



City Council Meeting
July 7, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Agenda

- I. Call to Order—Christie Knutson, Mayor**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Adjustments to the Agenda
- II. Public Hearing**
 - A. Planning Commission File No. 25-W003 Plan Amendment/Zone Change
 - 1. Read and Follow Public Hearing Script for Land Use Action—*Mayor Knutson*
- III. Consent Agenda**
 - A. Approval of Council Minutes for June 16, 2025
- IV. Comments from the Audience—***anyone wishing to discuss items not covered on this agenda is welcome to address the City Council as a whole. Please state your name and address for the record. Each speaker will be given a maximum of 3 minutes. Speakers may not defame, intimidate, or use profanity or personal affronts. The Council reserves the right to delay action until they have full information on the issue.*
- V. Reports: Boards, Commissions, Committees and Schools**
- VI. Department Reports**
 - A. Planning—*Landon Stevens, City Planner*
 - B. Administration—*Thomas McIntosh, City Manager*
- VII. Old Business**
- VIII. New Business**
 - A. New Business Licenses
 - 1. Thunder Cup—*Brenda Noah, Owner*
 - 2. Seven's Barber Shop—*Mickey & Sarah Morales, Owners*
 - 3. Fulcrum Contracting, LLC—*Joseph Mansanti, Owner*
 - B. Set Council Workshop Dates, *if necessitated*
 - C. Resolution No. 25-1194 Sewer Certified
 - 1. Read by Title Only—*Cindy Sarti, Recorder*
 - 2. Staff Report—*Thomas McIntosh*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action
 - D. Ordinance No. 25-722 Adopting RV Parks Code
 - 1. Read by Title Only, 1st Reading—*Cindy Sarti*
 - 2. Staff Report—*Thomas McIntosh*

3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- E. Ordinance No. 25-723 Plan Amendment/Zone Change Planning File No. 25-W003
1. Read by Title Only, 1st Reading—*Cindy Sarti*
 2. Staff Report—*Landon Stevens, City Planner*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- IX. Upcoming Agenda Items**
- X. Non-Agenda Items from Council**
- XI. Good of the Order**
- A. Check Copies
 - B. Claims in Excess of \$500
- XII. Announcements**
- Park Board July 7th at 4; City Hall
 - Economic Development July 9th at noon; City Hall
 - Planning Commission July 9th at 7pm; City Hall
 - Riverbend Live! Fridays at 7 until August 1st; Riverbend Park Stage
 - Winston Summer Nite Cruise July 12th
 - Traffic & Public Safety Committee July 14th at 7pm; Police Headquarters
- XIII. Executive Session—*Pursuant to ORS 192.660 (2)***
- XIV. Adjournment**

AMERICANS WITH DISABILITIES NOTICE

As part of public policy, the City of Winston will attempt to provide public accessibility to services, programs, and activities. If accommodation is needed to participate in this meeting, please contact Winston City Hall at 541-679-6739, at least 48 hours prior to the scheduled meeting time.



ORDINANCE NO. 25-723

AN ORDINANCE OF THE CITY OF WINSTON OREGON CITY COUNCIL AMENDING THE COMPREHENSIVE PLAN MAP FROM RESIDENTIAL 4.5 DU/ACRE TO RESIDENTIAL 7 DU/ACRE AND THE ZONING MAP FROM RESIDENTIAL LOW-DENSITY A (RLA) TO RESIDENTIAL MEDIUM DENSITY (RM) FOR PROPERTY IDENTIFIED AS TAX LOT NO. 7300, ASSESSORS MAP NO. 28-06-21AD.

WHEREAS the Winston Planning Commission held a public hearing on June 29, 2025, on the requested Comprehensive Plan Map and Zoning Map amendment; and,

WHEREAS the Planning Commission on May 29, 2025, adopted relevant Findings of Fact and forwarded a favorable recommendation to the City Council to adopt the requested Comprehensive Plan Map and Zoning Map amendment; and,

WHEREAS the City Council held a public hearing on July 7, 2025, and heard relevant testimony on the subject Comprehensive Plan Map and Zoning Map amendments. The City Council accepted the recommendation of the Planning Commission and did not make any additional revisions to the proposed amendment.

NOW, THEREFORE, THE CITY OF WINSTON, OREGON, CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. FINDINGS OF FACT

1. DLCD Notice of Proposed Amendment was electronically submitted to the Department of Land Conservation and Development on April 21, 2025, which was at least 35 days prior to the first evidentiary public hearing on May 29, 2025.
2. Former Plan Designation: **Residential 4.5 DU/Acre.**
New Plan Designation: **Residential 7 DU/Acre.**
3. Former Zone Designation: **Residential Low-Density A (RLA)**
New Zone Designation: **Residential Medium Density (RM)**
4. The City Council hereby adopts the attached Findings of Fact contained within the staff report dated June 26, 2025 (Exhibit "A"), and by this reference made part of this ordinance.
5. A map of the property subject to the Comprehensive Plan Map Amendment and Zoning Map Amendment is attached as Attachment "A", and by this reference made part of this ordinance.

SECTION 2.

AMENDING COMPREHENSIVE PLAN MAP AND ZONING MAP.

The city of Winston Comprehensive Plan Land Use Map and City of Winston Zoning Map are hereby amended to designate the following property as Residential 7 DU/Acre (Plan Map) and (RM) Residential Medium Density (Zoning Map): Tax Lot 7300 in Section 21AD, Township 28S, Range 06W, Property I.D. No. R53764, and more particularly legally described in Statutory Warranty Deed Order Number 7391-3164095. See Attachment "B".

SECTION 3.

EFFECT OF AMENDMENT

Ordinance Nos. 588 (Comprehensive Plan) and 590 (Zoning Ordinance) as heretofore and herein amended shall remain in full force and effect.

SECTION 4.

This Ordinance becomes effective on the thirtieth day following its adoption.

FIRST READING BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 7TH DAY OF JULY 2025.

DRAFT



201 NW Douglas Blvd • Winston, OR 97496 • 541.679.6739 • Fax 541.679.0794

May 20, 2025

STAFF REPORT

TO: WINSTON PLANNING COMMISSION

FROM: WINSTON PLANNING DEPARTMENT

RE: Mark Garrett: A request for a Comprehensive Plan Amendment from 4.5 Units/AC to 2 Units/9,000sqft, and a Zone Change from Residential Low-Density A (RLA) to Residential Medium Density (RM). The subject property is described as Tax Lot 7300 in Section 21AD Township 28S, Range 6W, W.M., Property I.D. No R53764. The property is a flag lot with direct frontage onto SE Darrell Avenue and inside the City Limits of Winston. **Planning Department File No. 25-W003.**

STAFF EXHIBITS:

1. Notice of Public Hearing
2. DLCD Notice of Proposed Amendment
3. Property Owners within 150 Feet
4. Staff Report
5. Comprehensive Plan & Zone Change application
6. Vicinity Map
7. Assessor Maps

INTRODUCTION:

The applicant, Mark Garrett, is requesting a Comprehensive Plan Map and Zoning Map Amendment to change the Comprehensive Plan of a 0.25-acre parcel from 4.5 Units/Acre to 2 Units/9,000sqft and the zoning from Residential Low Density A (RLA) to Residential Medium Density (RM). The subject property is located on SE Darrell Avenue within the City of Winston. The property is described as Tax Lot 7300 in Section 21AD, T28S, R06W, W.M.; Property ID No. R53764.

As part of the public hearing, the Planning Commission will review the applicant's request for a Comprehensive Plan Map and Zoning Map Amendment for compliance with the Statewide Planning Goals and the general goals and policies of the Winston Comprehensive Plan and the applicable criteria of the Winston Municipal Code.

An amendment to the Winston Comprehensive Plan Map and Zoning Map is subject to review by both the Winston Planning Commission and City Council. Should the Council agree with the Planning Commission's recommendation and findings of fact, the Council shall by ordinance effect such change of the Plan Map and Zoning Map designations.

The surrounding properties to the north, east, and south are all zoned RLA, similar to the subject property. The property to the west is zoned Residential High Density. The reason for the proposed amendments is to acknowledge the use of a duplex structure on the property which is not currently permitted within the RLA zone.

The Planning Commission will accept public testimony and make a decision on the application after the public hearing. As part of the hearing, the Planning Commission will review the applicant's request for compliance with the Statewide Planning Goals and the general goals and policies of the Winston Comprehensive Plan and the applicable criteria of 154.032 (RM), and 154.184 of the Winston Municipal Code. After reaching their decision, the Planning Commission will forward their recommendation on the application to City Council.

FINDINGS OF FACT

1. The Comprehensive Plan Map and Zoning Map Amendments application was filed with the City on March 27, 2025, and were deemed complete on April 14, 2025.
2. DLCD Notice of Proposed Amendment was uploaded to the online portal for the Department of Land Conservation and Development on April 21, 2025, which was at least 35 days prior to the first evidentiary public hearing on May 29, 2025.
3. Pursuant to Section 154.144 WMC, notice of the public hearing was given by publication in the News Review.

4. Notice of a Public Hearing on an application for the Comprehensive Plan Map and Zoning Map Amendment before the Planning Commission was given in accordance with Section 154.180 WMC. Notice was sent to affected property owners of record within 150 feet of the subject property, service providers, and governmental agencies on April 30, 2025.
 - a. At the time of the mailing of this staff report, one written comment has been received. The comment is from the Winston Dillard Water District:

“The Water District will have no requirements for the proposed dwelling unit adjustment and the zone change. However, it is the property owner’s responsibility to configure the size of the water meter for the increase in dwelling units. The owner will be subject to all applicable fees if they wish to increase the water meter size.” Email dated May 8, 2025.
5. The subject property has a current connection to the Winston Dillard Water District where the driveway terminates at SE Darrell Ave; no new service connections are proposed with this request.
6. The subject property has access to the City of Winston sewer system where the driveway terminates at SE Darrell Ave; no new service connections are proposed with this request.
7. The Public Facilities Plan identifies SE Darrell Ave as a Residential Street. SE Darrell Ave abuts the subject property at the easternmost portion of the property.
8. Transportation Connectivity: The subject parcel is in a developed neighborhood. SE Darrell Drive is an existing public right-of-way that is not constructed to full public road standards at the location of the property. SE Darrell Ave currently has a right-of-way width of 50 feet and is paved with a variable top surface but has no curbs or sidewalks.
9. Pedestrian & Bicycle Access: SE Darrell Ave is not designated Pedestrian or Bicycle Access under the Comprehensive Plan.
10. Present Situation: The subject property is currently developed with a duplex. The current zoning designation (RLA) does not allow for the use of a duplex. No new development or construction is proposed with this request, though future development would require separate review processes.
11. Plan Designation: The current Plan Designation is 4.5 Units/Acre. The applicant is requesting a change to 2 Units/9,000sqft.
12. Zone Designation: The current zoning is Residential Low-Density A (RLA). The applicant is requesting a change to the Residential Medium Density (RM).
13. Public Open Spaces: No proposed park, playground, school or other public use shown located in whole or in part in the subject property.
14. Overlay: The subject property does not include any applicable overlays.

STATEWIDE PLANNING GOALS

1. Goal 3 - Agricultural Lands: To preserve and maintain agricultural lands.
 - a. The subject parcel is located within the urban growth boundary and corporate limits and is currently designated for residential use. By zoning definition, the current zone includes some allowance for agricultural animals, however the size and configuration of this property does not meet the bulk and dimensional requirements to keep agricultural animals.
 - b. By definition, land within the acknowledged urban growth boundary is **not** agricultural land. No designated productive or commercial agricultural lands are affected by this proposal.
2. Goal 4 - Forest Lands: To conserve forest lands for forest uses.
 - a. The subject parcel is located within the urban growth boundary, is currently designated for residential development (and currently developed with a duplex dwelling), and is adjacent to other residential zones. The subject property is not of significant size nor relevant location to affect forest lands.
 - b. By definition, land within the acknowledged urban growth boundary is **not** forest land. No designated productive or commercial forest lands are affected by this proposal.
3. Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: To conserve open space and protect natural and scenic resources.
 - a. The subject property is not in an area designated for any of the above goals, including historic or other open space areas. The property is 0.25 acres and is currently zoned for typical residential development. Additionally, the property is currently developed, and any future development efforts would be required to be reviewed with the standard review procedures. This proposal has no significant impact on any of the items of issue in Goal 5.
 - b. No new development is proposed with this request. The subject property is not identified or designated in the Comprehensive Plan policies as a property with affected Goal 5 resources needing protection, including any designated mineral or aggregate resources, known energy sources or significant natural areas. This property also does not contain any outstanding scenic views, designated historic areas or sites, and is not located within a designated cultural area.
4. Goal 6 - Air, Water and Land Resource Quality: To maintain and improve the quality of the air, water and land resources of the state.
 - a. The proposed Comprehensive Plan Amendment and Zone Change on the subject 0.25-acre property will not affect the quality of air, water and land resources of the area. The property is currently designated for residential development, and the request is to achieve a zoning designation with slightly higher density. No new structural development or significant changes in residential use are proposed with this request.

5. Goal 7 - Areas Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.
 - a. The property is currently developed with a duplex building (2 units within 1 structure) and is not in an area of any known hazards. It is not located in a flood hazard zone, and there is no structural development proposed with this application. Any future work will need to comply with the City of Winston Municipal Code Requirements related to hazards and development.
6. Goal 8 - Recreational Needs: To satisfy the recreational needs of the citizens of the State and visitors and, where appropriate, to provide for the siting of necessary recreation on facilities including destination resorts.
 - a. As previously mentioned, the subject property is currently developed with a duplex building and there is no current plan to further develop the property. The property is zoned for single family residential development, and the proposed zone will continue to allow for similar uses with the addition of slightly higher densities. As it relates to recreational needs, this site is located approximately 0.5 miles from Winston Community Park.
 - b. This proposal will not impact or alter the plan policies identified for recreation facilities needed to serve the recreation needs of the residents of the City of Winston.
7. Goal 9 - Economic Development: To provide adequate opportunities throughout the State for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.
 - a. There are no industrially designated lands involved in the proposed plan amendment. The proposed amendment involves converting from residential use to slightly higher density residential use. The size and location of the subject property will limit the future type of residential uses that may be developed onsite.
 - b. The proposed change is meant to acknowledge an existing residential use that is taking place and was established at such a time where that use was not permitted within the current zone.
8. Goal 10 - Housing: To provide for the housing needs of citizens of the State.

