



VILLAGE OF WINNEBAGO

ZONING BOARD MEETING AGENDA

Tuesday, November 04, 2025 at 6:00 PM

108 West Main Street and Virtually

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

Or by (Toll Free): 1 877 309 2073 | Access Code: 777-725-485

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF ANY CONFLICT OF INTEREST**
4. **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.

5. **APPROVAL OF MINUTES**

[a.](#) Public Hearing September 30, 2025

[b.](#) Minutes from September 30, 2025

6. **DISCUSSION**

[a.](#) 9714 Cunningham: Zoning Change Request

[b.](#) Comprehensive Plan/UDO RFP Discussion

[c.](#) Meeting Schedule for 2026

7. **NEW BUSINESS**

8. **STATUS OF ZONING RECOMMENDATIONS TO BOARD**

9. **EXECUTIVE SESSION**

10. **ADJOURNMENT**

Posted: October 29, 2025 at 12:00 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

The Zoning Board held a Public Hearing on September 30, 2025, at 5:50 p.m. at the Village Hall 108 W Main Street, Winnebago, Illinois to hear input on the proposed zoning map amendment for 9714 Cunningham Road.

The NOTICE OF PUBLIC HEARING RE: ZONING MAP AMENDMENT TO ADD PARCEL AND DESIGNATE ZONING FOR PROPOSED PROPERTY TO BE ANNEXED TO THE VILLAGE OF WINNEBAGO LOCATED AT 9714 CUNNINGHAM ROAD IN WINNEBAGO COUNTY ILLINOIS was published in the September 11, 2025, edition of the local newspaper, The Gazette.

PRESENT: A quorum of the Zoning Board members was present. Chairman Emmert, Brian Martin, Mike Booker, Irv Koning ABSENT: Riley Pitney

GUESTS: Attorney Gaziano, Village Administrator Joey Dienberg, Deputy Clerk Kellie Symonds, Shannon DeWitt, Tim Aurand, Everett Lemke, Tamara Sanders

EMMERT: I know we have a quorum, is Irv is coming do we know?

MR. DIENBERG: I, I haven't heard.

EMMERT: Do we have a phone number for him?

MRS. SYMONDS: Uh, yeah. Would you like me to?

EMMERT: Yeah, I would like to because I'd like him to hear what's going to be at the public hearing. We do have a quorum so we can start with one person missing. I, I have some questions. I think there's going to be a few questions. Are you the applicant?

MR. DEWITT: Yes.

EMMERT: In fairness to all the board members, I think that he should be able to hear the testimony before we go into the meeting to discuss your application. If he's on his way, then I'll ask to just hold off. If he's not coming, then I'll start.

MRS. SYMONDS: He's pulling in right now.

EMMERT: Ok, we'll give him a couple minutes and we'll start. Kellie do you have the names of everybody who is present?

MRS SYMONDS: Yes.

EMMERT: Ok.

EMMERT: Uh, this is the scheduled time for public hearing of zoning change request and annexation agreement for 9714 Cunningham Road. Kellie, would you please take the role for the public hearing?

MRS SYMONDS: Emmert?

EMMERT: Yes

MRS SYMONDS: Booker?

BOOKER: Here

MRS SYMONDS: Koning?

KONING: Yes

MRS SYMONDS: Martin?

MARTIN: Here

MRS SYMONDS: Pitney?

EMMERT: Ok, we do have a quorum. Uh, I'm sorry, what's your name?

MR. DEWITT: Shannon

EMMERT: Shannon?

MR. DEWITT: DeWitt. Yes.

EMMERT: Sh- Shannon DeWitt, uh yo-you wanted to speak to this, correct?

MR. DEWITT: Yeah

EMMERT: Ok, and is there anybody else who wants to speak, ah, with respect to the public hearing? I don't see anybody else right now so it'd be you, Mr. DeWitt. Is there anybody on the, uh, internet that's there?

MR. DIENBERG: There is not.

EMMERT: And, uh, Mary, what did you have?

ATTORNEY GAZIANO: Just wanted to just for the record to indicate that notice was sent to all the property owners within 250 feet of the subject property in addition to the publication

of the public hearing just so we have it on the record.

EMMERT: Ok

ATTORNEY GAZIANO: Um, there was one individual that ah, on the notice that is not a public record due to the occupation and therefore, um, that individual was not listed. Um, we found out who it was and we sent it separate.

EMMERT: Ok, so we do have proper notice then.

ATTORNEY GAZIANO: Yes

EMMERT: And Mr. DeWitt, I'll let you speak as to what you want, why you filed the, uh, application for annexation into the Village and a rezoning request. Uh, then if anybody has any questions, I'm going to allow people to ask questions too. Ok?

MR. DEWITT: Ok sure.

EMMERT: Go ahead.

MR. DEWITT: Do I need to stand?

EMMERT: (shakes head no) Some- whatever makes you comfortable.

MR. DEWITT: Ah, well originally, I um, I applied for a building permit with the county and the ah, the county denied it according to the height the building requirements. And ah, the the only other way after talking to a few individuals in our local government Um, they basically had said that, uh, you know, you might be able to, if you, if you annex in and honestly, after talking to some of the guys here, it's just nice to have a local government. It's nice to be able to talk to someone again. There's a lot of things I have questions about with the county and it's just hard to get any ah, concrete answers. I mean, I keep getting kind of moved from one person to the other and here it just seems like it was just it was very cut and dry. Um, I just feel like it's a good fit for us to be able to go in and ah, there are some extra perks for us also by joining the ah, the village. So uh, yeah, I mean really it was kind of cut and dry for us. Um, that's really it. Any other questions?

EMMERT: So basically you want the annex because you could not build the type of-

MR. DEWITT: Originally, yes, that-

EMMERT: -Building. Building you want-

MR. DEWITT: -was the whole purpose of the annexation, was that. But there are a lot of perks going into this after talking to Joey and a couple other members.

EMMERT: What other perks?

MR. DEWITT: Ah, well, police presence for one. Um, and then, ah, you know, plowing up the snow, ah, the recycle program that we dearly missed, that we- we used to live in Greenlee for years and I couldn't figure out why we couldn't get into a recycle program, looked all over the place, just trying to get into a recycle program. They said that you have to be up the street 100 feet into Greenlee before you could be into the recycle program. But um, yeah, so there's, there's several perks we're hopefully enjoying.

