TOWN OF POYGAN PLANNING AND ZONING
MEETING MINUTES
Poygan Town Hall
8693 Town Hall Road
Wednesday April 22, 2026 @ 7:00 p.m.

1. Meeting Called to Order by Dennis Hohol @ 7:02pm

2. Pledge of Allegiance

3. Introduction of the Zoning Board Members
   - ¬ Members present: Susan Schwartz, Randal Spear, Ron Green, Thomas Jackson, Marty Johnson, Dennis Hohol

4. Public Open discussion held for questions on revised Town of Poygan Zoning Ordinances, map and or any proposed zoning changes to parcels. The following attendees were present to ask questions regarding their properties and proposed re-zoning. All were in favor of the Town's re-zoning proposals.
   - ¬ JASON & MICHELLE HILBRAND, 8136 COUNTY RD D, OMRO, WI 54963
   - ¬ Parcel 020022104, which is 5.46 acres, is currently zoned A-2/R-1 and will be moved to R-R

   - ¬ RANDY SCHONSCHECK, 5676 COUNTY RD F, OMRO, WI 54963
   - ¬ Parcel 020027603, which is 3.5 acres, is currently zoned A-2/R-1 and will be moved to R-R

   - ¬ SCOTT & CAROL GROSS, 8225 JACQUIS RD, WINNECONNE, WI 54986
   - ¬ Parcel 02002040204, which is 11.43 acres, is currently zoned A-2/R-1 and will be moved to A-2

   - ¬ MICHAEL ABRAHAM, 7950 TRITT RD, OMRO, WI 54963
   - ¬ Parcel 020030003, which is 10.0 acres, is currently zoned A-2/R-1 and will be moved to A-2

5. Workshop for required changes to the Town of Poygan Zoning Ordinances and Map.
   - Reviewed proposed changes in Town of Poygan Zoning Ordinance regarding lots less than 65' wide (R-1 & R-2 for side-yard setbacks – Sections 17.04 and 17.06 as follows):

SECTION 17.04 – R-1 RESIDENTIAL DISTRICT (non-subdivided)

(1) STATEMENT OF INTENT

The intent of this district is to provide a lot size and associated standards for homesites developed on a clustered or scattered basis. The criteria of this district are designed to provide reliable, single-family homesites in those areas where "neighborhood" and "community" facilities and services are of secondary significance to the location of the homesite itself.

(2) PRINCIPAL USES

(a) One-family dwellings

One-family dwellings shall contain a minimum width of 20 feet, measured from narrowest part of structure, and a minimum area of 1000 sq. ft.

1. Ranch style house, 1,000 square feet on first floor
2. Split level or two story, 800 square feet on main floor and 200 feet minimum on second level.

All square footage requirements are exclusive of basement areas.

(3) BASIC DISTRICT STANDARDS

Lot (Unsewered)

Minimum Width	200 ft
Minimum Frontage	200 ft
Minimum Area	43,560 sq ft (1 acre)
Maximum Area	108,899 sq ft (2.499 acres)

Lot (Sewered and Transitional Rural Area District)

Minimum Width	100 ft
Minimum Frontage	100 ft
Minimum Area	21,780 sq ft

Principal Structure

Maximum Height	35 ft
Minimum Width	20 ft
Minimum Square Ft	1,000 sq ft

Principal Structure Yard Setbacks

Street (Sewered)	30 ft
Street (Unsewered)	50 ft
Rear (Sewered)	25 ft
Rear (Unsewered)	50 ft
❖ Side Lot	10' one side/7' other

❖ For lots that are less than 65 feet wide at the building setback line, the total side yard is 26 percent of the lot width, with no one side yard less than 5 feet.

TOWN OF POYGAN ZONING ORDINANCE 17.06

SECTION 17.06 R-2 SUBURBAN RESIDENTIAL DISTRICT (subdivided)

(1) STATEMENT OF INTENT

The intent of this district is to provide a lot size and associated standards for homesites in a duly recorded and legally maintained subdivision. The criteria of this district have been designed to provide reliable, single-family homesites in those developing areas which do not have public sanitary sewer, but which offer a "suburban" arrangement of amenities, services, facilities, etc. All subdivided lots must conform to the dimensional requirements and standards for the intended district.

(2) PRINCIPAL USES

(a) One-family dwellings and Community Living Arrangements defined in 62.23(7)(i) Statutes on lots which have been developed and recorded according to Chapter 236 of the State of Wisconsin Statutes, the Winnebago County Subdivision Ordinance and Chapter H65 of the Wisconsin Administrative Code when not served by public sanitary sewer.

(b) One-family dwellings shall contain a minimum width of 20 feet, measured from narrowest part of structure, and a minimum area of 1000 sq. ft.

