of January, 2024.

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Anthony Clark
Mayor

Dawn Wilson
Deputy City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: Dixon Street No Parking Zone

Proposed Motion

I move the City Council adopt Order Designating "No Parking" zones on a Portion of Dixon Street Northeast, Keizer, Oregon.

I. Summary

Police department staff requested a No Parking zone be designated on the south side of Dixon Street NE from Verda Lane approximately 100 feet to the east. Vehicles from a neighboring apartment complex are parking in this area partially in the lane of travel, which is both unsafe and illegal.

II. Background

- A. Police department staff have received complaints of vehicles parking along this section of Dixon Street NE and have requested a No Parking Zone be established to enable enforcement to be provided.

III. Current Situation

- A. Vehicles from a neighboring apartment complex are parking along this section of Dixon Street NE.
- B. The vehicles are parking partially in the lane of travel because of a drainage swale being located next to the paved section of the street.
- C. Police department staff have talked to the property owner and they do not object to a No Parking Zone being created.
- D. The No Parking area will be identified with signage.

IV. Analysis

- A. **Strategic Impact** - N/A

- B. **Financial** - There is no real financial impact on approving this request. The cost of the signs and posts is minimal, less than \$500.00 and can be accommodated by the existing Street Fund budget.
- C. **Timing** - Approval of this request will allow the safety concerns to be mitigated as early as possible.
- D. **Policy/Legal** - City Council authorization is needed to establish No Parking zones in the city.

V. Alternatives

- A. Adopt the attached Order.
- B. Do nothing, parking will remain allowable on this portion of Dixon Street.

VI. Recommendation

Staff recommends the City Council adopt the attached Order.

Attachments

1. ORDER_CC_Designating Dixon Street as No Parking_2 2 2026

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 ORDER

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5
6 DESIGNATING “NO PARKING” ZONES ON
7 A PORTION OF DIXON STREET
8 NORTHEAST, KEIZER, OREGON
9

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11 WHEREAS, the City Council of the City of Keizer has authority pursuant to state
12 statute and Keizer Code Sec. 40-84 to establish “no parking” zones;

13 WHEREAS, staff has been contacted by police department staff requesting a No
14 parking zone on the south side of Dixon Street Northeast from Verda Lane
15 approximately 100 feet to the east primarily due to safety concerns from vehicles
16 parking in this area, partially in the lane of travel;

17 WHEREAS, staff believes parking on the south side of Dixon Street Northeast
18 from Verda Lane approximately 100 feet to the east creates a safety concern and
19 recommends formalizing the no parking zone this portion of Dixon Street Northeast;

20 WHEREAS, the City Council has reviewed the matter and finds that it is
21 appropriate to designate the south side of Dixon Street Northeast from Verda Lane
22 approximately 100 feet to the east as “no parking”.

23 NOW, THEREFORE;
24

IT IS HEREBY ORDERED by the City Council of the City of Keizer that “no parking” zones are hereby established on the south side of Dixon Street Northeast from Verda Lane approximately 100 feet to the east.

IT IS HEREBY FURTHER ORDERED that the costs associated with the “no parking” zone be paid from the Street Fund.

IT IS HEREBY FURTHER ORDERED that this Order shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2026.

SIGNED this _____ day of _____, 2026.

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: May Street No Parking Zone

Proposed Motion

I move the City Council adopt Order Designating "No Parking" Zones on a Portion of May Street Northeast, Keizer, Oregon.

I. Summary

Police department staff requested a No Parking zone be designated on the south side of May Street NE from Verda Lane to the east property line of 4892 Verda Lane NE. Vehicles from a neighboring apartment complex are parking in this area, partially in the lane of travel, which is both unsafe and illegal.

II. Background

- A. Police department staff have received complaints of vehicles parking along this section of May Street NE and have requested a No Parking Zone be established to enable enforcement to be provided.

III. Current Situation

- A. Vehicles from a neighboring apartment complex are parking along this section of May Street NE.
- B. The vehicles are parking partially in the lane of travel because of a drainage swale being located next to the paved section of the street.
- C. Police department staff have talked to the property owner, and they do not object to a No Parking Zone being created.
- D. The No Parking area will be identified with signage.

IV. Analysis

- A. **Strategic Impact** - N/A

- B. **Financial** - There is no real financial impact on approving this request. The cost of the signs and posts is minimal, less than \$500.00 and can be accommodated by the existing Street Fund budget.
- C. **Timing** - Approval of this request will allow the safety concerns to be mitigated as early as possible.
- D. **Policy/Legal** - City Council authorization is needed to establish No Parking zones in the city.

V. Alternatives

- A. Adopt the attached Order.
- B. Do nothing, parking will remain allowable on this portion of May Street.

VI. Recommendation

Staff recommends the City Council adopt the attached Order.

Attachments

1. ORDER_CC_Designating May Street as No Parking_2 2 2026

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 ORDER

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6 DESIGNATING “NO PARKING” ZONES ON
7 A PORTION OF MAY STREET NORTHEAST,
8 KEIZER, OREGON
9

10
11 WHEREAS, the City Council of the City of Keizer has authority pursuant to state
12 statute and Keizer Code Sec. 40-84 to establish “no parking” zones;

13 WHEREAS, staff has been contacted by police department staff requesting a No
14 parking zone on the south side of May Street Northeast from Verda Lane to the east
15 property line of 4892 Verda Lane NE primarily due to safety concerns from vehicles
16 parking in this area, partially in the lane of travel;

17 WHEREAS, staff believes parking on the south side of May Street Northeast
18 from Verda Lane to the east property line of 4892 Verda Lane NE creates a safety
19 concern and recommends formalizing the no parking zone this portion of May Street
20 Northeast;

21 WHEREAS, the City Council has reviewed the matter and finds that it is
22 appropriate to designate the south side of May Street Northeast from Verda Lane to the
23 east property line of 4892 Verda Lane NE as “no parking”.

24 NOW, THEREFORE;

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IT IS HEREBY ORDERED by the City Council of the City of Keizer that “no parking” zones are hereby established on the south side of May Street Northeast from Verda Lane to the east property line of 4892 Verda Lane NE.

IT IS HEREBY FURTHER ORDERED that the costs associated with the “no parking” zone be paid from the Street Fund.

IT IS HEREBY FURTHER ORDERED that this Order shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2026.

SIGNED this _____ day of _____, 2026.

Mayor

City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Bill Lawyer, Public Works Director
Subject: Tree Preservation Code Update

Proposed Motion

I move the City Council adopt Ordinance 2026-____ Relating to Tree Preservation; Amending Keizer Code Chapter 18, Article II.

I. Summary

The Tree Preservation section of the City Code needs to be updated in order to comply with requirements in our stormwater permits, more clearly define responsibilities in some areas and it also provides additional trees to select from.

II. Background

- A. The current portion of the Code relating to tree preservation was last updated in 1995.
- B. There are a few sections of this portion of the Code that are outdated and do not clearly define responsibilities.
- C. The list of allowed trees needed to be updated to include trees that are being used in vegetated stormwater facilities. The updated list now includes a table that provides details on the size and appropriate planting areas for these trees.
- D. A requirement from the Department of Environmental Quality (DEQ) in our stormwater permits is that we update our Tree Preservation Ordinance to add native and climate resilient species to the list.

III. Current Situation

- A. The update to this section of the Code is primarily driven by the need to update the tree list to include species for stormwater planting zones and clarifies the responsibility for trees when they are damaging sidewalks.

IV. Analysis

- A. **Strategic Impact** - N/A
- B. **Financial** - No fiscal impact.
- C. **Timing** - Adopting this update to the Code at this time allows for the implementation of the new provisions at the earliest possible date. This also allows the City to remain compliant with requirements in our permits issued by DEQ.
- D. **Policy/Legal** - City Council approval is required to amend the Code.

V. Alternatives

- A. Adopt the attached Ordinance.
- B. Do nothing, this section of the Code will remain unchanged.

VI. Recommendation

Staff recommends the City Council adopt the attached Ordinance updating Chapter 18, Article II of the Keizer Code.

Attachments

- 1. ORD_CC_Amending Keizer Code Chapter 18 - Tree Preservation_2 2 2026
- 2. EXH_CC_Section 18 Article II Tree Preservation

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

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A BILL
ORDINANCE NO.
2026-_____
FOR
AN ORDINANCE
RELATING TO TREE PRESERVATION;
AMENDING KEIZER CODE CHAPTER 18,
ARTICLE II

The City of Keizer ordains as follows:

Section 1. Keizer Code Chapter 18, Article II is hereby amended as set forth in Exhibit A, attached hereto and by this reference incorporated herein.

Section 2. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect or substance of this ordinance, but within such limitations, may:

- (a) Renumber sections and parts of sections of the ordinance;
- (b) Rearrange sections;
- (c) Change reference numbers to agree with renumbered chapters, sections or other parts;
- (d) Delete references to repealed sections;
- (e) Substitute the proper subsection, section or chapter, or other division numbers;
- (f) Change capitalization and spelling for the purpose of uniformity;
- (g) Add headings for purposes of grouping like sections together for ease of reference; and

1 (h) Correct manifest clerical, grammatical or typographic errors.

2 Section 3. Each section of this ordinance, and any part thereof, is severable,
3 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
4 remainder of this ordinance shall remain in full force and effect.

5 Section 4. This Ordinance shall take effect thirty (30) days after its passage.

6 PASSED this _____ day of _____, 2026.

7

8 SIGNED this _____ day of _____, 2026.

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Mayor

City Recorder

ARTICLE II. TREE PRESERVATION

Sec. 18-19. Purpose.

The purpose of this article is to retain and/or restore the overall tree canopy in the city. This article serves to monitor city trees as a unifying element and tool to protect the health, safety, and welfare of the public. Trees help mitigate increased temperatures, airborne particulates, carbon dioxide, noise, and stormwater runoff due to loss of native wildlife biodiversity, increase of impervious surfaces, and vehicular traffic. regulate the planting, maintenance, and removal of trees abutting and in public rights-of-way or municipally owned property, the regulation of trees in parks, and to set forth a process to designate and protect certain trees as heritage trees. Additional purposes of this article are:

(1) To provide for the protection, preservation, replacement, and appropriate maintenance and use of trees in order to protect habitat and prevent erosion

(2) To protect trees and public wooded areas for their economic contribution to local property values when preserved, and for their natural beauty and ecological or historical significance.

(3) To help protect water quality, control surface water run-off, and protect ground water recharge.

(4) To reflect the public concern for these natural resources in the interest of health, safety and general welfare of residents.

(5) To encourage replanting where trees are removed.

(Ord. No. 95-332, § 1, 8-7-1995)

Sec. 18-20. Applicability.

(a) The regulation of planting, maintenance, and removal of trees abutting and in public rights-of-way or municipally owned property.

(b) The regulation of trees in parks.

(c) The preservation of designated heritage trees.

(d) When the trunk of a tree straddles a property line at ground level and crosses the right-of-way, it is considered a street tree for the purposes of the tree removal requirements listed in Sec. 18-24. Except for heritage trees, where the trunk of a tree straddles a property line at ground level with another privately owned property, it is not considered for the purposes of this article.

For public capital improvement projects or other publicly funded improvements, the Public Works Director or their designee shall verify compliance with these standards.

Sec. 18-21. Definitions.

As used in this article, the following mean:

Applicant. The person filling out and submitting the tree removal or tree planting permit to the city.

Boundary tree. A tree that straddles the property line of multiple parties.

Caliper. Caliper is a standard for measurement of nursery trees. Tree caliper shall be measured at 6" above the tree's natural ground line for trees less than 4' or at 12" for trees greater than 4'.

Certified Arborist. A licensed tree care consultant who is certified as an arborist by the International Society of Arboriculture or a professional recognized by the Oregon Department of Forestry as meeting equivalent qualifications.

City tree. City tree means a tree on city property or as defined in Sec. 18-20(d).

Cut. To fell or remove a tree or to do anything that has the natural result of causing the death or substantial destruction of a tree, including girdling and topping as defined herein.

Dead. Dead means the tree is visibly without any live leaves, needles or buds, or otherwise declared by a certified arborist.

Diameter at Breast Height (DBH). Diameter at breast height or DBH means the diameter of the tree measured in inches at five feet above ground level. For trees with multiple trunks, DBH shall be measured at the narrowest point between ground level and the point where the trunk diverges, or shall be the sum of the diameters of the two largest trunks at breast height, whichever is smaller. All measurements shall be rounded to the nearest inch.

Diseased. Diseased means a condition that harms or weakens a tree's health, often caused by fungi, bacteria or viruses.

Girdling. The cutting or removal of the outer bark and conducting tissues of a tree potentially causing death by interrupting the circulation of water and nutrients.

Hazardous tree. A dead tree, or tree so affected by a significant structural defect or disease that falling or failure and a threat of bodily injury or property damage, impairment of vision or traffic flow in the public right-of-way is imminent.

Heavy Pruning. Heavy pruning is when 20% or more of the tree's live crown is going to be removed.

Heritage Tree. Heritage trees are those designated by city council due to their exceptional size, age, species, aesthetic value, cultural importance, or historical significance.

Infestation. Infestation means the presence of insects or pest that can cause significant harm or death to a tree.

Invasive Species. Invasive species are defined by Oregon statutes as nonnative organisms that cause economic or environmental harm and are capable of spreading to new areas of the state.

Pruning. The selective removal of branches from woody plants to achieve specific goals, such as improving tree health, structure, and appearance by removing dead, diseased, or weak limbs.

Remove. Remove means to cut down a tree, or to damage a tree so as to cause the tree to decline and/or die within a three-year period. Types of damage which may constitute removal include, but are not limited to, topping, damage inflicted upon a root system by application of toxic substances, and girdling. "Removal" does not include normal trimming or pruning of trees as defined by ANSI A300 pruning standards current on the day this definition was adopted. Remove also refers to performing activities which result in impacts to more than 10 percent of the root system.

Routine Maintenance. Routine maintenance refers to the regular upkeep and care practices performed on trees to ensure their health, safety, and aesthetics. This includes tasks like pruning, trimming, watering, fertilization, pest control, and inspections.

Significant Tree. A significant tree is a species of tree having a height of fifty feet or a diameter at breast height (DBH) of 12".

Street Tree. A tree is a street tree if any portion of its trunk falls in the public right-of-way.

Topping. The severe cutting back of the tree's crown limbs to stubs three (3) inches or smaller in diameter to such a degree so as to remove the natural canopy and disfigure the tree.

Tree Care Provider. A person registered with the Oregon Construction Contractors Board to perform tree preservation, tree maintenance and/or tree removal activities, including, but not limited to, pruning, tree limb removal, tree or limb guying, and tree fertilization.

Sec. 18-22. Trees in the public right-of-way.