EMMERT: Okay, and my understanding that you want to also have, ah, what's it called, apiculture or something?

ATTORNEY GAZIANO: Apiculture

EMMERT: It-it basically, you want to be able to raise some honeybees and collect some honey? Is that correct?

MR. DEWITT: Well, that was a question I had. I- I'm not necessarily going to go the honeybee route. I'm already in the conservation program so we have wildflowers out there planted three years ago and ah, so it's it's all of that is in CRP, but the bees would complement the conservation program very well so I did have a few questions about it and, and I might be interested um, in going that route. But I wanted to keep my agricultural zoning that I had.

EMMERT: What's CRP?

MR. DEWITT: Ah, it's it's a conservation program through the Soil and Water Conservation District. So you have to go, it- it's a program that they have, you talk to them, you set aside land to plant wildflowers. So it's ah, it's a pollinator program for bees and for monarch butterflies.

BOOKER: It's actually called the Conservation Reserve Program, but it's acreage set aside away from tillage to support conservation.

EMMERT: Ok. Question for Mary, do you know, does that usurp the Village's ordinances?

ATTORNEY GAZIANO: In terms of what the rules are?

EMMERT: If- if he was ac- yeah if he was to annex into the village, would that usurp or override Village's ordinances?

ATTORNEY GAZIANO: I don't believe so. I think it's just basically set of what they're using the land for.

Booker: What about weeds and grass? Height?

EMMERT: Right, that's what I'm getting into nuisances and stuff and the mowing. Um, that's one question for everybody that I asked Mary to look at. Ah, Mr. Dewitt, would you agree that the primary use of your property is residential?

MR. DEWITT: Yes

EMMERT: Ok.

BOOKER: You mentioned a, a building you applied for zoning for a building. Um, is it your intention to go forward with that building if you're annexed in the Village?

MR. DEWITT: Absolutely.

BOOKER: And have you checked with ah, Joey or worked with Joey on whether it would be that building, would be compliant with the zoning?

MR. DEWITT: I did talk to them and I gave them a,uh, a- basically our- the first sketch of our building plans. And I didn't hear anything. It sounded like everything was good, Joey?

MR. DIENBERG: Uh, we- there was not a full review of the building plans by the building official, but in terms of the, the setbacks and the height of the building. That was all-

MR. DEWITT: Yeah, ok.

EMMERT: Ok. If this board or committee would not agree to limited agricultural and the village would not agree to limited agricultural, would you want to annex into the village as residential?

MR. DEWITT: No

EMMERT: Ok, uh, is there anybody else who has any questions?

(MR. AURAND raises his hand)

EMMERT: Please, please state your name.

MR. AURAND: My name is Tim Aurand. I live across the street.

MR. DEWITT: Ok.

MR. AURAND: I live on Orr Drive. Orr Lane. Um, see it's not so close, I'm almost thinking I might want to annex in too because I want to build a building and I'm having issues, too. You know?

EMMERT: But-ok, do you have any questions about his property?

MR. AURAND: No, but I think that, um, it sounds kosher to me. Sounds good.

EMMERT: Okay, you're across the street, so, uh, there there's nobody on the...?

MR. DIENBERG: There's not.

EMMERT: Ok. I guess I have a few questions and comments. I don't know if I should bring them out to public meeting or-

ATTORNEY GAZIANO: Probably at the meeting.

Emmert: -at the meeting. Ok, nobody has anything else? I motion to close the public hearing.

(KONING raises his hand)

EMMERT: Seconded by Irv. Ah, is there anybody opposed to closing the public hearing? Seeing none, let the record show the public hearing has been closed at...?

ATTORNEY GAZIANO: 6:01

EMMERT: 6:01 by unanimous vote of all persons present.

Chairman Emmert ordered the public hearing to a close at 6:01p.m.

UNAPPROVED

Prepared from recording by:
Rachel Windgassen, Assistant Deputy Clerk



VILLAGE OF WINNEBAGO

ZONING BOARD MEETING MINUTES

Tuesday, September 30, 2025 at 6:00 PM
108 West Main Street and Virtually

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1. CALL TO ORDER

The meeting was called to order at 6:02 PM

2. ROLL CALL

PRESENT: Michael Booker, Chairman Bill Emmert, Irv Koning, Brian Martin

ABSENT: Riley Pitney

GUESTS: Attorney Gaziano, Village Administrator Joey Dienberg, Deputy Clerk Kellie Symonds, Shannon DeWitt, Tim Aurand, Everett Lemke, Tamara Sanders

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict of interest was disclosed.

4. PUBLIC COMMENT- None.

5. APPROVAL OF MINUTES

a. Public Hearing Minutes of July 1, 2025

Motion to approve made by Chairman Emmert, Seconded by Booker. Voting Yea: Booker, Chairman Emmert, Koning. Voting Abstaining: Martin. Motion passed.

b. Zoning Board Minutes from July 1, 2025

This item was tabled until the next meeting.

c. Minutes from September 2, 2025

Motion made by Chairman Emmert to approve the minutes as corrected. (No second was made)

KONING stated that he had a clerical correction for the dates of the public hearing and regular meeting, in the approval of minutes section.

Voting Yea: Booker, Chairman Emmert, Koning, Martin

6. DISCUSSION

a. Zoning Change for 9714 Cunningham Road (PIN 14-16-200-003)

CHAIRMAN EMMERT stated that he had concerns following the public hearing, expressing his opposition to the property being annexed under Limited Agriculture zoning and based on Mr. DeWitt's reasoning for requesting the change being that he was denied by the county the ability to construct an accessory building as tall as he wanted. He noted that zoning decisions must consider not only the current applicant's intended use, but also all possible uses permitted under the requested zoning classification in the future as well.

CHAIRMAN EMMERT stated that while other zoning classifications have clear restrictions, such as minimum lot sizes, setbacks, and building height restrictions, the Limited Agriculture classification lacks any similar defined limits. He noted that the property in question is used primarily as a residential property at this time and is currently surrounded by residential zoning as well. CHAIRMAN EMMERT commented that this could raise the potential for conflicts with the neighboring parcels. He stated that his concern was with giving free-reign to the owner to do what he pleases, with the example of spreading manure, which is allowed per the Limited Agriculture section of the UDO, and other agricultural practices not compatible with residential areas.

