

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
August 19, 2019

August 19, 2019: **Committee Site Visits, Committee Meeting and Public Hearings Meeting called to order** at 8:00 a.m. by Chairman Hoyt Strandberg, the Site Visits commenced with the committee meeting to follow. Committee members in attendance are Hoyt Strandberg, Ed Chamberlain, Norm Stoker and Alton Staff. Others present were Ethan Remus, County Surveyor; Joe Pilkington, GIS Coordinator; Dustin McCune, Zoning Technician; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

A Motion by Alton Staff, to approve the minutes of July 15, 2019, seconded by Ed Chamberlain. Motion carried.

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

EASEMENT AND CSM REVIEW:

- John Arneson is dividing an approximate 10 acres to be sold to Christopher Repking. The parcel is fronted on Spors Rd with 66 feet of frontage, but the landowner would like to minimize the amount of his agricultural field impacted so Stephen Solberg, High Cliff Consulting, is representing the parcel traveling along the field line. But the proposed parcel exceeds the length-to-width ratio of 3:1. Terry stated that the committee does have the authority to review such situations and can approval exceeding the ratio on a case by case basis.

A Motion by Ed Chamberlain, to approve exceeding the 3:1 length-to-width ratio requirement for John Arneson survey, seconded Alton Staff. Motion carried.

DISCUSSION AND CONSIDERATION TO REDUCE THE GIS LABOR FEE FOR CUSTOM MAPPING:

- Over a year ago, Jeff Polzin representing the Chamber of Commerce, City of Black River Falls Parks and Jackson in Action requested a custom map to be created to identify the parks and recreation spaces throughout the City of Black River Falls and adjacent areas. He began working with a former GIS Technician but with her departure, Joe Pilkington, GIS Coordinator took over several months after the initial discussions. Dr. Polzin was under the assumption that the map would be produced at no cost because he had multiple partner involved.

Ethan Remus stated that GIS labor fees for custom mapping have been assessed since prior to 2012, copies of invoices for similar work performed for the Friends of the Black River were provided to the committee for review as examples of services performed and billed. The labor rate has remained constant since prior to 2012.

The committee recognizes the benefit to the City of Black River Falls and that Jackson County is a player in this project with the inclusion of Jackson in Action and some of

the County Parks.

A Motion by Alton Staff, to approve Jackson County covering one-fourth of the cost of the GIS labor as a partner with the Chamber of Commerce, Jackson in Action and the City of Black River Falls Parks Department, seconded by Norm Stoker. Motion carries 3 – 1 with Ed Chamberlain in opposition.

2020 BUDGET REVIEW:

A Motion by Alton Staff, to approve the 2020 GIS and Surveyor budgets as presented, seconded by Ed Chamberlain. Motion carried unanimously.

A Motion by Ed Chamberlain, to approve the 2020 Zoning and Recycling budgets as presented, seconded by Norm Stoker. Motion carried unanimously.

SURVEYOR'S REPORT, see report:

- *Parcel Fabric contract update: Garfield is complete. Cleveland has been thoroughly reviewed by Joe and April. Waiting on another submittal of that township. Prowest should be nearly submitting Northfield in the very near future.*
- *PLSS Maintenance update: T22N-R4W has been completed except for 3 corners located in USH 12. We are waiting for help from the Highway Dept. to supply some flaggers to finish that work. We have completed the last couple of corners that were remaining in T22N-R5W. That township is 100% complete. We have begun working in T21N-R6W. We hope to complete that township before winter sets in.*
- *2020 WROC update: I have received the contract amendment to include the additional work for 3-inch resolution imagery acquisition over the Village of Taylor, City of BRF, and Town of Brockway Sanitary District. The cost for this additional work came in lower than expected. The previously agreed upon contributions from these municipalities more than covers the additional costs of this project, so we will be able to charge them less than they expected.*
- *WLIP Grant update: I received an email in regards to closing out the 2019 Strategic Initiative grant. The second half payment, \$25,000 should be received over the next couple weeks.*
- *DOA LiDAR request update: Nothing new to report.*

DISCUSSION AND CONSIDERATION OF AMENDMENT TO 2020 WROC ORTHOIMAGERY ACQUISITION CONTRACT:

- The County Board approved funding \$80,000.00 towards the 2020 WROC flight by resolution. Ethan has been working with the Village of Taylor, Town of Brockway and City of Black River Falls who have elected to participate for 3-inch resolution verses the 6-inch countywide resolution. The cost for 3 inch in these municipalities is \$11,880.00 and would increase the total project cost to \$91,880.00. Ayres Associates

has prepared an amendment to the contract to reflect this additional cost, which these municipalities will be covering.

