TOWN OF POYGAN PLANNING AND ZONING
MEETING MINUTES for PUBLIC HEARING
Poygan Town Hall
8693 Town Hall Road
Monday, May 13, 2026 @ 7:00 p.m.

1. Call to Order. Dennis Hohol called the meeting to order @ 7:00pm.
2. Pledge of Allegiance
3. Introduction of the Zoning Board Members present:
   Ron Green, Tom Jackson, Christine Brown, Randal Spear, Dennis Hohol
   Alternate: Susan Schwartz
   Dennis Hohol described the Agenda for the evening:
   A. Public Hearing #1 for Revised Town of Poygan Zoning Ordinance. Public comments welcome.
   B. Public Hearing #2 for CSM and zoning change request requested by Robert and Susan Michels for combining 3 adjacent parcels currently zoned R1 into 2 adjacent parcels and rezone to R-R. Public comments welcome.
   C. Regular Planning & Zoning Meeting to cover:
      - Zoning Board recommendation for Revised Zoning Ordinance
      - Zoning Board recommendation for CSM requested by Robert & Susan Michels
      - 6036 Lee Rd would like to discuss adding a "servant quarters"/ living quarters to the home or barn
      - Discuss with business owner for Advanced Outboard Marine about complaints received
      - Zoning Board position changes
      - Meeting Minutes for approval
      - Review of Winnebago County updates to our Zoning Ordinance
      - Upcoming Meetings

4. Dennis Hohol called Public Hearing #1 to Order @ 7:02 PM
   - Dennis read the Original notice for Public Hearing #1 as follows:

Notice of Public Hearing for the 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 May 13, 2026 at the Poygan Town Hall, 8693 Town Hall Road beginning at 7:00 P.M. to allow Town of Poygan property owners a time to review, discuss and voice opinions about the revised Town of Poygan Zoning ordinances prior to implementation:

The Town of Poygan has revised its Zoning Ordinance, Map, Districts and some parcels to comply with Town of Poygan Ordinances. These changes were initially stemmed from Winnebago County relinquishing some zoning control in the Shoreland areas within the Town of Poygan. The Planning and Zoning board completed a review of all Town of Poygan properties and recommended zoning changes to properties that do not comply with current zoning ordinances

All property owners with proposed zoning changes have been notified by mail. Copy of the changes to Zoning Ordinance, Map, Districts and parcels are available for review by appointment at the Town Hall.

Any person may speak at the hearing or present written testimony to the Town Clerk, Beth Jackson (920) 267-7471 or Planning and Zoning Chairman/Secretary Dennis Hohol (224) 723-6428 prior to the hearing.

Susan Schwartz, Deputy Clerk

Published in Oshkosh Northwestern on April 29 and May 6, 2026.

There were no public comments or concerns provided to Planning and Zoning prior to the public hearing. No questions or concerns from the public in attendance to the public hearing.

Public hearing closed per public hearing procedure with no comments. Dennis made a Motion, and seconded by Ron, to adjourn Public Hearing #1 @ 7:04 PM. Motion carried.

Dennis called Public Hearing #2 to Order @ 7:04 PM

- Dennis read Original notice for Public Hearing #2 as follows:

Notice of Public Hearing for the 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 May 13, 2026, at the Poygan Town Hall, 8693 Town Hall Road beginning at 7:00 P.M. to hear testimony on the following request:

A CSM and zoning change request has been requested by Robert and Susan Michels for combining 3 adjacent parcels currently zoned R1 into 2 adjacent parcels (Lot 1 2.718 acres and Lot 2 3.102 acres) zoned RR. The properties in question are located at 8380 Jacquis Road, Winneconne WI 54986. Physical Location(s): (01) PT SE SW DESC AS LOT 1 OF CSM-778 1.98 Acres, (02) PT S1/2 SW1/4 DESC AS LOT 1 OF CSM-2382 3.49 Acres and (03) PT S1/2 SW1/4 DESC AS LOT 2 OF CSM-2382 .83 Acres, all in the Town of Poygan. Tax parcel numbers 020008201, 020008202 and 020008203 The properties are located at the 0.22 miles east of intersection of Lee Road and Jacquis Road 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 Chairman/Secretary Dennis Hohol (224) 723-6428 prior to the hearing.

