



City Council Meeting
May 18, 2026, 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. Consent Agenda**
 - A. Approval of Council Minutes for May 4, 2026
 - B. Acceptance of Minutes Boards, Commissions, Committees
 1. Traffic & Public Safety January 12, 2026
 2. Planning Commission January 14, 2026
 3. Park Board April 10, 2026
- III. 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.*
- IV. Reports: Boards, Commissions, Committees and Schools**
 - A. Traffic and Public Safety—*Teri Fink, Chair*
 - B. Park Board—*Dori White, Liaison*
 - C. Economic Development—*Dave Cunningham, Liaison*
- V. Department Reports**
 - A. Police Department—*Chief Sarti*
 - B. Public Works—*Andy Howell, Superintendent*
 - C. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. Festival Association Project Request—*Clay Caldwell*
 - B. Ordinance No. 26-723 Oregon HB4121 Compliance
 1. Read by Title Only, First Reading—*Deb DeMasters*
 2. Staff Report—*Thomas McIntosh*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
 - C. Ordinance No. 26-724 Park Board Amendments
 1. Read by Title Only, First Reading—*Deb DeMasters*
 2. Staff Report—*Thomas McIntosh*

3. Comments from the Audience (3 minutes each speaker)
4. Council Action

VIII. Upcoming Agenda Items

IX. Non-Agenda Items from Council

X. Good of the Order

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

XI. Announcements

- Urban Renewal Agency May 21st at 5:30, City Hall
- Memorial Day May 25th, City Offices will be Closed
- City Council Meeting June 1st at 7pm, City Hall

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

XIII. 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.



CITY OF WINSTON

City Council Regular Meeting

Meeting Minutes

Meeting: Winston City Council Regular Meeting
Date: May 4, 2026
Time: Approximately 7:00 PM — Adjourned 7:30 PM
Location: City Hall, Winston
Presiding: Mayor Christie Knutson
Present: Councilors Dave Cunningham, Allen Hobson, Dorie White, and Nick Wiggins. City manager Thomas McIntosh.

1. Call to Order

The meeting was called to order at 7 o'clock by Mayor Christie Knutson. There were no adjustments to the agenda.

2. Consent Agenda & Comments from the Audience

A motion to approve the minutes for April 20th was made by Cunningham, seconded by White, and passed unanimously. There were no comments from the audience.

3. Library Report

Presenter: Paula Fetzer, Library Director

Fetzer handed the council a quarterly financial statement. A recent STEAM event was not as well attended as hoped. Ingraham books carries children's books. The library is still a part of the Dolly Parton Imagination Library.

4. Conference Report

Presenter: Councilor Cunningham

Councilor Cunningham delivered a report from a recently attended conference covering topics relevant to small municipalities including issues pertaining to Minnesota, Canada, and similar jurisdictions. The following key takeaways were shared:

a) Charter Health Check

- The League or similar body presented a "charter health check" — a review of city charters to identify provisions requiring updates.
- Strong caution was given regarding the use of single words in charter language, as specific terms carry definitive legal meanings. Cities that fail to observe this have found themselves in legal difficulty.

b) Grants & Funding — Sliding Scale for Small Cities

- A significant grant program update was presented: grants are being distributed on a sliding scale — smaller cities receive a higher propensity of grants and larger grant amounts; larger cities receive comparatively less.
- This policy has either already been codified ("context signature") or will be very shortly.
- Impact for Winston: Because Winston is under 6,000 in population, it is classified as a small rural community. This means Winston stands to receive the widest possible range of grant funding opportunities.

c) Use of Artificial Intelligence

- The conference discussed using AI tools to benefit city operations — particularly for drafting programs, ordinances, and other documents.
- Caution was emphasized: AI-generated content should not be taken as 100% accurate or consolidated directly into official city reports without thorough verification.
- Potential benefit: significant reduction in staff man-hours for routine documentation tasks.