The applicant states that “The primary purpose of Goal 10, within the context of amending the Comprehensive Plan, is to ensure that sufficient buildable land is available to allow for the full range of housing needs within the urban area and to avoid creating shortages of residential land which could artificially restrict market choices in housing type, price range or location. The subject property currently has a plan designation of RLA 4.5 DU/AC and is zoned RLA. It is located in an area with a wide range of low density, medium density and high density uses. Applicant’s ownership contains an existing residential duplex and there are no other structures on the site. The duplex is not a permitted use in the RLA zone and the applicant desires to remedy the non-conforming use status of the duplex by applying the RM (2 units/9,000 sqft) plan and the RM zone.”

- a. Rezoning of the subject property would bring into the compliance the current situation of the property, which is a duplex dwelling. Based on the requirements of the current RLA zone and the requirements of the proposed RM zone, this property would not qualify for additional housing units beyond what is currently in place. Therefore, this amendment would not impact Goal 10.

9. Goal 11 - Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

The subject property is located within the Winston city limits and the Urban Growth Boundary and is serviced by both public water and sewer services (Winston-Dillard Water District and the City of Winston). Existing fire and police protection are also provided by the Central Douglas Fire & Rescue Department. The applicant states in the application *"Public facilities and services within the Winston urban area are provided by the City of Winston, Douglas County and several special districts. Policies concerning the coordination, timing and location of public facilities and services in the urban area are contained within the Public Facilities and Land Use Elements of the Comprehensive Plan. Specific measures intended to implement these policies are contained in various inter-governmental agreements, including the Winston/Douglas County Urban Growth Management Agreement."*

Based on the existing conditions of the property and the public services which are in place currently, the proposed amendment would not impact Goal 11.

10. Goal 12 - Transportation: To provide and encourage a safe, convenient and economic transportation system.

- a. The subject property has existing access onto SE Darrell Ave which has existing connectivity to several public road systems in the immediate area. No change in access is proposed.
- b. The proposed change will not adversely impact the City's area transportation system. The change in designation from Residential Low Density to Residential Medium Density is expected to have minimal impacts on the adjacent roadway. Travel lanes which serve the subject property are at least two residential streets removed from the state highway. All residential streets used to access the property are designated as Residential Streets. In the Winston Comprehensive Plan, it states *"Residential Street – the local street system comprises all facilities not on one of the higher system or local access ways. It serves primarily to provide direct access to abutting land and access to the City's collector and arterial street systems. Motor vehicle traffic should be relatively low at 1,000 or less motor vehicles per day."*
- c. The application states, *"Applicant's proposed plan amendment and zone change from RLA (4.5 DU/Ac) to RM (2 units/9,000sqft) for the site will facilitate the continued use of the existing residential duplex as a permitted use. There will be no additional residential development on the property as a result of Applicant's proposal. Therefore, no additional traffic will be generated on SE Darrell Avenue nor on the area road system. At present time, public roads in the area are adequate to accommodate the existing traffic. As mentioned, there will be no increase in traffic volumes as a consequence of the requested rezone of the property. No special traffic controls or other mitigation measures will be*

required due to the unchanged volume of traffic associated with the requested amendment.”

- d. The Oregon Institute of Engineers Transportation Manual dictates in the case a development would cause 300 additional average daily trips or more a traffic impact analysis should be required. The applicant has 0.25 acres or 10,890 square feet of total area. The purpose of the transition is to acknowledge an existing duplex building. A single-family dwelling typically adds 9.5 average daily trips and the existing units would contribute a total of 19 average daily trips during pm peak hours, which is under the 300 ADT threshold. Staff finds the existing circulation system to support the conversion from Residential Low Density to Residential Medium Density.

11. Goal 13 - Energy Conservation: To conserve energy.

- a. This proposal is consistent with energy conservation goals outlined in Goal 13. SE Darrell Ave is not a designated pedestrian way or an identified bicycle path. The proposed change will not impact energy conservation.

12. Goal 14 - Urbanization: To provide for an orderly and efficient transition from rural to urban land use.

- a. The property is located within the city limits and the Winston UGB. The property is surrounded by residential properties in all directions, including Residential Low Density A zoning and Residential High Density zoning. Although this property is not directly adjacent to the RM zone (which is the desired zone) pockets of RM zoning are commonly found in the immediate area. The proposed change will not affect the land use pattern.

COMPREHENSIVE PLAN FINDINGS AND POLICIES

1. Natural Features:

- a. The change in use from residential low density to residential medium density will not have an identifiable impact on natural features protected under the Comprehensive Plan. The property is not subject to sloping and is essentially flat. This proposal does not affect or alter any plan policies identified for open spaces, scenic and historic areas or natural resources in the City of Winston. This developed property does not have any identified Goal 5 resources, historic structures, floodplains, streambanks, aggregate resources, or fish and wildlife habitats.

2. Population:

- a. The average annual growth rate according to Portland State University population analysis is currently 1.3 percent for Winston, which illustrates approximately 76 people move into the City each year. The population of the City in 2015 was 5,851 and is projected to be 7,560 by the year 2035. The change in zoning from RLA to RM is consistent with the plan to get the City of Winston to the projected population shown for the year 2035.

- b. The essential development that is necessary to take place in the City in order to facilitate growth has not been consistent. Staff finds that any subsequent development that may take place in conjunction with the subject application would have a positive impact on population.

Figure 18. Douglas County and Smaller Sub-Areas—Forecast Population and AAGR

	2015	2035	2065	AAGR (2015-2035)	AAGR (2035-2065)	Share of County 2015	Share of County 2035	Share of County 2065
Douglas County	110,051	132,587	153,136	0.9%	0.5%	100.0%	100.0%	100.0%
Canyonville ¹	2,101	3,243	4,672	2.2%	1.2%	1.9%	2.4%	3.1%
Drain	1,346	1,510	1,686	0.6%	0.4%	1.2%	1.1%	1.1%
Elkton	207	293	420	1.7%	1.2%	0.2%	0.2%	0.3%
Glendale	981	1,106	1,324	0.6%	0.6%	0.9%	0.8%	0.9%
Myrtle Creek	7,614	9,469	13,032	1.1%	1.1%	6.9%	7.1%	8.5%
Oakland	1,108	1,221	1,250	0.5%	0.1%	1.0%	0.9%	0.8%
Reedsport	4,237	4,723	4,903	0.5%	0.1%	3.8%	3.6%	3.2%
Riddle	1,172	1,245	1,262	0.3%	0.0%	1.1%	0.9%	0.8%
Winston	5,851	7,560	11,095	1.3%	1.3%	5.3%	5.7%	7.2%
Yoncalla	1,088	1,130	1,131	0.2%	0.0%	1.0%	0.9%	0.7%
Larger UGBs ²	38,168	50,335	60,799	1.4%	0.6%	34.7%	38.0%	39.7%
Outside UGBs	46,177	50,752	51,563	0.5%	0.1%	42.0%	38.3%	33.7%

Source: Forecast by Population Research Center (PRC)

¹ For simplicity each UGB is referred to by its primary city's name.

² Larger UGBs are those with populations greater than 8,000 in forecast launch year

3. Housing:

The applicant states “The subject property is currently zoned RLA and is located in an area with a wide range of low density, medium density and high density uses. Applicant’s ownership contains an existing residential duplex and there are no other structures on the site. The duplex is not a permitted use in the RLA zone and the applicant desires to remedy the non-conforming use status of the duplex by applying the RM (2 units/9,000sqft) plan and the RM zone. The proposed amendment will neither increase nor decrease the amount of available residential lands with the City of Winston. The application for Plan Amendment and Zone Change will have no significant impact on the current inventory of land needed for residential development.

Rezoning the subject property will neither increase nor decrease the City’s ability to meet the overall housing needs for its urban area, but will allow applicant to enjoy the continued use of the existing residential duplex under a conforming use status.

- a. The interpretation from the applicant is correct. Based on current zoning regulations for both the RLA zone and the RM zone, this property is capped at the number of units allowable (2) with the existing duplex structure. The purpose of this amendment is to establish a non-compliant duplex structure as a conforming use.

4. Public Facilities and Services: The Public Facilities Plan identifies that new extensions of services should be carefully evaluated to determine its impact on the distribution system.

- a. The applicant states, “The subject property is located within city limits and the UGB of the City of Winston. There is a mix of single family, duplex and multi-family development in the surrounding area. Existing sewer and water facilities are available along SE Darrell Avenue. No extension of water or sewer services to the subject property facilitate its residential use is required. Existing fire and police protection are provided by Central Douglas Fire & Rescue and the City of Winston, respectively”.

- b. The applicant interpretation is correct with regard to public facilities and services. Because there is an established residential use in place, there are appropriate public services in effect such as fire and police protection, and water/sewer facilities.
- 5. Transportation System: The subject property is located on SE Darrell Ave and has direct road frontage therein.
 - a. Transportation Connectivity: The subject parcel is in a developed neighborhood. SE Darrell Ave is an existing public right-of-way that is not constructed to full public road standards. Connectivity is provided on the east side of the subject property by the existing public right-of-way for SE Darrell Ave, which is proportionally being improved to city standards in certain areas.
 - i. There is no structural development proposed in conjunction with the subjection application.
 - b. See Goal 12 – Transportation findings above. Staff finds the proposed change will have no detrimental impact to the existing transportation system and any future development will be required to be designed in a way that sufficiently address plans and policies located in the Winston Comprehensive Plan.
- 6. Pedestrian and Bicycle Transportation:
 - a. Pedestrian & Bicycle Access: SE Darrell Ave is not a designated pedestrian or bicycle Access under the Comprehensive Plan or Transportation System Plan.
- 7. Land Use and Urbanization:
 - a. The subject property is currently located inside City limits and the Urban Growth Boundary of Winston and therefore already has a state exemption for rural land. The current zoning designation is Residential Low Density – A and therefore is established in a residential capacity. The property requests a change to Residential Medium Zoning to alleviate land use not currently allowed within the existing RLA zone. This action is appropriate for the area and consistent with the statewide planning goals and the applicable City of Winston regulatory documents.

AMENDMENT STANDARDS

- 1. City of Winston Municipal Code:
 - a. Section 154.140, of the Municipal Code provides the applicable standards for a plan amendment and zone change. The proposed amendment and zone change is a change from Low Density Residential (4.5 Units/AC) to Residential Medium Density (2 Units/9,000sqft)

- b. Section 154.143 provides the following standards for plan amendment and/or zone change:
1. The City Manager or his designee shall prescribe forms for applications for quasi-judicial plan amendments which, when completed, shall be sufficient to describe the nature and effect of the proposed amendment.
 - The applicant states, *"Applicant is proposing an amendment to the Winston Urban Area Comprehensive Plan map designation from 'Residential Low-Density A 4.5 DU/AC' RLA to 'Residential Medium Density 2 units/9,000 sqft' RM on the property together with a concurrent zone change from 'Residential Low Density A (RLA)' to 'Residential Medium Density (RM)'. Approval of applicant's request will acknowledge the existing residential duplex on the subject property as a permitted use under the requested Plan designation and zone."*
 - 2.a. That the amendment complies with the Statewide Planning Goals...
 - See Statewide Planning Goals, Findings No. 1 through 12 outlined above.
 - 2.b. That the amendment complies with the applicable policies of the Comprehensive Plan.
 - See Comprehensive Plan Findings and Policies, Findings No. 1 through 8 outlined above.
 - 2.c. That there is a public need for a change of the kind in question.
 - The applicant states *"Rezoning the subject property will neither increase nor decrease the City's ability to meet the overall housing needs for its urban area, but will allow applicant to enjoy the continued use of the existing residential duplex under a conforming use status."*
 - 2.d. That such need will be best served by changing the Plan designation of the particular piece of property in question as compared with other available property.
 - As previously stated, the purpose of this change is to acknowledge an existing non-conforming duplex and to assign a plan designation and zone which allows for the use of a duplex. The requested RM zone is characteristic of the immediate area and would not impact the developability of this particular property for future design.
 3. *Applications for quasi-judicial plan amendments may be combined with an application, on the same property, for an administrative action...*
 - The applicant is not concurrently applying for an additional administrative action in conjunction with the subject application.

CONCLUSION

Based upon the findings outlined above, the proposed Comprehensive Plan Map Amendment from Residential 4.5 Units/AC to Residential 2 Units/9,000sqft and a Zone Map Change from Residential Low Density A (RLA) to Residential Medium Density (RM) on the 0.25 acre parcel located at 53 SE Darrell Ave within the City of Winston meets the required standards.

Planning staff recommends that the Planning Commission approve the requested application, as outlined in Alternative No. 1, and forward their decision and findings to the City Council.

The Planning Commission may adopt the findings of the staff report in support of their decision.

ALTERNATIVE No. 1:

The Planning Commission approves the requested Comprehensive Plan Map Amendment and Zone Change, based upon the findings of the staff report in support of their decision, which recognize the approval criteria can be met at this time, and forwards their recommendation and findings to the Winston City Council.

ALTERNATIVE No. 2

The Planning Commission approves the requested Comprehensive Plan Map Amendment and Zone Change, with additional conditions, based on Findings of Fact and/or testimony brought forward through the public hearing process which recognizes the approval criteria can be met at this time, and forward their decision and findings to the Winston City Council.

ALTERNATIVE No. 3

The Planning Commission denies the applicant's requested Comprehensive Plan Map Amendment and Zone Change as submitted, based on Findings of Fact and/or testimony brought forward through the public hearing process that conclude the permit criteria cannot be met, and forward their decision and findings to the Winston City Council.

SAMPLE MOTION:

"Move to adopt the staff report and accept Alternative No. 1 to APPROVE the requested Comprehensive Plan Map Amendment and Zone Change, as requested by the applicant for property located at 53 SE Darrell Ave, Planning Department File No. 25-W003 The City Council may adopt by reference the findings of the Planning Commission Staff Report dated May 20, 2025.



201 NW Douglas Blvd • Winston, OR 97496 • 541.679.6739 • Fax 541.679.0794

June 26, 2025

STAFF REPORT

TO: WINSTON CITY COUNCIL

FROM: WINSTON PLANNING DEPARTMENT

RE: Mark Garrett: A request for a Comprehensive Plan Amendment from 4.5 Units/Acre to 7 Units/Acre, and a Zone Change from Residential Low-Density A (RLA) to Residential Medium Density (RM). The subject property is described as Tax Lot 7300 in Section 21AD Township 28S, Range 6W, W.M., Property I.D. No R53764. The property is a flag lot with direct frontage onto SE Darrell Avenue and inside the City Limits of Winston. **Planning Department File No. 25-W003.**

INTRODUCTION:

The applicant, Mark Garrett, is requesting a Comprehensive Plan Map and Zoning Map Amendment to change the Comprehensive Plan of a 0.25-acre parcel from 4.5 Units/Acre to 7 Units/Acre and the zoning from Residential Low Density A (RLA) to Residential Medium Density (RM). The subject property is located on SE Darrell Avenue within the City of Winston. The property is described as Tax Lot 7300 in Section 21AD, T28S, R06W, W.M.; Property ID No. R53764.

