CITY COUNCIL PACKET

Regular Meeting

Monday, November 16, 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 and council action items

Date and time: Monday, November 16, 2026 at 7:00 p.m.

Location: City Hall Council Chambers, 201 NW Douglas Blvd.

Presiding officer: Mayor Christie Knutson

Council action items:

II. Approval of October 19 and November 2 minutes

VII(A). Business licenses - two applications

VII(C). Ordinance No. 26-727 - second reading

CITY OF WINSTON, OREGON
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CITY OF WINSTON, OREGON

AGENDA

Meeting order and public notice

CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING

Monday, November 16, 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. Consent Agenda

- **A.** Approval of Council Minutes
  1. October 19, 2026
  2. November 2, 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 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.*

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

- **A.** Friends of the Winston Library 11/11/2026—Lydia Melendez, Interim Director

V. Department Report

- **A.** Administration – Thomas McIntosh, City Manager

VI. Old Business

VII. New Business

- **A.** Business Licenses

1. Shamblin Enterprises
2. Shreejala LLC, dba Safari Inn

B. Discussion: Boards, Commissions, and Committees

C. Ordinance No. 26-727 Plan Amendment & Zone Change, Second Reading

1. Read by Title Only—Thomas McIntosh
2. Staff Report—Thomas McIntosh
3. Comments from the Audience
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

- November 26 & 27 Thanksgiving Holiday. City offices will be closed.
- Next City Council Meeting December 7th at 7pm; City Hall

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

XIII. 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.

II. CONSENT AGENDA

Approval of Council minutes

CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING MINUTES

October 19, 2026

1. Meeting Information

Meeting	Winston City Council Regular Meeting (includes quasi-judicial public hearing)
Date	Monday, October 19, 2026
Time	Called to order at 7:00 PM; adjourned at 7:56 PM
Location	Winston City Hall
Presiding Officer	Council President Dave Cunningham
Prepared By	Transcription Record
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

Council

Name	Role	Status
Dave Cunningham	Council President / Presiding Officer	Present
Allen Hobson	Councilor	Present
Dorie White	Councilor	Present
Christie Knutson	Mayor	Excused
Nicholas Wiggins	Councilor	Excused

Three of five members were present, and the Council President declared a quorum.

Staff and Others Identified

- Thomas McIntosh — City Manager
- Andy Howell –- Public Works Superintendent
- Chris Sherlock — Wastewater Treatment Superintendent
- Rob Bullock — Fire Chief, Central Douglas Fire & Rescue
- Haley Sheldon — Land-use Planner, Coos Bay, Representing Applicant Birch Springs LLC
- Members of the public who spoke: Michael Lanham (Green), Brandon (Green), Brett Bustrum (Winston), Linc Rodriguez (Winston-Dillard Seniors)

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

The meeting was called to order at 7:00 PM and attendees recited the Pledge of Allegiance. Before roll call, the Council President read a statement on meeting decorum. It asked attendees to speak one at a time after being recognized, to come to the podium rather than shout from the audience, and to refrain from disruptions or personal confrontations. It noted that the meeting is recorded for the public. Roll call followed (see Section 2). There were no adjustments to the agenda.

4. Public Hearing — Birch Springs LLC: Comprehensive Plan Map Amendment and Concurrent Zone Change

4.1 Opening of Hearing and Procedural Matters

The Council President opened a quasi-judicial land use hearing on File No. 25-W014 (as read), a request by Birch Springs LLC for a comprehensive plan map amendment and concurrent zone change. The applicable criteria are the Winston Comprehensive Plan and the Winston Municipal Code, including WMC 154.025 and 154.143, and testimony was to be directed to those criteria. The statutory notice was read: failure to raise an issue, orally or in writing, with enough specificity to allow a response precludes appeal on that issue.

- Ex parte contacts, conflicts and bias: Councilor Hobson and Councilor White each declared none.
- No one challenged any member's participation.
- No requests for party status were received beyond those in the record, and no one present requested party status.

4.2 Staff Report — Thomas McIntosh

- Birch Springs LLC requests amendments to the comprehensive plan and zoning maps for about 73 acres at the southwest corner of Highway 42 and Brockway Road.
- The proposal removes the Agricultural/Open Space designation and establishes about 39 acres of low-density residential, 28 acres of high-density residential and 6 acres of commercial land.
- The existing designations date to a 1994 golf course concept that was never built.
- The change supports the city's 2022 Housing Needs Analysis, which identifies a need for 745 additional dwelling units by 2040.
- The property is inside city limits and the urban growth boundary. Environmental constraints, utilities and access will be addressed in future development review. The transportation analysis found no significant impacts from the map changes.
- The Planning Commission recommends approval with seven conditions covering development standards, environmental protection, infrastructure, transportation and access. It amended Condition 5: a left-turn lane at Highway 42 and Brockway Road is required before new occupancy permits once development generates 10 or more westbound left-turn trips at that intersection during the PM peak hour.
- Approval changes the land use maps only. It does not approve a subdivision, site plan, construction or any physical change; those would require later applications.
- Staff concurs with the Planning Commission and recommends approval subject to all seven conditions, including Condition 5 as amended.

Council had no questions.

