CITY COUNCIL PACKET

Regular Meeting

Monday, November 2, 2026 | 7:00 p.m.

City Hall Council Chambers

201 NW Douglas Blvd. | Winston, Oregon | 541-679-6739

Prepared for the Winston City Council

CITY OF WINSTON, OREGON

MEETING AT A GLANCE

Meeting Information

Date and time	Monday, November 2, 2026 at 7:00 p.m.
Location	City Hall Council Chambers, 201 NW Douglas Blvd.
Presiding officer	Mayor Christie Knutson

Council Action Items

III. Park Advisory Committee	Approve October 19 minutes; consider fee waivers	Action
VI(A). Ordinance No. 26-726	Burn regulations amendment, third reading	Action
VI(B). Ordinance No. 26-727	Birch Springs plan and zoning amendments, first	Action

See agenda and supporting materials for complete language and legal terms.

CITY OF WINSTON, OREGON

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III. PARK ADVISORY COMMITTEE

VI(A). BURN REGULATIONS

VI(B). BIRCH SPRINGS

PDF bookmarks provide direct access to sections and supporting documents.

CITY OF WINSTON, OREGON

AGENDA

Meeting order and public notice

- Regular meeting agenda
- Public comment procedures and announcements

CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING

Monday, November 2, 2026 | 7:00 p.m.

City Hall Council Chambers | 201 NW Douglas Blvd.
541-679-6739

AGENDA

I. Call to Order — Christie Knutson, Mayor

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

II. 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 city of residence for the record. Each speaker is limited to three minutes. Under Oregon's Public Meetings Law and the City's established rules of procedure, the Council has a responsibility to conduct meetings in an orderly and productive manner. This includes maintaining order, recognizing speakers, and ensuring that disruptions do not interfere with the proceedings. We ask that everyone respect the established public comment process, allow others to speak without interruption, and refrain from shouting, personal confrontations, or other conduct that disrupts the meeting. Speakers may not defame, intimidate, use profanity, or make personal affronts. The Council may delay action until it has sufficient information on the issue.

III. Reports: Boards, Commissions, Committees, and Schools

A. Park Advisory Committee
1. Approval of Minutes – October 19th Meeting
2. Fee Waiver Recommendation (Staff Report – Andy Howell, Staff Liaison)

IV. Department Reports

A. Winston Public Works – Andy Howell, Superintendent
B. Administration – Thomas McIntosh, City Manager

V. Old Business

VI. New Business

A. Ordinance No. 26-726 Burn Regulations Amendment to Municipal Code, Third Reading
1. Read by Title Only – Thomas McIntosh

2. Staff Report – Thomas McIntosh
3. Comments from the Audience (three minutes each speaker)
4. Council Action

B. Ordinance No. 26-727 Adoption of Plan Amendment & Zone Change, First Reading
1. Read by Titel Only – Thomas McIntosh
2. Staff Report – Thomas McIntosh
3. Comments from the Audience(three 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

- Coffee with Christie November 7th 10 – noon; City Hall
- Friends of the Winston Library November 11th (holiday) at 11; Winston Library
- Veteran's Day November 11th – City Offices Closed
- City Council Meeting November 16th at 7pm – City Hall
- Non-profit Monthly Meeting November 17th at 10am – City Hall
- Traffic and Public Safety November 23rd at 7pm – Winston Police Dept.

XII. Executive Session — Pursuant to ORS 192.660(2)h – To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more than likely than not likely to be filed.

XII. Adjournment

AMERICANS WITH DISABILITIES NOTICE

The City of Winston will make reasonable efforts to provide public accessibility to its services, programs, and activities. To request accommodation for this meeting, contact Winston City Hall at 541-679-6739 at least 48 hours before the scheduled meeting time.

CITY OF WINSTON, OREGON

III. PARK ADVISORY COMMITTEE

Board and committee reports

- October 19 meeting minutes

- Fee waiver requests, recommendations, and cost tracking

CITY OF WINSTON, OREGON
PARK ADVISORY COMMITTEE MEETING MINUTES

October 19, 2026

1. Meeting Information

Field	Detail
Meeting	Winston Parks Advisory Committee Meeting
Date	October 19, 2026
Time	6:00 PM
Location	Public Works Building
Presiding Officer	Chair- David Hopkins
Meeting Type / Status	Draft — prepared from meeting recording transcript (DM420493)

2. Attendance

Roll call was taken.