CHAIRMAN EMMERT noted that his second issue with the application was an exception listed, 6.08.02 District No 7 (Limited Agriculture District) 4. Exemptions/ Abatements a.iv., in that this section stops abruptly and does not give the full information on what that exception all entails. He expressed that the Zoning Board should not approve an application without full knowledge of the extent of the exceptions they are approving. CHAIRMAN EMMERT commented that the Village would also be giving up a potential revenue source to the County if it was zoned as Limited Agriculture, rather than residential. He stated that if the owners did want to keep beehives, that this would be an allowed use under the Residential District 1 Zoning classification, however he noted that Mr. DeWitt expressed that he would not want to be annexed into the Village under a Residential Zoning classification.

CHAIRMAN EMMERT continued by stating that Mr. DeWitt's only interest in being annexed in and having the zoning classification changed was so that the owner can build an accessory building as large as he wants to. CHAIRMAN EMMERT stated that the application should not be approved, but if the Zoning Board was inclined to approve it, he recommended that they wait at least until the section is updated and completed, and then annexing Mr. DeWitt's property as residential because that would

still allow the owners to keep bees, while addressing his other concerns. CHAIRMAN EMMERT clarified that under Limited Agriculture zoning, that he was not sure that the accessory building would be able to be erected anyways, due to reasons listed within the UDO, including that the building would be required to be relevant and necessary to the agriculture.

BOOKER questioned if the owner would be taxed differently under Limited Agriculture. CHAIRMAN EMMERT stated yes, that if the property was annexed in under Residential, the Village would collect those property taxes, but if the property was annexed under Limited Agriculture, the property tax would then be as if the property was still in the unincorporated county. Mr. Dienberg commented that the Village would still collect the taxes but then would have to pay them back out to the county. CHAIRMAN EMMERT then stated, "Which doesn't do the Village any good". BOOKER stated his confusion and asked for clarification. Attorney Gaziano explained that this deal was set a while ago because at that time, the Village was interested in expanding their borders. This agreement allowed the Village to do so, while making sure that an annexed agricultural property would not need to pay into the Village.

Mr. DeWitt stated that he moved to the property 5 years ago and in that time has "done nothing but try my hardest" to make the property look good. He noted that he tore down anything that was falling apart on the property and planted trees around to make a nice natural barrier for the neighbors. Mr. DeWitt commented that he would not be building a "4-story building", that he is wanting to build this accessory building only 2ft taller than the county allows. He noted that everything he currently has in his outbuilding is for his wildflowers and his backyard, stating clearly that this building that he wants to put up is solely an agricultural building.

CHAIRMAN EMMERT stated that he wanted to clarify that the zoning committee is needing to look at all the possibilities of what a person COULD do at that property if zoned limited agriculture if the current owner were to ever sell. Mr. DeWitt notes that it is currently agricultural right now, but that the 2ft restriction for the building is his cause for concern. CHAIRMAN EMMERT clarified that since the property is currently located in the County, the Village has no say in it currently but if it were to be annexed in, the Village would have control.

Mr. DeWitt questioned why Limited Agriculture is a zoning option if there is all this cause for concern. He stated that he is merely looking to keep the zoning that he currently has. CHAIRMAN EMMERT voiced his agreement, that the Village should not have Limited Agricultural or Agricultural within the Village limits at all. He states he understands why the Village does, to increase the Village borders, but that it shouldn't be allowed within the town.

Mr. DeWitt questioned how the Village intends to expand to the East and if it is the Village's stance to make everyone residential. CHAIRMAN EMMERT noted that the Village has a long-range plan on how they intend to expand. Mr. DeWitt stated that the only way to expand the borders is to "lure them in" and commented that forcing everyone to change zoning to residential is not a good way to lure anyone in.

CHAIRMAN EMMERT stated that he wanted Mr. DeWitt and the Zoning Board to hear his reasoning and stated he doesn't "mean to overly attack you", as opposed to the actual zoning. CHAIRMAN EMMERT stated that he doesn't want the board "misusing" the Zoning by allowing a garage that isn't for agricultural purposes. Mr. DeWitt noted that conservation is agriculture and is stated as such in the Village's UDO.

MARTIN stated that in the past 5 years that Mr. DeWitt has been his neighbor, he has made significant improvements to the property and made the property not such an "eye-sore" and noted that he liked the wildflowers. MARTIN continued by stating that he had no issue with Mr. DeWitt coming into the village under limited agriculture. He commented that he understands CHAIRMAN EMMERT'S point about what future owners could do so they "need to balance that".

CHAIRMAN EMMERT stated that zoning is "to protect the neighbors". Mr. DeWitt noted that if the Zoning Board didn't do anything, that almost anything could be done to the property currently as it is under the County, with the exception of the height of the building and "you can't do a thing about it, it's just when I come in. That's the only difference. If you're not doing anything, it doesn't make any difference, right?" CHAIRMAN EMMERT responded that he thinks "it's a bad step to take" and reiterated that if there is an inclination by the Zoning Board to approve it, that they wait to do so until adjustments can be made to the UDO section on limited agriculture.

Attorney Gaziano stated that she has all drafts of the ordinance and is not sure if the section is missing based on a reprint or if it was wrong in the beginning. She also

notes that with zoning reclassifications, as opposed to a variance, it is a recommendation by the Zoning Board to the Village Board, who has the final decision on the zoning or re-zoning of a property.

CHAIRMAN EMMERT made a motion to table this application until the ordinance has been amended so "we know what it says". Seconded by BOOKER. CHAIRMAN EMMERT amended the motion to state that this is with respect to the limited agriculture.

BOOKER stated that until they have a full ordinance to consider, it may be best to wait. He questioned how this happened to which CHAIRMAN EMMERT gave examples of possible events that happened. CHAIRMAN EMMERT stated that an amendment to the ordinance will be needed either way since the version with a gap in it is what was originally passed.

Motion made by Chairman Emmert, Seconded by Booker.