(3) BASIC DISTRICT STANDARDS

For irregular shaped (pie) lots, the minimum lot width shall be measured at the street setback line, however, in no case shall the minimum lot width be reduced to less than 60 feet at the street right of way.

Lot (Unsewered)		
	Minimum Width	200 ft
	Minimum Frontage	200 ft
	Minimum Area	43,560 sq ft (1 acre)
	Maximum Area	108,899 sq ft (2.499 acres)
Lot (Sewered and Transitional Rural Area District		
	Minimum Width	100 ft
	Minimum Frontage	100 ft
	Minimum Area	21,780 sq ft
Principal Structure		
	Maximum Height	35 ft
	Minimum Width	20 ft
	Minimum Square Footage	1,000 sq ft
Principle Structure Yard Setbacks		
	Street (Sewered)	30 ft
	Street (Unsewered)	50 ft
	Rear	25 ft
❖	Side Lot	10' one side/7' other

❖ For lots that are less than 65 feet wide at the building setback line, the total side yard is 26 percent of the lot width, with no one side yard less than 5 feet.

- We also included language changes to Section 17.05 regarding Animal Units.

SECTION 17.05 – R-R RURAL RESIDENTIAL DISTRICT (non-subdivided)

(2) PRINCIPAL USES

(a) One-family dwellings

(b) Hobby Farms with presence of primary residence. Raising and keeping of smaller "hobby" animals such as rabbits, hares, fowl, gamebirds etc.--not to include those animals of such size or character as to normally be considered domestic livestock or big game, e.g. cattle, horses, deer, elk, bison etc. In addition, not to include fur-bearing animals, e.g. mink, chinchilla, etc. except rabbits. The number of animals to be kept shall consistent with Table 17.02-1 Animal Unit Standards by Zoning Designation.

- Dennis will include language in our revised Zoning Ordinance and his Zoning District Comparisons documents and will be incorporated in the identified

changes to our Zoning Ordinance since last approved by the Town Board. Will be presented to the Town Board for approval at the 5/20 Town Board Meeting.

- We also discussed and agreed upon a process that if the P&Z Board issues a Conditional Use and is approved by the Town Board, we should denote in Dennis' Master File of such
- If the Board Of Appeals (BOA) issues a Variance, we should denote in Dennis' Master File of such

6. At this juncture, Marty Johnson removed himself from the meeting as we were going to discuss a CSM requested change that we should not discuss with a quorum of Town Supervisors present. Any decision on the proposed CSM would be brought before the Town Board for discussion and approval/rejection.

Discussion commenced regarding a requested CSM change Project ID 0-3017-001, for parcels 020-0387, 020-0386, 020-0388, and 020-0390 owned by Michael Pamer. These parcels are just south-east of Hwy B/Hwy D intersection.
We discussed the Town's Chapter 18 Land Division Ordinance as it relates to Minor and Major land divisions. Minor land divisions would pertain to CSM requests, while Major land divisions pertain to creation of Subdivisions. There were originally concerns that our Town Subdivision Zoning Ordinance left some room for interpretation. Dennis and Randal drafted a letter to Attorney John Blazel who refused assistance due to conflict of interest. After reviewing the Land Division Ordinance it seemed as though the following did not pertain to this instance since the CSM would be a Minor Land Division:

MAJOR CONDOMINIUM PLAT

MAJOR LAND DIVISIONS

18-4

DESIGN STANDARDS

18.56 LOTS. The size, shape and orientation of lots shall be appropriate for the location of subdivision and for the type of development and use contemplated. The lots should designed to provide an aesthetically pleasing building site and a proper architectural setting the building contemplated.

(5) Lots should be designed and a suitable proportion between width and depth. Neithe long narrow or wide shallow lots are normally desirable. Normal depth should not exceed 2 1/ times the width nor be less than 150 feet.

There also is a Table 2 on pages 18-28 to 18-31 which shows how to calculate lot widths for Major Land Divisions, and following those calculations, even though the CSM is for a Minor Land Division, the size calculations would still be within guidelines.

