TOWN OF POYGAN
PLANNING AND ZONING
AMENDED AGENDA MEETING MINUTES
Poygan Town Hall
8693 Town Hall Road
Wednesday, October 9, 2024 @ 7:00 p.m.

1. **Meeting Called to Order at 7:02pm by Randal Spear**
    - **Members present:** Randal Spear, Ronnae Green, Dennis Hohol, Lori Doehling, John Meyerhofer
2. **Pledge of Allegiance**
3. **Meeting Minutes:**
    - Read and approve June 12, 2024 Meeting Minutes.
    - Update needed for June 12, 2024 Meeting Minutes changing Randall Spear to Randal Spear
      Motion made by Ron Green to approve the Minutes and seconded by Randal Spear.
      Motion passed

4. **Public Hearing**
   • Original notice

Notice of Public Hearing
Town of Poygan

Notice is hereby given of a public hearing to be held by the Town of Poygan Planning and Zoning Commission on Wednesday October 9, 2024 at the Poygan Town Hall, 8693 Town Hall Road beginning at 7:00 P.M. to hear testimony on the following request:

- A conditional use permit has been requested by Jeff Mueller for the Commercial manufacturing caramel corn in a new building on his property.

The property in question is located at **7839 OAK HILL RD**, Omro WI.
Physical Location(s): NW 1/4, SE 1/4 of Section 35, T.19N. - R.14E., TOWN OF POYGAN.
Tax parcel number 020-0513. The property is located at the SW intersection of County Hwy F and Oak Hill Rd in the Town of Poygan.
All neighboring property owners within 300 feet of the subject location will be notified by mail. Any person may speak at the hearing or present written testimony to the Town Clerk, Beth Jackson (920) 267-7471 or Planning and Zoning Secretary Dennis Hohol (224) 723-6428 prior to the hearing.

Susan Schwartz,
Deputy Clerk
Published September 25, 2024 & October 2, 2024

Jeff Mueller, party requesting the Conditional Use (7839 Oak Hill Rd) for a commercial business, discussed why he was looking for the Use and would be manufacturing his caramel corn in a new building he is planning on building in the spring 2025. Building would be 30' x 30'. Today he uses Tanner's kitchen in Omro and would rather do at home in a new facility. No retail sales would occur at the new site should the Use be granted. His sales are to taverns in the local area and he drops off his product in his personal vehicle.

Jeff Bradley, neighbor of Jeff Mueller (7790 Oak Hill Rd) was present and asked where on the property the new building would be erected.

No other commentary was made by the public, in person at this meeting or via communication back to the Zoning Board.

Motion to close the Public Hearing by Randal Spear and seconded by Dennis Hohol.

Motion carried.

5. **Discussion of the Public Hearing by the Zoning Board Members and recommendation to the Town Board for the Zoning request/change.**
   7:26 pm discussion by the Zoning Board Members commenced.

   Discussion by the Zoning Board was held.

