

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service such as Spanish translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Thank you for your interest in the City of Keizer.



Keizer Public Arts Commission Meeting Agenda
Tuesday, May 19, 2020
Keizer Civic Center ~ Council Chambers

For Zoom meeting instructions, please click [HERE](#).

1. Call to Order
2. Election of Chair and Vice Chair
3. Approval of Minutes: January & February 2020
4. Appearance of Interested Citizens
5. Gallery Display Schedule
2020
 - *June-July*
 - *August-September*
 - *October-November*
6. 2020 Holiday Art Card Contest – Judge submissions
7. Peace Pole Project – Nate Brown
8. Story Pole II Status – Lore Christopher
9. Artist Solicitation for Additional Pieces – Nate Brown
10. Master Plan Development – All
11. **Keizer Art Association Civic Center Gallery Management – Nate Brown**
12. Student/Emerging Artist Display
13. Other Business
14. Staff Liaison Report
15. Adjourn

Next Meeting: July 21, 2020



**PUBLIC ARTS COMMISSION
MEETING MINUTES
Tuesday, January 28, 2020 @ 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER: Meeting was called to order by Chair Beth Melendy at 6:03 p.m. Attendance was noted as follows:

Commissioners Present:

Beth Melendy, Chair
Kim Steen, Vice Chair
Jeremy Vargas
Andrea Madison
Anne Farris, Youth Committee
Liaison

Absent:

Felicia Squires
Lore Christopher
Elizabeth Smith

Staff Present:

Nate Brown, Community Development Director
Debbie Lockhart, Deputy City Recorder

ELECTION OF CHAIR & VICE CHAIR: Postponed until next meeting.

APPROVAL OF MINUTES: Andrea Madison moved to approve the November 2019 Minutes. Jeremy Vargas seconded. Motion passed as follows: Melendy, Steen, Madison and Vargas in favor with Smith, Christopher and Squires absent.

APPEARANCE OF INTERESTED CITIZENS: None.

PEACE POLE PROPOSAL: Pat Fisher, Keizer, Community Service Chair of Rotary E-Club of One World shared information about the Peace Pole Project and explained that the idea is to partner with the local Rotary and possibly with other community organizations to plan peace poles in Keizer in meaningful, prominent places in the community. International Rotary Working Towards Peace (in Oregon) is subsidizing the cost. She would work with them and the Keizer Rotary. She explained that she came to KPAC to get approval of locations and suggested that one could be placed at the Cultural Center, Civic Center, Keizer Rotary Amphitheater in Keizer Rapids Park, and the Focal Point to start with. Mr. Brown explained that if this is something KPAC wants to support, he would come back with the easiest way possible to implement this.

Kim Steen moved to support the Peace Pole Project and ask staff to identify how to implement the program. Andrea Madison seconded. Motion passed as follows: Melendy, Steen, Madison and Vargas in favor with Smith, Christopher and Squires absent.

GALLERY DISPLAY SCHEDULE: Approval of Joel Nickel art for February-March. Kim Steen moved for approval of all the artwork submitted by Joel Nickel for the February-March display slot. Jeramy Vargas seconded. Motion passed as follows: Melendy, Steen, Madison and Vargas in favor with Smith, Christopher and Squires absent. Discussion followed regarding the possibility of a stained-glass display done by students of Commissioner Madison.

IRON GLORY CONTRACT EXTENSION: Kim Steen moved that the agreement for Iron Glory be renewed for one year with an additional one-year extension. Jeramy Vargas seconded. Motion passed as follows: Melendy, Steen, Madison and Vargas in favor with Smith, Christopher and Squires absent.

ARTISTS IN ACTION CONTACT: Lore Christopher had submitted a written report indicating that she had made several unsuccessful attempts to contact the group but would continue her efforts.

DISPLAY CASE FOR CARVINGS: Nate Brown reported that he had talked with the City's Facilities & Maintenance technician (who used to be a cabinet maker) and gotten a 'ballpark estimate' of \$4,000 to make the display case deeper. He had recommended a free-standing case, but in order to match the rest of the building it would need to be out of Cherry which would be expensive. Following discussion, the Commission agreed by consensus to postpone pursuing this further until there is more interest.

