



VILLAGE OF WINNEBAGO

ZONING BOARD MEETING MINUTES

Tuesday, June 03, 2025 at 6:00 PM
108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/777725485>

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The remote access to the meeting was provided to the public.

1. CALL TO ORDER

The meeting was called to order at 6:05 p.m.

2. ROLL CALL

PRESENT: Michael Booker, Chairman Bill Emmert, Irv Koning

ABSENT: Brian Martin, Riley Pitney

GUESTS: Attorney Mary Gaziano

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict of interest noted.

4. PUBLIC COMMENT

No one signed up for public comment.

5. APPROVAL OF MINUTES

a. Public Hearing Minutes from May 6, 2025

Chairman Emmert made a motion to approve the minutes of the Public Hearing held on May 6, 2025, as orally amended at tonight's meeting, seconded by Mr. Koning. Chairman Emmert asked if there was any opposition to the motion. Hearing none, Chairman Emmert stated, "Let the record show that these minutes are approved as amended by all persons present." Motion carried.

b. Minutes from May 6, 2025

Chairman Emmert made a motion to approve the minutes of the May 6, 2025, meeting as orally amended at tonight's meeting, second by Mr. Booker. Hearing no objections, the motion was approved by unanimous vote of those present.

6. DISCUSSION

a. Proposed Text Amendment to Fence Requirements to Unified Development Ordinance

Chairman Emmert stated that Village Administrator Joseph Dienberg provided recommendations for the proposed text amendment to the fence requirements in the Unified Development Ordinance (UDO). He added that a public hearing is required before the Village Board may consider amending the fence requirements in the UDO.

Chairman Emmert asked if the members present would be available to attend the July 1, 2025, Zoning Board meeting, as it falls during the week of the Fourth of July holiday. Chairman Emmert, Mr. Koning, and Mr. Booker stated they would be available.

Chairman Emmert asked the members present to review the section of the UDO regarding fence requirements that was provided by Mr. Dienberg.

The Public Hearing was scheduled for July 1, 2025, at 5:50 p.m.

Chairman Emmert stated that he was unclear whether fences are currently allowed in the front yard as the ordinance is written. He requested input from the members on whether fences are permitted in the front yard. The definitions of front yard, rear yard, side yard, and the "required" front yard were also discussed. The UDO requires a 30-foot setback for the "required" front yard.

Chairman Emmert asked those present to review the relevant article from the UDO and provide their feedback to Attorney Gaziano and Mr. Dienberg prior to the July 1, 2025, public hearing, in order to make a recommendation to the Village Board at the July 2, 2025, Board Meeting.

Chairman Emmert addressed Article 6.04 of the UDO, noting its vagueness. He asked the members to review the article and provide comments in preparation for a thorough discussion at the July 1, 2025, meeting.

Mr. Booker stated that there are certain types of fences that do not belong in front yards, and the challenge is determining what qualifies as a fence and what does not.

There was also discussion regarding utility easements in alleyways, and whether a three-foot setback is sufficient. Chairman Emmert stated that they may need to consult Public Works Director Insko for clarification.

Attorney Gaziano reiterated that as members review the proposed documents, they should contact her or Mr. Dienberg with any questions so they can be addressed in advance of the upcoming meetings. She added that it is important to develop a comprehensive and clear ordinance.

Attorney Gaziano also requested that any zoning-related ordinance forwarded to the Village Board should also be shared with the Zoning Board members so they are informed of the outcome and have closure on the matter.

7. NEW BUSINESS

No discussion

8. EXECUTIVE SESSION

Not needed.

9. ADJOURNMENT

Motion to adjourn was made by Mr. Koning, seconded by Mr. Booker. Motion carried on the unanimous voice vote of those present. The meeting was adjourned at 7:07 p.m.

APPROVED: JULY 1, 2025

Prepared by: Kellie Symonds