Voting Yea: Booker, Chairman Emmert, Koning

Voting Nay: Martin

The motion passed on a majority vote of those present.

7. NEW BUSINESS

None

8. EXECUTIVE SESSION

None

9. ADJOURNMENT

Motion made by Chairman Emmert, Seconded by Booker.

Voting Yea: Booker, Chairman Emmert, Koning, Martin

Meeting was adjourned at 6:28pm

UNAPPROVED

Prepared by: Rachel Windgassen
From Recording



Agenda Item Executive Summary

Item Name ZONING CHANGE REQUEST AND ANNEXATION AGREEMENT FOR 9714 CUNNINGHAM ROAD (PIN 14-16-200-003) Committee or Board Zoning Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

Mr. DeWitt has submitted a request to annex his property at 9714 Cunningham Road (PIN 14-16-200-003) into the Village of Winnebago and seeks a zoning designation of District No. 7: Limited Agricultural. The property is currently zoned as Winnebago County Agriculture and is served by a private well and septic system. The annexation would be subject to an agreement requiring connection to Village water and sewer systems if the existing systems fail. Mr. DeWitt intends to construct an outbuilding and engage in small-scale agricultural activities, including wildflower cultivation and apiculture, under Village zoning regulations. The zoning change and annexation align with the Village's Comprehensive Plan and development standards. A public hearing is scheduled for September 30, 2025, at which time formal Findings of Fact will be considered, and a recommendation will be made to the Village Board.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Application

ACTION REQUESTED

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

MOTION:

Staff: Joey Dienberg, Village Administrator Date: 09/30/2025



VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
To:	Planning and Zoning Commission
Date:	9/30/2025
Subject:	Zoning Change for 9714 Cunningham Road (PIN 14-16-200-003)

Request

The Village of Winnebago has received an annexation request from Mr. DeWitt regarding his property located at 9714 Cunningham Road, identified as PIN 14-16-200-003. The property is presently zoned Winnebago County Agriculture. Mr. DeWitt seeks annexation into the Village of Winnebago through an annexation agreement and requests zoning designation as District No. 7: Limited Agricultural.

Background

Mr. DeWitt has been working with Village staff and the Village President on the terms of an annexation agreement. The property is currently served by private well and septic systems. The applicant understands that, should either system fail, connection to Village water and sewer will be required at that time.

Mr. DeWitt has expressed a desire to annex into the Village in order to construct an outbuilding consistent with the Village’s Unified Development Ordinance (UDO). His agricultural activities include raising wildflowers and pursuing apiculture. Annexation would subject the property to Village building codes and zoning regulations, ensuring development standards are maintained.

Site Information

- **Property Address:** 9714 Cunningham Road
- **Parcel Number:** 14-16-200-003
- **Current Zoning:** Winnebago County Agriculture
- **Requested Zoning:** District No. 7 – Limited Agricultural



- **Surrounding Zoning:**
 - **East:** Residential (Village); **South:** Residential (Village); **West:** Unincorporated (County); **North:** Unincorporated (County)

Findings of Fact 18.04.04(e) (Draft for ZBA Consideration)

In making its determination, the Zoning Board of Appeals shall consider the following findings as required by the Village’s Unified Development Ordinance:

1. That the proposed amendment promotes the public health, safety, comfort, and general welfare of the Village.
2. That the proposed amendment conserves the value of adjacent property and does not unreasonably diminish property values within the surrounding area.
3. That the proposed amendment is consistent with the goals and objectives of the Village’s Comprehensive Plan.
4. That the proposed amendment is reasonable in response to changing conditions and the existing character of the area.
5. That adequate public utilities, road access, drainage, and other facilities are either existing or will be provided to serve any development occurring on the property.

Next Steps

This report is for informational purposes only. A public hearing on the annexation and zoning request will be scheduled for the next available Planning and Zoning Commission meeting on **September 30, 2025**. At that time, the Commission may adopt formal Findings of Fact and make a recommendation to the Village Board for final action. The Village Attorney will prepare the annexation and zoning ordinance for consideration.

ZONING APPLICATION

Village of Winnebago



PLANNING & ZONING BOARD

Phone: (815) 335-2020 ▪ Fax: (815) 415-8491
108 W. Main Street, Winnebago, Illinois 61088

It is recommended that a pre-application conference be held to ensure that all applicable information is provided, and the application is filled out correctly.

Please call 815-335-2020 to schedule a pre-application conference.

Delays in obtaining a public hearing date may result from an incomplete and errant application submission.

FEE SCHEDULE

Land Use (Zoning Development) Applications

Zoning Map Amendment (Zoning Change)	* \$400.00 plus, \$10.00 per acre or part of, plus professional fees
Special Use Permit:	* \$450.00 plus, \$20.00 per acre or part of, plus applicable professional fees.
Variance:	* \$350.00, plus applicable professional fees
Planned Residential Development:	* \$450.00, plus \$20.00 per acre or part of, plus applicable professional fees
Appeals:	\$250.00, plus applicable professional fees
Text Amendment/Future Land Use Plan Amendment:	\$400.00, plus applicable professional fees

ADDITIONAL FEES

Any fees born because of a report and/or publication required by State Law for the above noted zoning procedures shall be the responsibility of the Applicant.

The above noted fees are NOT inclusive of any other fees that may result from other required permits (i.e. Building permit, zoning clearance permit, sign permit or health permit, etc.)

Based on the complexity of the application and subsequent review required, in addition to the listed fees below at the Village of Winnebago's sole discretion applicants may be responsible for additional professional fees incurred by the Village of Winnebago during the application process, including but not limited to engineering, legal or planning review fees.

NOTICE FOR ALL PETITIONS

*** When work is commenced prior to obtaining the required "Land Use (Zoning Development) Application(s)", the established fees shall be increased by 50%. The payment of such fee shall not relieve any person from fully complying with the requirements of the Village of Winnebago's Unified Development Ordinance 2019-14 and any applicable amendments, nor from the penalties prescribed with the Unified Development Ordinance, as stated in Article 4.04 and any other applicable portions of the Unified Development Ordinance.**

REQUIRED APPLICATION MATERIALS

The following materials must be submitted to the Planning and Zoning Department before a Public Hearing can be scheduled. Incomplete applications cannot be processed.

