



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

July 16, 2025 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**

It is recommended that a written request to address the Village Board by non-members should be submitted via mail, hand delivery, or the Village Website to the Village of Winnebago Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon on the day of the meeting scheduled by the Village authorities in which the speaker would like to participate. Alternatively, speakers may fill out the form at the meeting to sign up for public comment. Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be allowed for public comment at each meeting.

7. **APPROVAL OF MINUTES**

- [a.](#) Approval of Committee of the Whole Meeting Minutes from July 2, 2025

8. **DISCUSSION**

- [a.](#) An Ordinance Authorizing Designated On-Street and Municipal Parking to Satisfy Parking Requirements for 209 W Main Street
 - [b.](#) Development Agreement for Table Talk Supper Club at 209 W. Main Street
 - [c.](#) Discussion of Potential Hotel/Motel Tax Implementation
 - [d.](#) Short Term Rental Ordinance Discussion

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

10. **NEW BUSINESS**

11. **ADJOURNMENT**

Posted: July 10, 2025 at 3:30 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 July 02, 2025, at 6:09 p.m. with President Franklin J. Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available through GoToMeeting.

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

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Deputy Clerk Kellie Symonds, Public Works Director Chad Insko, Treasurer Dana Novinson, Chief Jeff White, Lieutenant Nick Haff, and Rachel Windgassen

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. MCKINNON, seconded by MR. SPRINGER to accept the minutes of the June 18, 2025, meeting as presented. Motion carried on a voice vote.
8. DISCUSSION
 - a. Mr. Dienberg discussed the short-term rental situation and the need for an ordinance. So far, the Rockford ordinance is being used as a guide. The need for controls was mentioned, as well as the need for the facility to be registered as a business. There would need to be a permit for the facility. A draft ordinance will be prepared for the next Committee of the Whole Meeting.
9. EXECUTIVE SESSION– None needed
10. NEW BUSINESS – None
11. ADJOURNMENT

A motion was made by MR. LEFEVRE, seconded by MR. SPRINGER to adjourn at 6:27 p.m. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk



Agenda Item Executive Summary

Item Name AN ORDINANCE AUTHORIZING DESIGNATED ON STREET AND MUNICIPAL PARKING TO SATISFY PARKING REQUIREMENTS FOR 209 W MAIN STREET Committee or Board Committee

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The proposed ordinance authorizes designated on street and municipal parking to satisfy the Village's Unified Development Ordinance parking requirements for a new restaurant at 209 W Main Street. Table Talk Supper Club Inc. intends to operate a 48 seat restaurant at the property, requiring 16 off street parking spaces under the UDO. Due to the historic downtown setting and impracticality of constructing on site parking, the ordinance designates 16 existing public parking spaces, including 11 adjacent on Main Street and 5 nearby on Benton Street, as fulfilling this requirement. Pursuant to Section 12.04.04 of the UDO, the Village Board may approve alternative parking arrangements when practical difficulties exist and public convenience is served. The ordinance supports the Village's redevelopment goals, ensures parking remains publicly accessible, and applies only to the current restaurant use. A Development Agreement will ensure compliance with all other site and permitting standards.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE ORDINANCE 2025__, AN ORDINANCE AUTHORIZING DESIGNATED ON STREET AND MUNICIPAL PARKING TO SATISFY PARKING REQUIREMENTS FOR 209 W MAIN STREET

Staff: Joey Dienberg, Village Administrator Date: 7/16/2025

ORDINANCE NO. 2025-XX

AN ORDINANCE AUTHORIZING DESIGNATED ON-STREET AND MUNICIPAL PARKING TO SATISFY PARKING REQUIREMENTS FOR 209 W. MAIN STREET

WHEREAS, the Village of Winnebago, an Illinois municipal corporation (the “Village”), has adopted a Unified Development Ordinance (“UDO”) to regulate zoning and development within the Village; and

WHEREAS, Article 12 of the UDO requires restaurants to provide one (1) off-street parking space for every three (3) seats of customer capacity; and

WHEREAS, Table Talk Supper Club Inc. (the “Developer”) intends to operate a restaurant at 209 W. Main Street (the “Property”), with a total of 48 seats, thereby triggering a requirement of 16 off-street parking spaces under the UDO; and

WHEREAS, the subject property is located within the Village’s historic downtown core, where traditional lot widths, zero-lot-line construction, and existing infrastructure make construction of on-site off-street parking impractical; and

WHEREAS, the character of downtown Winnebago has historically relied on shared public parking, and no nearby businesses currently provide off-street parking, instead utilizing on-street and municipal lots; and

WHEREAS, a field inventory conducted by the Village determined that more than 75 public parking spaces exist within 500 feet of the premises, including both on-street and municipal parking areas; and

WHEREAS, the Developer’s proposed site plan includes 11 on-street parking spaces adjacent to the property within the Village right-of-way, and an additional 5 on-street spaces are located along Benton Street near Memorial Park, within approximately 250 feet, effectively satisfying the 16-space requirement through nearby public accommodations; and

WHEREAS, Section 12.04.04 of the UDO permits the Village Board to approve alternate parking arrangements by ordinance when practical difficulties exist and public convenience is served; and

WHEREAS, the Village finds that the combination of available public parking, downtown context, and redevelopment goals support allowing the Developer to satisfy the UDO parking requirement using nearby public facilities; and

WHEREAS, the Village is concurrently entering into a Development Agreement with the Owner and Developer to ensure full compliance with all other UDO requirements for site improvements, alley enhancements, and permitting.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WINNEBAGO, WINNEBAGO COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. FINDINGS.

- The above recitals are incorporated as findings of the Village Board. The Board further finds:
- A. The physical configuration of the site and existing building and the surrounding built environment make the provision of off-street parking on the subject property impractical without compromising building usability or public safety.
 - B. Allowing designated public parking spaces to satisfy the UDO’s off-street parking requirements is consistent with the intent of the Code and furthers redevelopment efforts in the downtown core.

SECTION 2. AUTHORIZED PARKING AREAS.

- The following existing public parking areas are hereby designated as satisfying the off-street parking requirements for the restaurant use at 209 W. Main Street:
- 1. On-street parking along Main Street, located between the intersection of Elida Street and Pecatonica Street on both sides of the street.
 - 2. On-street parking along Benton Street, located between the intersection of Bluff Street and Soper Street, on both sides of the street.
 - 3. The Village-owned municipal parking lot located immediately north of the subject property, accessible via the public alley and connected to the rear of 209 W. Main Street.

SECTION 3. CONDITIONS.

- A. The designated public parking shall remain available for general public use, and no signage or markings shall designate exclusive use for the business.
- B. This parking exception shall apply only to the current use of the premises as a restaurant or supper club and shall not extend to any future expansion or change of use without further Village review and approval.
- C. All other site improvements and operations shall comply with the Village’s Unified Development Ordinance.

SECTION 4. NO GENERAL WAIVER.

This ordinance does not waive any other provision of the Village Code. Any additional variance, special use, or deviation must follow established procedures.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall be in full force and effect following its passage, approval, and publication in pamphlet form as provided by law.

DRAFT



Agenda Item Executive Summary

Item Name Development Agreement for Table Talk Supper Club at 209 W. Main Street Committee or Board Committee of the Whole

BUDGET IMPACT

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

EXECUTIVE SUMMARY

This item introduces a preliminary discussion regarding a proposed Development Agreement between the Village, the property owner of 209 W. Main Street, and the Table Talk Supper Club (Developer), which plans to open a restaurant at the site.

The Developer has submitted a proposed engineered site plan that includes public improvements within the alley right-of-way, parking additions both on private property and within the Village right-of-way, and other associated site features. The site plan is attached for reference and has not yet undergone formal review.

Notably, the Village may be able to provide the parking shown within the Village right-of-way as part of its 2025 West Main Street project. That project includes a planned street widening and mill-and-overlay to support on-street parking along the north side of West Main Street. The Board previously approved the design for this project, and construction is anticipated to begin in August 2025.

Staff is also seeking feedback from the Committee on a proposed term of the agreement under which the Village would cover up to 12 hours of engineering review time by the Village Engineer (Fehr Graham) at no cost to the Developer. This would be in recognition of the public benefit resulting from the improvements within public rights-of-way.

At this stage, the Village is seeking general input from the Committee of the Whole on the proposed site layout, scope of improvements, and key agreement terms as the project advances toward formal review.

ATTACHMENTS (PLEASE LIST)

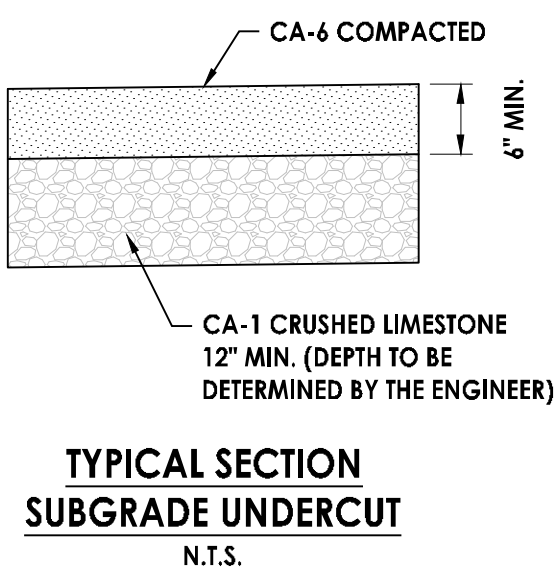
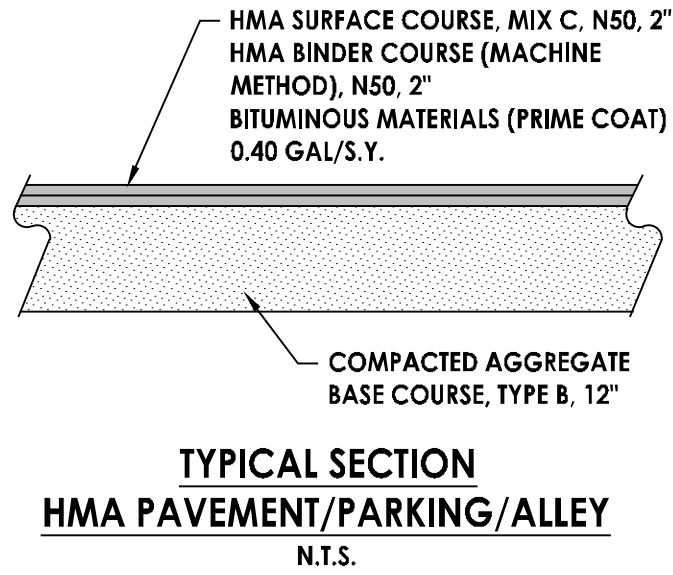
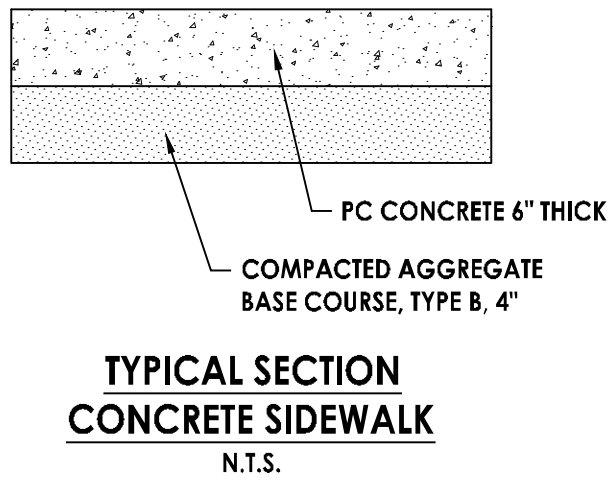
Site Plan for 209 W. Main