BANNER ART – REVIEW OF BEND BANNERS: Nat Brown reported that the City of Bend has nothing to do with the banners. The banners in the downtown area and in the Old Mill District are paid for and managed through business associations. He provided details regarding specifications and cost of the banners and brackets and suggested that perhaps the idea could be pitched to the Chamber. Following discussion Commission agreed by consensus to table this indefinitely but noted that they are committed to the plan to create a sense of place along the City corridors as recommended in the Keizer Revitalization Plan and want to work toward this goal and *include these in the Arts Master Plan.*

INSTA-ART, ROUNDAABOUT ART, UTILITY BOX ART: Discussion took place regarding these art forms as well as murals; the possible locations for them; and the need to have them *included in the Arts Master Plan.* Chair Melendy suggested the possibility of a 'pixelated mural' on the Sherwin-Williams building, with community artists getting assigned a space to fill with their work in certain tones of a single color to complete an overall image on the wall.

STUDENT/EMERGING ARTIST SOLICITATION: No action/candidates.

ARTS MASTER PLAN DEVELOPMENT: Commissioners discussed the Arts Master Plan and considered the mission statement 'Promoting public art through pride, spirit and volunteerism'. An executive summary has been drafted but it is too long; a template is being used and ideas gathered. Commissioners were urged to consider the budget:

how works of art will be implemented and a timetable. A list of art currently in place should be included along with the artist, value, cost of maintenance, contract terms, etc.

OTHER BUSINESS: Commission discussed the second cultural history pole noting that they thought some or all of the funding had been secured for it but contact has not been made with the artist that did the first pole. Nate Brown suggested that the Commission come up with a design and indicated that he would contact Lore Christopher to have her contact the artist. Beth Melendy moved that Lore Christopher contact Oregon 3-D Art and Chainsaw Sculptures LLC to work out details for the second cultural history pole. Andrea Madison seconded. Motion passed as follows: Melendy, Steen, Madison and Vargas in favor with Smith, Christopher and Squires absent.

Nate Brown shared an email from Lore Christopher suggesting that perhaps the Commission should solicit artists currently displaying their works to see if they want to display additional pieces. Beth Melendy moved to ask staff to send solicitation letters to artists that currently have sculptures displayed asking if they have additional pieces they would like to display. Kim Steen seconded. Motion passed as follows: Melendy, Steen, Madison and Vargas in favor with Smith, Christopher and Squires absent.

ADJOURN: The meeting adjourned at 7:22 p.m.

Next Meeting: March 17, 2020

Minutes approved: _____



**PUBLIC ARTS COMMISSION
EMERGENCY MEETING MINUTES
Wednesday, February 26, 2020 @ 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER: Meeting was called to order by Vice Chair Kim Steen at 6:00 p.m. Attendance was noted as follows:

Commissioners Present:

Kim Steen, Vice Chair
Jeramy Vargas
Andrea Madison
Felicia Squires
Anne Farris, Youth Committee
Liaison

Absent:

Beth Melendy, Chair
Lore Christopher
Elizabeth Smith

Staff Present:

Nate Brown, Community Development Director
Tracy Davis, City Recorder

APPROVAL OF KEIZER ART ASSOCIATION (McNARY PIECES) ART: Nate Brown explained that the Keizer Art Association will be managing a section of the east-west hall to show winners of their monthly art contest. This will involve changing the ordinance which will take council action. Meanwhile, the Arts Commission will need to go through the regular approval process. The art being submitted for approval is from the most recent contest. He then shared a potential layout picture sent by KAA noting that he preferred placement of the KAA sign in a location that did not compete with the art itself. Commissioners agreed by consensus to allow placement of the sign in an area deemed appropriate by Mr. Brown.

Discussion followed regarding the submissions. Andrea Madison moved to approve the packet of McNary art that was distributed. Felicia Squires seconded. Motion passed as follows: Steen, Vargas, Madison and Squires in favor with Melendy, Christopher and Smith absent.