d) Innovative Communication Strategies

- The conference featured a session on how cities can better communicate with their residents.
- One community hired a communications staff member who produced short in-house videos showcasing city activities — including public works crews repairing sewer lines and downtown parking projects — and published them on the city website.
- These videos were produced internally at minimal cost yet effectively broadcast city operations to the public.
- Councilor Cunningham recommended Winston consider a similar approach, possibly in conjunction with the city newsletter, to improve citizen engagement and transparency.
- Key theme of the conference: communication, communication, communication — improved communication with citizens leads to better civic engagement and results.

e) General Assessment

- Councilor Cunningham noted this was among the better conferences attended — topics were pertinent and actionable for a city the size of Winston.
- Notably, many of the best practices being proposed at the conference were already being implemented by Winston, which was viewed positively.
- Administration (Thomas) acknowledged receiving a full stack of conference materials and audio recordings, which staff plan to review for further actionable items.

2. Department Reports

Administration — Thomas, City Manager

- Budget for Council Training: Confirmed a line item of approximately \$7,000 is in the budget for council training expenses, allowing councilors to attend trainings and bring back relevant information.

Four ordinances were announced as forthcoming in the near future:

- **Ordinance 1 — Marijuana Dispensary Loophole (House Bill 4121 Compliance)**
 - Purpose: Bring city code into compliance with HB 4121, which limits recreational marijuana dispensaries based on population thresholds.
 - Current situation: The license threshold is set at 7,500 residents who are 21+. Winston's figure is approximately 4,000, placing the city above the threshold requiring concern.
 - Identified loophole: Existing licensees can close and relocate a store using an existing license, bypassing the population-based limit on additional licenses.
 - Goal: Close this loophole to prevent market saturation. Reference was made to Roseburg, which has eleven or more dispensaries and has experienced declining top-line revenue as a result of over-saturation.
- **Ordinance 2 — Park Board Restructuring**
 - Council has already been briefed on this matter.
 - Administration will prepare a shell/template document for council review in short order.
- **Ordinance 3 — Prohibition on Bleach Water / Burnout Activity During Events**
 - Context: During summer events such as "Summer Night Cruises," certain individuals throw bleach water on streets to create burnout conditions.
 - The ordinance will add enforcement teeth and citation options to deter this behavior.
 - Specific concern: The Abraham Street corridor was re-routed to its original path. The ordinance aims to protect that area from disruptive behavior.
 - Target timeline: Implementation and public notification planned before July, with an outreach campaign to inform the public of the changes.
- **Ordinance 4 — Park Exclusion Extension to Community Center**
 - Context: If the Police Department issues a 90-day exclusion ("86") of an individual from a park (specifically Community Park), the exclusion will also apply to the Community Center, as the facility is located within the park.
 - Current code is unclear on this extension; the ordinance will provide explicit, unambiguous language.

3. New Business

a) New Business Licenses

The following new business license applications were presented for council approval:

- Long's Heating, Air Conditioning, and Electric LLC — Applicant: Valerie DeBenedetti.
- Outskirts Landscaping LLC — Applicant: Michael Williamson

Motion to accept both licenses was made by Hobson, seconded by Wiggins, and passed unanimously (Ayes; no opposed).

b) Donation Request — Douglas High School Senior Graduation Celebration

Stephanie Dahlenburg, Valley Drug owner and volunteer coordinator for the Douglas High School Class of 2026, presented a donation request on behalf of the senior class to help fund their graduation celebration party.

Event Details:

- Event date: June 6, 2026 (graduation day).
- Graduation ceremony: 4:00 PM – 6:00 PM.
- Graduation party: 9:00 PM – 2:00 AM.
- Venue: Boys and Girls Club in Roseburg (secured at a favorable rate).
- Students will be bused from Douglas High School to the venue.
- Activities: food, games, prizes for students.