ACTION REQUESTED

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

MOTION:

Staff: Joseph Dienberg Date: 7/16/2025



GENERAL CONSTRUCTION NOTES:

- IN THESE CONTRACT DOCUMENTS MENTION IS MADE TO THE "ENGINEER", WHICH SHALL MEAN C.E.S. INC., OR THEIR AUTHORIZED AGENT.
- ALL EARTHWORK, ROADWAY WORK, DRAINAGE WORK AND STORM SEWER WORK SHALL BE PERFORMED UTILIZING MATERIALS AND METHODS IN STRICT ACCORDANCE WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", LATEST EDITION AND THE STANDARD DETAIL SHEETS ATTACHED. WHERE THERE IS A CONFLICT BETWEEN THE TWO, THE STANDARD DETAIL SHEETS SHALL GOVERN. ALL VILLAGE OF WINNEBAGO REQUIREMENTS AND STANDARDS SHALL ALSO BE STRICTLY ADHERED TO.
- ALL EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE AND SHALL BE VERIFIED BY THE CONTRACTOR WITH ALL AFFECTED UTILITY COMPANIES PRIOR TO INITIATING CONSTRUCTION OPERATIONS. THE OWNER AND ENGINEER ASSUME NO RESPONSIBILITY FOR THE ACCURACY, SUFFICIENCY OR EXACTNESS OF THESE UTILITY REPRESENTATIONS. PRIOR TO STARTING CONSTRUCTION THE CONTRACTOR SHALL CONTACT THE OFFICE OF J.U.L.I.E. AT 811 FOR EXACT FIELD LOCATIONS OF ALL UTILITIES IN THE PROXIMITY OF THE PROJECT SITE. IF THERE ARE ANY UTILITIES WHICH ARE NOT MEMBERS OF THE J.U.L.I.E. SYSTEM, THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING THIS AND REQUESTING SAID UTILITIES TO FIELD VERIFY AND MARK PERTINENT UTILITY LOCATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF UTILITIES TO ELIMINATE CONFLICTS BETWEEN MUNICIPAL UTILITIES AND GAS MAINS, GAS SERVICES, ELECTRIC SERVICE, POWER POLE PLACEMENT, TELEPHONE SERVICE, AND CABLE TV SERVICE.
- THE RESPONSIBILITY FOR THE REPAIR OR REPLACEMENT OF ANY UTILITY, STRUCTURE, PERMANENT SURFACE, LANDSCAPING, ETC. DAMAGED DURING CONSTRUCTION SHALL BE BORNE BY THE CONTRACTOR, WITH NO EXPENSE BEING CHARGED TO THE OWNER. PRIOR TO ACCEPTANCE OF THIS REPAIR OR REPLACEMENT, THE CONTRACTOR SHALL PRESENT THE OWNER WITH A SIGNOFF LETTER, SIGNED BY A RESPONSIBLE OFFICIAL OF THE OWNER OF THE DAMAGED PROPERTY STATING THAT THE REPAIR IS ACCEPTABLE. ANY DAMAGE OUTSIDE THE SCOPE OF THIS PROJECT TO EXISTING PROPERTY, RIGHTS-OF-WAY, VALVES, MANHOLES, UTILITIES, SIDEWALK, PAVEMENT, CONCRETE CURB AND GUTTER, OR OTHER STRUCTURES SHALL BE REPAIRED OR REPLACED WITH EQUALS WITHOUT COST TO THE OWNER.
- FINAL INSPECTION OF THE WORK PERFORMED HEREIN WILL BE DONE BY VILLAGE OF WINNEBAGO. ALL DEFICIENCIES NOTED AT THAT TIME SHALL BE CORRECTED BY THE CONTRACTOR WITHOUT COST TO THE OWNER PRIOR TO FINAL PAYMENT. VILLAGE OF WINNEBAGO OR THEIR AGENT SHALL HAVE THE AUTHORITY TO INSPECT, APPROVE OR REJECT THE CONSTRUCTION OR IMPROVEMENTS DETAILED BY THESE PLANS AND SPECIFICATIONS. ALL WORK SHALL BE GUARANTEED WITH REGARD TO WORKMANSHIP AND MATERIALS FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL APPROVAL. DEFECTS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR WITHIN 30 DAYS OF REQUEST FOR REPAIR.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER, VILLAGE OF WINNEBAGO, AND THE OWNER AT LEAST 48 HOURS PRIOR TO START OF CONSTRUCTION IN ORDER TO ARRANGE FOR APPROPRIATE CONSTRUCTION INSPECTION. WORK PERFORMED OR MATERIALS AND EQUIPMENT INSTALLED WITHOUT INSPECTION WILL BE CONSIDERED UNACCEPTABLE. AND MAY HAVE TO BE REPLACED AT NO COST TO THE OWNER.
- THE CONTRACTOR SHALL BE PAID FOR MATERIALS AND EQUIPMENT SUCCESSFULLY INSTALLED AS MEASURED IN PLACE BY THE OWNER OR HIS AGENT. THE CONTRACTOR IS TO VERIFY ALL PLAN AND ACTUAL QUANTITIES AND NOTIFY THE ENGINEER IF ANY DISCREPANCIES EXIST.
- THE CONTRACTOR SHALL INDEMNIFY THE OWNER AND HIS AGENTS, THE ENGINEER AND HIS AGENTS, THE VILLAGE OF WINNEBAGO AND THEIR AGENTS, ETC. FROM ALL LIABILITY WITH THE CONSTRUCTION, INSTALLATION AND TESTING OF THE WORK ON THIS PROJECT. NO WORK SHALL BEGIN UNTIL THE CERTIFICATE OF INSURANCE IS FILED WITH THE OWNER. ALL COSTS OF INSURANCE SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
- THE CONTRACTOR SHALL ASCERTAIN THE EXISTENCE OF ANY CONDITIONS AFFECTING THE COST OF WORK THROUGH A REASONABLE EXAMINATION OF THE WORK SITE PRIOR TO SUBMITTING THE BID.
- RESTORATION OF EXISTING ROADWAYS AND RIGHTS-OF-WAY ARE CONSIDERED INCIDENTAL TO THIS CONTRACT WHERE NOT SPECIFICALLY CALLED OUT ON THE PLANS, AND SHOULD BE INCLUDED IN THE COST OF THE IMPROVEMENTS.
- THE PROPOSED IMPROVEMENTS MUST BE CONSTRUCTED IN ACCORDANCE WITH THE ENGINEERING PLANS AS APPROVED BY VILLAGE OF WINNEBAGO. THE CONSTRUCTION DETAILS AS PRESENTED ON THE PLANS MUST BE FOLLOWED BY THE CONTRACTOR. PROPER CONSTRUCTION TECHNIQUES MUST BE FOLLOWED IN CONSTRUCTING IMPROVEMENTS INDICATED ON THE ENGINEERING PLAN. CONTRACTORS ARE ADVISED THAT ALL MUD AND DEBRIS MUST BE CLEANED FROM ROADWAYS DAILY AS PER THE REQUIREMENTS OF VILLAGE OF WINNEBAGO.
- THE CONTRACTOR SHALL PERFORM ALL WORK IN STRICT ACCORDANCE WITH ALL STATE, FEDERAL AND LOCAL CODES (TO INCLUDE SAFETY CODES). THE ENGINEER, VILLAGE OF WINNEBAGO, AND THE OWNER ARE NOT RESPONSIBLE FOR ENSURING COMPLIANCE BY THE CONTRACTOR WITH SAID CODES, AND ASSUMES NO LIABILITY FOR ACCIDENTS, INJURIES, DEATHS, ETC. OR CLAIMS RELATING THERETO WHICH MAY RESULT FROM LACK OF ADHERENCE TO SAID CODES.
- IMPROVEMENT REPRESENTATIONS SHOWN IN THESE PLANS ARE AS ACCURATE AS POSSIBLE FROM INFORMATION AVAILABLE; SOME SLIGHT REVISIONS MAY BE REQUIRED TO ACCOMMODATE UNFORESEEN CIRCUMSTANCES. THE ENGINEER SHALL BE APPRISED OF ANY NECESSARY REVISIONS WITH SUFFICIENT LEAD TIME TO PROPERLY CONSIDER AND ACT UPON SAID REQUEST.
- APPROVED TRENCH BACKFILL MATERIAL SHALL BE PLACED AND COMPACTED AS SPECIFIED IN THE CONTRACT DOCUMENTS IN ALL UTILITY TRENCHES WITHIN 2 FEET BEYOND PERMANENT SURFACES. ALL OTHER UTILITY TRENCHES SHALL BE BACKFILLED WITH EXISTING MATERIALS AS APPROVED BY THE ENGINEER. COMPACTION BY WATER-JETTING SHALL NOT BE ALLOWED.
- CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION LAYOUT. CONTACT C.E.S. INC. FOR A QUOTE IF DESIRED.

EXCAVATION AND ROADWAY CONSTRUCTION:

- AREAS WHERE EXCAVATION HAS BEEN PERFORMED SHALL RECEIVE 4" (MINIMUM) OF APPROVED COMPACTED TOPSOIL ALONG WITH CLASS 1A SEEDING (AS NOTED ON THE PLANS). TOPSOIL AND SEEDING MATERIALS AND METHODS SHALL BE SUBJECT TO THE APPROVAL OF THE ENGINEER.
- ALL SURPLUS EXCAVATED MATERIAL FROM THE UTILITY TRENCHES OR EARTHWORK IS TO BE DISPOSED OF ON-SITE AT A LOCATION TO BE DETERMINED BY THE OWNER. COST FOR OPERATION IS CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE COST OF EARTHWORK. SAND, GRAVEL OR CLAY MATERIAL SHALL NOT BE LEFT ON THE SURFACE; THIS MATERIAL SHALL BE REPLACED WITH A MINIMUM OF 4" OF COMPACTED TOPSOIL (COST TO BE INCIDENTAL).
- THE CONTRACTOR SHALL ENSURE POSITIVE SITE DRAINAGE AT THE CONCLUSION OF EACH CONSTRUCTION DAY. SITE DRAINAGE SHALL BE ACHIEVED BY DITCHING, PUMPING, OR ANY OTHER METHOD ACCEPTABLE TO THE ENGINEER.
- THE CONTRACTOR SHALL MAINTAIN THE SEEDING FOR A MINIMUM OF 30 DAYS AFTER INSTALLATION. MAINTENANCE SHALL INCLUDE WATERING. ALL SEEDED AREAS SHALL BE MAINTAINED AS SPECIFIED INCLUDING WATERING FOR 30 DAYS AFTER INSTALLATION. SCATTERED BARE SPOTS NO LARGER THAN TWO SQUARE FEET WILL BE ALLOWED UP TO A MAXIMUM OF 5% OF ANY RESTORED AREA. LARGER AREAS SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.
- SIDEWALK IS TO BE REMOVED TO THE NEAREST JOINT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR TESTING HMA & PROVIDING RESULTS TO THE ENGINEER & VILLAGE OF WINNEBAGO.