Committee Members Present/Absent

Name / Title
David Hopkins-Chair-Present
Brett Bustrum-Present
Israel A Wafer-Present
Shawn Bateson – Excused Absent
Dorie White – Council Liason-Present

Staff and Others Present

Name / Title
Andy Howell, Public Works
Megan Hamilton-Public Works
Angela Howell-Public Works-Secretary

Members of the Public

Names
Link Rodriguez
Clay Caldwell
Lynda Harding
Bernard Arenz
Onika Driscoll

3. Call to Order / Roll Call

Meeting was called to order at 6:00PM, followed by roll call (see Section 2).

Agenda Adjustment

None.

4. Consent Items — Approval of Minutes

The minutes of September 28, 2026 were presented for approval.

Motion	Result
Motion to approve the minutes of September 28, 2026; seconded.	PASSED
Motion to elect David Hopkins as Chair; seconded.	PASSED

Reports Line Item

No reports were given. This standing line item will be removed from future agendas.

5. Public Works Department Report

5.1 Priority Park Items

- **Boat ramp:** Parking striping and motor access; possible dry camping added. Staff noted the Oregon State Marine Board maintenance assistance grant ($4,100 per year) could be at risk if changes affect the ramp.
- **Pocket Park (on Cary):** Install a fence and basketball hoop or sell or lease the property. The City has owned it for years; it includes a sewer easement and began as a scout project.
- **Civic Park:** ADA-approved water fountain; very limited space beside City Hall.
- **Riverbend Park:** Replace the playground (top priority), renovate restrooms, repair the decaying roof on pavilion, and address the bird issue at the stage.
- **Community Park:** Replace the restrooms.

5.2 Fee Waiver Follow-Up

- Staff estimated the average Public Works cost of facility use at about $101 per day, based on last year's figures. For the Grand Room, average daily costs were about $40.00 for power, STR-1hr $48.04, $6.15 for water, and $7.25 for supplies.

- Past fee waivers were discussed by the prior park board but never adopted as policy.
- A sample park facility fee waiver application was provided for information only. It has not been finalized.

5.3 Riverbend Park Playground

- A letter to Public Works raised concerns about the current fence being too close and other safety issues.
- A community group supporting the project reported that $75,000 covers full installation. The City would only prepare the existing fenced area and move existing wood chips. Volunteers will handle pickup and delivery (about 40% savings), and Playcraft technicians will install.
- The Playcraft representative, who is also a state-certified safety inspector, said the existing enclosure is not up to code. He recommended moving the new playground further back from the parking lot, citing existing concrete, use-zone issues, and trees.

5.4 Waterline

Public Works is replacing and rerouting water lines serving the park to address ongoing, costly leaks.

6. Fee Waiver Discussion

The chair presented a proposed tiered decision flow for fee waivers: City events at no cost; for-profit and community groups not eligible; nonprofits assessed by whether they make money, whether they are Winston-based, whether the event benefits the City, and whether it is held during business hours. A committee member supported the approach. Staff noted a tracking sheet would improve oversight and share the department's position that facility use always carries a cost. The chair also cautioned that the committee should consider why groups might book facilities elsewhere.

6.1 Request 1 — Craft Fair Fundraiser, Grand Room, Winston Community Center

- **Applicant:** Winston-Dillard Seniors (Link Rodriguez). Event on 11/28/26
- **Details:** Daytime holiday crafts and hobbies fair; $10 per vendor table; admission by food donations. Proceeds benefit the food pantry and teen center. The group previously donated an AED (about $2,500) and is funding a second (about $1,300) for the building.
- **Staff note:** The seniors pay $103 per month under contract, including one free Grand Room use per month; this event falls on a Saturday.
- **Public comment:** Onika Driscoll and Bernie Arnez spoke in support. Clay Caldwell (Winston Festival Association) spoke in support while acknowledging the City's cost concerns. Council Liason Dorie favored a middle path.

Motion	Result
Motion by the chair to reduce rental from $275.00 to $55.00; seconded.	PASSED

The applicant will take the offer back to his board.