Fundraising Progress (approximately \$4,500 raised to date):

- Abby's fundraiser: \$500
- Cotton candy sales at Douglas High School Track Meet (held at UCC): ~\$500
- Student catering event at the fairgrounds: \$960
- Carlos's Restaurant (Manny): \$600 donation
- Bake sale: \$830

Available City Funding Sources (as presented by Thomas):

- Community Activities line item: \$1,500 currently available (of a \$2,000 annual budget); expected to be re-budgeted at \$2,000 for the next fiscal year.
- Transient Room Tax (discretionary element): Approximately \$5,000+ available of the \$6,000 discretionary total. Note: The transient room tax budget is being reduced from \$20,000 to approximately \$13,000 for the next fiscal year, due to revenue not reaching \$20,000 and a \$12,000 annual obligation to the Chamber of Commerce.

Council Decision:

A motion to authorize a donation of \$2,000 from the Community Activities line item to support the graduation celebration was made by Cunningham, seconded by Hobson and passed unanimously. The City of Winston is now the largest sponsor of the event. The council noted the high school's longstanding support of the community and welcomed this contribution. Discussion also occurred regarding the possibility of this becoming an annual event, with the expectation that a booster club may take over coordination in future years.

4. Non-Agenda / Budget Items

- Check copies and claims in excess of \$500 were noted.

5. Announcements

The following upcoming meetings and events were announced:

- Second Budget Committee Meeting — May 11, 2026 at 4:00 PM, Community Center
- Park Board Meeting — May 12, 2026 at 4:00 PM, City Hall
- Friends of the Winston Library — May 13, 2026 at 11:00 AM, Winston Library (subject to change; verify before attending)
- Economic Development Meeting — May 13, 2026, at noon, City Hall
- Winston Planning Commission — May 13, 2026 at 5:30 PM, City Hall
- Winston City Council Regular Meeting — May 18, 2026 at 7:00 PM, City Hall

6. Executive Session

No executive session was held.

7. Adjournment

The meeting was adjourned at approximately 7:30 PM.

Respectfully submitted by Cindy Sarti, Finance Clerk

Christie Knutson, Mayor

Attest:

Thomas McIntosh, City Manager



Traffic and Public Safety Committee Meeting

Monday January 12, at 7:00 PM

Winston Police Department 131 Rose Avenue

Minutes

I. Call to Order

a. Roll call. In attendance was Chair Teri Fink, Vice-Chair Chad Myers, Judy Ode, Susan Chase, and Chief Brandon Sarti.

II. Consent Agenda

a. Approval of Minutes from October 13, 2025 by Chad Myers and Susan Chase. Voted unanimously by committee.

III. Comments from the audience

Anyone wishing to discuss items not covered on this agenda is welcome to address the Board. 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 Board reserves the right to delay action until they have full information on the issue.

IV. Old business

a. Update regarding the Abraham and Timothy intersection stop signs. Discussion held; no final action recorded.

V. New business

- a. Radar trailer printouts were reviewed for North on Grape near Tokay and South on Elizabeth near Mallard. Speed concerns noted.
- b. Speed sign data reviewed. Speed complaint added for Grape / Lookingglass area.
- c. Vacancy for committee member discussed. No appointment made; position remains open.

VI. Good of the order



- a. Chad Myers nominated Teri Fink to remain Chair. Judy Ode seconded. Approved unanimously.
- b. Reminder of next meeting April 13.
- c. Annual report needs to be completed.

VII. Adjournment

Meeting adjourned.

AMERICANS WITH DISABILITIES NOTICE

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Respectfully submitted by Sandi Koberstein

A handwritten signature in blue ink that reads "Teri L. Fink".

Teri Fink - Chair

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

Administrative Assistant



WINSTON PLANNING COMMISSION

January 14, 2026, 5:30 PM

Winston City Hall
201 NW Douglas Blvd
Winston, OR 97496
541.679.6739

MINUTES

The meeting was called to order at 5:48pm by commission president, Rex Stevens.

- Pledge of Allegiance
- Roll Call: Commission Members Steven Johnson, Renee Morgan, Michael DeRusha, and Onikka Driscoll were present. City Planner Landon Stevens was also present.

ELECTION OF OFFICERS:

Johnson made a motion to nominate **DeRusha for Vice President**. Seconded by Morgan. The motion was approved 5-0. Driscoll made a motion to nominate **Johnson for President**. Seconded by DeRusha. The motion was approved 5-0.