Susan Schwartz, Deputy Clerk

Published in Oshkosh Northwestern on April 29 & May 6, 2026

There were no public comments or concerns provided to Planning and Zoning prior to the public hearing. No questions or concerns from the public in attendance to the public hearing.

Public hearing closed per public hearing procedure with no comments. Dennis made a Motion, and seconded by Randal, to adjourn Public Hearing #2 @ 7:07 PM. Motion carried.

5. Dennis Called to Order the Regular Planning and Zoning Meeting @ 7:07 PM.

6. Discussion of the Public Hearings by the Zoning Board Members:
    A. Recommendation to the Town Board for the Zoning changes to Ordinances, Map, Districts and parcels.
        i. Review of the Changes to the Revised Zoning Ordinance Iteration #2
        ii. All parcel's Zoning Districts will be submitted to Winnebago County with notes that some may be in flux at the time of the submittal.

Commentary from Zoning Board: It was discussed that **SECTION 17.02 – GENERAL PROVISIONS** be changed as follows:

(7) USE RESTRICTIONS

(b)

(2) The placement of tents, ~~pop-up~~ campers, RV's, boats, motor homes, or similar items ~~etc.~~, on vacant property, other than a garage lot adjacent to, or across the street from, the residence is prohibited except for occasional use by the owner. Minor deviations may be administratively allowed on a case-by-case basis when granted in writing from the Town Chairman or other designated Town Official. At all other times the unit shall be removed from the property and in no event shall a camper, trailer etc. be left unattended overnight. No temporary or permanent utilities shall be provided to said unit until the principal structure is present or under construction.

(3) The placement of tents, ~~pop-up~~ campers, RV's, motor homes, or similar items ~~etc.~~, for use as daytime or overnight accommodations on parcels with a primary residence is limited to two (2) campsites for occasional use as defined herein.

Public Hearing #1: Recommendation to Town Board:

The Town of Poygan's Zoning Board recommends that the Town Board Adopt the Updated Town Zoning Ordinance and associated Town Parcel Zoning as defined in the Master Excel file (NewZoningMasterFile-2026.xlsx) and outlined in the ChangesToTheTownOfPoyganZoningOrdinanceForTownBoardToApprove(No 2).docx

Dennis made a motion, seconded by Ron, **r**ecommending that the requested Certified Survey Map prepared for Robert Michels on parcels 020008201, 020008202, and 020008203 be approved with the stipulation that it would be necessary to have both new parcels be re-zoned to R-R.

Discussion for the CSM and Zoning change for Susan and Robert Michels to change 3 adjacent lots currently zoned R-1 into two newly created lots on new CSM to R-R.

Commentary from Zoning Board: None

Dennis made a motion, seconded by Randal, to send the following recommendation to the Town Board:

Recommendation to Town Board:
The Town of Poygan Zoning Board recommends that the requested Certified Survey Map prepared for Robert Michels on parcels 020008201, 020008202, and 020008203 be approved with the stipulation that it would be necessary to have both new parcels be re-zoned to R-R.

7. Lori Meyerhofer, owner of property located at 6036 Lee Rd, presented information requesting adding a "servant quarters"/ living quarters on her property in a secondary building.

   Commentary from petitioner and from Zoning Board:

   Lori Meyerhofer, owner of property located at 6036 Lee Rd, presented information requesting adding a "servant quarters"/ living quarters to the existing pole barn. All setbacks would be taken into consideration.

   The P&Z Board stated that we have restrictions laid out in our TOWN OF POYGAN ZONING ORDINANCE, SECTION 17.02 – GENERAL PROVISIONS:

   (7) USE RESTRICTIONS

   The following restrictions and regulations shall apply:

   (a) Principal Uses. Only those principal uses specified for a district, their onsite services and the following uses and conditions specified below shall be permitted in that district, except small scale non-commercial gardening shall be a principal use in all districts.

   (b) Accessory Uses.