4.3 Applicant Testimony

Haley Sheldon, a land use planner from Coos Bay, testified for property owner Mike Kelly, a housing developer. She had nothing to add, agreed with the staff report and the work done with ODOT, and thanked city staff for a smooth process. Council had no questions.

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4.4 Public Testimony and Close of Record

No one testified in favor, in opposition, or otherwise. The applicant waived rebuttal. No one asked to hold the record open, and the evidentiary record and public hearing were closed at 7:10.

4.5 Council Action

Motion by Hobson to adopt the findings in the staff report and recommend approval of the Birch Springs comprehensive plan amendment, File No. 25-W014. Second by White. Unanimous.

5. Comments from the Audience

Council President opened public comment on items not on the agenda: three minutes per speaker, with no defamation, intimidation, profanity or personal affronts.

5.1 Child Safety in Parks — Michael Lanham, Green

Mr. Lanham, who addressed Council on this topic about four meetings earlier, said parents continue to contact him about safety in parks, playgrounds and other places children gather. He again asked Council to request a report from the Police Chief and City Attorney covering:

- What Winston ordinances and park rules say about registered sex offenders living near or visiting these areas
- How those rules are enforced, and any gaps under Oregon law
- Coordination with the Douglas County Community Corrections office and the District Attorney, with a summary

He said he had received no response from Council or the Police Chief. He cited past concerns at community events, including the watermelon festival.

Mr. McIntosh relayed the Police Department's response:

- The Department enforces registration non-compliance by arresting under state law. These cases go to circuit court, not municipal court.
- A city ordinance on sex offenders in parks could raise constitutional issues and would duplicate the existing state enforcement framework (ORS 163.76, as transcribed).
- The Police Chief has been working swing shift, which is why a Sergeant has attended recent meetings.
- Residents should report anyone they believe is violating registry restrictions.
- Officers handle several child abuse cases each week. Budget constraints make it hard to retain current staff, let alone add officers; Mr. McIntosh offered to walk Mr. Lanham through the budget numbers.
- Staff recommends Council consider a proclamation opposing child abuse in all its forms.

Mr. Lanham said he now has contact information for the officer who handles sex crimes and will share his records with that officer. No Council action was taken.

5.2 Meeting Decorum Statement — Brandon, Green

A speaker who gave his name as Brandon of Green (surname not stated) said the decorum statement read at the start of the meeting is unconstitutional. He argued the First Amendment protects profane or insulting speech that is not threatening or sexually explicit, and that time, place and manner restrictions do not reach the content of speech. He said Council decisions affect him although he lives outside city limits, encouraged others to speak out, and objected to Council passing a vote with only two councilors voting.

Mr. McIntosh responded that Council wants to conduct business respectfully on behalf of all 5,600-plus residents. He said reasonable parameters apply, and that the city's rules against defamation, personal affronts and intimidation are consistent with state law. The Council President moved the meeting on.

6. Consent Agenda

Motion to approve City Council minutes of October 5, 2026 by Hobson; second by White. Unanimous.

The Park Advisory Committee minutes of September 28 were noted as included in the packet.

7. Reports — Boards, Commissions, Committees and Departments

7.1 Winston - Green Wastewater Treatment Plant — Chris Sherlock

Operations are status quo. Replacement of the main pumps and the chlorine pumps is expected to begin in the next one to two months; parts are being gathered for both.

7.2 Economic Development Committee

The report was included in the packet; no oral report was given.

7.3 Public Works — Andy Howell

- Hart project: 152 feet of sewer line has been installed, with four lateral connections brought to the edge of the right-of-way. The new sewer manhole is expected within the month, with paving to follow in one to two weeks.
- Jole Allen and Tokay: the catch basin and storm pipe have been installed, on the same timeline.
- Paving at both sites will be done in a single mobilization once surface work is complete, to keep costs down.

7.4 Administration — Thomas McIntosh: Grant Accomplishments

Mr. McIntosh presented a grant accomplishment display left on the public table. It will appear in the city newsletter and be emailed to councilors.

Grant / Project	Description	Amount
Safe Routes to School	Improvements around McGovern Elementary on NW Tumlin, NW Elwood and NW Cary (ODOT); not yet fully completed	$2,000,000
Highway 42 Sewer Line Extension	Congressionally directed funding to extend sewer along Highway 42 for new growth, helping limit fee increases for existing customers	$946,000
Police Department Seismic Retrofit	Structural overhaul so the station can serve as a refuge and command post after an earthquake or disaster	$2,300,000
South Umpqua River Sewer Siphon	Replaces sewer lines under the South Umpqua River to the treatment plant; among the largest wastewater projects in city history	$3,600,000
Sewer Trunk Line Replacement	About one mile on Abraham from the Looking Glass Road area; addresses heavy inflow and infiltration (I&I)	$1,800,000
Economic Opportunities Analysis	Downtown market analysis to support business attraction and retention	$55,000
Total	Outside funding over several years	$10,701,000

8. New Business

8.1 New Business License — The Lunchbox

Staff confirmed the application for The Lunchbox, April Wolf Owner, was ready for approval. Motion to approve by White; second by Hobson. Unanimous.

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8.2 Ordinance No. 26-726 — Burn Regulations Amendment (Second Reading)

Read by title only by Mr. McIntosh: an ordinance amending the Winston Municipal Code, section 9.036(B)(1), to replace fixed months for residential yard-waste burning with fire season and burn restriction standards consistent with Douglas Forest Protection Association (DFPA) requirements.