Mr. Brown then pointed out that he would be retiring in the near future and suggested that perhaps the Keizer Art Association would be interested in managing all of the gallery space. He noted that this might be something for the Commission to consider for future discussion.

Discussion followed regarding art in the display case, stands for artwork and lighting. It was agreed that this should be addressed at the next meeting. Further discussion took place regarding the Salem Keizer Education Foundation art show.

ADJOURN: The meeting adjourned at 6:07 p.m.

Next Meeting: March 17, 2020

Minutes approved: _____



2020 Keizer Public Arts Commission Holiday Card Competition

Call to Artists:

The Keizer Public Arts Commission exists to bring public art into our community. The commission invites artists of all ages to submit artwork which expresses the holiday season in Keizer for the **2020** Holiday Card Competition. One piece of artwork will be selected by the Keizer Public Arts Commission to be reproduced as the City of Keizer's **2020** Holiday Greeting Card. The artist who submitted the winning selection will receive a \$100 gift card to Michaels® Arts & Crafts. Submit your entry(s) to Debbie Lockhart at the Keizer Civic Center office located at 930 Chemawa Road NE, Keizer, Oregon no later than 4:00 pm, Friday, January 31, 2020. Attach a signed entry form to each submission. Entry forms are available for download at www.keizer.org or may be picked up at the Keizer Civic Center office.

2019 Keizer Public Arts Commission Holiday Card Contest

OFFICIAL ENTRY FORM

I Sue Ranseen wish to take part in this year's Holiday Card Contest.

My art is titled: Amaryllis Minerva

And was completed on (month and year) Jan 2020

If I am the winning entrant — I license the City of Keizer to use my original artwork as stated in this agreement. Please use my name as follows:

S. Ranseen (sranseenart.com)
(Print or type the way you wish your name to be printed)

Specifications of Art

Type (medium) of art: Bristol paper w/ Prismacolor Pens/Markers

Exact size of art: 7.75 x 5.75 inches

Notes or special remarks: Hand drawn & Inked

(Continued on next page)

Name: Sue Ranseen

Address: 1070 Leffelle St SE Salem OR 97302 (Home)

Phone Number: 760-608-3379 (cell) E-mail: ranseens@keizer.org (work)

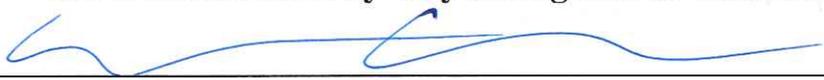
Terms of Agreement

1. Submissions may be new works of art created for the competition or past works for which the artist has full rights to their work (i.e. the submitted work must not have been created under a work-for-hire contract). The winning entry will be selected by the Keizer Public Arts Commission based on established guidelines for public art in Keizer and relevance to the competition theme. The artist with the winning entry will be notified by email or phone no later than March 19, 2020.

2. The artist hereby grants an irrevocable license to use the work for the purpose of reproduction on the 2020 City of Keizer Holiday Greeting Card to be widely distributed and to appear in media publication related to the competition. The artist will retain authorship and intellectual property rights for each work submitted. **Artwork containing religious symbols or words (such as Christmas or Hanukah), advertisements, including business logos, and/or licensed characters will not be considered.** Photo entries shall not include images of persons except at a distance. Selected entries will be displayed in the Keizer Civic Center from December 3, 2020 to January 6, 2021.

3. Submitted work must be flat and proportional to the printed card size (4x6"). A photograph of a three-dimensional work may be submitted. Low resolution (72-180 dpi) images will not be considered. If the original work is larger than 8x10", please provide a high resolution (300 dpi) digital copy of the work. Artwork which is not proportional to the finished card size will be cropped at the commission's discretion. All submissions must be picked up at the Keizer Civic Center by January 12, 2021. Items not picked up by that time will be discarded. The City of Keizer will not be held responsible for loss or damage to the original artwork submitted. Compensation includes attribution and a \$100 Michaels® Arts & Crafts gift card only.

