



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

February 04, 2026 at 6:05 PM

108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/856730805>

Or by (Toll Free): 1 877 309 2073 | Access Code: 856-730-805

1. **RECORDING OF THE MEETING**
2. **CALL TO ORDER**
3. **ROLL CALL**
4. **ESTABLISHMENT OF A QUORUM**
5. **MEETING GUIDELINES**

Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.

6. **PUBLIC COMMENT**

Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be generally allowed for public comment at each meeting.

7. **APPROVAL OF MINUTES**

[a.](#) Approval of Committee of the Whole Meeting Minutes from January 21, 2026

8. **DISCUSSION**

[a.](#) CY 2026 Budget Review

[b.](#) Preliminary Draft of Comprehensive Plan and Unified Development Ordinance (UDO)
Request for Proposal

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

10. **NEW BUSINESS**

11. **ADJOURNMENT**

Posted: January 29, 2026 at 3:15 p.m. at 108 W. Main Street, Winnebago, IL

and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

The Committee of the Whole of the Village of Winnebago was held on January 21, 2026, at 6:27 p.m.
The link for the employees and the public to attend remotely was made available through GoToMeeting.

ROLL CALL: ACKERMAN —MCKINNON - SPRINGER present
GRAHAM – KIM - LEFEVRE - absent

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Deputy Clerk Kellie Symonds, Treasurer Dana Novinson. Lieutenant Nick Haff attended remotely.

4. ESTABLISHMENT OF A QUORUM – A quorum was established.
5. MEETING GUIDELINES
6. PUBLIC COMMENT – No one requested the opportunity to address the Board.
7. APPROVAL OF MINUTES
 - a. A motion was made by MR. ACKERRMAN, seconded by MR. SPRINGER to accept the minutes of the January 07, 2026, meeting as presented. Motion carried on a voice vote.
8. DISCUSSION
 - a. Mr. Dienberg gave an overview of the 2026 budget, specifically for the Community Development, Strategic Reserves, and Fourth of July funds. At the next Committee of the Whole Meeting, other funds will be reviewed.
There will be a meeting on February 10th to discuss a fundraiser for the Fourth of July.
9. EXECUTIVE SESSION pursuant to 5ILCS 120/2(c)
10. NEW BUSINESS

MR. MCKINNON asked if there is a way for the packet printout to not display page numbers on the top of other information.
11. ADJOURNMENT

A motion was made by MR. MCKINNON, seconded by MR. ACKERMAN to adjourn at 6:46 p.m.
Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk



Agenda Item Executive Summary

Item Name

Discussion of Preliminary Draft of Comprehensive Plan and Unified Development Ordinance (UDO) RFP

Committee or Board

Committee

BUDGET IMPACT			
Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The Village of Winnebago has prepared a draft Request for Proposals (RFP) to solicit professional planning services for a comprehensive update to the Village's Comprehensive Plan and Unified Development Ordinance (UDO). This joint update aims to integrate previous planning efforts into a unified, user-friendly document that guides future development and ensures regulatory consistency.

Key components of the proposed project include public engagement, coordination with Village boards and a steering committee, development of a long-term annexation strategy, and improvements to downtown zoning. The UDO update will also address clarity, compliance, and usability of existing zoning regulations.

Staff is seeking initial feedback from the Committee of the Whole on the proposed direction, scope, and structure of the RFP prior to bringing it to the Village Board for formal authorization to issue.

ATTACHMENTS (PLEASE LIST)

Draft Comprehensive Plan & UDO RFP, Exhibit A – Proposal Pricing Sheet

ACTION REQUESTED

- ☒For Discussion Only
- ☐Resolution
- ☐Ordinance
- ☐Motion:

MOTION:

Staff:

Joey Dienberg, Village Administrator

Date:

2/4/2026

VILLAGE OF WINNEBAGO

COMPREHENSIVE PLAN & UNIFIED DEVELOPMENT
ORDINANCE UPDATE REQUEST FOR PROPOSALS
DATED _____

EXHIBIT A

I. PROJECT OVERVIEW

The Village of Winnebago (“Village”) is requesting proposals from qualified planning consultants to assist with a comprehensive update to the Village’s Comprehensive Plan and Unified Development Ordinance (UDO).