Fire Chief Rob Bullock, Central Douglas Fire & Rescue, spoke in support:

- The fixed burn months create conflict at the city line, where one neighbor may burn and another may not, and draw the fire district into refereeing. October remains active fire season; there have already been several calls this month, including burning a few feet from a fence that marks the city limit.
- Allowing burning whenever fire season is not in effect (typically from October/November until about May) would spread burning out and reduce concentrated smoke. Valley inversions occur year-round, so smoke from county burning settles in the city regardless.
- Only yard debris may be burned. Burning garbage is illegal, and burn barrels are prohibited (consistent with DEQ) because they smolder and smoke.
- About 98% of the county follows DFPA fire season restrictions. Fire season continues until a good quarter inch of rain.
- Fire personnel cannot issue citations under state law, but they can extinguish fires and enter property where a fire is burning. During fire season, DFPA can cite within a quarter mile of DFPA-protected land; inside city limits the city's compliance officer can cite. The district's fire marshal communicates with city compliance staff.
- The Chief noted Douglas County is not under DEQ air-quality burn rules, unlike the north Lane County area and Medford, and asked Council to align with what surrounding jurisdictions do.

Council discussion:

- A Councilor expressed concern that heavy burning periods make it hard for residents with breathing difficulties to go outside, and that wet piles produce heavy smoke.
- Councilor Hobson noted the current ordinance already bars burning during the allowed months whenever DFPA prohibits burning. Mr. McIntosh confirmed the ordinance was written not to overlap DFPA prohibitions, and suggested some residents may be unaware of that caveat.
- On enforcement when the compliance officer is off (weekends), Mr. McIntosh said calls should go through dispatch so an on-duty police officer can respond and cite.
- Portable and commercial backyard fire pits are not prohibited; the prohibition covers household and noxious materials.

Public comment: Brett Bustrum of Winston, formerly with Lookingglass Fire, supported the Chief's position. He said county residents burn all winter and that smoke reaches the city anyway, so the change would simplify first responders' work without worsening air quality.

Mr. McIntosh said staff will work with the Chief to improve communication and enforcement regardless of the outcome, and that Council could hold the item for a third reading. Councilors asked to take it up at a third reading when the full Council is present.

Motion to move to third reading by Hobson; second by White. Unanimous.

9. Upcoming Agenda Items

None at this time.

10. Additional Public Comment — Winston-Dillard Seniors Bazaar Request

Linc Rodriguez, representing the Winston-Dillard Seniors group, came forward at staff direction after attending the Park Advisory Committee meeting held at 6:00 PM that evening. Points raised:

- The group plans a daytime Christmas bazaar and holiday craft fair on Saturday, November 28, in the Community Center's Grand Room, benefiting the food pantry, which he said is about $150,000 short.
- Table fees and $10 entry fees, plus a non-perishable food donation at the door, would go to the food pantry.
- The group's contract allows use of the large room once a month. It uses the room every other month for its senior potluck (February, April, June, August, October and December), so November is unused.

- He asked that the request be approved given the group's nonprofit status. The group first approached the city in early September and was frustrated the request had been delayed nearly two months.

Staff explained that advisory committee recommendations reach Council as written recommendations in the next packet. The request was delayed because the Park Advisory Committee had only recently been formed. Oregon public meetings law does not allow Council to decide an item not on the agenda. The request will be placed on the first November meeting agenda. No action was taken.

11. Non-Agenda Items from Council

None.

12. Good of the Order / Announcements

- Checks, copies and claims are in the Council packet.
- Traffic and Public Safety Committee: October 26, 7:00 PM, Police Department conference room.
- City Council: November 2, 7:00 PM, City Hall.
- Coffee with the Mayor: November 7, 10:00 AM to noon.
- Friends of the Winston Library event: November 11 at the Winston Library
- Veterans Day: November 11. City offices will be closed.

13. Executive Session

None.

14. Consolidated Voting Summary

Item	Description	Vote	Result
Public Hearing	Birch Springs LLC plan amendment and zone change, File No. 25-W014 — adopt staff findings, approve with conditions	Aye; none opposed	PASSED
Consent Agenda	City Council minutes, October 5, 2026	Aye; none opposed	PASSED
Business License	The Lunchbox	Aye; none opposed	PASSED
Ord. 26-726	Burn regulations — move to third reading with full Council	Aye; none opposed	PASSED

15. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Status
Ordinance 26-726 third reading with full Council	Staff / Council	November 2, 2026, meeting
Improve fire district, police and compliance officer communication on illegal burns	City Manager / Fire Chief Bullock	Ongoing
Prepare Birch Springs ordinance for first reading	Staff	November 2, 2026, meeting

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Action Item	Responsible Party	Deadline / Status
Place Winston-Dillard Seniors Grand Room request on agenda with Park Advisory Committee recommendation	Staff	November 2, 2026, meeting
Respond to Michael Lanham's requested report on registered offenders and park safety; consider child-abuse proclamation	City Manager / Police Dept. / City Attorney	Not specified
Publish grant accomplishment display in newsletter and email it to councilors	Thomas McIntosh	Upcoming newsletter
Complete Hart sewer manhole and paving; Jole Allen/Tokay paving	Public Works	Within the month
Replace main pumps and chlorine pumps at wastewater plant	Wastewater staff	Next one to two months

16. Adjournment

There being no further business, the meeting was adjourned at 7:56 PM.