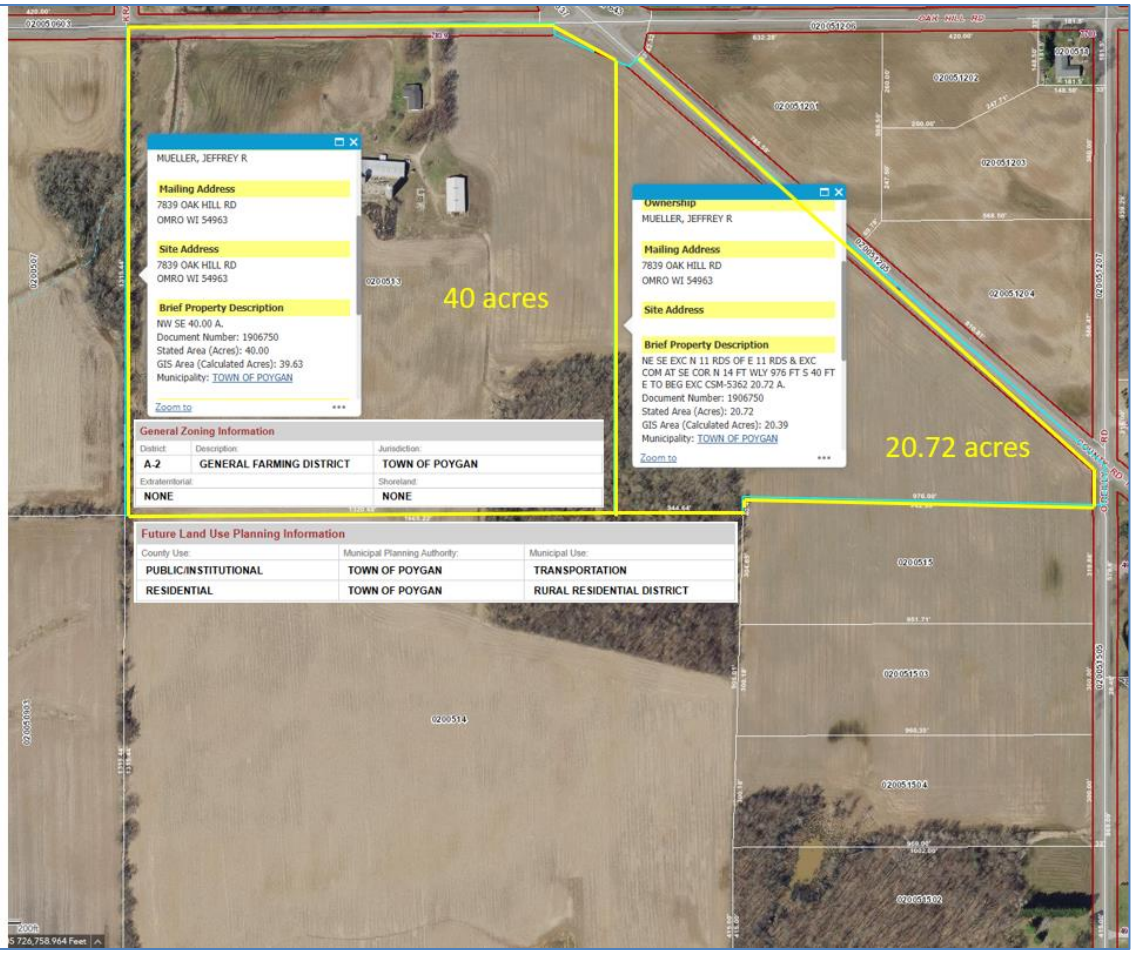
   Recommendation to the Town Board was listed as follows:
   - A conditional use permit has been requested by Jeff Mueller for the Commercial manufacturing caramel corn in a new building on his property.
   - The property in question is located at **7839 OAK HILL RD**, Omro WI.
   - Physical Location(s): NW 1/4, SE 1/4 of Section 35, T.19N. - R.14E., TOWN OF POYGAN.
   - Tax parcel number 020-0513. The property is located at the SW intersection of County Hwy F and Oak Hill Rd in the Town of Poygan.
   - The Conditional Use is approved by the Zoning Board with the following stipulations:
     - No retail business will be able to be conducted from the facility, should it be built.
     - The Department of Agriculture, Trade and Consumer Protection (DATCP) requirements are followed and submitted proof that the DATCP has signed off on the completed facility.
     - The Conditional Use to be granted to Jeff Mueller under the stipulation that if the property were to be sold, Conditional Use for commercial manufacturing would expire.

   Motion Made by Dennis Hohol and seconded by Lori Doehling.
   Motion carried.
6. **Discussion of new CSM to meet Town of Poygan ordinances and comprehensive plan for Jeff Mueller involving parcel 020-0512 and 020-0513, then provide recommendation to the Town Board.**
   Discussion held on the new CSM, properties locations, size, etc.
   Currently 020-0513 is the 40 acre parcel which includes Jeff's home, barns, sheds, and potential new commercial building for his caramel corn business. Parcel 020-0512 is a triangular parcel adjacent to the east of 020-0513 and is 20.72 acres in size.
   It seems as though that 020-0512 is part of a 40 acre parcel that has 5 other parcels that were subdivided out of that 40 acre parcel. This new CSM would not increase the number of parcels, just reduce the size of parcel 020-0512 by approximately 10 acres and add those 10 acres to parcel 020-0513.

