



VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By:	Joey Dienberg, Village Administrator
Meeting Name:	Committee of the Whole
Meeting Date:	April 2 nd , 2025
Item Name:	Zoning Fees Discussion

Overview: During recent discussions regarding the proposed zoning application fee ordinance, a concern was raised by the committee of the whole at their February 19th meeting regarding the timing of when applicants incur costs—specifically, that applicants may be investing in zoning applications before having sufficient assurance that their project will be approved.

In response to this concern, staff has prepared a text amendment to Article 11 of the Unified Development Ordinance (UDO) that introduces a new Concept Plan Review step and clarifies how and when permits are issued relative to site plan approval. These changes are intended to provide clearer guidance to applicants, protect them from unnecessary design expenses, and create a more structured and transparent path through the Village’s development process.

How the Text Amendment Addresses the Concern: The amendment adds a Concept Plan Review section requiring early coordination with the Village Administrator or their designee prior to submitting a formal Site Plan.

This preliminary review helps identify zoning requirements, infrastructure challenges, or other issues that may require a special use permit, map amendment, or variance—before the applicant invests in fully engineered and architectural plans. The amendment also adds language clarifying that building permits will not be issued until a site plan is approved—but allows for partial permits at the discretion of the Building Official for project components unaffected by outstanding site plan issues.

Staff Recommendations and Next Steps

1. ***Adopt the Fee Ordinance*** – Staff recommends the Village Board proceed with adoption of the Zoning Application Fee Ordinance to ensure consistent application processing and recovery of professional service costs.
2. ***Technical Staff Review*** – The draft UDO text amendment will be presented with any recommendations by the Committee of the Whole to the Village’s internal technical review team (Administrator, Public Works, Building Official, Fire Chief, Engineer) at their next scheduled meeting for comment and input.
3. ***Zoning Board Public Hearing*** – Following technical review, a public hearing will be scheduled before the Zoning Board of Appeals to formally consider the text amendment to Article 11 of the UDO.
4. ***Return to Village Board*** – After the public hearing, the amendment will return to the Village Board for final consideration, accompanied by a recommendation from the Zoning Board of Appeals.

Ongoing UDO Review Process and Strategic Plan Alignment: In accordance with the Village’s upcoming Strategic Plan, Village staff—specifically the internal technical review team—will continue to review the Unified Development Ordinance section by section to ensure that it reflects modern best practices, the vision of the Village Board and supports the Village’s long-term goals. As each section is reviewed and revised:

1. Draft changes will be submitted to the Committee of the Whole (COW) for initial discussion and feedback.
2. Upon COW direction, proposed amendments will follow the same formal process as outlined above: technical review, public hearing before the Zoning Board, and final action by the Village Board.
3. This systematic and collaborative approach will ensure the Village’s development regulations remain responsive, efficient, and aligned with community priorities.

Conclusion: The proposed fee structure and accompanying UDO text amendment together to streamline the Village’s development process, promote transparency, and protect applicants from unnecessary costs—while ensuring that projects align with Village ordinances and infrastructure capacity. Moreover, this amendment reflects a proactive and strategic effort to modernize and improve the Village’s development tools in accordance with the Strategic Plan.