EROSION AND SEDIMENT CONTROL NOTES:

- UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CONSTRUCTED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS IN THE ILLINOIS URBAN MANUAL, LATEST REVISION.
- A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLAN SHALL BE MAINTAINED ON THE SITE AT ALL TIMES.

- THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY VILLAGE OF WINNEBAGO.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR SWEEPING PUBLIC & DEVELOPMENT STREETS WHEN DEBRIS HAS BEEN TRACKED AND OR WASHED ON THEM. THE CONTRACTOR SHALL BE RESPONSIBLE TO SWEEP THE STREETS IF DIRECTED TO DO SO BY VILLAGE OF WINNEBAGO. THE CONTRACTOR IS ALSO RESPONSIBLE TO CONTROL DUST ON THE SITE IN ACCORDANCE WITH PRACTICES IN THE ILLINOIS URBAN MANUAL.
- ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE INSTALLED AND STABILIZED PRIOR TO SITE CLEARING AND GRADING. ALL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE MAINTAINED THROUGH THE DURATION OF THE PROJECT. ALL EROSION AND SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED WEEKLY AND AFTER EACH 1/2" RAINFALL EVENT AND 6" SHOWFALL EVENT AND AN INSPECTION RECORD SHALL BE MAINTAINED BY THE CONTRACTOR AT THE JOB SITE FOR THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE TO PERFORM THESE INSPECTIONS AND TO MAINTAIN ALL EROSION AND SEDIMENT CONTROL DEVICES IN SUCH A MANNER THAT THEY CONTINUE TO FUNCTION FOR THE DURATION OF THEIR INTENDED USE. THE CONTRACTOR SHALL BE RESPONSIBLE TO PERFORM ALL TEMPORARY SEEDING.
- ALL DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY SEEDING WITHIN 14 DAYS FOLLOWING THE END OF ACTIVE DISTURBANCE.
- EROSION CONTROL BLANKETS ARE TO BE INSTALLED ON ALL SLOPES STEEPER THAN 10% IMMEDIATELY AFTER TOPSOILING, FERTILIZING, AND SEEDING ARE COMPLETE. EROSION CONTROL BLANKETS WILL NOT BE REQUIRED IF SOD IS USED. INSTALLATION OF EROSION CONTROL BLANKETS SHALL BE ACCORDING TO THE RECOMMENDATIONS OF THE MANUFACTURER. EROSION CONTROL BLANKETS SHALL BE INSPECTED PERIODICALLY AND AFTER EACH RAINFALL FOR DAMAGE OR DISPLACEMENT. DAMAGED OR DISPLACED EROSION CONTROL BLANKETS SHALL BE REPAIRED OR RESTAPLED AS SOON AS POSSIBLE. TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION HAS BEEN ACHIEVED VIA PERMANENT MEASURES. PERMANENT VEGETATION AND STRUCTURES SHALL BE INSTALLED AND FUNCTIONAL AS SOON AS PRACTICAL DURING DEVELOPMENT. PERMANENT SEEDING, SODDING, OR LANDSCAPING SHALL BE COMPLETED WITHIN 7 DAYS OF FINAL TOPSOIL RE-SPREAD.
- ALL STOCKPILES ARE TO BE PLACED AT A LOCATION SPECIFIED BY THE OWNER. ALL STOCKPILES ARE TO BE PROTECTED BY SILT FENCE ALONG THE DOWN SLOPE SIDES OF THE STOCKPILE OR AROUND THE ENTIRE PERIMETER IF DIRECTED TO DO SO BY THE OWNER. VILLAGE OF WINNEBAGO, OR THEIR REPRESENTATIVES, ANY STOCKPILES THAT WILL REMAIN UNDISTURBED FOR LONGER THAN THREE WEEKS SHALL BE PROTECTED BY TEMPORARY SEEDING. SOIL STORAGE PILES CONTAINING MORE THAN 10 CUBIC YARDS OF MATERIAL SHALL NOT BE LOCATED WITH A DOWN SLOPE DRAINAGE LENGTH OF LESS THAN 25 FEET TO A ROADWAY OR DRAINAGE CHANNEL.
- ALL STORMWATER INLETS SHALL BE PROTECTED IN ACCORDANCE WITH THE DETAILS ON THE PLANS OR BY METHODS APPROVED BY VILLAGE OF WINNEBAGO. AFTER EACH RAINFALL EACH INLET SHALL BE INSPECTED. ANY INLET PROTECTION THAT HAS FAILED OR IS DAMAGED SHALL BE REPAIRED AS SOON AS POSSIBLE. SEDIMENT SHALL BE REMOVED AS NECESSARY TO PROVIDE FOR THE CONTINUED EFFECTIVENESS OF THE INLET PROTECTION TECHNIQUE IN USE.

SOILS AND DEWATERING:

- THE BUILDING AND PAVEMENT AREAS SHALL BE CLEARED OF VEGETATION PRIOR TO GRADING, AND THE EXISTING TOPSOIL SHALL BE STRIPPED AND STOCKPILED FOR RE-USE.
- THE SUBGRADE FOR THE BUILDING PAD AREA AND THE PAVEMENT AREA SHALL BE PROOF-ROLLED USING A LOADED TANDEM DUMP TRUCK PRIOR TO THE INSTALLATION OF AGGREGATE. ALL SOFT OR UNSTABLE AREAS SHOULD BE REWORKED AND RECOMPACTED OR IF NECESSARY REPLACED. REPLACEMENT WILL BE PAID AT THE CONTRACT PRICE PER CUBIC YARD FOR SUBGRADE UNDERCUT AND AT THE CONTRACT PRICE PER SQUARE YARD FOR GEOTECHNICAL FABRIC FOR GROUND STABILIZATION IN CONFORMANCE WITH THE TYPICAL SECTION ON THE PLANS.
- FILL MATERIALS SHALL CONSIST OF INORGANIC SILTY CLAYS OF LOW TO MEDIUM PLASTICITY OR APPROVED GRANULAR MATERIALS. COMPACTION FOR THE BUILDING PAD AND PAVEMENT SHALL BE TO 90 PERCENT MODIFIED PROCTOR MAXIMUM DENSITY FOR ALL BUT THE TOP TWO FEET OF FILL. THE TOP TWO FEET OF FILL SHALL BE COMPACTED TO 95 PERCENT MODIFIED PROCTOR MAXIMUM DENSITY.
- THE CONTRACTOR SHALL BE PREPARED TO IMPLEMENT DEWATERING PROCEDURES ON AN AS NEEDED BASIS. AT A MINIMUM THE CONTRACTOR SHALL PROVIDE PUMPING FROM STRATEGICALLY PLACED SUMPS. DEWATERING DISCHARGE PIPES SHALL INCLUDE PROTECTION FROM SEDIMENT DISCHARGE AND EROSION CONTROL.

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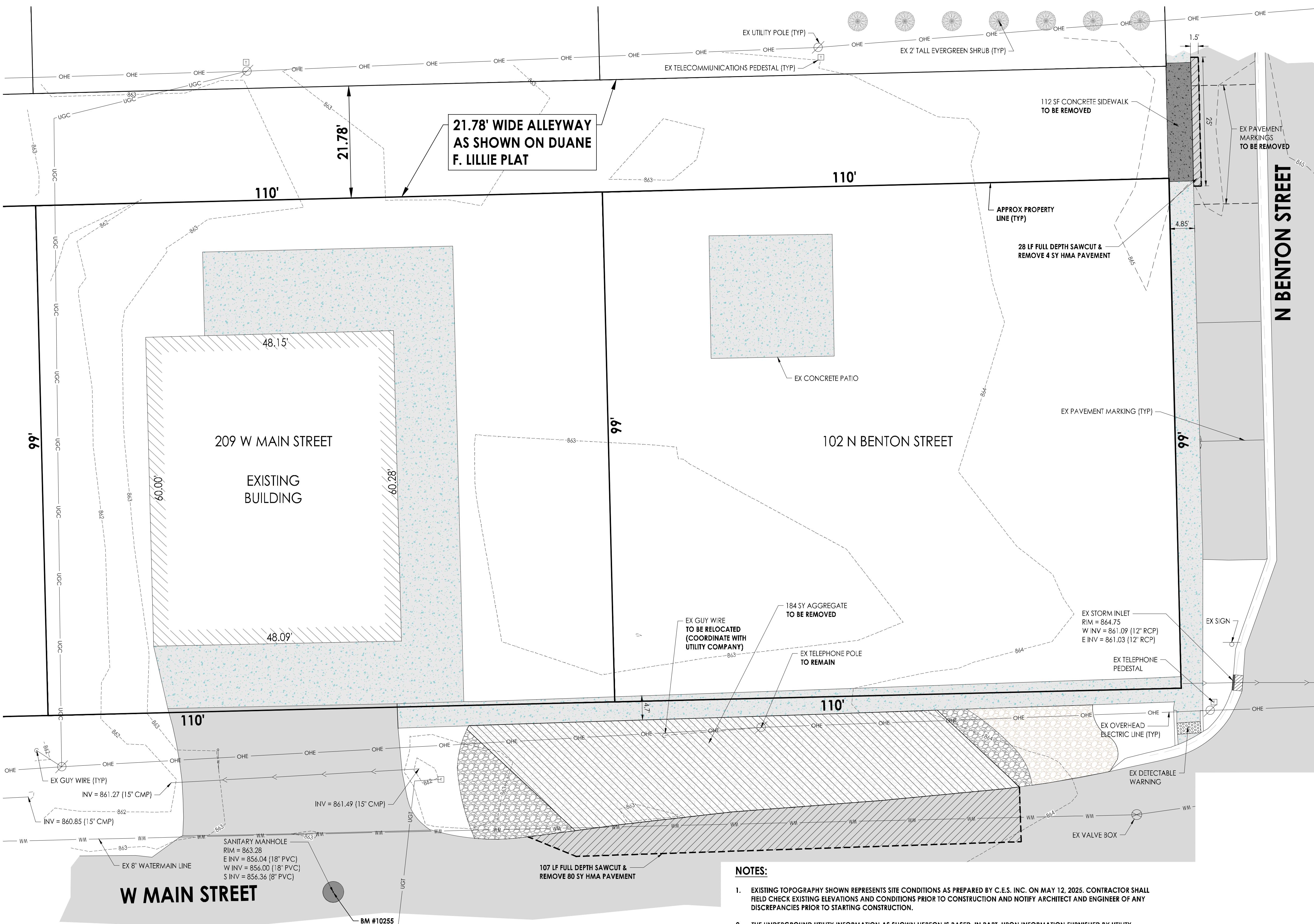
ENVIRONMENTAL
ENGINEERING SERVICES

C.E.S. INC.

