



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

July 02, 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 June 18, 2025

8. DISCUSSION

[a.](#) Short Term Rental Ordinance Discussion

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

10. NEW BUSINESS

11. ADJOURNMENT

Posted: June, 26, 2025 at 1:15p.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 Village of Winnebago was held on June 18, 2025, at 6:54 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: ACKERMAN – LEFEVRE - MCKINNON – SPRINGER – present
KIM - absent

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Deputy Clerk Kellie Symonds, Public Works Director Chad Insko, Kyle Okubo, Treasurer Dana Novinson, Madelynn Glenn, Tyler Sprayberry, Dawn Tracey, Kenzell Jones, Denise Nelson, Gayle Leombruni, Gabby Leombruni, Alissa Glenn, Keather Wilson, Malerie Glenn, Chief Jeff White, 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. MCKINNON, seconded by MR. ACKERMAN to accept the minutes of the June 4, 2025, meeting as presented. Motion carried on a voice vote.
- 8. DISCUSSION
 - a. Mr. Dienberg discussed the revitalization of Memorial Park and the possible addition of a splash pad. He also noted there are improvements needed for the Hurd/Young Memorial Park (Lighted Diamond).
President Eubank noted the needs of Community Development and funding available. He also noted donations could be requested for the addition of a splash pad.
Mr. Ackerman also noted the need for shelter or coverage for the picnic table area. It will be necessary to get pricing for these additions and include in the next budget.
 - b. No update on the sale of village owned property.
- 9. EXECUTIVE SESSION– None needed
- 10. NEW BUSINESS
 - MR. LEFEVRE questioned the need for guests to provide their name.
- 11. ADJOURNMENT
 - A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adjourn at 7:09 p.m. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk



Agenda Item Executive Summary

Item Name Short Term Rental Discussion Committee or Board Committee

BUDGET IMPACT

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

EXECUTIVE SUMMARY

Following a recent noise complaint at a local short-term rental, the Village is exploring potential regulations for STRs like those offered through Airbnb and VRBO. Concerns include noise, parking, and neighborhood disruption. Staff has reviewed the City of Rockford's ordinance as a potential model. Feedback from the Committee will help shape a draft ordinance tailored to the Village's needs.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Rockford Ordinance

ACTION REQUESTED

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

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 7/2/2025



VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
To:	Committee of the Whole
Date:	July 2, 2025
Subject:	Short-Term Rental Discussion

Background

Short-term rentals (STRs) are residential dwelling units rented for temporary lodging, typically for periods of less than 30 consecutive days. These rentals are often arranged through online platforms such as Airbnb and VRBO (Vacation Rentals by Owner). While STRs can contribute to local tourism and generate supplemental income for property owners, they may also lead to challenges for municipalities, particularly with respect to noise complaints, parking congestion, and general disruption to neighborhood character.

At the most recent Village Board meeting on June 18th, the issue was raised under New Business following a police response to a noise complaint at a local short-term rental. In that specific police call, there was a noise complaint, and when officers responded, there were multiple individuals in the residence, but none were the ones listed on the Airbnb, and only 2 individuals were supposed to be staying there.

Sample Ordinance

The City of Rockford, a fellow non-home rule municipality, has implemented a comprehensive STR ordinance that may serve as a useful baseline as the Village considers its own approach.

Under Rockford’s ordinance, property owners must obtain a permit and renew it annually through the City’s online system. All STRs are subject to inspection by building, fire, and property maintenance officials. Units must also be registered with the City’s rental registry, and owners are required to keep a digital or written guest log with the names and dates of stay for all adult guests. Prior to the first rental each year, written notice must be delivered to neighboring properties with key contact information and the rental registration number.

Occupancy is limited to two people per bedroom, with a maximum of ten total occupants including guests. Parking must be provided on-site, with allowances for limited street parking only if no on-site spaces are available. A maximum of four vehicles may be parked at the property. STRs may not be used for weddings, parties, conferences, or similar events, and no hourly or sub-daily rates may be advertised. Signage on the premises is also prohibited.

The ordinance requires a local contact person, either the owner or a designated agent, who must be available 24/7 and capable of being on-site within 60 minutes to respond to complaints or issues. STRs are subject to hotel/motel taxes and must comply with all applicable building, fire, zoning, and nuisance regulations. The City reserves the right to revoke or suspend a permit in response to violations or unresolved issues.