- (a) *Maintenance and protection of trees.* Trees located in the public right-of-way, including parking strips between streets and sidewalks, shall be maintained by the immediately abutting property owner (owner) and shall not be cut down, removed, topped, or transplanted without first obtaining a permit from the city. A tree removal and planting tree application will be available through the city public works department. Applications must include a fee amount as set by council resolution. The term "topping" is defined as the severe cutting back of trunk and/or limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. It shall be unlawful to intentionally damage, deface or attach any rope, wire, nail, sign, poster, or any other human-made object to any tree located in the public right-of-way.
- (b) *Removal of trees.*
- (1) Removal of trees located ~~adjacent to~~ near or within the public right-of-way is the responsibility of the abutting property owner and is required at the city's discretion (public works director or designee) in the following circumstances:
- a. When there is damage occurring to the surrounding lawn, street, sidewalk, and/or curb.
- b. When the damage occurring to the sidewalk is caused by the tree, the city will pay to remove a tree, grind the stump and the adjacent property owner is responsible to provide and plant a replacement tree and to repair the sidewalk in accordance with Keizer Code.
- ~~c.~~ When a tree is damaged or sick or creating imminent danger to persons or property.
- ~~d.~~ When a tree is infected by or harbors any injurious fungus, insect, pest or disease which constitutes a potential threat to other trees within the city.
- ~~e.~~ When a tree by reason of its nature is or may become injurious to sewers, electric power lines, gas lines, water lines, or public improvements of any type.
- f. When a tree is invasive (verification by a certified arborist may be required).
- (2) Stumps of trees in the public right-of-way may remain if they do not interfere with the integrity of saved trees and replanting of a tree is possible, so long as said stumps shall be removed to a depth of eight inches below the level of the sidewalk or, if no sidewalk exists, eight inches below the grade of the centerline of the right-of-way. If the ground stump does not allow space to re-plant a tree, then the stump shall be removed. Stumps shall be cut at ground level if removal of the stump or the cutting of the stump below the surface shall have a harmful effect on any saved tree.
- (3) The applicant shall restore any damaged vegetated areas and grades due to vehicular or mechanical operations associated with tree or stump removal. The area shall be re-seeded or revegetated and the project completed by the end of the 180 day permit validity.
- (c) *Interference with street lighting and traffic devices.* Every owner of any tree located in or overhanging any street or public right-of-way within the city shall prune all branches so that such branches shall not:
- (1) Obstruct the view of any public or private intersection pursuant to Keizer Code, Appendix A development code section 2.312.09.
- (2) Obstruct the view of any traffic control device or sign.

- (3) Severely obstruct the light from any streetlight.
- (4) Protrude into the area 13 feet above the street surface or eight feet above the sidewalk surface.
- (d) *Nuisance declared.* The city hereby declares that all trees described in subsections (b) and (c) of this section are deemed to be nuisances and are subject to abatement.
- (e) *Trees exempted.* Trees on or adjacent to public rights-of-way or which are severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempted from this article at the determination of the public works department. Tree limbs that grow near high voltage electrical wires and equipment shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements.
- (f) *Planting trees in public right-of-way.* Any tree removed from the public right-of-way must be replaced by the abutting property owner with a new tree at a 1:1 ratio or greater. The new tree shall adhere to the Street Tree Design Standards (Design Standard 300.10). It shall be unlawful to plant any tree in the public right-of-way without first obtaining written permission from the city. Applications for removal/planting of trees shall be combined into one form. No fee shall be charged for the permitting process.
- (g) *Heritage trees.* Heritage trees in the public right-of-way shall be regulated pursuant to section 18-282. This section is not applicable to heritage trees.

Sec. 18-23. Allowable Street Trees.

The trees listed below may be approved for planting in the right-of-way. The public works director or designee may deny one or more species list in this section based upon recommendation from the Oregon Department of Forestry.

Approved List of Street Trees (R.O.W.)

<u>Latin Name</u>	<u>Common Name</u>
<u><i>Acer campestre</i> 'Panacek'</u>	<u>Metro-Gold maple</u>
<u><i>Acer grandidentatum</i> 'Schmidt'</u>	<u>Rocky Mountain-Glow maple</u>
<u><i>Acer miyabei</i> 'Morton'</u>	<u>State Street maple</u>
<u><i>Acer platanoides</i> 'Columnare'</u>	<u>Columnar Norway maple</u>
<u><i>Acer rubrum</i> 'Armstrong'</u>	<u>Armstrong red maple</u>
<u><i>Acer rubrum</i> 'Bowhall'</u>	<u>Bowhall red maple</u>
<u><i>Acer rubrum</i> 'Frank Jr'</u>	<u>Redpointe red maple</u>
<u><i>Acer rubrum</i> 'Franksred'</u>	<u>Red Sunset maple</u>
<u><i>Acer rubrum</i> 'New World'</u>	<u>New World red maple</u>
<u><i>Acer rubrum</i> 'Scarsen'</u>	<u>Scarlet Sentinel red maple</u>
<u><i>Acer saccharum</i> 'Legacy'</u>	<u>Legacy sugar maple</u>
<u><i>Acer x freemanii</i> 'Jeffersred'</u>	<u>Autumn Blaze maple</u>
<u><i>Carpinus betulus</i> 'Fastigiata'</u>	<u>Pyramidal European hornbeam</u>
<u><i>Carpinus betulus</i> 'Frans Fontaine'</u>	<u>Frans Fontaine hornbeam</u>
<u><i>Fagus sylvatica</i> 'Fastigiata'</u>	<u>Fastigate or Dawyck beech</u>
<u><i>Ginkgo biloba</i> 'Autumn Gold'</u>	<u>Autumn Gold ginkgo</u>
<u><i>Ginkgo biloba</i> 'Golden Colonnade'</u>	<u>Golden Colonnade ginkgo</u>
<u><i>Ginkgo biloba</i> 'Magyar'</u>	<u>Magyar ginkgo</u>
<u><i>Ginkgo biloba</i> 'Princeton Sentry'</u>	<u>Princeton Sentry ginkgo</u>
<u><i>Ginkgo biloba</i></u>	<u>Ginkgo, maidenhair tree</u>
<u><i>Gymnocladus dioica</i> 'Espresso'</u>	<u>Espresso Kentucky coffee tree</u>

<i>Liriodendron tulipifera</i> 'Fastigiatum'	Columnar tulip tree
<i>Liriodendron tulipifera</i>	Tulip tree
<i>Metasequoia glyptostroboides</i>	Dawn redwood
<i>Prunus</i> 'First Lady'	First Lady cherry
<i>Prunus</i> 'Okame'	Okame cherry
<i>Prunus sargentii</i> 'JFS-KW58'	Pink Flair cherry
<i>Prunus</i> × <i>hillieri</i> 'Spire'	Spire cherry
<i>Prunus</i> × <i>yedoensis</i> 'Akebono'	Akebono cherry
<i>Pyrus calleryana</i> 'Aristocrat'	Aristocrat ornamental pear
<i>Pyrus calleryana</i> 'Cambridge'	Cambridge ornamental pear
<i>Pyrus calleryana</i> 'Capital'	Capital ornamental pear
<i>Pyrus calleryana</i> 'Chanticleer'	Chanticleer ornamental pear
<i>Pyrus calleryana</i> cvs.	Ornamental pears
<i>Quercus robur</i> × <i>Q. alba</i> 'Crimschmidt'	Crimson Spire oak
<i>Quercus robur</i> 'Fastigiata'	Skyrocket oak
<i>Quercus robur</i> 'Pyramich'	Skymaster oak
<i>Quercus robur</i> 'Asjes'	Rosehill oak
<i>Quercus robur</i> × <i>Q. bicolor</i> 'Long'	Regal Prince oak
<i>Taxodium distichum</i> 'Mickelson'	Shawnee Brave bald cypress
<i>Ulmus</i> 'Morton Glossy'	Triumph elm
<i>Ulmus</i> 'Patriot'	Patriot elm
<i>Ulmus parvifolia</i> 'Emer II'	Allee Chinese elm
<i>Ulmus parvifolia</i> 'UPMTF'	Bosque Chinese elm
<i>Ulmus wilsoniana</i> 'Prospector'	Prospector elm
<i>Zelkova serrata</i> 'Green Vase'	Green vase zelkova
<i>Zelkova serrata</i> 'Halka'	Halka zelkova
<i>Zelkova serrata</i> 'Musashino'	Musashino columnar zelkova
<i>Zelkova serrata</i> 'Schmidtlow'	Wireless zelkova

<u>Scientific Name</u>	<u>Common Name</u>	<u>Deciduous (D) or Evergreen (E)</u>	<u>Average Mature Height (ft)</u>	<u>Average Mature Width (ft)</u>	<u>Min. Planting Area Width (ft)</u>	<u>Approved under power poles</u>	<u>Approved for Stormwater Facilities (Y/N)</u>	<u>Stormwater Planting Zone</u>
<u><i>Acer campestre</i></u>	<u>Hedge Maple</u>	<u>D</u>	<u>25-45</u>	<u>25-35</u>	<u>6</u>	<u>Y</u>	<u>N</u>	<u>-</u>
<u><i>Acer circinatum</i></u>	<u>Vine Maple</u>	<u>D</u>	<u>30</u>	<u>15</u>	<u>6</u>	<u>Y</u>	<u>Y</u>	<u>A/B</u>

<u><i>Acer grandidentatum</i></u>	<u>Rocky Mountain Glow Maple</u>	<u>D</u>	<u>30</u>	<u>25</u>	<u>8</u>	<u>Y</u>	<u>N</u>	-
<u><i>Acer macrophyllum</i></u>	<u>Bigleaf Maple</u>	<u>D</u>	<u>100</u>	<u>65</u>	<u>10</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Acer platanoides</i></u> <u>'Crimson Sentry'</u>	<u>Norway Maple</u>	<u>D</u>	<u>25</u>	<u>15</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Acer griseum</i></u>	<u>Paperbark Maple</u>	<u>D</u>	<u>30</u>	<u>20</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Acer rubrum</i></u> & <u>varieties</u>	<u>Red Maple</u>	<u>D</u>	<u>60</u>	<u>35</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Alnus rhombifolia</i></u>	<u>White Alder</u>	<u>D</u>	<u>80</u>	<u>35</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u><i>Amelanchier laevis</i></u> <u>'Snowcloud'</u>	<u>Snowcloud Serviceberry</u>	<u>D</u>	<u>28</u>	<u>20</u>	<u>4</u>	<u>Y</u>	<u>Y</u>	<u>B</u>
<u><i>Betula nigra</i></u> <u>'Dura Heat'</u>	<u>Dura Heat River Birch</u>	<u>D</u>	<u>45</u>	<u>35</u>	<u>4</u>	<u>N</u>	<u>N</u>	
<u><i>Betula pendula</i></u>	<u>Silver Birch</u>	<u>D</u>	<u>40</u>	<u>30</u>	<u>4</u>	<u>N</u>	<u>N</u>	
<u><i>Carpinus betulus</i></u> <u>'Emerald Avenue'</u>	<u>Emerald Avenue Hornbeam</u>	<u>D</u>	<u>40</u>	<u>30</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Carpinus betulus</i></u> <u>'Fastigiata'</u>	<u>Upright European Hornbeam</u>	<u>D</u>	<u>40</u>	<u>25</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Carpinus betulus</i></u> <u>'Frans Fontaine'</u>	<u>Frans Fontaine Hornbeam</u>	<u>D</u>	<u>35</u>	<u>15</u>	<u>6</u>	<u>Y</u>	<u>N</u>	-
<u><i>Carpinus caroliniana</i></u> <u>'Native Flame'</u>	<u>Native Flame American Hornbeam</u>	<u>D</u>	<u>30</u>	<u>25</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Carpinus caroliniana</i></u> <u>'Rising Fire'</u>	<u>Rising Fire American Hornbeam</u>	<u>D</u>	<u>30</u>	<u>15</u>	<u>3</u>	<u>Y</u>	<u>N</u>	-
<u><i>Cercis canadensis</i></u>	<u>Eastern Redbud</u>	<u>D</u>	<u>30</u>	<u>30</u>	<u>4</u>	<u>Y</u>	<u>Y</u>	<u>B</u>
<u><i>Cornus mas</i></u> <u>'Saffron Sentinel'</u>	<u>Cornelian Cherry Dogwood</u>	<u>D</u>	<u>21</u>	<u>11</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Cornus nuttallii</i></u>	<u>Pacific Dogwood</u>	<u>D</u>	<u>40</u>	<u>25</u>	<u>4</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Cornus kousa</i></u> x <u><i>nuttallii</i></u> <u>'KN4-43'</u>	<u>Dogwood - Starlight</u>	<u>D</u>	<u>30</u>	<u>20</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Cornus</i></u> x <u>'Rutgan'</u>	<u>Dogwood - Stellar Pink</u>	<u>D</u>	<u>25</u>	<u>20</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-

<u><i>Fagus grandiflora</i></u>	<u>American beech</u>	<u>D</u>	<u>70</u>	<u>60</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Fagus sylvatica</i></u>	<u>European Beech</u>	<u>D</u>	<u>100</u>	<u>100</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Fagus sylvatica</i></u> <u>'Dawyck Purple'</u>	<u>Dawyck Purple</u> <u>Beech</u>	<u>D</u>	<u>75</u>	<u>60</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Gleditsia tricanthos</i></u> <u>var inermis 'Halka'</u>	<u>Halka Honeylocust</u>	<u>D</u>	<u>45</u>	<u>40</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Ginkgo biloba</i></u> <u>'Autumn Gold'</u>	<u>Autumn Gold</u> <u>Ginkgo</u>	<u>D</u>	<u>45</u>	<u>35</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Ginkgo biloba</i></u> <u>'Golden Colonnade'</u>	<u>Golden Colonnade</u> <u>Ginkgo</u>	<u>D</u>	<u>45</u>	<u>25</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Ginkgo biloba</i></u> <u>'Princeton Sentry'</u>	<u>Princeton Sentry</u> <u>Ginkgo</u>	<u>D</u>	<u>65</u>	<u>20</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Ginkgo biloba</i></u> <u>'Presidential Gold'</u>	<u>Presidential Gold</u> <u>Ginkgo</u>	<u>D</u>	<u>50</u>	<u>40</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Gymnocladus dioicus</i></u> <u>'Espresso'</u>	<u>Espresso Kentucky</u> <u>Coffee Tree</u>	<u>D</u>	<u>60</u>	<u>40</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Gymnocladus dioicus</i></u> <u>'Skinny Latte'</u>	<u>Skinny Latte</u> <u>Kentucky Coffee</u> <u>Tree</u>	<u>D</u>	<u>50</u>	<u>18</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Liriodendron</i></u> <u>tulipifera 'Emerald</u> <u>City'</u>	<u>Emerald City Tulip</u> <u>Poplar</u>	<u>D</u>	<u>55</u>	<u>25</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Liriodendron</i></u> <u>tulipifera</u> <u>'fastigiatum'</u>	<u>Arnold Tuliptree</u>	<u>D</u>	<u>25</u>	<u>15</u>	<u>8</u>	<u>Y</u>	<u>N</u>	-
<u><i>Maclura pomifera</i></u> <u>var. inermis (male)</u>	<u>White Shield</u> <u>Osage Orange</u>	<u>D</u>	<u>35</u>	<u>35</u>	<u>6</u>	<u>Y</u>	<u>N</u>	-
<u><i>Metasequoia</i></u> <u>glyptostroboides</u> <u>'Jade Prince'</u>	<u>Jade Prince Dawn</u> <u>Redwood</u>	<u>D</u>	<u>65</u>	<u>25</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Nyssa sylvatica</i></u> <u>'Afterburner'</u>	<u>Afterburner Black</u> <u>Tupelo/Blackgum</u>	<u>D</u>	<u>40</u>	<u>25</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Nyssa sylvatica</i></u> <u>'Firestarter'</u>	<u>Firestarter Black</u> <u>Tupelo/Blackgum</u>	<u>D</u>	<u>40</u>	<u>25</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Nyssa sylvatica</i></u> <u>'Red</u> <u>Rage'</u>	<u>Red Rage Black</u> <u>Tupelo/Blackgum</u>	<u>D</u>	<u>40</u>	<u>25</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Nyssa sylvatica</i></u> <u>'Wildfire'</u>	<u>Wildfire Black</u> <u>Tupelo/Blackgum</u>	<u>D</u>	<u>40</u>	<u>25</u>	<u>6</u>	<u>N</u>	<u>N</u>	-

