

Urban Renewal Agency City of Winston, Oregon

REGULAR MEETING

Thursday, August 20, 2026 | 5:30 p.m.

City Hall Council Chambers | 201 NW Douglas Blvd.

541-679-6739

AGENDA

I. Call to Order — Allen Hobson, Chairman

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

II. Consent Agenda

- A. Approval of Minutes for April 16, 2026

III. Comments from the Audience

Anyone wishing to discuss an item not listed on this agenda may address the City Council. Please state your name and address for the record. Each speaker is limited to three minutes. Speakers may not defame, intimidate, use profanity, or make personal affronts. The Council may delay action until it has sufficient information on the issue.

IV. Old Business

V. New Business

- A. Resolution No. 26-056 Façade Improvement Grant – Espresso's – Eriel Hoffmeier, Business Owner
 - 1. Read by Title Only – Thomas McIntosh, URA Executive Director
 - 2. Staff Report – Thomas McIntosh
 - 3. Audience Comments – *Three minutes each speaker*
 - 4. Board Action

VI. Good of the Order

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

VIII. Adjournment

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Urban Renewal Agency City of Winston, Oregon

REGULAR BOARD MEETING MINUTES

April 16, 2026

1. Meeting Information

Meeting	Winston Urban Renewal Agency (URA) Regular Board Meeting
Date	April 16, 2026
Time	5:30 PM
Location	Winston City Hall, 201 NW Douglas Blvd.
Presiding Officer	URA Chairman Allen Hobson
Prepared By	Transcription Record
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

Board Members

Name / Title	Role	Note
Nick Wiggins	Board Member	Present
Christie Knutson	Board Member	Present
Dorie White	Board Member	Present
Dave Cunningham	Board Member	Present
Allen Hobson	Chairman	Present

Staff and Presenters

Name / Title	Role
Thomas McIntosh	Executive Director
Cindy Sarti	City Recorder
Steve Johnson	Presenter — presented the newsletter distribution report and funding options for FY 2026-27.
Todd Theiss	Redbarn Dispensary; spoke regarding Resolution 26-054 and answered board questions about payment processing and tax remittance.

3. Call to Order / Pledge of Allegiance / Roll Call

The meeting was called to order at 5:30 PM with the Pledge of Allegiance, followed by roll call of board members.

4. Adjustments to the Agenda

None.

5. Approval of Minutes

A motion was made to approve the minutes of the March 19, 2026 meeting.

Motion	Approve the minutes of March 19, 2026
Mover / Second	Motion made by Knutson and seconded by White
Vote	Unanimous Aye; no opposition voiced
Result	PASSED

6. Public Comment

None

7. New Business

7.1 Resolution 26-054 — Facade Grant to Redbarn Dispensary

Resolution 26-054 authorizes the Executive Director to enter into a facade grant agreement with Redbarn Dispensary for an amount not to exceed \$10,000. The resolution was read by title by Cindy Sarti.

Staff report: Thomas explained the facade grant program is a reimbursement program — applicants must show receipts totaling roughly \$20,000, with the Urban Renewal reimbursing half (up to \$10,000), and there must be a clear nexus to improving the aesthetics of the building facade. Staff confirmed the applicant met the program criteria and that the building had been visibly transformed and beautified. Staff recommended approval.

Board discussion and public comment: A representative of Redbarn Dispensary, Todd Theiss, addressed the board to thank them for the program and provided an informal update on the business, including:

- This is the company's 7th dispensary location, currently averaging approximately 115–120 transactions per day — comparable to or better than the company's other locations at a similar startup stage.
- The location now accepts debit cards (not credit cards) through a third-party processor; the business also has an on-site ATM with a minimal service fee (approximately \$1.50).
- The drive-through window is a newer feature (one of only a handful in the state), requires online/phone orders placed in advance (no walk-up ordering, per OLCC regulations), and is gradually gaining use.
- Discussion touched on how the company remits its local cannabis tax (currently processed through the state rather than paid directly to the City) and on the company's history with other jurisdictions (e.g., Myrtle Point, Roseburg, Springfield).

Following discussion, Knutson moved to adopt Resolution 26-054 as presented; the motion was seconded by Cunningham.