The intent of this project is to update the Village’s Comprehensive Plan using past planning efforts into a clear, user-friendly document that will guide development and redevelopment decisions for the next 15 to 20 years. In conjunction with the Comprehensive Plan update, the Village seeks to revise its Unified Development Ordinance to ensure consistency with the Plan’s goals and to improve usability, clarity, and implementation.

The Village of Winnebago (population 2,903) is located in northern Illinois, just west of Rockford and approximately 25 miles south of the Illinois-Wisconsin border. The Village provides municipal services including general administration, code enforcement, planning and zoning, police, street maintenance, and water treatment and distribution. Fire protection and wastewater treatment are provided by other public bodies. The Village employs approximately twenty employees and operates with a General Fund budget of approximately \$3 million and a total annual budget of approximately \$7.2 million.

II. SCOPE OF SERVICE

The selected consultant shall provide a full range of municipal planning services necessary to complete the Comprehensive Plan update and Unified Development Ordinance revision, including but not limited to the following:

- 1. Comprehensive Plan Update
 - a. A thorough review of existing plans, studies, vision statements, goals, and objectives.
 - b. Identification of opportunities and implementation strategies to guide future development and redevelopment.
 - c. Development of an economic development component that reflects current market conditions and recognizes the physical constraints of the Village’s commercial corridors.

- d. Creation of a downtown land use and zoning framework that recognizes the unique character of downtown Winnebago.
- e. Coordination with Village staff, the Village Board, Zoning Board, and other appointed bodies.
- f. Assistance with establishing and working with a Comprehensive Plan Steering Committee.
- g. Design and facilitation of a public participation process to engage residents, businesses, landowners, developers, and other stakeholders.
- h. Preparation and presentation of a final Comprehensive Plan document suitable for adoption.
- i. Development of a long-term annexation strategy that identifies logical growth areas, evaluates infrastructure and service capacity, and provides policy guidance for orderly and fiscally responsible municipal expansion.

2. Unified Development Ordinance Update

- a. A comprehensive evaluation of existing zoning and subdivision regulations for clarity, consistency, and legal compliance.
- b. Recommendations for immediate amendments where inconsistencies or deficiencies are identified.
- c. Preparation of a fully integrated Unified Development Ordinance aligned with the updated Comprehensive Plan.
- d. Revisions to zoning districts, permitted and special uses, development standards, review procedures, and enforcement provisions.
- e. Incorporation of graphics, tables, and modern best practices to improve usability.
- f. Creation of a downtown zoning district that recognizes the distinct character of the Village's downtown area.
- g. Coordination with Village staff, Village Board, and Zoning Board throughout the process.
- h. Facilitation of public meetings, hearings, and adoption processes related to the UDO.

III. COMMUNITY INVOLVEMENT

The Village places a strong emphasis on public participation throughout the planning process. The selected consultant shall demonstrate experience and capability in facilitating inclusive and effective public engagement, including but not limited to:

- A. Public meetings at accessible locations and varied times.
- B. Online engagement tools such as surveys, project websites, and feedback portals.
- C. Regular coordination with Village staff to ensure transparency and communication.

VI. INQUIRIES

All questions regarding this RFP must be submitted to Joseph Dienberg, Village Administrator, no later than _____. Responses to questions will be provided in writing on _____.

VII. PROPOSAL SUBMISSION DEADLINE

Proposals must be received by the Village of Winnebago no later than _____. Late submissions will not be accepted. Telefaxed or emailed proposals will not be considered.

