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A BILL  
FOR

ORDINANCE NO.  
2023- 868

AN ORDINANCE

REGULATING PARADES, SPECIAL EVENTS, AND  
TEMPORARY CLOSURE OF STREETS FOR BLOCK  
PARTIES; **REPEAL OF ORDINANCE NO. 90-178 AND  
ORDINANCE NO. 2000-419**

WHEREAS, the City of Keizer oversees City streets and traffic safety within the  
City limits of Keizer;

WHEREAS, the City of Keizer receives requests from individuals and  
organizations to temporarily close or use the streets along certain limited portions within  
the City for purposes of social and community parades or processions, special events,  
and block parties;

NOW THEREFORE, The City of Keizer ordains as follows:

Section 1. DEFINITIONS. For purposes of this Ordinance, the following  
mean:

- (1) Affected Area. For purpose of Long Term Events, the Affected Area shall  
be determined by the City Manager. Generally, the Affected Area shall be the  
contiguous neighborhood in which the Long Term Event takes place. It  
generally will be bounded on each side by a natural feature or an arterial or  
collector street.

- 1           (2)   Applicant. An individual or organization applying to the City for  
2                   permission to temporarily close or use certain limited portions of various  
3                   streets or public property.
- 4           (3)   Block Party. An activity conducted within an area not exceeding one city  
5                   block or one intersection, which is sponsored solely by the owners, residents  
6                   or tenants in the area, or their organization and is not for commercial  
7                   advertising purposes or profit.
- 8           (4)   City Manager. The Keizer City Manager or their designee.
- 9           (5)   Long Term Event. A Special Event that may be disruptive to neighboring  
10                   properties for more than one (1) day.
- 11          (6)   Parade. A procession or assembly of persons, animals, or vehicles or  
12                   combination thereof using the street or public right-of-way and consisting of  
13                   ten (10) or more persons or three (3) or more vehicles, with the exception of  
14                   funeral processions.
- 15          (7)   Permit. The document issued by the City of Keizer giving the Applicant  
16                   permission to hold the parade, special event, or block party under the rules,  
17                   regulations, and requirements of this Ordinance.
- 18          (8)   Public Property. Property owned by or under the control of the City of  
19                   Keizer, or private property and premises opened to the public as defined in  
20                   ORS 801.400.
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1           (9)    Special Event. The temporary use of public property including street  
2                    closures for the purpose of conducting short term events including, but not  
3                    limited to art shows, music concerts, amusement attractions, fund-raising  
4                    events, and sporting events.

5           (10) Street. Public right-of-way or any access roads or private roads open to  
6                    the general public for use of motor vehicles, regardless of whether the  
7                    premises are publicly or privately owned or controlled.

8           Section 2.    PURPOSE. This Ordinance is enacted pursuant to the authority  
9                    over matters of local concern granted to the City of Keizer to ensure the public safety of  
10                   the citizens. This Ordinance shall not apply to City parks, which are governed by Park  
11                   Regulations and a separate reservation system.

12           Section 3.    PERMIT REQUIRED. No person or persons shall obstruct, close  
13                    or make use of a street, sidewalk, or public property for a parade, special event, or block  
14                    party which would limit the unobstructed use of such by the general public, without first  
15                    obtaining a permit from the City of Keizer. No person shall produce, direct, conduct,  
16                    manage, or assemble any parade, special event, or block party without first obtaining a  
17                    permit from the City of Keizer. Violations of this section are infractions and the  
18                    responsible parties may be cited under the Keizer Civil Infraction Ordinance.

19           Section 4.    PERMIT APPLICATION. Written application for each permit  
20                    shall be made to the City Manager upon a form provided by the City no less than  
21                    seventy-five (75) days prior to the parade, special event, or block party. This time may

1 be waived by the City Manager in their sole discretion. Each application shall include  
2 the following information:

3 (1) The name, address, and phone number of the person or organization  
4 responsible for the proposed special event, parade, or block party.

5 (2) The date and times of the proposed special event, parade, or block party.

6 (3) The proposed starting and ending times.

7 (4) A map showing the desired route or location, including assembly and  
8 disassembly points of the event, locations of activities, the proposed  
9 signing/traffic control plan, and the specific location of streets to be closed.

10 (5) The number of persons, vehicles and animals that will be participating in  
11 the special event, parade, or block party.

12 (6) The purpose of the parade, special event, or block party.