Motion	Adopt Resolution 26-054 — Facade grant to Redbarn Dispensary, as presented
Mover / Second	Knutson/Cunningham
Vote	Unanimous Aye; no opposition voiced
Result	PASSED

7.2 Winston News Newsletter — Distribution Update and FY 2026-27 Funding Options

Steve Johnson presented an update on the City's News newsletter program and funding options for the next fiscal year. Key points:

- Research found that approximately 355 addresses within the city limits — including one board member's own residence — do not currently receive the newsletter, because they fall within postal routes classified as "rural" even though they are inside city limits.
- The newsletter currently prints and delivers approximately 2,700 copies per month across four in-city postal routes.
- Plan A: Add the two additional (currently "rural") routes to the standard delivery, increasing total distribution to approximately 3,656–3,700 copies/month. Recalculated cost is approximately \$34,056/year, plus a contingency buffer for month-to-month fluctuation in delivery counts. Initial estimate had been approximately \$38,000/year; a board member flagged a discrepancy and the presenter corrected the calculation to \$34,056/year with roughly a 10% contingency, closer to \$35,500.
- Plan B: Individually address and mail newsletters to the approximately 355 affected addresses using the City's mail permit. This would require a different, double-folded format, additional staff paperwork, and would raise the mailing permit cost by roughly \$2,800 relative to Plan A — a comparable net cost difference to Plan A, but with added complexity.
- Staff recommended Plan A (adding the two additional routes) as the simpler option, noting it would also reach some households just outside city limits, which staff viewed as a positive for community engagement.
- The presenter proposed starting expanded distribution in August 2026, to be funded through the FY 2026-27 URA budget as a specific line item.
- The presenter also noted growing newsletter engagement, including new inquiries via a dedicated email address and phone calls from residents, including those not typically using online resources.

No formal resolution or motion was required at this meeting. The chair polled board members and received informal consensus in favor of Plan A (adding the two additional routes); this will be brought forward as a specific line item during the URA budget committee process for formal board action.

7.3 Agenda Adjustment — Update on Code Enforcement Abatement Matter (David Hurd / Herr Property)

With the board's consent, staff added a brief informational item regarding a code enforcement matter involving an auto repair/sales property, David Hurd, owner. Key points:

- The matter dates to approximately August of the prior year; the City Council previously voted to revoke the property owner's business license, and the Planning Commission separately revoked the conditional use permit.
- A hearing was held earlier in the week (Wednesday, 1:00 PM, in the council chamber) before Judge Jason Mahan of Roseburg. The property owner was found guilty on all cited counts.
- Witnesses included Code Enforcement officer Dana Parker, and Thomas McIntosh. City prosecutor Webb Kittinger represented the City.
- Next steps: the matter has been referred to the judge for an abatement order (already drafted by the City Attorney and awaiting the judge's signature); the City anticipates hiring independent third-party crews to remove inoperable vehicles, other junk/debris, and a fence from the property.
- Cost recovery: the City intends to lien the property to recover its abatement costs; the property owner reportedly has approximately 30 days to pay before a lien is filed. The board discussed that court costs are not typically recoverable through this process, though fines (potentially up to \$250/day, at the City prosecutor's discretion) could offset costs. This was an informational update only; no motion or vote was taken on this item.

8. Consolidated Voting Summary

Item	Description	Vote	Result
Minutes	Approval of March 19, 2026 URA minutes	Unanimous Aye	PASSED
Res. 26-054	Facade grant — Redbarn Dispensary	Unanimous Aye	PASSED

9. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Notes
Include a URA newsletter budget line item for FY 2026-27 reflecting the "Plan A" option (adding the two additional rural postal routes, ~\$34,056/year plus contingency)	Thomas McIntosh / Finance staff	Board budget committee process, prior to FY 2026-27
Continue abatement process on the David Hurd auto sales property, including securing judge's signature on the abatement order and coordinating third-party crews	City Manager / City Attorney / City Prosecutor (Webb Kittinger)	Judge's abatement order expected in short order; 7-day decision turnaround referenced
File a lien against the property to recoup City abatement costs if not paid within the applicable period	City Attorney / Administration	Approx. 30 days per citation terms, per standard City process

10. Adjournment

The meeting was adjourned at approximately 6:12 PM. No further business was discussed following the abatement update.

Certification

Allen Hobson, Chairman

Attest:

Thomas McIntosh, Executive Director

RESOLUTION NO. 26-056

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 EXSPRESSO'S FOR AN AMOUNT NOT TO EXCEED \$1,500.

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 Eriel Hoffmeier, operator of Exspresso's has requested a façade grant in the amount of \$1,500; 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 Eriel Hoffmeier of Exspresso's for a façade grant not to exceed \$1,500.
2. The façade grant will be provided on a reimbursement basis where the business owner shall provide receipts showing payment for façade improvements.
3. Exspresso's branding element requirement has been fulfilled.

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 20TH DAY OF AUGUST 2026.

APPROVED BY THE CHAIRMAN ON THIS 20TH DAY OF AUGUST 2026.

Allen Hobson, Chairman

Attest:

Thomas McIntosh, Executive Director

The Urban Renewal Agency
Of the
City of Winston, Oregon

FACADE IMPROVEMENT GRANT
APPLICATION

Name of Applicant Eriel Hoffmeier

Business Name Espresso's

Property Owner Name Eriel Hoffmeier

Address of Business 141 NW Douglas Blvd

Phone Number Business 541.