- **I have read and agree to the above terms. This document constitutes a contract between myself and the City.**
- **I certify that the work submitted is an original work of authorship and that intellectual property rights of this work belong to me, the original artist.**
- **I agree to defend and indemnify the City, its employees, officers and agents against any direct or indirect claim, including, but not limited to claims that use of the artwork by City is illegal or in violation of any rights.**


Signature _____ Date 1/22/2020

Parent Signature (if artist is under the age of 18) _____

Date: _____





KEIZER CITY OF KEIZER
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2020 Keizer Public Arts Commission Holiday Card Competition

Call to Artists:

The Keizer Public Arts Commission exists to bring public art into our community. The commission invites artists of all ages to submit artwork which expresses the holiday season in Keizer for the **2020** Holiday Card Competition. One piece of artwork will be selected by the Keizer Public Arts Commission to be reproduced as the City of Keizer's **2020** Holiday Greeting Card. The artist who submitted the winning selection will receive a \$100 gift card to Michaels® Arts & Crafts. Submit your entry(s) to Debbie Lockhart at the Keizer Civic Center office located at 930 Chemawa Road NE, Keizer, Oregon no later than 4:00 pm, **Friday, January 31, 2020**. Attach a signed entry form to each submission. Entry forms are available for download at www.keizer.org or may be picked up at the Keizer Civic Center office.

2019 Keizer Public Arts Commission Holiday Card Contest

OFFICIAL ENTRY FORM

I Jennifer Haney Owens wish to take part in this year's Holiday Card Contest.

My art is titled: "Keizer Holiday tree lighting 2019"

And was completed on (month and year) Jan. 15th 2020

If I am the winning entrant I license the City of Keizer to use my original artwork as stated in this agreement. Please use my name as follows:

Jennifer Owens
(Print or type the way you wish your name to be printed)

Specifications of Art

Type (medium) of art: acrylic, oil, laquer abstract painting

Exact size of art: 5x7 with art 5x6

Notes or special remarks: _____

(Continued on next page)

Name: Jennifer Owens

Address: 1076 Summer Breeze dr W. Keizer OR

Phone Number: 7609055549 E-mail: Jennifer.Haney59@gmail.com

Terms of Agreement

1. Submissions may be new works of art created for the competition or past works for which the artist has full rights to their work (i.e. the submitted work must not have been created under a work-for-hire contract). The winning entry will be selected by the Keizer Public Arts Commission based on established guidelines for public art in Keizer and relevance to the competition theme. The artist with the winning entry will be notified by email or phone no later than March 19, 2020.

2. The artist hereby grants an irrevocable license to use the work for the purpose of reproduction on the 2020 City of Keizer Holiday Greeting Card to be widely distributed and to appear in media publication related to the competition. The artist will retain authorship and intellectual property rights for each work submitted. **Artwork containing religious symbols or words (such as Christmas or Hanukah), advertisements, including business logos, and/or licensed characters will not be considered.** Photo entries shall not include images of persons except at a distance. Selected entries will be displayed in the Keizer Civic Center from December 3, 2020 to January 6, 2021.

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- **I certify that the work submitted is an original work of authorship and that intellectual property rights of this work belong to me, the original artist.**
- **I agree to defend and indemnify the City, its employees, officers and agents against any direct or indirect claim, including, but not limited to claims that use of the artwork by City is illegal or in violation of any rights.**

Jennifer Owens 1.27.2020
Signature Date

Parent Signature (if artist is under the age of 18) _____

Date: 1/27/2020



Jennifer Owens
"Keizer Tree
2019 Lighting"

2020

Keizer Public Art Commission Policies and Criteria

The Keizer Public Art Commission shall meet with representatives of any proposed art project and forward the proposal to KPAC if selection criteria appear to be met. The KPAC meeting where the work(s) of art is to be considered shall be an open meeting and input may be provided by the public. KPAC shall weigh the proposal against the adopted approval criteria and vote to approve or reject the proposal.

If KPAC decides not to approve an art project proposal, the applicant may ask for specific feedback on ways to improve his or her proposal, resubmit the proposal, and ask for reconsideration by the Commission at a future meeting.

The Commission will use the process and criteria outlined herein, and any criteria adopted by City Council Resolution, on a case-by-case basis depending on the type of art being considered, and location of the proposed work of art (mural, community center art, sculpture etc.).

