



# VILLAGE OF WINNEBAGO

## MEMORANDUM

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

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**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.