6.2 Request 2 — Community Christmas Event

- **Applicant:** Onika Driscoll, president, Winston Area Independence Day.
- **Details:** Free event on Friday, December 11, in its fifth year, funded by donations and the applicant's own money. Expected to serve about 100 families, with Santa, the high school band, a musician, bingo, reading activities, a cake walk, and a food pantry collection. Facility fee quoted at $495; the applicant said the event could not proceed if the fee is not waived.
- **Staff note:** City cost recovery estimated at about $105.

- **Discussion:** Members noted that they valued the event and the group's cleanup but stressed the need to recover some City costs. Staff suggested another community group might help cover the fee. The applicant said she would take the matter to her board.

Motion	Result
Motion to reduce the fee to $105; seconded.	PASSED

7. Riverbend Park Playground

- Staff stressed that now is the time to settle concerns, as the City has very limited funds.
- Lynda Harding-Community Unity gave a breakdown to the Grant funding to date: $30,000 from WACP and $15,000 from the Ford Family Foundation. The grant proposal includes a $5,000 in-kind City contribution for site preparation. A foundation site visit at Riverbend Park is set for Friday 23rd of October at 1:00 PM.
- **Tree concern:** A member noted tree roots reach only about 24 inches deep, and digging could damage them; the tree provides shade.
- **Swing set (Clay Caldwell):** The swing set need not be removed. The Playcraft inspector's concerns were its proximity to the concrete walkway, the monkey bars, and the balance beam. Removing those items and the walkway (about 4 inches thick, with two benches and a former fountain) would address the issue. The swing set is used far more than the other equipment, and suggested placement of boulders in front of playground.
- **Staff note:** The fence has been hit several times; adding rocks in front was suggested.
- **Consensus:** The exact location for the playground equipment is to be determined after a site visit. Per staff, fact-finding site visits do not require a public meeting notice under Oregon law.
- **Site visit:** Thursday the 22nd at 4:00 PM.

8. Public Comment

- **Community Park speed bumps (Clay Caldwell):** Requested speed bumps near the restrooms to slow traffic where pedestrians cross. Staff will look into it and add it to a future agenda.
- **Bike track donation (Onika Driscoll):** Thundering Waters offered to donate its bike track (about 55 by 23 feet, valued at $40,000) for permanent installation; it needs a flat surface, and the donor would help install and hopes for a trade such as a used covered snowmobile trailer. She asked the committee to identify a possible home. The chair added it to the items to review at the Thursday site visit and for further discussion at the next meeting.

9. Consolidated Voting Summary

Item	Description	Result
Minutes	Approval of minutes of September 28	PASSED
Fee Waiver — Request 1	Reduce Grand Room fee from $275.00 to $55.00 (craft fair)	PASSED
Fee Waiver — Request 2	Reduce Grand Room fee from $495.00 to $105.00 (community Christmas event)	PASSED

10. Non-Agenda Items

No non-agenda items were raised.

11. Action Items

Action Item	Responsible Party	Deadline / Status
Recommendation to Council to reduce fee: Request (1) from $275.00 to $55.00 Request (2) from $495.00 to $105.00	Staff / chair	Not stated
Conduct the Riverbend Park playground site visit	Committee members and Public Works	Thursday the 22nd, 2026 @ 4:00 PM
Public Works to Provide Parks Committee support at the foundation site visit	Public Works and a Committee Representative	Friday the 23rd, 2026 @ 1:00 PM
Evaluate additional speed bumps at Community Park and place on a future agenda	Public Works	Future agenda
Review possible locations for the donated bike track photos and specifications needed	Onika Driscoll/ Park Advisory Committee	Thursday site visit; next meeting
Remove the reports line item from future agendas	Staff	Future agendas
Continue refining the fee waiver flow chart and application, track fee waiver requests	Chair and staff	Ongoing
Complete waterline replacement near the pavilion/kitchen	Public Works	In progress

12. Adjournment

The next meeting will be on November 16, 2026, at 6:00 PM at the Public Works Building.

Meeting was adjourned at 7:10PM.

