



VILLAGE OF WINNEBAGO

ZONING BOARD MEETING MINUTES

Monday, November 25, 2024 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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1. CALL TO ORDER

The Meeting was called to order at 6:03PM

2. ROLL CALL

PRESENT: Michael Booker, Chairman Bill Emmert, Irv Koning

ABSENT: Brian Martin, Riley Pitney

GUESTS: Village Administrator Joey Dienberg

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. PUBLIC COMMENT

None

5. APPROVAL OF MINUTES

a. Minutes from the Public Hearing of October 2024

The minutes of the Public Hearing for the October 28, 2024 meeting were not provided since they were not yet completed.

Motion to hold over the approval of minutes made by Chairman Emmert, Seconded by Koning. Voting Yea: Booker, Chairman Emmert, Koning. Motion carried on a unanimous voice vote of all present.

b. Minutes from October 28, 2024

The minutes for the October 28, 2024 meeting were not provided as they were not yet completed.

Motion to hold over the approval of minutes made by Chairman Emmert, Seconded by Koning. Voting Yea: Booker, Chairman Emmert, Koning. Motion carried on a unanimous voice vote of all present.

6. DISCUSSION

a. Draft Zoning Application Fees and Application Form

Mr. Dienberg provided an overview of the draft Zoning Application Fees Ordinance, as well as clarifying that the application form would not be formally adopted by ordinance but would rather adhere to the Unified Development Ordinance (“UDO”) and be updated as the UDO gets updated. He stated that the application fees, as presented are based on the county's zoning fees. The intent of the fees would be to recoup any expenses that the Village incurred over the duration of a project. Mr. Dienberg mentioned that the application form was previously used as a draft for Mr. Olson's Special Use Permit Application for the crematory, as a 'test run'.

Chairman Emmert stated that he would prefer to take the draft ordinance and form home to review, rather than read it during the meeting. He questioned whether the fees were meant for the Village to make a profit, or whether they were intended to recoup out of pocket fees. He also questioned whether the applicant would be refunded any funds that were not used in their application processing. Mr. Dienberg stated that additional fees would only be incurred if the application necessitated going over the base amount, due to consultations. However, if the application used less than the fee amount, that remainder is not intended to be refunded due to the immeasurable staff time that goes into the projects.

Chairman Emmert noted that he would rather see a flat rate for staff time, and then any unused funds beyond the flat rate, would be refunded. Mr. Booker questioned how the \$400 was determined, to which Mr. Dienberg stated that surrounding municipalities and counties were charging similar fees. Mr. Booker voiced his concern that the fees would discourage some entrepreneurs but supported the idea of refunding any unused funds. Mr. Dienberg noted that tracking the fees used would add additional time that staff spent on the application.

Mr. Dienberg will follow up with more research into the surrounding municipalities and how their fee system works, as well as following up with the Village President and Village Attorney to get an estimate of how much overhead is generally created per application. Mr. Booker questioned if tiered fees may be beneficial and more fair, depending on the size of the project. Chairman Emmert requested that they table the discussion until Mr. Dienberg has the information as requested so that they may have a more complete discussion.

7. NEW BUSINESS

None

8. EXECUTIVE SESSION

None

9. ADJOURNMENT

Motion made by Booker, Seconded by Koning.

Voting Yea: Booker, Chairman Emmert, Koning

Motion passed on a unanimous voice vote of those present. Meeting adjourned at 6:32PM

Prepared from recording by:

Rachel Windgassen, Administrative Assistant

APPROVED: JANUARY 14, 2025