

*Urban Renewal Agency
City of Winston, Oregon*

201 NW Douglas Blvd • Winston, OR 97496 •

541-679-6739 • Fax 541-679-0794

URA Board Meeting

April 16, 2026 5:30

City Hall Council Chambers

201 NW Douglas Blvd.

Winston, OR 97496

Info. 541-679-6739

Agenda

I. Call to Order—Allen Hobson, Chair

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

II. Consent Agenda

- A. Approval of Minutes for March 19, 2026

III. Comments from the Audience

Anyone wishing to discuss items not on this agenda is welcome to address the Urban Renewal Agency board as a whole. Please state your name and address for the record. Each speaker will be given a maximum of 3 (three) minutes. Speakers may not defame, intimidate, or use profanity or personal affronts. The board reserves the right to delay action until they have full information on the issue.

IV. New Business

- A. Resolution No. 26-054 Redbarn Dispensary Façade Grant Agreement

- 1. Read by Title Only—*Cindy Sarti, City Recorder*
- 2. Staff Report—*Thomas McIntosh, URA Executive Director*
- 3. Comments from the Audience (3 minutes each speaker)
- 4. Board Action

- B. City Newsletter Discussion

V. Executive Session—Pursuant to ORS 192.660(2)

VI. Adjournment

AMERICANS WITH DISABILITIES NOTICE

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

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Minutes

The meeting was called to order at 5:30 by chairman Allen Hobson. Board members Dave Cunningham, Christie Knutson, and Nick Wiggins were also in attendance. Member Dorie White was excused. Staff members present were executive director Thomas McIntosh, and city recorder Cindy Sarti. Add item IV(C), Budgetary Update, to the agenda.

Approval of Minutes

1. November 20, 2025
2. December 1, 2025

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

New Business

Antique Mall Color Scheme

Bob Stipe, new owner of the “Antique Mall” was present and provided the board with an update to the project. A new leasing agent is involved, and a new color scheme is to be considered. Other ideas include a food court with trucks indoor seating and an electric vehicle charging station.

Façade Improvement Grant Request—*Redbarn Dispensary*

Motion to approve the façade grant application by Knutson; second by Cunningham. Unanimous.

Budgetary Update

The fund is in good healthy condition. Another 4 – 5% increase is expected. The police department evidence room will come in at budget.

Adjournment

There being no further business, the meeting adjourned at 5:55. Respectfully submitted by
Cindy Sarti, City Recorder.

Allen Hobson, Chairman

Attest:

Cindy Sarti, City Recorder

RESOLUTION NO. 26-054

URA

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WINSTON OREGON BOARD, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR A FAÇADE GRANT WITH REDBARN DISPENSARY FOR AN AMOUNT NOT TO EXCEED \$10,000.

WHEREAS the City of Winston has established an Urban Renewal Agency (URA); and,

WHEREAS the URA has a façade grant program for grants up to \$10,000; and,

WHEREAS Roland Todd Theiss, operator of Redbarn Dispensary has requested a façade grant in the amount of \$10,000; and,

WHEREAS façade grants require a 50% match from the business owner.

NOW, THEREFORE BE IT RESOLVED THAT, THE URBAN RENEWAL AGENCY OF THE CITY OF WINSTON OREGON:

SECTION 1.

1. Authorizes the Executive Director to enter into an agreement with Roland Todd Theiss of Redbarn Dispensary for a façade grant not to exceed \$10,000.
2. The façade grant will be provided on a reimbursement basis where the business owner shall provide receipts showing payment for façade improvements.
3. 20% of the total façade grant shall be held as retainage until all elements of the work, including the branding element, are complete and approved by the Agency Executive Director

SECTION 2.

1. This Resolution shall be in effect upon its adoption.

ADOPTED BY THE URBAN RENEWAL AGENCY OF THE CITY OF WINSTON, OREGON BOARD ON THIS 16TH DAY OF APRIL 2026.

APPROVED BY THE CHAIRMAN ON THIS 16TH DAY OF APRIL 2026.

Allen Hobson, Chairman

Attest:

Cindy Sarti, City Recorder

THE URBAN RENEWAL AGENCY OF THE CITY OF WINSTON OREGON GRANT AWARD AGREEMENT

AN AGREEMENT BETWEEN THE URBAN RENEWAL AGENCY OF THE CITY OF WINSTON OREGON (AGENCY), AND ROLAND TODD THEISS, OPERATOR OF PROPERTY LOCATED AT 161 NE MAIN STREET, FOR THE AWARD OF A FAÇADE IMPROVEMENT GRANT IN THE AMOUNT OF \$10,000.

WHEREAS the City of Winston has established an Urban Renewal Agency (Agency); and
WHEREAS the Agency has a façade improvement grant program with awards of up to \$10,000; and
WHEREAS the operator has requested a façade improvement grant in the amount of \$10,000 for property located within the Urban Renewal District boundaries and located at 161 NE Main Street; and
WHEREAS façade improvement grants require a 50% match from the property operator; and
WHEREAS Roland Todd Theiss has or will provide invoices for qualifying products, supplies, and services for the project as well as labor in-kind, in the amount of \$20,000 toward completion of the project.

NOW THEREFORE BE IT AGREED UPON THAT, THE URBAN RENEWAL AGENCY OF THE CITY OF WINSTON OREGON, AND BY ROLAND TODD THEISS:

1. The URA shall provide Roland Todd Theiss a façade improvement grant award in the amount of \$10,000 for façade improvements on their building know as Redbarn Dispensary located at 161 NE Main Street.
2. The grant requires a match of 50% in operator funding such that the operator is required to demonstrate they have spent \$10,000 of their own funds to be matched by \$10,000 in URA funds for a minimum total project cost of \$20,000.
3. The grant award will be provided on a reimbursement basis, where the operator shall provide receipts showing payments made for façade improvements from which the Agency will provide 50% reimbursement on all invoices. For example, an invoice in the amount of \$5,000 for qualified façade improvements, the Agency will issue a check in the amount of \$2,500 in reimbursement.
4. The project requires, and shall include, a branding element with a wildlife themed approach.
5. 20% of the total grant amount awarded, or \$2,000, shall be retained until all phases of the project, including the branding element, are complete and approved by the Agency Executive Director.
6. Operator's application shall be attached hereto and incorporated by reference.

Thomas McIntosh
Executive Director

Roland Todd Theiss
Operator

The Urban Renewal Agency
Of the
City of Winston, Oregon

FACADE IMPROVEMENT GRANT
APPLICATION

Name of Applicant Roland Todd Theiss

Business Name RB Bandon 1 LLC AKA: Redbarn Dispensary

Property Owner Name RBRE LLC

Address of Business 161 NE Main St.
Winston, OR 97496


Phone Number Business 541-860-7196
Home/cell 541-863-1321

Grant Amount Requested \$10,000.00

Anticipated Completion Date Work is completed Roofing payment was mailed 2/12/2026
(The grant project must be complete by this date) Door will be installed and paid for by 2/25/2026

Please provide a description of proposed exterior improvements **including enough details for the URA Board to understand the full extent of the grant request including but not limited to the following:**

“Application shall be submitted along with a cost estimate (including labor, if appropriate) and a depiction of the planned improvements. The selection of grant recipients is made by the Urban Renewal Agency Board of Directors, whose decision is final.



Signature of Applicant

Amended 01/29/2020 cms

The roof at 161 NE Main Street was replaced with a new roof membrane, 4 drop drains, PVC flashings, and 2 piece compression metals along roof perimeter. This work was completed by Winston Roofing Company for RBRE LLC for a total cost of \$16,180.00

PAID INVOICE ATTACHED

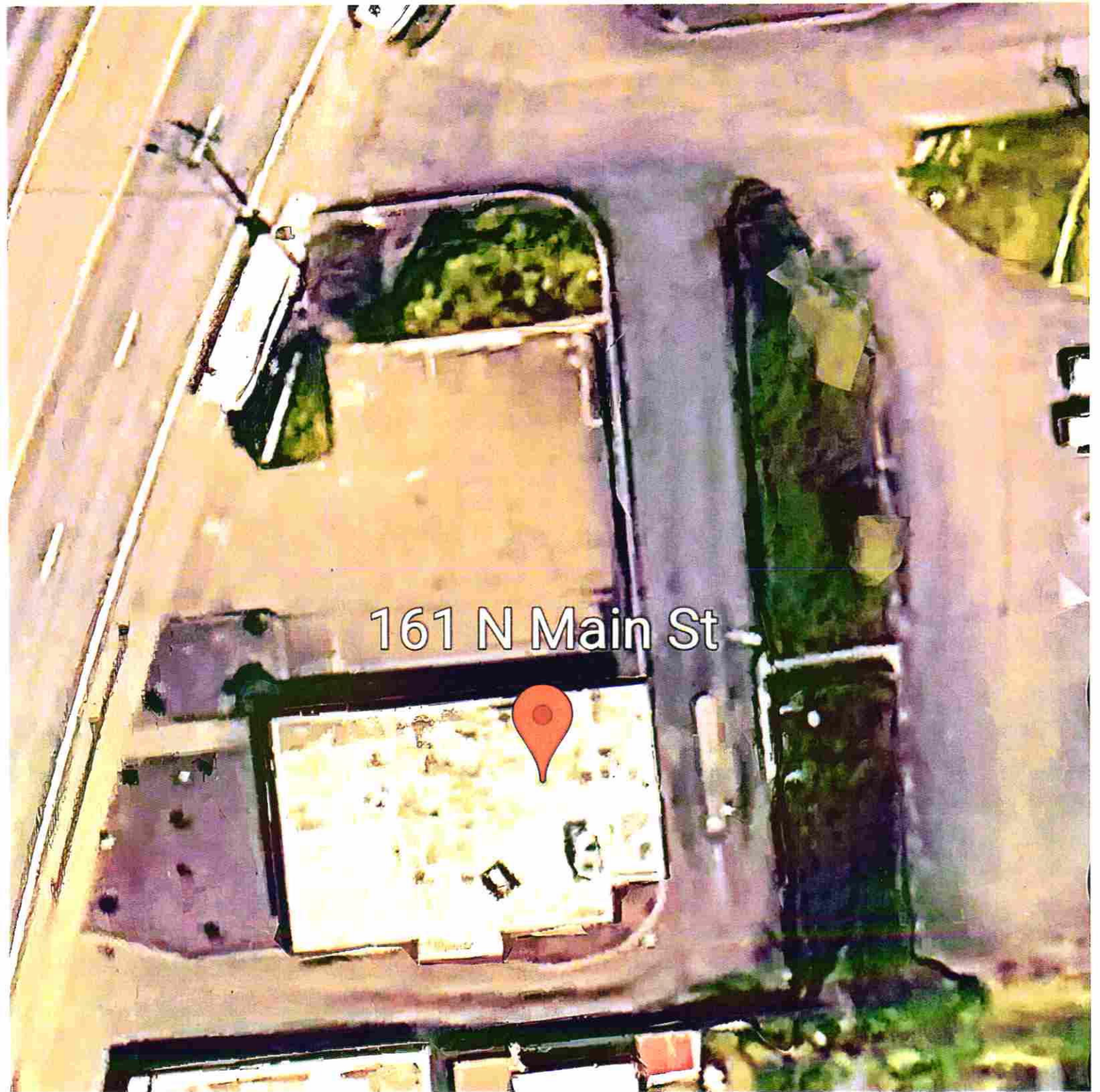
RBRE LLC purchased a thermally broken storefront door from I-5 Glass to replace the previous single pane door that was not up to code. The invoice cost for the door with delivery and installation is \$7,475.00 and payment will go out no later than 2/20/2026.