700 WEST LOCUST ST., BELVIDERE, ILLINOIS 61008
PHONE: (815) 547-8435, FAX: (815) 544-0421
ILLINOIS DESIGN FIRM NO. 184-001260

Date	Revision	By
Glenn Site Alley & Parking Improvements General Notes and Specifications		
CHECKED BY: KCB DATE: 07/09/25	DRAWN BY: RKW DATE: 06/30/25	Sheet 2 of 5
C:\FILES\WINN WINNEBAGO\8853 Glenn Site Alley - Parking Improvements\CURRENT PROJECT\8853_BA6E.dwg		

C:\FILES\WINN\WINEBAGO\3853 Glenn Site Alley - Parking Upgrades\CURRENT PROJECT\3853 BAE.dwg, 7/9/2025 12:42:54 PM, Author: 1:1



CONTROL POINTS				
CP/BM #	NORTHING	EASTING	ELEVATION	DESCRIPTION
500	2041033.9988	2546266.6939	862.20	5/8" IRON ROD (NOT SHOWN)
501	2041014.8869	2546267.1536	862.16	5/8" IRON ROD (NOT SHOWN)
10255	2040884.2781	2546434.8243	863.28	SANITARY MANHOLE RIM

NOTES:

- EXISTING TOPOGRAPHY SHOWN REPRESENTS SITE CONDITIONS AS PREPARED BY C.E.S. INC. ON MAY 12, 2025. CONTRACTOR SHALL FIELD CHECK EXISTING ELEVATIONS AND CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT AND ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
- THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, UPON INFORMATION FURNISHED BY UTILITY COMPANIES AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS PROVIDED AS THE BEST AVAILABLE INFORMATION, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO.
- EXISTING CONDITIONS AND DEMOLITION PLAN REPRESENT SITE CONDITIONS AS OF MAY 12, 2025. CONTRACTOR SHALL INSPECT SITE PRIOR TO BIDDING WORK TO VERIFY ACTUAL FIELD CONDITIONS AS PORTIONS OF THE DEMOLITION WORK MAY HAVE SINCE BEEN COMPLETED. CONTRACTOR SHALL BE RESPONSIBLE TO COMPLETE ALL DEMOLITION WORK. ALL THE DEMOLITION AS PER PLANS TO PREPARE THE SITE FOR CONSTRUCTION OF PROPOSED IMPROVEMENTS.
- THE CONTRACTOR IS RESPONSIBLE FOR DEMOLITION, REMOVAL, AND DISPOSAL (IN A LOCATION APPROVED BY ALL JURISDICTIONAL GOVERNING ENTITIES) OF ALL STRUCTURES, PADS, WALLS, FLUMES, FOUNDATIONS, ROADS, PARKING LOTS, DRIVES, DRAINAGE STRUCTURES, UTILITIES, ETC., SUCH THAT THE IMPROVEMENTS SHOWN ON THESE PLANS CAN BE CONSTRUCTED. ALL DEMOLITION WORK SHALL BE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REQUIREMENTS. ALL FACILITIES TO BE REMOVED SHALL BE UNDERCUT TO SUITABLE MATERIAL AND BROUGHT TO GRADE WITH SUITABLE COMPACTED FILL MATERIAL PER THE SPECIFICATIONS.

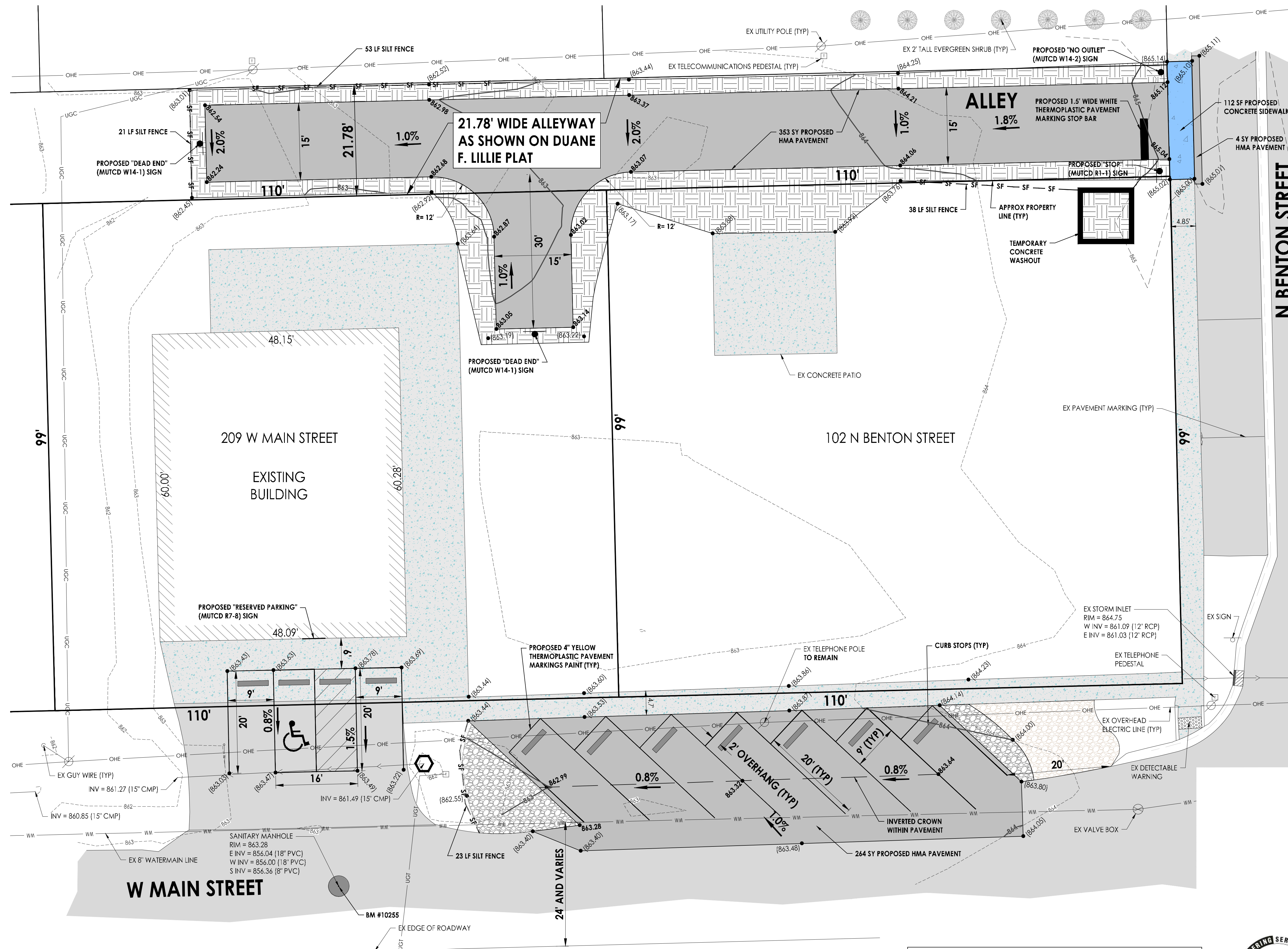
CIVIL ENGINEERING SERVICES

C.E.S. INC.

700 WEST LOCUST ST., BELVIDERE, ILLINOIS 61008
PHONE: (815) 547-8435; FAX: (815) 544-0421
ILLINOIS DESIGN FIRM NO. 184-001260

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Date	Revision	By
Glenn Site Alley & Parking Improvements Existing Conditions & Demolition Plan		
CHECKED BY: KCB DATE: 07/09/25	DRAWN BY: RKW DATE: 06/30/25	Sheet 3 of 5
C:\FILES\WINN\WINEBAGO\3853 Glenn Site Alley - Parking Upgrades\CURRENT PROJECT\3853 BAE.dwg		



LEGEND	
	EXISTING HMA PAVEMENT
	EXISTING GRAVEL SHOULDER
	EXISTING CONCRETE SURFACE
	EXISTING GRAVEL SHOULDER TO BE REGRADED
	PROPOSED HMA PAVEMENT
	PROPOSED CONCRETE SIDEWALK
	4" TOPSOIL, CLASS 1A SEEDING & EROSION CONTROL BLANKET
	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	DESIGN SLOPE AND DRAINAGE FLOW DIRECTION
	INLET PROTECTION

EROSION AND SEDIMENT CONTROL NOTES:

- UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CONSTRUCTED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS IN THE "ILLINOIS URBAN MANUAL", LATEST REVISION.
- A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLAN SHALL BE MAINTAINED ON THE SITE AT ALL TIMES.
- THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY THE COUNTY OF WINNEBAGO.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR SWEEPING PUBLIC & DEVELOPMENT STREETS WHEN DEBRIS HAS BEEN TRACKED AND OR WASHED ON THEM. THE CONTRACTOR SHALL BE RESPONSIBLE TO SWEEP THE STREETS IF DIRECTED TO DO SO BY THE COUNTY OF WINNEBAGO. THE CONTRACTOR IS ALSO RESPONSIBLE TO CONTROL DUST ON THE SITE IN ACCORDANCE WITH PRACTICES IN THE "ILLINOIS URBAN MANUAL", LATEST REVISION.
- ALL EROSION AND SEDIMENT CONTROL DEVICES SHALL BE INSTALLED AND STABILIZED PRIOR TO SITE CLEARING AND GRADING. ALL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE MAINTAINED THROUGH THE DURATION OF THE PROJECT. ALL EROSION AND SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED WEEKLY AND AFTER EACH 1/2" RAINFALL EVENT AND 6" SNOWFALL EVENT AND AN INSPECTION RECORD SHALL BE MAINTAINED BY THE CONTRACTOR AT THE JOB SITE FOR THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE TO PERFORM THESE INSPECTIONS AND TO MAINTAIN ALL EROSION AND SEDIMENT CONTROL DEVICES IN SUCH A MANNER THAT THEY CONTINUE TO FUNCTION FOR THE DURATION OF THEIR INTENDED USE. THE CONTRACTOR SHALL BE RESPONSIBLE TO PERFORM ALL TEMPORARY SEEDING.
- ALL DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY SEEDING WITHIN 14 DAYS FOLLOWING THE END OF ACTIVE DISTURBANCE.
- EROSION BLANKETS ARE TO BE INSTALLED ON ALL SLOPES STEEPER THAN 10 % IMMEDIATELY AFTER TOPSOILING, FERTILIZING, AND SEEDING ARE COMPLETE. EROSION BLANKETS WILL NOT BE REQUIRED IF SOD IS USED. INSTALLATION OF EROSION BLANKETS SHALL BE ACCORDING TO THE RECOMMENDATIONS OF THE MANUFACTURER. EROSION BLANKETS SHALL BE INSPECTED PERIODICALLY AND AFTER EACH RAINFALL FOR DAMAGE OR DISPLACEMENT. DAMAGED OR DISPLACED EROSION BLANKETS SHALL BE REPAIRED OR RESTAPLED AS SOON AS POSSIBLE. TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION HAS BEEN ACHIEVED VIA PERMANENT MEASURES. PERMANENT VEGETATION AND STRUCTURES SHALL BE INSTALLED AND FUNCTIONAL AS SOON AS PRACTICAL DURING DEVELOPMENT. PERMANENT SEEDING, SODDING, OR LANDSCAPING SHALL BE COMPLETED WITHIN 7 DAYS OF FINAL TOPSOIL RE-SPREAD.
- ALL STOCKPILES ARE TO BE PLACED AT A LOCATION SPECIFIED BY THE OWNER. ALL STOCKPILES ARE TO BE PROTECTED BY SILT FENCE ALONG THE DOWN SLOPE SIDES OF THE STOCKPILE OR AROUND THE ENTIRE PERIMETER IF DIRECTED TO DO SO BY THE ENGINEER. THE VILLAGE OF WINNEBAGO, OR THEIR REPRESENTATIVES. ANY STOCKPILES THAT WILL REMAIN UNDISTURBED FOR LONGER THAN THREE WEEKS SHALL BE PROTECTED BY TEMPORARY SEEDING. SOIL STORAGE PILES CONTAINING MORE THAN 10 CUBIC YARDS OF MATERIAL SHALL NOT BE LOCATED WITH A DOWN SLOPE DRAINAGE LENGTH OF LESS THAN 25 FEET TO A ROAD WAY OR DRAINAGE CHANNEL. COST OF TEMPORARY SEEDING SHALL BE INCLUDED PRICE BID PER EROSION CONTROL LUMP SUM.
- EROSION FABRIC IS NECESSARY FOR SILT TRAPS INSTALLED AT ALL STORM STRUCTURES WITH OPEN LIDS. ALL STORMWATER INLETS SHALL BE PROTECTED BY SILT TRAPS, STRAW BALE DIKES, EXCELSIOR LOGS, EROSION FABRIC, OR OTHER METHODS APPROVED BY THE VILLAGE OF WINNEBAGO. AFTER EACH RAINFALL EACH INLET SHALL BE INSPECTED. ANY INLET PROTECTION THAT HAS FAILED OR IS DAMAGED SHALL BE REPAIRED AS SOON AS POSSIBLE. SEDIMENT SHALL BE REMOVED AS NECESSARY TO PROVIDE FOR THE CONTINUED EFFECTIVENESS OF THE INLET PROTECTION TECHNIQUE IN USE.

