

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
May 18, 2020

May 18, 2020: Committee Meeting and Public Hearings

Meeting called to order at 9:30 a.m. by Terry Schmidt, Zoning Administrator. 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; and Beth Storlie, Administrative Assistant.

ELECTION OF CHAIRMAN AND VICE CHAIRMAN:

A Motion by Alton Staff, to nominate Hoyt Strandberg as Chairman, seconded by Isaiah Funmaker. Called three times for additional nominations.

A Motion by Norm Stoker, to close nominations and cast unanimous ballot for Hoyt Strandberg as Chairman, seconded by Alton Staff. Motion carried.

A Motion by Norm Stoker, to nominate Alton Staff as Vice Chairman, seconded by Ed Chamberlain. Called three times for additional nominations.

A Motion by Ed Chamberlain, to close nominations and cast unanimous ballot for Alton Staff as Vice Chairman, seconded by Norm Stoker. Motion carried.

A Motion by Alton Staff, to approve the minutes of April 20, 2020, seconded by Ed Chamberlain. Motion carried.

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

2020 WAGE SCALE:

- Susie Meinerz, Human Resources Director, explained the proposed wage scale for 2020. The committee questioned why the percentage of wage increase was slightly different for the GIS Coordinator versus the Real Property Lister. Susie stated that the GIS Coordinator is a little below mid-point whereas the Real Property Lister is at mid-point. She is working on getting him closer to mid-point.

She added that there aren't wage scale proposals for the County Surveyor and Deputy Surveyor because they were just recently hired and will require a six-month review prior to any wage increases.

Motion by Ed Chamberlain, to approve the 2020 wage scale recommendations as presented, seconded by Alton Staff. Motion carried.

SURVEYOR'S REPORT, Cody Brommerich:

- *PLSS Update: We completed preventative corner work in the townships of Adams, Garfield, Franklin, and Knapp. Corners in Adams, Garfield, and Franklin were for*

approved utility permits from the highway department. Corner work in Knapp was in preparation for upcoming road work sometime this summer. We have also established several corners in different townships that have been needed by private land surveyors for their surveys. We are making very good progress in Albion, which is our next full township to complete for PLSS re-monumentation/maintenance.

- *Parcel Fabric Update: April and Joe are continuing to review data in Curran and Alma-Center. 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 they completed the 3" aerial imagery flights. Next it will go through initial QC. We made the first half payment to Ayres for \$40,000.*
- *Town Road Indexing Project: This project was approved at County Board last month. We are working on scheduling a kick-off call with Pro-West to discuss the project.*

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- *Updates regarding Assessment Rolls:*
 - *The following municipalities have completed their Board of Review:*
 - *Albion*
 - *Curran*
 - *Millston*
 - *Village of Hixton*
 - *These are the municipalities which are ready for Open Book & Board of Review:*
 - *Brockway*
 - *Town of Hixton*
 - *Komensky*
 - *Manchester*
 - *Springfield*
 - *Village of Melrose*
 - *Village of Merrilan*
- *Still reviewing the parcel fabric from Pro-West & Associates, before we pay them for the remainder of contracted work. Currently in the SW corner of the Town of Curran, working with Badger Mining Company and State Manufacturing Assessor and the local Assessor to determine assessing jurisdiction changes due to combining parcels based on lots of surveys.*
- *Attended two virtual trainings/meetings; one regarding local redistricting hosted by Wisconsin Legislative Technology Services Bureau, and the other regarding e-closings and the Remote Online Notary process (RON) hosted by PRIA (Property Records Industry Association).*
- *Sent finalized assessment rolls for 6 townships for the 2019 tax year to Shirley Ponick of the Department of Revenue because Jackson County is one of 19 counties under field review this year.*

- Requested our IT staff to install the software '7zip' on the GCS server because our web mapping company needed it to work with nightly GCS file which is used to update the ownership information for the parcels on the WG Xtreme web mapping site.
- Created a new user group with specific permissions within GCS software to prevent users from accidentally deleting property records.
- I've been working from home a few days during the month to reduce risk of COVID-19 exposure & due to lack of daycare.

Future Trainings:

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

Upcoming Plans:

- 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:

- In the process of reviewing the quarterly QA/QC results received from GeoComm as part of our subscription to their GIS Data Hub. The results help us to advance our progress towards NG911 compliancy. I will continue to prioritize and work through these errors making corrections as necessary.

See GIS Data Hub (GDH) Change Analysis Report to review improvements over the past year. Keep in mind that it is inevitable and often unavoidable for additional errors to be introduced into the data through update processes. It is often more efficient to correct resulting errors all at once than individually as features are edited.

- We are receiving lots of address applications as our residents begin construction projects. Processed 15 address applications in the two past weeks.
- Applied Data Consultants has finished linking zoning permits to the new County and City Zoning datasets that were developed last year. Information populated in the Zoning and Permits table on the County web map was previously pulled from the tax parcel dataset. Tax Parcels and Zoning are now officially split into two separate datasets. Zoning data has now been removed from the tax parcel dataset.
- Regularly working with several dispatchers on GIS data maintenance, specifically data which feeds into their CAD system. As part of this process it has been necessary to perform regular updates to CAD mapping.

- *Black River Falls EMS is proposing temporary adjustments to Emergency Services Response Zones (Fire and First Response) during the Highway 12 project to allow dispatch to quickly identify what agency can best respond to emergencies during the road closure. Jody Stoker is beginning discussions and plans to follow up.*
- *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: None.

Future Trainings / Meetings: None

ZONING REPORT, Terry Schmidt:

- The resolution for recycling funds was approved by Executive/Finance and will be coming before the County Board this evening.
- Trying to work with Kyle Deno on finding funds to complete the necessary repairs and reconstruction of the loading dock. Terry will reach out to several local vendors about getting an estimate for the required work so he has a better handle on true costs when discussing funds.
- The first Tire Round-up for 2020 was held this past Saturday. We collected over 3,000 tires. Liberty Tire is aware of the collection and is scheduled to collect them within a week. We got a lot of large tractor size tires and due their weight we may see a shortfall on the revenue collected.
- Appliance and Electronics Round-up was Saturday, April 25th. Four semi-trailers were shipped out, with a total weight of 55,000 pounds and two metals dumpsters were filled as well. Northern Metals delayed picking up one of the dumpsters and people continued to dump off items, piling them on the ground next to the dumpster. We collected approximately \$10,000.00 in revenue for this round-up with a cost of recycling of \$8,900.00. Northern Metals will not assess a fee for the clean metals because the markets are so poor and we will not be receiving any revenue from them.
- June 13th is the Chemical Clean Sweep. We have received a lot of phone calls about the collection, and suspect that it will be well attended.
- 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.
- Dustin continues to work on the travel trailer registration checks, soil evaluations and sanitary permits. Some fieldwork is starting to pick up.
- Talked with Adam Olson regarding surveillance cameras for the Recycling Center and

Highway Department tire site. Terry will need to coordinate with him about viewing the properties to determine the best method of surveillance.

- Green Meadows property update. Since we are not able to get any assistance from the Town of Springfield or Public Health for condemnation. The only recourse is to issue citations, which we will begin the process. Junk issues as a whole have been increasing countywide.

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.*

- **CONDITIONAL USE PERMIT 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 supported the request.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-14 for Caballete Retreat LLC, seconded by Alton Staff. Motion carried.

- **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 supported the request with the stipulations that the facilities can only be rented on a weekly basis and no noise after 10:00 p.m. due to neighboring residents. Ms. Plourd joined the public hearing via Zoom video conferencing and stated that the town board said that any shorter length stays already under contract for the remainder of 2020 would be allowed. Any new rentals would need to be on a full week basis.

A Motion by Alton Staff, to approval conditional use permit petition # 2020-15 for Plourd Properties LLC with the stipulations of any new rentals must be on a weekly basis and no noise after 10:00 p.m., seconded by Norm Stoker. 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 supports the request.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-16 for Jeffrey Pfaller, seconded by Norm Stoker. 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 denied the request with no explanation.

A Motion by Ed Chamberlain, to deny conditional use permit petition # 2020-19 for Kenyon Valley Farm LLC, 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 supported the request with the stipulation of no noise after 10:00 p.m. due to neighboring residents.

A Motion by Norm Stoker, to approve conditional use permit petition # 2020-20 for Jennifer and Jeffrey Pulley with the stipulation of no noise after 10:00 p.m., seconded by Alton Staff. 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 supported the request with the stipulation of no noise after 10:00 p.m. due to neighboring residents.

A Motion by Norm Stoker, to approve conditional use permit petition # 2020-21 for Jennifer and Jeffrey Pulley with the stipulation of no noise after 10:00 p.m., seconded by Isaiah Funmaker. 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 supports the request.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-22 for Brad Troeger, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2020-26** as requested by Stuart and Joni Olson on property located in the SE1/4-NE1/4, Section 25, 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. Petitioners statement was read into the minutes explaining their plans to construct a single family home.

A Motion by Alton Staff, to approve zone change petition # 2020-26 for Stuart and Joni Olson, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2020-27** as requested by Francis P. Ponterio on property located in the SW1/4-SW1/4, Section 21, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to change 6.5 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-6 (Rural Residential) District to allow for two (2) lots to be divided, which will be approximately 3+ acres in size for the construction of single-family homes.

Township supports the request. Terry added that the old Town of Melrose dump is located to the south of the parcel and any development will need a variance to the WI-DNR 1200 foot setback to a landfill for any private well.

Gaylord Olson stated that he hasn't talked with Mr. Ponterio on any animal types or number but he recommended that the committee stipulate the Land Conservation Department standards as follows:

- No livestock or animals can be laced on the property until authorization has been granted by the Land Conservation Department.
- If an agreement for the number or type of livestock or animals cannot be reached by the landowner and the Land Conservation Department, the Zoning and Land Information Committee will determine the proper numbers and types.
- No earthen feedlot areas can be created within the R-6 designated area.
- Manure generated at the site shall be handled according to current Nutrient Management Plan guidelines.

- All State and County environmental standards to prevent manure and soil runoff must be met and maintained.
- All livestock and animal fencing installation and its maintenance shall be the sole responsibility of the landowner of the parcel within the R-6 (Rural Residential) District.
- Setbacks for livestock structures or feedlots from property lines, streams, and roads must meet all county ordinances standards.
- An order for animal removal may be issued if the R-6 zoning map amendment conditions of approval are not maintained.

A Motion by Ed Chamberlain, to approve zone change petition # 2020-27 for Francis P. Ponterio with the stipulation that all Land Conservation Department standards are met, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2020-28** as requested by Bert Bush, owner and Gregory Bush, applicant on property located in the NW1/4-NW1/4, Section 32, T21N, R4W, Town of Albion, Jackson County, WI. The request is to change 13.0 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District for the construction of a single-family home. The applicant also requests a conditional use permit petition for the operation of a home occupation business out of the proposed shed, namely an electrical business.

Township supports the request.

A Motion by Norm Stoker, to approve zone change petition #2020-28 for Bert Bush and Gregory Bush, seconded by Isaiah Funmaker. Motion carried.

A Motion by Norm Stoker, to approve conditional use permit # 2020-28 for Gregory Bush, seconded by Ed Chamberlain. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2020-29** as requested by Kirk A. Bucholz, owner and OneEnergy Development LLC, applicant on property located in the SE1/4-SW1/4, Section 27, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to allow for a solar farm to be installed within the A-1 (Agriculture) District.

Township supports the request.