Certification

These minutes are a draft record of the Winston City Council meeting held on October 19, 2026, reconstructed from an audio transcript, and are subject to review and approval at a subsequent regular meeting.

_____

Dave Cunningham, Council President

_____

Thomas McIntosh, City Manager

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CITY OF WINSTON, OREGON

CITY COUNCIL REGULAR MEETING MINUTES

November 2, 2026

1. Meeting Information

Meeting	Winston City Council Regular Meeting
Date	Monday, November 2, 2026
Time	Called to order at 7:00 PM; recessed to executive session; reconvened and adjourned at 8:47 PM
Location	Winston City Hall
Presiding Officer	Christie Knutson, Mayor
Prepared By	Transcription Record
Status	Draft — Pending Approval at Next Regular Meeting

2. Attendance

Council

Name	Role	Status
Mayor Knutson	Mayor / Presiding Officer	Present
Nicholas Wiggins	Council Member	Present
Allen Hobson	Council Member	Present
Dorie White	Council Member	Present
Dave Cunningham	Council Member	Present

Staff and Others Identified

- Thomas McIntosh — City Manager
- Andy Howell — Public Works Superintendent
- Chief Rob Bullock — Central Douglas Fire & Rescue
- Steve Johnson — Christmas ornament project volunteer
- Members of the public providing testimony: Terry Fink, Emily McCurry, Doris Boyd

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

The meeting was called to order at 7:00 PM. Attendees recited the Pledge of Allegiance, and roll call was taken with all four Councilors and the Mayor present.

3.1 Adjustments to the Agenda

City Manager Thomas McIntosh presented two additions:

- Under Section 3 (Boards, Commissions, Committees and Schools): add a third item — a Christmas event fee waiver request from WAID.
- Under Non-Agenda Items from Council: a Christmas teen event outfit discussion from the Mayor.

Mr. McIntosh noted that he prepared tonight's agenda in the absence of the staff member who usually does, and took responsibility for any errors in it.

4. Comments from the Audience

The Mayor read the standing public comment rules.

4.1 Traffic and Public Safety Committee — Teri Fink, Winston

Teri Fink, current chair of the Traffic and Public Safety Committee, announced that the chair's term ends at the end of the year and that Fink will not reapply. Key points:

- Fink described a lack of support for the committee: meetings are rarely announced, the chair learned of the last meeting by phone, and the newsletter lists meetings on Tuesdays when they are held on the second Monday.
- A Traffic Committee meeting listed on tonight's agenda for November 23 is not real; Fink confirmed with staff that no such meeting is scheduled. The committee meets quarterly; the next meeting would be January.
- The committee's last meeting (the prior Monday) lacked a quorum. There is one existing vacancy, which becomes two with her departure.
- Municipal Code section 31.067 (as transcribed) requires the committee to exist as long as the city has a public safety fee, and its primary charge is public safety fee issues — a topic that has never come before the committee in Fink's nearly three years.
- Fink is frustrated by unreliable speed data. The speed trailer is old, and the two new digital speed signs register readings when no vehicles are present. When the trailer was placed in front of Fink's home, pedestrians registered 5–16 mph (a family with a stroller registered 12–16 mph while running), which skews the 85th-percentile speed data used for speed limits.
- The Police Chief has not attended recent meetings due to his shift; a Police Sergeant has attended the last two meetings.
- In Fink's view the committee's accomplishments have been replacing items that should have been maintained anyway (stop bars near schools, a speed limit sign), and Fink questions whether the committee is needed.

Mr. McIntosh acknowledged that staff has struggled to support the committee, as with the former park board and the current Economic Development Committee, and said this is not a reflection on Fink's service. He said the new Park Advisory Committee format is serving as a template that staff would like to apply to other boards, commissions and committees, including Traffic and Public Safety. Council thanked Terry Fink for the service provided. No other members of the public spoke.

5. Reports — Boards, Commissions, Committees and Schools

5.1 Park Advisory Committee Report

Public Works staff (Andy) reported on the committee's second meeting, held October 19. The committee is getting new members up to speed and requested Public Works' top priorities for each park:

- Boat ramp: parking and striping; a possible summer-only dry camping area. Any changes must protect the Oregon State Marine Board grant (about $4,100 per year), and the site is an archaeological area where digging is restricted.
- Pocket park (vacant lot off Cary with a sewer line through it): options include a fence, a basketball hoop, or leasing or selling the property. Vehicles still occasionally park on it.
- Civic Park: an ADA-compliant water fountain; space is too limited for a restroom.

- Riverbend Park: playground replacement is the top priority; also renovate the restrooms, repair the pavilion roof, and address birds damaging the stage structure (netting is an option, at a cost).
- Community Park: restroom replacement.

Riverbend Park playground: a Playcraft representative (a certified playground inspector) raised safety concerns involving pull-up bars, concrete, tree roots and fencing. Preparing the chosen site will require removing the wood chips, buried concrete footings from the old playground (about 36 inches deep), and repairing the damaged fence, which has been struck by vehicles at least four times. A new water line has been installed at the park, which should reduce the high water bill; the original leak was never located, though several smaller leaks in mixed old piping were found.