-
- ☐ Application Form
 - ☐ Application Fee
 - ☐ Legal Description
-

Project Drawings:

- ☐ Preliminary or Final Site Plan (1 copy). Include project data [i.e., building area, land area, setbacks, coverage, parking and landscaping calculations, etc.]. The information required will vary depending on the type of request being made. However, all site plans should be drawn to scale and be accurate to the best of the petitioner's ability.
 - ☐ Preliminary or Final Engineering
 - ☐ Floor Plans
 - ☐ Building Elevations
 - ☐ Landscape Plan (indicate species, plant location, quantity, size, spacing, and easement/utility locations)
 - ☐ Sign elevations
-

Other Documents:

- ☐ A detailed written statement explaining the reason for the request.

The Zoning Board of Appeals and Village Board base their decisions on the standards listed below. It is in the best interest of the applicant to base their presentation on the applicable set of standards when presenting their petition.

- ☐ Applicant should respond to the following statements while presenting his or her request to the Zoning Board of Appeals, along with an additional written statement detailing the nature of the proposed use if this application is for a **SPECIAL USE PERMIT**, pursuant to Unified Development Ordinance Article 14.03:
 - a. The proposed use at the specified location is consistent with the goals, objectives, and policies of the Comprehensive Plan;
 - b. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations and complies with requirements of the Article;
 - c. The proposed Special Use is not materially detrimental to the public health, safety, comfort, and general welfare, and will not result in material damage or prejudice to other property in the vicinity;
 - d. The proposed use is compatible with, and preserves or enhances, the character and integrity of adjacent development, and includes improvements necessary to mitigate adverse development-related impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods;
 - e. The proposed use does not generate pedestrian and vehicular traffic that will be hazardous to the existing and anticipated traffic in the neighborhood;

- f. The proposed Special Use complies with all fire, health, building, plumbing, electrical, and stormwater drainage regulations of the Village, County, State and Federal agencies; and
 - g. Adequate utilities exist to service the proposed Special Use.
- ☐ Applicant should respond to the following statements while presenting his or her request to the Zoning Board of Appeals, along with an additional written statement describing the specific nature of the proposed variation and the practical difficulty and perceived hardship resulting from a strict and literal interpretation of a specified regulation of this chapter if this application is a request for a VARIATION, pursuant to Unified Development Ordinance Article 15.03 et seq.

15.03 (3) Variances & Findings of Fact

- a. That there are special circumstances, applying to the land or buildings for which the variance is sought, which circumstances are peculiar to such land or buildings and do not apply generally to land or buildings in the vicinity;
 - b. That said circumstances are such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of such land or buildings;
 - c. That the variance as granted by the Zoning Board of Appeals is the minimum variance that will accomplish the reasonable use of land or building in question;
 - d. That the granting of the variance will be in harmony with the general purpose and intent of this ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
 - e. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that district.
 - f. The extraordinary or exceptional conditions of the property, requiring the request for the variance, were not caused by the petitioner.
 - g. The proposed variance will alleviate a peculiar, exceptional, or undue hardship, as distinguished from a mere inconvenience or pecuniary hardship.
 - h. The denial of the proposed variance will deprive the petitioner the use of his/her property in a manner equivalent to the use permitted to be made by the owners of property in the immediate area.
 - i. The proposed variance will result in a structure that is appropriate to and compatible with the character and scale of structures in the area in which the variance is being requested
- ☐ Applicant should respond to the following statements while presenting his or her request to the Zoning Board of Appeals for a ZONING DISTRICT CHANGE / ZONING MAP AMENDMENT, pursuant to Unified Development Ordinance 18.04.
- a. Legal owners of the property(s) to be rezoned. If the property is held in an Illinois Land Trust, a Statement of Beneficial Interest is also required;
 - b. Legal Description of the property(s) to be rezoned;
 - c. Common street address of property(s) to be rezoned;
 - d. Size of property (in square feet or acres);
 - e. Current zoning of property;
 - f. Requested zoning of property;
 - g. Narrative description of the reasons for requested rezoning;
 - h. Estimated impact of rezoning on surrounding neighborhood;
 - i. Vicinity map showing the area to be rezoned

PROCEDURE CHECKLIST FOR APPLICANT USE

- ☐ Prospective applicant obtains application packet from Village Office. Blank applications may be faxed or mailed upon request or downloaded off the Winnebago Village website at <http://www.villageofwinnebago.com>. All pages of the application packet should be read thoroughly at this time. If necessary, Village Office personnel will explain procedures and fees involved.
- ☐ Pre-Application Conference: It is recommended that the applicant contact the Village Office to schedule a time to review the application to ensure that it is complete and includes all applicable materials.
- ☐ Applicant submits completed zoning application, along with site plan, written statement (when applicable), other required materials and the appropriate fee. Zoning Board will review submitted materials for completeness. Applications are then scheduled for a public hearing before the Zoning Board of Appeals.
- ☐ Applicant must contact the Soil and Water Conservation District (SWCD) office directly and make proper application for Zoning Letter and/or Natural Resource Information (NRI) Report. If necessary, SWCD personnel will explain procedures and fees involved. Zoning applications are not complete until SWCD Natural Resource Information (NRI) Reports are properly applied for. Zoning requests will not be scheduled for a public hearing unless a completed NRI Report is forthcoming.
- ☐ The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review zoning, special use, and variation applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the IDNR, at 5224 South Second Street, Springfield, IL 62701-1787. Additional information can be obtained about this process via the internet address: <http://dnrecocat.state.il.us/ecopublic/>. If you have any questions or comments about endangered species consultation process, you can send an email to DNR.EcoCAT@illinois.gov
- ☐ The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review zoning, special use, and variation applications for their impact on cultural or historical resources. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).
- ☐ A Notice of Public Hearing is printed in the local newspaper no less than 15 days, nor more than 30 days before the date of public hearing. See fee schedule for applicable fee (Page 4).
- ☐ The subject property is posted with a notice sign prepared by Village Office personnel summarizing pertinent case information and the scheduled Zoning Board of Appeals hearing date no less than 15 days before the public hearing.
- ☐ Property owners surrounding the subject property are notified by mail, approximately 15 days before the date of public hearing, provided by Village Office staff summarizing pertinent case information and the scheduled Zoning Board of Appeals hearing date. Other appropriate agencies are also notified at this time. Note that adjoining property owners may legally protest map and text amendments, which may necessitate a super majority vote of the Village Board to approve a petition.
- ☐ Village Office staff review application and submit written staff report to the Zoning Board of Appeals and to the Village Board. Applicant is mailed a copy of this written staff report provided by Village Office staff, usually about 1 week before the date of public hearing.
- ☐ Zoning Board of Appeals (ZBA) conducts a Public Hearing, normally at their regularly scheduled meeting of each month. The applicant or an authorized agent must appear to present pertinent

