

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
April 20, 2020

**April 20, 2020: Committee Meeting and Public Hearings**

**Meeting called to order** at 9:30 a.m. by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, and Alton Staff. Others present were Cody Brommerich, County Surveyor; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

**A Motion by Alton Staff, to approve the minutes of March 16, 2020, seconded by Ed Chamberlain. Motion carried.**

**A Motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Norm Stoker. Motion carried.**

**SURVEYOR'S REPORT, Cody Brommerich:**

- *PLSS Update: We completed preventative field work in the townships of Garfield, Curran, Manchester, and Irving in preparation for upcoming road work this summer in these townships. We lowered existing monuments and referenced them out. Once the road work is complete, we will return and set new monuments from our ties. We have begun field work in Albion and are off to a great start, which is the next full township to complete PLSS maintenance in.*
- *Parcel Fabric Update: April and Joe are continuing to review data. The second half payment will not be made until we have given final acceptance of the project.*
- *2020 WROC Update: I have been in contact with Zach Nienow, Project Manager for Ayres Associates, and he informed me that the entirety of Jackson County 6" imagery was flown on 04/05/2020. Next it will go through initial QC. The 3" imagery for the municipal areas will be flown sometime soon as conditions allow, as those are done with a different platform and sensor.*
- *Town Road Indexing Project: This project was approved at the Executive and Finance meeting, will now go to County Board for approval.*
- *WLIP Grant Update: We received our WLIP base budget grant, in the amount of \$68,376.00. The first half of the strategic initiative grant will come by 06/30. The second half usually comes around late October.*
- *New Hire Update: Please welcome Tim Brueggeman, our new Deputy County Surveyor. Tim will be graduating soon with his land surveying degree, and will now work to obtain his work experience required to be able to sit for the licensing exams in the future.*

## **REAL PROPERTY LISTER REPORT, April Schoolcraft:**

### *Accomplishments:*

- *Updates regarding Assessment Rolls: Assessors have been turning in the assessment rolls, these are the municipalities which are ready for Open Book:*
  - *Curran*
  - *Albion*
  - *Brockway*
  - *Village of Melrose*
- *Spending a lot of time reviewing the parcel fabric from Pro-West & Associates, before we pay them for the remainder of contracted work.*
- *Attended two virtual meetings for Wisconsin Real Property Listers Association, one for the Board of Directors and the other for District 3.*
- *Attended some sessions of a Virtual Public Safety Conference, put on by a company called Datamark GIS. Very good sessions regarding data for Next Generation 911*
- *I've been working from home some days to reduce risk of COVID-19 exposure.*

### *Future Trainings:*

- *May 5<sup>th</sup>, LTSB (Legislative Technology Services Bureau) will be hosting a virtual training on WISE-LR (Wisconsin Shape Editor for Local Redistricting) which is the software used for redistricting purposes in 2021. Since Kyle Deno has announced she won't be running for another term, the redistricting process is important for GIS staff to understand in order to be of assistance to the next County Clerk.*

### *Upcoming Plans:*

- *Send out split letters for those splits which have been recorded so far this year.*
- *Make parcel and records changes for the 2021 assessment roll.*
- *Continue to assist with reviewing the parcel fabric & help Prowest with any questions they may have regarding the project. Specifically, Curran, Town of Alma, Village of Alma Center, Village of Merrilan; then move through the first 4 again to make a final acceptance (Cleveland, Garfield, Northfield, Garden Valley).*
- *Continue to take phone calls & visits at the office window regarding property records, mostly from attorneys, owners, and realtors, although the traffic has slowed down since COVID-19 has been a concern.*

### *Points of Interest:*

- *None*

## **GIS/911 REPORT, Joe Pilkington:**

- *Reviewing parcel fabric data for the Villages of Alma Center and Merrilan. Documenting any discrepancies or errors in the data for correction by Prowest & Associates. During Wisconsin's SAFER AT HOME order, remote access to the GCS Property Assessment & Document Indexing modules, the Survey Records Application, and the Digisnap server has worked seamlessly. Productivity on the project review process has not been impacted.*

- *A quarterly submission of the County's GIS data has been submitted to GeoComm through our GIS Data Hub subscription. This is a QA/QC process that helps guide our work and progress towards NG911 compliancy. The results of their data analysis were returned this past Friday and will be reviewed over the coming weeks.*
- *Attended a one-week virtual Public Safety GIS conference hosted by DataMark GIS. Utilized Zoom Video Conferencing software.*
- *Remotely participated and successfully completed the following Incident Command System (ICS) training courses offered through the FEMA system: ICS-100, ICS-200, ICS-700b, and ICS-800c.*
- *Fielding phone calls from County residents, Town Clerks, E911 Telecommunications Support Teams, Our Land Information Team, etc. I am notified of any voicemails I receive via my County email account and have been able to immediately return phone calls. The Zoning Department has also been able to forward any messages that are directed to their inbox.*
- *Processed a half-dozen address applications. Working with the Town of City Point to name a private road 'FERN LANE', which intersects with Knutes Road, and readdress structures accessed via this private drive. The Town is in the process of ordering the road sign and new fire signs. I will coordinate the readdressing process and the 911 address data update with town officials.*

**GIS Mapping Requests:** *None.*

**GIS Data Requests:** *Working with Auth Consulting & Associates who are interested in acquiring LiDAR data. The Archaeological Conservancy has purchased 4 LiDAR tiles for the Silver Mound area. Data was provided remotely to the consumer via a google drive account.*

**Future Trainings / Meetings:** *None*

**ZONING REPORT, Terry Schmidt:**

- Terry discussed a number of text amendments that he will be bringing forward for Chapter 17, Zoning Ordinance. The suggested text amendments will be sent to the townships for review month and he plans to take them to public hearing in June.
- Appliance and Electronics Round-up is set for Saturday, April 25<sup>th</sup>. Our vendor has not postponed or cancelled, so we will proceed as scheduled. We will work to ensure that social distancing is followed.
- Office traffic is down, we are receiving most information via mail or email.
- Beth and Dustin are working remotely from home a couple of days per week. It is

working well and there hasn't been any negative impact.

- Terry discussed the method of committee meetings that are available for us to utilize. This includes teleconferencing, Zoom video meetings, or committee meetings held in the County Board with social distancing. After discussion, the committee felt that utilizing a larger conference room with social distancing was sufficient at this time. If the situation becomes increasingly problematic with outbreaks, then we may need to consider another format.
- The 1996 pick-up truck is dying a slow death. The clutch has gone out and its sitting on top of the hill. Terry talked with Kyle about the possibility of getting a replacement vehicle or what options are available for our department to use. He understands the financial impact that COVID-19 is having with the county's budget. He will try to utilize the county van as much as possible. We need to come up with a plan for a replacement, possibly in the 2021 budget cycle.
- Comprehensive Plan Update. We are now at the point that mandatory updates are needed to the plan and we need to begin the process. We would be involved in updating the Jackson County Plan only, as any municipality that created their own plan would be responsible for their updates on their own.

Terry will discuss this with Chairman Ray Ransom about the oversight for these changes. He can appoint members to serve as the Plan Commission and oversight of the changes. A minimum of five members is required. Dave Bonifus, Regional Planning stated that they would be able to assist to ensure all elements of the updates are met. He estimates their costs to be \$20,000 - \$25,000 for their portion. Terry has confirmed with the GIS Department that they will be able to complete the required mapping element updates. We must begin the process this year, hold several meetings to obtain public input and adoption of the updated plan would be in early 2021.

- The resolution for requesting Ho-Chunk Nation funds to supplement the Recycling Program was read into the minutes. Terry stated that we are requesting the same funding level as last year, that being \$75,000.00. Discussion occurred with questions why this program is not on the levy.

**A Motion by Norm Stoker, to approve the resolution for supplementing the Jackson County Recycling Program with Ho-Chuck Nation funds as presented, seconded by Alton Staff. Motion carried unanimously.**

- Terry received a phone call from a mill in Wisconsin Rapids regarding purchasing cardboard. They were previously a white paper facility but have migrated to brown paper. Currently we are working with Green Bay Packaging. With the market falling, we are only receiving approximately \$35.00 per ton after shipping. Terry told him that we would need \$85.00 to \$100.00 per ton after shipping. He willing be meet that price point, so Terry will give them a try with our next shipment.

**PUBLIC HEARINGS:** *Due to the COVID-19 Safer at Home Order, the Zoning and Land Information Committee waived the petitioner requirement to be in attendance at this month's public hearing.*

- **ZONE CHANGE PETITION # 2020-14** as requested by Caballete Retreat LLC, and Daniel Scholze, member on property located in the SE1/4-NE1/4, Section 29, T22N, R4W, Town of Adams, Jackson County, WI. The request is to change 1.5 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District for a residential dwelling. The applicants also request a conditional use permit to allow for a short-term rental of the dwelling within the R-2 (Residential) District.

Township will be meeting on Tuesday, April 21, 2020. Terry stated that this is a residential structure and the zone change request would not be contrary to the area. Separate action is required for the zone change verses the conditional use permit request. He added this property has been licensed by the Public Health Department for several years but had not received the required conditional use permit for the short-term rental.

**A Motion by Ed Chamberlain, to approve zone change # 2020-14 for Caballete Retreat LLC, seconded by Norm Stoker. Motion carried 4 – 0.**

**A Motion by Alton Staff, to postpone conditional use permit petition # 2020-45 for Caballete Retreat LLC until the May meeting to allow the township to review the request, seconded by Ed Chamberlain. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-15** as requested by Plourd Properties LLC and Philip & Rhonda Plourd, applicants on property known as Lot 6 of Buckhorn Bay East subdivision located in the NW1/4-SW1/4, Section 3, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the existing home to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short-term rentals within the R-1 (Residential) District.

Township will be meeting on Tuesday, April 21, 2020. The petitioners joined the meeting via Zoom video meeting and stated that they have a 3-bedroom cabin that has been used as summer rentals. Terry stated that this is one of the properties that we discovered that had not gone through the conditional use permit process prior to receiving a license through the Public Health Department.

Letters of opposition were read into the minutes. The petitioners stated that they have not heard any complaints, received any police reports about abusive behavior nor received any phone calls regarding problems at their cabin.

**A Motion by Ed Chamberlain, to postpone conditional use permit petition # 2020-15 for Plourd Properties LLC until the May meeting to allow the township to review the request, seconded by Alton Staff. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-16** as requested by Jeffrey Pfaller on property known as Lot 6 and Lot 10 of CSM 627 located in the NE1/4-SE1/4, Section 24, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to allow for the existing home to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short term rentals within the R-2 (Residential) District.

Township will be meeting on Tuesday, April 21, 2020.

**A Motion by Ed Chamberlain, to postpone conditional use permit petition # 2020-16 for Jeffrey Pfaller until the May meeting to allow the township to review the request, seconded by Norm Stoker. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2020-17** as requested by Charles Annis on property located in the SW1/4-SE1/4, Section 11, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to change 4.5 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for the placement of a single-family home.

Township will be meeting on Tuesday, April 21, 2020. Terry stated that there are residential structures in the area.

**A Motion by Ed Chamberlain, to approve zone change petition # 2020-17 for Charles Annis, seconded by Alton Staff. Motion carried 4 - 0.**

- **ZONE CHANGE PETITION # 2020-18** as requested by Brent & Andrea Mikkelson on property known as Lots 10, 11 & 12 of Black River Ridge subdivision located in the SE1/4-SW1/4, and the SW1/4-SE1/4, Section 36, T19N, R6W, Town of Melrose, Jackson County, WI. The request is to change 5.16 acres of the Official Zoning Map from the R-2 (Residential) District to the A-2 (Forestry and Limited Agriculture) District for agriculture related activities, namely pasture and a sheep barn.

The Town of Melrose requested that this request be postponed since they will not be meeting until Tuesday, April 21<sup>st</sup>. Terry stated that these parcels are part of a platted subdivision and zoned R-2 (Residential). Several of the lots have been developed over the past couple of years and homes built. Letters of opposition were read into the minutes.

Gaylord Olson II stated that this property borders with La Crosse County and the owner has property adjacent in La Crosse County. He added that there are 30 - 40 horses located on the La Crosse County property, which is very sandy and sod cover is beaten down to bare dirt. Gaylord said that he contacted La Crosse County Land Conservation to see if the landowners are in compliance with their requirements. The Mikkelson's are not in compliance. He added that Mr. Mikkelson has brought sheep to the property already and they are being housed in a shed that was built and permitted as a storage shed, not animal confinement structure.

Gaylord commented that Mr. Mikkelson stated that he would like to graze the horses and the three hundred sheep would be contained within the barn he is proposing to construct. Manure is currently hauled off site to other property but due to the number of animals on the acreage it is trampled bare ground and waste is making its way to bare ground. Gaylord added that there will never have sod cover on the property based on the number of animals.