As part of the public hearing, the City Council will review the applicant's request for a Comprehensive Plan Map and Zoning Map Amendment for compliance with the Statewide Planning Goals and the general goals and policies of the Winston Comprehensive Plan and the applicable criteria of the Winston Municipal Code.

An amendment to the Winston Comprehensive Plan Map and Zoning Map is subject to review by both the Winston Planning Commission and City Council. Should the Council agree with the Planning Commission's recommendation and findings of fact, the Council shall by ordinance effect such change of the Plan Map and Zoning Map designations.

FINDINGS OF FACT

1. The Comprehensive Plan Map and Zoning Map Amendments application was filed with the City on March 27, 2025, and were deemed complete on April 14, 2025.
2. DLCD Notice of Proposed Amendment was uploaded to the online portal for the Department of Land Conservation and Development on April 21, 2025, which was at least 35 days prior to the first evidentiary public hearing on May 29, 2025.
3. Pursuant to Section 154.144 WMC, notice of the public hearing was given by publication in the News Review.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map and Zoning Map Amendment before the Planning Commission was given in accordance with Section 154.180 WMC. Notice was sent to affected property owners of record within 150 feet of the subject property, service providers, and governmental agencies on April 30, 2025.
 - a. At the time of the mailing of this staff report, one written comment has been received. The comment is from the Winston Dillard Water District:

“The Water District will have no requirements for the proposed dwelling unit adjustment and the zone change. However, it is the property owner’s responsibility to configure the size of the water meter for the increase in dwelling units. The owner will be subject to all applicable fees if they wish to increase the water meter size.” Email dated May 8, 2025.
5. The subject property has a current connection to the Winston Dillard Water District where the driveway terminates at SE Darrell Ave; no new service connections are proposed with this request.
6. The subject property has access to the City of Winston sewer system where the driveway terminates at SE Darrell Ave; no new service connections are proposed with this request.
7. The Public Facilities Plan identifies SE Darrell Ave as a Residential Street. SE Darrell Ave abuts the subject property at the easternmost portion of the property.
8. Transportation Connectivity: The subject parcel is in a developed neighborhood. SE Darrell Drive is an existing public right-of-way that is not constructed to full public road standards at the location of the property. SE Darrell Ave currently has a right-of-way width of 50 feet and is paved with a variable top surface but has no curbs or sidewalks.
9. Pedestrian & Bicycle Access: SE Darrell Ave is not designated Pedestrian or Bicycle Access under the Comprehensive Plan.
10. Present Situation: The subject property is currently developed with a duplex. The current zoning designation (RLA) does not allow for the use of a duplex. No new development or construction is proposed with this request, though future development would require separate review processes.
11. Plan Designation: The current Plan Designation is 4.5 Units/Acre. The applicant is requesting a change to 7 Units/Acre.

12. Zone Designation: The current zoning is Residential Low-Density A (RLA). The applicant is requesting a change to the Residential Medium Density (RM).
13. Public Open Spaces: No proposed park, playground, school or other public use shown located in whole or in part in the subject property.
14. Overlay: The subject property does not include any applicable overlays.

APPLICABLE CRITERIA

The requested application is subject to conformance with the applicable Statewide Planning Goals and the applicable findings and policies of the Winston Comprehensive Plan and Winston Municipal Code. Based upon the applicable criteria, the following findings are made:

- FINDING: The Planning Commission finds the subject property is designated Residential 4.5 DU/Acre in the Winston Comprehensive Plan and zoned (RLA) Residential Low Density-A in the Winston Municipal Code.
- FINDING: The Planning Commission adopts by reference the findings of the Staff Report dated May 20, 2025.
- FINDING: The Planning Commission finds, based upon the staff report and the oral testimony provided, that the requested Comprehensive Plan Map amendment from Residential 4.5 Units/Acre to Residential 7 Units/Acre and Zone Map amendment from Residential Low-Density A (RLA) to Residential Medium Density (RM) is in substantial conformance with the applicable Statewide Planning Goals.
- FINDING: The Planning Commission finds the requested amendment is in substantial conformance with the applicable general goals and policies of the Winston Comprehensive Plan, including those related to Natural Features, Population, Economy, Housing, Public Facilities and Services, Transportation System, Pedestrian and Bicycle Transportation, and Land Use and Urbanization, and with the applicable criteria of Section 154.140-154.151 [Amendments] of the Winston Municipal Code.
- FINDING: The Planning Commission finds that the proposed Comprehensive Plan Map and Zoning Map amendment will not adversely impact the City's area transportation system. The change in plan designation from 4.5 Units/Acre to 7 Units/Acre will have no detrimental impact on existing transportation systems. The size, location and physical improvements of the subject property will limit the future type of multi-family uses that would be developed onsite.
- FINDING: The Planning Commission finds justification for the requested Comprehensive Plan Map amendment from 4.5 Units/Acre to 7 Units/Acre and Zone Map amendment from Residential Low Density A (RLA) to Residential Medium Density (RM) based on the existing residential development that is non-conforming on the property together with the ongoing housing shortage.

The City Council may adopt by reference the findings of the Planning Commission Staff Report dated May 20, 2025, in support of their decision.

CONCLUSION

Based upon the findings outlined above, the proposed Comprehensive Plan Map Amendment 4.5 Units/Acre to 7 Units/Acre and a Zone Map Change from Residential Low Density A (RLA) to Residential Medium Density (RM) on a 0.25 acre parcel located at 53 SE Darrell Ave within the City of Winston meets the required standards.

Planning staff recommends that the City Council approve the requested application, as outlined in Alternative No. 1, and forward their decision and findings to the City Council.

City Council may adopt the findings of the staff report in support of their decision.

ALTERNATIVE No. 1:

City Council approves the requested Comprehensive Plan Map Amendment and Zone Change, based upon the findings of the staff report in support of their decision, which recognize the approval criteria can be met at this time, and forwards their recommendation and findings to the Winston City Council.

ALTERNATIVE No. 2

City Council approves the requested Comprehensive Plan Map Amendment and Zone Change, with additional conditions, based on Findings of Fact and/or testimony brought forward through the public hearing process which recognizes the approval criteria can be met at this time, and forward their decision and findings to the Winston City Council.

ALTERNATIVE No. 3

City Council denies the applicant's requested Comprehensive Plan Map Amendment and Zone Change as submitted, based on Findings of Fact and/or testimony brought forward through the public hearing process that conclude the permit criteria cannot be met, and forward their decision and findings to the Winston City Council.

SAMPLE MOTION:

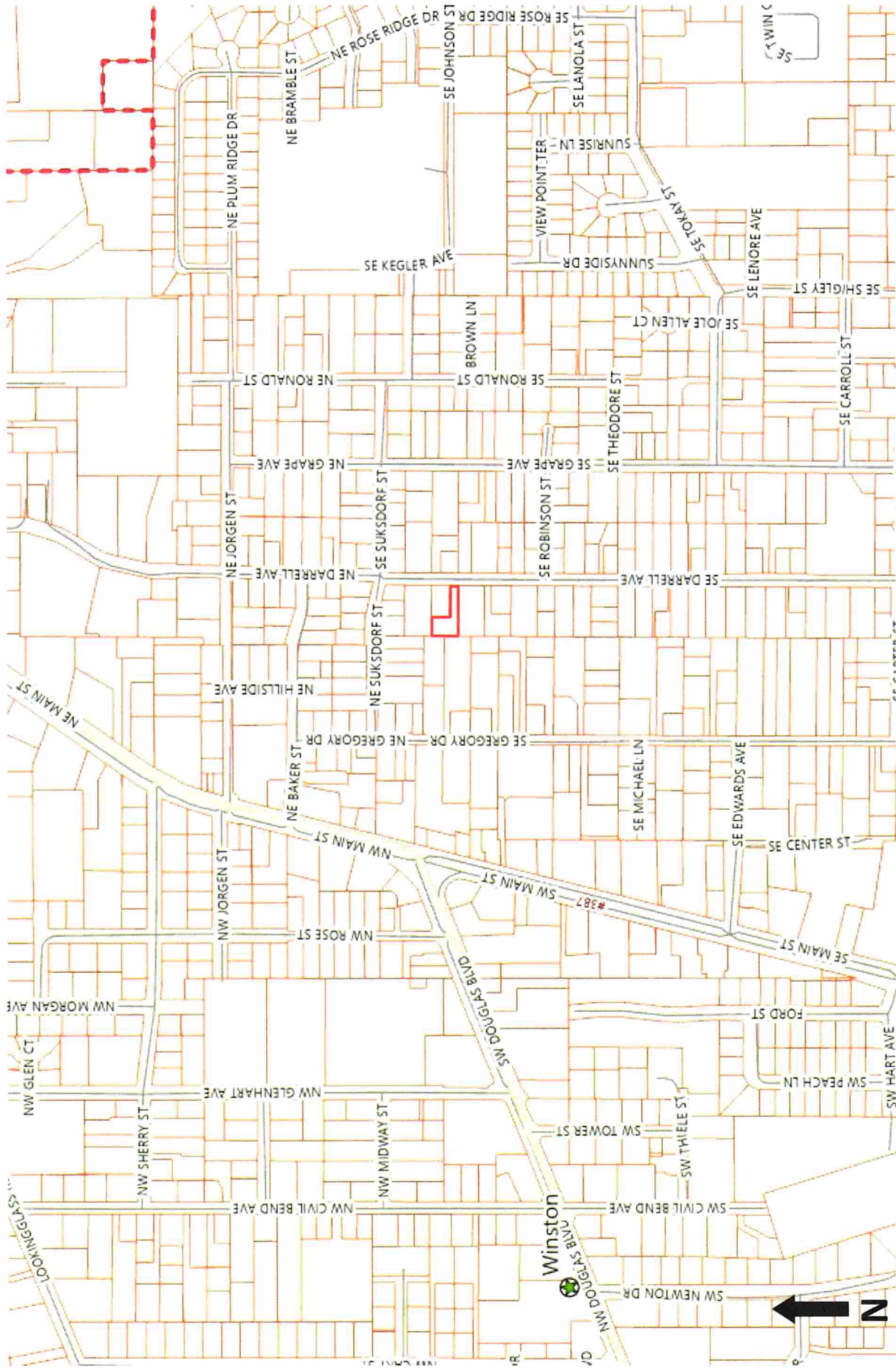
"Move to adopt the staff report and accept Alternative No. 1 to APPROVE the requested Comprehensive Plan Map Amendment and Zone Change, as requested by the applicant for property located at 53 SE Darrell Ave, Planning Department File No. 25-W003 The City Council may adopt by reference the findings of the Planning Commission Staff Report dated May 20, 2025.

ATTACHMENT B

Exhibit "A"

Real property in the County of Douglas, State of Oregon, described as follows:

Beginning at a 5/8 inch by 24 inch iron rod on the North line of Lot 2, Block 1, Subdivision of Lot 23, Block 3, SUKSDORF COOS JUNCTION ORCHARDS TRACTS, in Section 21, Township 28 South, Range 6 West, Willamette Meridian, Douglas County, Oregon, from which the Northeast corner of said Lot 2 bears South 89° 44' East 128.82 feet; thence running South 0° 06' 20" East 80.28 feet to a 5/8 inch x 30 inch iron rod; thence running South 89° 38' 20" East 128.12 feet to a 1/2 inch x 30 inch iron rod to a point on the West line of Darrell Avenue said subdivision; thence along said Darrell Avenue South 0° 28' West 24.92 feet to the Southeast corner of Lot 2 said subdivision to a 5/8 inch iron rod; thence running along the South line of said Lot 2 North 89° 36' 55" West 203.4 feet to a 1/2 inch x 2 inch auto spring at the Southwest corner of said Lot 2; thence running North 0° 17' 35" East 104.99 feet to the Northwest corner of said Lot 2 to a 1/2 inch x 2 inch auto spring; thence running South 89° 44' East 74.9 feet along the North line of said Lot 2 to the point of beginning, being situated in Lot 2, Block 1, subdivision of Lot 23, Block 3, of SUKSDORF COOS JUNCTION ORCHARDS TRACTS, in Section 21, Township 28 South, Range 6 West, Willamette Meridian, Douglas County, Oregon.



Vicinity Map with Subject Property Outlined in Red



City of Winston
Community Development

CITY OF WINSTON ZONE CHANGE APPLICATION

FILE NO. _____

DATE FILED: _____

FEE: \$1500.00 + costs (non-refundable)

Receipt No. _____

Application Deemed Complete: _____

THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) HEREBY REQUEST FROM THE CITY OF WINSTON A ZONE CHANGE FROM

1. APPLICATION INFORMATION

- A. Property Owner(s) please print or type; signatures are required on page **5** of this application. Provide additional pages if necessary. A contract purchaser may sign as owner if a copy of the recorded contract is submitted. (An earnest money agreement does not constitute a contract.)

Name(s): Landel M. McBride

Address(s): 310 Winston Section Road, Winston, OR 97496

Phone(s): 541.580.6448

B. Authorized Agent(s)

Applicant's Agent or Representative: Mark Garrett Land Use Planning Services Phone: 541.580-4937

Address: P. O. Box 2191 City: Roseburg State: OR Zip: 97470

PROPERTY DESCRIPTION

- A. Assessor Map ID(s): TL 7300, S21AD, T28S, R6W Property ID(s): R53764
- B. Property Location Description
1. List all existing addresses located on the property.
53 and 55 SE Darrell Ave
 2. Indicate the subject property's location in relationship to nearest streets (i.e., NE corner of Umatilla St. and 5th. Avenue.
Property is located 300 feet south of the intersection of NE Suksdorf Street and SE
Darrell Avenue.
- C. Total land area involved in the request. Acres: 0.25 acres SQ.FT.: 10,890 sq. ft

2. EXISTING AND ANTICIPATED USE INFORMATION

- A. Current Use: Residential Duplex
- B. City Zoning: (RLA) Residential Low Density A
- C. Comprehensive Plan: (RLA) Residential Low Density (current) (RM) Residential Medium Density (proposed)
- D. Proposed Zoning Designation: (RM) Residential Medium Density
- E. Proposed Use of the site for which this change is being requested: Residential Duplex
- F. Is it anticipated that structures will removed/demolished from the property?
 YES X NO If yes, a separate application for demolition is required.

- G. Are any historic structure or historically significant features on the subject property?
____ YES ____ X ____ NO. If yes, describe the any impacts to such features.