CITY OF WINSTON

Park Advisory Committee

Staff Report *#26-01*

Subject: City Parks / Community Center Fees

Date: November 2,2026

Prepared by: Andy Howell

Title: Park Advisory Recommendation

Background: September 14,2021 Park Board meeting, discussion took place on an elimination of a complete fee waiver that would be replaced by a reduced fee request, based on actual public works incurred cost. This motion passed unanimously. October 12,2021 meeting Jack moved to make an official request that the city no longer waive Park and Community Center fees completely effective immediately. The Board would like to establish a reduced fee amount that could be requested from renters that meet certain criteria. Recommendation # 21-01 was submitted to Council November 1,2021 reduced fee may be requested but the fee would need to cover the cost of set-up, maintenance and repairs, this fee would come from public works and determined on actual cost per rental.

Analysis: That full fee waiver request be replaced with an actual cost incurred by the city or the rental

Recommendation: Park Advisory committee recommends and agrees with the original request from November 1,2021 that is attached.

Financial Impact: Aid with general fund

CITY OF WINSTON

Park Advisory Committee

Recommendation *WCC#26-01*

Subject: Winston Community Center

Date: November 2,2026

Prepared by: Andy Howell

Title: Fee Waiver Request

Background: Two (2) separate requests were made October 19,2026 before the committee for 100% fee Waivers.

Winston Dillard Senior Center fundraising event for food pantry 11/28/26 all day Grand Room $275

WAID for Christmas event 12/11/26 Grand Room $495

Analysis: Staff provided a daily average cost for the Community Center to the committee STR 1 hour $48.04 – PP&L $40.00 – Water $6.15 – Supplies $7.25 Total $101.44 (Cost Will Vary)

Recommendation: Winston Dillard Senior Center from $275.00 – Reduce to $55.00

WAID $495.00 – Reduce to $105.00

Financial Impact: From both rental agreements of $770.00 – Reduced to $160.00

CITY OF WINSTON

Park Board # 21-01

Subject: City Parks / Community Center Fees

Date: November 1 ,2021

Prepared by: Melissa Tristany Park Board Secretary

Title: Park Board Recommendation

The Winston Park Board would like to recommend that renters no longer be able to request a full waiver of fees for rentals of the Winston Community Center / Winston Parks.

Instead, we propose that renters be able to make a request for reduced fees, reduced fees would cover the cost of set-up, maintenance, and repairs of said rentals. This fee would come directly from Public Works and be determined on actual cost incurred per rental.

Winston Park Board

CITY OF WINSTON | STAFF ACTUAL COST TRACKING

October 27, 2026 | Original workbook values

Cost item	Year	Month	Daily
Walter Nelson Supplies	2609.31	217.44	7.24
PP&L	18260	1521.66	50.72
Water	2211.48	184.29	6.14
Roseburg Refrigeration	8409.84	700.82	23.36
Umpqua Valley Fire	1562.25	130.18	4.33
Avista Gas	5200	433.33	14.44
Floor Maintenance	1600	133.33	4.44
STR @ 1 HR	11541.6	961.8	48.09
Cost Breakdown	51394.48	4282.85	158.76

CITY OF WINSTON, OREGON

VI(A). BURN REGULATIONS

New Business - Ordinance No. 26-726

- Third reading - residential yard-waste burning

- Proposed ordinance and staff report

ORDINANCE NO. 26-726

AN ORDINANCE OF THE CITY OF WINSTON, OREGON, CITY COUNCIL, AMENDING TITLE IX OF THE WINSTON MUNICIPAL CODE SECTION 90.036(B)(1) TO PROVIDE THAT APPLICABLE DOUGLAS FOREST PROTECTIVE ASSOCIATION (DFPA) BURN BANS TAKE PRECEDENCE OVER MUNICIPAL BURNING ALLOWANCES.

WHEREAS, Winston Municipal Code Section 90.036(B)(1), as amended by Ordinance No. 20-668, allows residential yard-waste burning during the months of April and May and October and November; and,

WHEREAS, the City Council intends to retain the existing municipal burning periods and all other requirements of Winston Municipal Code Section 90.036; and,

WHEREAS, the Douglas Forest Protective Association (DFPA) may issue burn bans to protect public safety during periods of increased fire danger; and,

WHEREAS, the City Council desires to clarify that a DFPA burn ban applicable within the City of Winston takes precedence over any burning otherwise permitted by the Winston Municipal Code; and,

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

SECTION 1. Municipal Code Title IX Section 90.036(B)(1) is hereby amended by adding the following provision, without otherwise changing the existing text or permitted burning months:

> **DFPA Burn Ban Supremacy. Notwithstanding the burning periods or permissions otherwise provided by this section, whenever the Douglas Forest Protective Association (DFPA) has issued a burn ban applicable within the City of Winston, all burning covered by that ban is prohibited for the duration of the ban. Such a ban takes precedence over any conflicting allowance in this section. Nothing in this provision authorizes burning otherwise prohibited by applicable law or regulation.**

SECTION 2. Except for the provision added by Section 1 of this Ordinance, all existing provisions of Winston Municipal Code Section 90.036, including the April-May and October-November residential yard-waste burning periods, remain unchanged.