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<u><i>Nyssa sylvatica</i></u> <u>'Green Gable'</u>	<u>Green Gable</u> <u>Tupelo</u>	<u>D</u>	<u>50</u>	<u>30</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Ostrya virginiana</i></u> <u>'Autumn Treasure'</u>	<u>American</u> <u>Hophornbeam</u>	<u>D</u>	<u>35</u>	<u>20</u>	<u>6</u>	<u>Y</u>	<u>N</u>	-
<u><i>Phellodendron</i></u> <u><i>amurense</i></u> <u>'Eye</u> <u>Stopper'</u>	<u>Eye Stopper Amur</u> <u>Corktree</u>	<u>D</u>	<u>45</u>	<u>60</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Pistachia chinensis</i></u> <u>'Western Sun'</u>	<u>Western Sun</u> <u>Chinese Pistache</u>	<u>D</u>	<u>35</u>	<u>25</u>	<u>3</u>	<u>Y</u>	<u>N</u>	-
<u><i>Platanus x acerifolia</i></u> <u>'Bloodgood'</u>	<u>Bloodgood London</u> <u>Planetree</u>	<u>D</u>	<u>55</u>	<u>40</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u><i>Populus tremuloides</i></u>	<u>Quaking Aspen</u>	<u>D</u>	<u>60</u>	<u>30</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Prunus serrulata</i></u> <u>'Kwanzan</u>	<u>Kwanzan flowering</u> <u>cherry</u>	<u>D</u>	<u>40</u>	<u>30</u>	<u>6</u>	<u>Y</u>	<u>N</u>	-
<u><i>Prunus</i></u> <u>'Okame'</u>	<u>Okame Cherry</u>	<u>D</u>	<u>25</u>	<u>20</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Prunus sargentii</i></u> & <u><i>columnaris</i></u>	<u>Sargent Cherry</u>	<u>D</u>	<u>35</u>	<u>15</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Prunus virginiana</i></u> <u>'Canada Red'</u>	<u>Canada Red</u> <u>Chokecherry</u>	<u>D</u>	<u>25</u>	<u>20</u>	<u>10</u>	<u>Y</u>	<u>Y</u>	<u>B</u>
<u><i>Prunus x yedoensis</i></u>	<u>Yoshino cherry</u>	<u>D</u>	<u>45</u>	<u>40</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Quercus bicolor</i></u>	<u>Swamp White Oak</u>	<u>D</u>	<u>60</u>	<u>50</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u><i>Quercus bicolor</i></u> <u>'Beacon'</u>	<u>Beacon Oak</u>	<u>D</u>	<u>35</u>	<u>15</u>	<u>6</u>	<u>Y</u>	<u>Y</u>	<u>A/B</u>
<u><i>Quercus coccinea</i></u>	<u>Scarlet Oak</u>	<u>D</u>	<u>60</u>	<u>45</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Quercus garryana</i></u>	<u>Oregon White Oak,</u> <u>Garry Oak</u>	<u>D</u>	<u>65</u>	<u>45</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Quercus nuttallii</i></u>	<u>Nuttall Oak</u>	<u>D</u>	<u>80</u>	<u>60</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Quercus palustris</i></u>	<u>Pin Oak</u>	<u>D</u>	<u>60</u>	<u>40</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Quercus robur</i></u> <u>'Fastigiata'</u>	<u>Upright English</u> <u>Oak</u>	<u>D</u>	<u>60</u>	<u>20</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Quercus rubra</i></u>	<u>Red Oak, Northern</u> <u>Red Oak</u>	<u>D</u>	<u>50</u>	<u>45</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Quercus shumardii</i></u>	<u>Shumard Oak,</u> <u>Swamp Red Oak</u>	<u>D</u>	<u>75</u>	<u>55</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Rhamnus purshiana</i></u> <u>(<i>Fragula purshiana</i>)</u>	<u>Cascara buckthorn</u>	<u>D</u>	<u>30</u>	<u>25</u>	<u>6</u>	<u>Y</u>	<u>Y</u>	<u>A/B</u>

<u><i>Sophora japonica</i></u> <u>(<i>Styphnolobium</i>)</u>	<u>Japanese pagoda</u> <u>tree</u>	<u>D</u>	<u>65</u>	<u>40</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Taxodium distichum</i></u> <u>'Shawnee Brave'</u>	<u>Shawnee Brave</u> <u>Baldcypress</u>	<u>D</u>	<u>75</u>	<u>20</u>	<u>10</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Taxodium distichum</i></u> <u>'Green Whisper'</u>	<u>Green Whisper</u> <u>Baldcypress</u>	<u>D</u>	<u>55</u>	<u>30</u>	<u>8</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Tilia americana</i></u> <u>'Redmond'</u>	<u>Redmond Linden</u>	<u>D</u>	<u>45</u>	<u>35</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Tilia cordata</i></u> <u>'salem'</u>	<u>Salem Linden</u>	<u>D</u>	<u>70</u>	<u>50</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Tilia tomentosa</i></u> <u>'Sterling'</u>	<u>Sterling Silver</u> <u>Linden</u>	<u>D</u>	<u>70</u>	<u>30</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus americana</i></u> <u>'New Harmony'</u>	<u>New Harmony Elm</u>	<u>D</u>	<u>70</u>	<u>50</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus americana</i></u> <u>'Valley Forge'</u>	<u>Valley Forge Elm</u>	<u>D</u>	<u>65</u>	<u>55</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u><i>Ulmus americana</i></u> <u>'Princeton'</u>	<u>Princeton elm</u>	<u>D</u>	<u>65</u>	<u>55</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus</i></u> <u>'Frontier'</u>	<u>Frontier Elm</u>	<u>D</u>	<u>40</u>	<u>30</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus japonica</i></u> <u>x</u> <u><i>wilsoniana</i></u> <u>'Morton'</u>	<u>Accolade Elm</u>	<u>D</u>	<u>60</u>	<u>40</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus parvifolia</i></u>	<u>Chinese Elm</u>	<u>D</u>	<u>45</u>	<u>45</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus parvifolia</i></u> <u>'Emer II'</u>	<u>Allee Chinese Elm</u>	<u>D</u>	<u>70</u>	<u>50</u>	<u>8</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus propinqua</i></u> <u>'JFS-Bieberich'</u>	<u>Emerald Sunshine</u> <u>Elm</u>	<u>D</u>	<u>35</u>	<u>25</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Ulmus</i></u> <u>'Morton</u> <u>Glossy'</u>	<u>Triumph Elm</u>	<u>D</u>	<u>55</u>	<u>45</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Zelkova serrata</i></u> <u>'Green Vase' P.P.</u> <u>#5080</u>	<u>Green Vase</u> <u>Zelkova</u>	<u>D</u>	<u>40</u>	<u>30</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u><i>Zelkova serrata</i></u> <u>'JFS-</u> <u>KW1' P.P. #20996</u>	<u>City Sprite Zelkova</u>	<u>D</u>	<u>20</u>	<u>20</u>	<u>4</u>	<u>Y</u>	<u>N</u>	-
<u><i>Zelkova serrata</i></u> <u>'Musashino'</u>	<u>Musashino</u> <u>Columnar Zelkova</u>	<u>D</u>	<u>45</u>	<u>15</u>	<u>6</u>	<u>N</u>	<u>N</u>	-
<u><i>Zelkova serrata</i></u> <u>'Schmidtlow'</u>	<u>Wireless Zelkova</u>	<u>D</u>	<u>25</u>	<u>30</u>	<u>6</u>	<u>Y</u>	<u>N</u>	-

<u>Zelkova serrata</u> <u>'Village Green'</u>	<u>Village Green</u> <u>Zelkova</u>	<u>D</u>	<u>55</u>	<u>55</u>	<u>4</u>	<u>N</u>	<u>N</u>	-
<u>Abies lasiocarpa</u>	<u>Alpine Fir</u>	<u>E</u>	<u>90</u>	<u>20</u>	<u>10</u>	<u>N</u>	<u>N</u>	-
<u>Arbutus menziesii</u>	<u>Pacific Madrone</u>	<u>E</u>	<u>80</u>	<u>50</u>	<u>8</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u>Pinus ponderosa</u> <u>(Willamette Valley)</u>	<u>Ponderosa Pine</u>	<u>E</u>	<u>200</u>	<u>30</u>	<u>10</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u>Thuja plicata</u>	<u>Western Red</u> <u>Cedar</u>	<u>E</u>	<u>70</u>	<u>25</u>	<u>8</u>	<u>N</u>	<u>Y</u>	<u>A/B</u>
<u>Tsuga heterophylla</u>	<u>Western Hemlock</u>	<u>E</u>	<u>80</u>	<u>30</u>	<u>8</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u>Tsuga mertensiana</u>	<u>Mountain Hemlock</u>	<u>E</u>	<u>200</u>	<u>20</u>	<u>10</u>	<u>N</u>	<u>N</u>	-
<u>Umbellularia</u> <u>californica</u>	<u>Oregon Myrtle</u>	<u>E</u>	<u>75</u>	<u>30</u>	<u>6</u>	<u>N</u>	<u>Y</u>	<u>B</u>
<u>Magnolia virginiana</u> <u>'Jim Wilson'</u>	<u>Jim Wilson</u> <u>Sweetbay</u> <u>magnolia</u>	<u>E</u>	<u>35</u>	<u>20</u>	<u>10</u>	<u>Y</u>	<u>Y</u>	<u>B</u>
<u>Magnolia kobus</u>	<u>Kobus Magnolia</u>	<u>E</u>	<u>20</u>	<u>15</u>	<u>10</u>	<u>Y</u>	<u>N</u>	-

Another variety of tree may be acceptable if approved by the public works director or designeecity.

~~(g) Heritage trees. Heritage trees in the public right-of-way shall be regulated pursuant to section 18-22. This section is not applicable to heritage trees.~~

(Ord. No. 95-332, § 2, 8-7-1995; Ord. No. 2008-582, § 1, 10-20-2008)

Sec. 18-24. Criteria for issuance of city tree removal permits.

(a) Normal conditions. A tree removal permit for removal of a city tree may be issued in part or denied in part, or it may be issued subject to compliance by the applicant with reasonable conditions to promote the purposes of this article. A permit shall be valid for 180 days upon issuance. The burden is on the applicant to show that granting a permit will be consistent with the stated purpose of this article. The following criteria shall be considered:

- (1) The condition of the trees with respect to danger of falling, proximity to existing or proposed structures, interference with utility services or traffic safety, and hazards to life or property.
- (2) The necessity to remove trees to construct proposed improvements.
- (3) The topography of the land and the effect of tree removal on erosion, soil retention, stability of earth, flow of surface water, protection of nearby trees, windbreaks and a desirable balance between shade and open space.
- (4) The number of trees existing in the neighborhood, the character and property uses in the neighborhood, and the effect of tree removal on neighborhood characteristics, beauty and property values.

-
- (5) The adequacy of the applicant's proposals to plant new trees as a substitute for the trees to be cut in accordance with Street Tree Design Standards.
 - (6) The tree is diseased.
 - (7) The tree is dead.
 - (8) The tree is invasive.
 - (9) Verification of tree health or a tree's impacts on infrastructure shall be required, at the expense of the applicant, by a certified arborist acceptable to the City.
 - (10) Whether the tree is designated as a heritage tree.

Sec. 18-25. Permit exemptions.

The following are exempt from some or all of the permit requirements:

- (a) Hazardous tree – If an imminent danger exists to the public or any private property owner or occupant, the city may issue an emergency removal permit. The removal shall be in accordance with International Society of Arboriculture (ISA) standards.
- (b) Tree impacting public infrastructure – If a tree is causing damage to or impacting public infrastructure that the abutting property owner is not responsible for repairing, such as pedestrian ramps, utility vaults, or public storm or sanitary sewer lines, the tree removal may be approved by the public works director or their designee. The removal shall be in accordance with International Society of Arboriculture (ISA) standards. In the event that a replacement tree cannot be planted in the same general location as the tree removed, the replacement tree may be planted in another location in the city as part of the city's annual tree planning program.
- (c) Maintenance – Regular pruning maintenance which does not require the removal of over 20 percent of the tree's canopy, tree topping, or the disturbance of over 10 percent of the tree's root system is exempt from the provisions of this article.
- (d) Franchised companies contracted within the city who are performing tree trimming for overhead wires according to Oregon Public Utility Commission regulations are exempt.
- (e) Invasive tree removal – If a tree is identified and verified by the public works director or their designee to be an invasive tree threatening public infrastructure, damaging or negatively impacting adjacent property, the permit fee may be waived pursuant to city council resolution. The removal shall be in accordance with the International Society of Arboriculture (ISA) standards. In the event that a replacement tree from the street tree list listed in Sec. 18-23 cannot be planted in the same general location as the tree removed, the replacement tree may be planted in another location in the city as part of the city's annual tree planting program.

Any exemption permitted under this section does not apply to any other article in this Code or Appendix A of this Code.

Sec. 18-26. Emergency conditions.