- H. Is it anticipated that a land division or partitioning will occur as a result of the Change being granted? YES ____ NO X If yes, compliance with Winston Development Code (ORD. 976), and a separate application for subdivision, PUD, or partition.

- I. What is the anticipated time for development? No additional development will occur.

- J. Will this development be in phases? ____ YES ____ X ____ NO. If yes, Number and timeline of additional phase completion, _____

- K. What additional public and private utilities will be needed for the any proposed development?

The subject property contains an existing residential duplex which is connected to the existing public facilities. No additional services will be required. (see supplemental application document)

3. REQUIRED ATTACHMENTS (Please submit all tentative plans/plats electronically)

- A. General Information:

1. A plot map showing boundaries, proposed zone, current plan designation, access, utilities, and 5' contours.
2. Date, North arrow, and scale of drawing;
3. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
4. Names, addresses and telephone numbers of the owners, project designer, engineer(s), and/or surveyor, and the date of the survey; if applicable.

See map of property attached

- B. Impact Statement: Shall include a narrative addressing each area of impact listed below:

1. Quantify/assess the effect of the development on public facilities and services;

See supplemental application document attached

2. Address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development; and

See supplemental application document attached

3. For each public facility system and type of impact, the study shall propose improvements necessary to meet city standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users.

See supplemental application document attached

- C. The applicant shall submit a narrative that addresses each of the approval criteria listed below:

1. Demonstration of compliance with all applicable comprehensive plan policies and map designations. Where this criterion cannot be met, a comprehensive plan amendment shall be a prerequisite to approval;

See supplemental application document attached

2. Demonstration that the most intense uses and density that would be allowed, outright in the proposed zone, considering the sites characteristics, can be served through the orderly extension of urban facilities and services, including a demonstration of consistency with OAR 660-012-0060; and

See supplemental application document attached.

3. Evidence of change in the neighborhood or community, or a mistake or inconsistency between the comprehensive plan or zoning district map regarding the subject property which warrants the amendment.

See supplemental application document attached.

City of Winston
Community Development
201 NW Douglas Blvd
Winston, OR 97496
(541) 679-6739

THIS AREA LEFT BLANK INTENTIONALLY

SIGNATURES NEXT PAGE

4. SIGNATURES

I hereby apply for a Zone Change as requested on this form and certify that the attachments are complete and correct. (Any and all engineering cost incurred by the City of Winston associated with this application shall be the responsibility of the applicant.) **Attach sheet if additional signatures are required.**

Applicant Signature

DATE

Printed Name: Landel M. McBride

OWNER X AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Applicant Signature

DATE

Printed Name: _____

OWNER _____ AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Applicant Signature

DATE

Printed Name: _____

OWNER _____ AGENT _____ OPTION HOLDER _____ CONTRACT BUYER _____

Any other owner or option holder or buyer who does not sign this application shall provide a signed statement providing their authorization for submission of the subdivision request.



File Number: _____

CITY OF WINSTON

201 NW Douglas Blvd, Winston, OR 97496 Telephone(541) 679-6739

COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION

REQUEST FOR PLAN MAP AMENDMENT

The City of Winston Comprehensive Plan is the adopted plan for long-range development within the city. The Comprehensive Plan Map describes the land use designations for every parcel within the Urban Growth Boundary (UGB). Comprehensive Plan Map Amendments change the way the City's Comprehensive Plan goals and policies are applied to a site, and are used to change the land use designation of property on the official city comprehensive plan map. An example is changing the designation of an area from low-density residential (4.5 DU/Acre) to high-density residential (16 DU/Acre).

The burden of proof in demonstrating the need for the plan change is on the applicant. Comprehensive Plan changes will be made as needed to maintain the City of Winston's Comprehensive Plan as an up-to-date guideline for community growth and development.

Note: Requests for zoning map amendments may be considered concurrently with a comprehensive plan map amendment. Zone changes within the City of Winston must comply with the Comprehensive Land Use Map.

Please submit the following:

- ☐ One (1) copy of this form
- ☐ One (1) copy of a written statement responding to the Map Amendment Criteria
- ☐ One (1) site plan, drawn to scale, showing the actual dimensions of the lot or parcel and any other information necessary to adequately describe the intended use of the property/structure. The site plan shall be at least 8 ½" by 11" in size, and suitable for photocopying. Also, submit other materials essential to understanding and evaluating the proposal, including any reports, traffic impact studies, etc.
- ☐ A non-refundable filing fee must accompany this application.

THIS APPLICATION ACCOMPANIES: _____ A request for annexation X A zone change request

For Office Use Only

Date Received: _____ Received By: _____

Date Complete: _____ Accepted as complete by: _____

Date Fee Received: _____ Fee Amount: _____

Name of Applicant: Landel M. McBride Phone: 541.580.6448

Address: 310 Winston Section Road City: Winston State: OR Zip: 97496

Applicant's interest in property (owner, buyer, lessee, etc.): Owner

Title Holder of the subject property: Same Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant's Agent or Representative: Mark Garrett Land Use Planning Serv. Phone: 541.580-4937

Address: P. O. Box 2191 City: Roseburg State: OR Zip: 97470

Engineer/Surveyor: n/a Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Legal Description: (attach copy of metes & bounds description)

Current Site Address: 53 and 55 SE Darrell Ave

Nearest Cross Street or Road: NE Suksdorf Street

T 28 S, R 6 W, Section 21AD, Tax Lot(s) 7300

Tax Account No(s). R53764

Current Comprehensive Plan Designation: RLA (Residential Low Density A)

Current Zoning Designation: RLA (Residential Low Density A)

Proposed Plan Designation: RM (Residential Medium Density)

Proposed Zoning Designation: RM (Residential Medium Density)

Size of Parcel: 0.25 acres

Total area affected by proposed change: 0.25 acres (acres or square feet)

Existing property uses adjacent to the site (North, South, East and West): All of the surrounding parcels
are committed to urban residential uses.

Describe the physical features of the property or any unusual characteristics (such as slope, hillside, creek or highway bisects it, etc.):

The subject property is level in terrain and is developed with a residential duplex.

Is the property located in the 100 year flood plain? If so, describe which portions:

The subject property is not within an identified 100 year floodplain area.

Are there any covenants or deed restrictions on this property? None known If yes, please attach a copy.

PROPOSED COMPREHENSIVE PLAN AMENDMENT:

Applications for an amendment to an acknowledged Comprehensive Plan must demonstrate compliance with State Land Use Goals and, if also a change to the Plan map, demonstrate compliance with the text of the Winston Comprehensive Plan.

All applications must be presented to the Department of Land Conservation and Development for evaluation of Goal compliance. Amendments to the Comprehensive Plan text and/or map as it pertains to the Urban Growth Boundary and urbanization policies may be enacted only after agreement with both the City of Winston and Douglas County in accordance with plan amendment procedures (both parties must approve the amendment).

It is the applicant's responsibility to demonstrate the following:

- ☐ That the proposed amendment for the site has been found to be consistent with the goals and policies of the Comprehensive Plan and is equally or more supportive of the Comprehensive Plan (as a whole) than the old land use designation.
- ☐ That the proposed amendment includes any changes necessary to maintain consistency with City, County and regional goals, objectives, functional plans and policies.
- ☐ **Amendments to an established Urban Growth Boundary must demonstrate compliance with the 7 factors of Goal 14** or demonstrate reasons which justify why the State policy embodied in a particular goal should not apply in this case.

1. Reason for the requested change and the intended use of the property:

Applicant purchased the subject property with an existing residential duplex located on it. A duplex is not a
permitted use under the current RLA zoning. In order to address and eliminate the non-conforming status of the
existing residential development, Applicant proposes to rezone the property from RLA to RM which lists a
duplex as a permitted use. (See supplemental application document attached)

2. Explain and demonstrate in detail, by citing specific goals and policies, how your request complies with the applicable goals and policies of the Winston Comprehensive Plan:

See supplemental application document attached.

3. Explain how there is a public need for a change of the kind in question:

See supplemental application document attached.

4. Considering the pattern of development in the area and surrounding land uses, described how such public need will be best be served by changing the Plan designation of the particular piece of property in question as compared to other available property:

See supplemental application document attached.

5. Describe any changes in the neighborhood or surrounding area which might support or warrant the request:

See supplemental application document attached.

APPLICATION PROCESSING PROCEDURE

Upon receipt of an application for a Comprehensive Plan Amendment, the City will notify the Department of Land Conservation and Development of the proposed amendment (DLCD). The DLCD has a time period of 45 days before the first hearing before the City Planning Commission to conduct their review of the proposed amendment. Surrounding property owners within 150 feet, interested state and local agencies, and the Douglas County Planning Department will also be notified. The City Planning Commission will conduct a public hearing on the matter, and will forward their recommendation to the City Council. The City Council will hold a final hearing to take action on the proposal. All proposed revisions to the Comprehensive Plan will be coordinated with Douglas County and, if both parties approve the amendment (when the amendment effects both City and County Plan), the City and County shall then formally amend their Comprehensive Plans or Comprehensive Plan Maps by ordinance. Notice of adoption will be sent to the DLCD. The DLCD or any other party may appeal the City's decision within the appeal period allotted.

REQUIRED SIGNATURE(S):

I/We hereby certify that I/We am/are the applicant(s) named herein and that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements contained herein and the information attached are in all respects true and accurate to the best of my/our knowledge. In signing this application, I/We hereby grant the City of Winston or its representative my/our permission to enter and evaluate the property for the purpose of processing this application.

Signature of All Property Owners:

Signature	Landel M. McBride	541.580.6448
	Printed Name	Phone

Signature	Printed Name	Phone
-----------	--------------	-------

Address

Email Address



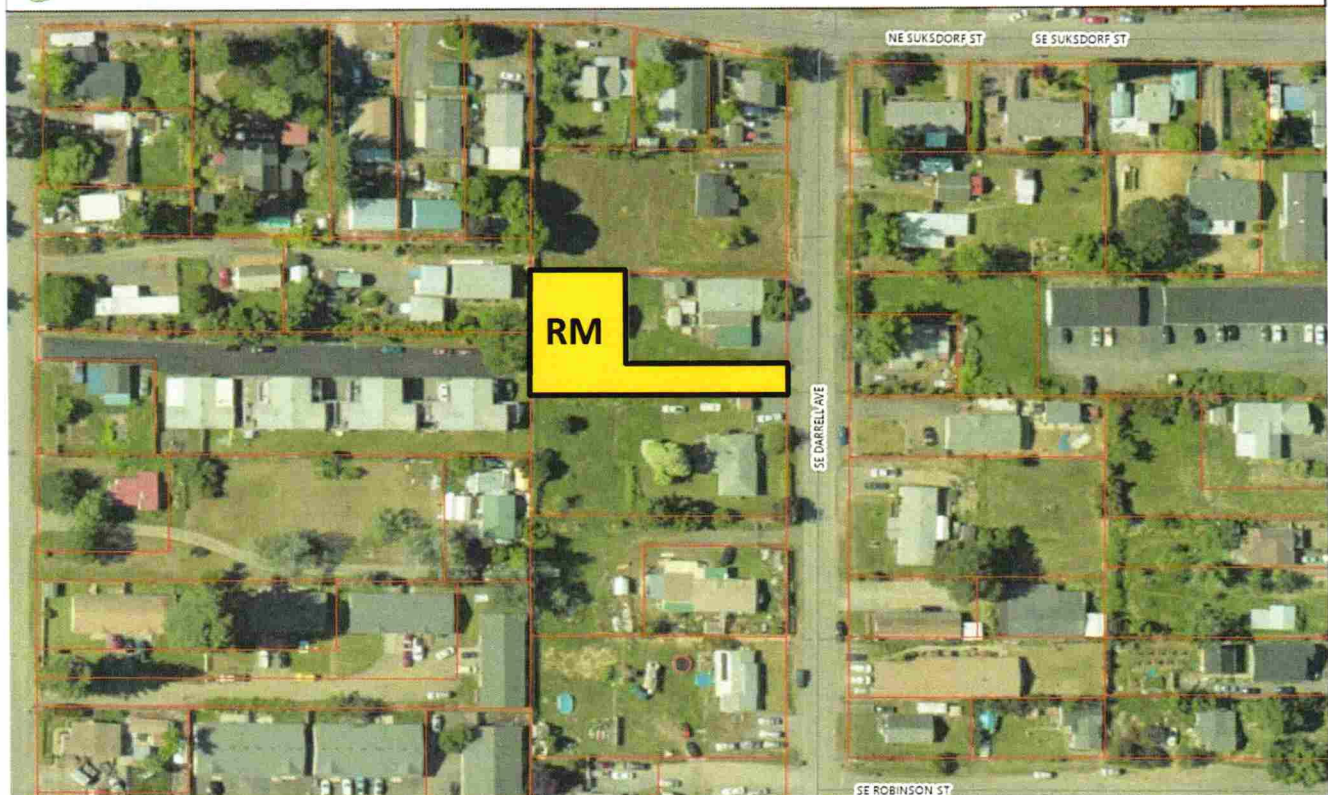
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WGS_1984_Web_Mercator_Auxiliary_Sphere
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1" = 100'

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THIS MAP IS NOT TO BE USED FOR NAVIGATION



200.0 0 100.01 200.0 Feet

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**LANDEL M. McBRIDE
PLAN AMENDMENT AND ZONE CHANGE**

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Attachment

- A. Assessor's Map
- B. Legal Description of the Proposed Amendment Area (0.25 ± acres)
- C. Vicinity map

APPLICATION OF LANDEL M. McBRIDE REQUEST FOR A COMPREHENSIVE PLAN MAP AMENDMENT AND CONCURRENT ZONE CHANGE

Organization of This Application

This application will be heard by the City of Winston Planning Commission will be in the Spring of 2025. This will be the first evidentiary hearing to review this application, exhibits and evidence submitted into the record to determine whether the requested amendment meets the applicable review criteria set forth in the Oregon Revised Statutes, Administrative Rules, City of Winston Municipal Code.

This document begins with a table of contents which includes the applicant's exhibits that are incorporated as part of this application. The application is organized and presented to the Commission in accordance with the relevant review standards. Part 1 contains the introduction and background of this request. Part 2 addresses the Statewide Planning Goals. Part 3 addresses City of Winston Comprehensive Plan policies for the proposed Medium Density (MR) Plan designation, along with the corresponding zoning designation of (MR) Medium Density Residential.

The complete text of all relevant review criteria is set out in *italicized* font with an abbreviated introductory portion of each criterion in **bold** font, without quotation marks. Quotations are in *italicized* font with quotation marks. All other narrative in this application appears in regular font.