NOTES:

- CONTRACTOR TO VERIFY EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES AT LOCATIONS OF CONFLICT. CONTRACTOR TO NOTIFY ENGINEER WITH ANY DISCREPANCIES.
- THERE MAY BE UNDERGROUND UTILITIES THAT ARE NOT SHOWN HEREON.
- COMPARE ALL POINTS BEFORE BUILDING AND REPORT ANY DIFFERENCE TO THE ENGINEER AT ONCE.
- NO DIMENSIONS ARE TO BE ASSUMED BY SCALE MEASUREMENTS.
- BASIS OF BEARING IS ASSUMED.

Contours

Existing	Minor	-----
	Major	-----
Final grading	Minor	-----
	Major	-----

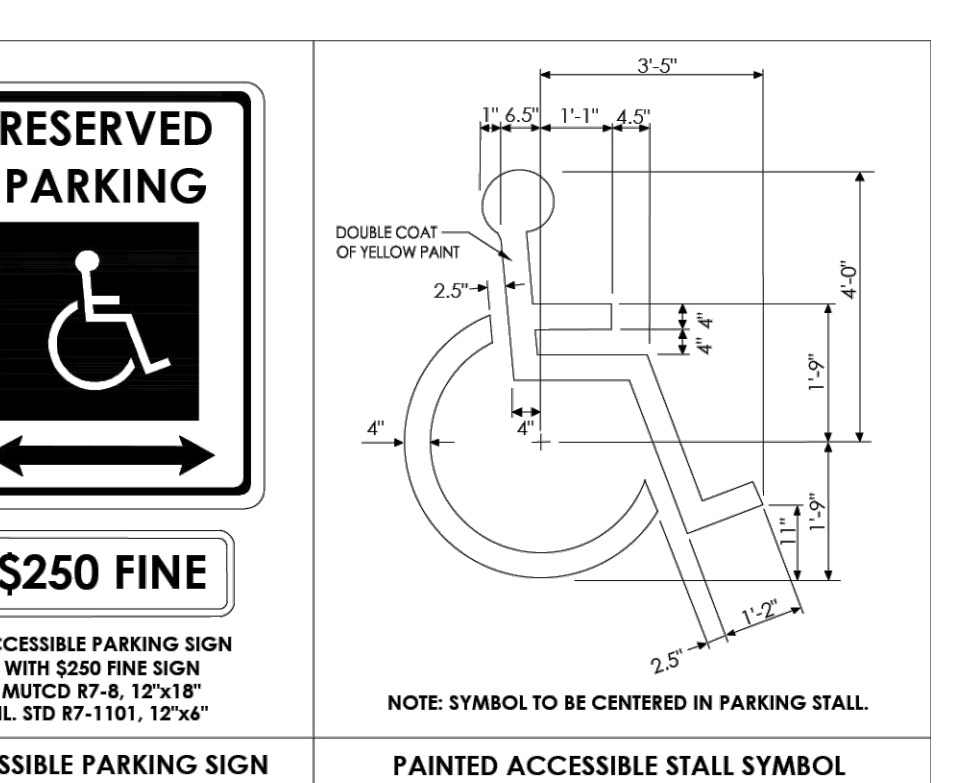
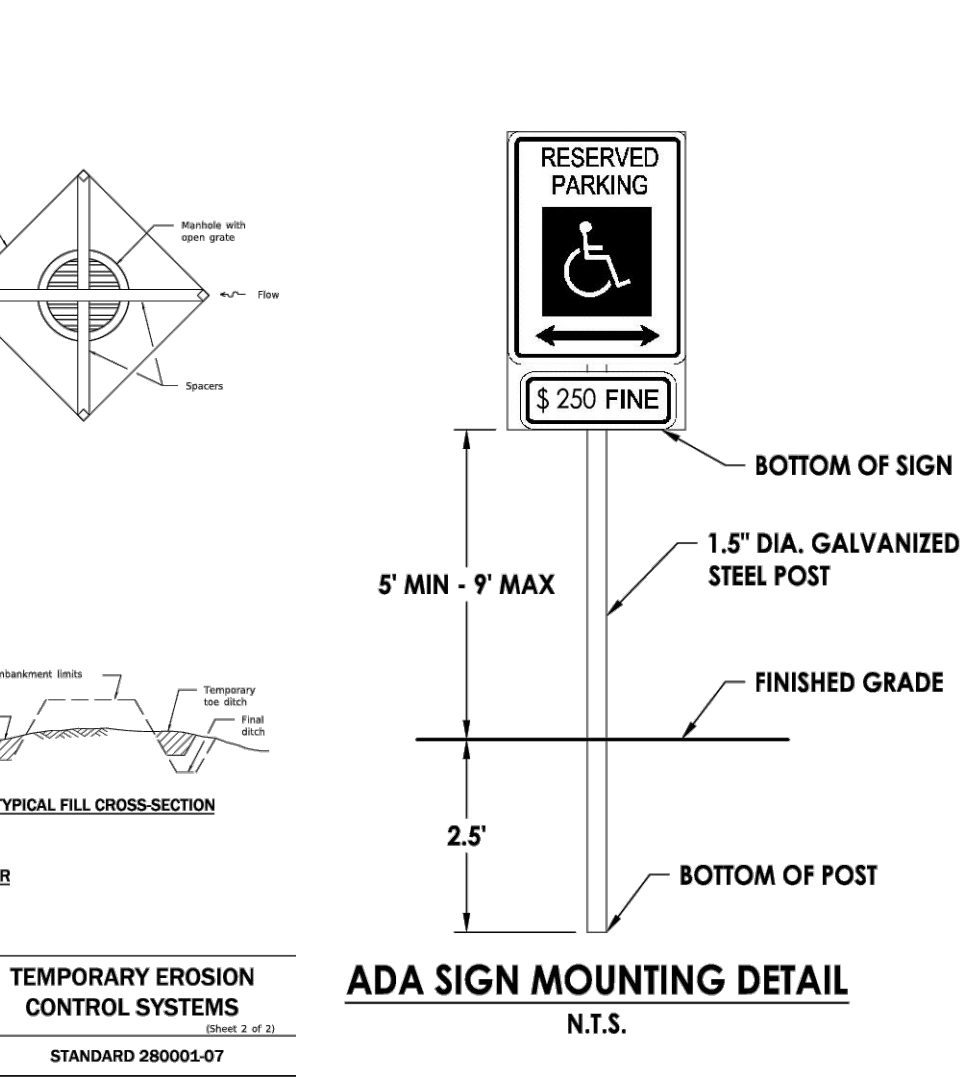
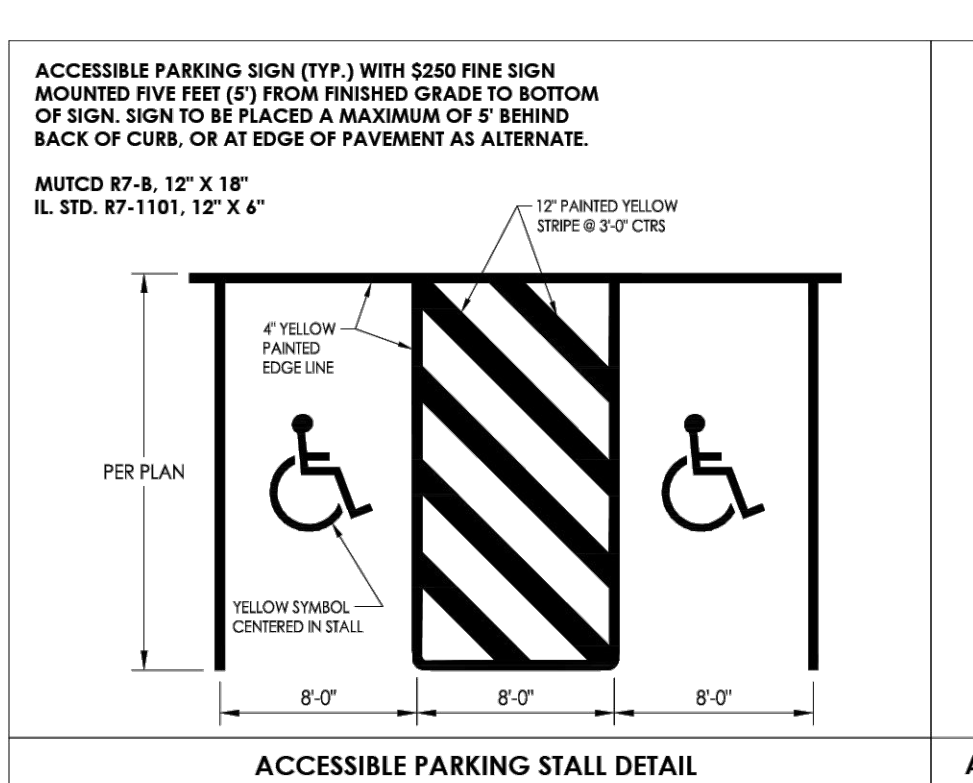
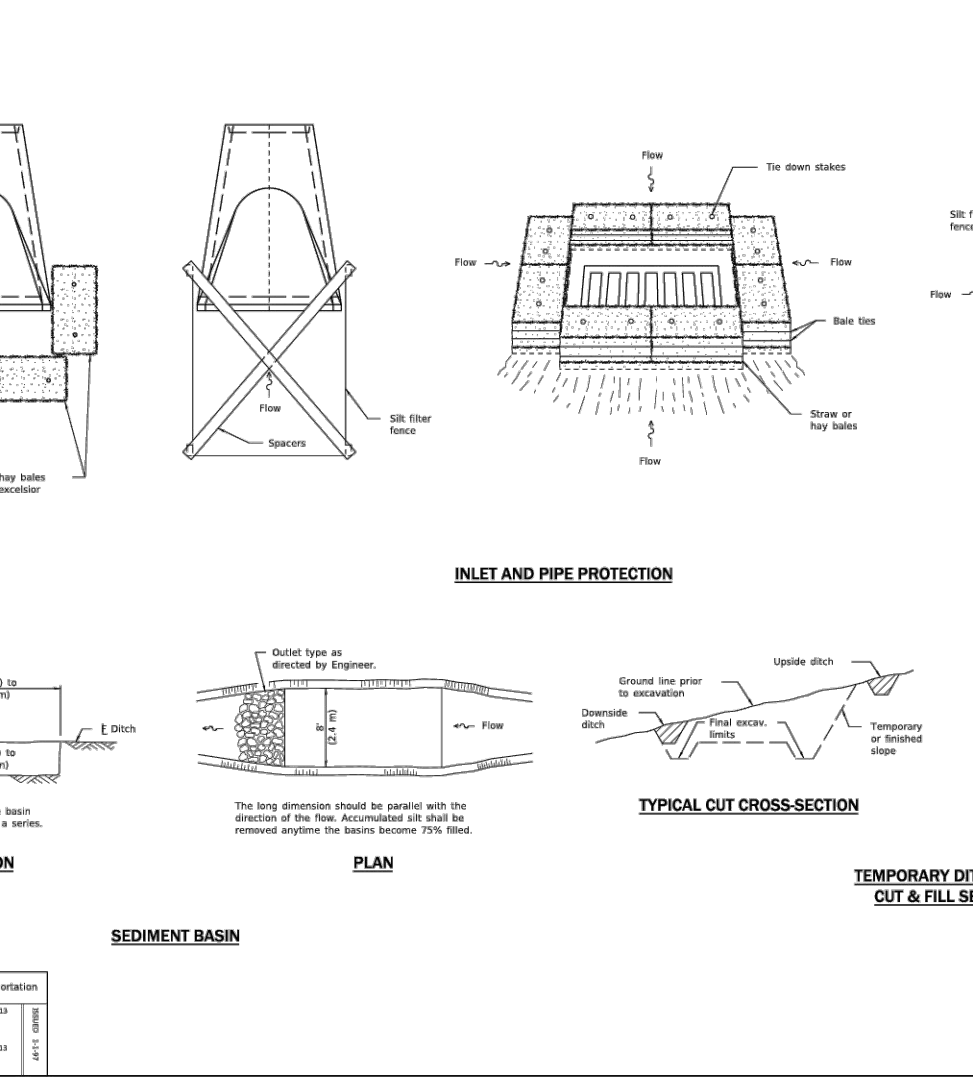
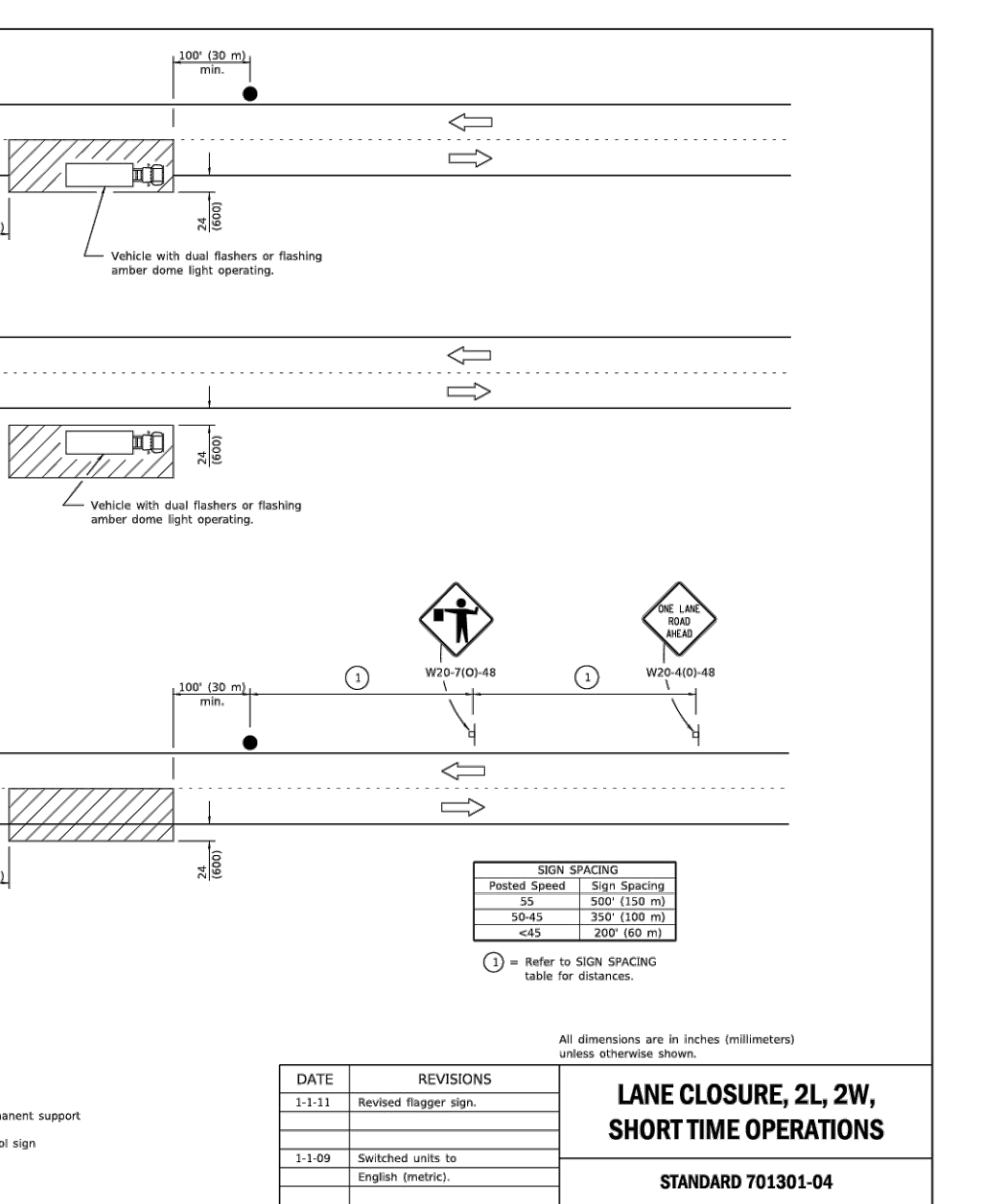
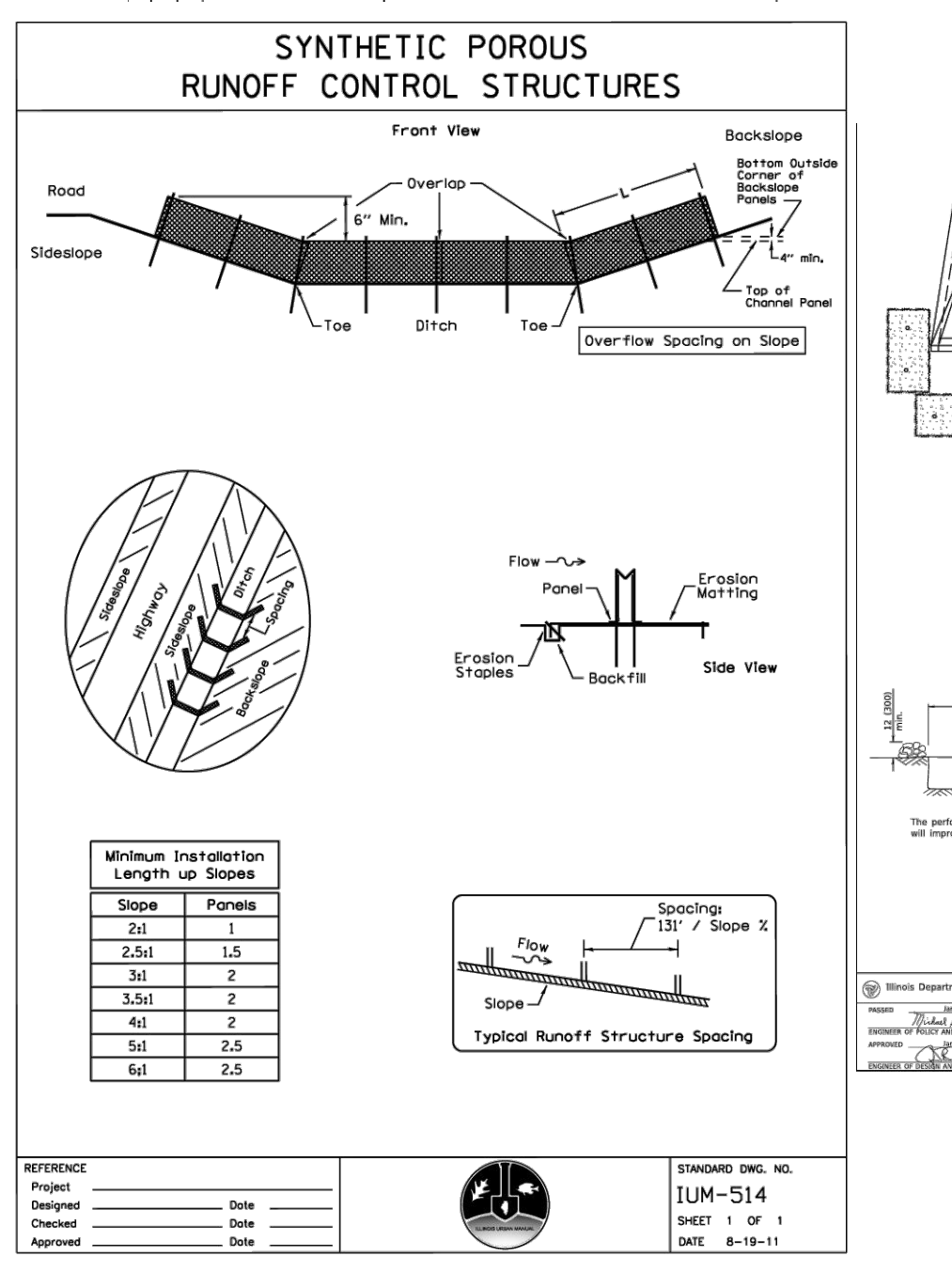
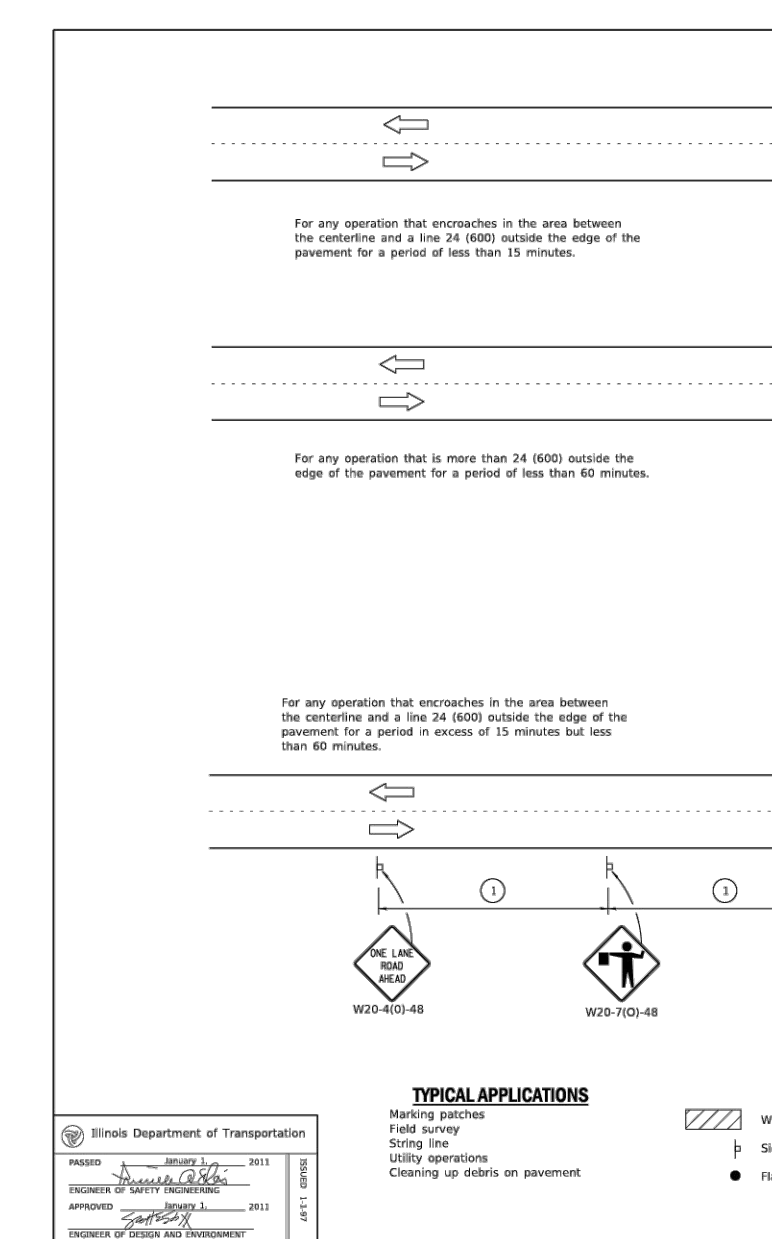
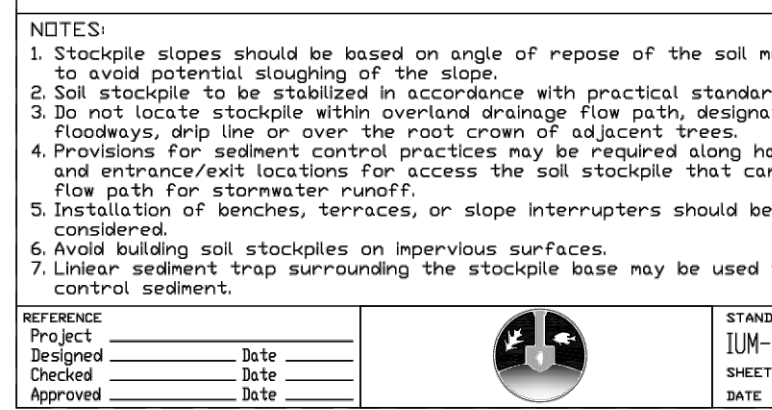
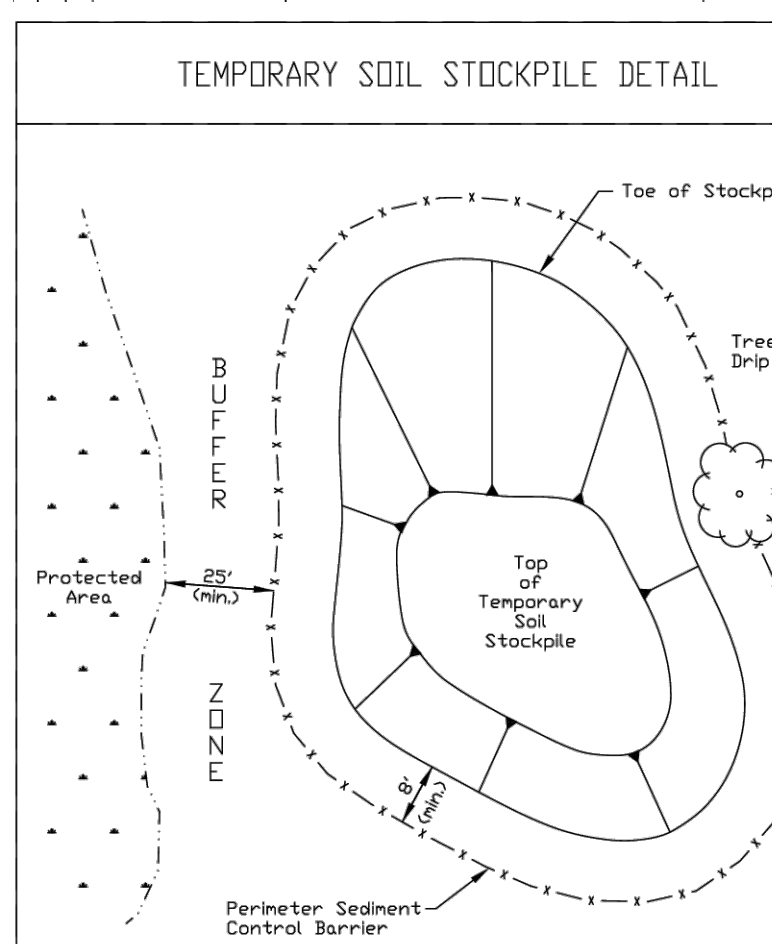
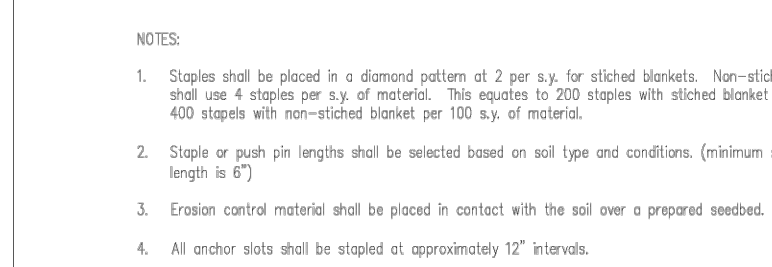
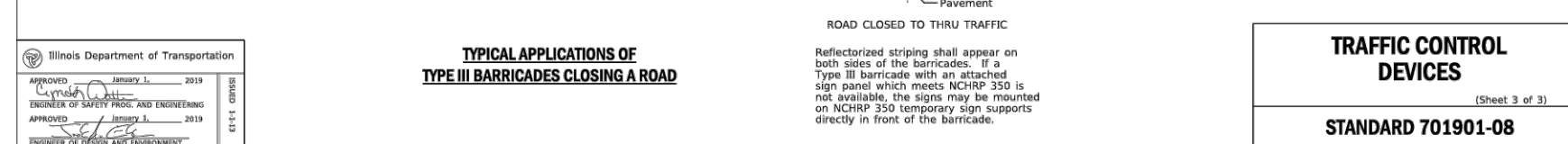
CONTROL POINTS