13 (7) Whether or not charity, gratuity, or offerings will be solicited or accepted,  
14 or sales of food, beverages, or other merchandise will occur;

15 (8) Whether any sound amplification equipment is proposed to be used, and if  
16 so, information describing such sound amplification equipment;

17 (9) Whether parking is requested to be restricted or prohibited during the  
18 parade, special event, or block party;

19 (10) A certificate of insurance and additional insured endorsement showing  
20 evidence of liability insurance with limits no less than \$2,000,000 combined  
21 single limit for coverage of bodily injury and property damage and naming

1 the City of Keizer, its officers, agents, and employees as an additional  
2 insured, unless the City Attorney recommends a different amount due to the  
3 nature or size of the parade, special event, or block party.

4 (11) The signature of the person responsible for the proposed special event,  
5 parade, or block party.

6 (12) The City Manager may require additional information.

7 Section 5. APPLICATION FEE. A non-refundable permit fee of \$50.00 shall  
8 accompany all applications for a parade, special event or block party. The application  
9 fee shall automatically be adjusted every three years using the Portland Consumer Price  
10 Index for Wage Earners beginning July 1, 2026.

11 Section 6. PERSONNEL COSTS. As determined by the City Manager, City  
12 personnel may be required to perform duties for the parade, special event, or block party.  
13 Unless waived by the City Council, Applicant shall pay to the City an amount equal to  
14 the employee's compensation, including benefits for each City personnel who are  
15 required by the City to work overtime hours, or other than regular shift to perform duties  
16 during or as a result of such parade, special event, or block party. Applicant shall pay  
17 the estimated amount no later than twenty (20) days prior to the parade, special event, or  
18 block party. Within thirty (30) days after the event, the City shall refund any  
19 overpayment, or invoice the Applicant for any additional amounts due. In such case,  
20 Applicant shall pay the amount due within thirty (30) days.

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1 Section 7. LONG TERM EVENTS. In addition to other requirements of this  
2 Ordinance, for Long Term Events, the following process shall be used:

3 1. If any part of the Long Term Event is within the boundaries of an active  
4 homeowners' association, the application shall include written approval from  
5 the homeowners' association Board.

6 2. Prior to conducting public engagement as set forth below, the Applicant  
7 shall submit a map clearly setting forth the proposed Affected Area. The City  
8 Manager shall approve or modify the Affected Area within ten (10) days of  
9 submittal.

10 3. Prior to submitting the application, the Applicant shall conduct public  
11 engagement to garner responses from residents/businesses/neighborhood  
12 associations in the Affected Area. At a minimum, the Applicant shall place  
13 signs at each location of entry to the Affected Area. Such signs shall provide  
14 information about the Long Term Event and encourage feedback from the  
15 Affected Area residents and businesses. The Applicant shall also actively  
16 solicit input from residents and businesses by means of social media or other  
17 methods. The application shall show the details of the public engagement  
18 with the residents/businesses/neighborhood associations in the Affected Area.

19 4. The Applicant shall provide evidence that at least fifty percent (50%) of  
20 the responses received were in favor of the application.  
21

1           5.     If the Long Term Event is an annual event and no change in the Affected  
2                   Area or the type/size of the event is requested, the permit is still required, but  
3                   the steps set forth in subsections (1), (2), (3), and (4) are not required.

4           Section 8.    PERMIT APPROVAL. Within forty-five (45) days of receipt of an  
5   application, the permit shall be granted if the City Manager, upon review of the  
6   application, determines that:

7           (1)    The parade, special event, or block party can be conducted without  
8                   endangering public safety and the Applicant has submitted all required  
9                   information;

10          (2)    The parade, special event, or block party can be conducted without  
11                   seriously inconveniencing the general public or residents or businesses in the  
12                   adjacent areas;

13          (3)    There is sufficient public safety personnel available, if the City Manager  
14                   determines it is necessary to monitor or direct participants, observers and the  
15                   general public, to facilitate the safe and orderly conduct of the parade, special  
16                   event, or block party;

17          (4)    There is adequate insurance coverage for the parade, special event, or  
18                   block party, or the City Manager determines that the nature of the activity  
19                   carries minimal or no risk to the City of Keizer.

20   The City Manager may impose reasonable conditions and/or restrictions as part of the  
21   approval.

1 Section 9. PERMIT DENIAL. Within forty-five (45) days of receipt of an  
2 application, if the City Manager determines that the parade, special event, or block party  
3 cannot meet the requirements listed in Section 7 and Section 8, the City Manager may:

- 4 (1) Propose an alternate route/location for the parade, special event or block  
5 party; or  
6 (2) Propose an alternate date; or  
7 (3) Deny the permit in its entirety.

8 The City Manager may also grant the permit and impose reasonable conditions to assure  
9 that the parade, special event or block party meets the requirements of Section 7 and  
10 Section 8.