SECTION 3. This Ordinance is effective on the thirtieth day following its adoption.

FIRST READING BY THE CITY OF WINSTON, OREGON, CITY COUNCIL, ON THIS 5TH DAY OF OCTOBER 2026.

SECOND READING BY THE CITY OF WINSTON, OREGON, CITY COUNCIL, ON THIS 19TH DAY OF OCTOBER 2026.

THIRD READING BY THE CITY OF WINSTON, OREGON, CITY COUNCIL, ON THIS 2ND DAY OF NOVEMBER 2026.

_____

Christie Knutson, Mayor

Attest:

_____

Thomas McIntosh, City Manager

CITY OF WINSTON

CITY COUNCIL STAFF REPORT

Meeting Date	October 30, 2026
Agenda Item	Ordinance / Municipal Code Amendment
Subject	Ordinance No. 26-726 - Residential Yard-Waste Burning
Department	Administration
Prepared By	Thomas McIntosh, City Manager
Attachments	Proposed Ordinance No. 26-726

BACKGROUND

Winston Municipal Code Section 90.036(B)(1), as amended by Ordinance No. 20-668, establishes the City's residential yard-waste burning periods of April and May and October and November. The City Council is considering Ordinance No. 26-726 to clarify how Douglas Forest Protective Association (DFPA) burn bans affect burning within the City.

The proposed amendment retains the City's existing burning months and other municipal burning requirements. It adds a single controlling rule: when a DFPA burn ban applicable within the City of Winston is in effect, residential yard-waste burning is prohibited for the duration of that ban, even during a month otherwise permitted by City code.

DISCUSSION

Existing City Schedule: The amendment does not extend or eliminate the April-May and October-November burning periods. Burning outside those periods remains prohibited under the existing municipal schedule.

DFPA Burn Ban Priority: An applicable DFPA burn ban takes precedence over the City's seasonal allowance. A City-authorized burning month does not override an applicable DFPA prohibition.

Other Requirements: All other provisions of Winston Municipal Code Section 90.036 remain in place. Residents must also comply with applicable state requirements and restrictions imposed by agencies having jurisdiction.

Administration: The City can communicate the rule through its normal public notices and burning information. Residents should verify current restrictions before conducting any outdoor burning.

Scope of Amendment: The proposal is limited to the priority of applicable DFPA burn bans and is not intended to adopt DFPA's entire seasonal burning calendar as the City's municipal schedule.

Jurisdiction: The proposed language should expressly incorporate DFPA burn bans as a City burning restriction when applicable within Winston, without suggesting that the City expands DFPA's independent jurisdiction.

Implementation: Upon adoption and the ordinance's effective date, City staff would administer the existing burning schedule subject to this additional prohibition.

FINANCIAL IMPACT

No material direct fiscal impact is anticipated. Implementation is expected to involve routine public information and code administration within existing staff resources.

PUBLIC BENEFIT

- Preserves the City's familiar residential yard-waste burning months.
- Clarifies that an applicable DFPA burn ban prohibits burning regardless of the municipal calendar.
- Supports public safety and reduces confusion about conflicting burning allowances.
- Maintains existing municipal burning requirements except for the narrow DFPA burn-ban override.

CITY COUNCIL OPTIONS

Adopt Ordinance No. 26-726, amending Winston Municipal Code Section 90.036(B)(1) to make applicable DFPA burn bans controlling while retaining existing City burning periods.

Continue consideration and direct staff to provide revisions or additional information.

Decline to adopt Ordinance No. 26-726.

STAFF RECOMMENDATION

Staff recommends adoption of Ordinance No. 26-726 to clarify that an applicable DFPA burn ban supersedes the City's seasonal burning allowance, without otherwise changing the municipal burning calendar or requirements.