CP/BM #	NORTHING	EASTING	ELEVATION	DESCRIPTION
500	2041033.9988	2546266.6939	862.20	5/8" IRON ROD (NOT SHOWN)
501	2041014.8869	2546267.1536	862.16	5/8" IRON ROD (NOT SHOWN)
10255	2040884.2781	2546434.8243	863.28	SANITARY MANHOLE RIM



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Date	Revision	By
Glenn Site Alley & Parking Improvements Erosion Control & Grading Plan		
CHECKED BY: KCB DATE: 07/09/25	DRAWN BY: RKW DATE: 06/30/25	Sheet 4 of 5





Agenda Item Executive Summary

Item Name Discussion of Potential Hotel/Motel Tax Implementation Committee or Board Committee of the Whole

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village of Winnebago, as a non-home rule municipality, has the authority to implement a hotel/motel tax of up to 5% pursuant to state law. While the Village currently has no hotels or motels in operation, establishing a hotel/motel tax by ordinance at this time would proactively ensure the tax framework is in place for any future lodging developments, including hotels, motels, or short-term rentals (STRs).

The proposed short-term rental ordinance includes provisions for the application of hotel/motel taxes to STRs. Therefore, if the Committee of the Whole wishes to pursue such a tax, staff recommends passing the hotel/motel tax ordinance prior to approving the STR ordinance.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

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

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/16/2025



Agenda Item Executive Summary

Item Name AN ORDINANCE REGULATING SHORT-TERM RENTALS IN THE VILLAGE OF WINNEBAGO Committee or Board Committee

BUDGET IMPACT

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

EXECUTIVE SUMMARY

Following a police response to a disruptive short-term rental earlier in 2025, the Village of Winnebago began evaluating the impacts of these rentals on neighborhood safety and residential quality of life. As a result of increasing community concern and a rise in inquiries, the Village initiated a review process which included examining comparable regulations.

This ordinance, modeled largely after the City of Rockford's framework, establishes a structured and enforceable set of guidelines for the operation of short-term rentals. It includes requirements for permits, guest registries, annual renewal, inspections, and neighborhood notification. It sets occupancy and parking limits, prohibits parties and large events, and mandates a local contact person for emergency response.

In response to feedback from the July 2, 2025 Committee of the Whole meeting, the ordinance now includes an expanded and clarified definition of a "party," distinguishing between nuisance events and incidental social visits.

These measures ensure that short-term rentals operate responsibly, preserve the residential character of neighborhoods, and protect public health and safety.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE ORDINANCE 2025-___, AN ORDINANCE REGULATING SHORT-TERM RENTALS IN THE VILLAGE OF WINNEBAGO

Staff: Joey Dienberg, Village Administrator Date: 7/16/2025

ORDINANCE NO. 2025- _____

**AN ORDINANCE REGULATING SHORT-TERM RENTALS IN THE
VILLAGE OF WINNEBAGO, WINNEBAGO COUNTY, ILLINOIS**

WHEREAS, the Village of Winnebago is a non-home rule municipality organized and operating under the Illinois Municipal Code (65 ILCS 5/1-1-1 et seq.); and

WHEREAS, the Village has received increased inquiries and complaints related to the operation of short-term rentals, including instances of noise disturbances, excessive occupancy, and the presence of unregistered guests; and

WHEREAS, the Village recognizes that while short-term rentals may offer benefits such as promoting tourism and providing supplemental income to property owners, they may also negatively impact neighborhood character, public safety, and residential quality of life; and

WHEREAS, the Village Board finds it in the best interest of public health, safety, and welfare to establish regulations to govern the use of residential properties as short-term rentals, including but not limited to registration, inspections, occupancy limits, parking, nuisance abatement, and revocation procedures; and

WHEREAS, the Village seeks to ensure that short-term rentals operate in a manner that is consistent with the surrounding residential character, does not create a nuisance, and remains subject to the same zoning, building, and fire safety requirements as other residential uses; and

WHEREAS, the Village Board has determined that adoption of this ordinance will promote the orderly operation of short-term rentals, ensure adequate public safety responses, and maintain neighborhood integrity throughout the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, as follows:

SECTION I: PERMIT REQUIRED

No short-term rental shall be permitted in the Village without first having an obtained a permit.

