

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
April 18, 2022

April 18, 2022: Committee Meeting, Virtual Onsite and Public Hearing

Meeting called to order at 8:30 A.M. by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Garth Rolbiecki, Alton Staff, Norm Stroker, and Ed Chamberlain. Others present were Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; Dustin McCune, Interim Zoning Administrator; and Rebecca Ayers, Zoning Assistant.

Next Meeting Dates: Monday, May 16, 2022 at 8:30 a.m.

A Motion by Norm Stoker, to approve the March 21, 2022 minutes as presented, seconded by Alton Staff. Motion carried.

A Motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Garth Rolbiecki. Motion carried unanimously.

CSM EASEMENT REVIEW:

- Ethan Remus is completing a survey for Dick Hilliker for the creation of a 3-acre lot. The survey is proposing an extension of an existing easement. They are proposing it being 66-feet in width and it will continue north from the existing easement to the new lot.

A Motion by Alton Staff, to approve a 66-foot easement for Dick Hilliker, seconded by Ed Chamberlain. Motion carried unanimously.

SURVEYOR'S REPORT. Cody Brommerich:

- *Drafting Government Land Corner Certificates from completed PLSS corners.*
- *We are continuing remonumentation efforts in the Town of Franklin. Once field work is completed in Franklin, we will move on to Irving as our next full PLSS township to complete.*
- *We completed PLSS corner requests from private land surveyors for their upcoming private surveys.*
- *2022 Countywide LiDAR Acquisition Project Update. We received the contract agreement with the Wisconsin DOA, signed it, and returned. The project flight should be taking place very soon. We will get billed for the base project portion in May or June.*

- *2023 Wisconsin Regional Orthoimagery Consortium Project Update. We are planned to acquire updated aerial imagery in the spring of 2023. Zach Nienow, Senior Project Manager with Ayres, reached out to all counties and notified us there will be a WROC kick-off meeting at 10am on May 4th. New information sheets with ortho options and updated not-to-exceed unit pricing will be revealed at the meeting.*
- *We successfully submitted our V8 data to the state. Successful data submission results in unlocking our 2022 Strategic Initiative Grant, which will be paid out later in the year.*
- *Rebecca Ayers started on the 11th as our Zoning Administrative Assistant.*
- *We conducted interviews for the Zoning Administrator position. Jon Hemp was offered the position and is tentatively scheduled to start on April 25th.*
- *April and I attended a Regional NG9-1-1 meeting on March 22nd. The meeting provided updated information on the NG9-1-1 transition and implementation, along with Q&A and open dialogue with stakeholders.*

Future Conference/Meetings:

None

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- *Continued preparing the assessment workbooks (assessment roll records for the beginning of the year) and start-up reports for assessors. I have 13 out of 27 municipalities left to complete, and have received 4 back from assessors to prepare for Open Book.*

Future Trainings/Meetings:

- *WROC webinar 4th*
- *Online DOR training, May 11th*

Upcoming Plans:

- *Continue working on the spring assessment rolls for this year.*

Points of Interest:

- *None*

GIS/911 REPORT, Joe Pilkington:

- *Wisconsin Act 20, the biennial state budget for 2013-2015, created statutory directives for state and local governments to coordinate on the development of a statewide digital parcel map. The Statewide Parcel Map Initiative is an effort to create a digital parcel map for Wisconsin by aggregating local parcel datasets utilizing geographic information systems (GIS) technology. The Parcel Initiative is a multi-faceted, multi-year collaborative effort of the Department of Administration (DOA), State Cartographer's Office (SCO), and local governments.*

Version 8 of the Statewide Parcel Map Database Project was successfully submitted to the Legislative Technology Services Bureau on March 31, 2022.

- *PLSS re-monumentation GPS data collected by the County and Deputy Surveyors in Franklin Township has been processed into the County's GIS and submitted to the SCO via the Statewide Parcel Map Database Project submission.*
- *The following GIS datasets have been additionally submitted to the DOA/SCO for the UW-Madison Robinson Map Library (RML). The RML collects and archives local GIS data from across Wisconsin and makes the data available for download via the geoportal GeoData@Wisconsin.*
 - a. *County and City Zoning*
 - b. *Street Centerlines*
 - c. *Building Footprints*
 - d. *Access / Structure / Site Address Points*
- *Performed software upgrades on JAXNARCGIS01 -AND- JAXNSOMAP Servers from ArcGIS Version 10.5.1 to 10.8.1:*
 - a. *ArcGIS Server (Both Servers)*
 - b. *ArcGIS Desktop (Both Servers)*
 - c. *ArcGIS License Manager 2020.0 (JAXNARCGIS01)*
 - d. *Portal for ArcGIS (JAXNARCGIS01)*
 - e. *ArcGIS Web Adaptor (JAXNARCGIS01)*
 - f. *ArcGIS Data Store (JAXNARCGIS01)*
- *Performed software upgrade to ArcGIS Pro 2.9.2.*
- *Continuing to process address applications as received, perform regular data updates to Wgxtreme webmap, and updates to Spillman GeoValidation.*

GIS Mapping Requests:

Dave Reiter requested two multi-colored topographical maps of his Jackson County parcels.

