



VILLAGE OF WINNEBAGO

ZONING BOARD MEETING MINUTES

Monday, September 23, 2024 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: Chairman Bill Emmert, Michael Booker, Irv Koning, Brian Martin; ABSENT Riley Pitney.

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Scott Olson of Olson Funeral Home.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict of interest noted.

4. PUBLIC COMMENT

During the Public Comment Mr. Olson was offered an opportunity to speak to the Zoning Board.

5. APPROVAL OF MINUTES

a. Minutes from July 22, 2024 & September 25, 2023

Minutes for the September 25, 2023, meeting was discussed briefly concerning the item related to item 6.a Discussion of the Winnebago School Property. Following the discussion Chairman Emmert made a motion to approve the minutes with grammatical changes and amendments, second by Mr. Koning. Motion carried on a unanimous voice vote of those present.

Minutes from the July 22, 2024, meeting was discussed. Chairman Emmert made a motion to approve with grammatical changes and amendments, second by Mr. Koning. Motion carried on a unanimous voice vote of those present. Chairman Emmert made the motion to approve the minutes of the Public Hearing of July 22, 2024, as amended, second by Mr. Koning. Motion carried on a unanimous roll call vote of those present.

6. DISCUSSION

a. Special Use Permit Request to Operate a Crematory at 602 N. Elida Street

Chairman Emmert reviewed the discussion of the last meeting regarding the special use permit for the funeral home and crematory. He asked the Zoning Board members if they were opposed to holding a Public Hearing to hear input on whether a Special Use Permit should be granted to operate a crematory. At the meeting of July 22, 2024, the Zoning Board voted to recommend that the Village Board *to amend its ordinance with respect to funeral homes and crematories. Professional Services are permitted in General Business, and funeral homes are a special service. The funeral home has been in operation since the 1970's. It was recommended that the Unified Development Ordinance (UDO) be amended to make it clear that funeral homes are a Permitted Use in General Business in Section 6, and the chart indicating the Permitted Use for funeral homes and recommended the change for Special Permitted Use for a crematory for General Business, as it is already a Special Permitted Use in Agricultural under the UDO.*

There was also a motion to amend the wording for the Special Permitted Use, to add it be adjacent to or in conjunction with the operation of a funeral home. These recommendations were passed by the Village Board on August 12, 2024.

The current position is that the crematory can be a Special Permitted Use in General Business since it would be in the building on the property of the current funeral home location.

Attorney Gaziano explained the need for a second Public Hearing. Chairman Emmert noted that 6.07.01 of the UDO stated that permitted uses and the requirements necessary, he also recommended adding the specifications of the emissions of the crematory chamber discussed in a previous meeting. The Village Board suggested the additional requirement that the property owners next to the subject property be notified of the Special Permitted Use.

Chairman Emmert made the motion to hold a Public Hearing prior to the next scheduled meeting of the Zoning Board on October 28, 2024, at 5:55 p.m. to discuss the Special Use Permit for Operating a Crematory in the General Business District, seconded by Mr. Koning. Motion carried on a unanimous voice vote of those

present. Mr. Dienberg noted that Mr. Olson has completed the forms as a 'test run' and the fees will not be applicable as the form has not been officially adopted. Attorney Gaziano will send the required letters to the property owners, and prepare the notice of the Public Hearing

7. NEW BUSINESS

a. Discussion of future meeting dates for 2025

Mr. Dienberg explained the proposed meeting schedule for 2025. The purpose of the recommended change would be to align the Zoning Board meetings closer to a Board of Trustees meeting in order to remove delays in getting items to the Board of Trustees. After discussion the Zoning Board agreed that the preferred time was Tuesday evenings at 6:00 p.m.

8. EXECUTIVE SESSION

Executive Session - not needed

9. ADJOURNMENT

Chairman Emmert made the motion to adjourn, seconded by Mr. Booker. Motion carried on a voice vote of those present. The meeting adjourned at 6:39 p.m.

DRAFT – UNAPPROVED

Prepared from recording by:

Kellie Symonds, Deputy Clerk