TOWN OF POYGAN
PLANNING AND ZONING WORKSHOP AGENDA MEETING MINUTES

Poygan Town Hall
8693 Town Hall Road
Wednesday, December 30, 2025 @ 3:00 p.m.

1. Call to Order at 3:27pm by Dennis Hohol. Members present: Dennis Hohol, Susan Schwartz, Randal Spear, Christine Brown, Marty Johnson, James Heinzelman.

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.
   - We reviewed the differing Town's Zoning Districts (size, setbacks, etc.) for conformity compared to Winnebago County's. Will continue at the next meeting.
   - Next meeting will review and make changes in Zoning manual Word document. 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.
   - Letter for landowners who have a parcel(s) that our Zoning Board recommends changing before 1/20/26 will be completed Sunday, 1/4/2026 by Dennis & Susan.
   - Dennis will generate the 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:
   - Planning and Zoning Letter Generation: January 5, 2026
   - 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
   - Public Q&A Meeting – January 20, 2026 from 6:00pm→8:00pm
   - Request updated map from Winnebago County – January 15, 2026
   - 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 8:37pm. Seconded by Ron Green. Meeting adjourned.

Dennis Hohol, Planning & Zoning Secretary and Chairman