SUGGESTED MOTION

I move to adopt Ordinance No. 26-726, amending Winston Municipal Code Section 90.036(B)(1) to provide that an applicable Douglas Forest Protective Association burn ban takes precedence over the City's residential yard-waste burning allowance, while retaining the existing municipal burning periods and other requirements.

CITY OF WINSTON, OREGON

VI(B). BIRCH SPRINGS

New Business - Ordinance No. 26-727

- First reading - plan and zoning map amendments

- Proposed ordinance and staff report

ORDINANCE NO. 26-727

AN ORDINANCE OF THE CITY OF WINSTON, OREGON, AMENDING THE COMPREHENSIVE PLAN MAP AND ZONING MAP FOR APPROXIMATELY 73.44 ACRES AT THE SOUTHEAST CORNER OF BROCKWAY ROAD AND OREGON HIGHWAY 42 (BIRCH SPRINGS LLC; FILE NO. 26-W014).

WHEREAS, Birch Springs LLC requested concurrent Comprehensive Plan Map and Zoning Map amendments for Tax Lots 808 and 500, Douglas County Assessor Maps 28-06-20C and 28-06-29, Property ID Nos. R39857 and R40009; and,

WHEREAS, the Winston Planning Commission considered the application and recommended approval, with findings and seven conditions, to the City Council; and,

WHEREAS, the City Council considered the application, the Planning Commission recommendation, the staff reports, and the testimony and evidence in the public hearing record; and,

WHEREAS, the City Council finds that the amendments can satisfy the applicable provisions of the Winston Municipal Code and Comprehensive Plan, subject to the conditions herein;

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

SECTION 1. FINDINGS OF FACT

1. The affected property is approximately 73.44 acres within Winston city limits and its Urban Growth Boundary, at the southeast corner of Brockway Road and Oregon Highway 42.

2. The Council adopts the findings supporting the Comprehensive Plan Map and Zoning Map amendments in the Planning Commission staff report dated August 26, 2026, and City Council staff report dated October 15, 2026, as incorporated in the record and attached as Exhibit A, subject to any express modifications adopted by Council.

3. The amendment replaces the existing Agriculture/Open Space designation and reconfigures the residential and commercial map designations. Approval of the map amendments does not approve the conceptual site plan or authorize a land division, development, or construction.

SECTION 2. COMPREHENSIVE PLAN MAP AND ZONING MAP AMENDMENTS

The City of Winston Comprehensive Plan Map and Zoning Map are hereby amended for the property identified above, as depicted in the approved map attached as Exhibit B, to establish the following approximate allocations:

Residential High Density / R-H: 28.34 acres (previously 31.26 acres).

Residential Low Density C / R-L-C: 39.30 acres (previously 0 acres).

Agriculture/Open Space / A-O: 0 acres (previously 35.89 acres).

General Commercial / C-G: 5.80 acres (previously 6.29 acres).

The boundaries shown in the approved Exhibit B control the geographic application of these designations; the acreage figures are approximate.

SECTION 3. CONDITIONS OF APPROVAL

1. Approval applies only to the Comprehensive Plan Map and Zoning Map designations shown in the approved exhibit; the conceptual site plan is not approved.

2. Future land division and development must comply with applicable City development standards.

3. Future development must comply with applicable riparian, floodplain, wetland, archaeological, and other resource requirements.

4. Future development must demonstrate adequate water, sewer, stormwater, fire flow, transportation capacity, and emergency access, including necessary improvements.

5. A left-turn lane shall be installed on Highway 42 and Brockway Road prior to issuance of new occupancy permits when development of the property generates 10 or more peak PM-hour westbound left-turn trips at the Brockway Road/OR 42 intersection.

6. ODOT permits are required before new direct Highway 42 access; associated mitigation must be completed before access permits are issued.

7. Right-of-way for a future roundabout at Highway 42 and Brockway Road must be dedicated to ODOT before issuance of new occupancy permits.

SECTION 4. EFFECT OF AMENDMENT

Except as expressly amended herein, the City of Winston Comprehensive Plan and Zoning Ordinance, as previously amended, remain in full force and effect. All applicable development and permitting requirements continue to apply.