I. INTRODUCTION & BACKGROUND

This matter comes before the City of Winston Planning Commission on application filed by Landel M. McBride, herein referred to as Applicant, which is the owner of part of Lot 2, Block 1, Suksdorf Coos Junction Orchard Tracts, Plat Records of Douglas County, Oregon. The ownership is a total of 0.25 acres and is located on Southeast Darrell Avenue in the City of Winston. The subject property contains one residential duplex and is identified in the Douglas County Assessor's records as Tax Lot 7300, Section 21AD, Township 28S, Range 06W, W.M., Account No. R53764. A copy of the Assessor's map with subdivision layout and a legal description for the area proposed for amendment appear as Attachments A and B with this application document.

Applicant is proposing an amendment to the Winston Urban Area Comprehensive Plan map designation from "Residential Low Density A 4.5 DU/Ac" (RLA) to "Residential Medium Density 2 Units/9,000 sq ft" (RM) on the property together with a concurrent zone change from "Residential Low Density A" (RLA) to "Residential Medium Density" (RM). Approval of Applicant's request will acknowledge the existing residential duplex on the subject property as a permitted use under the requested Plan designation and zone.

The subject property is in the east part of Winston and is designated for single family residential development by the City. (See Vicinity Map – Attachment C) It is located in an area that is committed to a mix of low density, medium-density and high-density residential development. There are numerous single-family residences immediately to the north and a series of duplex units to the northeast. There are a number of single-family residences to the east and south. There is also an apartment complex immediately to the west along with several single-family residences.

A copy of the City of Winston zoning map is included to generally identify the land uses and the area surrounding the subject property. (Zoning Map on Page 3 following this page)

Landel M. McBride
Comprehensive Plan Amendment
and Zone Change
Supplemental Application Document



ZONING MAP

- Residential Low Density A (RLA)
- Residential Medium Density (RM)
- Residential High Density (RH)
- Subject Property



A. Comprehensive Plan Amendment and Zone Change Criteria

Proposed amendments to the Winston Urban Area Comprehensive Plan are subject to review by the Winston Planning Commission and ultimately must be reviewed and approved by the Winston City Council. After receiving and accepting Applicant's request for an amendment to the Comprehensive Plan, the City is required to give notice of the proposed amendment to the Oregon Department of Land Conservation and Development (DLCD) at least 35 days prior to the first scheduled public hearing on the matter. Any amendment of the Comprehensive Plan must be reviewed by DLCD to ensure that the proposed action meets the criteria established under the statewide planning goals and applicable administrative rules.

The specific procedures and criteria for reviewing a proposed Comprehensive Plan Amendment are set forth in the Winston Urban Area Comprehensive Plan, the Winston Municipal Code and the administrative rules that have been adopted by the Land Conservation and Development Commission (LCDC).

The Winston Urban Area Comprehensive Plan, like other Comprehensive Plans, is generally understood to require that four basic standards, or criteria, be addressed prior to approving a proposed amendment to the Plan. Generally stated, these criteria require amendments to the Plan to be supported by Findings of Fact which demonstrate that the amendment is consistent with all applicable statewide planning goals adopted by LCDC; that the amendment is consistent with the written policies contained within the Comprehensive Plan document itself; that there is a public need for a change of the kind in question; and, finally, that the proposal is consistent with the Transportation Planning Rule. In the following sections of this supplemental application document, Applicant proposes Findings of Fact which demonstrate that the proposed amendment is consistent with all applicable Statewide Planning Goals along with City of Winston Municipal Code and Comprehensive Plan policies and goals.

II. COMPLIANCE WITH THE STATEWIDE PLANNING GOALS

Plan Amendment Criteria No. 1 - Conformity with Statewide Planning Goals.

The Statewide Planning Goals have been acknowledged as being applicable to the City of Winston Comprehensive Plan. A proposal to amend the Comprehensive Plan and Zone must comply with all applicable Statewide Planning Goals unless an exception to one or more of the goals is proposed. There is no exception being proposed as part of this application. The City of Winston must make a finding that Applicant's proposal complies with each of the relevant goals. The following information regarding the Statewide Planning Goals shows how this request complies with them.

Goal No. 1 - Citizen Involvement

To ensure the opportunity for citizen involvement in all phases of the planning process.

The City of Winston will provide written notice of the requested Comprehensive Plan amendment, zone change and subdivision to surrounding property owners within 150 feet of the subject property and will cause public notice of the request and public hearing to be published in the local newspaper at least ten days prior to the first evidentiary hearing. These various forms of individual and public notice assure that local citizens have an opportunity to become informed about, and participate in, the public hearing process. The requested Comprehensive are being processed in a manner that assures full compliance with Statewide Goal No. 1.

Goal No. 2 - Land Use Planning

To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.

The City of Winston has established policies and procedures which require a detailed evaluation of proposals to amend its Comprehensive Plan. Specific criteria and standards have been set forth against which Applicant's amendment request must be evaluated in light of relevant Findings of Fact. The City's ultimate decision in this matter will be based on the weight of those relevant Findings of Fact. The requested amendment is being evaluated in a manner that assures full compliance with Statewide Goal No. 2.

Goal No. 3 - Agricultural Lands

To preserve and maintain agricultural lands.

There has previously been a legislative determination by the City of Winston via adoption of the Winston Urban Area Comprehensive Plan that the subject property is not agricultural land. This finding is validated by the fact that the site is irrevocably committed to urban use because the site is within the Winston city limits and urban growth boundary and has been given an urban land use designation. The Statewide Agricultural Goal is not applicable to this proposed Comprehensive.

Goal 4 - Forest Lands

To preserve forest lands for forest use.

There has previously been a legislative determination by the City of Winston via adoption of the Comprehensive Plan that the subject property is not forest land. This finding is validated by the fact that the site is irrevocably committed to urban use, and by the fact that the site is within the Winston city limits and urban growth boundary with an urban land use designation. Statewide Goal No. 4 is not applicable to this proposed.

Goal No. 5 - Open Space, Scenic and Historic Areas, and Natural Resources

To conserve open space and protect natural and scenic resources.

Goal 5 addresses a variety of resources not specifically covered by other statewide planning goals and sets out a process requiring inventory and evaluation of potential resources. Steps in the process require that the level of significance of potential resources be determined, and if an identified resource appears to be significant, further evaluation is required. Such evaluation may lead to alternative courses of action, including fully protecting the identified resource.

Goal 5 addresses the following resources:

1. Open space.
2. Mineral and aggregate resources.
3. Energy resources.
4. Fish and wildlife areas and habitats.

5. Ecologically and scientifically significant resources.
6. Outstanding scenic views and sites.
7. Water areas, wetlands, watersheds and groundwater resources.
8. Wilderness areas.
9. Historic areas, sites, structures and objects.
10. Cultural areas.
11. Oregon recreational trails.
12. Wild and scenic waterways.

All of the lands within and surrounding the city limits and urban growth boundary, including the lands within the subject site, have previously been subjected to extensive surveys intended to inventory and evaluate all Goal 5 resources. These inventories, which are incorporated into both the Winston Urban Area Comprehensive Plan and the Douglas County Comprehensive Plan, have previously received acknowledgment of compliance with Statewide Goal 5. The subject property has not been included in any inventory of needed open space or scenic areas as defined by Goal 5, nor has it been identified in the Comprehensive Plan as having any historic, cultural or natural resources which need to be preserved and/or protected. This previous determination has been reviewed and accepted by the Oregon Department of Fish and Wildlife with respect to potential fish and wildlife habitat on the site, as well as by other state agencies having jurisdiction over other natural resources that might exist on the site. Nevertheless, Applicant has conducted an independent evaluation of the potential impact of the proposed Plan Amendment on Goal 5 resources and propose the following findings:

A. Land Needed or Desirable for Open Space

The need or desirability of the subject site for use as open space land was adequately addressed prior to its original inclusion in the city. There was a legislative determination at that time that the property contains no special topographic, vegetative or other natural features which would make it needed or desirable for open space use.

B. Mineral and Aggregate Resources

No known mineral or aggregate resources have been identified on or in the vicinity of the subject site.

C. Energy Sources

Goal 5 energy resources refer to sites and resources for the generation of energy (i.e. natural gas, oil, coal, hydroelectric, geothermal, uranium, and solar). No known energy sources have been identified on or in the vicinity of the subject property. The property does have solar access, but no more so than most other land in the urban area.

D. Fish and Wildlife Areas and Habitat

The subject site is not located near any streams identified by the Comprehensive Plan as a scenic, recreational or natural resource in the Winston area. There are no scenic, recreational or natural resources that require protection.

E. Ecologically and Scientifically Significant Natural Areas

No identified ecologically or scientifically significant natural areas are present on or in the vicinity of the subject site.

F. Outstanding Scenic Views and Sites

No identified scenic views or sites exist on the subject property. As noted under Open Space, above, the site has much in common with many other locations in the general area that its scenic value is not considered unique or significant. The property possesses no prominent topographic features or vegetation which would otherwise give it scenic significance.

G. Water Areas, Wetlands, Watersheds, and Groundwater Resources

The subject property contains no inventoried water areas, watersheds or identified groundwater resources that have been determined through the plan process to be needed and or protected for their resource values.

The State of Oregon has completed mapping of wetlands in the City of Winston under the

Statewide Wetlands Inventory (SWI) program. The SWI mapping indicates that there are no areas of mapped wetlands on the subject property. A copy of the NWI map is included immediately below. The Federal Flood Insurance Rate Map for the area shows that the elevation of the property puts it outside any identified 100-year flood plain are (see Goal 7 for discussion).



H. Wilderness Areas

The subject site is not within, adjacent to, or part of, a designated wilderness area.

I. Historic Areas, Sites, Structures, and Objects

There are no identified or inventoried historic structures or objects on, or adjacent to, the subject property.

J. Cultural Areas

There are no identified or inventoried archaeological or cultural resources on the subject site.

K. Potential and Approved Oregon Recreation Trails

There are no designated or planned recreational trails on or adjacent to the subject site.

L. Wild and Scenic Waterways

The site is not within any designated or planned wild and scenic waterway, nor has such a designation been given to other lands or resources in the general vicinity of the subject property. The subject property has not been included in any inventory of needed open space or scenic areas, nor has it been identified in the Comprehensive Plan as having any historic or cultural resources which need to be preserved and/or protected. Further, the property will be developed to protect any significant natural resources in accordance with the provisions of the Comprehensive Plan. Based on the foregoing findings, the requested will not conflict with any identified Goal 5 resources.

Goal No. 6 - Air, Water and Land Resources Quality

To maintain and improve the quality of the air, water and land resources of the state.

Statewide Goal 6 requires that air, land and water resources of the state be maintained and improved by assuring that future development, in conjunction with existing development, does not violate applicable state and federal environmental quality standards, and does not exceed the carrying capacity of local air sheds, degrade land resources or threaten the availability of such resources. There has been a previous legislative determination by the City of Winston that development of the subject property with urban uses has not and will not result in degradation of air, water and land resources within the Winston urban area or surrounding area. The subject property is situated at a location where a full range of urban services is available, including public water, public sewer and storm drainage systems. Furthermore, the City of Winston has sufficient regulatory measures in place to ensure that subsequent development of the site with urban uses will not result in deleterious or unanticipated impacts on the air, water and land resources of the urban area. The requested amendment is being evaluated in a manner that assures compliance with Statewide Goal No. 6.

Goal No. 7 - Areas Subject to Natural Disasters and Hazards

To protect life and property from natural disasters and hazards.

The subject property has not been identified in any inventory of areas which have the likely potential to be subjected to natural disasters and hazards. The elevation of the site puts it well above any identified flood plain and any danger of flooding. The area proposed for amendment is generally flat and is similar in topography to adjoining and nearby properties that are already planned and zoned for similar uses as the one located on the subject property. The City of Winston has adopted specific review and development standards for all properties within the city to ensure that their development and use does not pose a hazard to life and property. Any subsequent development of the subject property will be subject to such review and will be required to fully comply with all applicable development regulations. The requested amendment will not conflict with the purpose and intent of Statewide Goal No. 7.

Goal No. 8 - Recreational Needs

To satisfy the recreational needs of the citizens of the state.

There has been a previous legislative determination by the City of Winston through its comprehensive planning process that the subject property is not needed for recreational facilities or opportunities. Identified recreational needs have been provided for on other sites within the Winston urban area. The proposed amendment will not conflict Statewide Goal No. 8.

Goal No. 9 - Economy of the State

To diversify and improve the economy of the state.

The Statewide Economic Development Goal is intended to be applied on an urban area-wide basis and requires that future economic growth be accommodated, in part, by ensuring that there is sufficient suitable land planned and zoned for commercial and industrial uses. Goal 9 specifically requires that local land use plans “provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies.”

Commercial and industrial zoning have been applied to lands containing existing commercial

and industrial uses, as well as to a limited amount of undeveloped land that are intended to accommodate future commercial and industrial development within the Winston urban area. The Winston Urban Area Comprehensive Plan contains specific policies to ensure that opportunities for economic development are enhanced in the Winston urban area. The subject property is already designated for residential uses and Applicant's request will not impact the current inventory of commercial or industrial lands in the city. The proposed plan amendment will not conflict with the Statewide Economic Development Goal.

Goal No. 10 - Housing

To provide for the housing needs of the citizens of the state.

The primary purpose of Goal 10, within the context of amending the Comprehensive Plan, is to ensure that sufficient buildable land is available to allow for the full range of housing needs within the urban area and to avoid creating shortages of residential land which could artificially restrict market choices in housing type, price range or location. The subject property currently has a Plan designation of RLA 4.5 DU/AC and is zoned RLA. It is located in an area with a wide range of low density, medium density and high density uses. Applicant's ownership contains an existing residential duplex and there are no other structures on the site. The duplex is not a permitted use in the RLA zone and Applicant desires to remedy the non-conforming use status of the duplex by applying the RM (2 Units/9,000 sq ft) plan and the RM zone.

The City of Winston completed a Housing Needs Analysis that was adopted in 2023 which states the following, in relevant parts, *"The current housing inventory and tenancy characteristics shed light on the housing conditions and demand preferences. In 2019, there were 2,302 housing units in the City of Winston of which 2,162 units were classified as occupied and 140 units were classified as vacant. Like most small cities, single family detached housing is the most prevalent housing type representing 63% of the housing stock in the city. The remaining housing inventory includes mobile homes (20%) townhomes and duplexes (12%) and multi-family (5%)....Owner-occupied housing units represent 58% of the*

housing inventory while renter-occupied units account for the other 42% of the inventory....The projected net new housing need in Winston equates to approximately 745 housing units....The housing demand will be: 489 single-family detached homes (including small lot and standard lot subdivisions; 82 townhomes/duplexes; 33 multifamily units (apartments); and 141 manufactured housing units....The findings indicate there is a total of 1,132 acres zoned for residential uses in Winston, including 688 gross developed acres and 377 gross vacant acres. In conclusion, the HNA concluded that, ...the existing amount of vacant and part vacant land within the Winston UGB is generally sufficient to accommodate planned 20-year housing needs. It is important to note that the findings do not conclude that there is no need for additional lands, but rather, that the available lands for residential development are "generally sufficient". As mentioned earlier, this application for Plan Amendment and Zone Change will have no significant impact on the current inventory of land needed for residential development but is rather to rectify a conflict between the existing residential development (duplex) on the property and its current RLA zoning. The proposed amendment will neither increase nor decrease the amount of available residential lands with the City of Winston.