Eric Udelhofen, OneEnergy Development joined the public hearing via Zoom video conferencing. He stated that the proposal is a joint venture with Jackson Electric Cooperative and Riverland Electric Power that serves Buffalo, Trempealeau and Jackson Counties. Property will be fenced around the perimeter with 8 foot high deer-type fencing, which is required by state code. Mr. Udelhofen added that they prefer the deer fencing to barbed wire fencing, it blends into the environment well.

The committee questioned if agreements have been finalized with Jackson Electric Cooperative with the previous project in the Town of Albion and inquired if they

anticipate any issues in obtaining board approval. Eric stated that the Town of Albion project is approved by the Jackson Electric Board and will begin construction in fall of 2020 once the crops are harvested and be operational by spring 2021. This project will tally a little behind that project with starting construction in spring 2021 and being operational by fall 2021.

Letters of opposition were read into the minutes.

Terry stated that State Statute 66.0401 and Act 67 require substantial evidence to be presented of a public health issue to deny a conditional use permit for solar energy or wind energy. Assumptions are not sufficient evidence.

Eric Udelhofen added that they would be willing to plant a natural hedge to buffer the property along with the 8 foot fencing. He stated that this site was chosen because of its proximity to the substation for Jackson Electric and their transmission lines due to the 3 phase electrical needs.

A Motion by Norm Stoker, to approve conditional use permit petition # 2020-29 for Kirk Bucholz, owner and OneEnergy Development LLC, applicant with the stipulation that a natural hedge buffer is planted along the perimeter, seconded by Alton Staff. Motion carried 5 – 0.

- **CONDITIONAL USE PERMIT PETITION # 2020-30** as requested by Mathy Construction Co., owner and Patrick Paulino, agent on property located in the SE1/4-SE1/4, Section 1, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow for the temporary placement of a portable asphalt plant within the M-2 (Industrial Extractive) District.

Township supports the request.

Terry stated that several years ago, a conditional use permit was granted for a different parcel in the Murphy's Pit area. He would like the committee to consider granting a perpetual approval for any parcels at Murphy's Pit.

A Motion by Norm Stoker, to approve conditional use permit petition # 2020-30 for Mathy Construction with the stipulation that it is perpetual for any parcels within Murphy's Pit, seconded by Alton Staff. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2020-31** as requested by Debra Larson on property located in the NW1/4-NE1/4, Section 19, T23N, R6W, Town of Northfield, Jackson County, WI. The request is to allow for a filling and grading work within shoreland areas being a streambank improvement project of rock rip rap, cattle crossing and a rock lined waterway diversion.

Township supports the request. Gaylord Olson II stated that this project is being designed and assisted by the Land Conservation Department. It will be a streambank improvement project from County Rd G around the barn, approximately 700-800 feet

on each side of Timber Creek. The stream has naturally eroded over time and eaten the banks away. He shared the scope of work that has been designed by Mike Goehring.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-31 for Debra Larson with the stipulation that all Land Conservation Department regulations and standards are met, seconded by Isaiah Funmaker. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2020-32** as requested by Dennis Moe on property located in the NW1/4-NE1/4, Section 19, T23N, R6W, Town of Northfield, Jackson County, WI. The request is to allow for a filling and grading work within shoreland areas of Timber Creek being a streambank improvement project of rock rip rap.

Township supports the request. Gaylord stated that this project will begin just south of County Rd G and the Larson property following along Timber Creek. Again, naturally occurring erosion of the banks is the big problem along with heavy Box Elder removal. The project will entail rock rip rap on the north end and shaping on the south end. Gaylord added that it is a very over grow stretch of Box Elders that are very bad for bank stabilization.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-32 for Dennis Moe with the stipulation that all Land Conservation Department regulations and standards are met, seconded by Norm Stoker. Motion carried unanimously.

A Motion by Alton Staff, to adjourn the meeting, seconded by Isaiah Funmaker. Motion carried. Meeting adjourned at 12:00 p.m.