



VILLAGE OF WINNEBAGO

COMMUNITY DEVELOPMENT COMMITTEE MINUTES

Thursday, March 28, 2024 at 5:30 PM

108 West Main Street and Virtually

1. CALL TO ORDER

Chairman Ackerman called the meeting to order at 5:30 p.m.

2. RECORDING OF THE MEETING AND GUIDELINES

The meeting was recorded, however the audio was a problem.

3. ROLL CALL

PRESENT: Chairman Jason Ackerman, Mike McKinnon

ABSENT: Riley Pitney

Guest: Attorney Mary Gaziano, Village Administrator Joseph Dienberg

4. CONFLICT OF INTEREST DISCLOSURE

There was no conflict of interest noted.

5. PUBLIC COMMENT

There was no request for public comment.

6. APPROVAL OF MINUTES

- a. Motion to approve the February 29, 2024 minutes was made by McKinnon, Seconded by Chairman Ackerman. Voting Yea: Chairman Ackerman, McKinnon

7. DISCUSSION

- a. Electrical Inspector Agreement

Electrical Inspector Agreement was discussed.

- b. Temporary Sales Permit Application

Village Administrator Dienberg Presented the Committee with a copy of a draft permit application for temporary sales. During their February 29th meeting, The Community Development Committee has proposed the creation of a temporary sales permit for various activities including Farm Produce Sales, Arts and Crafts Sales, Christmas Tree Sales, and Seasonal Greenhouses within the Unified Development Ordinance (UDO) guidelines. The UDO outlines specific criteria for each type of sale, including permit duration, allowable structures, parking requirements, and adherence to health

regulations. He stated that staff recommends use of a comprehensive Temporary Sales Permit Application for activities within the Village of Winnebago. This application form is designed to streamline the authorization process for temporary sales activities, ensuring compliance with regulations and acknowledging responsibilities related to sanitation, accessibility, traffic management, environmental impact, and community outreach. The application requires detailed information about the proposed sales operation, site plans, insurance, and vendor agreements. Once completed, the application is to be submitted to the Village of Winnebago for review and approval, emphasizing regulatory compliance and the provision of necessary documentation and fees.

Given that the permit is called for under the UDO, Trustee McKinnon suggested that staff have the latitude to update forms as needed but recommended that the Village Administrator Update the Village Administrator update the Village Board of any changes as they happen. It was also suggested that all forms identify when they were updated so that outdated forms are not used.

Trustee McKinnon also suggested that given the Village's new structure, that the board also be updated on bigger items in general, suggesting that when a commercial building permit is applied for, that they are made aware so that they can answer questions in the community

c. Business Registration Review

Administrator Dienberg shared Ordinance 2002-07 regarding public safety and Business Registration. He stated that Business Registration for commercial and industrial businesses operating within the village boundaries are currently required annually, with failure to comply resulting in the inability to continue operations. Alterations in use, occupancy, or ownership of buildings must also be promptly communicated to the village. Non-compliance may result in penalties, though historically they have been used infrequently.

Staff asked the committee for their input on any updates, additional requirements such as proof of registration with the State of Illinois, industry-specific certifications, and the establishment of a fee structure to cover administrative costs associated with compliance. The fee structure could be a flat rate, graduated based on square footage, or specific to business type.

There was confusion about the difference between a Certificate of Good Standing with the State of Illinois, and proof of registration. Administrator Dienberg stated he would research that and report back.

Trustee McKinnon suggested that a fee not be applied for Business Registration.

Trustee Ackerman recommended that it be reviewed that individuals that own multiple businesses fill out the correct information and are documenting all their businesses.

Administrator Dienberg stated that he would review the information shared and would work with Attorney Gaziano to update the Ordinance at a future meeting.

d. Keep Northern Illinois Beautiful

Pamela Osborn from Keep Northern Illinois Beautiful presented to the committee different options for collection drives.

Trustees Ackerman and McKinnon shared the sentiment that the drug drop-off program is not as prevalent currently, given the availability of the service at pharmacies.

Ms. Osborn shared some of their other options, including Electronics Recycling, Clothing Drives, and document shredding. She shared some promotional materials with the committee, and Administrator Dienberg shared his contact information with her about setting something up in the future.

8. NEW BUSINESS

Trustee Ackerman asked for an update on Ordinance #202 (1944) An Ordinance Regulating the Use of Premises in the Village of Winnebago to Prevent Danger and Detriment to Public Health and Peace of the Neighborhood. He asked if this covers the issues of residents having carcasses from hunting in their vehicles for extended periods, and who is responsible for enforcing the ordinance.

Village Administrator Dienberg stated that the ordinance states that it will be addressed by an outdated position according to the ordinance. Going forward, he stated that as a part of the codification process, there will be a comprehensive review of all village ordinances and they will all be apart of the adoption ordinance once codification is completed. That will bring more specificity to older and outdated ordinances.

Trustee McKinnon stated that there has been some conversation on social media about the creation of a dog park in the Village. He stated that there is a lot to sort through in something like this, and that it may come up at some point given the conversation.

9. ITEMS FOR REGULAR BOARD MEETING

The Electrical Inspector Agreement will be discussed at the Board Meeting on April 08, 2024

10. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)

No closed session needed.

11. NEXT MEETING DATE

The next meeting date is April 18, 2024, at 5:30 p.m.

12. ADJOURNMENT

Motion to adjourn was made by McKinnon, Seconded by Chairman Ackerman. Voting

Yea: Chairman Ackerman, McKinnon.

The meeting adjourned at 7:15 p.m.

Approved: April 18, 2024

Jason Ackerman, Chairman

Prepared from notes taken by
Village Administrator, Joseph Dienberg

No audio recording available