In emergency conditions that require the immediate removal of trees to avoid danger or hazard to persons or property, an emergency permit may be issued by the public works director or their designee without payment of a permit fee at that time and without a formal permit. If after diligent inquiry, city officials are not available, it shall be lawful to cut trees without a permit, but only to the extent necessary to avoid an immediate danger or hazard to life or property. If a tree is cut under the provisions of this Sec. 18-26 without a permit having been filed with the public works department, the person cutting the tree shall report the action taken to the public works director

or their designee within 48 hours or the first work day following a weekend or holiday, pay the required permit fee, and provide information and evidence as may be reasonably required by the city to explain and justify the action taken.

Sec. 18-2~~71~~. Trees located in city parks or on municipally owned property.

- (a) *Removal, planting and pruning of trees.* No person, other than an employee of the city, volunteer authorized by the public works director, or contractor acting at the direction of the parks manager or public works directorsuperintendent, or persons authorized by the city, shall plant, prune, otherwise cut, remove, or transplant any tree in any city park or on any municipally owned property. The city retains the right to take any action it deems prudent with regard to any tree located in a city park or on municipally owned property.
- (b) *Damaging trees unlawful.* It shall be unlawful to intentionally damage, deface, or attach any rope, wire, nail, sign, poster, or any other human-made object to any tree located in a city park.

(Ord. No. 95-332, § 3, 8-7-1995)

Sec. 18-2~~82~~. Heritage trees.

- (a) *Designated heritage trees.* Heritage trees are those trees designated by the city council as such due to their location, size or age of their species, botanical interest, commemorative plantings, or historical significance. The trees may be designated by the city council through nominations from the general public.
- (b) *Nomination for designation.* The nominations shall be on a heritage tree nomination form and shall include the following information:
 - (1) Type of tree.
 - (2) Size of tree.
 - (3) General location of tree.
 - (4) Reason for nomination of tree.
 - (5) Written permission for the designation from the property owner where the tree is located.
 - (6) Nominator information.
 - (7) Arborist report stating tree is healthy and approximate age of tree.

City manager or their designee-staff will review all nominations and send recommendations to the city council.

- (c) *Certificate of designation.* If a nominated tree is designated by the city council as a heritage tree, the property owner will receive a certificate evidencing the designation. No fee shall be charged for the nomination/designation process.
- (d) *Recorded notice.* After a tree has been officially designated as a heritage tree, the city shall cause the designation to be filed with the county recorder and made a part of the title record of the real property on which the tree is located in order to apprise future purchasers of the designation and accompanying restrictions. The nominator is responsible for the costs associated with the recorded notice.
- (e) *Damage to heritage trees unlawful.* It shall be unlawful to cut down, prune or top a tree designated as a heritage tree without first obtaining written permission from the city. It shall also be unlawful to intentionally damage, deface, or attach any rope, wire, nail, sign, poster, or any other human-made object to any heritage tree.
- (f) *Removal of heritage trees in the ROW.* In the event the city desires to cut down, prune, or top a tree which has been designated as a heritage tree and which is located in the public right-of-way, the city shall provide

the ~~adjacent~~immediate property owner with at least 30 days' prior written notice of its intent to do so. The property owner shall then have the right to appeal the city's decision to the city council. If a heritage tree is located in the public right-of-way and poses an imminent danger to persons or property, the city shall have the right to cause or order the removal of said tree, or any part thereof, without first providing the immediate property owner with written notice and the property owner shall have no right to appeal.

(g) Removal of designated heritage tree. In the event that a property owner desires to cut down, prune, or top a tree which has been designated as a heritage tree and which is located on private property, the property owner must provide the city manager with a 30 days' prior written notice of its intent to do so stating the reasons for the action desiring to be taken and proof from a certified arborist that such action is necessary. The city council shall determine at its next available regular meeting if the requested action is approved and if a replacement tree is required to be planted nearby. If removal is required due to major storm damage and the tree is a public safety hazard to persons or property, the determination shall be made by the public works director or designee.

(Ord. No. 95-332, § 4, 8-7-1995)

Sec. 18-2~~93~~. Remedies.

Violations of this article are infractions, and the responsible parties may be cited under chapter 1, article II. The municipal court may fine an individual who is found to have violated this article a fine not to exceed a maximum of \$500.00 per separate offense, which shall include, but is not limited to, each tree removed or damaged in violation of this article. In addition, the nuisance may be abated under nuisance abatement procedures set forth in chapter 24, article III. Pursuant to such abatement procedures, the costs of nuisance abatement, including, but not limited to, the costs of replacing trees, shall be charged to the violator in addition to any fine imposed. These procedures and/or remedies shall not prohibit in any way any alternative remedies set out in city ordinances or state statutes intended to alleviate ordinance violations. The remedies set forth in this section are not exclusive but are in addition to any and all common law remedies for the abatement of nuisances.

(Ord. No. 95-332, § 5, 8-7-1995)

Secs. 18-~~3024~~—18-49. Reserved.



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Joseph Lindsay, City Attorney
Subject: Establishing Insurance Requirements

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-___ Establishing Insurance Requirements.

I move that the Keizer City Council adopt Resolution R2026-___ Adopting Use Policies and Rates for the Keizer Event Center; Amending Resolution R2024-3435.

I move that the Keizer City Council adopt Ordinance No. 2026-___ Relating to Park Regulations; Amending Keizer Code Section 28-26.

I move that the Keizer City Council adopt Ordinance No. 2026-___ Relating to Parades, Special Events and Block Parties; Amending Keizer Code Section 36-100.

I. Summary

In January 2024, the Keizer City Council increased the insurance limits required for users and caterers for the Keizer Event Center. Following that decision, staff began requiring contractors to carry increased insurance limits for work performed for the City. Most users, caterers, contractors and their insurance companies were resistant to the increased limits due to the cost of the increased limits. Recently, a contractor's insurance company pointed out that the City's limits were unreasonable. Therefore, staff contacted the City's insurance carrier to determine if the City was requesting a limit that was not usual. CIS is satisfied as long as the City is covered up to the tort claim limits.

II. Background

- A. At the January 2, 2024, general council meeting, the City Council increased the insurance limits for the Keizer Event Center.
- B. Following such decision, staff increased the insurance limits for contractors and vendors to be consistent.
- C. The Keizer Event Center caterers have stopped renewing the agreement to provide services to users of the event center due to the cost of the required insurance limits.
- D. Recently, a contractor's insurance company reached out to the City to inform staff

that the limits that were being requested were not usual for businesses in Oregon.

- E. Staff reached out to CIS to request an opinion as to the risk of lowering the limits. The Senior Risk Management Consultant at CIS indicated that the standard general liability requirement would be \$1 million per occurrence and \$2 million aggregate for any vendor the City entered into a contract with. They also indicated that there are always exceptions based on a variety of factors, but that this was the standard that they recommend.

III. **Current Situation**

- A. It is currently the policy of the City Council that the insurance limits are \$2 million per occurrence and \$4 million per aggregate. I brought this to the Council at its December 15, 2025 meeting to determine if Council wanted to review the limits. Council asked me to bring this matter back and to include an incident report for the City. I have requested that the risk manager for the City provide me with a five year report of incidents and in the last five years, the City has not had a claim where vendors/contractors insurance limits were involved. There was one claim in 2019 where the vendor's insurance handled the case and it was settled. The limits in 2019 were \$1 million per occurrence and \$2 million per occurrence. Current Oregon Tort Claim limits for local public bodies are less than those of the State. They are currently \$879,200 for a single claimant and \$1,758,300 for multiple claimants for personal injury and death. For property damage, the limits are \$144,200 for single claimants while multiple claimants are capped at \$721,000. Staff would like Council to revisit its current insurance limits policy and reduce it from \$2 million/\$4 million to \$1 million/\$2 million.

IV. **Analysis**

- A. **Strategic Impact** - None.
- B. **Financial** - None.
- C. **Timing** - None, other than to attempt to not have further caterers from leaving the Event Center.
- D. **Policy/Legal** - This is a policy decision for the City Council to make.

V. **Alternatives**

- A. Adopt the attached Resolutions and Ordinances reducing the insurance limits and setting a policy in writing.
- B. Adopt some of the attached Resolutions/Ordinances.
- C. Not adopt any of the attached Resolutions/Ordinances and the insurance policy will remain the same.
- D. Direct staff to revise the policy limits to a different amount and return with

appropriate documentation for adoption.

VI. Recommendation

Staff recommends that Council adopt the attached Resolutions and Ordinances.

Attachments

1. RES_CC_Setting Insurance Requirments_2 2 2026
2. RES_CC_Amending Insurance Limits for Keizer Event Center_2 2 2026
3. ORD_CC_Amending Keizer Code Section 28-26 - Park Regulations_2 2 2026
4. ATT_CC_Sec._28_26.____Vendors_in_city_parks._2 2 2026
5. ORD_CC_Amending Keizer Code Section 36-100 - Permit Applications - Parades
Special Events_2 2 2026
6. ATT_CC_Sec._36_100.____Permit_application._2 2 2026

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 ESTABLISHING INSURANCE REQUIREMENTS

6
7 WHEREAS, the Keizer City Council finds it necessary and reasonable to adopt
8 consistent insurance requirements from contractors who either perform work for the City
9 or in the City's rights-of-way;

10 WHEREAS, the Keizer City Council has the authority to establish, amend, and
11 update insurance requirements imposed by the City;

12 WHEREAS, the Keizer City Council has previously adopted insurance
13 requirements in differing amounts through Resolutions and Ordinances;

14 WHEREAS, it is understood that insurance requirements are an important part of
15 managing the City's level of risk;

16 WHEREAS, the Keizer City Council desires to improve the City's ability to
17 communicate its insurance requirements to its citizens and contractors in a consistent
18 manner;

19 NOW, THEREFORE,

20 BE IT RESOLVED by the City Council of the City of Keizer that the City
21 requires minimum insurance limits of \$1,000,000 per claim with a \$2,000,000 aggregate
22 is hereby required unless specified in another Resolution or Keizer Code.

23 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
24 insurance requirements specified herein may be adjusted on a case-by-case basis upon

1 approval by the City Attorney with a written recommendation from the City's insurance
2 carrier and notification to Council.

3 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
4 upon the date of its passage.

5 PASSED this _____ day of _____, 2026.

6
7 SIGNED this _____ day of _____, 2026.

8
9
10 _____
11 Mayor

12 _____
13 City Recorder

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

ADOPTING USE POLICIES AND RATES FOR THE
KEIZER EVENT CENTER; **AMENDING**
RESOLUTION R2024-3435

WHEREAS, the City Council adopted policies for community use of city hall facilities in 1986;

WHEREAS, the adopted policies for community use of city hall facilities has been amended several times with the last revision taking place in 2024;

WHEREAS, the City Council adopted the current use rates for the Civic Center Events Rooms pursuant to Resolution R2024-3435;

WHEREAS, the City Council increased the insurance limits for use of the Keizer Event Center in 2024;

WHEREAS, staff has been attempting to obtain increased limits from users and caterers of the Keizer Event Center as directed by Council;

WHEREAS, staff inquired with the City's insurance carrier as to the appropriateness of the increased limits and is requesting Council to reduce the limits making it more affordable for users and caterers of the Keizer Event Center;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to amend insurance limits for the Keizer Event Center;

NOW, THEREFORE,

1 BE IT RESOLVED by the City Council of the City of Keizer that Resolution
2 R2024-3435 is hereby amended as follows:

3 **Alcohol Policies:** The following regulations apply to the allowance, sale
4 or consumption of alcoholic beverages in the Keizer Event Center and
5 lobby:
6

- 7 a. Only individuals twenty-one (21) years of age or older may consume
8 alcohol in accordance with this policy.
9 b. No person shall sell, give or otherwise make available any alcoholic
10 beverage to a person under the age of 21 years.
11 c. No person shall sell, give or otherwise make available any alcoholic
12 beverage to any person who is visibly intoxicated.
13 d. Alcoholic beverages are permitted only in the Keizer Event Center
14 and the adjoining lobby areas. Alcoholic beverages are prohibited
15 outdoors and in other areas of the building.
16 e. Alcoholic beverages are allowed only in conjunction with a reserved
17 event and only after written approval has been given by the City.
18 f. Alcoholic beverages will be served only by a licensed and bonded
19 server pursuant to all Oregon Liquor Control Commission laws and
20 regulations.
21 g. Alcoholic beverages will be served only when acceptable Oregon
22 Liquor Control Commission documentation has been provided to the
23 City.
24 h. Alcohol Caterer/server shall secure at its own expense General
25 Liability Insurance with minimum limits of \$1,000,000.00 per
26 occurrence and Liquor Liability Insurance with minimum limits of
27 \$1,000,000.00 per occurrence unless specified by a specific contract
28 approved by the City Attorney. The insurance policy is to be issued
29 by an insurance company authorized to do business in the State of
30 Oregon. The City of Keizer, its officers, agents, contractors, and
31 employees shall be included as additional insured in said insurance
32 policy. Evidence of the insurance and additional insured
33 endorsement must be provided to City at least fourteen (14) days
34 prior to the date of the event. As part of the event reservation
35 process, the applicant and caterer/server shall agree to defend and
36 indemnify the City, its employees, agents and contractors from any
37 and all claims in connection with alcohol use on the premises.
38 i. The City Manager may place reasonable conditions on the event to
39 protect persons and property.
40

Insurance Policies: The following regulations apply to clients' use of the Keizer Event Center and lobby:

a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Commercial General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000, unless a different amount is approved by the City Attorney. The Commercial General Liability Insurance required shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer, its officers, agents, contractors, and employees shall be included as additional insured in said insurance policy. Client must provide the City with the proof of the insurance and additional insured endorsement evidencing such insurance at least fourteen (14) days prior to the date of the contracted event. Failure to provide the proof of insurance and endorsement will result in cancellation of the event.

b. No insurance is required for non-alcoholic events when client is using one or two small rooms.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2026.

SIGNED this _____ day of _____, 2026.

Mayor

City Recorder

1 A BILL

ORDINANCE NO.

2026-_____

3 FOR

4 AN ORDINANCE

5
6 RELATING TO PARK REGULATIONS;
7 AMENDING KEIZER CODE SECTION 28-26
8

9
10 The City of Keizer ordains as follows:

11 Section 1. Keizer Code Section 28-26 is hereby amended as set forth in
12 Exhibit A, attached hereto and by this reference incorporated herein.

13 Section 2. In preparing this ordinance for publication and distribution, the City
14 Recorder shall not alter the sense, meaning, effect or substance of this ordinance, but
15 within such limitations, may:

- 16 (a) Renumber sections and parts of sections of the ordinance;
- 17 (b) Rearrange sections;
- 18 (c) Change reference numbers to agree with renumbered chapters, sections or
19 other parts;
- 20 (d) Delete references to repealed sections;
- 21 (e) Substitute the proper subsection, section or chapter, or other division
22 numbers;
- 23 (f) Change capitalization and spelling for the purpose of uniformity;
- 24 (g) Add headings for purposes of grouping like sections together for ease of
25 reference; and

1 (h) Correct manifest clerical, grammatical or typographic errors.

2 Section 3. Each section of this ordinance, and any part thereof, is severable,
3 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
4 remainder of this ordinance shall remain in full force and effect.

5 Section 4. This Ordinance shall take effect thirty (30) days after its passage.

6 PASSED this _____ day of _____, 2026.

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8 SIGNED this _____ day of _____, 2026.

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Mayor

City Recorder

Sec. 28-26. Vendors in city parks.

- (a) Only park vendors who meet the criteria in subsections (i) and (j) and are issued a permit may operate in a park. Park vendors shall complete a park reservation application and gain approval from the director.
- (b) The director, or designee, reserves the right to determine the exact location or route within each park or parking area adjacent to each park where the park vendor may conduct operations under the terms of the permit.
- (c) Park vendors shall offer only food and nonalcoholic beverages from a pushcart or other conveyance.
- (d) Utilities will not be made available to park vendors.
- (e) Park vendors who meet the criteria and requirements in subsections (i) and (j) shall complete a park reservation application each calendar year and submit the application fee. Annual fees and monthly fees are set by the city council by resolution. Park vendors will pay per month of operation and must indicate the months of operation for the year on the park reservation application. All annual and monthly fees will be collected prior to issuance of the permit each year.
- (f) Park vendors shall operate only at the following parks and adjacent parking areas:
 - (1) Keizer Rapids Park.
 - (2) Claggett Creek Park.
 - (3) Chalmers Jones Park.
- (g) Park vendors shall be subject to black-out dates at the discretion of the director. Black-out dates will be provided at the time of the issuance of the permit.
- (h) Approved park vendors are required to carry at all times, and provide upon request, copies of their permit as issued by the city public works department.
- (i) A park vendor's pushcart or other conveyance shall be structurally and mechanically sound and its design shall not create a hazard to the public. No pushcart or similar conveyance shall be larger than three feet six inches in width and six feet in length.
- (j) Park vendors must provide all required health and sanitary licenses issued by the state and Marion County.
- (k) Park vendors shall be subject to the following conditions:
 - (1) Before a permit is issued to a park vendor, the applicant shall first obtain and file with the director a certificate of insurance evidencing public liability, food products liability, and property damage insurance protecting the permittee and city from all claims for damage to property or bodily injury, including death, which may arise from the activities under the permit or in connection therewith. Such insurance shall provide coverage of not less than the minimum amounts of \$~~12~~¹²,000,000.00 per occurrence. Such insurance shall be without prejudice to coverage otherwise existing therein, and shall name the city, its officers, agents and employees as additional insureds, and shall further provide that the policy shall not terminate or be canceled without 30 days prior written notice to the city.
 - (2) Park vendors shall not have an exclusive right to any specific location on any park property or parking area.
 - (3) Park vendors shall not be permitted a stationary location.
 - (4) Park vendors shall not be allowed to occupy any area within a sidewalk or eight feet from the entrance to any building.
 - (5) Pushcarts or other conveyances used shall only be located where designated in the permit.

-
- (6) Park vendors conducting business in a park or adjacent parking area shall pick up any paper, cardboard, wood, or plastic containers, wrappers, or any litter which is deposited by any person within 20 feet of the park vendor's pushcart or other conveyance at any time the park vendor is conducting business. In the event that the vendor fails to keep and perform the preceding, the director shall have the right to order said work required by the permit and charge the contractor the cost to perform said work. The cost to perform work shall be cost of direct labor and materials required plus an overhead cost figure.
 - (7) No park vendor shall make any loud or unreasonable noise of any kind by vocalizing or otherwise for the purpose of advertising or attracting attention to the park vendor's business.
 - (8) No pushcart or other conveyance used by a park vendor shall be left unattended at any time.
 - (9) The pushcart or other conveyance must be removed from the park at the time specified in the permit.
 - (10) All utensils and equipment used by a park vendor shall be maintained in a clean and sanitary condition and shall conform to all standards prescribed by state and local laws and regulations.
 - (11) Park vendors must be able to present its required health and sanitary licenses issued by the state and Marion County upon request.
 - (12) The director may impose other reasonable conditions.

(Ord. No. 2023-869, § 8, 10-2-2023; Ord. No. 2024-881, § 8, 9-3-2024)

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A BILL
FOR
AN ORDINANCE
RELATING TO PARADES, SPECIAL EVENTS
AND BLOCK PARTIES; AMENDING KEIZER
CODE SECTION 36-100

ORDINANCE NO.
2026-_____

The City of Keizer ordains as follows:

Section 1. Keizer Code Section 36-100 is hereby amended as set forth in Exhibit A, attached hereto and by this reference incorporated herein.

Section 2. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect or substance of this ordinance, but within such limitations, may:

- (a) Renumber sections and parts of sections of the ordinance;
- (b) Rearrange sections;
- (c) Change reference numbers to agree with renumbered chapters, sections or other parts;
- (d) Delete references to repealed sections;
- (e) Substitute the proper subsection, section or chapter, or other division numbers;
- (f) Change capitalization and spelling for the purpose of uniformity;
- (g) Add headings for purposes of grouping like sections together for ease of reference; and

1 (h) Correct manifest clerical, grammatical or typographic errors.

2 Section 3. Each section of this ordinance, and any part thereof, is severable,
3 and if any part of this ordinance is held invalid by a court of competent jurisdiction, the
4 remainder of this ordinance shall remain in full force and effect.

5 Section 4. This Ordinance shall take effect thirty (30) days after its passage.

6 PASSED this _____ day of _____, 2026.

7

8 SIGNED this _____ day of _____, 2026.

9

10

11

12

13

14

15

Mayor

City Recorder

Sec. 36-100. Permit application.

Written application for each permit shall be made to the city manager upon a form provided by the city no less than 75 days prior to the parade, special event, or block party. This time may be waived by the city manager in the city manager's sole discretion. Each application shall include the following information:

- (1) The name, address, and phone number of the person or organization responsible for the proposed special event, parade, or block party.
- (2) The date and times of the proposed special event, parade, or block party.
- (3) The proposed starting and ending times.
- (4) A map showing the desired route or location, including assembly and disassembly points of the event, locations of activities, the proposed signing/traffic control plan, and the specific location of streets to be closed.
- (5) The number of persons, vehicles and animals that will be participating in the special event, parade, or block party.
- (6) The purpose of the parade, special event, or block party.
- (7) Whether or not charity, gratuity, or offerings will be solicited or accepted, or sales of food, beverages, or other merchandise will occur.
- (8) Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification equipment.
- (9) Whether parking is requested to be restricted or prohibited during the parade, special event, or block party.
- (10) A certificate of insurance and additional insured endorsement showing evidence of liability insurance with limits no less than \$~~12~~,000,000.00 combined single limit for coverage of bodily injury and property damage and naming the city, its officers, agents, and employees as an additional insured, unless the city attorney recommends a different amount due to the nature or size of the parade, special event, or block party.
- (11) The signature of the person responsible for the proposed special event, parade, or block party.
- (12) The city manager may require additional information.

(Ord. No. 2023-868, § 4, 9-18-2023)



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Tim Wood, Assistant City Manager
Subject: RESOLUTION - Amending the Stormwater Utility Fee

Proposed Motion

I move the City Council adopt Resolution R2026-____ - Amending the Stormwater Utility Fee; Amending Resolution R2014-2504; Repealing R2025-3586

I. Summary

The City Council adopted Resolution R2025-3586 - Amending the Stormwater Utility Fee at the June 2, 2025 regular meeting. Upon subsequent review, it was identified that the resolution included a rounding convention that is intended for system development types of charges. The current fee is \$7.89 and the rounding convention provides that the fee be increased in \$5.00 increments. This resolution modifies the rounding convention to be consistent with other City fees.

II. Background

- A. R2025-3586 - Amending the Stormwater Utility Fee was adopted at the June 2, 2025 regular city council meeting.
- B. The resolution included a rounding convention designed for system development types of charges.

III. Current Situation

- A. The attached resolution modifies the rounding convention to be consistent with other City fees.

IV. Analysis

- A. **Strategic Impact** - Not applicable.
- B. **Financial** - No financial impact.
- C. **Timing** - The rounding convention would be applicable beginning July 2027.

- D. **Policy/Legal** - City Council approval is required to change the rounding methodology.

V. Alternatives

- A. Adopt the attached resolution to modify the rounding convention.
B. Take no action and the City will index the stormwater fee in increments of \$5.00.

VI. Recommendation

Staff recommends the Council adopt the attached Resolution.

Attachments

1. RES_CC_Stormwater Utility Fees_2 2 2026

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2026-_____

4
5 AMENDING THE STORMWATER UTILITY FEE; AMENDING
6 RESOLUTION R2014-2504; REPEALING R2025-3586
7

8 WHEREAS, the City Council of the City of Keizer has adopted Resolution R2014-2504
9 which imposed a stormwater utility fee;

10 WHEREAS, the City Council amended such utility fee by the adoption of Resolution
11 R2025-3586;

12 WHEREAS, Resolution R2025-3586 has an annual indexing that increases the fee in
13 increments of \$5.00;

14 WHEREAS, the indexing should not be increased annually in increments of \$5.00 since
15 the fee is only \$7.89;

16 WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to
17 amend the indexing method of the stormwater utility fee;

18 NOW, THEREFORE,

19 BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2014-
20 2504 (Imposing a Stormwater Utility Fee) is hereby amended at Section 2, Section 3, and Section
21 4 as follows:

22 Section 2. Stormwater Utility Fee Imposed. A stormwater utility fee is hereby
23 imposed at the rate of \$7.89 per ESU per month.
24

25 Section 3. Single Family/Duplex/Mobile Home Space Stormwater Utility
26 Fee. Single Family units, Duplex units and Mobile/Manufactured Home units
27 shall pay the following stormwater utility fee:

- 28 a. Single Family Residence: \$7.89 per month
29 b. Duplex: \$7.89 per month
30 c. Mobile/Manufactured
31 Home Units: \$7.89 per month per space or lot

1
2 Section 4. Stormwater Utility Fee for All Other Improved Property. All other
3 Improved Property within the City of Keizer not listed in Section 3 above,
4 including, but not limited to multifamily residential, assisted living/retirement
5 homes, commercial, industrial and public properties shall pay \$7.89 per month per
6 ESU as calculated for the specific property. This calculation shall be done by or
7 at the direction of the Public Works Director. Any property owner or responsible
8 party may appeal the determination or calculation of the stormwater utility fee as
9 set forth in Keizer Code, Section 42-222 (Administrative Review – Appeals).

10
11 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the amended
12 stormwater utility fees imposed under this Resolution shall be charged beginning with the
13 January 2026 billing period.

14 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
15 fees established herein and in Resolution R2014-2504 shall automatically be adjusted
16 each year (beginning July 2027) to account for changes in the costs of managing,
17 maintaining, extending and constructing public stormwater facilities. The adjustment
18 factor shall be based on the change in average market value of undeveloped land in the
19 City, according to the Engineering News Record (ENR) Northwest (Seattle, Washington)
20 Construction Cost Index; and shall be determined as follows:

21 Change in Average Market Value X .050
22 + Change in Construction Cost Index X .050
23 = Adjustment Factor
24

25 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the
26 automatic adjustments be rounded pursuant to the following methodology:

- 27 1. Fees that are one dollar or less shall be rounded to the
28 nearest cent.
29 2. Fees that are over one dollar and up to ten dollars shall be
30 rounded to the nearest five cent increment.
31 3. Fees over ten dollars and up to one hundred dollars shall be

1 rounded to the nearest whole dollar.
2 4. Fees over one hundred dollars shall be rounded to the
3 nearest five dollar increment.
4 5. When an indexed fee is half way or more between the lower
5 increment and the higher increment, the fee will be increased
6 to the next increment.
7 6. When an indexed fee is less than half way between the lower
8 increment and the higher increment, the fee will be set to the
9 lower increment.

10
11 This adjustment factor shall be used unless it is otherwise adjusted by the City
12 Council based on a review of revenues and rates.

13 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution
14 R2025-35863 shall be repealed in its entirety.

15 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
16 upon the date of its passage.

17 PASSED this _____ day of _____, 2026.

18
19 SIGNED this _____ day of _____, 2026.

20
21
22
23 _____
24 Mayor
25 _____
26 City Recorder



To: Mayor Clark and City Council Members
Thru: Adam J. Brown, City Manager
From: Adam Brown, City Manager
Subject: Strategic Plan Adoption

Proposed Motion

I move that the Keizer City Council adopt Resolution R2026-____ Adopting the 2026-2030 Keizer Strategic Plan.

I. Summary

In January 2023, the City began a strategic planning process to develop a five-year strategic plan intended to guide City service delivery and long-term decision-making. The plan includes the City's mission, vision, values, and six goal focus areas with an associated action plan for implementation. The plan was developed through significant engagement with community members, City Council, and City staff, including in-person events, surveys, interviews, and other outreach.

II. Background

- A. In January 2023, the City launched a strategic planning effort to guide organizational work over the next five years. The plan is designed to support alignment between organizational resources and long-term priorities, including use during the annual budget process. The strategic planning approach emphasized broad engagement, with input gathered from community members and City staff through multiple methods, and that input informed development of the mission, vision, values, goals, and supporting actions. The plan was reviewed by every city board, committee, and commission as well.
- B. In the summer of 2026 the City Council appointed a work group of 3 City Councilors to sit on a strategic planning work group to finalize the plan for Council approval. Led by Councilor Christopher and Councilors Juran and Starr, the group wrapped up their work on December 5, 2026.

III. Current Situation

- A. The City Council received the product of the work group and reviewed it during a

work session on January 26, 2026. The Council's review resulted in some changes which have been made by staff as requested.

B. The goals of the strategic plan include:

1. Public Safety
2. Transportation & Infrastructure
3. Economic & Community Development
4. Operational Excellence and Community Centered Quality Service
5. Fostering an Engaged Community
6. Community Growth

IV. Analysis

- A. **Strategic Impact** - Adoption of this plan will map a priority for staff over the next 5 years. Each agenda item will be noted as to whether they support or do not support specific strategic goals.
- B. **Financial** - All goals requiring a financial commitment will need to have appropriations made in the annual budget.
- C. **Timing** - The plan has gone through significant public, staff, and council feedback and is ready for adoption. The Council can amend the Strategic Plan at any point by resolution.
- D. **Policy/Legal** - The council must approve their strategic plan by resolution. Amendments to the plan will be made by resolution.

V. Alternatives

- A. Adopt the attached Resolution adopting the 2026-2030 Strategic Plan as presented. Staff will come back with a work plan based on the council's priorities, task readiness, and timing.
- B. Make additional revisions and adopt the attached Resolution as amended. The Council can make additional corrections if they are discovered and agreed upon by the majority of council.
- C. Make additional revisions and direct staff to return at a date certain with the Resolution for adoption.
- D. Take No Action. The city will not have a strategic plan to guide operations.