SECTION 5. EFFECTIVE DATE

This ordinance shall become effective on the thirtieth day following its adoption.

FIRST READING BY THE CITY OF WINSTON, OREGON, CITY COUNCIL, ON THIS 2ND DAY OF NOVEMBER 2026.

CITY OF WINSTON

CITY COUNCIL STAFF REPORT

Meeting Date	November 2, 2026
Agenda Item	Ordinance / Comprehensive Plan and Zoning Map Amendments
Subject	Birch Springs LLC - Map Amendments (File No. 26-W014)
Department	Planning Department
Prepared By	Winston Planning Department
Attachments	Proposed ordinance; Planning Commission Staff Report (August 26, 2026); City Council Staff Report (October 15, 2026); approved map exhibit (to be attached)

BACKGROUND

Birch Springs LLC has requested concurrent amendments to the City of Winston Comprehensive Plan Map and Zoning Map for approximately 73.44 acres of vacant land at the southeast corner of Brockway Road and Oregon Highway 42. The property consists of Tax Lots 808 and 500 on Douglas County Assessor Maps 28-06-20C and 28-06-29, Property IDs R39857 and R40009.

The existing land-use pattern originated with a 1994 golf-course-oriented development concept that was not constructed. The Planning Commission reviewed the application and recommended approval to the City Council with seven conditions. The proposed ordinance implements the map amendments and incorporates the supporting staff-report findings.

DISCUSSION

The proposed ordinance changes the approximate acreage allocated to each land-use designation as follows: Residential High Density (R-H), 31.26 to 28.34 acres; Residential Low Density C (R-L-C), 0 to 39.30 acres; Agriculture/Open Space (A-O), 35.89 to 0 acres; and General Commercial (C-G), 6.29 to 5.80 acres. The boundaries in the approved map exhibit, rather than the approximate acreage figures, govern.

The City’s 2022 Housing Needs Analysis projects demand for 745 additional dwellings by 2040 and recommends evaluating urban Agriculture/Open Space land for appropriate urban zoning. The application’s transportation analysis concluded the proposed map changes would not significantly

affect the transportation system. The property is subject to floodplain, riparian, wetland, archaeological and other development constraints.

The ordinance includes seven conditions that preserve future land-use and permit review, require adequate infrastructure and access, address ODOT permits and roundabout right-of-way, and establish a traffic-triggered left-turn-lane requirement. As amended by the Planning Commission, Condition 5 requires a left-turn lane at Highway 42 and Brockway Road before issuance of new occupancy permits when development generates 10 or more peak PM-hour westbound left-turn trips at the Brockway Road/OR 42 intersection.

Approval of the ordinance changes the plan and zoning maps only. It does not approve the conceptual site plan, subdivision, site development, or construction. Future proposals remain subject to applicable City and agency standards.

FINANCIAL IMPACT

The ordinance does not itself authorize City expenditures or commit funding for public infrastructure. Costs and responsibilities for future utility, roadway, access and other improvements will be evaluated through subsequent development and permitting processes. No project-specific fiscal estimate is established in the attached staff reports.

PUBLIC BENEFIT

- Updates a long-standing, undeveloped land-use configuration to reflect current planning priorities.
- Provides opportunities for low- and high-density housing while retaining commercial land near Highway 42 and Brockway Road.
- Preserves environmental, public-facility and transportation requirements for later development review.

CITY COUNCIL OPTIONS

- Approve the ordinance adopting the Birch Springs Comprehensive Plan Map and Zoning Map amendments with the seven stated conditions and supporting findings.
- Continue the matter for additional information or revisions consistent with applicable land-use procedures.
- Deny the proposed amendments based on findings supported by the hearing record.

STAFF RECOMMENDATION

Staff recommends approval of the proposed Birch Springs LLC ordinance, File No. 26-W014, consistent with the Planning Commission recommendation, the supporting findings, and the seven conditions included in the ordinance. Before adoption, the approved map exhibit and incorporated findings should be attached, and the ordinance number and reading dates completed.

SUGGESTED MOTION

“I move to approve the Birch Springs LLC Comprehensive Plan Map and Zoning Map amendment ordinance, File No. 26-W014, adopting the supporting findings and seven conditions of approval,

including the Planning Commission’s amended Condition 5, and move the ordinance to a second reading.”