COMMENTS FROM THE AUDIENCE:

- No audience members provided comment.

COMMUNITY DEVELOPMENT REPORT:

RV Parks Permitting Update: Planner Stevens discussed the status of floodplain permitting for the various RV parks following the flood of March 2025. Umpqua Safari RV park has shown significant progress regarding permitting and flood proofing. Various other RV parks are still out of compliance and correspondence has not been sufficient. Johnson discussed the utility billing of the RV parks with recent changes to sewer bill structure. Individual sewer bills began for park spaces in December 2025. There was discussion on whether the floodplain permits will satisfy FEMA requirements. The permitting of structures for these parks is movement toward total FEMA compliance. Discussed vehicle registration, road readiness. Discussed the need for floodplain permitting and why it exists, impacts to property in the event of a severe flood.

Island Annexation: Planner has meeting setup with city attorney on island annexing a section of properties. Did not specify the location. Discussed reasoning for pursuing island annexation.

Economic Analysis Grant: City received a fully funded grant of \$55,000 to fund a new study focusing on the business and commercial districts within Winston. This is a study carried out by consultants and economists to do a deep dive into the economic situation in Winston. It will be a new auxiliary and complementary document to the existing Comp plan, similar to the Housing Needs Analysis and the Transportation System Plan. Discussed timeline for completing Economic Analysis, ballpark is 8-10 months once consultant is secured.

OLD BUSINESS:

- November 5th, 2025, Planning Commission Minutes: Motion by Morgan to approve. Seconded by DeRusha. Motion carries 5-0.
- November 19th, 2025, Planning Commission Minutes: Motion by DeRusha to approve. Seconded by Stevens. Motion carries 5-0.

NEW BUSINESS:

- No new business.

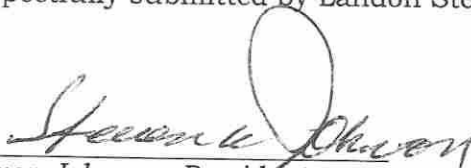
OTHER BUSINESS:

- No other business.


GOOD OF THE ORDER: Commissioner Driscoll discussed the recent revocation of approval for the "Rolling Goods" operation as well as the Hurd CUP for auto sales. Had curiosity why these businesses were addressed for poor visual and aesthetic impacts, while the FCAT thrift store currently has racks of clothing for sale adjacent to the public sidewalk. Discussed that a retail thrift store is a permitted use in the current zone, whereas the two recent revocations were formerly approval conditional use permits. Discussed status of revocation and appeal of CUP for Rolling Goods and the Hurd operation.

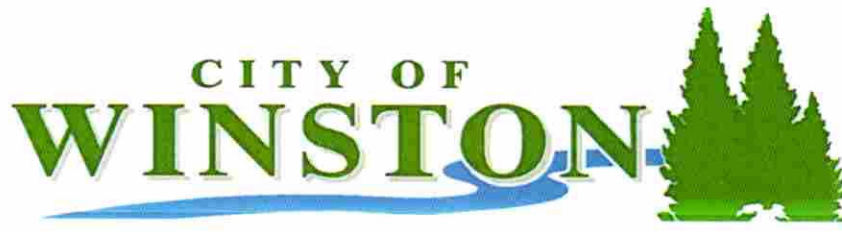
ADJOURNMENT:

There being no further business, Commission President Johnson adjourned the meeting at 6:14pm. The next meeting is scheduled for February 11, 2026.
Respectfully submitted by Landon Stevens, City Planner.


Steven Johnson, President

Attest:


Landon Stevens, City Planner



Park Board 2026

Park Board Meeting Minutes
April 10, 2026, 4:00 pm
Winston City Hall

1. Call to Order:

The meeting was called to order at 4:02 pm.

Roll Call:

Jack Holland, President
Raeann Rutledge, Secretary Melissa Tristany
Dorie White City Council Liaison. Clay Caldwell

2. Minutes:

The minutes have been read by all present. Clay made a motion to approve the minutes. Melissa 2nd the motion. All in favor. Motion passed.

3. Guest:

Ellen Porter with Riverbend Live!

4. New Business:

A. Ellen Porter is formally requesting a fee waiver for the youth theater portion of the Riverbend Live! Series, aiming to make the arts more accessible to the youth of Winston. Raeann placed a motion on the table to recommend waiving the fees for the 2026 Riverbend Live! youth theater. Clay seconded the motion, and it passed unanimously. This will be referred to City Council for approval.

B. Ms. Porter requested a discussion on storage options for the new replacement stage carpeting after the 2026 concert series. The current carpet is cut into small pieces and taped, causing fraying. She proposed purchasing larger pieces, ideally two at 12 feet in length, and storing them in the “green room” behind the stage. The Park Board tabled the discussion until the next meeting, allowing members to visit the site, assess the dimensions, and determine the best fit for storage.

5. Old Business:

A. Park Memorial Benches. The Park Board discussed memorial benches that the public can purchase for placement in Winston parks. Standards were set benches must be 4 to 6 feet long, green, sturdy, have armrests, and be Thermoplastic coated. Benches must be ground-secured in concrete and require prior approval via a Park Project Request. Buyers follow the standards, purchase the bench, and cover installation. Each request goes through the Park Board, Public Works, and City Council.

6. Public Works

A. The Park Board reviewed Nicky Power’s Circus request for Riverbend Park, proposed for August 14th, 15th, and 16th, using the PPL parking area. While the city will handle camping, the Board’s concern was cleanup. They recommended a \$50 per day usage fee for the event area and a separate \$150 refundable cleaning deposit. Clay motioned to adopt these terms, Melissa seconded, and it passed unanimously.

B. Email correspondence between the Winston Public Works Superintendent and Phil Morton was shared with the Park Board. Public Works does not support the current garden proposal and suggested using the Pocket Park instead, which Community Unity rejected due to its small scale. Phil was given general steps from Public Works if they wish to continue moving forward with their Community Park/Community Garden proposal. However, the Park Board does not consider this actionable currently. When Phil Morton, who is leading the community garden project, presents a suitable location, the Board will consider a recommendation at that time.

7. Other:

None.

8. Discussion:

None.

Next Meeting, May 12th, 2026, 4:00pm. Location: Winston City Hall

Meeting Adjourned 4:28pm

Raeann Rutledge, Secretary



ORDINANCE NO. 26-723

AN ORDINANCE OF THE CITY OF WINSTON OREGON, CITY COUNCIL PLACING A PERMANENT MORATORIUM ON THE ISSUANCE OF NEW AND ADDITIONAL MARIJUANA BUSINESS LICENSES IN COMPLIANCE WITH OREGON HOUSE BILL 4121.

WHEREAS The City hereby imposes a permanent moratorium on the acceptance of application for and the issuance of marijuana business licenses under Chapter 110 of the Winston Municipal Code; and,

WHEREAS in concurrence with Oregon House Bill 4121 which imposes a moratorium on marijuana retail licenses when one license exceeds 7,500 persons over 21 years of age in a populous area; and,

WHEREAS the City of Winston currently has one active retail marijuana dispensary license with a population of 5,607 which fails to meet the minimum population threshold; and,

WHEREAS it now stands in the interest of the community and in concert with state law intending to prevent market saturation, a moratorium must be implemented.

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

SECTION 1. A moratorium will be set forth and implemented from the date of passage on all new or additional retail marijuana dispensary business licenses.

SECTION 2. This Ordinance becomes effective on the thirtieth day following its adoption.

FIRST READING BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 18TH DAY OF MAY 2026.



Staff Report

ADMIN 26-06

Subject: Compliance with Oregon House Bill 4121
Date: May 14, 2026
Prepared by: Thomas McIntosh, City Manager
Title: Ordinance No. 26-723 Oregon HB4141 Compliance

Background: 2024 Oregon HB 4121 imposes a moratorium on marijuana retail licenses issued by the state at 1 license for every 7,500 persons over 21 years of age (the City also requires a City Marijuana Business license). This statute restricts only the issuance of state licenses. Early this calendar year, medical marijuana dispensaries were codified as a commercial use in appropriate zoning districts through legislative amendment.

