

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
June 15, 2020

June 15, 2020: Committee Meeting and Public Hearings

Meeting called to order at 10:00 a.m. by Hoyt Strandberg, Zoning and Land Information Committee Chairman. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, Isaiah Funmaker, and Alton Staff. Others present were Cody Brommerich, County Surveyor; Terry Schmidt, Zoning Administrator; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS and 911 Coordinator; and Beth Storlie, Administrative Assistant.

A Motion by Alton Staff, to approve the minutes of May 18, 2020 with the typographical correction on page 10, seconded by Ed Chamberlain. Motion carried.

A Motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Isaiah Funmaker. Motion carried.

CSM EASEMENT REVIEW:

- Ethan Remus is completing a survey for Ron Carney to create a five-acre parcel for his daughter, who intends on building a new home. They are proposing a 66-foot easement to travel through Ron's parcel to the newly created lot.

Motion by Ed Chamberlain, to approve the 66-foot easement for Ron Carney, seconded by Alton Staff. Motion carried.

SURVEYOR'S REPORT, Cody Brommerich:

- *PLSS Update: We are making very good progress in the Township of Albion, which is our next full township to complete for PLSS re-monumentation/maintenance. I project us completing Albion in a month or so. Preventative road work is completed to date. I have not received any additional road work requests.*
- *Parking Lot Survey: I was notified that the County is buying a piece of the parking lot by the Fed Co-op building, and wanted a survey. We have done a few days of field work toward this already, and are making good progress.*
- *2020 WROC Update: No further updates. The aerial flights have been flown, and that information is beginning to get processed by Ayres Associates.*
- *Parcel Fabric Update: April completed reviews for the Village of Merrilan and the Village of Alma Center. Spreadsheets were sent back to Pro-West with notes and revisions to be made. She is still working on Curran and the northern part of the Town of Alma yet. Second half payment will not be made until we have given final acceptance of the project.*
- *Town Road Indexing Project: Pro-West requested that we wait to have our kick-off call for this project until the parcel fabric project is completed.*

EXPERIENCED TECHNICAL DIFFICULTIES WITH THE RECORDING OF THE COMMITTEE MEETING, RECORDING DID NOT BEGIN UNTIL 11:42.

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- *Updates regarding Assessment Rolls:*
 - *14 municipalities have completed their Board of Review, and I have filed the Statement of Assessment for 8 of those, still waiting for final changes from assessors for the other 6.*
 - *7 municipalities are scheduled & ready for their Board of Review within the upcoming month:*
 - *Bear Bluff*
 - *Komensky*
 - *Manchester*
 - *Melrose*
 - *North Bend*
 - *Village of Melrose*
 - *Village of Taylor*
 - *6 municipalities are not ready for Open Book yet:*
 - *City Point*
 - *Cleveland (revaluation this year)*
 - *Franklin*
 - *Garden Valley (revaluation this year)*
 - *Irving*
 - *Knapp*
- *Still reviewing the parcel fabric from Pro-West & Associates, but gave them the review for the Villages of Alma Center & Merrilan, last Wednesday.*
- *Completed 'Stage 0' of Local Redistricting Pilot Program hosted by LTSB, to get familiar with how redistricting for wards & supervisory districts should work.*
- *Completed two requests from Realtors for list of Jackson County property owners.*
- *Attended a virtual Local Government GIS Workshop hosted by Pro-West & Associates*
- *Attended one day of virtual WLIA regional conference.*

Future Trainings:

- *Tomorrow will be a Local Government GIS Workshop hosted by Pro-West & Associates from 9:30-Noon*

Upcoming Plans:

- *Finish parcel fabric review for Pro-West contract*
- *Send out split letters for those splits which have been recorded so far this year.*
- *Continue maintaining parcels and record changes for the 2021 assessment roll.*
- *Continue to take phone calls & visits at the office window regarding property records, mostly from attorneys, owners, and realtors.*

Points of Interest:

- *None*

GIS/911 REPORT, Joe Pilkington:

- *Continuing to work through QA/QC results received from GeoComm as part of our GIS Data Hub subscription. Focus remains on improving the road centerlines, such as breaking centerline segments at boundaries and adjusting address range values.*
- *Another influx of address applications this month. Continuing to process those applications as usual.*
- *Supported the Real Property Lister with Stage 1 of the Local Redistricting Pilot. We reviewed census blocks to determine any probable or necessary adjustments. We completed this stage and the County may now start drafting tentative supervisory districts.*
- *Regularly working with several dispatchers on GIS data maintenance, specifically data which feeds into their CAD system. Improvements are currently being carried out on the Boat Landings dataset to ultimately allow common site names to resolve in the dispatch software.*
- *Exchanging GIS data with Wood County GIS Specialist, Paul Bernard, to allow both of our counties to improve and coordinate GIS data along our shared boundary.*
- *Black River Falls EMS recently proposed new temporary Emergency Services Response Zones (Fire and First Response) during the US Highway 12 project for the dispatching of multiple agencies to maintain or improve emergency response times. Completed updating the Spillman CAD Map and other dispatch data. Additionally, produced hardcopy maps and sent to Captain Olson and EMS Division Chief, Jody Stoker.*
- *Fielding phone calls from County residents, Town Clerks, USPS Postmasters, E911 Telecommunications Support Teams, Our Land Information Team, etc.*

GIS Mapping Requests: *None.*

GIS Data Requests: *Black River EMS requested a spreadsheet of roads in their response zone for their Wildfire database. Hixton Fire department requested a full address list for structures and property in their response zone.*

Future Trainings / Meetings: *None.*

ZONING REPORT, Terry Schmidt:

- *The Chemical Clean Sweep was held last Saturday, June 13th. 122 vehicles passed through the Highway Department shop to drop off their materials. Grant funds are limited to \$7,000.00. We have not received the total pounds collected yet from La Crosse County.*
- *Continuing to complete onsites for Land Use Permits, soil tests, permit issuance, final inspections, etc. Fieldwork is up.*
- *Continuing to follow-up on violation issues. It seems the moment we get one handled, three or four pop-up.*
- *In April and May, there were several conditional use permits for short-term rentals, we*

are still waiting for the affidavits and license information. We have not issued the Conditional Use Permits at this time, until we received all conditioned information. Beth will be sending out reminder letters this week, with the hope that they will send the required information and we can begin issuance of the permit and close their files.

- Received an open records request for every septic system installed in Jackson County. There are approximately 12,000 systems in the county. This does not include the non-plumbing type systems. The cost of the report was \$282.00.

PUBLIC HEARINGS: *Due to the COVID-19, the Zoning and Land Information Committee waived the petitioner requirement to be in attendance at this month's public hearing. The committee encouraged the petitioners to participate by teleconference or video conferencing in lieu of attending in person.*

- **ZONE CHANGE PETITION # 2020-33** as requested by William and Kelly Miller on property located in the NW1/4-NW1/4, Section 19, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 4.0 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for a single-family home.

Township supports the request.

A Motion by Alton Staff, to approve zone change petition # 2020-33 for William and Kelly Miller, seconded by Ed Chamberlain. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2020-34** as requested by Zschroeder LLC, owner and Randy Schroeder, applicant on property located in the SW1/4-SW1/4, Section 34, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to allow for a private campground to be developed within the R-2 (Residential) and B-2 (Outlying Business) Districts.

Township took no position. Public comment was received for information.

Terry Schmidt stated that there are number items that need clarification from the petitioner. He stated that the ordinance requires a 50-foot setback from a property line for each camping unit and the number of potential sites is based on the acreage per the ordinance. Based on his estimation of the available acreage, they would be limited to ten (10) potential sites. He added that a driveway permit from the Jackson County Highway Department would be required if the intent to have a driveway access off of County Rd O.

It is uncertain if its seasonal rental or temporary weekend rental, primitive camping sites or utilities provided, shower house or restroom available, etc. A campground site plan and hard surface parking for each unit would be required. Additionally, a campground license from DHHS Public Health would be required.

The neighboring property owner is requesting a solid surface fence be installed along the property lines to ensure that encroachment or trespassing does not occur.

Terry would like to have these questions answered and review the site plan prior to a decision being rendered by the committee.

A Motion by Norm Stoker, to table conditional use permit petition # 2020-34 for Zschroeder LLC and Randy Schroeder until next month and their attendance at the committee meeting, seconded by Ed Chamberlain. Motion carried 5 - 0.