Home/cell 541. 315. 6591

Grant Amount Requested \$1500

Anticipated Completion Date December
(The grant project must be complete by this date) November 1st

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

July 23rd, 2026

Proposed Exterior Improvement for Expresso's located at 141 NW Douglas Blvd

- Replacement Vinyl Awning around the Shop
- New Bark Mulch and plants on South Side of Shop Closest to Hwy 42

Our Shop awning is the original that was first installed in 2005 and it needs to be replaced, UV damage and age has taken its toll and it is time for a replacement. We will be purchasing the vinyl material and installing it ourselves.

- Vinyl costs are estimated to be \$1000
- Specialty tools for installation: \$300
- Graphic Design and Vinyl material for Expresso's Logo \$500
- Misc. unexpected costs \$150
- Labor – We received a quote from ES&A Sign in Eugene for \$10,500, we will be doing the installation ourselves and usually pay ourselves \$20/hour. Estimated hours to complete installation 35 hours for \$700
- Mulch \$150
- Plants \$200

Total \$3,000

We will be purchasing the Mulch and Plants locally through Wildwood Nursery, Wintergreen Nursery, Bi-Mart and Mignola Farms

I have attached a mockup of the awning that ES&A generated for us, it gives you an idea the color we will be using (slight brighter than pictured) And our logo will be in either black vinyl letters or the blue color that currently adorns the shop.

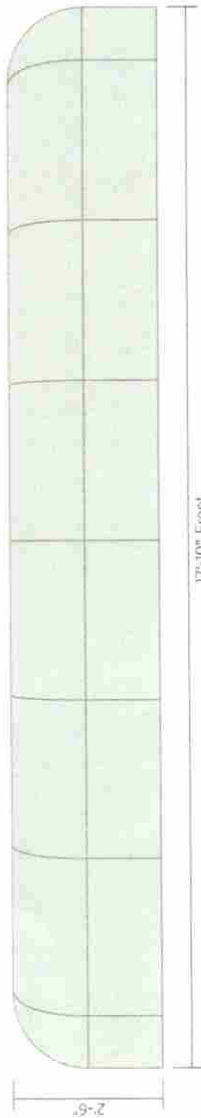
While we are not incorporating any Safari themed items into the awning, we will be better able to highlight the current Ostrich (Bernadette) that resides atop our building and will be getting polished and cleaned during the awning installation. The Giraffe (Gerry) that also lives in the Landscape bed will also be getting a pressure wash and polish before we lay down new mulch!

Thank you for your time and careful consideration of our request.

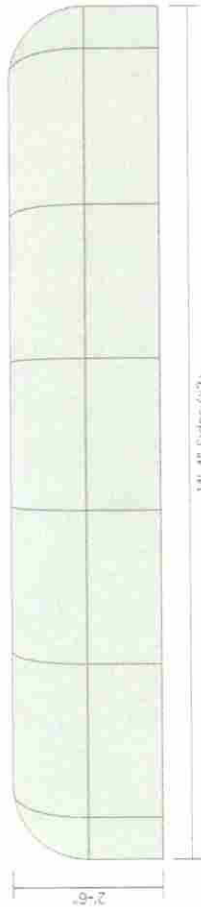
Eriel Hoffmeier, Christian Paleologos – Expresso's Coffee Stand

Layout

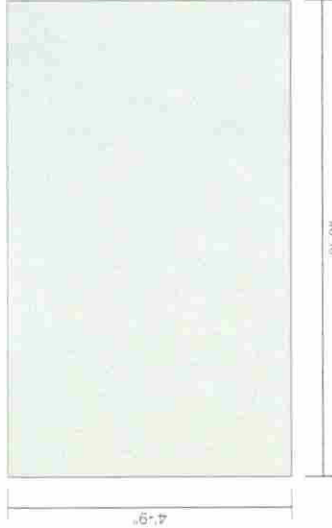
Scale: 1/2"=1'-0"



17'-10" Front



14'-4" Sides (x2)



8'-0"
Flat Roof Panels (x3)

Photo Inlay



Specifications

Recover (1) Quarter Barrel Awning

Scrap old fabric, clean frame & recover with Awnmax 6102 Grey fabric.

Customer to remove awning & bring to ES&A.

Customer to reinstall awning.

VERIFY ARTWORK, FONTS, TYPOGRAPHY, COLORS, SIZES, INSTALLATION.

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Revisions:

Graphic presentation only. Please see your representative for actual color & material samples. Various printers & monitors will interpret colors in different tones & shades. All artwork, typography & fonts should be verified with customer.



89975 Prairie Rd,
Eugene, OR 97402
P | 541.485.5546
esasigns.com

Presentation For:
Espressos

Drawing Number: 42153A1
Date of Drawing: 3/27/26

Sales: RM
Design: BL
Page No: 1 of 1

Client Approval:
Includes Colors, Spelling, Artwork

Please Initial: Please Date: