TOWN OF POYGAN PLANNING AND ZONING
MEETING MINUTES for PUBLIC HEARING and MEETING
Poygan Town Hall
8693 Town Hall Road
Wednesday, August 12, 2026 @ 7:00 p.m.

1. Call to Order. Dennis Hohol called the meeting to order @ 7:00 pm.
2. Pledge of Allegiance
3. Statement of Public Notice posted 8/5/26
4. Introduction of the Zoning Board Members present:
   Ron Green, Tom Jackson, Christine Brown, Randal Spear, Dennis Hohol
   Alternate: Susan Schwartz
   Marty Johnson

   Dennis Hohol described the Agenda for the evening:
   A. Public Hearings for Bongers on Oscar Ln (CSM/Zoning Change Request) and Pluchinsky's on O'Reilly Rd (CSM/Zoning Change Request). Public comments welcome.
   B. Closure of Public Hearing
   C. Regular Planning & Zoning Meeting to cover:
      - Zoning Board recommendations for Bongers and Pluchinsky CSMs & Revised Zoning
      - Other agenda items
      - Upcoming Meetings

5. Dennis Hohol called Public Hearing #1 to Order @ 7:05 PM
   - Dennis read the Original notice for Public Hearing as follows:
   - Original notice #1

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, August 12, 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 Greg and Laurie Bongers. CSM with Project ID 0-2771-002 which reconfigures tax parcels 020001116 & 020001118 into Lot 2 (0.679 acres) and also reconfiguring and rezoning tax parcels 020001130 (RR), 020001123 (R1), and 02000113001(R1) into 1 Lot (4.113 acres) to all Rural Residential (RR).

The properties in question are located around 8200 Oscar Ln, Winneconne WI 54986 and all in the Town of Poygan. The properties are located at the east end of Oscar Ln 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 July 29 & August 5, 2026

Commentary from public:
None

- Original notice #2

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 August 12, 2026, at the Poygan Town Hall, 8693 Town Hall Road beginning at 7:00 P.M. to hear testimony on the following request:
CSM with Project ID 0-2913-002 along with a Zoning Change Request has been requested by Michael and Brenda Pluchinsky for combining 2 adjacent parcels, 020-051503 and 020-051504 currently zoned RR into one lot zoned A2 (13.228 acres)
The properties in question, tax parcel numbers 020-051503 and 020-051504 are located on the west side of O'Reilly Road, 400 feet south of the intersection of O'Reilly and County Road F. Both properties are located 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 July 29 & August 5, 2026

Commentary from public:

Question was asked about fenceline and potential animals on the new combined parcel. Was stated to the questioner what our Zoning Ordinance states as it relates to setbacks, allowed uses, etc. for parcels zoned A-2.

Dennis adjourned Public Hearing at 7:14 pm

6. Discussion of the Public Hearing by the Zoning Board Members:
   - Review, discuss and provide recommendation to the Town Board for a new Certified Survey Map for Greg and Laurie Bongers. Proposed combination of properties located at 8200 Oscar Lane (020-001116) and 8194 (020-001118) into one new combined parcel and also reconfiguring and rezoning tax parcels 020001130 (RR), 020001123 (R1), and 02000113001(R1) into 1 Lot (4.113 acres) to all Rural Residential (RR).

     A motion was made by Dennis Hohol and seconded by Christine Brown as follows:
     It is the recommendation of the Planning & Zoning Board to approve CSM Project ID 0-2771-002 for Greg and Laurie Bongers on Oscar Ln combining parcels 020001116 & 020001118 into a single Lot (0.679 acres) keeping zoning as R1, along with approving a Zoning Request Change to rezone existing parcels 020001130 (RR), 020001123 (R1), and 02000113001 (R1) to a single combined Lot of 4.113 acres as Rural Residential (RR). This recommendation includes the need to have the new RR Lot "Deed Restricted" through the County to the newly combined R1 Lot, plus the Bongers would need to apply for Razing permits for at least 1 boathouse, both residential structures, and at least 2 garages on the new RR Lot.

     Motion carried.

     Recommendation to the Town Board:

It is the recommendation of the Planning & Zoning Board to approve CSM Project ID 0-2771-002 for Greg and Laurie Bongers on Oscar Ln combining parcels 020001116 & 020001118 into a single Lot (0.679 acres) keeping zoning as R1, along with approving a Zoning Request Change to rezone existing parcels 020001130 (RR), 020001123 (R1), and 02000113001 (R1) to a single combined Lot of 4.113 acres as Rural Residential (RR). This recommendation includes the need to have the new RR Lot "Deed Restricted" through the County to the newly combined R1 Lot, plus the Bongers would need to apply for Razing permits for at least 1 boathouse, both residential structures, and at least 2 garages on the new RR Lot. There is nothing in our Town Zoning Ordinance nor in our Town Subdivision Ordinance that would prohibit this request from being approved.

- Review, discuss and provide recommendation to the Town Board for a new Certified Survey Map with Project ID 0-2913-002 for Michael and Brenda Pluchinsky for combining 2 adjacent parcels currently zoned RR, 020051503 and 020051504, into one lot on new parcel of 13.228 acres zoned A2.

  A motion was made by Dennis Hohol and seconded by Ron Green as follows:
  It is the recommendation of the Planning & Zoning Board to approve CSM Project ID 0-2913-002 for Michael and Brenda Pluchinsky on O'Reilly Rd combining parcels 020-051503 & 020-051504 into a single Lot (13.228 acres), along with approving a Zoning Request Change to rezone existing parcels 020-051503 & 020-051504 to a single combined parcel of 13.228 acres as A2.

  Motion carried.

  Recommendation to the Town Board:
  It is the recommendation of the Planning & Zoning Board to approve CSM Project ID 0-2913-002 for Michael and Brenda Pluchinsky on O'Reilly Rd combining parcels 020-051503 & 020-051504 into a single Lot (13.228 acres), along with approving a Zoning Request Change to rezone existing parcels 020-051503 & 020-051504 to a single combined parcel of 13.228 acres as A2. There is nothing in our Town Zoning Ordinance nor in our Town Subdivision Ordinance that would prohibit this request from being approved.

7. Brief review of CSM and Zoning request on Lee Road for Lori Meyerhofer-Fisher for the Zoning Board. A formal public hearing will be held in September to discuss the formal CSM request.

   Lori would like to create 2 parcels out of her existing parcel 020020503, currently zoned A-2 and is ~53.68 acres. Lot 1 would retain A-2 zoning and would be reduced to 48.6788 acres and new Lot 2 would be 5.01 acres. Lot 2 would be rezoned to R-R. This item would come to the 9/9/2026 P&Z Board Meeting as a CSM/Public Hearing.

   Discussion items from the P&Z Board:

   None

8. Read and approve minutes from 7/8/26.

Read minutes from 7/8/26. Motion by Tom Jackson to approve the minutes as presented, seconded by Ron Green. Motion carried.

9. Discuss and provide possible recommendation to the Town Board for deed review through Larado, EON Tapestry, or county access.

   Dennis mentioned that Winnebago County has no data download of information to identify Deed Restricted properties within the Town of Poygan. The only solution would be to go to the County offices and search through their records and print whatever would be necessary to identify such properties in the Town, or to creating an account through the Lorado system and using that system to identify parcels. Dennis stated that he will ask the Town Board for such approval as there is a cost to a Laredo account. He also mentioned that he would visit the County offices to work with the appropriate staff prior to creating a Laredo account (if the Town Board would approve such access) to make sure that getting a Laredo account would actually work. There were a few PDFs shared with Dennis from the County where these Restrictions may be located that will be used for this exercise.

   Question came up as to how the Town would know that someone has submitted a new Deed Restriction to the County without our knowledge. Dennis will ask the County if we could be notified as such.

10. Discuss and provide recommendation to the Town Board for changes to the Fee schedules and permits. Randal provided Board Members, along with Susan and Marty, copies of a document outlining Towns and Villages in Winnebago County fee comparisons for things such as:

    - Building Permits
    - New Buildings
    - CSM Reviews
    - Plat Reviews
    - Conditional Use Permits
    - Zoning Permit
    - Zoning/Rezoning Reviews
    - Land Divisions
    - Land Consolidations
    - Site Plan Reviews
    - Razing Permits
    - Culvert Permits
    - Address Signs
    - Title Inquiries

    Randal wanted the P&Z Board to know of what will be presented/discussed at the next Town Board meeting. The P&Z Board commentary included suggestions that the Town of Poygan should charge approximately $250 for a CSM Review and that a portion of that fee should go to the P&Z Chair/Secretary for work leading up to the appropriate meetings. In addition, we felt that a Plat Review should be $1000-$2000 fee, and a fee for Site Plan Reviews.

    It was also discussed that this topic needs to have a group formed for a “workshop” to come up with recommendations for the Town Board. This topic will be removed from the Town’s next Board Meeting on 8/19 and will be added to a future Town Board meeting once a recommendation is created.

11. Discuss and provide recommendation to the Town Board potential changes to the Town's Zoning Ordinance as it relates to parcels without a primary residence (i.e. Garage Lots), and any possible changes to Boathouse language).

In a previous P&Z Board meeting we wanted to discuss Garage Lots and thought that we may need to add something to our Zoning Ordinance as it relates to Garage Lots. Dennis discussed the fact that the Town's current Zoning Ordinance includes language in Chapter 18 Subdivision Ordinance for Garage Lots/Accessory Lots on page 18-16 as follows:

(8) Garage lots shall be established only in accordance with the intent of Section 17.10(1) of the County Zoning Ordinance. Area and width requirements of Table I of this ordinance shall be followed provided that administrative authorization to modify lot area is allowed in circumstances where unique conditions exist. In addition, the following standards shall be required of all garage lots:

(a) The garage lot shall be located directly across from the "house lot"; and

(b) The garage lot must be deed restricted by separate instrument to the house lot, said restriction to be submitted for recording at the time of submittal of the Certified Survey Map. The restriction shall specify that it is a perpetual restriction that may only be removed by written authorization of the Winnebago County Zoning Office at such time as the garage lot is being enlarged so as to meet other buildable lot standards.

(9) (a) No lot shall be created unless it lies totally within one zoning district.

18-16

(b) Any new lot less than 8 acres in size, intended to be used for residential purposes shall be rezoned to the appropriate residential district prior to approval of the CSM.

Based upon the above, Dennis believes our existing Ordinance language is sufficient.

With regards to Boathouses, Dennis reached out to the County's Planning and Zoning office to get clarification as to what the County will be doing for Boathouses since the Shoreland Zoning change became effective 7/1/2026. Their answer is that the County will continue to fully regulate boathouses:

From: *Rowe, Cary <CRowe@winnebagocountywi.gov>*
Sent: *Friday, July 10, 2026 3:15 PM*
To: *Dennis Hohol <DennisHohol@outlook.com>; Rosenau, Julie <JRosenau@winnebagocountywi.gov>*
Subject: *RE: Shoreland Zoning Validation*

The county still fully regulates boathouses in the same way as before as they are part of the shoreland ordinance.

Thanks, Cary

From: *Dennis Hohol <DennisHohol@outlook.com>*
Sent: *Friday, July 10, 2026 2:40 PM*
To: *Rosenau, Julie <JRosenau@winnebagocountywi.gov>; Rowe, Cary <CRowe@winnebagocountywi.gov>*
Subject: *RE: Shoreland Zoning Validation*

Julie/Cary,

One more question for you, please.

With the changes that have been made with regards to Shoreland Zoning effective 7/1, is the County retaining all control for Boathouses (size, location, etc.), or do Towns such as the Town of Poygan need to adopt some new language in our Ordinance to cover boathouses (because the County no longer will be supporting everything they used to for Boathouses based upon the July 1st implementation of new Shoreland Zoning?

Could you provide me commentary as to what, if anything, the County will be yet supporting and what Towns such as ours now consider?

Thank you.

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

planningcommission@townofpoygan.gov & dennishohol@outlook.com

(224)-723-6428

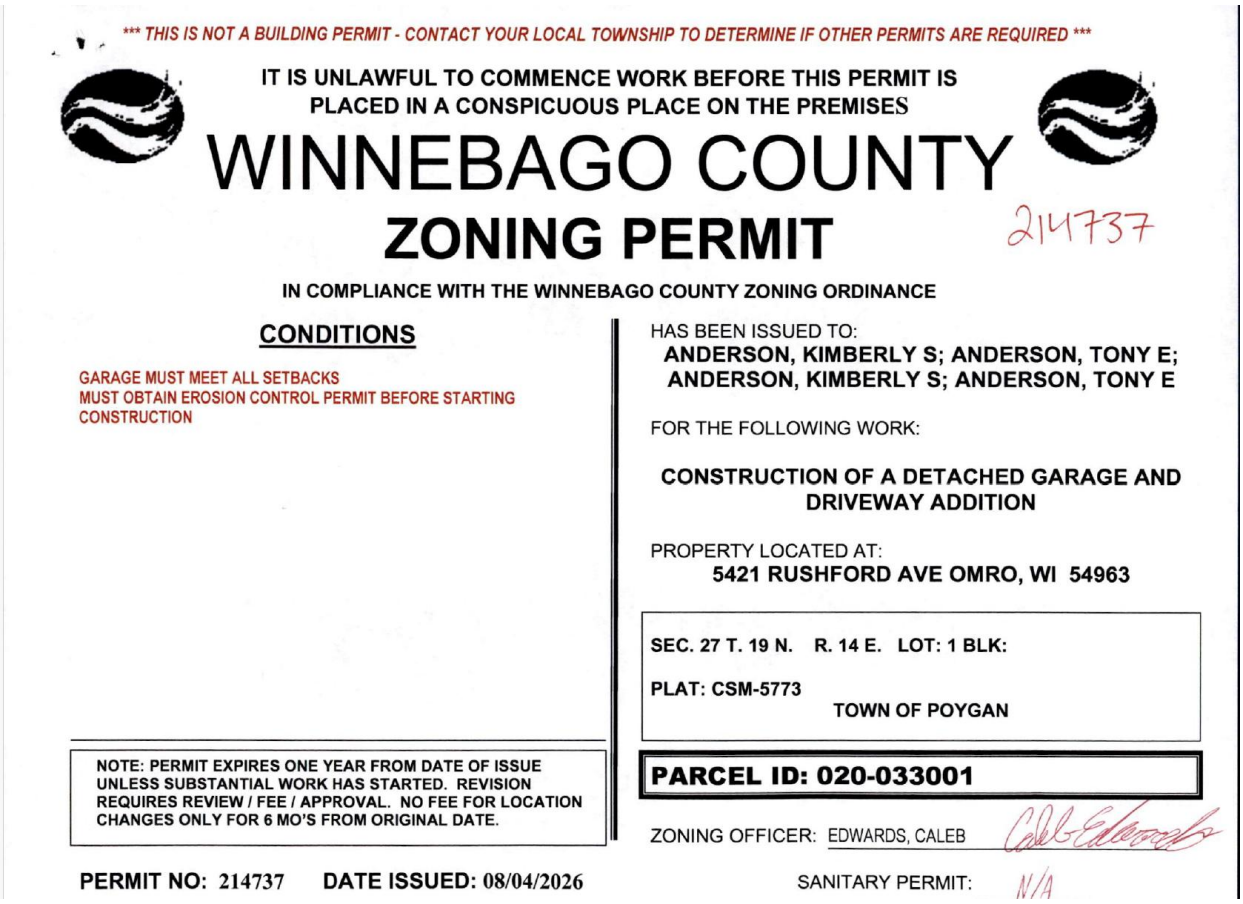
Based upon the above, Dennis believes that the County will continue to handle Boathouse requests and we don't need to alter our existing Ordinance language.

12. Discussion of a possible side yard setback change to Town Zoning Ordinance. Examples:
    - Tony Anderson 020033001
    - Michael Abraham 020030003

Randal/Town received a Winnebago County Zoning Permit for an accessory structure. This was sent to the Petitioner, Andrew Johnson Inspector, Randal Zoning Administrator.
Note the red note at the top:

*** THIS IS NOT A BUILDING PERMIT - CONTACT YOUR LOCAL TOWNSHIP TO DETERMINE IF OTHER PERMITS ARE REQUIRED ***

SampleOfZoningPermitAfter_2026-07-01_Andersons_Z Poygan 214737.pdf



*** THIS IS NOT A BUILDING PERMIT - CONTACT YOUR LOCAL TOWNSHIP TO DETERMINE IF OTHER PERMITS ARE REQUIRED ***

IT IS UNLAWFUL TO COMMENCE WORK BEFORE THIS PERMIT IS PLACED IN A CONSPICUOUS PLACE ON THE PREMISES

WINNEBAGO COUNTY

ZONING PERMIT

214737

IN COMPLIANCE WITH THE WINNEBAGO COUNTY ZONING ORDINANCE

CONDITIONS

GARAGE MUST MEET ALL SETBACKS
MUST OBTAIN EROSION CONTROL PERMIT BEFORE STARTING CONSTRUCTION

HAS BEEN ISSUED TO:
ANDERSON, KIMBERLY S; ANDERSON, TONY E;
ANDERSON, KIMBERLY S; ANDERSON, TONY E

FOR THE FOLLOWING WORK:

CONSTRUCTION OF A DETACHED GARAGE AND DRIVEWAY ADDITION

PROPERTY LOCATED AT:
5421 RUSHFORD AVE OMRO, WI 54963

SEC. 27 T. 19 N. R. 14 E. LOT: 1 BLK:

PLAT: CSM-5773
TOWN OF POYGAN

NOTE: PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE UNLESS SUBSTANTIAL WORK HAS STARTED. REVISION REQUIRES REVIEW / FEE / APPROVAL. NO FEE FOR LOCATION CHANGES ONLY FOR 6 MO'S FROM ORIGINAL DATE.

PARCEL ID: 020-033001

ZONING OFFICER: EDWARDS, CALEB

PERMIT NO: 214737 DATE ISSUED: 08/04/2026

SANITARY PERMIT: N/A

Board Discussion:
Randal presented information as to what our Town Zoning Ordinance has for parcels that are Zoned A2 and compared that to what the County's Zoning Ordinance has for similar parcels.
This is what is in the County's Zoning Ordinance as it relates to parcels used for livestock:

Winnebago Chapter 23.8-468 Household livestock

(a) Minimum lot area. No livestock shall be kept on a lot less than 2.5 acres.

(b) Number of animals. The maximum number of animals allowed on any given parcel shall be set by the Winnebago County Land and Water Conservation Department in compliance with chapter 13 of the general code of Winnebago County.

(c) Building setback requirements. New barns, stables, and other similar buildings used to house or otherwise confine livestock shall observe the building setback standards established for the zoning district in which it is located **plus an additional 10 feet.**

The following table is taken from the County's A2 district and shows that the County differentiates between Residential parcels, Farm parcels, and Nonresidential/Nonfarm parcels – all within an A2 district.