VI. Recommendation

Staff recommends the Council adopt the attached Resolution adopting the 2026-2030 Keizer Strategic Plan.

Attachments

1. RES_CC_Adopting 2026-2030 Keizer Strategic Plan_2 2 2026
2. DOC_CC_Keizer Strategic Plan Final_2 2 2026

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2026-_____

ADOPTING THE 2026-2030 KEIZER STRATEGIC PLAN

WHEREAS, the City Council desires to adopt a strategic plan to guide the city in its long-term decision-making;

WHEREAS, the attached plan was developed through significant engagement with the community;

WHEREAS, the City Council has determined that the attached plan will map a priority for staff over the next five years;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the attached plan is adopted and known as the 2026-2030 Keizer Strategic Plan.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that any amendments to the plan will need further Council action.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this _____ day of _____, 2026.

SIGNED this _____ day of _____, 2026.

Mayor

City Recorder



City of **KEIZER**

Strategic Plan 2026-2030

City of Keizer
930 Chemawa Road NE
Keizer, OR 97303
www.keizeror.gov

503-390-3700

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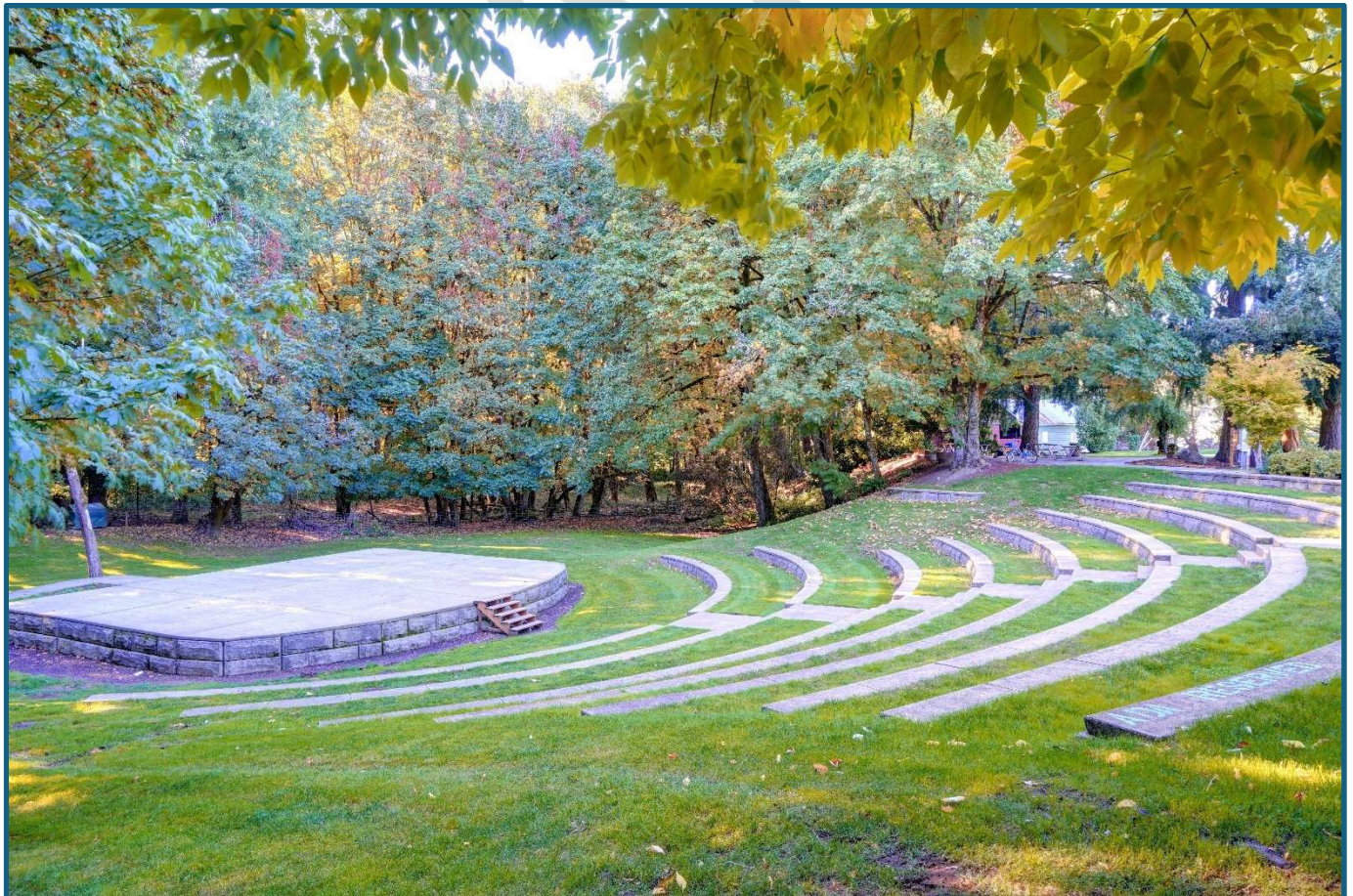
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MESSAGE FROM THE STRATEGIC PLANNING TEAM

Keizer has upheld a strong tradition of pride, spirit, and volunteerism since its incorporation in 1982, fostering a close-knit community. With nearly 6% population growth over the last decade, Keizer has experienced increasing diversity and new businesses, providing opportunities to plan the future while preserving its small-town charm. As the town grows, residents and the City Government work collaboratively to address challenges and sustain the values that make Keizer a unique place to live, work, and play.

To manage our community's future, Keizer's City Government initiated a five-year strategic plan aimed at aligning community priorities with organizational goals. By engaging hundreds of community members, volunteers, and City staff, the plan reflects shared aspirations for housing, economic growth, and enhanced amenities. This strategic plan will guide the City's decision-making and ensure progress on vital community issues, supported by partnerships and annual updates to stay responsive to residents' needs. Thanks to Keizer's engaged and supportive community, the town is well-equipped for a promising future.



INTRODUCTION

The City of Keizer's Five-Year Strategic Plan is a guiding document designed to shape the city's future while addressing present-day challenges and opportunities. Rooted in community values and stakeholder input, the plan outlines a clear mission, vision, and strategic priorities that align with the desires of residents, officials, and community leaders.

Developed through extensive collaboration, the plan incorporates:

- Community feedback from surveys and public forums.
- Insights from the 2024 City of Keizer's Draft Strategic Plan.

This document aims to serve as a roadmap, inspiring action, accountability, and measurable progress to ensure Keizer remains a thriving and vibrant community.

Key Findings

- Housing availability challenges affecting a growing population.
- High community concern regarding traffic congestion, lack of North-South access.
- High community satisfaction with public safety and recreational spaces.
- Opportunities to enhance arts and culture programs to strengthen community engagement.

MISSION, VISION AND VALUES

Mission Statement

"The City of Keizer is committed to fostering a safe, unified, and economically vibrant community while maintaining fiscal responsibility. By delivering city services in a coordinated, efficient, and cost-effective manner, we strive to provide exceptional value to residents, ensuring sustainability and responsiveness to community needs to enhance the quality of life for all."

This mission statement modernizes and integrates principles of fiscal responsibility, safety, unity and the local economy, addressing feedback that these aspects were missing from prior drafts. And including the main focus of fiscal responsibility that the original City of Keizer mission statement focused on.

Original Mission Statement: *"Keep city government costs and services to a minimum by providing city services to the community in a coordinated, efficient and least cost fashion."*

Vision Statement

Keizer is a model community, with a small town feel that is healthy, safe, and economically vibrant for generations to come.

Values

The City of Keizer is committed to the following principles:

1. **Pride:** A deep sense of commitment, ownership, and collective responsibility for the well-being and prosperity of the community.
2. **Spirit:** The embodiment of the city's collective energy, resilience, and passion for fostering a thriving and connected community. Keizer's spirit is the driving force behind the city's ability to adapt, innovate, and grow while maintaining its small-town charm.
3. **Volunteerism:** Active commitment of residents to strengthen their community through service, collaboration, and engagement. It embodies the willingness to contribute time, skills, and resources to enhance public services and create a more connected and thriving city.
4. **Accountability:** Unwavering commitment to transparency, responsible governance, and ethical stewardship of public resources. Decisions are made with fiscal responsibility, operational efficiency, and responsiveness to community needs, reinforcing trust between residents, businesses, and leadership.

STRATEGIC PLAN GOALS

1. Public Safety

Provide a safe and secure community by protecting the people, property, and economy of the City of Keizer.

2. Transportation & Infrastructure

Provide the infrastructure for a safe, efficient, and reliable multi-modal transportation system and maintain vital infrastructure in the best condition available resources allow.

3. Economic and Community Development

Demonstrate a supportive attitude toward employers, business, and property owners that promotes economic development and high standards of livability in the City of Keizer.

4. Operational Excellence and Community Centered Service

Provide efficient, effective, and responsive government.

5. Fostering an Engaged Community

Strengthen community relationships through improved communication to foster a welcoming and accessible community for all.

6. Community Growth

Responsibly plan and invest in community infrastructure and built environment to foster sustainable growth that preserves Keizer's small-town feel.





Goal 1 – Public Safety

Provide a safe and secure community by protecting the people, property, and economy of the City of Keizer.

Strategic Issue Statement

Crime and its impact on the livability and economic viability of business is of significant concern to our citizens. Public safety continues to be the top priority of the Keizer City Council, with nearly three-quarters of the city's general fund designated to keep the Keizer Police Department fully staffed, officers on the road, technology and services, supervision, and utilize sanctions available for offender accountability and reduction of future criminal activity.

Keizer City Council Priorities

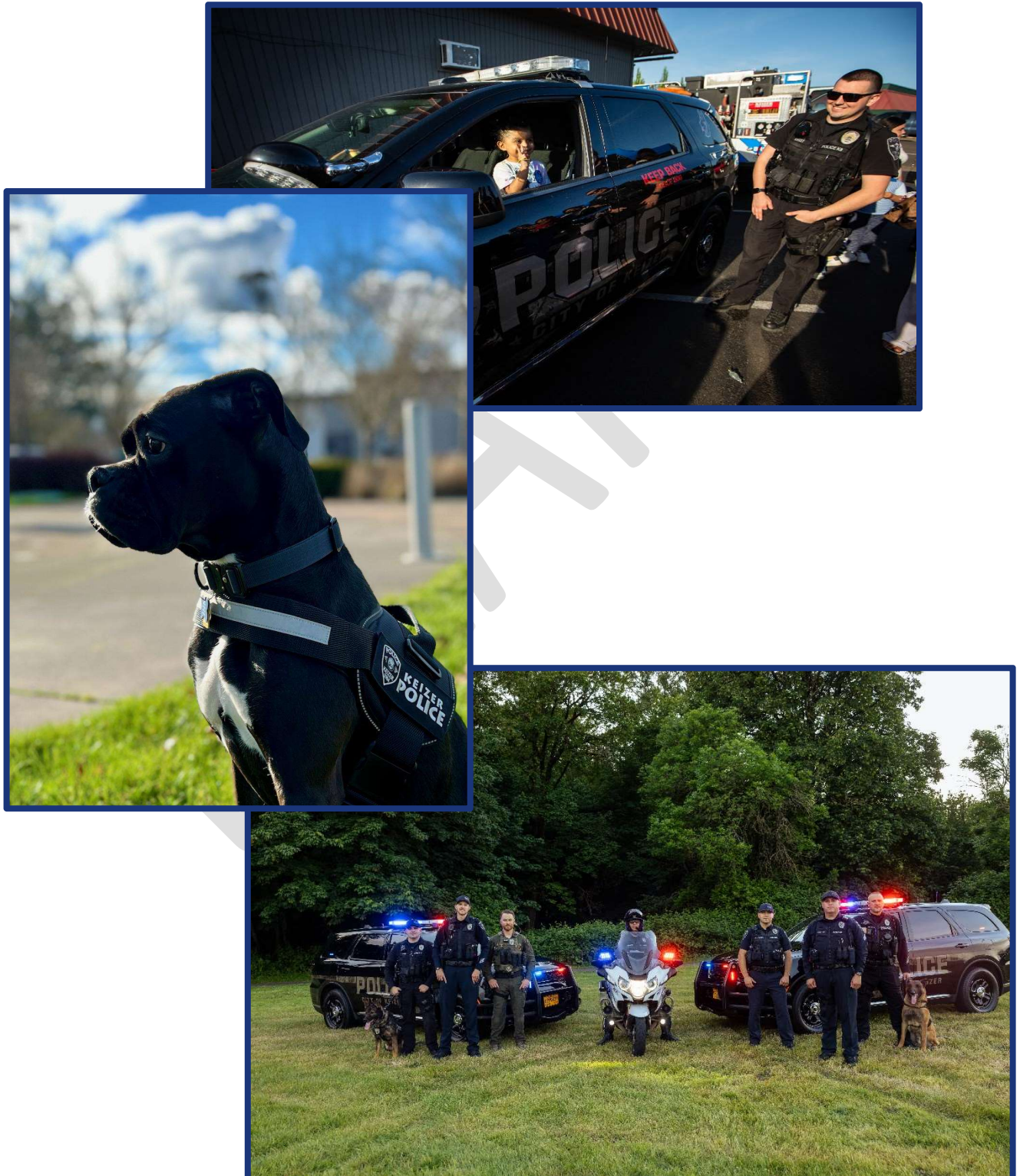
- Fully staffed Police Department
- Reduced graffiti and crime in parks and neighborhoods
- Preparation for continuity of operations and hazard mitigation in emergencies
- Reduce unlawful camping and unauthorized use of public and private property
- Complete Emergency Operations Plan revision

TASKS
Develop a long-term staffing and funding plan for the Police Department, seeking community input and approval.
Complete camera installation on streets and in parks per the City's camera priority installation plan.
Finish revision of citywide Emergency Operations Plan and Continuity of Operations Plan.
Conduct four city tabletop emergency management exercises partnering with Marion County.
Develop License Plate Reader (LPR) camera public safety data sharing with Marion County and City of Salem.
Coordinate work with organizations within Marion County to reduce individuals camping on City streets and mitigate the community impacts as shown by the biennial point in time (PIT) count in January.
Add Incident Command System (ICS) depth by training backup positions for each command staff position in the emergency operations center (EOC).
Implement voluntary Keizer Emergency Preparedness Registration so first responders have contact information for quick response.
Adopt revisions to the City Emergency Operations Plan (EOP).

Supporting Plans/ Report

- Keizer Police Department Staffing Report
- Keizer Parks Master Plan

- Marion County Public Safety Coordinating Council Strategic Plan
- Mid-Willamette Homeless Alliance Continuum of Care Plan
- Keizer Emergency Operations Plan
- Marion County Emergency Operations Plan
- Camera Priority Installation Plan





Goal 2 – Transportation & Infrastructure

Provide the infrastructure for a safe, efficient, and reliable multi-modal system and maintain vital infrastructure in the best condition available resources allow.