   (1) Unless otherwise specified in other sections, accessory uses and structures are permitted in any district, but not until their principal structure is present or under construction. Residential accessory uses shall not involve the conduct of business, trade or industry. Accessory uses include incidental repairs; storage; parking facilities; servant's and owner's quarters not for rent; private swimming pools; and private emergency shelters. Accessory use residential quarters shall be contained within the principal structure. No living quarters shall be located within an accessory structure.

   Based upon our Ordinance, what she was proposing would not be granted. The P&Z Board also stated that there is a Variance process that could be explored if Lori wished but based upon what she was proposing would most likely, not certain since the process hasn't been initiated, fail upon the Board of Appeals requirements to follow state statutes.

   Lori thanked the Board for their consideration.

8. Discussed the complaint against Advanced Outboard Marine and how to proceed. See document **COMPLAINT PROCEDURE FOR CONDITIONAL USE** from TOWN OF POYGAN ZONING ORDINANCE SECTION 17.25 - CONDITIONAL USES

   Commentary from petitioner received via email:

   1-Signage: We have a temporary sign for now which is under the size requirements and over the minimum required distance from the road. We did have a small yard sign from time to time just to point

out the proper Church Road entrance. Basically, it's just an arrow to show where they can turn in. This may be what the complaint was about? We would like to have something small at the Church Road entrance to help guide people if we can.

2- Access: Yes, we are aware that customers are to bring boats in via Church Rd. However, there may be from time to time a customer unaware or that gets confused. We do our best to explain to them ahead of time the correct entrance. The few times it may have happened was due to an excess amount of rain as that back corner is a little low, or an unforeseen circumstance if Church Road may be blocked for whatever reason. Also, if a customer drops the boat through the Church Rd entrance, can they bring their vehicle through the driveway to leave the boat? Honestly, we are just trying to make it the easiest and safest for everyone. Also to not affect any neighbors.

3-Storage of boats: We were under the understanding that this means no commercial storage? (Meaning long term). Can we verify what is considered being "stored" outside? Certain hours or days? We feel we should be allowed to keep a boat outside while it awaits pickup? Is overnight an issue in case someone drops off at the end of the day and it gets moved in the morning? However, so far we have been keeping everything inside overnight. We typically don't have them out very long but if a customer is planning to come we do try to have it out and ready for them for convenience. We most certainly do not have any paying customers for storage outside.

4-Business hours May 1-October 31 9AM-5PM: Technically, would we be able to be open on the weekends if need be? This would primarily be for pickups and drop offs. Could we define what is considered "operating hours"? If a customer drops off before or after our operating hours but we are not working on it is that alright? For instance, if someone gets off work at 5 and drops it at 5:20 and we just bring it into the building, is that an issue? We are technically closed but just trying to help out a customer. Which is another item to note. If I myself personally bring a boat into the shop or deliver it to a customer, this should not be an issue? Basically, we are trying to define working hours in more detail. It seems "working hours" would include making noise, volumes of people coming in and out, etc. Or having specific open hours available to any customer unscheduled. After hours of scheduled pickups, or us doing minor things like paperwork, moving items around for organization we don't think should fall under "working hours".

4-Noise complaints: We have never run engines after hours so I'm not sure where the noise complaints could be coming from. Anything that is run is at an idle anyway. Secondly, what may be the code on that? We are certain anything we do is below the sound of a lawn mower anyway. Also, we move things around the property sometimes. We use a brand new small series tractor. Basically it's a large riding lawn mower capable of moving things around and or doing any maintenance on the property. This should not be considered working if we need to shuffle things around our own building on a weekend or such. This is technically an agricultural property.

Notes we would like to make to avoid future issues:

-We have mobile service vehicles, trailers, etc. for doing off site work. We are not seeing any rules against this. Some neighbors for example work for electricians, plumbers, etc. and drive company vehicles which are in their driveway. We are no different.

-We will be storing our personal items outside at this point. Between ourselves, family members, and close friends we have multiple fishing boats, pontoon boats, a cruiser boat, center consoles, empty boat trailers, RVs, etc. None of which are paying customers. All of which are neatly organized and in new/like new condition. They should also be able to come and get their personal boat or item any time, not constrained under the 9-5 hours.