A. INTERIOR PUBLIC ART AT KEIZER COMMUNITY CENTER GALLERY

The process to display Public Art at the Keizer Community Center Gallery [for all exhibitions except student art shows and Keizer Art Association exhibitions](#) is as follows:

1. Artist/representative submits the following to the [staff liaison for the](#) Keizer Public Arts Commission at least 7 business days prior to the art commission meeting before the date requested for installation:
 - a. Letter of request
 - b. Photo of each piece proposed to be displayed
 - c. Contact information for each artist, including daytime contact number, email and mailing address
 - d. List indicating the title(s) of the property for each artist
 - e. Description of the Medium of the property (oil, acrylic, pastel, etc)
 - f. Approximate dimensions of the property
 - g. Market value of each piece (even if the piece is not for sale)
2. The Keizer Public Arts Commission (KPAC) will review and evaluate the request at a regularly scheduled meeting.
3. If the display is approved, KPAC will inform the artist(s) that the art must be mount-ready for installation and when the art will be displayed.
4. If the display is approved and the art is available for the approved exhibition period, KPAC will provide the legal department with the artist information listed in Section A(1) above.
5. KPAC will also provide the legal department with the beginning and termination date for the display (minimum of 30 days to a maximum of 90 consecutive calendar days).

6. The legal department will prepare an agreement and obtain the appropriate signatures.
7. Following KPAC's approval, staff will make arrangements for the installation and removal of the public art by city staff with the art representative present.
8. The art must be appropriate for the Community Center Gallery which is public space. Since the art is on property owned by the City, the City may reasonably prohibit certain material. The art cannot include objectionable material such as nudes or derogatory or defamatory content.
9. The valuation of each piece and total value of the exhibition cannot exceed the values as set by Keizer City Council Resolution.
10. The executed contract must be received prior to the receipt and installation of the property by the City.
11. It is the responsibility of the artist(s) to prepare title cards (approx. 3"x5") which list the title of the piece, the media, the artist's name (if the display is multiple artists), the sale price—or a statement that the piece is not for sale, and contact information of the artist if the piece is for sale. The cards must be of neutral grey, white or buff. The City will provide sticky gum for the affixing of the cards to the wall.
12. The pieces must be in good condition, suitable for display, and ready to hang from the display system in use at the Community Center.
13. The quantity of the pieces should be suitable for the space and a drawing of the display areas is available if necessary. Larger pieces will necessitate a fewer number of total pieces. The City generally is able to accommodate approximately 60 pieces of artwork which are approximately 18"x24" (this is a general approximation--depending on framing, orientation etc.)
14. The physical hanging of the art will be by City staff, but must be organized and ordered by the artist or their representative, and they must be present and able to assist the staff as the work is being installed.
15. The artist/representative is highly encouraged to meet with staff prior to the display installation to coordinate, review and plan the details of the installation.
16. ~~The Artist will agree to pay a commission to the City for any art pieces sold while on display at the Community Gallery as set by City Council Resolution.~~

The criteria that KPAC will use to evaluate pieces to display Public Art at the Keizer Community Center Gallery is as follows:

1. The Commissioners have the sole discretion to evaluate the art proposed for public display and will accept the pieces for display based on artistic merit, quality of work, and subject matter.
2. The evaluation will be based on the intent of creating a venue for public display of art for education, edification, and enjoyment of the citizens of the City of Keizer.

B. PUBLIC MURALS

The process to display a Public Mural in the City of Keizer is as follows:

1. The property owner or artist, or other individual submits a request to KPAC with the concept for a mural with such detail to allow KPAC the ability to evaluate the concept according to the approval criteria established herein. This would include sketches and enough description about the materials used, the space where the piece would be created, and any other details that allow a decision to be made.
2. The request must contain any proposed temporary signage associated with the project prior to the mural being installed. Such temporary signage is considered part of the mural as a public purpose announcement and
3. Person(s) applying to paint a public mural will agree to standardized city signage relating to the title, artist information, and/or dedication information that is to be installed following completion of the mural installation. This information shall be appropriately sized and shall be part of the mural and therefore not counted as part of the sign area.
4. KPAC or City staff will verify that the property owner is willing to have a mural on the property.
5. KPAC will review and evaluate the request at a regularly scheduled meeting.
6. If KPAC determines in its sole discretion that such concept is approved, KPAC will provide the legal department with a representative drawing or photo of the mural and the location proposed for the mural.
7. An Art Easement between the City and the property owner will be created by the legal department.
8. The legal department will have the Art Easement signed by the property owner and will place it before the Keizer City Council for authorization to enter into the Easement.
9. If authorized by the Keizer City Council, the Art Easement will be signed by the City representatives and recorded against the title of the property.