information and provide testimony under oath. No less than 6 copies of any handouts or exhibits should be made available for ZBA members and staff. One copy will be kept and added to the file as an exhibit(s). Be aware that delays may occur as public hearings can extend to additional Board meetings and may include multiple or returning speakers. The Board deliberates and provides its recommendation based on findings of fact. Unsupportive ZBA recommendations can affect the voting considerations of the Village Board.

- ☐ Zoning Board of Appeals public hearing minutes are transcribed and distributed to Village Board members, usually about 1 week after the close of public hearing. Copies of minutes are available to applicants' following approval of said minutes by the Zoning Board of Appeals. The minutes of the Zoning Board of Appeals public hearing are normally approved the following month.
- ☐ Pertinent case information and ZBA recommendation is presented to Village Board for it's consideration, layover, and decision, usually within 4 weeks after the ZBA provides its recommendation.
- ☐ Individual ordinances for each approved application are signed, certified, and processed through the Village Clerk.

PLANNING & ZONING MAPPING APPLICATION

Applicant Information

Name: SHANNON DEWITT
Address: 9714 CUNNINGHAM RD. WINNEBAGO, IL 61088
Phone: 815-541-2030
Email: SHANNON DEWITT 150@GMAIL.COM

Owner Information

Name: SAME
Address: _____
Phone: _____
Email: _____

Action Requested

- | | |
|---|---|
| ☐ Zoning Map Amendment (Zoning Change) | ☐ Planned Unit Development (PUD) |
| ☐ Special Use Permit | ☐ Appeal |
| ☐ Variation | ☐ Text Amendment |
| ☐ Future Land Use Plan Amendment | |

Detail of Request: ANNEXATION INTO VILLAGE UNDER DISTRICT 7

Legal Description: (attach a separate sheet if necessary) 660' E 352' TH N 660' TO POB
PT NE 1/4 SEC 16 TWP 02N RANGE 011 ACRES: S.33

PIN Number(s): 14-16-200-003

Current Zoning District: COUNTY AG

Lot Size: S.33 acres, or _____ square feet

Please indicate the township the subject property is located in (circle):

Burritt Durand Harrison Owen Pecatonica Rockford Seward Winnebago

Please indicate whether the subject property is located within 1.5 miles of any of the following incorporated municipalities (circle all that are applicable):

Durand Pecatonica Rockford Winnebago None Other _____

Adjacent Properties (provide as a separate sheet if necessary)

NORTH:

PIN Number(s): 14-09-476-002 / 14-09-476-003 ATTACHED

Property Owner(s): SAVIER MILLAN / MARK JENKINSON

Mailing Address(s): 9733 CUNNINGHAM / 9709 CUNNINGHAM

Land Use: _____

EAST:

PIN Number(s): _____

Property Owner(s): _____

Mailing Address(s): _____

Land Use: _____

SOUTH:

PIN Number(s): _____

Property Owner(s): _____

Mailing Address(s): _____

Land Use: _____

WEST:

PIN Number(s): _____

Property Owner(s): _____

Mailing Address(s): _____

Land Use: _____

Adjacent Properties

North:

1.) Javier Millan
9733 Cunningham Rd.
Winnebago, IL 61088
pin: 1409476002

2.) Mark Jenkinson
9709 Cunningham Rd.
Winnebago, IL 61088
pin: 1409476003

West:

1.) Brian and Deanne Smock
810 Greenlee Ave.
Winnebago, IL 61088
pin:1416204005

2.) Brian and Mary Martin
812 Greenlee Ave.
Winnebago, IL 61088
pin:1416204006

3.) Philip and Brieanna Salamone
814 Greenlee Ave.
Winnebago, IL 61088
pin:1416204007

4.) Cynthia Erb
816 Greenlee Ave.
Winnebago, IL 61088
pin:1416204008

5.) Dale and Andrea Hamilton
818 Greenlee Ave.
Winnebago, IL 61088
pin:1416204009

Southwest:

1.) Joshua and Sarah Britt
820 Greenlee Ave.
Winnebago, IL 61088
pin:1416204010

South:

1.) John Kim
904 Jessica Tr.
Winnebago, IL 61088
pin:1416227010

2.) Michael and Kirsten Garrigan
906 Jessica Tr.
Winnebago, IL 61088
pin:1416227011

3.) Joyce Hanson
908 Jessica Tr.
Winnebago, IL 61088
pin:1416227001

East:

1.) Richard Harle
9668 Cunningham Rd.
Winnebago, IL 61088
pin:1416200004

Development Team (please include phone, fax, email and mailing address for any that apply).

Project Manager: _____

Developer: _____

Attorney: _____

Engineer or Surveyor: _____

Other: _____

Adjacent Properties (provide as a separate sheet if necessary)

I, the applicant(s), of the above legally described property on which the above action is requested, provided answers to the questions herein that are true to the best of my knowledge. The property owner(s) of the above legally described property on which the above action is requested, is aware or will be informed about the request made herein.

By virtue of my application for the above action, I do hereby declare that the appropriate Village staff, appointed, and elected officials responsible for the review of my application are given permission to visit and inspect the subject property for the above requested action in order to determine the suitability of the request.