GIS Data Requests:

2015 LiDAR and 2020 Orthoimagery released to the Sheriff's Office for the Jail Study Project.

Past and Future Trainings / Meetings:

None

ZONING REPORT, Dustin McCune:

- Soil tests have been slower due to the weather.
- Finding help and getting organized for the appliance round up happening April 30th.
- Trying to set up recycling pick ups for cardboard and fluorescent bulbs.
- Contact made with the Mississippi River Regional Planning Commission, needs to be updated every ten years.
- Terry Schmidt was in last week to help finish up the recycling grant.
- Public notice for next month looks pretty busy.
- New Zoning Administrator starts on the 25th of April and Rebecca started on the 11th of April. Thank you to Brenda for her help and thank you to Norm for your vast knowledge we have enjoyed working with you.
- Cleaning up a few citations with Kerry.
- Travel Trailer registrations are coming in.

A motion to recess was made by Hoyt Strandberg and was seconded by Ed Chamberlain at 8:51 a.m.

Public Hearing meeting was called to order at 9:30 a.m. by Hoyt Strandberg.

OLD BUSINESS:

- **CONDITIONAL USE PERMIT PETITION # 2022-06** as requested by Andrea Krezinski on property known as Lots 16 & 17 of Palchiks 2nd Subdivision located in the SE1/4-NW1/4, Section 3, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the operation of a short-term rental property within the R-1 (Residential) District.

A motion was made by Ed Chamberlain to table until the May meeting, seconded by Alton Staff. The motion carried, unanimously.

NEW BUSINESS:

- **ZONE CHANGE PETITION # 2022-07** as requested by Ann and Jeff Klieforth on property know as part of Lot 3 of CSM 4313 located in the SW1/4-SE1/4, Section 16, T23N, R5W, Town of Garden Valley, Jackson County, WI. The request is to change 2.0

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

Township supported the zone change of 2.0 acres from the A-1 (Agriculture) District to the R-2 (Residential) District.

A motion made by Alton Staff, to approve zone change petition #2022-07 for Ann and Jeff Klieforth, seconded by Ed Chamberlain. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2022-08** as requested by Glenn Miller, owner and Martin Kirchner, applicant on property located in the SW1/4-NE1/4, Section 03, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 5.0 acres of the Official Zoning Map from the C-1 (Resource Conservancy) District to the R-2 (Residential) District for the construction of a single-family home

Township has not submitted their position on this request due to elections, but Martin Kirchner has confirmed that they were on the agenda for the 19th of April. The committee asked if there would be any animals located on the property, Martin Kirchner responded with they would have dogs on the property.

A motion made by Ed Chamberlain, to approve zone change petition #2022-08 for Glenn Miller and Martin Kirchner with the stipulation of town board approval on the 19th of April, seconded by Norm Stoker. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2022-09** as requested by Royal Palm Rentals LLC, owners and Chad Miller, applicant on property located in the NW1/4-SE1/4, Section 13, T21N, R4W, Town of Brockway, Jackson County WI. The request is to change 3.16 acres of the Official Zoning Map from the B-1 (Central Business) District to the R-1 (Residential) District for the construction of single-family homes.

Township has not submitted their position on this request due to elections.

A motion made by Garth Rolbiecki, to table zone change petition #2022-09 until next month due to the township not meeting and Royal Palms LLC owners and Chad Miller not being present, seconded by Alton Staff. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION #2022-10** as requested by Rebecca and Craig Rieber on property located in the NE1/4-NE1/4, Section 17, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to allow for the operation of a short-term rental (VRBO) within the R-2 (Residential) District.

Township has not submitted their position on this request due to elections. Ed Chamberlain would like to have a one-year probation/trial period.

A motion made by Alton, to table zone change petition #2022-10 until next month due to the township not meeting and Rebecca & Craig Rieber not attending, seconded by Norm Stoker. Motion carried unanimously.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 9:45 a.m.