Strategic Issue Statement

Ensuring a safe, efficient, and reliable transportation network, along with well-maintained infrastructure, is essential for fostering economic growth and community well-being in Keizer. Limited resources necessitate prioritization and strategic planning to address aging systems, congestion, and emerging mobility needs.

Keizer City Council Priorities

- Sidewalks on all Keizer roadways. Make annual progress toward goals
- Addressing Traffic Congestion, primarily on River Road
- Complete update of the Transportation Systems Plan (TSP)
- Continue River-Cherry Overlay Zone implementation

TASKS
Complete update of the Transportation System Plan (includes plans for sidewalk infill and crosswalks)
Continue annual maintenance plan for residential streets.
Continue implementation the River-Cherry Overlay District
Prepare a report to explore alternative north-south routes to identify solutions to traffic congestion on River Road in coordination with Mass transit.
Develop a plan to connect parks, trails, and neighborhoods to each other (e.g., Keizer Rapids Park to Salem Riverfront, trails between parks, etc.)
Implement sidewalk gap and repair program, establish an annual minimum budget of \$100,000, explore alternative funding options.

Supporting Plans

- Keizer Transportation Systems Plan
- Keizer Parks Master Plan
- Keizer Comprehensive Plan
- Keizer Development Plan



Goal 3 – Economic and Community Development

Demonstrate a supportive attitude toward employers, business, and property owners that promotes economic development and high standards of livability in the City of Keizer.

Strategic Issue Statement

Economic and Community Development promotes strategic alliances between community members, civic and business leaders, business developers and government agencies, and other interested parties to strengthen communities and economies. Economic development is the concerted effort of policymakers, community leaders, and entrepreneurs to grow the economy, increase employment, and improve the standard of living in the City of Keizer.

Keizer City Council Priorities

- Identify and sell city-owned property
- Re-visit Willow Lake Settlement Agreement to expand land availability
- Evaluation of Urban Growth Boundary (UGB) options
- Complete Parks Master Plan revision
- Complete Housing Capacity Analysis
- Complete Economic Opportunities Analysis

TASKS
Develop a Comprehensive Economic Development Strategy (CEDS) to have ready projects for state and federal funding.
Seek funding to complete the Economic Opportunities Analysis.
Five-year Event Center Business and identify future business potential as a task.
Identify visitor patterns to enhance visitor experience via Travel Salem's capabilities at least twice a year.
Update the Parks Master Plan to incorporate enhancements to the Keizer Rapids Park for economic activity opportunities (as above).
Provide a recommendation from staff to the City Council on whether to implement an Urban Renewal District.
Create and adopt a five-year plan for how we will use Transient Lodging Tax funds for economic development.
Explore feasibility of expanding development uses within the Urban Growth Boundary that is currently restricted by the Willow Lake Settlement Agreement.
Sell City-owned properties in Keizer to pay down PERS liability.
Prepare a recommendation and develop an implementation plan for middle housing, ensuring diverse housing options within Keizer's Urban Growth Boundary while aligning with community needs and zoning regulations.
Adopt Keizer Public Arts Commission (KPAC) Master Plan.

Supporting Plans

- Keizer Transportation Systems Plan
- Keizer Development Plan
- Keizer Comprehensive Plan
- Economic Opportunities Analysis
- Housing Needs Analysis





Goal 4 - Operational Excellence and Community Centered Quality Service

Provide efficient, effective, and responsive government through stewardship and accountability.

Strategic Issue Statement

Running a well-organized and trustworthy government means making smart financial decisions, being responsible, and staying accountable to the community. As Keizer grows and changes, it's important to keep decision-making open and fair, use resources wisely, and build strong relationships with residents. Listening to the community, using facts to shape policies, and regularly improving city services will make sure the government stays effective and responsive.

Keizer City Council Priorities

- Ensure transparent budgeting and resource allocation
- Strengthen Community Engagement
- Optimize City Services and Infrastructure – Continuously evaluate and refine municipal services to enhance responsiveness, accessibility, and operational effectiveness

TASKS
Complete an internal assessment to evaluate organizational efficiency and cost-saving measures.
Implement a process improvement program and recommendations from the internal assessment.
Conduct technology audit and needs analysis to determine the most effective and cost-efficient use of the City's use of software and technology.
Develop succession plans for all mission-critical, senior staff positions.
Create an Asset Management Plan for all city property with a value over \$5,000.
Update Water Master Plan.
Discuss a policy for capital projects, evaluating pay-as-you-go, debt financing, and other options.
Complete research and recommendation for a utility discount program for residents under 60 years old and in need.
Continue Water Main Replacements as defined by the Water Master Plan.

Supporting Plans

Water Master Plan



Goal 5 – Fostering an Engaged Community

Strengthen community relationships through improved communication to foster a welcoming and accessible community for all.

Strategic Issue Statement

Creating a strong and welcoming community in Keizer starts with clear and open communication. When people, businesses, and local leaders listen to each other and share ideas, trust grows and everyone feels included. By using different ways to connect—like meetings, social media, and public events, Keizer can make sure all voices are heard and important issues are understood. Encouraging people to speak up and work together will help build a city where everyone feels valued and involved. Keeping communication open and improving how people connect will bring the community closer and make it stronger.

Keizer City Council Priorities

- Expand Accessible Communication Channels
- Strengthen Public Participation Opportunities
- Improve Language and Accessibility Services
- Foster Partnerships with Local Organizations

TASKS
Develop and implement a citywide communications plan (e.g., community e-newsletter, social media policy).
Utilize and test innovative engagement tools to receive community feedback.
Continued website enhancements.
Conduct Town Hall Listening Sessions annually to educate, inform, and listen to the community on important community topics.
Implement a bi-annual community survey.
Develop a training program for volunteers.
Identify policy for translation and interpretation services utilizing technology for accessibility.

Supporting Plans



Goal 6 – Community Growth

Responsibly plan and invest in community infrastructure and built environment to foster sustainable growth that preserves Keizer’s small-town feel

Strategic Issue Statement

As Keizer grows, it’s important to plan wisely and invest in roads, parks, and buildings in a way that keeps the City welcoming and connected. Expanding services and infrastructure must be done carefully to support new businesses and housing without losing the close-knit, small-town feel that makes Keizer special. By focusing on development that protects green spaces, and improving transportation, the City can create a strong foundation for the future while keeping the community’s identity intact.

Keizer City Council Priorities

- Enhanced Community conversations about types of housing limitations.
- Seeking community direction on types of housing
- Manage Traffic congestion

TASKS
Complete Housing Capacity Analysis.
Report to Council from the two town Halls and online survey on Urban Growth Boundary options.
Complete two Town Halls as a housing summit on options. Get community feedback by hosting two dedicated Town Hall listening sessions in 2026 focused on housing availability, housing challenges, opportunities, and policy solutions to guide Keizer’s future development.
Develop a public works facility plan.
Conduct a City utilities analysis and forecasting

Supporting Plans

APPENDIX 1 - ACKNOWLEDGEMENTS

CITY COUNCIL

Cathy Clark, Mayor

Shaney Starr, Council President

Soraida Cross, Council Vice-President

Marlene Parsons, Councilor

Kyle Juran, Councilor

Lore Christopher, Councilor

Daniel Kohler, Councilor

STAFF STRATEGIC PLANNING TEAM

Executive Leadership Team

Adam Brown, City Manager

Garret Klever, Human Resources
Director

Tim Wood, Assistant City Manager

Bill Lawyer, Public Works Director

Melissa Bisset, City Recorder

Shane Witham, Planning Director

Andrew Copeland, Chief of Police

Joe Lindsay, City Attorney

Additional Staff Strategic Plan Team

Jenny Ammon, Environmental & Technical
Division Manager

Kristen Meyers, Human Resources Specialist

Chris Nelson, Lieutenant

Ben Crosby, Code Compliance Officer

Pat Taylor, Water Division Manager

Mike Griffin, Storm Operations & Streets
Division Manager

Lily Von, Event Center Manager

Trevor Wenning, Lieutenant

Bailey Road Property Facility Planning

February 2, 2026





Bailey Road Property also
known as the Utah Property
.96 Acres



Parking for the Event Center overflows on Rickman

Private property, possible future acquisition (opportunistic)

Opportunities



- Evidence Storage – First Motivation
 - Vehicles – Requires climate controlled facility
- Parking Lot Expansion and Egress for Events
Current parking spills onto Rickman
Exit for Event Center is on Rickman and Chemawa
- Consolidation of Staff Onto One Campus
Public Works staff is in a limited/cramped space
without appropriate space for equipment and storage
needs



Option 1 – Address Evidence Storage Only



- Climate Control the current storage building.
- Install Security
- Remove Residence – not built under permit
- Demolish House and Shed



Option 1 – Pro's and Con's



Pro's

- Least Cost Approach
- Minimal work to be done

Con's

- Doesn't help our Public Works space
- Doesn't maximize the property use

Option 2 – Address Evidence Storage and Public Works Needs



- Move Evidence Storage to Wittenberg Ln. NE
- Sell Public Works Building (retain well and easement)
- Build Public Works Facility on Bailey Road Property





Keizer Public Works is split from the Keizer Event City Hall campus and severely lacks sufficient space for operational needs.



Keizer Fire District has a need for more dormitory space.



