



VILLAGE OF WINNEBAGO

UNAPPROVED ZONING BOARD

MEETING MINUTES

Tuesday, November 04, 2025 at 6:00 PM

108 West Main Street and Virtually

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ROLL CALL

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

ABSENT: Riley Pitney

GUESTS: Attorney Mary Gaziano, Village Administrator Joey Dienberg, Shannon DeWitt, and Tamra Sanders.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

There were no conflicts noted.

4. PUBLIC COMMENT

There were not requests for Public Comment. The guests declined opportunity to comment at this time.

5. APPROVAL OF MINUTES

a. Public Hearing September 30, 2025

Mr. Emmert moved to approve the September 30, 2025, Public Hearing minutes, seconded by Mr. Booker. The motion carried unanimously hearing no objections.

b. Minutes from September 30, 2025

Mr. Emmert made the motion to approve the Zoning Board minutes of September 30, 2025, seconded by Mr. Koning. The motion carried unanimously hearing no objections.

6. DISCUSSION

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

Mr. Koning made a motion to recommend that the Village Board annex 9714 Cunningham Road as proposed, seconded by Mr. Martin. Attorney Gaziano stated that the action of the Zoning Board is to recommend a zoning change, not annexation. She then clarified for the zoning members their specific responsibility.

Mr. Koning amended his motion to recommend to the Village Board that 9714 Cunningham Road be zoned **Limited Agricultural (Limited Ag)** upon annexation.

Mr. Emmert urged the members to vote “no” on this motion, citing the Unified Development Ordinance, Section 6.04.01.2: *“There shall be only one principal use on a lot or parcel, except in the business and industrial zoning districts, or as otherwise provided for in this ordinance.”* Mr. Emmert also argued that it was “fiction” to make a recommendation of Limited Ag, and that it was not a good idea. He added that the

Village would not benefit from the additional tax revenue, although the property owner would gain police coverage, and that the property would not be subject to Village permitting requirements. Mr. Emmert stated that the principal use of the property is residential.

Mr. Dienberg clarified that if the property were annexed as Limited Ag, it would indeed be subject to the Village's building permit requirements.

Mr. DeWitt requested to comment, but Mr. Emmert declined the request. Mr. Emmert then called for a roll call vote. The motion failed on the following roll call vote of those present: Emmert – No; Koning – Yes; Martin – Yes; Booker – No.

Mr. Emmert then made a motion to recommend to the Village Board that 9714 Cunningham Road be zoned **District #1 – Residential** upon annexation, seconded by Mr. Booker.

Discussion of the motion: Mr. Martin stated that the property is currently zoned agricultural in Winnebago County. Mr. Emmert called for a roll call vote. The motion carried on the following roll call vote of those present: Koning – Yes; Martin – No; Booker – Yes; Emmert – Yes.

Mr. DeWitt and Ms. Sanders left the meeting.

b. Comprehensive Plan/UDO RFP Discussion

Mr. Dienberg explained the proposal for the Comprehensive Plan and Unified Development Ordinance (UDO) Request for Proposal (RFP) for the Board's consideration. He noted that the current 2007 Comprehensive Plan is outdated and needs to be revised to align with the Village of Winnebago's Strategic Plan, current goals, and vision.

Attorney Gaziano stated that Mr. Dienberg had received an unsolicited proposal from the firm that completed the Village's recent Strategic Plan. Mr. Dienberg explained that this would be an 18–24 month project and recommended that the same firm complete both the Comprehensive Plan and the UDO to ensure cohesiveness between the two documents. The agreement could specify that the Comprehensive Plan be completed first, followed by the UDO.

Mr. Booker reiterated the shortcomings of the current UDO and the frequency with which errors are encountered in the document. He recommended that someone review the UDO for obvious errors. Attorney Gaziano noted that, at the time of adoption, the Village Board was aware that certain tables were incomplete and would need to be addressed in the future.

c. Meeting Schedule for 2026

Mr. Dienberg presented a proposed meeting schedule for 2026 to the zoning members. After discussion, it was decided to keep the schedule as currently set — meetings will be held on the Tuesday before the first Village Board of Trustees meeting of each month, unless the Village Board has an issue with this schedule. The item will be added to the agenda for the December 2, 2025, meeting.

7. NEW BUSINESS

No New Business was noted.

8. STATUS OF ZONING RECOMMENDATIONS TO BOARD

Mr. Dienberg provided an update regarding a previous recommendation made by the Zoning Board, to the Village Board. Mr. Dienberg noted that the scriveners' error addressing Section 6.08.02(4)(a)(iv) of the Unified Development Ordinance where a portion of the section was omitted from the published version of the UDO was corrected by Ordinance No. 2025-20. The missing language read as follows: "provided the converted, enlarged, or structurally altered structure meets all other Village zoning and building requirements." Mr. Emmert requested that any document relating to their recommendations be included in their meeting packets in the future.

9. EXECUTIVE SESSION

No Executive (Closed) Session needed.

10. ADJOURNMENT

Mr. Emmert made the motion to adjourn the meeting, seconded by Mr. Koning. Hearing no objections, the motion carried. Meeting adjourned at 6:58 p.m.

UNAPPROVED

Prepared by: Kellie Symonds