GIS – Today

020-0513
40 acres

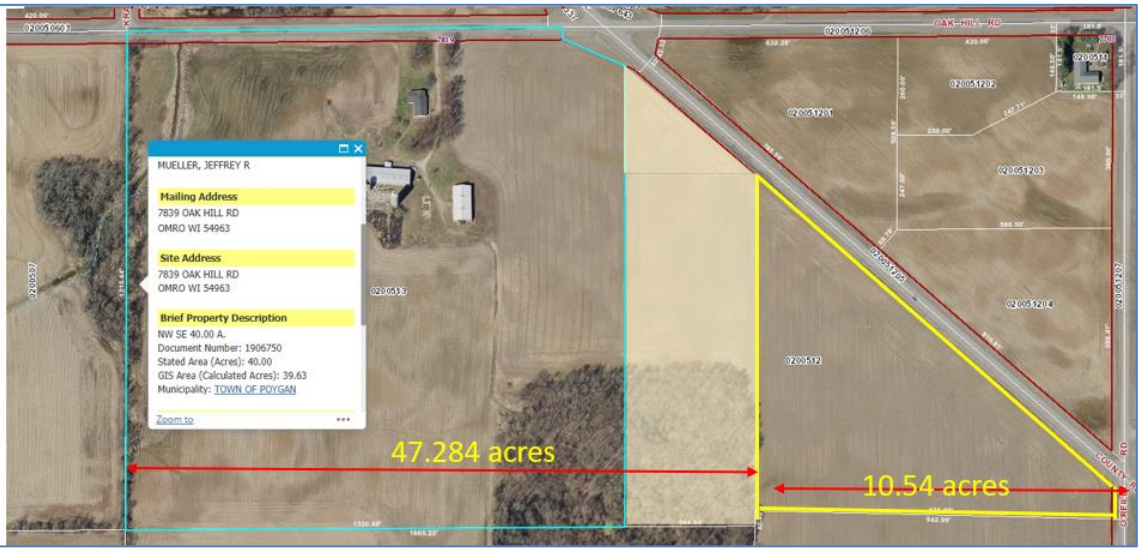
020-0512
20.72 acres

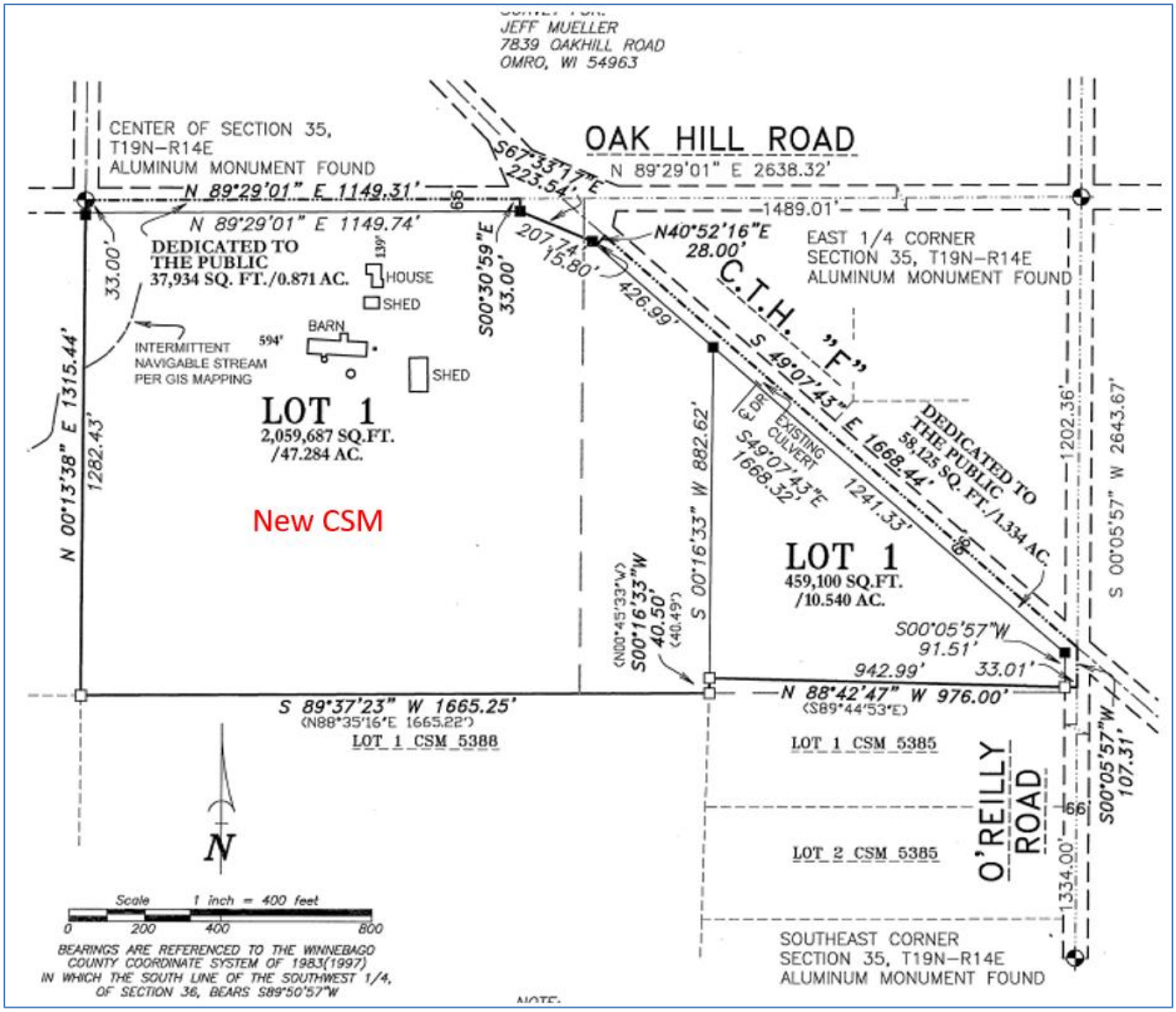


Proposed

020-0513
47.284 acres

020-0512
10.54 acres




JEFF MUELLER
7839 OAKHILL ROAD
OMRO, WI 54963
CENTER OF SECTION 35,
T19N–R14E
ALUMINUM MONUMENT FOUND
OAK HILL ROAD
N 89°29'01" E 2638.32'
N 89°29'01" E 1149.31'
N 89°29'01" E 1149.74'
S67°33'17"E
223.54'
207.74'
15.80'
N40°52'16"E
28.00'
1489.01'
EAST 1/4 CORNER
SECTION 35, T19N–R14E
ALUMINUM MONUMENT FOUND
DEDICATED TO
THE PUBLIC
37,934 SQ. FT./0.871 AC.
33.00'
S00°30'59"E
33.00'
139'
HOUSE
SHED
BARN
SHED
594'
INTERMITTENT
NAVIGABLE STREAM
PER GIS MAPPING
426.99'
C.T.H. "F"
S 49°07'43" E 1668.44'
LOT 1
2,059,687 SQ.FT.
/47.284 AC.
N 00°13'38" E 1315.44'
1282.43'
New CSM
℄ DR
EXISTING
CULVERT
S49°07'43"E
1668.32'
1241.33'
DEDICATED TO
THE PUBLIC
58,125 SQ. FT./1.334 AC.
1202.36'
S 00°05'57" W 2643.67'
S 00°16'33" W 882.62'
(N00°45'33"W)
S00°16'33"W
40.50'
(40.49')
LOT 1
459,100 SQ.FT.
/10.540 AC.
S00°05'57"W
91.51'
942.99'
33.01'
S 89°37'23" W 1665.25'
(N88°35'16"E 1665.22')
LOT 1 CSM 5388
N 88°42'47" W 976.00'
(S89°44'53"E)
LOT 1 CSM 5385
LOT 2 CSM 5385
O'REILLY
ROAD
66
S00°05'57"W
107.31'
1334.00'
N
Scale 1 inch = 400 feet
0 200 400 800
BEARINGS ARE REFERENCED TO THE WINNEBAGO
COUNTY COORDINATE SYSTEM OF 1983(1997)
IN WHICH THE SOUTH LINE OF THE SOUTHWEST 1/4,
OF SECTION 36, BEARS S89°50'57"W
SOUTHEAST CORNER
SECTION 35, T19N–R14E
ALUMINUM MONUMENT FOUND