On the basis of the foregoing facts and analysis, the increase in the allowed residential density of the subject parcel from the present RLA (4.5 DU/AC) plan designation to RM (2 Units/9,000 sq ft) will not have a negative impact on the inventory of residential lands in the urban area. The proposed is consistent with both purpose and intent of Statewide Housing Goal 10.

Goal No. 11 - Public Facilities and Service

To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development.

Public facilities and services within the Winston urban area are provided by the City of Winston, Douglas County and several special districts. Policies concerning the coordination, timing and location of public facilities and services in the urban area are contained within the Public Facilities and Land Use Elements of the Comprehensive Plan. Specific measures intended to implement these policies are contained in various inter-governmental agreements, including the

Winston/Douglas County Urban Growth Management Agreement.

Properties within the urban area receive sewer service from the City of Winston. The City maintains an existing sewer main that is located in the right of way of Southeast Darrell Avenue on the east side of the property. The existing duplex has an existing connection to the sewer mainline. The City indicates that sewer service will continue to be available to the subject property and the use thereon.

Water service to the subject site is provided by the City of Winston via an existing water line that extends along the east boundary of the property in Southeast Darrell Avenue. Applicant's residential duplex has existing connection with the City of Winston water system in accordance with City plans and policy for residential service.

Fire protection service is provided by the Central Douglas Fire & Rescue. Police services in the area are provided by the City of Winston.

On the basis of the foregoing facts, the requested plan amendment will not adversely impact the present or future provision of public facilities and services in the area. The full range of urban services appropriate for the subject property's proposed residential designation is available and can be provided in a timely, orderly and efficient manner consistent with the purpose and intent of Statewide Goal No. 11.

This conclusion is based on consideration of the existing public service delivery systems and plans that are in place in the area to ensure coordination of the types, locations and delivery of the public facilities and services needed to support existing and proposed land uses in the area.

Goal No. 12 - Transportation

To provide and encourage a safe, convenient and economic transportation system.

Specific transportation-related policies and development standards are included within Winston's Comprehensive Plan and municipal code. The applicable development standards assure that the intent of the statewide transportation goal is implemented through the application of local transportation standards at the time of development. The intent of Statewide Goal 12 is also implemented on a site-specific basis by the Transportation Planning Rule (TPR) as set out under Oregon Administrative Rules, Chapter 660, Division 12. OAR 660-12-060(1) requires that "*Amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility*".

In order to determine whether a proposed Comprehensive Plan amendment will significantly affect a transportation facility, the TPR establishes a set of specific criteria against which the proposed amendment is to be evaluated. The TPR states that "*a plan or land use regulation amendment significantly affects a transportation facility if it:*

- a) Changes the functional classification of an existing or planned transportation facility;*
- b) Changes standards implementing a functional classification system;*
- c) Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility;*
or
- d) Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.*

Estimates of the average number of daily vehicle trips generated by a specific land use can be obtained from a number of reliable sources. One of the commonly referenced sources for such data is Trip Generation, published by the Institute of Transportation Engineers (ITE). Average daily trip generation rates published by ITE are based primarily on field data obtained from direct observation of actual land use activities. Trip generation rates are reported as an average of vehicle counts taken at numerous sites having the same classification of land use. Trip

generation rates are often broken down into specific time frames, such as “Average Daily Trips (ADT)”, “Average Peak Hour Trips”, and “AM and PM Peak Hour Trips”. For most land use activities, including both single-family and multi-family residential, ITE defines an “average daily trip” as a one-way vehicular movement between a single origin and a single destination.

Applicant’s proposed plan amendment and zone change from RLA (4.5 DU/Ac) to RM (2 Units/9,000 sq ft) for the site will facilitate the continued use of the existing residential duplex as a permitted use. There will be no additional residential development on the property as a result of Applicant’s proposal. Therefore, no additional traffic will be generated on Southeast Darrell Avenue nor on the area road system.

At the present time, public roads in the area are adequate to accommodate the existing traffic. As mentioned, there will be no increase in traffic volumes as a consequence of the requested rezone of the property. No special traffic controls or other mitigation measures will be required due to the unchanged volume of traffic associated with the requested amendment.

Based on the functional classification and existing service levels of adjacent and nearby transportation facilities and lack of increase of traffic associated with this request, the existing residential development is consistent with the identified function, capacity, and level of service of those facilities. Further, specific transportation-related policies and development standards are included with the City of Winston Comprehensive Plan, as well as the City’s zoning code to ensure that the statewide transportation goal is implemented on a site-specific basis for properties in the urban area.

Applicant’s proposal, considering the lack of increase in potential traffic levels as a result of the proposed amendment, will not result in a change in the functional classification of existing or planned transportation facilities serving the area, nor will it result in changes to any existing development standards or alter the functional classification of existing or planned transportation facilities. Neither will it allow types or levels of land uses which would result in levels of travel

or access which are inconsistent with the functional classification of nearby transportation facilities or otherwise reduce the level of service of existing and planned transportation facilities below minimum acceptable levels.

Continued compliance with the intent of Goal 12 is assured through the application of specific local policies and standards. Applicant's proposal will not conflict with the Statewide Transportation Goal.

Goal No. 13 - Energy Conservation

To conserve energy.

The statewide energy conservation goal is intended to assure that land and uses developed on land are managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principles. The subject property is situated within the established urban area where its subsequent development will promote the efficient energy-related use of existing and planned transportation facilities. Major public facilities and services are immediately adjacent to the site, thus reducing the energy-related inefficiencies associated with extending such services beyond existing urban development. Furthermore, specific energy conservation policies and development standards are included within the Winston Urban Area Comprehensive Plan and the City's zoning code to ensure that the statewide energy conservation goal is implemented on a site-specific basis at the time the property is developed. The proposed amendment will not conflict with the Statewide Energy Conservation Goal.

Goal No. 14 - Urbanization

To provide for an orderly and efficient transition from rural to urban land use.

The statewide urbanization goal provides the standards and procedures for establishing or expanding the Winston Urban Growth Boundary (UGB). The urbanization goal requires that land within the UGB "...shall be considered available over time for urban uses." As previously noted, the subject property is located within both the Winston city limits and UGB. Inclusion of

the property within the UGB and city limits demonstrates the City's legislative intent to allow urban development to occur on the site. The proposed amendment will have no effect on the present status of the UGB or city limits of Winston, nor will it otherwise conflict with the purpose and intent of the statewide urbanization goal.

Based on the foregoing findings, the proposed plan amendment conforms to all applicable statewide planning goals; therefore, it is not necessary for Applicant to justify an exception to any of the goals.

III. COMPLIANCE WITH CITY OF WINSTON COMPREHENSIVE PLAN POLICIES FOR COMPREHENSIVE PLAN AMENDMENT AND ZONE CHANGE

COMPREHENSIVE PLAN FINDINGS AND POLICIES

1. *Natural Features:*

- a. The change in plan from RLA (4.5 DU/Ac) to RM (2 Units/9,000 sq ft) and the change in the zone from RLA to RM will not have any identifiable impact on natural features protected under the Comprehensive Plan. The property is essentially flat and not subject to slumping. It is not located in the 100 year floodplain of any river or stream. This proposal does not affect or alter any plan policies identified for open spaces, scenic and historic areas or natural resources in the City of Winston nor does it contain any identified Goal 5 resources, historic structures, streambanks, aggregate resources, or fish and wildlife habitats as set out in the Goal 5 findings above.

2. *Population:*

- a. The average annual growth rate according to Portland State University population analysis is currently 1.3 percent for Winston, which equates to the addition of approximately 76 people to the City population each year. The population of the City in 2015 was 5,851 and is projected to be 7,560 by the year 2035. The change in plan from RLA (4.5 DU/Ac) to RM (2 Units/9,000 sq ft) and the change in the zone from RLA to RM will not have an impact on the residential lands inventory in terms of increase nor decrease of available residential lands for development.

3. *Housing:*

- a. The subject property is currently zoned RLA and is located in an area with a wide range of low density, medium density and high density uses. Applicant's ownership contains an existing residential duplex and there are no other structures on the site. The duplex is not a permitted use in the RLA zone and Applicant desires to remedy the non-conforming use status of the duplex by applying the RM (2 Units/9,000 sq ft) plan and the RM zone. The proposed amendment will neither increase nor decrease the amount of available residential lands with the City of Winston. The application for Plan Amendment and Zone Change will have no significant impact on the current inventory of land needed for residential development. (See Goal 10 for an expanded discussion of this standard.)
- b. Rezoning the subject property will neither increase nor decrease the City's ability to meet the overall housing needs for its urban area but will allow Applicant to enjoy the continued use of the existing residential duplex under a conforming use status.

4. *Public Facilities and Services: The Public Facilities Plan identifies that new extensions of services should be carefully evaluated to determine its impact on the distribution system.*

- a. The subject property is located within city limits and the UGB of the City of Winston. There is a mix of single-family, duplex and multi-family development in the surrounding area. Existing sewer and water facilities are available along Southeast Darrell Avenue. No extension of water or sewer services to the subject property to facilitate its residential use is required. Existing fire and police protection are provided by Central Douglas Fire & Rescue and the City of Winston, respectively.

1. *Transportation System:*

The subject property has direct frontage on Southeast Darrell Avenue.

- a. *Transportation Connectivity:* The subject parcel is in a developed residential neighborhood. Southeast Darrell Avenue is an existing public right-of-way that is not constructed to full public road standards. Connectivity is provided on the east side of the subject property by the existing public right-of-way for Southeast Darrell Avenue, which is currently improved to a paved standard without curbs, gutters or sidewalks.

- b. The subject property contains one residential duplex. There is no further structural development proposed in conjunction with the subject application.
 - c. The proposed change will have no detrimental impact on the existing transportation system due to the absence of any future development of the site. The requested amendment is consistent with all transportation plans and policies in the Winston Comprehensive Plan as set out above in the Goal 12 findings.
6. *Pedestrian and Bicycle Transportation:*
- a. Southeast Darrell Avenue is not a designated pedestrian or bicycle access under the Comprehensive Plan or Transportation System Plan.
7. *Land Use and Urbanization:*
- a. The subject property is currently located inside city limits and UGB of Winston. The requested zoning designation of RM is an acknowledgement of the existing residential development (duplex) on the property which is irrevocably committed to residential use. The existing development on the property is consistent with the overall development pattern of the area.

AMENDMENT STANDARDS

1. *City of Winston Municipal Code:*
- a. Section 154.140, of the Municipal Code provides the applicable standards for a plan amendment and zone change.
 - 1. The proposed amendment and zone change are changes from RLA to RM.
 - b. Section 154.143 provides the following standards for plan amendment and/or zone change:
 - 1. *The City Manager or his designee shall prescribe forms for applications for quasi-judicial plan amendments which, when completed, shall be sufficient to describe the nature and effect of the proposed amendment.*
 - a) Applicant has completed the requisite applications for a Plan Amendment and a Zone Change and set out findings and conclusions above to demonstrate that the best use of the property is for medium

density residential use due to the existing residential duplex situated on the property.

2. *That the amendment complies with the Statewide Planning Goals...*

a) Applicant has set forth findings and conclusions under the applicable Statewide Planning Goals Nos. 1 through 12 as outlined above.

3. *That the amendment complies with the applicable policies of the Comprehensive Plan.*

a) Applicant has addressed the pertinent Comprehensive Plan Findings and Policies in Findings No. 1 through 7 as outlined above under Comprehensive Plan Findings and Policies.

4. *That there is a public need for a change of the kind in question.*

a) Applicant purchased the subject property with an existing residential duplex located on it. A duplex is not a permitted use under the current RLA zoning and is therefore considered a non-conforming use. In order to address and eliminate the non-conforming use status of the existing residential development, Applicant proposes to change the zone on the property from RLA to RM which lists a duplex as a permitted use.

5. *That such need will be best served by changing the Plan designation of the particular piece of property in question as compared with other available property.*

a) Applicant's request will acknowledge the existing residential duplex on the subject property as a permitted use under the requested Plan designation and zone. This will ensure the viability of and long-term use of the duplex under its requested residential designation.

6. *Applications for quasi-judicial plan amendments may be combined with an application, on the same property, for an administrative action...*

a) The applicant is not concurrently applying for an additional administrative action in conjunction with the subject application.

**Landel M. McBride
Comprehensive Plan Amendment
and Zone Change
Supplemental Application Document**

Based on the findings and conclusions set out above, the proposed Plan Amendment and Zone Change will conform to the City of Winston Municipal Code and Comprehensive Plan, including the land use map and written policies.

SUHSODRF

DARRELL AVE.

SEE MAP 28 6 21AC

1 6800 0.25 AC

2 6900 0.13 AC

3 7000 0.12 AC

4 7100 0.50 AC

5 7200 0.24 AC

6 7300 0.25 AC

7 7400 0.49 AC

8 7501 0.28 AC

9 7500 0.21 AC

10 7600 0.49 AC

1 10000 0.17 AC

2 10100 0.17 AC

3 9801 0.22 AC

4 9700 0.14 AC

5 9600 0.25 AC

6 9500 0.49 AC

7 9400 P1 0.12 AC

8 9401 P2 0.12 AC

9 9300

10 10200 0.16 AC

10600 0.30 AC

10700 0.62 AC

10801 0.26 AC

10900 0.21 AC

10900 0.29 AC

11000

1994-100

ATTACHMENT B

Exhibit "A"

Real property in the County of Douglas, State of Oregon, described as follows:

Beginning at a 5/8 inch by 24 inch iron rod on the North line of Lot 2, Block 1, Subdivision of Lot 23, Block 3, SUKSDORF COOS JUNCTION ORCHARDS TRACTS, in Section 21, Township 28 South, Range 6 West, Willamette Meridian, Douglas County, Oregon, from which the Northeast corner of said Lot 2 bears South 89° 44' East 128.82 feet; thence running South 0° 06' 20" East 80.28 feet to a 5/8 inch x 30 inch iron rod; thence running South 89° 38' 20" East 128.12 feet to a 1/2 inch x 30 inch iron rod to a point on the West line of Darrell Avenue said subdivision; thence along said Darrell Avenue South 0° 28' West 24.92 feet to the Southeast corner of Lot 2 said subdivision to a 5/8 inch iron rod; thence running along the South line of said Lot 2 North 89° 36' 55" West 203.4 feet to a 1/2 inch x 2 inch auto spring at the Southwest corner of said Lot 2; thence running North 0° 17' 35" East 104.99 feet to the Northwest corner of said Lot 2 to a 1/2 inch x 2 inch auto spring; thence running South 89° 44' East 74.9 feet along the North line of said Lot 2 to the point of beginning, being situated in Lot 2, Block 1, subdivision of Lot 23, Block 3, of SUKSDORF COOS JUNCTION ORCHARDS TRACTS, in Section 21, Township 28 South, Range 6 West, Willamette Meridian, Douglas County, Oregon.