-Working on our own stuff after hours or on weekends either as a hobby or for whatever reason should not be related to the conditional.

Other comments from the business owner:

- Would a basic easement off Church Road entrance, to allow exit via the front of the house on Hwy D be possible? Adding a small temporary yard style sign to point out the Church Road entrance?
- The bottom line is we are extremely respectful of neighbors, keep the property clean, and make very minimal noise. (Much less than any of the traffic at the intersection, large farm equipment traveling by, dump trucks from the quarry, and even the people mowing nearby each evening.)

Discussion from Zoning Board:

The P&Z Board discussed all of the items listed in the complaint and the business owner's commentary provided in past meetings, phone calls, and emails. It was decided that the business owner has valid responses to the complaint and that no further action was required by the P&Z Board other than tell the business owner that he would need to obtain a Sign Permit from the Town and our Zoning Administrator would assist the business owner with proper placement. The Sign Permit would be for his Advertising Sign. If he wanted/felt that it would help to put in Entrance/Exit signs, he would not need a Permit for those and could work with the Zoning Administrator on placement of those signs.

Dennis will reach out to the owner of the business and explain the proceedings/commentary from this meeting since the business owner could not be present. Dennis will also explain that if he wishes to change dates of business, or hours of business, that it would necessitate a P&Z Public Hearing again and notification of land owners within 300' of his business. If approved by P&Z Board, it would also go to the Town Board for their recommendation.

Recommendation to Town Board:

The Town of Poygan Zoning Board recommends no action to be taken against the complaint received regarding Advanced Outboard Marine business at Cnty Hwy D & Church Rd. The owner should obtain a Sign Permit from the Zoning Administrator and work with the Administrator on proper sign placement.

9. Board position changes:

The Town received Notice of Resignation of James Heizelman from Planning and Zoning board.

Thomas Jackson agreed to change from Alternate position to full-time position on Planning and Zoning board.

Opening(s) will now exist for alternate position on Planning and Zoning board.

The Town of Poygan Zoning Board recommends to the Town Board that they acknowledged the resignation of James Heizelman and approve Thomas Jackson as a full-time member of the Planning & Zoning Board.

The Town of Poygan Zoning Board recommends to the Town Board that they approve Thomas Jackson as a full-time member of the Planning & Zoning Board.

10. Meeting Minutes Approvals

    Read and approve minutes from the following meetings:

    - Dennis made a motion to approve Meeting Minutes from the 4/8/26 P&Z Meeting. Seconded by Tom. Motion carried.
    - Dennis made a motion to approve Meeting Minutes from the 4/22/26 P&Z Meeting. Seconded by Randal. Motion carried.
    - Dennis made a motion to approve Meeting Minutes from the 4/29/26 P&Z Meeting. Seconded by Ron. Motion carried.

11. Reviewed Winnebago County updates to our first iteration of our Revised Zoning Ordinance.

    ZONING AND ORDINANCES PORTION OF THE ADJOURNED SESSION OF COUNTY BOARD OF SUPERVISORS MEETING MINUTES from TUESDAY, MARCH 17, 2026

    4. Zoning Amendatory Ordinance: 03/T003/26 - Town Zoning Ordinance and Map Amendment to encompass all Shoreland Properties located in the Town of Poygan to establish town zoning districts within the shoreland areas (Effective Date: March 30, 2026)
    Motion by Supervisor Miller, seconded by Supervisor Frassetto, to adopt.

    CARRIED BY VOICE VOTE.

    We will be sending the 2nd iteration to the County once the Town Board approves the Revised Zoning Ordinance at their 5/20/2026 meeting.

12. Upcoming Meetings:

    - Poygan Town Board Meeting- May 20, 2026
    - Planning and Zoning Meeting- June 10, 2026, if agenda.
    - Dennis mentioned that there will be a UW-Stevens Point Land Use seminar/training held in Wautoma on 6/25 in the afternoon. Members of the Zoning Board or Zoning Board of Appeals would be invited for this important training.

9. Adjourn

    Dennis made a motion to Adjourn at **8:36 pm**. Seconded by Tom. **Meeting adjourned.**

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