Other items: reported "speed bumps" in Community Park are actually roots from a large pine tree. Onikka Driscoll reported that Thundering Waters offered to donate a bike track (about 55 × 23 feet, valued at $40,000) needing a flat permanent site; staff will review. Staff met with a Seven Feathers representative on Friday about possible funding.

Council discussion: Councilor White, who toured the site, urged keeping the tree for shade, suggested smoothing the raised concrete rather than replacing it, and questioned why all the wood chips must be removed rather than topped up given the tight budget. She reported that a tree sample was evaluated and the roots generally run no deeper than about 24 inches. Staff explained the roots are numerous and anchor the tree, so cutting them risks the tree falling, and that the inspector requires excavation to native soil for insurance coverage. Council agreed no one wants to remove the tree; that would be a last resort. Concrete barriers or boulders in front of the playground were suggested as an inexpensive way to protect children and the fence from vehicles. Staff welcomed the open discussion process.

5.2 Approval of Park Advisory Committee Minutes — October 19, 2026

Staff noted that minutes from Council's own previous meeting are not yet available; a collection of outstanding minutes will be presented at the next meeting. Council acted on the Park Advisory Committee minutes of October 19.

Motion	Mover / Second	Aye	No	Abstain / Recused	Result
Approve the Park Advisory Committee minutes of October 19, 2026	Cunningham/White	Aye	None voiced	None	PASSED

5.3 Fee Waiver Recommendations (Added Item) — Staff Report, Andy

At its October 19 meeting the Park Advisory Committee received two requests for 100% fee waivers on the Community Center Grand Room:

Requester	Event / Date	Standard Fee	Committee Recommendation
Winston-Dillard Seniors	Food pantry fundraiser, 11/28/26	$275	Reduce to $55
WAID	Christmas event, 12/11/26	$495	Reduce to $105
Total		$770	$160

The committee's recommendations were based on a then-available daily average cost of $101.44 (one staff hour $48.04, Pacific Power $40.00, water $6.15, supplies $7.25). Since then Public Works has completed a more detailed cost analysis.

Staff confirmed the Winston-Dillard Seniors event has moved to the VFW, so only the WAID request needed action. A motion to reduce the WAID fee to $105 was made and carried (see vote table below).

City Manager McIntosh noted that, in contrast to recent full-waiver requests, the committee recommended partial waivers. Community Center revenue is a little over $82,000 against a budget of $112,241, requiring about $36,000 from an already strained General Fund. Public Works' detailed figures, read into the record by a Councilor:

Measure	Cost to Operate	Revenue
Yearly	≈ $77,260	$43,885
Monthly	$6,438.41	$3,657.13 (rental agreements)
Daily average	$228.29	$121.96

Discussion highlights:

- One Councilor recalled that Council had previously discussed limiting waivers to 50%, so applicants such as a 501(c)(3) Christmas party serving less-fortunate children would not have to divert gift money to room rental.
- Ideas raised included a limited number of first-come waivers per year, a sliding scale or matrix based on the renter (nonprofit vs. well-funded), and a floor of at least the daily operating cost (about $228). Staff said the Park Advisory Committee could develop a policy.
- Doris Boyd, Winston, noted that at roughly $200+ per day in costs, any rental below that deepens the deficit.
- Cost reduction: Councilors suggested solar panels (citing an Energy Trust of Oregon–supported array at the Phoenix alternative school) and Pacific Power HVAC add-on programs. Staff said the five commercial HVAC units are over 20 years old; Energy Trust incentives were explored but the city lacked funds for qualifying units, and a past roof study raised weight concerns for solar. Annual energy cost is roughly $18,000–$20,000. Staff has already cut water costs (from $800–$900 per month) by installing a smaller 2-inch meter, decommissioned an unused walk-in freezer (saving about $150 per month), and tightened supply tracking.
- Councilor Cunningham asked about a surcharge on the Winston Sanitary. Staff said such options are under discussion.

Donation offer: Emily McCurry, a Winston resident who said she paid full price to rent the Community Center herself, offered to donate half of the $495 fee on behalf of Safari Village Real Estate if Council waived the other half, so the Community Center receives the full $495. A motion to accept the offer carried, superseding the earlier $105 motion.

Motion	Mover / Second	Aye	No	Abstain / Recused	Result
Reduce the WAID Christmas event Grand Room fee to $105	Not named / Not named	Aye (count not stated)	None voiced	None	PASSED — superseded
Accept the donation offer: Council waives 50% of the $495 fee; donor pays the remaining 50%	Not named / Not named	Aye (count not stated)	None voiced	None	PASSED

5.4 Park Advisory Committee Policy Recommendation (2021 Recommendation 21-01)

Staff reported that in 2021 the original park board submitted Recommendation 21-01: reduced fees may be requested, but must cover the city's actual costs (setup, maintenance and repairs) as determined by Public Works, and full waivers should be replaced with actual-cost charges. The new Park Advisory Committee agrees with that recommendation. Staff noted that after 2021 the board reverted to recommending full waivers, which exceeded $15,000 in approved waivers.