City Council Meeting
June 16, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Minutes

Call to Order—*Christie Knutson, Mayor*

- A. Pledge of Allegiance
- B. Roll Call
- C. Adjustments to the Agenda

The meeting was called to order at 7:00 by Mayor Christie Knutson. Councilors Dave Cunningham, Nick Wiggins, and Allen Hobson were also present. Councilor Dorie White was excused.

*****SUSPEND COUNCIL MEETING—CALL TO ORDER URBAN RENEWAL AGENCY MEETING*****

Call to Order—*Allen Hobson, Chair*

New Business

- A. Resolution No. 25-052 Adoption of Budget for 2025-2026 Fiscal Year
 - 1. Read by Title Only—*Thomas McIntosh, City Recorder*
 - 2. Staff Report—*Ann Munson, Finance Director*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Board Action

Adjournment

*****ADJOURN URA MEETING—CALL BACK TO ORDER CITY COUNCIL MEETING*****

Consent Agenda

- A. Approval of Council Minutes for June 2, 2025
Motion to approve by Hobson; second by Wiggins. Unanimous.
- B. Acceptance of Traffic and Public Safety Minutes for October 14, 2024
Motion to accept by Cunningham; second by Hobson. Unanimous.
- C. Acceptance of Park Board Minutes for June 10, 2025
Motion to accept by Hobson; second by Wiggins. Unanimous.

Reports: Boards, Commissions, Committees, and Schools

- A. Council Liaison Adjustment
Motion to adjust council liaison assignments for Nick Wiggins and Dave Cunningham by Cunningham; second by Wiggins. Unanimous.
- B. Economic Development—*Dave Cunningham*
- C. Park Board—*Dorie White, Liaison*
- D. Friends of the Winston Library—*Allen Hobson, Liaison*

Department Reports

- A. Wastewater—*Christopher Sherlock, Superintendent*
- B. Public Works—*Andy Howell, Superintendent*
- C. Administration—*Thomas McIntosh, City Manager*

New Business

- A. Annual Workers Compensation Insurance Renewal
 - 1. Staff Report—*Ann Munson*

2. Council Action

Motion to accept by Wiggins; second by Cunningham. Unanimous.

B. Set Council Workshop Dates

C. Resolution 25-1189 Budget FY 2025-2026

1. Read by Title Only—*Thomas McIntosh*
2. Staff Report—*Ann Munson*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by Hobson; second by Cunningham. Unanimous.

D. Resolution 25-1190 Certifying Services FY 25-26

1. Read by Title Only—*Thomas McIntosh*
2. Staff Report—*Ann Munson*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by Cunningham; second by Hobson. Unanimous.

E. Resolution 25-1191 Election to Receive State Revenues FY 25-26

1. Read by Title Only—*Thomas McIntosh*
2. Staff Report—*Ann Munson*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by Hobson; second by Wiggins. Unanimous.

F. Resolution 25-1192 Categorizing Taxes FY 25-26

1. Read by Title Only—*Thomas McIntosh*
2. Staff Report—*Ann Munson*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by Cunningham; second by Hobson. Unanimous.

G. Resolution 25-1193 Classification and Compensation Schedule FY 25-26

1. Read by Title Only—*Thomas McIntosh*
2. Staff Report—*Ann Munson*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by Hobson; second by Cunningham. Unanimous.

H. Resolution 25-1184 FY 2024-25 Supplemental Budget

1. Read by Title Only—*Thomas McIntosh*
2. Staff Report—*Thomas McIntosh*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by Hobson; second by Wiggins. Unanimous.

Upcoming Agenda Items

- A. Public Hearing July 7th Plan Amendment/Zone Change
- B. Proposed Ordinance: RV Park Provisional Adjustments

Good of the Order

- A. Check Copies
- B. Claims in Excess of \$500

Announcements

- URA June 19th at 5:30; City Hall
- Friday, July 4th City Offices Closed. HAPPY INDEPENDENCE DAY! Fly the Flag. Celebrate Responsibly. Be Kind to Each Other.
- Independence Day Celebration & Fireworks Display July 4th; Riverbend Park
- Riverbend Live! Fridays in July 7pm; Riverbend Park Stage
- City Council Public Hearing for a Plan Amendment/Zone Change, July 7th at 7; City Hall.

Adjournment

There being no further business, the meeting was adjourned. 7:48. Respectfully submitted by Cindy Sarti, City Recorder.

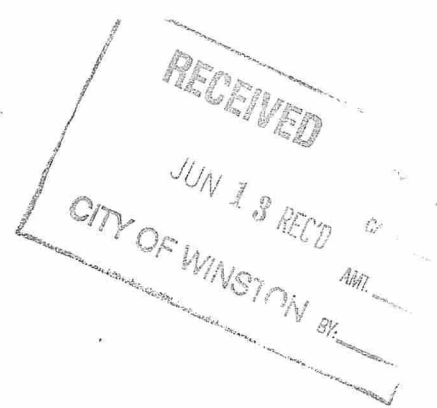
Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Application for Business License



Tell us about you:

Applicant: Brenda Noah
Date of Birth: [REDACTED] Driver's License/ID#: [REDACTED] State: [REDACTED]
Mailing Address: 611 Taylor St
City: Myrtle Creek State: OR Zip: 97457
Phone: 541-260-7220 Email: ThunderCup2024@gmail.com
Brendajeannnoah71@icloud.com

Scope of Business (select one):

- ☐ Permanent (Business addressed and/or located within city limits – **Complete Section A**)
- ☒ Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits – **Complete Section B**)

Section A:

Business Name: Thunder Cup
Street Address: 611 Taylor St Myrtle Creek Or 97457
Mailing Address: Same as Above PO Box: _____
City: Myrtle Creek State: OR Zip: 97457
Business Type: Coffee Secondhand Property Dealer? _____
Description of business to include hours of operation and expected number of employees: _____
1 employee 8 hours day. Espresso trailer

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # 15.25

Phone: 541-260-7220 Email: Thundercup 2024@gmail.com

Property Owner (if other than applicant): _____

Sq. Ft. of Building for Business: 8' x 10' No. of Parking Spaces: _____

Applicant Signature: Brenda Noah Date: 6-25-25

Property Owner Signature: _____ Date: _____
(if different from applicant)

Section B:

Business Name: Thunder Cup

Business Type: Coffee Shop

Owner/Agent: Brenda Noah

Street Address: 111 Taylor Street

Mailing Address: SAME AS ABOVE PO Box: —

City: Myrtle Creek State: Or Zip: 97457

Email: Thundercup 2024@gmail.com Phone: 541-260-7220

Complete the following where applicable, and sign below:

CCB#: _____ DC Health Dept: 102322 Other: _____

Current/Upcoming Projects (Input N/A if none): N/A

Applicant Signature: Brenda Noah Date: 6-25-25

Development Notice:

The issuance of a Winston Business License does not authorize construction outright. Specific projects including, but not limited to, property development, signage, building projects, home construction, solar projects, and fencing require case specific reviews conducted by the City of Winston.

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # 15 - 25

*** STAFF USE ONLY ***

LICENSE #

15-25

Business Location Mobile Zoning —

Change of Occupancy ☒ N Sign Permit Required ☒ N 2nd Hand Property Dealer ☒ N

Planning Official Randon Stevens Date 6/21/25

Comments: Mobile coffee trailer to operate in Winston 1-2 days
Per Week.

Police Chief [Signature]

Date 06-17-25

Recommendation: ☒ Grant ☐ Deny
Comments:

City Manager Thomas McIntosh

Date 6-27-25

Billing Clerk N/A

Date —

City Recorder [Signature]

Date 6/27/25

Fee \$50 Receipt # 91773 CC July 7, 2025 Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application #

15-25



Application for Business License

16-25

Tell us about you:

Applicant Mickey morales / Sarah morales
Date of Birth 10/10/82 Driver's License/ID# 1000000000 State OR
Mailing Address 447 ne winchester st
City Roseburg State OR Zip 97470
Phone 541-378-2758 Email moralesSarah244@gmail.com

Tell us about your business:

Business Name Seven's Barber Shop
Street Address 267 main st
Mailing ~~Address~~ 447 ne winchester PO Box #
City Winston State OR Zip 97496
Business Type Barber shop Secondhand Property Dealer?
Phone 541-655-0405 Email moralesmickey244@gmail.com
Property Owner (if other than applicant) Currieco
Sq. Ft. of Building for Business: No. of Parking Spaces
Applicant Signature: [Signature] Date 6-18-25
Property Owner Signature: Date
(If different from applicant)

Important Notice Regarding Signs: Any new signs or alterations of existing signs may need a separate sign permit.

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 - 110.99, and Chapter 112; Sections 112.01 - 112.99. View it 24/7 at www.WinstonCity.org under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

*****STAFF USE ONLY*****

LICENSE # 16-25

Business Location 267 SW Main Zoning GC

Change of Occupancy ☒ Y ☐ N Sign Permit Required ☒ Y ☐ N

Planning Official Handon Stevens Date 6/25/25

Comments: Barber Permitted in GC Zone Per Section 154.030 (A)(10)

Winston Municipal Code

Police Chief [Signature]

Date 06-23-25

Recommendation: ☒ Grant ☐ Deny

2nd Hand Dealer ☒ Y ☐ N

Comments:

City Manager Thomas Meina

City Recorder [Signature]

Date 6/25/25

Billing Clerk Pony Canale

Date 6/25/25

Fee \$50 Receipt # 91477 3/27/25 CC 7/7/2025

Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

Phone: _____ Email: _____

Property Owner (if other than applicant): _____

Sq. Ft. of Building for Business: _____ No. of Parking Spaces: _____

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____
(If different from applicant)

Section B:

Business Name: Fulcrum Contracting LLC

Business Type: Excavation/Construction

Owner/Agent: Joseph Mansanti

Street Address: _____

Mailing Address: 972 Richardson Rd. PO Box: _____

City: Myrtle Creek State: OR Zip: 97457

Email: fulcrum541@gmail.com Phone: 541-733-7339

Complete the following where applicable, and sign below:

CCB#: 236802 DC Health Dept: _____ Other: _____

Current/Upcoming Projects (Input N/A if none): Upcoming Project. connect septic into city sewer at
120 Shady Ln. / used to be 705 Thompson.

Applicant Signature: Joseph Mansanti Date: 6/16/2025

Development Notice:

The issuance of a Winston Business License does not authorize construction outright. Specific projects including, but not limited to, property development, signage, building projects, home construction, solar projects, and fencing require case specific reviews conducted by the City of Winston.

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # 17-25

*** STAFF USE ONLY ***

LICENSE #

17-25

Business Location

Zoning

Change of Occupancy

☒ Y ☒ N

Sign Permit Required

☒ Y ☒ N

2nd Hand Property Dealer

☒ Y ☒ N

Planning Official

London Stevens

Date

6/25/25

Comments:

Planning Clearance and/or grading permit may be
Required For Sewer Connection Project.

Police Chief

[Signature]

Date

06-23-25

Recommendation:

☒

Grant

☐

Deny

Comments:

City Manager

Thomas McIntosh

Date

Billing Clerk

N/A

Date

City Recorder

[Signature]

Date

6/25/25

Fee \$50 Receipt #

91768 6/18

cc

July 7, 2025

Letter/Label

☐

Entered/Mailed

☐

Additional Remarks:

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application #

17-25



RESOLUTION NO. 25-1194

A RESOLUTION OF THE CITY OF WINSTON, OREGON, CITY COUNCIL, TO CERTIFY DELINQUENT SEWER USER CHARGES TO THE DOUGLAS COUNTY ASSESSOR.

WHEREAS, certain individuals owning property within the City of Winston are delinquent in the payment of their sewer user charges as duly and regularly established by the City Council of the City of Winston, Douglas County, Oregon.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON, OREGON, CITY COUNCIL:

SECTION 1. City of Winston, Douglas County Oregon, pursuant to the Ordinances of the City of Winston and the laws and statutes of the State of Oregon, that the City Recorder of said City is hereby authorized to certify over to the Assessor of Douglas County for collection of the delinquent charges for said City as set forth in Exhibit A, updated for payments made before 5:00 p.m. on Tuesday, July 8, 2025, as attached hereto and made a part hereof.

SECTION 2. This resolution shall be in effect upon the date of its adoption.

ADOPTED BY THE CITY OF WINSTON, OREGON, CITY COUNCIL ON THIS 7TH DAY OF JULY, 2025.

APPROVED BY THE MAYOR ON THIS 7TH DAY OF JULY, 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

Finance 25-03

Subject: Resolution 25-1194

Date: July 7, 2025

Prepared by: Ann Munson, Finance Director

Title: A Resolution to Certify Delinquent Sewer User Charges to the Douglas County Assessor.

Background: This is the annual resolution to turn over delinquent sewer accounts to the Assessor's office and to place a lien on the property.

Analysis: This is the remedy provided to the city to collect delinquent accounts per ORS 454.225.

Recommendation: I recommend the City Council approve Resolution 25-1194.

Financial Impact: This will transfer approximately \$85,061.34 of fees from the sewer utility billing and add \$37,575.00 of penalties for a total of \$122,636.34 to the assessor's office for collection. This is a 41.16% increase from last year's \$86,875.16.



ORDINANCE NO. 25-722

AN ORDINANCE OF THE CITY OF WINSTON OREGON CITY COUNCIL ADOPTING THE RECREATIONAL PARKS CODE UNDER TITLE XI, CHAPTER 113, OF THE WINSTON MUNICIPAL CODE AND SETTING THE EFFECTIVE DATE.