Terry added that the three subdivision lots are a total of 5.16 acres in size, but when you add structures and the proposed additional barn, you now have quite a bit less acreage available for pasture and animal confinement. The setback for animal confinement structures is 100 feet from a property line for any earthen feedlot, which is what this landowner has created. Additionally, the Mikkelson's were granted a conditional use permit for the operation of a dog kennel with several stipulations regarding the maximum number of dogs to be allowed. Per Barb Pfaff, Animal Control Officer, they are not in compliance with the number of dogs at their facility.

**A Motion by Ed Chamberlain, to deny zone change petition # 2020-18 for Brent and Andrea Mikkelson due to environmental damage and stipulated that the sheep are to be removed from the Jackson County properties by May 4, 2020, seconded by Alton Staff. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-19** as requested by Kenyon Valley Farm LLC and Lacey Perry, applicant on property located in the SE1/4-NW1/4, Section 8, T21N, R4W, Town of Adams, Jackson County, WI. The request is to allow for a pizza farm or gathering place for large pizza party gatherings within the A-1 (Agriculture) District.

Township will be meeting on Tuesday, April 21, 2020. A letter of opposition was read into the minutes with numerous questions regarding the pizza barn operation.

Terry said that our department would be involved in several areas addressed in the questions presented by the neighboring property owner and would is very interested in the owner's comments to these questions.

**A Motion by Norm Stoker, to postpone conditional use permit petition # 2020-19 for Kenyon Valley Farm LLC until the May meeting to allow the township to review the request, seconded by Alton Staff. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-20** as requested by Jennifer and Jeffrey Pulley on property known as Lot 9 of CSM 3262 located in the NW1/4-SW1/4, Section 6, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the existing cabin to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short term rentals within the R-2 (Residential) District.

Township will be meeting on Tuesday, April 21, 2020. Jennifer Pulley joined the meeting via Zoom video meeting and stated that they have been operating cabin

rentals for several years. Terry added that this is one of the properties that we discovered that had not gone through the conditional use permit process prior to receiving a license through the Public Health Department.

Letters of opposition were read into the minutes. Ms. Pulley added that they have not heard any complaints about their properties.

**A Motion by Alton Staff, to postpone conditional use permit petition # 2020-20 for Jennifer and Jeffrey Pulley until the May meeting to allow the township to review the request, seconded by Norm Stoker. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-21** as requested by Jennifer and Jeffrey Pulley on property known as Lot 10 of CSM 3262 located in the NW1/4-SW1/4, Section 6, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the existing cabin to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short term rentals within the R-2 (Residential) District.

Township will be meeting on Tuesday, April 21, 2020. As in the previous request, Jennifer Pulley joined the meeting via Zoom video meeting. Again, Terry stated that this property had not gone through the conditional use permit process prior to receiving a license through the Public Health Department.

Letters of opposition were read into the minutes.

**A Motion by Norm Stoker, to postpone conditional use permit petition # 2020-21 for Jennifer and Jeffrey Pulley until the May meeting to allow the township to review the request, seconded by Alton Staff. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-22** as requested by Brad Troeger on property known as Lot 4 of CSM 1367 located in the SW1/4-NE1/4, Section 7, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow for the existing cabin to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short term rentals within the R-2 (Residential) District.

Township will be meeting on Tuesday, April 21, 2020. We have not received any information or calls regarding the request.

**A Motion by Alton Staff, to postpone conditional use permit petition # 2020-22 for Brad Troeger until the May meeting to allow the township to review the request, seconded by Ed Chamberlain. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-23** as requested by Keith Harkner on property located in the NE1/4-SW1/4, Section 22, T20N, R2W, Town of Millston, Jackson County, WI. The request is to allow for the placement of a manufactured home (2) (mobile home) within the R-2 (Residential) District.

Township supports the request.

**A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-23 for Keith Harkner, seconded by Alton Staff. Motion carried.**

- **ZONE CHANGE PETITION # 2020-24** as requested by David C. Yahnke on property located in the NE1/4-NW1/4, Section 34, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to change 5.0 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District. This will allow for the existing barn to be converted into a single-family home.

Township will be meeting on Tuesday, April 21, 2020. Terry added that the petitioners are cleaning up the property and removed the old mobile home from the site. They would like to convert a portion of the barn into a residential dwelling and remove the remainder of the structure.

**A Motion by Ed Chamberlain, to approve zone change petition # 2020-24 for David C. Yahnke, seconded by Alton Staff. Motion carried 4 - 0.**

**A Motion by Norm Stoker, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 12:30 p.m.**