Councilor Cunningham asked whether this would prevent waivers in unusual circumstances (for example, the death of a prominent official). Staff answered that Council retains final authority; the policy would set the default toward collecting fees, with partial or full waivers still possible by committee recommendation. Staff noted the $228.29 daily cost is conservative (based on one staff hour per day; staff average about 963 hours per year at the facility).

6. Department Reports

6.1 Public Works — Andy Howell

- Paving is complete on Jole Allen/Tokay, including drainage work.
- A section on Hart was paved after installing a new manhole and new sewer line connections.
- Two manholes on the main trunk line from the Parkway pump station, off Evergreen, are scheduled for installation, with at least one expected this week.
- Fastening the grate covers in a previously discussed location is planned but not yet done.

6.2 Administration — Thomas McIntosh: Christmas Ornament Project

Mr. McIntosh and Steve Johnson reported on the light-pole Christmas ornament project:

- Pacific Power (PP&L) approved the permit for mounting on power poles under its in-kind program, but only a handful of poles were approved this year due to restrictions.
- The snowflake template and a load of flat bar were delivered to the high school, where students are building the pieces. Six rope lights at $45 each have been requested for purchase.
- The main obstacle is getting power to the poles. With about 20 days remaining, the city's electrician (Thor Anderson) has not received required information from Pacific Power. Mr. Johnson cautioned that the decorations may not go up this year, though he could finish pieces by December 1 if the school delivers them.
- Pacific Power contact Sam Carter has been responsive; staff and shop teacher Mr. Alvey will keep pressing.

7. Old Business

None.

8. New Business

8.1 Ordinance No. 26-726 — Burn Regulations Amendment (Third Reading)

Read by title only by Mr. McIntosh: an ordinance amending Title 9 of the Winston Municipal Code, section 90.036(b)(1) (as read), to provide that applicable Douglas Forest Protection Association (DFPA) burn bans take precedence over municipal burning allowances.

Staff report: the ordinance keeps the city's existing burn months (April, May, October and November) but adds a DFPA burn ban supremacy clause. If a DFPA ban is in effect, no burning is allowed even within those months; once DFPA lifts the ban, the city's existing rules apply.

Chief Bullock, Central Douglas Fire & Rescue, explained:

- The change resolves conflicts at city boundaries during fire season, when county residents are barred from burning under a DFPA ban but city residents were not (for example, burning began on October 1 this year despite fire danger).
- Burning guidance, including covering piles so they stay dry, is posted online, but the district cannot force compliance. State law permits yard-debris burning outside a ban; air-quality-based restrictions such as those in the Eugene area require state-level action.
- The fire district will extinguish prohibited burns (trash, burn barrels, night burning) and notify the city's compliance officer; for permitted-but-noncompliant yard debris burns it will notify the compliance officer. Agricultural burning follows separate permit rules.
- DFPA citations during fire season range from small amounts up to about $50,000, escalating for repeat offenses.
- Residents should report smoke or illegal burns through 911 or the non-emergency dispatch line rather than calling a fire station directly, so the nearest available unit is dispatched.

Council discussion: Councilors described heavy smoke throughout the past week and health impacts on residents. They asked about enforcement given the compliance officer's limited hours (no evenings or weekends). Staff said fire district reports will be treated as formal complaints and can be cited after the fact, and that education and a

stronger citation process are the main tools. Councilor White asked to hold the item for further review; the motion proceeded.

Motion	Mover / Second	Aye	No	Abstain / Recused	Result
Adopt Ordinance No. 26-726 (third reading)	Hobson/ Cunningham	4	1 White	None	PASSED

8.2 Ordinance No. 26-727 — Comprehensive Plan Map and Zoning Map Amendment (First Reading)

Read by title only: an ordinance amending the comprehensive plan map and zoning map for approximately 73.44 acres at the corner of Brockway Road and Oregon Highway 42, applicant Birch Springs LLC, File No. 25-W014.

Mayor Knutson and Councilor Wiggins recused themselves because they were absent from the October public hearing on this application.

Staff report (Mr. McIntosh): the October public hearing addressed a plan amendment and zone change only; it does not approve development. The change makes the property compatible with future development. The packet indicates a proposal for apartment complexes and a small subdivision on the south end. The long-vacant parcel was once part of the late-1990s Brockway Resort proposal, which never materialized. The developer has built similar market-rate apartments elsewhere (Roseburg/Diamond Lake, Cottage Grove, Springfield, Eugene) and does not use subsidized housing programs. The ordinance includes seven conditions, with a Planning Commission modification to Condition 5. Staff recommended approval and forwarding to a second reading. No public comment was offered.

Motion	Mover / Second	Aye	No	Abstain / Recused	Result
Adopt Ordinance No. 26-727 (plan amendment and zone change) on first reading and forward to second reading	Cunningham/Hobson	Aye	None voiced	Recused: Mayor Knutson, Councilor Wiggins	PASSED (first reading)

9. Upcoming Agenda Items

None at this time.

10. Non-Agenda Items from Council

10.1 Christmas Party Costumes — Mayor

The Mayor reported that the teen center will not be open or provide costumes for the Community Christmas Party this year. She arranged for the high school to bake cookies for the tree lighting and Christmas party again, donating $100 personally. A high school student will attend Coffee with Christy on Saturday to discuss recruiting teen volunteers.

