TOWN OF POYGAN

PLANNING AND ZONING

MEETING MINUTES

Poygan Town Hall
8693 Town Hall Road
Wednesday, December 3, 2025 @ 7:00 p.m.

1. **Meeting Called to Order at 7:00pm by Dennis Hohol**
   - **Members present:** Randal Spear, Ronnae Green, Dennis Hohol, Christine Brown, Tom Jackson
   - **Deputy Clerk:** Susan Schwartz
   - **Zoning Administrator:** Randal Spear
   - **Town Chairman:** Mary Johnson

2. **Pledge of Allegiance**

3. **Workshop for required changes to the Town of Poygan Zoning Ordinance and Map based upon Winnebago County Shoreland Zoning changes**

   The group discussed:
   - New map and Excel file provided by Adam Dorn, Winnebago County GIS Director
   - Excel file of those parcels (1041 total) that fall within the Shoreland Zoning areas in Town of Poygan
   - Parcels that are listed as Business Districts
   - Parcels that have differing Zoning Districts (Town vs. Winnebago Co)
   - Requirements of differing Zoning Districts (size, setbacks, etc.)
   - Dennis will try to get the Town's Zoning Manual scanned into an editable Word document.
   - Dennis will work on identifying those parcels that have differing Zoning Districts (Town vs. Winnebago Co) from the Excel file
   - Entire group is to read through the Zoning manual through page 40
   - Marty will try to put together a list of Pros/Cons of a parcel changing from one District to another
   - Will try to get the letter to landowners whom have a parcel(s) that our Zoning Board recommends changing before 12/20
   - Will have a meeting for landowners to question/comment on the proposed change on 1/7/26

4. **Upcoming Meetings:**

   Planning and Zoning Meeting – December 9, 2025 at 7 pm
   Poygan Town Board Meeting: December 10, 2025 at 7:00 pm
   Planning and Zoning Meeting – December 17, 2025 at 7 pm
   Planning and Zoning Meeting – January 7, 2026 at 7 pm (public hearing so landowners can question)
   Planning and Zoning Meeting – January 14, 2026 at 7 pm
   Poygan Town Board Meeting: December 10, 2025 at 7:00 pm (to vote on parcel changes)

5. **Adjourn**

   Motion made by Dennis Hohol and seconded by Ron Green to adjourn. Meeting adjourned at 9:20pm.