Current Public Works Facility Space

2 story building

Bottom – Shop

4 bays

Well head

Top – Work Space

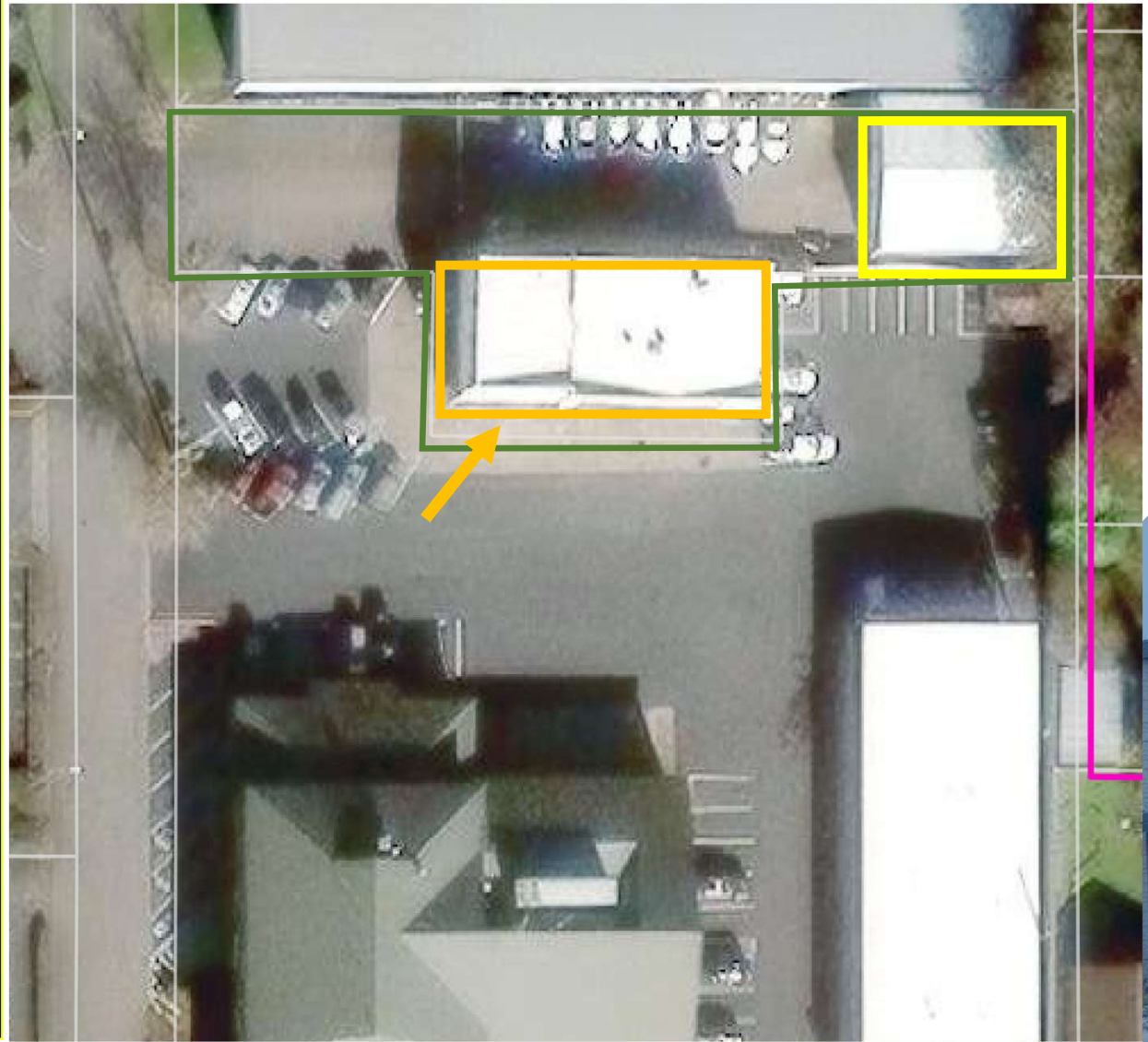
3 Offices

18 Work Stations

Shop – 2,500 ft²

3 bays

Limited weather storage





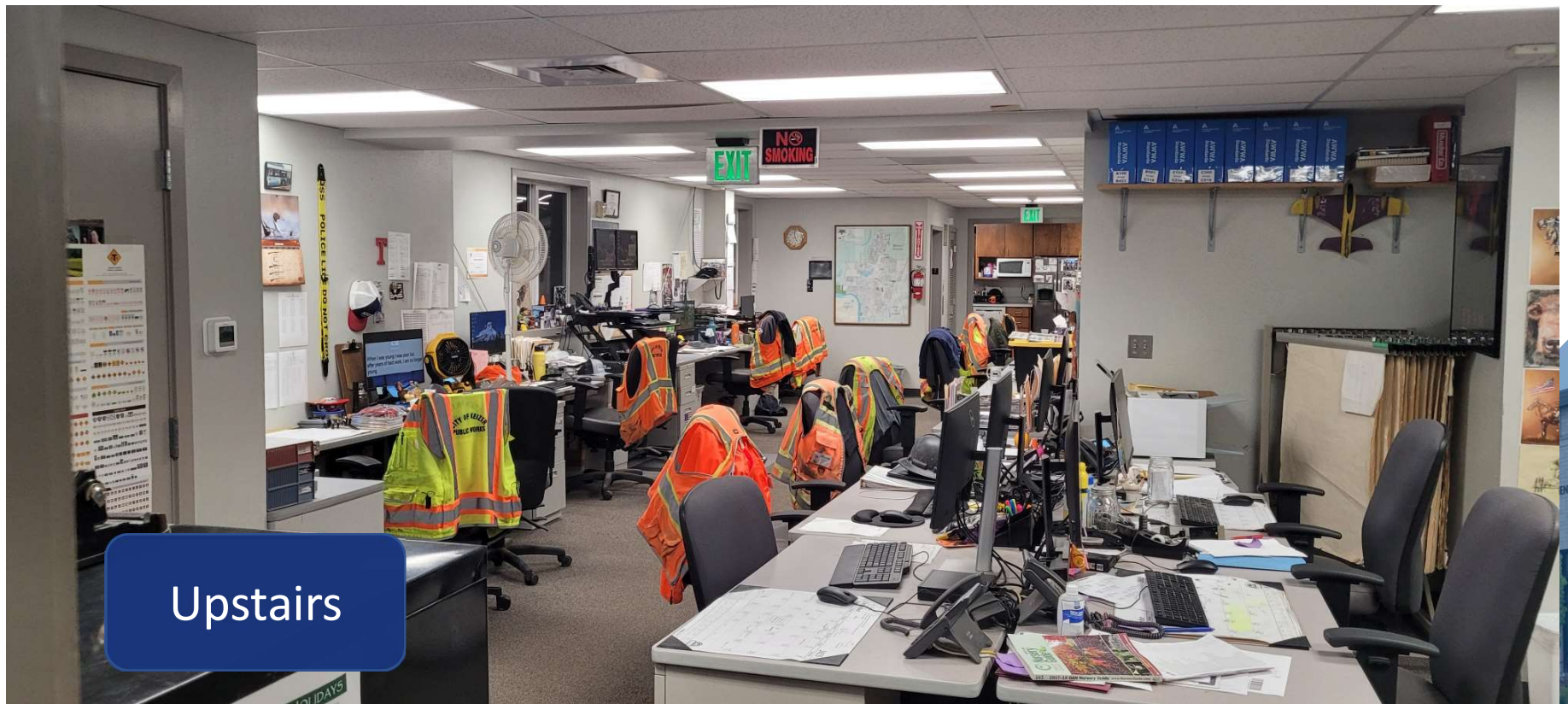
Garage
(Back Building)



Public Works
Shop



Current Public Works Shop



Current Public Works Shop



Upstairs

Break Room
Meeting Space

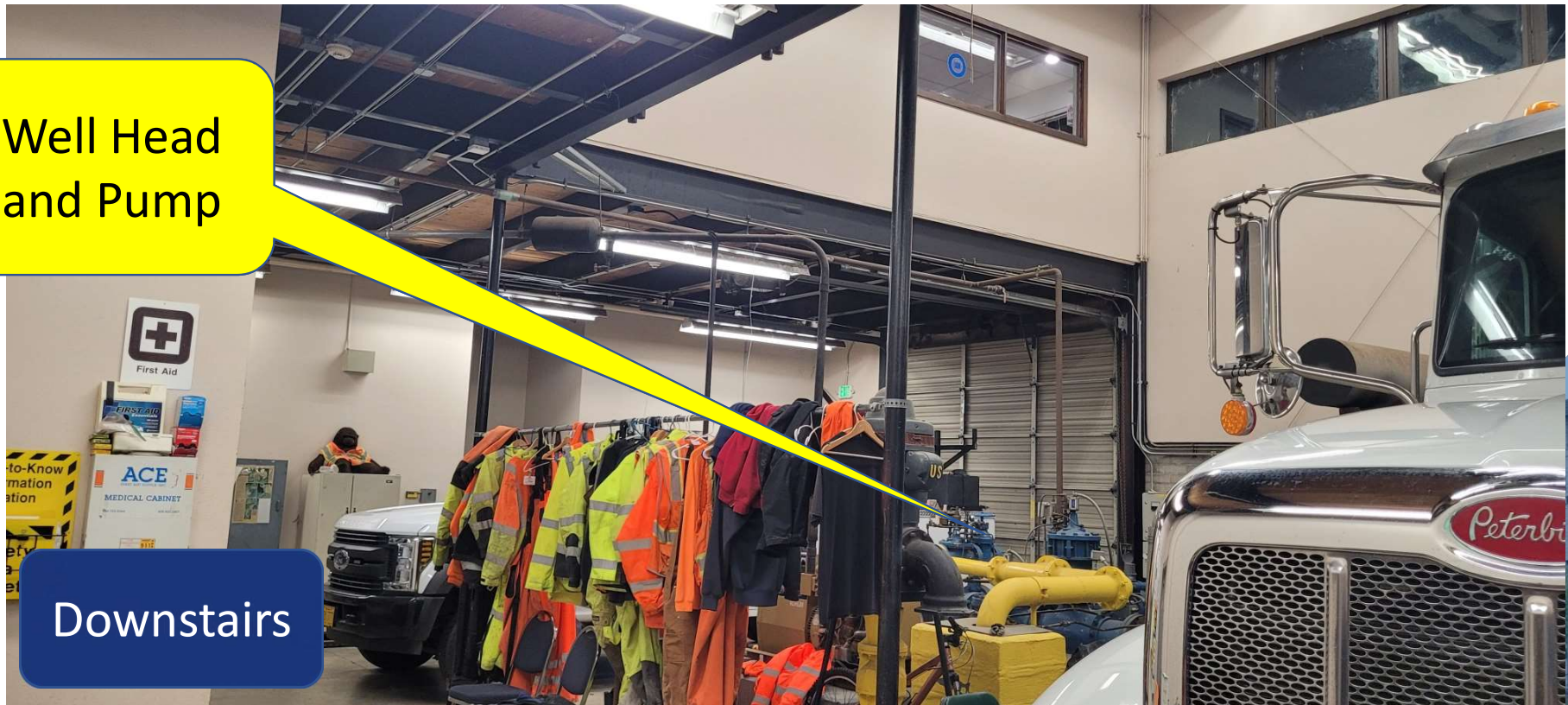


Current Public Works Shop

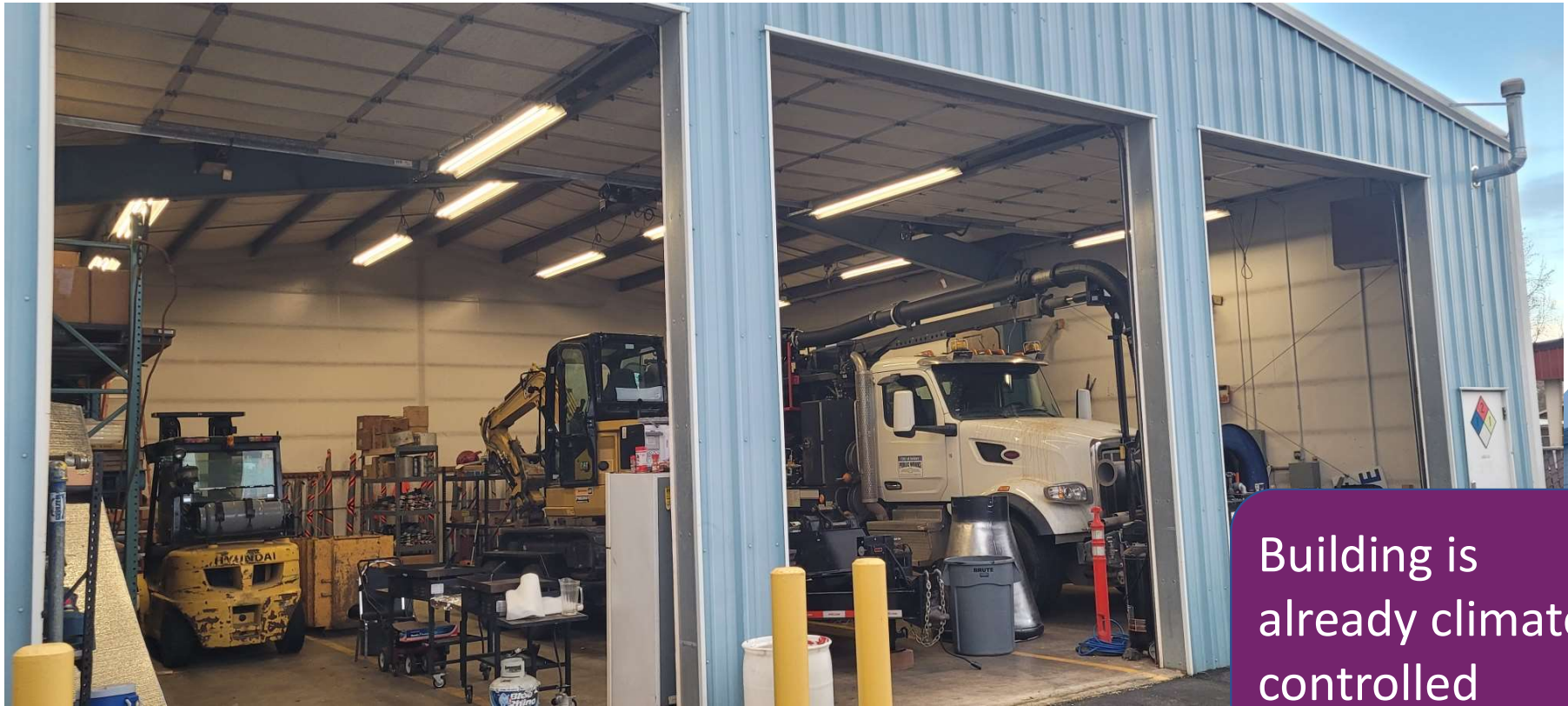


Well Head
and Pump

Downstairs



Current Public Works Garage



Building is
already climate
controlled

Current Public Works Garage



Heavy Equipment
Storage

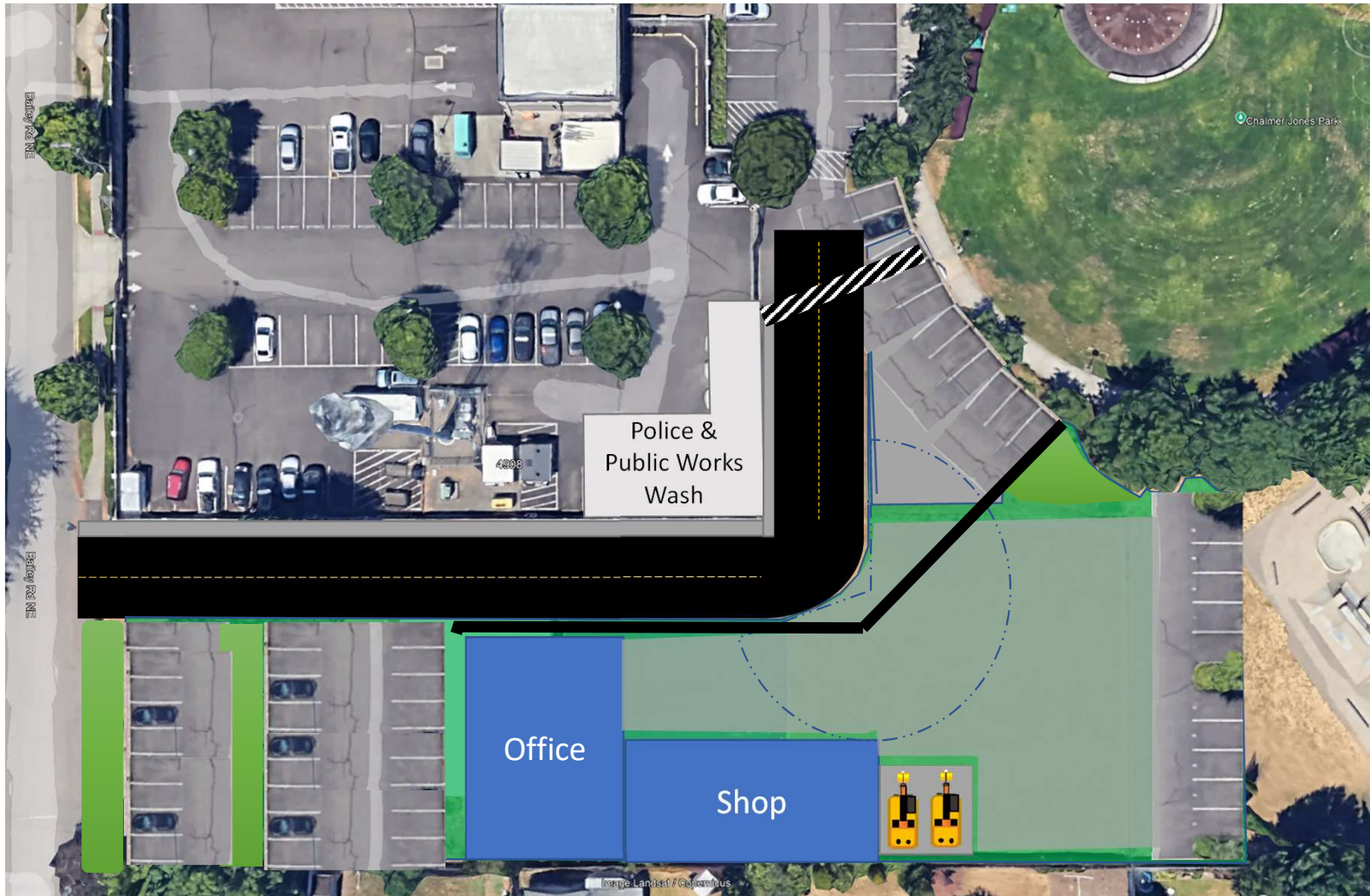
Parts and Pipe
Storage for
streets, water, &
Storm





Layout Options – just for proof of concept





**Layout
Options –
just for
proof of
concept**





**Layout
Options –
just for
proof of
concept**



Concept Only

- Simple Construction
- Does not have to be the same material as City Hall, which will keep cost lower
- Try to maintain the current color pallet – perhaps with the addition of a Keizer/McNary Blue





Option 2 - Budget Very Rough



Engineering	\$500,0000
Office	\$2,350,000
Shop	\$600,000
Site Improvements	\$350,000
Total	\$3,800,000

Cost would be born by Water, Storm, Streets, and Parks –
Could be amortized over a 20-year or 30-year period.



Option 2 – Pro's and Con's



Pro's

- All staff on the same campus
- Better storage for replacement stock (e.g. pipe, fittings, etc...)
- Parking for staff and for KFD
- Staff meeting space, staff work space

Con's

- More Expensive – but offset by sale cost

Next Steps



- Timing – We are not recommending a timing on this yet. This is just to adopt the facility plan. There is negotiating to be done with the Fire District and a funding plan that has not yet been addressed.
- We will put the concepts discussed in tonight's meeting into a written facility plan for council adoption.
- As resources from the enterprise funds get planned it will eventually work into the capital plan.
- Financed over time through enterprise funds.

