

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
April 10 & 15, 2019

April 10, 2019: **Meeting called to order** at 1:00 p.m., the Site Visits followed. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain and Alton Staff.

April 15, 2019: **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, Isaiah Funmaker and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Joe Pilkington, GIS Coordinator; Terry Schmidt, Zoning Administrator; and Beth Storlie, Zoning and Land Information Assistant.

A Motion by Alton Staff, to approve the minutes of March 18, 2019, seconded by Ed Chamberlain. Motion carried.

A Motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Alton Staff. Motion carried.

CSM EASEMENT REVIEWS:

- Trumark Surveying is completing a survey for Dianne Kubaskie to create a five-acre parcel that includes all the buildings off of Jacobson Rd. from the forty. They are proposing a 66-foot easement to serve the parcel and to continue through the parcel.

A Motion by Alton Staff, to approve a 66-foot easement for Dianne Kubaskie, seconded by Isaiah Funmaker. Motion carried.

DISCUSSION AND CONSIDERATION OF UTILIZING HO-CHUNK NATION FUNDS FOR 2023 ORTHOIMAGERY.

Ethan Remus explained to the committee the need by multiple departments to acquire updated orthoimagery every three years verses every five years, as currently done. We have been on the cycle of every five years for many years but too much change and development is occurring between flights. Completing the flights every three years will help with identifying issues more efficiently and proactively.

Ethan is proposing establishing a orthoimagery fund by utilizing \$20,000.00 of Ho-Chunk Nation funds each year in 2020, 2021, 2022 and 2023 to be deposited into the fund to acquire the orthoimagery in the spring of 2023. The preliminary budget planning for this flight is \$80,000.00 to complete 6-inch resolution countywide. The resolution was read into the minutes.

A Motion by Ed Chamberlain, to approve the resolution for Ho-Chunk Nation Funds for 2023 Orthoimagery Acquisition, seconded by Alton Staff. Motion carried.

SURVEYOR'S REPORT, see report:

- *Parcel Mapping contract with Prowest is in process. They are finalizing work on the pilot township (Garfield). The pilot should be completed and ready for QC review by April 19. They are a little behind schedule, but at this point, I have no concerns.*
- *Cody and I began field work again on the last week of March and have been very busy! Doing PLSS corner maintenance for upcoming private surveys, working on multiple surveys for forestry department for blue lines and encroachments, working on protecting corners that will be affected by upcoming road work.*
- *Joe and April worked very hard to get our parcel data ready to submit to the DOA to satisfy their V5 call for data and submitted it prior to the 3/31 deadline. I received an email on 4/12 from Peter Herreid at DOA stating that there were no major issues found in our submittal and that the first ½ of the SI grant (\$25K) will be sent out within the month. The second ½ of that grant typically arrives around October.*
- *I completed the Grant/Retained Fee reporting documents for FY2018 and submitted to DOA on 3/20. DOA approved my report on 3/21.*
- *We were invited to the March Brockway Town Board meeting and the April BRF common council meeting to discuss the 2020 orthoimagery project. Both municipalities have decided to partner with us to acquire 3" resolution imagery over their areas of concern. The Village of Taylor had previously decided to partner with us as well. I will be drafting MOU's and taking them back to these muni's for final approvals.*
- *I took our resolution to enter into contract with Ayres for the 2020 WROC project to the Exec & Finance committee last week and received approval. This will be on the agenda for tomorrow's county board meeting.*
- *I sent our total station in to Leica for maintenance. This unit had been purchased in June of 2014 and had not been updated or calibrated since.*
- *April, Joe, Kristina Page, and myself participated in a NG911 webinar on 3/25 put on by WCA. The state will be putting out an RFP for an ESInet provider before the end of the year. Wisconsin could be transitioning to an NG911 system within the next two years. This will be a hot topic moving forward.*
- *The technical focus group of the WSRS2022 task force will be meeting on 4/23 in Madison to discuss a response and next steps following an update from NGS on 3/7. I have volunteered to be a part of this focus group and probably should plan on attending this meeting. I will take comp time if I do attend.*

REAL PROPERTY LISTER REPORT, see report:

Accomplishments:

- *Assessment Roll update: 4 out of 27 municipalities have turned in an assessment roll & have set their times & dates for Open Book & Board of Review. I create the assessment roll binders for those municipalities to use during those meetings.*
- *Fielding phone calls regarding real estate questions & the assessment process from landowners, farmers, title companies, realtors, foresters, & attorneys, as the spring season begins.*

Future Trainings:

- *Tomorrow, there is a GCS meeting here at our Courthouse.*
- *District meeting for Property Listers will be in Eau Claire at the Courthouse this month.*

Upcoming Plans:

- *Work with assessors though issues that surface from the work rolls.*
- *Assist Prowest with any questions they may have regarding the Parcel Fabric project.*

Points of Interest:

- *None*

GIS/911 REPORT, see report:

- *Continuing development of the Site/Structure address points for NG911.*
- *Ethan, April, and myself attended a NG911 webinar on March 25, 2019. Our Emergency Management Coordinator, Kristina Page, was also in attendance. We briefly met with Kristina following the webinar and discussed the possibility of developing an NG911 Steering Committee, which could concentrate some efforts on working with the Towns, City, and Villages at developing a process to better define Emergency Service Zones within the County to NG911 accuracy standards.*
- *The parcel dataset has now been submitted for Version 5 (V5) of the Statewide Parcel Map Database Project and has passed a data assessment performed by the State. An individualized observation report on our parcel data submittal will be provided to us in the coming months. I will review this report and make changes as necessary for our V6 project submittal.*
- *We expect to receive our pilot Township from Prowest and Associates before the end of the month. We will be reviewing the data for accuracy and to ensure it fully meets our expectations as agreed upon in the Parcel Fabric Project Plan prepared by Prowest & Associates and approved by this committee.*
- *I have finally updated our 'Antennae Towers' and 'Communication Towers' datasets using data obtained from the Federal Communications Commission (FCC) Antenna Structure Registration (ASR) system. The ASR system has valuable, publicly available attributes on*

all antenna structures that are registered with the FCC, such as location, ownership information, contact information, height, marking and lighting, etc. Also, a large number of tower addresses recorded within the County's datasets were incorrect and have now been updated.

- *Processed half a dozen address applications and mailed out a handful of driveway permit forms for those applicants with property along County, State, or US Highways.*

GIS Mapping Requests: *Recently a Jackson County resident had requested a 24" x 36" map of his property—Does not remember discussing the GIS hourly labor fee. Revised the GIS Project Request Form to include pricing and labor rate information.*

GIS Data Requests: *None*

Future Trainings / Meetings: *None*

ZONING REPORT:

- Terry met with the Personnel and Bargaining Committee regarding the reclassification resolution for the Zoning Administrative Assistant. They approved the request and it is moving forward to Executive/Finance and County Board. He thanked our committee members for their support of this reclassification.
- Last year, Rick Poff, Facilities Manager, discussed moving the Recycling Center from its current location. At that time, Terry shared what our facility needs would be. We have not heard anything more about this proposal. We are having major issues with concrete damage, which requires repair. There were several times this late spring due to the heavy, wet snow that the forklift would slip into one of the many potholes and get stuck. With loads of paper or cardboard on the lift, this becomes a big problem.

If we aren't moving forward with the new location, we need to get quotes to repair the loading docks and concrete areas. Terry will reach out to Rick to check on the status of this potential project.

- There will be no Chemical Clean Sweep in 2019, we will hold the next collection in June 2020.
- Tire Round-ups are scheduled for May 18, July 20 and September 21. In 2018, we spent over \$36,000.00 for the disposal of tires and appliances. We suspect that illegal tire disposal is continuing to occur at the Highway Shop. Need to consider a camera on the new salt shed to deter illegal dumping.
- Submitted the Annual Report to the WI-DNR for the Recycling Grant. Jackson County produces a lot of recyclable material, approximately 850 tons in 2018.
- Fieldwork is kicking off and ramping up as the weather improves.
- Appliance and Electronics Round-up is set for Saturday, April 27th from 8:00 a.m. to

2:00 p.m. Computers, laptops and keyboards are free, all other appliances are \$10.00 each.

- The Jackson County Towns Association has asked for our office to come to their next meeting on May 2nd to discuss recycling efforts in Jackson County. Since Terry Schmidt, Zoning Administrator is on vacation that week, Beth Storlie will be representing the department and speaking on the recycling program.

PUBLIC HEARINGS:

- **CONDITIONAL USE PERMIT PETITION # 2019-10** as requested by Kimberly Krupicka on property located in the NE1/4-NW1/4, Section 28, T19N, R6W, Town of North Bend, Jackson County, WI. The request is to allow for filling and grading work within the shoreland area to create a landscape pond.

No position form received from the township prior to public hearing as their meeting will be tomorrow evening. The petitioner explained that they are looking at constructing a 100 ft. x 300 ft. pond that is not connected to any stream or creek.