It should be noted that the Town Clerk received a letter from Winnebago County Zoning Department looking for the Town to provide any comments back to their office by November 7th.

CARY A ROWE
Zoning Administrator

DANIEL LEFEBVRE
Assistant Zoning Administrator



Winnebago County
Zoning Department
The Wave of the Future

112 OTTER AVE, PO BOX 2808
OSHKOSH, WI 54903-2808

OSHKOSH (920) 232-3344
FOX CITIES (920) 727-2880
FAX (920) 232-3347

zoningdepartment@winnebagocountywi.gov

October 8, 2024

Town of Poygan
Town Clerk - Beth Jackson

Under the provisions of Section 18.16(1) of the Winnebago County Subdivision Ordinance, I am forwarding a copy of the Certified Survey Map for town review.

The Town has thirty (30) days of receipt of mailing to return its comments to this office. If you have questions on this matter, please call me.

Respectfully,

Lydia Rappl
Zoning Associate

Enclosure(s) – CSM Log # 6417 –Jeffrey Mueller

After discussion on this CSM request by various Zoning Board members, a motion was made by Dennis Hohol and seconded by Ron Green to approve the new CSM since all the CSM was doing was shifting 10 acres from one parcel to another without the creation of another new parcel.
Motion carried.

5. Upcoming Meetings:

• Poygan Town Board Meeting - October 16, 2024 at 7:00 p.m.

8. Next Meeting

• Planning and Zoning Meeting – November 13, 2024 at 7 p.m. if there is an agenda.

7. Adjourn

Meeting adjourned at 8:03 pm by Randal Spear.

Submitted by: Dennis Hohol, Town of Poygan Zoning Board Secretary