Next Steps

Staff is requesting feedback from the Committee of the Whole on what types of regulations the Board is interested in pursuing. The Rockford ordinance provides a strong example for discussion, particularly given their similar non-home rule status. Staff is also continuing to review other municipal ordinances and will present additional comparisons at a future meeting. Input from the Committee will help guide the development of a draft ordinance tailored to the Village of Winnebago.

ARTICLE VII. SHORT TERM RENTAL ORDINANCE

Sec. 17-101. Permit Required.

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

Sec. 17-102. Definitions.

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 Article.

Sec. 17-103. No Property Rights Conferred.

Short-term rental permits do not provide a vested interest *or* 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.

Sec. 17-104. Permit Application Requirements; Renewal

A property owner who seeks a short-term rental pursuant to this Article shall submit a written application utilizing the City's online registration system. Owners must renew their permit every year through submittal of a renewal application utilizing the City's online registration system. All applications must be submitted by the property owner. Permits shall not issue 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.

Sec. 17-105. Inspection.

The city's Community and Economic Development and Fire Department reserves the right to inspect each short-term rental upon reasonable notice for compliance with all applicable building, fire, and property maintenance codes.

Sec. 17-106. Rental Registry.

No dwelling unit may be used for a short-term rental unless the owner has registered with the City of Rockford rental registry and identified the unit as a short term rental.

Sec. 17-107. 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 City's Police, Fire, Health, and/or Community and Economic Development Departments upon request.

Sec. 17-108. Notice to Neighbors.

Prior to the first rental of a short-term rental in any calendar year, the owner of the dwelling unit must 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 owner's intent to offer their dwelling unit as a short-term rental. The written notice must include the rental registration number of the property, as provided by the city, and contact information for the owner and manager of the short-term rental. The notice shall also include the web address posted on the City1s website (which shall be provided to the owner) with information regarding the rules and regulations contained in this ordinance.

Sec. 17-109. 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.

Sec. 17-110. Minimum Rental Period.

- A. No short-term rental shall be or 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.

Sec. 17-111. 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.

Sec. 17-112. 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.

Sec. 17-113. 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.

Sec. 17-114. No parties/special events/large gatherings

The short-term rental premises shall not be used as a venue for gatherings such as weddings, conferences, parties, special events or other events regardless of the number of attendees.

Sec. 17-115. 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.

Sec.17-116.HotelTax

Short term rentals shall pay all taxes applicable to hotels in Ch. 5, Division 3 (Hotel/Motel Tourism Tax) of the City of Rockford Code of Ordinances. 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 Ch. 5, Division 3 as if being the owner of a hotel or motel within the city.

Sec. 17-117. 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 departments. 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 city and be maintained with current information at all times.

Sec. 17-118. 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 city building, zoning, and fire codes, to prevent nuisance behavior and maintain neighborhood peace, welfare, and safety.

Sec. 17-119. 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 city of such fact and cooperate with the Police Department in any investigation that may ensue.

Sec. 17-120. 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 Community and Economic Development 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.

Sec. 17-121. 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.

Sec. 17-122. Non-Renewal, Suspension and/or Revocation of Permit.

- A. A permit may be subject to non-renewal, suspension, or revocation upon a determination of one or more of the following:
- i. The short term rental is a public nuisance;

ii. there exists outstanding and unresolved code violations at the property;

iii. the short term rental permit was revoked within the previous 12 month period;

iv. the applicant has outstanding debts due and owing to the city;

v. the property is condemned;

vi. the property is not eligible for a short term rental under the provisions of this Article.

- vii. 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.
- viii. the owner of the relevant short-term/vacation rental or his/her agent violates any of provisions of this Ordinance, the city of Rockford code of ordinances, building codes, zoning codes, or fire codes or any crrtinal code of the State of Illinois.
- ix. the owner of the short-term/vacation rental or his/her agent is deemed to have maintained a nuisance premises.

Sec. 17-123. Hearing Required.

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

Sec. 17-124. 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 City 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:

- 1. Description of the short-term rental, sufficient for identification;
- 2. A statement that the permit is subject to non-renewal, suspension or revocation; and
- 3. A succinct statement of factual allegations that identifies the basis for the potential non-renewal, suspension or revocation.

B. If the City Administrator has reason to believe that immediate suspension of the permit is necessary to prevent the threat of immediate harm to the city or the neighborhood, the city 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 City 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 city or the neighborhood.

C. The City 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 City 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.

Sec. 17-125. 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.