Analysis: [House Bill 4121](#), passed in 2024, restricts Oregon Liquor and Cannabis Commission (OLCC) marijuana dispensary licenses by implementing a permanent, population-based cap. Under this law, the state is limited to a maximum of one retail and producer license per 7,500 residents (aged 21 and older).

Specifics of the dispensary restrictions include:

- **Per Capita Limits:** The OLCC only accepts new license applications when the total number of active licenses falls below the threshold of one dispensary per 7,500 local adults.
- **Moratorium Context:** This legislation was designed to address oversaturation and stabilize record-low wholesale prices. It evolved from previous temporary moratoriums enacted on new license processing.
- **Exemptions:** *The population caps do not affect license renewals, change-of-ownership, or location transfers for existing license.*

Recommendation: Approve Ordinance No. 26-723

Financial Impact: No identifiable financial impacts at this point.



ORDINANCE NO. 26-724

AN ORDINANCE OF THE CITY OF WINSTON OREGON CITY COUNCIL AMENDING THE WINSTON MUNICIPAL CODE TITLE IX, CHAPTER 93 REGARDING THE REGULATORY AND RECOMMENDING BODY OF THE PARK BOARD AND INTRODUCING THE CREATION OF A PARK VOLUNTEER PROGRAM.

WHEREAS the Winston City Council recognizes the need to prioritize park improvements and new park development with the assistance of community members and volunteer programs; and,

WHEREAS an urgent and imperative intent, the Winston City Council finds it necessary to restructure the park board platform to foster progress and ensure success; and,

WHEREAS to better solidify all aspects of the parks masters plan, and realize community desire to make all manner of improvements in local parks, changes will hereby be implemented as outlined in this ordinance; and,

WHEREAS Ordinance Nos 614, 633, 643 and 694 are hereby amended accordingly.

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

SECTION 1. Chapter 93 of the Winston Municipal Code related to Park Board organization is amended as follows:

~~PARK BOARD~~ PARK ADVISORY COMMITTEE; MEMBERSHIP

§ 93.01 ESTABLISHMENT.

There is hereby created and established a ~~Park Board~~ Park Advisory Committee. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

§ 93.02 MEMBERSHIP.

(A) Members, generally. The ~~Park Board~~ Park Advisory Committee shall consist of ~~six~~ four voting members and a generally nonvoting Chair, who may vote only in the event of a tie and is selected by the voting members. A City Councilor shall be selected by the City Council to serve as a non-voting liaison to the ~~Board~~ committee, and two ex officio Winston City staff members (designated by the City Manager). Each ex officio staff member shall not hold voting authority. Recommendations from the committee shall not advance to the City Council unless express written approval from ex officio staff members. The Mayor shall appoint the voting members, with confirmation by the City Council. One Any voting member may be appointed, who need not live within the corporate limits of the city. ~~The remainder of the voting members shall live within the corporate limits of the city unless a Board position remains vacant for 90 days. The vacant position can then be filled from outside the corporate limits of the city.~~ One member, selected by the ~~Board~~ Committee, shall serve as Secretary to the ~~Board~~ Committee and shall prepare minutes of each meeting.

(B) Unexcused absences. In the event of three consecutive unexcused absences from the regularly scheduled meetings of the City ~~Park Board~~ Park Advisory Committee, the Mayor shall declare that position vacant and may fill the position as per division (A) of this section. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007; Ord. 643, passed - -; Ord. 21-694, passed

3-15-2021).

(C) Park Volunteer Program. The volunteer program shall be subordinate to the Park Advisory Committee and maintain the duties and responsibilities of fund raising and donation activities. The volunteer program shall have no limitation on participation or activities that directly benefit Winston local parks on all aspects related to projects, activities or monetary functions. The Park Volunteer shall have a designated coordinator appointed by the Park Advisory Committee that reports directly to the committee at least once per month.

§ 93.03 TERMS.