Applicant(s) Signature: Shawn D. Witt Date Signed: 08-18-2025

_____ Date Signed: _____

Owner(s) Signature: Shawn D. Witt Date Signed: 08-18-2025

_____ Date Signed: _____

STAFF SIGNATURE: Joe P. [Signature] Date Signed: 08-27-2025

NOTES:

- If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.
- If the applicant is a corporation, provide as a separate attachment, a statement verifying the correct names and addresses of all officers and directors of the corporation and all of the stockholders or shareholders owning an interest in excess of 20% of all the outstanding stocks or shares of the corporation.
- If the applicant is a partnership, joint venture, syndicate, or unincorporated voluntary association, then provide as a separate attachment, a statement verifying the correct names and addresses of all partners or members of the partnership, joint venture, syndicate, or unincorporated voluntary association.

TO BE COMPLETED BY STAFF

Pre-Application Meeting Date: 8-27-2025

Application Date: 08-27-2025

Staff Attending: Joey Dierberg

Hearing Date: _____

Fee Paid: \$ 400.00

Village Board Meeting Date: _____

Receipt # 0020015841

It is recommended that you notify your township of the Map or Text Amendment, Special Use Permit, or Variation you are applying for. Please complete the form on the following page, and mail it, along with a site plat, to the Township Supervisor for the Township in which the subject property is located.

TOWNSHIP SUPERVISORS

Burritt Township

Burritt Township Supervisor 2568
N. Weldon Rd.
Winnebago, IL 61088

Durand Township

Durand Township Supervisor 209
E. South St.
Box 474
Durand, IL 61024

Rockford Township

Rockford Township Supervisor
2615 Green Apple Lane
Rockford, IL 61107

Pecatonica Township

Pecatonica
Township Supervisor 328 E. 9th St.
Pecatonica, IL 61063

Seward Township

Seward Township Supervisor
4130 S. Pecatonica Rd.
Winnebago, IL 61088

Winnebago Township

Winnebago Township Supervisor
7952 Towermont Dr.
Rockford, IL 61102

TOWNSHIP NOTIFICATION OF VILLAGE OF WINNEBAGO ZONING PETITION

I, SHANNON DEWITT (Name of Applicant) am petitioning the Village Of Winnebago for a:

☒ Zoning Map Amendment from District # COUNTY AG To District # 7

☐ Special Use Permit For _____

_____, in District # _____

☐ Variation In _____ from _____

A distance/size of _____ to _____, in District of _____

the subject property is located at: 9714 CUNNINGHAM RD.
(street address)

the P.I.N. Number(s) is: 1416200003

the size of the property is 5.33 acres, or _____ sq. ft.

Proposed use for the subject property: RESIDENTIAL, AGRICULTURAL

Contact Information:

Name: SHANNON DEWITT

Phone Number: BIS-541-2030

Email Address: ROOKIE07@HOTMAIL.COM

Address: 9714 CUNNINGHAM RD.

Signature:  Date: 08-27-2025

Please attach a copy of your site plan

CONTACT INFORMATION: _____

PHONE NUMBER: _____ FAX: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

WINNEBAGO COUNTY SOIL AND WATER
CONSERVATION DISTRICT

4833 Owen Center Rd.
Rockford, IL 61101-6007

P: (815) 965-2392, Ext. 3
Website: www.winnebago-swcd.org

Open Mon-Fri 8am-4:30pm

Required Information for Natural Resource Inventory Reports and Zoning Letters.

Incomplete applications will not be processed.

Date: 08-25-2025 (Office use) REPORT # _____

Zoning application filed with: (The report will be sent to the office indicated below by the SWCD Office)

☐ Rockford ☐ Loves Park ☐ Machesney Park ☐ Cherry Valley ☒ Village of Winnebago

Location of subject property: 9714 CUNNINGHAM RD. WINNEBAGO, IL 61088
(Street address)

PIN #: 14-16-200-003 Total Acres: 5.33 Current Zoning: AG

Project or Subdivision Name: _____

Contact Information for Applicant/Petitioner: (The SWCD Office will send a copy of the report to this listed applicant) Name: <u>SHANNON DEWITT</u> Address: <u>SAME AS ABOVE</u> Phone #: <u>(815) 541 - 2030</u> Email: <u>ROOKIE07@HOTMAIL.COM</u>	Contact Information for owner ☐ Check if a copy is to be mailed to the owner Name: <u>SAME</u> Address: _____ _____ _____
Contact person (if different than applicant): Name: _____ Phone: () _____ Company (if applicable): _____ Address: _____ Email: _____	

Type of Request: (Check the one that applies and describe the request in detail)

☐ Change in Zoning from _____ to _____

☐ Variance: _____

☐ Special Use Permit: _____

☒ Other: ANNEX TO VILLAGE OF WINNEBAGO

Date of Public Hearing: (if known) _____

Proposed Improvements: (Check all that apply)

Planned Structures:

- ☐ Dwelling w/ Basement
☐ Dwelling w/o Basement
☐ Commercial Building
☒ Other STORAGE BUILDING

Open Space:

- ☐ Parks/Playground Area
☐ Common Open Space
☐ Other _____

Water Supply

- ☐ Individual/Private Well
☐ City/Community Water

Wastewater Treatment:

- ☐ Private Septic System
☐ City/Community Sanitary System

Storm Water Treatment:

- ☐ Drainage Ditch/Swales
☐ Storm Sewers
☐ Dry Retention Basin
☐ Wet Retention Basin
☐ None
☐ Other _____

Other Improvements Not Listed Above: (Please describe in detail below)

ANNEX INTO VILLAGE AND BUILD 40x80 STORAGE BUILDING

Existing Site Characteristics: (Check all that apply)

- ☐ Ponds/Lakes ☐ Floodplain/way ☐ Woodland ☐ Drainage Tile ☐ Building(s)
☐ Streams/Rivers ☐ Wetland(s) ☐ Cropland ☐ Disturbed Land ☐ Other CRP

FILING DEADLINE

Any person who petitions any municipality or county agency in the District for variation or amendment from that municipality's or county's zoning ordinance or who proposed to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the District **no less than 10 days prior** to the regularly scheduled meeting of the District.

I (we) understand the filing of this application allows an authorized representative of the Winnebago County Soil and Water Conservation District to visit and conduct any necessary on-site investigations on the site which is described above. It is also understood that through this request I am giving the Soil and Water Conservation District permission to provide NRCS Wetland Inventory Information on my land in regards to the Natural Resource Information Report. I understand that this report becomes public knowledge once accepted by the District Board of Directors and may be shared with other public bodies or units of government. Completions of this report may require 30 days as allowed under State Law.