She proposed buying ten inflatable, one-size-fits-all Christmas costumes (seven designs, including Christmas trees, reindeer, a polar bear, a penguin, gingerbread men and a snowman) for $298.83, and asked whether the city could fund them from a relief fund so they arrive before the December 5 party.

Doris Boyd, Winston, suggested local business sponsorship and volunteered to solicit sponsors, noting her own experience organizing donated events with a chamber of commerce. Mr. McIntosh suggested involving the Winston Chamber of Commerce. Council discussed having the city purchase immediately for speed, with sponsorship reimbursing the city.

Outcome: Ms. Boyd will come to City Hall for a Chamber contact and a flyer, with sponsorships targeted by the following Monday. Staff will identify a line item so the city can purchase in time. No formal motion was taken.

10.2 Traffic and Public Safety Committee

Councilor Cunningham raised concerns about the speed data and whether the committee is needed. Staff noted the committee is required while the public safety fee exists, though Council could amend that ordinance language; a restructure along the lines of the Park Advisory Committee is an option. Mr. McIntosh said the skewed speed data was news to him and staff will follow up internally. Councilors added that a digital speed sign did not register a car below 18 mph and reportedly stops counting at 35 mph.

The item will be placed on the November 16 agenda. Staff noted November and December agendas are usually light around the holidays, but the November 16 meeting will proceed. Terry Fink said the January committee meeting will not be held without a chair, and offered to remain available informally past the current term but not for a new three-year term.

11. Good of the Order / Announcements

- Checks, copies and claims over $500 are in the Council packets.
- Coffee with Christy is coming up on November 7th; cookies will be provided.
- Friends of the Winston Library meeting November 11th at 11. Winston Library.
- Veterans Day is November 11. City flags are to be displayed on Veterans Day.
- Next City Council meeting: November 16, 2026.
- The Economic Development Committee meeting was canceled because it fell on a national holiday and is postponed.

12. Executive Session

Mr. McIntosh announced an executive session under ORS 192.660(2)(h) to consult with legal counsel regarding the Council's legal rights and duties concerning current litigation or litigation likely to be filed, expected to last 5–10 minutes. The City Manager and Public Works Superintendent Andy Howell remained. The audience was excused.

13. Consolidated Voting Summary

Item	Description	Vote	Result
PAC Minutes	Park Advisory Committee minutes, October 19, 2026	Aye; none opposed	PASSED
Fee Waiver	Reduce WAID Christmas event fee to $105	Aye; none opposed	PASSED — superseded
Fee Waiver	Accept donor offer: 50% waived, 50% paid by donor (city receives $495)	Aye; none opposed	PASSED
Ord. 26-726	Burn regulations — DFPA burn ban precedence (third reading)	Majority Aye; 1 No	PASSED
Ord. 26-727	Plan/zone map amendment, ~73.44 acres, Brockway Rd & OR-42 (first reading)	Aye; Mayor Knutson and Councilor Wiggins recused	PASSED to second reading

14. Action Items & Follow-Up

Action Item	Responsible Party	Deadline / Status
Place Traffic and Public Safety Committee restructure/discussion on agenda	Staff / City Manager	November 16, 2026, meeting
Investigate accuracy of speed trailer and digital speed sign data	City Manager / Police Dept.	Follow-up in progress
Publish non-emergency dispatch number	Thomas McIntosh	Upcoming newsletter
Coordinate burn enforcement between fire district and compliance officer	City / Central Douglas Fire & Rescue	Ongoing
Develop fee waiver policy or matrix (per Recommendation 21-01)	Park Advisory Committee	Not specified
Pursue Community Center cost reductions (HVAC incentives, solar feasibility)	Public Works / Administration	Ongoing
Riverbend Park playground site preparation; evaluate tree preservation and vehicle barriers	Public Works / Park Advisory Committee	Before next season
Review Thundering Waters bike track donation	Park Advisory Committee / Public Works	Not specified
Secure power to poles for Christmas ornaments; purchase six rope lights	City Manager / Steve Johnson / electrician	Approx. 20 days (early December)
Display city flags on Veterans Day	Staff	November 11, 2026

15. Adjournment

Council reconvened in open session at 8:47 PM following the executive session, and the meeting was adjourned at 8:47 PM.

Certification

These minutes are a draft record of the Winston City Council meeting held on November 2, 2026, reconstructed from an audio transcript, and are subject to review and approval at a subsequent regular meeting.

_____

Christie Knutson, Mayor

_____

Thomas McIntosh, City Manager

DRAFT

CITY OF WINSTON, OREGON

IV. LIBRARY REPORT

Friends of the Winston Library

Stats for the 1st Qtr 2026-2027

2205 – Total accounts in system down 600 (Deleting old inactive accounts)