The initial terms of the members shall be as follows: Chair for two years, beginning with the first meeting in January of even-numbered years; ~~three members for one year~~; the remaining two three members for two years; and ~~two members for three years~~. Thereafter, all terms shall be for three two years. All terms, except the Chair, shall expire on January 31 of the appropriate year. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

§ 93.04 QUORUM; RULES, REGULATIONS AND PROCEDURES.

Three voting members of the ~~Park Board~~ Park Advisory Committee shall constitute a quorum. The ~~Board~~ Committee shall make rules, regulations and procedures as it deems necessary, but all the rules, regulations and procedures shall be consistent with the laws of the state, the City Charter and city ordinances. The ~~Board~~ Committee shall meet at least once every three months. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007; Ord. 20-687, passed 7-20-2020)

§ 93.05 COMPENSATION.

Members of the ~~Board~~ Committee shall receive no compensation for services rendered, but may be reimbursed for any incidental expenditures approved by the Mayor and City Council. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

§ 93.06 POWERS AND DUTIES.

In general, the ~~Board~~ Committee shall act in an advisory capacity to the City Council and the City Manager in the creation, development and implementation of park rules, regulations, activities and development, including structures located with the park system. In addition, the ~~Board~~ Committee shall have the authority to grant or deny permission for certain activities not allowed or not addressed in the park rules and regulations in place at the time of request. If the ~~Park Board~~ Park Advisory Committee recommends a special events contract, there may be a fee passed for the promise of year-to-year reservations. Decisions of the ~~Park Board~~ Park Advisory Committee concerning usage can be appealed to the City Council at its next regular meeting upon written request of the applicant or any member of the ~~Park Board~~ Park Advisory Committee. All decisions of the City Council in these matters shall be final. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

§ 93.07 REPORTS.

The ~~Board~~ Committee shall submit copies of its minutes to the City Council and shall, in February of each year, make and file an annual report of its activities to the City Council; and any other reports as from time to time may be requested of it by the City Council. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

§ 93.08 LIFE OF BOARD COMMITTEE.

The ~~Park Board~~ **Park Advisory Committee** shall continue in existence so long as directed to do so by the Mayor and City Council. (Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

§ 93.20 RULES AND REGULATIONS.

(A) Fires in the park areas shall be confined to:

- (1) Park camp stoves or fireplaces provided for that purpose;
- (2) Portable stoves in established campsites and picnic areas where fires are permitted; and
- (3) No fire shall be left unattended, and every fire shall be fully and completely extinguished before its user leaves the park area.

(B) No person shall:

- (1) Hunt, pursue, trap, kill, injure or molest any birds or animals or disturb their habitats;
- (2) Discharge any firearm, pellet gun, bow and arrow, slingshot or other weapon capable of injuring any person, bird or animal; or
- (3) Possess any loaded firearm in any park area except under agreement or special regulation of this city.

(C) Flowers, shrubs, foliage, tree or plant life or products of any type shall not be planted, picked, cut, mutilated or removed from any park area without written permission from the ~~Park Board~~ **Park Advisory Committee**.

(D) No person shall mutilate, deface, damage or remove any table, bench, building, sign, marker, monument, fence, barrier, fountain, faucet, traffic recorder or other structure or facility of any kind in a park area. This proscription does not include ordinary control or maintenance of park areas or park property by park employees.

(E) No person shall, except under special regulation of the ~~Park Board~~ **Park Advisory Committee**, dig up, deface or remove any dirt, stones, rock or other substances whatever, make any excavation, quarry any stone, lay or set off any blast, roll any stones or other objects, or cause or assist in doing any of the things within a park area.

(F) No person shall erect signs, markers or inscriptions of any type within a park area without the permission of the ~~Park Board~~ **Park Advisory Committee**.

(G) Without prior approval of the ~~Park Board~~ **Park Advisory Committee** no person in a park area may:

- (1) Operate a concession, either fixed or mobile;
- (2) Solicit, sell or offer for sale, peddle, hawk or vend any goods, wares, merchandise, food, liquids or services; or
- (3) Advertise any goods or services by any means whatsoever.