11 Section 10. APPEAL OF CITY MANAGER DECISION. A decision made by  
12 the City Manager pursuant to Section 9 may be appealed by the Applicant to the City  
13 Council. The appeal shall be filed in writing with the City Recorder and physically  
14 received within seven (7) days of the date of the denial. The City Council shall consider  
15 the appeal at a public hearing within fourteen (14) days of the date of the appeal. The  
16 decision of the City Council shall be final.

17 Section 11. REVOCAION OF PERMIT. The City Manager or Chief of  
18 Police may revoke a permit at any time by reason of emergency, disaster, calamity,  
19 disorder, riot, extreme traffic conditions, violation of any permit conditions, undue  
20 burden on public service, or if circumstances reasonably show that the parade, special  
21 event, or block party can no longer be conducted consistent with public safety.



1 Section 12. BARRICADES/CONES. As determined by the City Manager,  
2 barricades, cones or other devices may be required during the parade, special event, or  
3 block party. City staff shall be responsible for placing, maintaining and removal of any  
4 devices deemed necessary by the City Manager during the parade, special event, or  
5 block party. Applicant shall pay to the City the actual costs for use of the devices.  
6 Applicant shall pay such amount no later than twenty (20) days prior to the parade,  
7 special event, or block party based on the estimate number of devices. If additional  
8 devices are used, Applicant shall pay the additional amounts within thirty (30) days  
9 following the event.

10 Section 13. SIGNAGE. Signage for the parade, special event, or block party  
11 must comply with the current Keizer Sign Regulations, unless allowed under Council  
12 Resolution pursuant to Keizer Development Code Section 2.203.04(E).

13 Section 14. AMPLIFICATION. Applicant shall be responsible for the  
14 monitoring of sound during the parade, special event, or block party. Applicant must  
15 comply with all applicable regulations and laws, including, but not limited to the  
16 requirements of the Keizer Noise Ordinance.

17 Section 15. INTERFERENCE WITH PARADE, SPECIAL EVENT, OR  
18 BLOCK PARTY PROHIBITED. It is unlawful for any person to interfere with a  
19 parade, special event or block party permitted under this Ordinance or to participate in a  
20 parade, special event or block party without the permission of the permit holder. In  
21 addition, the following acts, among others, are prohibited by this Section:

- 1 (1) Blocking, obstructing or impeding the passage of participants, vehicles or  
2 animals in the parade, special event, or block party; or
- 3 (2) Walking or running, driving a vehicle, riding a bicycle or skateboard  
4 through, between, with or among participants, vehicles, or animals in the  
5 parade, special event, or block party; or
- 6 (3) Dropping, throwing, rolling or flying any object toward, among or  
7 between the observers, participants, vehicles or animals in the parade, special  
8 event, or block party; or
- 9 (4) Throwing, squirting, dumping or dropping any liquid or gaseous substance  
10 on, toward, among or between participants, vehicles or animals in the parade,  
11 special event, or block party; or
- 12 (5) Grabbing at, taking hold of, hitting, pulling or pushing any participant,  
13 vehicle or animal in the parade, special event, or block party or anything in  
14 the possession of any participant in the parade, special event, or block party.

15 Section 16. REMEDIES. Violations of this Ordinance are infractions, and the  
16 responsible parties may be cited under the Keizer Civil Infraction Ordinance. In  
17 addition, as a nuisance, the nuisance may be abated under the Keizer Nuisance  
18 Abatement Procedure Ordinance. These procedures and/or remedies shall not prohibit in  
19 any way any alternative remedies set out in city ordinances or state statutes. The  
20 remedies set forth herein are not exclusive, but are in addition to any and all common  
21 law and statutory remedies for the abatement of nuisances.

1 Section 17. SAVINGS CLAUSE. Should any section or portion of this  
2 Ordinance be held unlawful or unenforceable by any court of competent jurisdiction,  
3 such decision shall apply only to the specific section, or portion thereof, directly  
4 specified in the decision. All other sections and portions of this Ordinance shall remain  
5 in full force and effect.

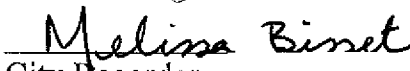
6 Section 18. REPEAL OF ORDINANCE NO. 90-178 AND ORDINANCE NO.  
7 2000-419. Ordinance No. 90-178 (An Ordinance for the Temporary Closure of Street  
8 for Block Party) and Ordinance No. 2000-419 (Regulating Parades or Special Events)  
9 are hereby repealed in their entireties.

10 Section 19. EFFECTIVE DATE. This Ordinance shall take effect thirty (30)  
11 days after its passage.

12 PASSED this 18th day of September, 2023.

13  
14 SIGNED this 18th day of September, 2023.

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17 Mayor

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20 City Recorder