TOWN OF POYGAN
PLANNING AND ZONING WORKSHOP AGENDA MEETING MINUTES

Poygan Town Hall
8693 Town Hall Road
Wednesday, December 17, 2025 @ 7:00 p.m.

1. Call to Order at 6:55pm by Dennis Hohol. Members present: Dennis Hohol, Susan Schwartz, Randal Spear, Christine Brown, Marty Johnson, Ron Green.

2. Pledge of Allegiance

3. Workshop held for the required changes to the Town of Poygan's Zoning Ordinances and Map.
   - Reviewed the Excel file that was provided by Adam Dorn, Director of Winnebago County GIS Department, of which Dennis/Randal/Susan/Christine worked on.
   - We also discussed that we need to review the requirements of differing Zoning Districts (size, setbacks, etc.) for conformity. Will do at the next meeting.
   - Discussion held that the group needs to review and make changes in Zoning manual. This needs to be completed by the Public Hearing.
   - Marty Johnson will try to put together a list of Pros/Cons of a parcel changing from one District to another to have available at the Public Hearing.
   - Randal Spear, Susan Schwartz, and Tom Jackson reviewed letter for landowners who have a parcel(s) that our Zoning Board recommends changing before 1/20/26 and provided to Dennis.
   - Discussion held on the agenda/materials for landowners to question/comment on the proposed change at 1/7/26 planning and zoning meeting/ public hearing.
   - Dennis will work on creating a Microsoft MailMerge to take data from the Excel file and produce individualized letters to parcel owners as well as creating a chart of the Town's various Zoning Districts and respective specifications.

3. Meeting dates- discussed the schedule for the Public Hearing.

4. Upcoming Meetings:
   - Poygan Town Board Meeting: December 30, 2025 at 3:00 pm
   - Planning and Zoning Letter Generation: TBD based upon 12/30/25 results
   - Planning and Zoning Meeting – January 7, 2026 at 7 pm (public hearing for parcel owners)
   - Planning and Zoning Meeting – January 14, 2026 at 7 pm
   - Requested updated map from Winnebago County
   - Poygan Town Board Meeting: January 21, 2025 at 7:00 pm (to vote on parcel changes)

5. Dennis made a motion to Adjourn the meeting at 10:20pm. Seconded by Ron Green. Meeting adjourned.

NOTE: The chairman reserves the right to change the order of items on the agenda.

QUORUM NOTICE: A quorum of other governmental bodies may be present, but no action may be taken other than noticed above.

POSTING NOTICE: Notice of this meeting was posted at the following locations: Poygan Town Hall, 8693 Town Hall Rd, Winneconne, WI 54986, Notice was also posted on the Town of Poygan Website. Posted on 12/4/25.

Dennis Hohol, Planning & Zoning Secretary and Chairman