SECTION II: DEFINITIONS

- A. A “SHORT-TERM RENTAL” shall be all or part of a residential dwelling or dwelling unit that is rented for transient occupancy by guests for a period shorter than 30 consecutive days. The term “short- term rental” does not include either hotels or motels. A short-term rental shall have all the attributes of a single family dwelling unit including cooking, living, sanitary and sleeping facilities set forth in this Ordinance.
- B. For the purposes of this Ordinance, a “PARTY” means a planned social gathering at a short-term rental property involving individuals who are not listed as registered overnight guests. This includes, but is not limited to, events such as birthdays, anniversaries, celebrations, or other social functions where the primary purpose is entertainment or socialization. A party may be characterized by factors such as elevated noise levels, the presence of alcohol, amplified music, parking congestion, or other impacts inconsistent with the residential character of the neighborhood. Incidental social visits by friends or family of registered guests that do not result in such impacts shall not be considered a party.

SECTION III: NO PROPERTY RIGHTS CONFERRED.

Short-term rental permits do not provide a vested interest by entitlement in the continued operation of a short-term rental upon a change of property ownership. Short-term rental permits are revocable permits and shall not run with the land.

SECTION IV: PERMIT APPLICATION REQUIREMENTS; RENEWAL

A property owner who seeks a short-term rental pursuant to this Ordinance shall submit a written application utilizing an application provided by the Village. Owners must renew their permit every year through submittal of a renewal. All applications must be submitted by the property owner. Permits shall not be issued to any person not an owner of the property. Permits shall issue upon registration, subject to non-renewal, suspension, or revocation as set forth herein.

SECTION V: INSPECTION.

The Village's Building Official, or their designee, and Fire District reserves the right to inspect each short-term rental upon reasonable notice for compliance with all applicable building, fire, and property maintenance codes.

SECTION VI: GUEST REGISTRY BOOK.

Every short-term rental owner shall keep a written or digital register in which shall be entered the name of every guest over the age of 18 and his/her arrival and departure dates. A digital register maintained by a short-term rental platform such as Airbnb or VRBO shall be sufficient to satisfy this requirement. The owner shall make said register accessible to any officer of the Village's Police and/or Administration Departments upon request, as well as the Win-Bur-Sew Fire Protection District.

SECTION VII: NOTICE TO NEIGHBORS

Upon registration or renewal, and prior to the first rental following such registration or renewal, the property owner shall deliver written notice by mail or personal delivery to the owners of all parcels that abut the property on which the short-term rental will be located of the owners intent to offer their dwelling unit as a short-term rental. The written notice must include the short-term rental permit number of the property, as provided by the Village, and contact information for the owner and manager of the short-term rental. The notice shall also include the web address posted on the Village’s website (which shall be provided to the owner) with information regarding the rules and regulations contained in this ordinance.

SECTION VIII: COMMERCIAL USE

Operation of a short-term rental is a commercial use of a residential property. The use shall be consistent with a residential dwelling and shall preserve the character of the neighborhood.

SECTION IX: MINIMUM RENTAL PERIOD.

No short-term rental shall be leased more than once within any consecutive twenty- four (24) hour period measured from the commencement of one rental to the commencement of the next.

SECTION X: ADVERTISING

- A. No sign advertising or otherwise promoting a short-term rental may be installed or erected on the premises.
- B. No short term-rental shall advertise online on any platform an hourly rate or any other rate based on a rental period of fewer than twenty four (24) hours.
- C. No short-term rental shall hold out on any online platform the short-term housing rental property as a venue for weddings, conferences, parties, or other events, regardless of the number of attendees.

SECTION XI: MAXIMUM OCCUPANCY

- A. Occupancy, for purposes of determining "maximum occupancy," is defined as two (2) people per bedroom unless additional per-bedroom occupants are the minor children of the renters.
- B. This occupancy limitation shall include invitees of the short-term rental tenants, and social guests
- C. In no event shall the occupancy of the short-term rental exceed 10 persons (including renters, renters' minor children, invitees, and social guests), regardless of the number of bedrooms.

**SECTION XII: PARKING REQUIREMENTS; LOADING AND UNLOADING OF
COMMERCIAL BUSES PROHIBITED**

- A. Overnight parking for persons renting a short-term rental must be provided on the same zoning lot as the short-term rental except as provided below and must be located on an improved hard surface.

- B. Street parking may not be used by persons renting a short-term rental. However, if a property does not have a driveway or parking area that can accommodate four vehicles, street parking or public parking lots shall be allowed for up to two (2) vehicles where permitted.
- C. In no event shall more than four (4) vehicles be parked in the driveway or parking area of the short-term rental.
- D. Commercial buses shall not be parked either on the street or in the driveway of any short-term rental for the purpose of loading or unloading passengers, luggage, or other items using the short-term rental.

SECTION XIII: NO PARTIES/SPECIAL EVENTS/LARGE GATHERINGS

The short-term rental premises shall not be used as a venue for events such as weddings, banquets, conferences, large parties, or other organized gatherings intended to host individuals beyond the registered guests. This restriction does not prohibit occasional, incidental social visits by family or friends of the registered guests, provided such visits do not create noise disturbances, parking issues, or other nuisances to the neighborhood.

SECTION XIV: POSTING OF ORDINANCE REQUIREMENTS AND PROHIBITIONS

There shall be posted in every short-term rental the requirements and prohibitions contained in Sections 12, 13, and 14.

SECTION XV: HOTEL TAX

Short term rentals shall pay all taxes applicable to hotels Ordinance 2025-__ of the Village of Winnebago. Said taxes shall be collected and remitted as set forth therein. The entire property or structure shall be considered a "hotel or motel room" for purposes of the applicable taxes. The owner of the short-term rental shall be subject to all requirements of Ordinance 2025-__ as if being the owner of a hotel or motel within the Village.

SECTION XVI. LOCAL CONTACT PERSON REQUIRED

The owner of the property containing the short-term rental shall either be available or appoint/hire a local contact person or a property management company that shall be available by telephone or in person on a twenty four (24) hour basis who resides within 50 miles of the property and can physically be present at the property within sixty (60) minutes to service a call by the occupants of the short-term rental or to respond to complaints issued by any law enforcement agency, building and/or fire district. The owner or local contact person shall have the authority to assume management of the short-term rental in order to respond and remedy any occupant calls or complaints. The local contact person shall be empowered by the property owner to address physical conditions or circumstances that constitute an immediate threat to public health and safety, including ordering the removal of any occupants in order to comply with the provisions of this ordinance. The name and all contact information of the owner or local contact person shall be provided to the occupants, clearly posted within the residence, and provided to the Village and be maintained with current information at all times.

**SECTION XVII: PROPERTY OWNER RESPONSIBLE FOR COMPLIANCE WITH
CODES**

It is the responsibility of the property owner and the management company or local contact person responsible for the short-term rental to be in control of the short-term rental unit; to inspect and visit the property as needed to assure compliance with this code, and all applicable Village building, zoning, and fire codes, to prevent nuisance behavior and maintain neighborhood peace, welfare, and safety.

SECTION XIII: NUISANCE PREVENTION & ABATEMENT.

The short-term rental shall not cause an adverse effect on the use, enjoyment, or property values of the immediate neighborhood. The owner of a short-term rental shall not cause or permit, by action or failure to act, the short-term rental or its use to suffer from or create any nuisance or criminal activity, which shall include but not be limited to excessive noise or violations of building, zoning, or fire codes.

If a permittee knows or suspects that any criminal activity or public nuisance is taking place on or immediately adjacent to the property, the permittee shall immediately notify the Village of such fact and cooperate with the Police Department in any investigation that may ensue.

SECTION XIX: NOTICE UPON CHANGE IN OWNERSHIP; TERMINATION OF PERMIT.

A short-term rental permit shall terminate immediately upon any change in ownership. Property owners must notify the Village upon change of ownership. Continued operation of a short-term rental upon change of ownership will result in a violation of this ordinance. Any new owner must apply for a short-term rental permit under this code.

SECTION XX: PENALTY

Any one violation of this chapter, or any rules or regulations promulgated under this chapter may result in fines, suspension or revocation of a permit, modification of the use (including but not limited to increasing the minimum rental period) or a combination thereof. A violation of any section of this chapter is subject to a fine of not less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00) for each offense. Each day that a violation continues shall constitute a separate and distinct offense.

SECTION XXI: NON-RENEWAL, SUSPENSION AND/OR REVOCATION OF PERMIT

A permit may be subject to non-renewal, suspension, or revocation upon a determination of one or more of the following:

- A. The short term rental is a public nuisance;
- B. there exists outstanding and unresolved code violations at the property;
- C. the short-term rental permit was revoked within the previous 12 month period;

- D. the applicant has outstanding debts due and owing to the Village; the property is condemned;
- E. the property is not eligible for a short term rental under the provisions of this Article.
- F. Improvements or alternations have been made to the structure without proper permits and the property has not been brought into compliance after reasonable notice and an opportunity to correct the violations.
- G. The owner of the relevant short-term/vacation rental or his/her agent violates any of provisions of this Ordinance, the Village of Winnebago code of ordinances, building codes, zoning codes, or fire codes or any crtrtninal code of the State of Illinois.
- H. The owner of the short-term/vacation rental or his/her agent is deemed to have maintained a nuisance premises.

SECTION XXII: HEARING REQUIRED.

No short-term rental permit shall be non-renewed, suspended, or revoked prior to a hearing as set forth herein.

**SECTION XXIII: NON-RENEWAL/SUSPENSION/REVOCATION HEARING
PROCESS.**

- A. Not less than fourteen (14) business days prior to a hearing on non-renewal, suspension, or revocation of a permit issued pursuant to the terms of this Ordinance, the Village Administrator shall send, via First Class U.S. mail, a notice of the non-renewal, suspension, or revocation hearing to the owner and his/her authorized agent at the address provided on the most recent permit application. Notice shall be sufficient if sent to the address of the authorized agent indicated on the permit application. Said notice shall include the following:

- i. Description of the short-term rental, sufficient for identification;
 - ii. A statement that the permit is subject to non-renewal, suspension or revocation; and
 - iii. A succinct statement of factual allegations that identifies the basis for the potential non- renewal, suspension or revocation.
 - iv. If the Village Administrator has reason to believe that immediate suspension of the permit is necessary to prevent the threat of immediate harm to the Village or the neighborhood,
- B. The Village Administrator may, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing, order the permit suspended for not more than seven (7) days. The Village Administrator may extend the suspension during the pendency of a hearing upon a written determination that doing so is necessary to prevent the previously mentioned harm to the Village or the neighborhood.
- C. The Village Administrator shall conduct hearings in accordance with the procedures drafted by the Department of Law.
- D. Within ten (10) business days after the close of the hearing, the Village Administrator shall issue a written decision that shall constitute a final determination for purposes of judicial review pursuant to the Illinois Administrative Review Law, 735 ILCS 5/3-101 et seq., as amended.

SECTION XXIV: NO NEW PERMIT AFTER REVOCATION

A permittee whose license has been revoked shall not be eligible to reapply for a new permit for one year.

SECTION XXV EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval, and

publication in accordance with applicable law.

SECTION XXV SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION XXVI REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED this _____ day of _____, 2025

Franklin J. Eubank, Jr.,
Village President

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

**PUBLISHED IN
PAMPHLET FORM:** _____