WHEREAS the City Council of the City of Winston authorized a general compilation, revision and codification of the ordinances of the City of Winston of a general and permanent nature and publication of such ordinance in book form under Ordinance number 17-675; and,

WHEREAS Title XI of the City of Winston Municipal Code, Chapter 113 governs the business regulations active in the community; and,

WHEREAS recreational parks that allow for short-term occupancy have recently come under scrutiny because of the endangerment to the public during and proceeding the recent flood event; and,

WHEREAS this is not a land use ordinance nor do the standards and regulations provided in the attached Exhibit A constitute "land use decisions" under ORS 197; and,

WHEREAS Winston City Council is now finding it necessary to regulate recreational parks and campgrounds located within city limits to ensure the adequate protection of public health, safety, and welfare.

NOW, THEREFORE, THE CITY OF WINSTON OREGON CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

- SECTION 1.** The Recreational Parks Code, as provided in Exhibit A, attached hereto and incorporated herein, is hereby adopted and codified as Title XI, Chapter 113, of the Winston Municipal Code.
- SECTION 2.** Invalidity of a section or part of a section of this Ordinance shall not affect the validity of the remaining sections or parts of sections.
- SECTION 3.** This Ordinance becomes effective on the thirtieth day following its adoption.

FIRST READING BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 7TH DAY OF JULY, 2025.

Exhibit A

Recreational Vehicle Parks

§ 113.01 PURPOSE

The purpose of this chapter shall be to provide rules and regulations for recreational parks and campgrounds located within the city, ensuring that the public health, safety, and general welfare are protected.

§ 113.02 APPLICABILITY

This chapter shall apply to all recreational parks as defined below. No person or organization or government entity shall establish and maintain a recreational park or campground within the city except in conformity with this chapter. (Ord. 25-722, passed 8-4-25)

§ 113.03 DEFINITIONS

CAMPING SPACE. An area of ground within a recreational park intended for the accommodation of a recreational vehicle, tent, or other individual camping unit on a temporary basis.

CITY. City of Winston.

CODE ENFORCEMENT OFFICIAL. The City Manager or his/her designee authorized to enforce this chapter. This shall include police officers.

OAR. Oregon Administrative Rules.

ORS. Oregon Revised Statutes.

OVERNIGHT CAMPING. means the activity of using a camping space for overnight accommodation.

PERMANENTLY AFFIXED. As used in this chapter, includes, but is not limited to, affixation as evidenced by:

- 1) permanent water, sewer, and electrical connections;
- 2) wheels removed;
- 3) permanent foundations; or
- 4) towing assembly removed.

PERSON. Individuals, corporations, associations, firms, partnerships, limited liability companies, joint stock companies, and governmental entities.

RECREATIONAL PARK. Any area designated by the person establishing, operating, managing, or maintaining the same for overnight camping by the general public or any segment of the public. "Recreational park" excludes sites that have otherwise been approved for long-term residential occupancy.

RECREATIONAL PARK. Any area designated by the person establishing, operating, managing or maintaining the same for picnicking, overnight camping or use of recreational vehicles by the general public or any segment of the public.

RECREATIONAL VEHICLE. Either a vacation trailer or a self-propelled vehicle or structure equipped with wheels for highway use and that is intended for human occupancy and is being used for vacation and/or recreational purposes. (Ord. 25-XXX, passed X-X-25)

§ 113.04 INCORPORATION OF STATE STANDARDS

Recreational parks shall fully comply with, and conform to, all applicable state requirements for recreational parks as set forth in:

- (A) ORS Chapter 446, §§ 310 – 350, *Tourist Facilities*, including as amended;
- (B) OAR 333, Division 31, *Operation and Maintenance of Recreation Parks*, including as amended; and
- (C) The Oregon Fire Code, including as amended. (Ord. 25-XXX, passed X-X-25)

§ 113.05 LOCAL STANDARDS

Recreational parks shall fully comply with, and conform to, the following local standards. These standards shall apply to all recreational parks, except that state and/or federal laws and regulations shall take precedence over any conflicting local standard set forth herein.

(A) *Length of Stay.* There shall be a twenty-nine (29) day limit to the length of stay for patrons of a recreational park authorized hereunder. Under exigent circumstances, and at their sole discretion, the city manager or designee may provide for a written exemption to the 29-day requirement.

(B) *Sewage and City Water.*

(1) Recreational parks shall fully comply with the City's Sewage Regulations, codified under Title V, *Public Works*, of the Winston Municipal Code.

(2) Recreational parks shall provide toilet facilities for their patrons that are both convenient and accessible. Facilities for each sex shall be located in separate buildings, or, if in the same building, shall be separated by a soundproof wall or utility room.

(C) *Roadways and Walkways.*

(1) Recreational parks shall fully comply with the City's *Streets and Sidewalks* regulations, as codified under Title V, Chapter 92 of the Winston Municipal Code.

(2) Roadways shall be easily traversable and designed to accommodate all types of recreational vehicles.

(3) Roadways shall have a surface material of asphaltic concrete or concrete and shall be well drained.

(4) Walkways in recreational parks shall have a surface material of asphaltic concrete or concrete and shall be well drained.

(5) The recreational park's street system shall have a direct connection to a public street.

(D) *Trash.*

(1) Recreational parks shall fully comply with, and ensure that their patrons fully comply with, § 130.022(B) of Winston Municipal Code regarding "Offensive Littering".

(2) Trash receptacles for the disposal of solid waste materials shall be provided in convenient locations for the use of guests of the recreational park, screened from open view and located within two hundred (200) feet of each recreational vehicle parking space.

(3) Solid waste containers shall have tight-fitting lids, covers or closable tops, and shall be durable, rust-resistant, water-tight, rodent-proof and readily washable.

(4) There shall be a minimum of one solid waste receptacle per every ten (10) spaces.

(E) *Miscellaneous Provisions.*

(1) Recreational parks shall not permit recreational vehicles to become permanently affixed to camping spaces.

(2) A space provided for a recreational vehicle shall be paved with asphaltic concrete or concrete and be designed to provide runoff of surface water.

(3) The total number of parking spaces in the recreational park, exclusive of parking provided for the exclusive use of the manager or employees of the recreational park, shall be equal to one space per recreational vehicle space. Parking spaces shall be paved with asphaltic concrete, or concrete.

(4) Recreational parks shall provide one utility building or room containing a minimum of one clothes washing machine, one clothes drying machine for each thirty (30) spaces or any fraction thereof and shall include space for clothes sorting and folding.

(5) The recreational park, and all buildings therein, shall be maintained in a neat appearance at all times. There shall be no outdoor storage of materials or supplies except articles commonly used in travel, such as lawn chairs, table, hibachi, and travel chest.

(6) Each recreational vehicle space shall be designed and constructed at an elevation, distance, and angle with respect to its access to provide for safe and efficient placement and removal of recreational vehicles and automobiles.

(7) Each occupied recreational vehicle space must have vehicular access, but a space designed for the exclusive use of a tent, teepee, yurt, or cabin may be permitted to be accessible only by a walkway.

(8) Each recreational vehicle space shall be marked for identification both for the ease of guests, emergency response vehicles, and for safety and security reasons. Markers must be easily readable from the driveways in day or night conditions without the need for secondary lighting.

(9) Recreational parks shall remain fully compliant with all applicable provisions of the City's *Land Use* regulations, as codified under Title VI of the Winston Municipal Code, and any permits approved thereunder. Specifically, recreational parks must abide by all relevant provisions of OAR 918, Division 650, *Recreation Parks and Organizational Camps*, as those provisions have been incorporated under § 150.001 of the Winston Municipal Code. (Ord. 25-XXX, passed X-X-25)

§ 113.06 INSPECTIONS AND RIGHT OF ENTRY

The city shall make inspections as are reasonably necessary in the enforcement of this chapter. Whenever they shall have cause to suspect a violation of any provisions of this chapter, officials responsible for enforcement of this chapter, or their duly authorized representatives, may enter upon any site, or into any structure, for the purpose of investigation, providing they do so in a reasonable manner. No secured building shall be entered without the consent of the owner or occupant unless under authority of a lawful warrant.

§ 113.07 ENFORCEMENT

(A) *Enforcement of Local Standards.* The city adopts and incorporates by reference herein the Oregon Revised Statutes regarding procedures for processing violations as described in ORS 153.005 to 153.161. Therefore, the Winston Municipal Code hereby authorizes the City Manager, or designee, to process violations pursuant to the procedures and authority outlined therein.

(B) *Enforcement of State Standards.* Enforcement of section XXX shall be done by the Oregon Health Authority, or designee thereof, and/or the Central Douglas Fire & Rescue, or designee thereof, in accordance with state and local law. (Ord. 25-XXX, passed X-X-25)

(C) *Jurisdiction Generally.* Enforcement of the standards set for in this chapter shall be the responsibility of those agencies normally responsible for enforcing such provisions. Where disagreements arise over jurisdiction, the responsibility for enforcement shall vest with the city, county, then state in that order.

(D) *Legal Proceedings by City Attorney.* Upon request by the City Council, the City Attorney may institute any additional proceedings as permitted by law, including but not limited to seeking injunctive relief to enforce the provisions of this chapter.



Staff Report

Admin 25-11

Subject:	Ordinance No 25-722
Date:	July 2, 2025
Prepared by:	Thomas McIntosh, City Manager
Background:	<p>The City of Winston entered the National Flood Insurance Program in 1978 which enabled its citizens to purchase flood insurance while also requiring the city to adopt regulations to protect flood prone properties. More specifically, the Winston Municipal Code requires recreational vehicles be on a site few than 180 days or remain quick disconnect and road ready. The most recent flood event showcased a glaring issue with many recreational vehicles ability to maintain this provision and remove their unit to safety. In an effort to offer better protections on public health and safety, Ordinance 25-722 has been constructed and provided for your review. This ordinance not only gives the city the ability regulate length of stay ensuring units can be removed during a flood event but it also provides regulatory authority to require new parks to install and construct and clean aesthetically pleasing product to the community and its residents.</p>
Recommendation:	Forward Ordinance 25-722 to second reading.
Financial Impact:	Financial impacts cannot be viably determined at this time. It is anticipated that additional transient room tax revenues will increase but the amount is unknown.



ORDINANCE NO. 25-723

AN ORDINANCE OF THE CITY OF WINSTON OREGON CITY COUNCIL AMENDING THE COMPREHENSIVE PLAN MAP FROM RESIDENTIAL 4.5 DU/ACRE TO RESIDENTIAL 7 DU/ACRE AND THE ZONING MAP FROM RESIDENTIAL LOW-DENSITY A (RLA) TO RESIDENTIAL MEDIUM DENSITY (RM) FOR PROPERTY IDENTIFIED AS TAX LOT NO. 7300, ASSESSORS MAP NO. 28-06-21AD.

WHEREAS the Winston Planning Commission held a public hearing on June 29, 2025, on the requested Comprehensive Plan Map and Zoning Map amendment; and,

WHEREAS the Planning Commission on May 29, 2025, adopted relevant Findings of Fact and forwarded a favorable recommendation to the City Council to adopt the requested Comprehensive Plan Map and Zoning Map amendment; and,

WHEREAS the City Council held a public hearing on July 7, 2025, and heard relevant testimony on the subject Comprehensive Plan Map and Zoning Map amendments. The City Council accepted the recommendation of the Planning Commission and did not make any additional revisions to the proposed amendment.

NOW, THEREFORE, THE CITY OF WINSTON, OREGON, CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. FINDINGS OF FACT

1. DLCD Notice of Proposed Amendment was electronically submitted to the Department of Land Conservation and Development on April 21, 2025, which was at least 35 days prior to the first evidentiary public hearing on May 29, 2025.
2. Former Plan Designation: **Residential 4.5 DU/Acre.**
New Plan Designation: **Residential 7 DU/Acre.**
3. Former Zone Designation: **Residential Low-Density A (RLA)**
New Zone Designation: **Residential Medium Density (RM)**
4. The City Council hereby adopts the attached Findings of Fact contained within the staff report dated June 26, 2025 (Exhibit "A"), and by this reference made part of this ordinance.
5. A map of the property subject to the Comprehensive Plan Map Amendment and Zoning Map Amendment is attached as Attachment "A", and by this reference made part of this ordinance.

SECTION 2. AMENDING COMPREHENSIVE PLAN MAP AND ZONING MAP.
The city of Winston Comprehensive Plan Land Use Map and City of Winston Zoning Map are hereby amended to designate the following property as Residential 7 DU/Acre (Plan Map) and (RM) Residential Medium Density (Zoning Map): Tax Lot 7300 in Section 21AD, Township 28S, Range 06W, Property I.D. No. R53764, and more particularly legally described in Statutory Warranty Deed Order Number 7391-3164095. See Attachment "B".

SECTION 3. EFFECT OF AMENDMENT
Ordinance Nos. 588 (Comprehensive Plan) and 590 (Zoning Ordinance) as heretofore and herein amended shall remain in full force and effect.

SECTION 4. This Ordinance becomes effective on the thirtieth day following its adoption.

FIRST READING BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 7TH DAY OF JULY 2025.

ATTACHMENT B**Exhibit "A"**

Real property in the County of Douglas, State of Oregon, described as follows:

Beginning at a 5/8 inch by 24 inch iron rod on the North line of Lot 2, Block 1, Subdivision of Lot 23, Block 3, SUKSDORF COOS JUNCTION ORCHARDS TRACTS, in Section 21, Township 28 South, Range 6 West, Willamette Meridian, Douglas County, Oregon, from which the Northeast corner of said Lot 2 bears South 89° 44' East 128.82 feet; thence running South 0° 06' 20" East 80.28 feet to a 5/8 inch x 30 inch iron rod; thence running South 89° 38' 20" East 128.12 feet to a 1/2 inch x 30 inch iron rod to a point on the West line of Darrell Avenue said subdivision; thence along said Darrell Avenue South 0° 28' West 24.92 feet to the Southeast corner of Lot 2 said subdivision to a 5/8 inch iron rod; thence running along the South line of said Lot 2 North 89° 36' 55" West 203.4 feet to a 1/2 inch x 2 inch auto spring at the Southwest corner of said Lot 2; thence running North 0° 17' 35" East 104.99 feet to the Northwest corner of said Lot 2 to a 1/2 inch x 2 inch auto spring; thence running South 89° 44' East 74.9 feet along the North line of said Lot 2 to the point of beginning, being situated in Lot 2, Block 1, subdivision of Lot 23, Block 3, of SUKSDORF COOS JUNCTION ORCHARDS TRACTS, in Section 21, Township 28 South, Range 6 West, Willamette Meridian, Douglas County, Oregon.

Join Mayor Christie

for

Coffee and Conversation

Saturday, July 5th

10 - noon

**In the Conference Room Located at
the East Entrance of City Hall, 201
NW Douglas Blvd.**