10. The Art Easement must be fully signed and recorded against the title of the property before work on the property will commence.
11. At the same time that the Art Easement is being prepared and signed, KPAC will make approve the funding plan, supplies, artists, etc. in preparation of placement of the Public Mural at the property.
12. The valuation of the Public Mural cannot exceed the value set by the Keizer City Council by Resolution.
13. Following completion of the project, KPAC notifies the City Recorder of the value of the mural.

The criteria that KPAC will use to evaluate Public Murals in the City of Keizer is as follows:

1. Artistic quality: The strength of the artist's concept and demonstrated craftsmanship must be of a manner suitable for public display;
2. Context: The Work must enhance the architectural, geographical, socio-cultural and historical context of its location and be of suitable subject matter for its context;
3. Media: The choice of media (paint, collage, relief, etc.) shall be suitable for the manner and place of its display;
4. Scale: The work must be appropriate in scale to the surrounding neighborhood or display area;
5. Feasibility: The work's budget, timeline, etc. must be accomplished without undue disruption to the public;
6. Originality: The uniqueness and originality of the work is encouraged and shall be considered;
7. Structural and surface soundness: The work must be durable and resistant to vandalism and weather if displayed outdoors;
8. Property owner's agreement: For murals, the property owner must be willing to execute an easement granted to the City;
9. Property owner's maintenance: It is desirable that the property owner will agree to allow and support maintenance of the mural over the life of the mural;
10. Public Safety: The mural must meet City codes for safety and will not create any undue distraction or hazard.

C. OTHER PUBLIC ART (such as but not limited to: sculpture, landscape, traffic control boxes and hard surface)

The process to display Other Public Art (other than Public Murals or interior Art placed at the Keizer Community Center Gallery) is as follows:

1. A KPAC Commissioner, property owner, artist, Keizer Art Association, or other individual may submit a proposal to KPAC to consider an art piece(s).
2. The proposal must contain enough information, such as the proposed location, materials, and approvals needed in order for KPAC to make a decision.
3. KPAC evaluates the proposal to determine the feasibility of the project.
4. KPAC will review and evaluate the proposal at regularly scheduled meetings.
5. If KPAC determines the proposal is approved, KPAC staff will determine the appropriate legal documents that will be required with the assistance of the legal department.
6. KPAC reviews and approves the funding plan or arranges for necessary funding.
7. The legal department will prepare the legal documents, obtain Council approval, if required, and obtain the appropriate signatures.
8. KPAC staff/City staff installs art pads, if necessary.
9. KPAC facilitates installation of art following documents being fully signed and art pads being installed.
10. City Recorder adds value of art to insurance policy.

The criteria that KPAC will use to evaluate Other Public Art in the City of Keizer is as follows:

1. Artistic quality: The strength of the artist's concept and demonstrated craftsmanship must be of a manner suitable for public display;
2. Context: The Work must enhance the architectural, geographical, socio-cultural and historical context of its location and be of suitable subject matter for its context;
3. Media/Material: The choice of media/material (paint, metal, wood, concrete, etc.) shall be suitable for the manner and place of its display;
4. Scale: The work must be appropriate in scale to the surrounding neighborhood or display area;

5. Feasibility: The work's budget, timeline, etc. must be accomplished without undue disruption to the public;
6. Originality: The uniqueness and originality of the work is encouraged and shall be considered;
7. Structural and surface soundness: The work must be certified by the artist that the work is durable and resistant to vandalism and weather;
8. Public Safety: The mural must meet City codes for safety and will not create any undue distraction or hazard or visual impediment for pedestrians or drivers.