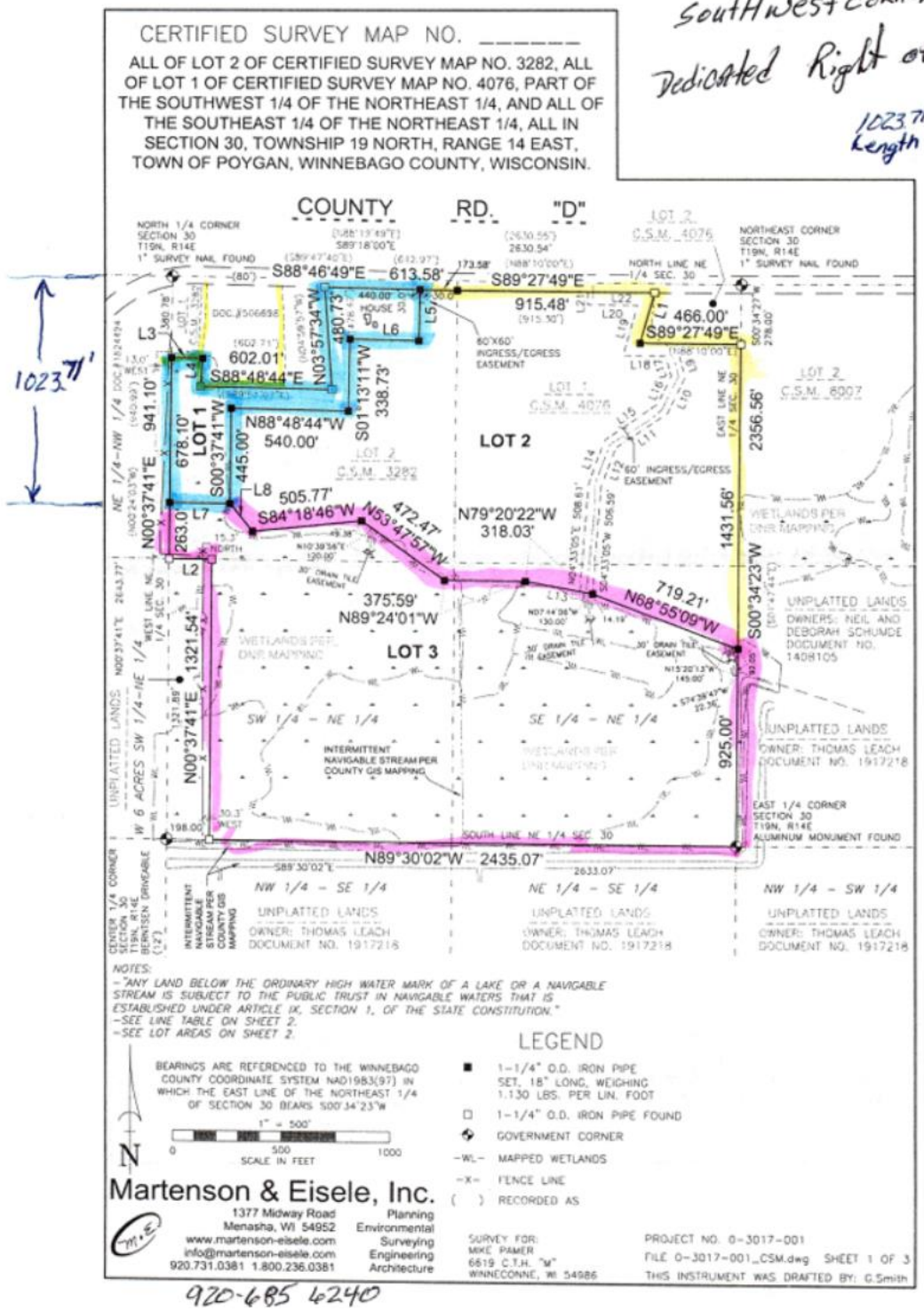
Lastly, there is an easement granted for proposed Lot 3 on the CSM, through Lot 2, should the owners of all 3 lots be different.

Split 4 times already
No Hwy Access?

SouthWest corner?
Dedicated Right of way wide 340.8

1023.71' length | 348,698 sq

740 ~~wide~~ Long
471 wide



920-685 6240

CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3282, ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4076, PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, ALL IN SECTION 30, TOWNSHIP 19 NORTH, RANGE 14 EAST, TOWN OF POYGAN, WINNEBAGO COUNTY, WISCONSIN.

LOT AREAS:

LOT 1– 348,700 SQ.FT./8.005 ACRES
LOT 2– 2,639,906 SQ.FT./60.604 ACRES
LOT 3– 3,160,853 SQ.FT./72.563 ACRES

LINE TABLE

	BEARING	DISTANCE		BEARING	DISTANCE		BEARING	DISTANCE		BEARING	DISTANCE
L1	S16°04'15"W (N13°42'04"E)	247.02'	L5	S01°13'11"W	239.98'	L11	S55°40'19"W	290.02'	L17	N14°39'53"W	97.17'
L2	N89°24'01"W	198.00'	L6	N88°46'49"W	317.84'	L12	S20°34'00"W	191.47'	L18	N89°27'49"W	198.63'
L3	S89°18'00"E (S89°39'37"W)	144.81'	L7	N89°24'01"W	277.75'	L13	N79°20'22"W	60.34'	L19	N16°04'15"E	247.02'
L4	S03°35'20"W (S02°32'57"W)	131.59'	L8	N38°36'13"W	165.72'	L14	N20°34'00"E	218.89'	L20	N89°27'49"W	231.05'
			L9	S14°39'53"E	164.89'	L15	N55°40'19"E	292.75'	L21	N00°32'11"E	60.00'
			L10	S25°20'57"W	186.20'	L16	N14°39'53"E	148.10'	L22	S89°27'49"E	310.00'