(H) Motor vehicles shall be operated only on roads and in parking areas constructed or designated for motor vehicle use. No motor vehicle shall be operated on any trail or in any part of a park not constructed or designated for motor vehicle use, or on any road or trail posted as closed to public. Automobiles, trailer or other vehicles shall be parked only in designated parking areas. This division (H) shall not apply to control and maintenance of park areas or park property by city employees.

(I) No bottles, cans, ashes, waste, paper, garbage, sewage or refuse shall be left in the park area without the permission of the ~~Park Board~~ **Park Advisory Committee**.

(J) No person shall set up or use a public address system in the park area without the permission of the ~~Park Board~~ **Park Advisory Committee**.

(K) No person shall ride, drive, lead or keep a saddle horse or other animal in any park area except on roads, trails or areas designated for that purpose. No horse shall be hitched to any tree or shrub in a manner that may cause damage to the tree or shrub.

(L) No person shall operate or use any noise-producing machine, vehicle, device or instrument in a manner that is disturbing to other park area visitors.

(M) No person shall operate any motor vehicle within a park area at a speed in excess of 15 mph unless the roadway is posted otherwise.

(N) (1) Except for authorized overnight camping in accordance with these Council rules and regulations, no person other than law enforcement officers or authorized personnel shall enter or remain in any park area between the daily closing time and the daily opening time as established by the ~~Park Board~~ Park Advisory Committee and posted at the entrance to the park area. (2) Authorized camping is limited to that needed by vendors or security for special events, or by special provisions of a contract with the city. All camping must be in self-contained units and parked only in designated parking areas.

(O) No child under the age of five shall be allowed in any park area unless attended by a person responsible as an adult under the circumstances.

(P) The use or possession of fireworks on park property is not allowed.

(Q) Any security that will be provided must be state certified and approved by the City Police Chief.

(R) Rental fees must be paid for all days of use, including setup.

(S) No alcohol is permitted on park property unless approved by the ~~Park Board~~ Park Advisory Committee and City Council.

(T) Parking is only allowed in areas designated for parking on the River Bend park map.

(U) Park hours of use shall be posted as daylight to dark. (Only scheduled events with special permission are allowed to conduct activities outside these hours.) (1993 Code, Comp. No. 4-9) (Ord. 197, passed 10-1-1975; Ord. 413, passed 12-21-1987; Ord. 614, passed 4-17-2006; Ord. 633, passed 6-4-2007)

SECTION 2. Chapter 93 of the Winston Municipal Code is amended as set forth above. The additional provision of 93.02(C) is set forth above.

SECTION 3. Such supplements shall be deemed published as of the day of its adoption and approval by the Council, and the City Manager is hereby authorized and ordered to insert such supplements into the copy of the Code of Ordinances kept on file in the Office of the Manager.

SECTION 4. This ordinance shall go into effect 30 days after its adoption.

FIRST READING BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 18TH DAY OF MAY 2026.



Staff Report

ADMIN 26-07

Subject: Park Board Restructuring

Date: May 14, 2026

Prepared by: Thomas McIntosh, City Manager

Title: Ordinance No. 26-724

Background: In April of this year, the Winston City Council held a workshop with the specific goal of evaluating the progress within local parks and the process currently operating that allows for improvements therein. A consensus was given that a restructuring of the Park Board platform was necessary to foster a more expedited approach to updating old and deficient areas of the parks.

Analysis: The attached Ordinance outlines how the changes effected will be adopted directly into the Winston Municipal Code. Chapter 93 outlines how the current park board structure is orchestrated which includes a six-panel board along with a single council member as a liaison. Only one member can reside outside the incorporated limits of Winston. The amended areas of the relevant sections of the code outline a new park advisory committee that includes four volunteer citizens, one council liaison and two ex officio staff members. It also includes a new park volunteer program created and codified that will have no limitation on participants or fundraising abilities.

Recommendation: Approve Ordinance No. 26-724

Financial Impact: No identifiable financial impacts at this point.