Adopted by Keizer Public Arts Commission on this ____ day of _____ ,
20~~2015~~.

Keizer Public Art Commission Policies and Criteria

The Keizer Public Art Commission shall meet with representatives of any proposed art project and forward the proposal to KPAC if selection criteria appear to be met. The KPAC meeting where the work(s) of art is to be considered shall be an open meeting and input may be provided by the public. KPAC shall weigh the proposal against the adopted approval criteria and vote to approve or reject the proposal.

If KPAC decides not to approve an art project proposal, the applicant may ask for specific feedback on ways to improve his or her proposal, resubmit the proposal, and ask for reconsideration by the Commission at a future meeting.

The Commission will use the process and criteria outlined herein, and any criteria adopted by City Council Resolution, on a case-by-case basis depending on the type of art being considered, and location of the proposed work of art (mural, community center art, sculpture etc.).

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2. The Keizer Public Arts Commission (KPAC) will review and evaluate the request at a regularly scheduled meeting.
3. If the display is approved, KPAC will inform the artist(s) that the art must be mount-ready for installation and when the art will be displayed.
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5. KPAC will also provide the legal department with the beginning and termination date for the display (minimum of 30 days to a maximum of 90 consecutive calendar days).

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7. Following KPAC's approval, staff will make arrangements for the installation and removal of the public art by city staff with the art representative present.
8. The art must be appropriate for the Community Center Gallery which is public space. Since the art is on property owned by the City, the City may reasonably prohibit certain material. The art cannot include objectionable material such as nudes or derogatory or defamatory content.
9. The valuation of each piece and total value of the exhibition cannot exceed the values as set by Keizer City Council Resolution.
10. The executed contract must be received prior to the receipt and installation of the property by the City.
11. It is the responsibility of the artist(s) to prepare title cards (approx. 3"x5") which list the title of the piece, the media, the artist's name (if the display is multiple artists), the sale price—or a statement that the piece is not for sale, and contact information of the artist if the piece is for sale. The cards must be of neutral grey, white or buff. The City will provide sticky gum for the affixing of the cards to the wall.
12. The pieces must be in good condition, suitable for display, and ready to hang from the display system in use at the Community Center.
13. The quantity of the pieces should be suitable for the space and a drawing of the display areas is available if necessary. Larger pieces will necessitate a fewer number of total pieces. The City generally is able to accommodate approximately 60 pieces of artwork which are approximately 18"x24" (this is a general approximation--depending on framing, orientation etc.)
14. The physical hanging of the art will be by City staff, but must be organized and ordered by the artist or their representative, and they must be present and able to assist the staff as the work is being installed.
15. The artist/representative is highly encouraged to meet with staff prior to the display installation to coordinate, review and plan the details of the installation.

The criteria that KPAC will use to evaluate pieces to display Public Art at the Keizer Community Center Gallery is as follows:

1. The Commissioners have the sole discretion to evaluate the art proposed for public display and will accept the pieces for display based on artistic merit, quality of work, and subject matter.

2. The evaluation will be based on the intent of creating a venue for public display of art for education, edification, and enjoyment of the citizens of the City of Keizer.

B. PUBLIC MURALS

The process to display a Public Mural in the City of Keizer is as follows:

1. The property owner or artist, or other individual submits a request to KPAC with the concept for a mural with such detail to allow KPAC the ability to evaluate the concept according to the approval criteria established herein. This would include sketches and enough description about the materials used, the space where the piece would be created, and any other details that allow a decision to be made.
2. The request must contain any proposed temporary signage associated with the project prior to the mural being installed. Such temporary signage is considered part of the mural as a public purpose announcement and
3. Person(s) applying to paint a public mural will agree to standardized city signage relating to the title, artist information, and/or dedication information that is to be installed following completion of the mural installation. This information shall be appropriately sized and shall be part of the mural and therefore not counted as part of the sign area.
4. KPAC or City staff will verify that the property owner is willing to have a mural on the property.
5. KPAC will review and evaluate the request at a regularly scheduled meeting.
6. If KPAC determines in its sole discretion that such concept is approved, KPAC will provide the legal department with a representative drawing or photo of the mural and the location proposed for the mural.
7. An Art Easement between the City and the property owner will be created by the legal department.
8. The legal department will have the Art Easement signed by the property owner and will place it before the Keizer City Council for authorization to enter into the Easement.
9. If authorized by the Keizer City Council, the Art Easement will be signed by the City representatives and recorded against the title of the property.