1708 – Total items have been checked out or renewed

47 – New materials have been added

Supplemental financial materials

	TRANSACTION	1st Qrt	YTD	BUDGET
EXPECTED INCOME	Donations	132.22	132.22	2,500.00
	Book/DVD sales	65	65	2,000.00
	Fund Raisers		0	2,000.00
	Grants		0	10,000.00
	Print/Copy/Fines	325	325	3,800.00
	Miscellaneous	900	900	2,071.00
	City of Winston	12000	12000	12,000.00
	City of Winston		0	12,500.00
TOTAL INCOME			0	46,871.00
EXPECTED EXPENSES				
City Library Fee	Operations		$ -	12,500.00
Insurance	Worker's Comp		0	200.00
	Liability Insurance	1491	1491	1,491.00
Supplies	Supplies	38.99	38.99	1,000.00
Annual renewals	Post Office	236	236	230.00
	Biblionix		0	1,200.00
	Library Assoc		0	35.00
	Registration fee Bus Lic		0	60.00
	CT 12		0	20.00
	DNH Domain		0	200.00
	Corperation Tax	200		50.00
	Linux		0	95.00
Bi-annual renewals	Titan			780.00
	City of Winston- DFN			600.00
Director	Wages	1942.6	1942.6	17,500.00
	State Emp payment	117.52	117.52	900.00
	Fed Emp Payment	337.64	337.64	2,000.00
	OSTTax			10.00
Programs				
	Summer Reading	778.91	778.91	1,000.00
	Dolly Parton			1,100.00
	Story Time		0	200.00
	K-2 Ready Readers			500.00
Books		330.73	330.73	2,500.00
Equipment			0	1,000.00
Tracfone/Prime	Phone	94.12	23.38	300.00
Bookkeeping	Michelle Waggoner	160	160	800.00
Miscellaneous			0	100.00
Contingency			0	500.00
Fuel Reim				300
TOTAL EXPENSES		$ 5,727.51	$ 5,727.51	47,171.00

Shamblin Enterprises and Shreejala LLC, dba Safari Inn

RECEIVED
OCT 16 REC'D
CITY OF WINSTON

CK#____
CASH____
AMT.____
BY:____

Application for

Business License

Business Name: Shamblin Enterprises

Owner/Agent: Jason Shamblin Date of Birth [redacted]

Driver's License/ID#: [redacted] State: [redacted] Phone 512-947-5095

Business Location: 140 NW main Street Winston, OR 97496

Business Mailing Address: 1737 Byron Creek Rd Winston, OR 97496

City: Winston State: OR Zip: 97496

Business Phone: 254-541-1651 Email: shamblinenterprises@gmail.com

Scope of Business:

Business Type: Business Consultation

- [X] Permanent (Business addressed and/or located within city limits)
  Sq. Ft. of Building for Business: 1200sqft No. of Parking Spaces: 5
- [ ] Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits

Complete the following where applicable, and sign below:

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

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

Applicant Signature: Jason Shamblin Date: 10/16/26

Development Notice:

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

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

Application # 45 - 26 *Revised 06.01.2026 cms*

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

Shamblin Enterprises

LICENSE # 45-26

Business Location 140 NW Main Zoning CG

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

Planning Official _____ Date _____

Comments:

Police Chief _____ Date 11/10/26

Recommendation: ○ Recommended ○ Not Recommended

Comments:

City Manager _____ Date _____

Billing Clerk Tracy Cain Date 11-12-2026

Fee $50 Receipt # 93751 CC _____ Letter/Label ○ Entered/Mailed ○

Additional Remarks:

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

Application # 45-26 *Revised 06.01.2026 cms*

Mallikaben Patel : [redacted] Date of Birth - [redacted]

Application for

Business License

Business Name: Shreejala LLC

Owner/Agent: Chiraghbhai Patel | Mallikaben Patel Date of Birth [redacted]

Driver's License/ID#: [redacted] State: [redacted] Phone 971-427-6153

Business Location: 101 NE Main Street, Winston OR, 97496

Business Mailing Address: PO Box - 133, Winston OR, 97496

City: Winston State: ORegon Zip: 97496

Business Phone: 541-679-6736 Email: Shreejalasafari@gmail.com

Scope of Business:

Business Type: motel Lodging Service

- ☑ Permanent (Business addressed and/or located within city limits)
  Sq. Ft. of Building for Business: _____ No. of Parking Spaces: _____
- ☐ Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits

Complete the following where applicable, and sign below:

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

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

_____

_____

Applicant Signature: C Patel Date: 11/3/2026

Development Notice:

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

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

Application # 46-26 *Revised 06.01.2026 cms*

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

Shreejala LLC - Safari Inn

LICENSE # 46-26

Business Location 101 NE Main st Zoning CG

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

Planning Official _____ Date _____

Comments:

Police Chief _____ Date 11/10/26

Recommendation: ○ Recommended ○ Not Recommended

Comments:

City Manager _____ Date _____

Billing Clerk _____ Date 11-12-2026

Fee $50 Receipt # 93821 CC _____ Letter/Label ○ Entered/Mailed ○

Additional Remarks:

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

Application # 46-26 *Revised 06.01.2026 cms*

CITY OF WINSTON, OREGON

VII(C). BIRCH SPRINGS

Ordinance No. 26-727 - second reading

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).

DRAFT

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.

SECOND READING BY THE CITY OF WINSTON, OREGON, CITY COUNCIL, ON THIS 16TH DAY OF NOVEMBER 2026.

CITY OF WINSTON

CITY COUNCIL STAFF REPORT

Meeting Date	November 12, 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 full adoption the Birch Springs LLC Comprehensive Plan Map and Zoning Map amendment ordinance, File No. 26-W014.”