INVOICE ATTACHED









161 N Main St





Notes for mtg with Thomas and Alan

Newsletter additional funding to complete 12 month commitment.

Total expenditures First and Second quarter = \$12,387.68 (56.3% of the budget)

Three quarters Estimated = \$6,372.86 at present rate

Total Expenditures thru Q3 = \$18,760.54 (85.2% of the budget)

Funding thru 10 Mo. = \$20,849.42 (at present rate) (94.7% of the budget)

Funding left = \$1150.58

Full 12 months of publication (present rate) = \$25,207.18 (\$22,000.00) = -**\$3,207.18**

Asking for an additional - \$3500.00

Number of drops (residential only) not covered by present mailing program = **355 ****
**residents are in two delivery routes we are not covering. all within city Limits/UGB.

Including the other two Routes in present program it will increase the mailing and printed quantity to 3649 and 3700 copies respectfully.

Mailing costs per month to - \$ 901.31 (3649 copies)

Printing costs per month to - \$1912.16 (3700 copies)

Total monthly increase - \$2813.47

Total Yearly (12 mo.) - \$ 33,761.64 + 5% contingency = \$35,500.00

There would be no cost increase should we change the existing format as per plan B.

OR

Revise the program to include **355** drops by individually addressing a second layer of newsletter distribution using the Cities mailing permit and changing the format (double folding).

Continue printing and mailing the present 2750 (org format) copies at \$2088.39 per mo.
Total yearly = \$ 25,060.68

AND

then adding a second layer of printing and mailing (**355 copies**) using the Cities permit and revising the format for these copies.

Revised format requires a double fold to meet size restrictions.

Printing costs per month - \$ 323.05 (355 copies)

Mailing costs per month - \$ 262.00 (355 copies)

Total monthly cost of - \$ 585.05

Total yearly (12 mo.) - \$7020.60

Total yearly for this layered program - \$ 32,081.28 = 5% Contingency = \$33,700.00
An \$1,800.00 difference from including the other routes in the EDDM program.

This approach will require some City Employee participation.

Step 1: Search for Routes

Use the EDDM® Online Tool to search for neighborhoods where your customers live. Then, use the filters to target customers by specific demographics such as age, household size, and income.

Search for Routes



Mailpiece
Size Checker

Target Audience

View as: [Map](#) [Table](#)

<input type="checkbox"/>	Route	Residential	Business	Total	Age: 25-34	Size	Income	Cost
<input type="checkbox"/>	97496-H052	586	13	599	7.6%	2.37	\$87.48k	\$147.95
<input type="checkbox"/>	97496-H054	346	2	348	7.5%	2.39	\$60.65k	\$85.96
<input type="checkbox"/>	97496-PBOX	—	—	911	— %	—	—	\$225.02
<input type="checkbox"/>	97496-R011	761	4	765	13.9%	2.40	\$37.17k	\$188.95
<input type="checkbox"/>	97496-R012	704	24	728	7.5%	2.39	\$60.65k	\$179.82
<input type="checkbox"/>	97496-R013	301	4	305	16.6%	2.40	\$45.79k	\$75.33

Order Summary

Selected Routes
0

Post Office™ Drop-Offs
0

Total Mailpieces
0

Approximate Cost
\$0.00