10. The Art Easement must be fully signed and recorded against the title of the property before work on the property will commence.
11. At the same time that the Art Easement is being prepared and signed, KPAC will make approve the funding plan, supplies, artists, etc. in preparation of placement of the Public Mural at the property.
12. The valuation of the Public Mural cannot exceed the value set by the Keizer City Council by Resolution.
13. Following completion of the project, KPAC notifies the City Recorder of the value of the mural.

The criteria that KPAC will use to evaluate Public Murals in the City of Keizer is as follows:

1. Artistic quality: The strength of the artist's concept and demonstrated craftsmanship must be of a manner suitable for public display;
2. Context: The Work must enhance the architectural, geographical, socio-cultural and historical context of its location and be of suitable subject matter for its context;
3. Media: The choice of media (paint, collage, relief, etc.) shall be suitable for the manner and place of its display;
4. Scale: The work must be appropriate in scale to the surrounding neighborhood or display area;
5. Feasibility: The work's budget, timeline, etc. must be accomplished without undue disruption to the public;
6. Originality: The uniqueness and originality of the work is encouraged and shall be considered;
7. Structural and surface soundness: The work must be durable and resistant to vandalism and weather if displayed outdoors;
8. Property owner's agreement: For murals, the property owner must be willing to execute an easement granted to the City;
9. Property owner's maintenance: It is desirable that the property owner will agree to allow and support maintenance of the mural over the life of the mural;
10. Public Safety: The mural must meet City codes for safety and will not create any undue distraction or hazard.

C. OTHER PUBLIC ART (such as but not limited to: sculpture, landscape, traffic control boxes and hard surface)

The process to display Other Public Art (other than Public Murals or interior Art placed at the Keizer Community Center Gallery) is as follows:

1. A KPAC Commissioner, property owner, artist, Keizer Art Association, or other individual may submit a proposal to KPAC to consider an art piece(s).
2. The proposal must contain enough information, such as the proposed location, materials, and approvals needed in order for KPAC to make a decision.
3. KPAC evaluates the proposal to determine the feasibility of the project.
4. KPAC will review and evaluate the proposal at regularly scheduled meetings.
5. If KPAC determines the proposal is approved, KPAC staff will determine the appropriate legal documents that will be required with the assistance of the legal department.
6. KPAC reviews and approves the funding plan or arranges for necessary funding.
7. The legal department will prepare the legal documents, obtain Council approval, if required, and obtain the appropriate signatures.
8. KPAC staff/City staff installs art pads, if necessary.
9. KPAC facilitates installation of art following documents being fully signed and art pads being installed.
10. City Recorder adds value of art to insurance policy.

The criteria that KPAC will use to evaluate Other Public Art in the City of Keizer is as follows:

1. Artistic quality: The strength of the artist's concept and demonstrated craftsmanship must be of a manner suitable for public display;
2. Context: The Work must enhance the architectural, geographical, socio-cultural and historical context of its location and be of suitable subject matter for its context;
3. Media/Material: The choice of media/material (paint, metal, wood, concrete, etc.) shall be suitable for the manner and place of its display;
4. Scale: The work must be appropriate in scale to the surrounding neighborhood or display area;

5. Feasibility: The work's budget, timeline, etc. must be accomplished without undue disruption to the public;
6. Originality: The uniqueness and originality of the work is encouraged and shall be considered;
7. Structural and surface soundness: The work must be certified by the artist that the work is durable and resistant to vandalism and weather;
8. Public Safety: The mural must meet City codes for safety and will not create any undue distraction or hazard or visual impediment for pedestrians or drivers.

Adopted by Keizer Public Arts Commission on this ____ day of _____, 2020.