Shaun Smith
(Petitioner)

08-25-2015
(Date)

This report is used as a guide in making land use decisions and does not preclude further refinement of soil type boundary lines during more detailed on-site investigations. Interpretations are based on criteria established by the National Soils Handbook (USDA-Natural Resource Conservation Service) and are subject to change by this office and appropriate county agencies.

FEES:

Zoning Letters:

- Resource Concern Letter - \$100
- No Impact Letter - \$50

Natural Resource Inventory (NRI) Report:

- Ag Zoned Land – \$ 400 (0-5 acre)
 - \$20/additional acre 5-100 acres
 - \$15/additional acre 100-200 acres
 - \$10/ additional acre >200 acres
- Vacant Land – \$250 (0-5 acre)
 - \$10/additional acre over 5 acres

Optional: EcoCAT Information Only Report – \$35

ACCEPTED FORMS OF PAYMENT:

- Cash
- Check made payable to:
Winnebago County SWCD
A fee of \$25.00 will be charged for each returned check
- Credit/Debit card or eCheck *Service fees apply (Illinois E-Pay through the SWCD website at www.winnebagoSWCD.org).



Winnebago SWCD fee determination are final. Reports will not be completed without payment.

The Winnebago County Soil and Water Conservation District is an equal opportunity employer. All programs and services are offered without regard to race, color, national origin, religion, sex, age, marital status, or handicap.



Agenda Item Executive Summary

Item Name Comprehensive Plan/UDO RFP Discussion Committee or Board Zoning

BUDGET IMPACT

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

EXECUTIVE SUMMARY

At its November 5, 2025 Committee of the Whole meeting, the Village Board will discuss launching a coordinated update of the Comprehensive Plan and Unified Development Ordinance (UDO), two core documents that guide the Village's long-term planning, land use decisions, and development standards. These updates are identified as short-term priorities in the Village's 2025-2028 Strategic Plan.

While this is a long-term planning initiative, staff will continue addressing immediate zoning and text amendment issues during the process.

ATTACHMENTS (PLEASE LIST)

Staff Memo

ACTION REQUESTED

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

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 11/4/2025



VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
To:	Zoning Board
Date:	November 4, 2025
Subject:	Comprehensive Plan/UDO RFP Discussion

Background: At its November 5 Committee of the Whole (COW) meeting, the Village Board will discuss launching updates to two foundational planning tools: the Comprehensive Plan and the Unified Development Ordinance (UDO). These updates were identified as short-term priorities in the Village’s 2025–2028 Strategic Plan.

Following adoption, Northern Illinois University’s Center for Governmental Studies (NIU-CGS) reached out to the Village regarding its capacity to assist with comprehensive planning. NIU-CGS provides these services in-house and indicated that, for UDO updates, they regularly partner with an outside consultant. To better understand the scope of work involved, staff received preliminary proposals from NIU-CGS (Comprehensive Plan) and Sightline Planning & Zoning (UDO update).

What These Tools Are & Why They Matter

Comprehensive Plan: This is the Village’s long-term vision for growth and development over the next 15–20 years. It guides decisions on land use, housing, infrastructure, and economic development. While it doesn’t regulate land directly, it sets the policy framework that zoning and other regulations are built upon. Winnebago’s current plan was adopted in 2007 and no longer reflects the community’s needs or goals.

Unified Development Ordinance (UDO): This is the legal document that implements the Comprehensive Plan. It combines zoning, subdivision, and other development regulations into one cohesive ordinance. The UDO governs how land is used, subdivided, and developed, and is a key reference for property owners, developers, and residents. Our current UDO, adopted in 2019, has gaps, errors, and inconsistencies and wasn’t based on an updated plan.

Next Steps: Rather than proceed directly with an internal review or proceeding with preliminary proposals, staff recommends issuing a Request for Proposals (RFP) to ensure a competitive and transparent selection process. The goal is to engage qualified consultants who can lead a coordinated update effort, including strong public engagement and alignment between the two documents.

Importantly, this long-term planning effort will not delay or prevent us from addressing current issues. Staff will continue to bring forward text amendments from both petitioners and staff as needed, ensuring that immediate concerns are addressed while the broader update is underway.

This is a foundational effort that will impact land use decisions, zoning reviews, and community development for years to come. The Village Board will discuss this topic at their Committee of the Whole meeting on Tuesday, November 5. Staff will be seeking feedback from the Committee of the Whole on the concept of initiating a Request for Proposals (RFP) for consultant services to develop a new Comprehensive Plan and Unified Development Ordinance for the Village of Winnebago. This effort represents a once-in-a-generation opportunity to modernize the Village’s core planning documents, align them with the 2025–2028 Strategic Plan, and lay the foundation for sustainable, strategic, and well-managed growth over the next two decades.



Agenda Item Executive Summary

Item Name 2026 Schedule of Meeting Committee or Board Zoning

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Zoning Board is required to set its regular meeting schedule for calendar year 2026. At present, meetings are held during weeks that also include Village Board meetings, which leaves no buffer between Zoning Board decisions and Village Board action. A proposed adjustment is to move meetings to the second Tuesday of each month, placing them during off weeks from the Village Board's schedule. This change would improve workflow by allowing for better preparation and integration of items for Board consideration. The Zoning Board must select and approve the official 2026 schedule at this meeting.

ATTACHMENTS (PLEASE LIST)

Proposed Schedule (Status Quo)

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE THE 2026 ZONING BOARD MEETING SCHEDULE TO (remain as currently scheduled / move to the second Tuesday of each month or as otherwise determined).

Staff: Joseph Dienberg, Village Administrator Date: 11/4/2025

2026 PLANNING & ZONING MEETINGS

Planning and Zoning Meetings will be held at the Village Board Room,
108 W Main Street at 6:00 PM on the following dates unless otherwise specified
or canceled

2026	
January	6
February	3
March	3
March	31
May	5
June	2
June	30
August	4
September	1
October	6
November	3
December	1

Approved: MM/DD/YYYY
William D. Emmert,
Chairman, Winnebago Village Planning and Zoning