Randal would like to see the Town adopt something similar to the County's Zoning as it relates to setbacks.

A landowner who was present at the meeting discussed what he was trying to do on his property. He had worked with the County and had obtained a Permit from them to erect a pole barn on his property but that the County Permit also stated that the building would need to meet local setback standards, which it wouldn't under our current Town Zoning Ordinance and thus wouldn't be able to continue on his structure build. He would be interested in asking the Town to reconsider our Zoning Ordinance to align to the County's.

Dennis questioned Randal how the County handles and "policing" of these 3 restrictions outlined in the ordinance and how the Town would do so likewise.

Randal stated that he would work with the County to understand how this is all handled and we would bring up for discussion at our 9/9/2026 next P&Z Meeting.

A-2 General agriculture district

	Residential	Farm	Nonresidential / Nonfarm
Lot size, minimum:	5.0 acres [6]	5.0 acres [6]	5.0 acres [6]
Lot size, maximum:	none	none	none
Lot width, minimum:	200 ft.	200 ft.	200 ft.
Road frontage, minimum:	200 ft.	200 ft.	200 ft.
Separation between detached buildings, minimum:	10 ft.	10 ft.	10 ft.
Yard setback: [4,5]			
Street yard, minimum:	30 ft.	75 ft.	30 ft.
Side yard, minimum: [3]	7 ft. on one side and 10 ft. on the other for a principal building;3 ft. on each side for a detached accessory building	15 ft.	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. on each side for a detached accessory building
Rear yard minimum:	25 ft. for a principal building; 3 ft. for a detached accessory building	50 ft.	25 ft. for a principal building; 3 ft. for a detached accessory building
Building height:			
Principal building, maximum:	35 ft.	no limitation	35 ft.
Accessory building, maximum:	18 ft.	no limitation	18 ft.
Floor area ratio, maximum:	no limitation	no limitation	no limitation
Floor area:			
Principal building, minimum:	1,000 sq. ft. of living space	no limitation	no limitation
Accessory area, maximum:	1,800 sq. ft. plus 1 percent of the lot area in excess of 43,000 sq. ft. [1]; 1 percent of lot area for buildings related to household livestock	no limitation	1,500 sq. ft. plus 1 percent of the lot area in excess of 43,000 sq. ft. [1]
Number of detached accessory buildings, maximum:	no limitation	no limitation	2 [2]

Here is what our Town's Ordinance states:

TOWN OF POYGAN ZONING ORDINANCE 17.16

SECTION 17.16 A-2 GENERAL FARMING DISTRICT

(4) BASIC DISTRICT STANDARDS

Lot (sewered, Unsewered and Transitional Rural area District)

Minimum Width	300 ft
Minimum Area	348,480 Sq. ft. (8.0 acres)

Principal Structure

Maximum Height	35 ft.

Principal Structure Yard Setbacks

Street	75 ft.
Rear	50 ft.
Side Lot	25 ft.

(6) ACCESSORY USES

(a) Barns
(b) Machine Sheds
(c) Livestock Structures
(d) Stables
(e) Silos
(f) Grain Storage Bins
(g) Grain Dryers
(h) Manure Storage Facilities
(i) Silage Storage Facilities

Not to exceed 15% of total parcel Area

No accessory structure or use may be permitted without the presence of a primary structure on the same tax parcel as the accessory structure or use.

Accessory Structure Yard Setbacks

Street	75 ft
Rear	50 ft
Side Lot	25 ft

13. Upcoming Meetings:
    - Poygan Town Board Meeting- August 19, 2026
    - Planning and Zoning Meeting & Public Hearing - September 9, 2026
        - Public Hearing: Lori Meyerhofer-Fisher
        - A2 Setbacks

14. Dennis made a motion to Adjourn the meeting. Seconded by Tom Jackson. Meeting adjourned at 8:23 PM

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