A Motion by Alton Staff, to approve conditional use permit petition # 2019-10 for Kimberly Krupicka with the stipulation of the Town of North Bend approval and all federal, state, county or local permits or licenses are obtained and a copy provided to the Jackson County Zoning Department, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2019-11** as requested by Leslie Guttenberg on property located in the NW1/4-NE1/4, Section 15, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to change 57.5 acres of the Official Zoning Map as follows:
 1. 3 acres from the A-1 (Agriculture) District to the R-6 (Rural Residential) District.
 2. 54.5 acres from the A-1 (Agriculture) District to the A-2 (Forestry and Limited Agriculture) District.

This would allow for the construction of a single-family home and future hobby farm.

No position form received from the township prior to public hearing as their meeting will be tomorrow evening. Gaylord Olson II shared his recommendations for approval, see attached.

A Motion by Norm Stoker, to approve zone change petition # 2019-11 for Leslie Guttenberg with the stipulation that all the Land Conservation Department requirements and standards are met and the Town of Manchester approval of the request, seconded by Ed Chamberlain. Motion carried.

- **ZONE CHANGE PETITION # 2019-12** as requested by Dylan and Danielle Amundson on property located in the NW1/4-NE1/4, Section 2, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 3 acres of the Official Zoning Map from

the A-2 (Forestry and Limited Agriculture) District to the R-6 (Rural Residential) District for the construction of a single-family home and a few farm animals.

Township supports the request. Gaylord Olson II shared his recommendations of approval, see attached.

A Motion by Ed Chamberlain, to approve zone change petition # 2019-12 for Dylan Amundson with the stipulation that the Land Conservation Department requirements and standards are met, seconded by Isaiah Funmaker. Motion carried.

- **ZONE CHANGE PETITION # 2019-13** as requested by Jay Kurth, owner and Dustin & Jessie Skibba, applicants on property known as Lot 3 of CSM 3537 located in the SW1/4-NW1/4, Section 29, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 3 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-6 (Rural Residential) District for the construction of a single-family home and some animals. The remaining 25.31 acres will remain in the A-2 (Forestry and Limited Agriculture) District.

No position form received from the township prior to public hearing as their meeting will be tomorrow evening. Gaylord Olson II shared his recommendations of approval, see attached.

A Motion by Alton Staff, to approve zone change petition # 2019-13 for Dustin and Jessie Skibba with the stipulation that all the Land Conservation Department requirements and standards are met and the Town of Cleveland approval of the request, seconded by Ed Chamberlain. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2019-14** as requested by Richard and Kathleen Logan on property known as Lot 8 of CSM 3048 located in the NE1/4-NE1/4, Section 36, T20N, R5W, Town of Irving, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for streambank protection and the installation of rock rip rap along the bank of the Black River.

Township took no position on the request. This is a streambank improvement project through the Jackson County Land Conservation Department to eliminate erosion issues. A WI-DNR permit is required.

A Motion by Alton Staff, to approve conditional use permit petition # 2019-14 for Richard Logan with the stipulation of all the Land Conservation Department requirements and standards being met and any federal, state, county or local permit or licenses are obtained and a copy provided to the Jackson County Zoning Department, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2019-15** as requested by Ernest Barrera, owner and Todd Reismann, applicant on property located in the NE1/4-NW1/4, the SE1/4-

NW1/4, and the NE1/4-SW1/4, all in Section 33, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 121.0 acres of the Official Zoning Map as follows:

1. Two - 3 acre tracts from the A-1 (Agriculture) District to the R-6 (Rural Residential) District.
2. 115.0 acres from the A-1 (Agriculture) District to the A-2 (Forestry and Limited Agriculture) District.

This would update the existing home and allow for the construction of a single-family home and future hobby farms. The petitioner also requests a conditional use permit petition for the operation of a home occupation business namely pod storage rentals within the R-6 (Rural Residential) District.

Town of Albion denied the request as no one was present at the town board meeting to explain the proposal. Terry Schmidt spoke with the town chairman and explained the intent with pod rentals. Gaylord Olson II shared his recommendations of approval, see attached.

A Motion by Alton Staff, to approve zone change petition # 2019-15 for Ernest Barrera, owner and Todd Reismann, applicant with the stipulation that all the Land Conservation Department requirements and standards are met and the Town of Albion approval of the request, seconded by Ed Chamberlain. Motion carried.

A Motion by Norm Stoker, to approve conditional use permit petition # 2019-15 for Ernest Barrera, owner and Todd Reismann, applicant with the stipulation of Town of Albion approval, seconded by Isaiah Funmaker. Motion carried.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Ed Chamberlain. Motion carried. Meeting adjourned at 11:35 a.m.