SURVEYOR'S CERTIFICATE:

I, DARRYL S. LEHMAN, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, DIVIDED AND MAPPED, AT THE DIRECTION OF MIKE PAMER, ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3282, ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 4076, PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, AND ALL OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, ALL IN SECTION 30, TOWNSHIP 19 NORTH, RANGE 14 EAST, TOWN OF POYGAN, WINNEBAGO COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST 1/4 CORNER OF SAID SECTION 30; THENCE NORTH 89 DEGREES 30 MINUTES 02 SECONDS WEST 2435.07 FEET, ALONG THE SOUTH LINE OF THE NORTHEAST 1/4 OF SAID SECTION; THENCE NORTH 00 DEGREES 37 MINUTES 41 SECONDS EAST 1321.54 FEET; THENCE NORTH 89 DEGREES 24 MINUTES 01 SECONDS WEST 198.00 FEET, ALONG THE SOUTH LINE OF LOT 2 OF CERTIFIED SURVEY MAP NO. 3282; THENCE NORTH 00 DEGREES 37 MINUTES 41 SECONDS EAST 941.00 FEET, ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 30; THENCE SOUTH 89 DEGREES 18 MINUTES 00 SECONDS EAST 144.81 FEET, ALONG THE SOUTH LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 3282; THENCE SOUTH 03 DEGREES 35 MINUTES 20 SECONDS WEST 131.59 FEET; THENCE SOUTH 88 DEGREES 48 MINUTES 44 SECONDS EAST 602.01 FEET; THENCE NORTH 03 DEGREES 57 MINUTES 34 SECONDS WEST 480.73 FEET; THENCE SOUTH 88 DEGREES 46 MINUTES 49 SECONDS EAST 613.58 FEET, ALONG THE SOUTH RIGHT-OF-WAY OF COUNTY ROAD "D"; THENCE CONTINUING ALONG SAID RIGHT-OF-WAY, SOUTH 89 DEGREES 27 MINUTES 49 SECONDS EAST 915.48 FEET; THENCE SOUTH 16 DEGREES 04 MINUTES 15 SECONDS WEST 247.02 FEET, ALONG THE WEST LINE OF LOT 2 OF CERTIFIED SURVEY MAP NO. 4076; THENCE SOUTH 89 DEGREES 27 MINUTES 49 SECONDS EAST 466.00 FEET, ALONG THE SOUTH LINE OF LOT 2 OF SAID CERTIFIED SURVEY MAP; THENCE SOUTH 00 DEGREES 34 MINUTES 23 SECONDS WEST 2356.56 FEET, ALONG THE EAST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 30, TO THE POINT OF BEGINNING, CONTAINING 6,149,459 SQUARE FEET [141.172 ACRES]. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES IN SURVEYING, DIVIDING AND MAPPING THE SAME AND THE TOWN OF POYGAN AND WINNEBAGO COUNTY SUBDIVISION ORDINANCES.

THIS MAP IS A CORRECT REPRESENTATION OF ALL OF THE EXTERIOR BOUNDARIES OF LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 14TH DAY OF JANUARY, 2026.

DARRYL S, LEHMAN, PROFESSIONAL LAND SURVEYOR S-3255

THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS:

OWNERS OF RECORD:
MICHAEL J. PAMER REVOCABLE TRUST

RECORDING INFORMATION:
DOCUMENT NO. 1911972

PARCEL NUMBER(S):
0200386-387,
0200388, 0200390

PROJECT NO. 0-3017-001
SHEET 2 OF 3

A motion was made by Dennis Hohol to Approve this CSM as proposed. The motion was seconded by Ron Green. Dennis asked for a roll call vote to be held:
Ron Green – aye
Randal Spear – aye

Tom Jackson – aye
Susan Schawtz – aye
Dennis Hohol – aye
Motion carried.

7. Upcoming Meetings:
   - 4/29/26 at 7 PM Planning & Zoning- Q&A for public who were sent letters
   - 5/13/26 at 7 PM Planning & Zoning Meeting and Public Hearing on revised Ordinance and generate recommendation for Town Board
   - 5/20 – Regular Town Board Meeting addressing recommendation from Zoning Board

9. Ron Green made a motion to Adjourn at 9:18pm. Seconded by Tom Jackson. Meeting adjourned.

Dennis Hohol, Chairman and Secretary, Planning & Zoning, Town of Poygan