- **ZONE CHANGE PETITION # 2020-35** as requested by William J. Roberts on property located in the NE1/4-SE1/4, Section 30, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 5 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District to allow for improvements to be made to the existing single-family home.

Township supports the request. Terry read a letter from the petitioner requesting waiving the public hearing fee. Terry explained that when zoning was adopted by the Town of Cleveland in the late 1990's because of the parcel size, forested area and old farmstead, the property was placed in the A-2 (Forestry and Limited Agriculture) District. The zoning maps were adopted in 1999. He added that this zone change is required because the property owner is undertaking a substantial addition and remodel of the original home, over 50% of the assessed value. The Zoning Ordinance requires the property to brought into compliance with the appropriate zone classification when the proposed improvement is greater than 50% of the assessed value. The committee chose to not waive the fee.

A Motion by Alton Staff, to approve zone change petition # 2020-35 for William J. Roberts, seconded by Norm Stoker. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2020-36** as requested by Michael R. Elliott on property known as Lot 1 of CSM 2479 located in the SE1/4-NW1/4, Section 9, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to change 2.8 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for the construction of a single-family home.

Township took no position.

A Motion by Ed Chamberlain, to approve zone change petition # 2020-36 for Michael R. Elliott, seconded by Norm Stoker. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2020-37** as requested by Joseph & Emma Gingerich on property known as Lot 2 of CSM 2336 located in the NW1/4-NE1/4, Section 17, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to allow

for a semi-trailer to be maintained on the property for storage for the furniture making business.

Township supports the request.

A Motion by Norm Stoker, to approve conditional use permit petition # 2020-37 for Joseph and Emma Gingerich, seconded by Isaiah Funmaker.

Terry added that he would encourage limitation of the number of semi-trailers that can be utilized at the property and would like the committee to consider limiting it to one unit.

A Motion by Ed Chamberlain, to amend the motion to approve to stipulate only one semi-trailer will be permitted on the site, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2020-38** as requested by Tilden Mound Property Owners Association property located in the NW1/4-SE1/4, Section 11, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow for a filling and grading work within shoreland area of the Black River for streambank improvements to be made for the boat landing area.

Township supports the request. Terry stated that they are doing repairs and improvements to the boat landing that is private use for the subdivision property owners and they may have to do some filling and grading work within the shoreland area. He added that they will need to contact the WI-DNR to determine if any permits are required from them.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-38 for Tilden Mound Property Owners Association with the stipulation that all federal, state or local permits are obtained, seconded by Alton Staff. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2020-39** as requested by Tomerona Enterprises LLC, owner and Verona Chambers, applicant on property know as Lot 3 of CSM 2528 located in the SW1/4-NE1/4, Section 22, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow for the placement of a tiny home as a second habitable structure on the parcel and to allow for the tiny home to be utilized for a short-term rental.

Township supports the request. The petitioners joined the meeting by Zoom video conferencing. Mr. Chambers stated that the Brockway Sanitary District and Town of Brockway approved connecting the tiny home to the existing water and sewer that serves their home.

Terry added that a copy of the DHHS Public Health license will be required for the short-term rental of the tiny house.

A Motion by Isaiah Funmaker, to approve conditional use permit petition # 2020-39 for Tomerona Enterprises LLC with the stipulation that a copy of the DHHS Public Health license is provided to the Zoning Department, seconded by Ed Chamberlain. Motion carried 5 – 0.

- **ZONING TEXT AMENDMENT # 2020-40** as requested by the Jackson County Zoning Department for updates and changes to sections of the Zoning Ordinance, Chapter 17 text. The changes are proposed in Sections 17.10, 17.17, 17.19, 17.36, 17.38, 17.40, 17.61 and the Index. The proposed changes are available at the Jackson County Zoning Department or viewable on the Jackson County website at www.co.jackson.wi.us

The text amendments were sent to all zoned townships for review. Received eleven responses, 10 in support and 1 opposed. The Town of Cleveland opposed stating that a department representative should attend one of their meeting to explain the text amendments. The Town of Cleveland never contacted the office either by phone or email to invited Terry to attend their meeting.

Terry reviewed the text amendments with the committee.

A Motion by Isaiah Funmaker, to approve the text amendments as presented, seconded by Alton Staff. Motion carried unanimously.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Ed Chamberlain. Motion carried. Meeting adjourned at 12:00 p.m.