VIII. TENTATIVE SCHEDULE

Activity	Date
Issuance of RFP	_____
Deadline for Questions	_____
Responses to Questions	_____
Proposal Submission Deadline	_____
Committee Review Complete	_____
Consultant Interviews	_____
Recommendation to Committee of the Whole	_____
Village Board Selection	_____

IX. BASIS OF SELECTION

Proposals will be evaluated based on the following criteria:

1. Understanding of the scope and objectives of the project.
2. Qualifications and experience of the firm and project team.
3. Demonstrated experience with similar municipal projects.
4. Quality of proposed methodology and work plan.

5. Cost and overall value to the Village.

X. GENERAL CONDITIONS

- A. No Obligation to Award: This RFP solicitation does not oblige Village of Winnebago to award a contract to any respondent. Village of Winnebago may, at its discretion, revise the selection process, the schedule of events or anticipated date of award, may request further information from any respondent or may withdraw this RFP in part or in its entirety.
- B. Proposal Participation: Any entity that has received this RFP directly from Village of Winnebago or indirectly through a third party is eligible to submit a proposal for the required services.
- C. Withdrawal: A respondent may withdraw its proposal without prejudice to itself, by submitting a written request for its withdrawal to Joseph Dienberg, at any time during the entire selection process.
- D. Rejection of Proposal: Village of Winnebago may reject any and all proposals. Village of Winnebago will reject the proposal of any party who has been delinquent or unfaithful in any former contract with Village of Winnebago. The right is reserved to reject any or all proposals, and to waive technical defects, as the interests of Village of Winnebago are best served.
- E. Confidentiality: All vendor-supplied materials, including response to the RFP, become the property of Village of Winnebago. The Village will respect the confidentiality of the information provided under each proposal and will work with all vendors to meet their confidentiality requirements, provided they are within reason. However, proposals are subject to the Freedom of Information Act. Proposals that do not qualify for the interview phase of the selection process will not be returned.
- F. Clarification/Submission of Questions: Request for clarification and questions must be received in writing by mail or email, prior to 1:00 p.m. on Wednesday, _____ before the RFP due date. Village of Winnebago will respond to those questions either directly to the originator of the inquiry or to all potential respondents as deemed appropriate.

XI: INDEMNIFICATION

The firm must indemnify, defend, and hold harmless the Village, its individual Board members, agents, firms and employees (collectively, “Indemnities”), from and against all claims for or loss to property, including claims of Village, third parties, and firm's or any subcontractor's employees, and any other claims, losses, damages, or expenses, including

attorneys’ fees, arising out of the performance of the services by firm, including, but not limited to, losses or damages caused in part by the Indemnities’ own negligence (except to the extent prohibited by Illinois law).

DRAFT

EXHIBIT A

PROPOSAL PRICING

The following Proposal Pricing Sheet must be completed and returned with the submitted full proposal.

All costs shall be not-to-exceed and shall include all labor, materials, travel, meetings, public engagement activities, document preparation, and other expenses necessary to complete the work as described in the Request for Proposals.

OPTION 1 – COMPREHENSIVE PLAN UPDATE ONLY

Total Not-to-Exceed Cost for Comprehensive Plan Update: \$_____

OPTION 2 – UNIFIED DEVELOPMENT ORDINANCE UPDATE ONLY

Total Not-to-Exceed Cost for Unified Development Ordinance Update: \$_____

OPTION 3 – COMBINED COMPREHENSIVE PLAN & UDO UPDATE

Total Not-to-Exceed Cost for Combined Comprehensive Plan and Unified Development Ordinance Update:

\$_____

COST BREAKDOWN (FOR COMBINED OPTION ONLY)

For informational purposes, please identify how the combined cost is allocated:

- Comprehensive Plan Portion: \$_____
- UDO Plan Portion: \$_____

(Total must equal the combined cost listed above.)

PROPOSER:

[Insert Name of Company]

Address:

State of Incorporation or Organization:

Signature:

Name of Person Signing:

Title of Person Signing:

Dated Signed:

_____, 2026