A Motion by Alton Staff, to approve the amendment to the contract with Ayres Associates for the 2020 WROC Orthoimagery Acquisition not to exceed \$91,880.00, seconded by Ed Chamberlain. Motion carried unanimously.

REAL PROPERTY LISTER REPORT, see report:

Accomplishments:

- *Assessment Roll update: 26 out of 27 municipalities have turned in an assessment roll, waiting on Knapp's data which is expected in October. Out of those 26, 24 have already closed their Board of Review & I've filed the Statement of Assessment for them. We're waiting on the Board of Review for Irving, City Point.*
- *Attended the Wisconsin Towns Association on Aug 2nd & discussed the 2020 US Census & what is expected of the Town Clerks, which is very minimal.*
- *Current on sending letters to split parcel grantors/grantees as of Aug 1st.*
- *Fielding phone calls regarding real estate questions & the assessment process from landowners, farmers, title companies, financial institutions, realtors, foresters, & attorneys.*

Future Trainings:

- *Annual State Meeting for Wisconsin Real Property Lister Association is the last week of September in Wisconsin Dells at the Wilderness Lodge.*

Upcoming Plans:

- *Continue splitting parcels.*
- *Work with assessors though issues that may surface from the assessment rolls/OB.*
- *Assist Prowest with any questions they may have regarding the Parcel Fabric project.*

Points of Interest:

- *None*

GIS/911 REPORT, see report:

- *Continuing to work towards completion of the Structure Address Points dataset.*
- *Still waiting on Applied Data Consultants to link zoning permits to the new County and City Zoning layers.*
- *April and I completed our final review of Cleveland for the Prowest & Associates Parcel Fabric Project. We are awaiting data for the Town of Northfield.*
- *All Emergency Service Number (ESN) boundaries have been remapped to eliminate gaps and overlap between features in that dataset. The Authoritative Boundary, County Boundary, ESN, ESZ datasets, Municipal Boundaries, Postal Code, Postal Communities, and Tax Parcel boundaries all align without any gaps or unexpected overlap.*

- *I have developed ISO-compliant metadata for our Emergency Service Number (ESN) dataset and Emergency Service Zones (ESZ) datasets, including: Ambulance Zones, First Responder Zones, Law Enforcement Zones, Fire Response Zones, and Wildfire Response Zones.*
- *Draft revisions to the Jackson County Code of Ordinance, Chapter 6 Emergency Management Ordinance are now complete and ready for a review process.*
- *Updated the Master Street Address Guide (MSAG) for the following ESNs: Town of Manchester (641), Village of Melrose (1100), Village of Merrilan (1101), Ho-Chunk Trust Land in Brockway (1102), Ho-Chunk Trust Land in Komensky (1103 & 1105), Village of Alma Center (1106), Ho-Chunk Trust Land in the Town of Manchester (1110), and Ho-Chunk Trust Land in the Town of Millston (1111).*
- *At the direction of the Sheriff, the MSAG, ALI, and GIS databases were updated to reflect the Jackson County Sheriff's Office as the responding law enforcement agency for all properties owned by Jackson County within the City of Black River Falls (Sheriff's Office, Courthouse, Highway, DHHS, UW Extension, etc.).*
- *I have processed over a dozen address applications this month.*

GIS Mapping Requests: *No new map requests.*

GIS Data Requests: *No new data requests.*

Future Trainings / Meetings: *Fall Regional WLIA Meeting, October 24-25, in Bayfield, Wisconsin.*

PUBLIC HEARINGS:

- **ZONE CHANGE PETITION # 2019-30** as requested by John and Marjorie Arneson, owners and Christopher and Shaunna Repking, applicants on property located in the SW1/4-SW1/4, and the SE1/4-SW1/4, Section 19, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to change approximately 8 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-6 (Rural Residential) District to allow for the construction of a single-family home.

Township supports the request. The committee reviewed the CSM for the length-to-width ratio concerns and the total acreage will be 9.8 acres.

Gaylord Olson II shared with the committee his recommendations for approval regarding the proposed chickens that will be located on the parcel. They are as follows:

1. No more than 12 chickens can be placed on the site.
2. All State and County environmental standards to prevent manure and soil runoff must be met and maintained.

3. An order for animal removal may be issued if the R-6 zoning map amendment conditions of approval are not maintained.

A Motion by Alton Staff, to approve zone change petition # 2019-30 for Christopher and Shaunna Repking with the stipulation that all Land Conservation Department standards and requirements are met, seconded by Ed Chamberlain. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2019-31** as requested by Farrel and Kathy Scholze, owners and Holly and Andrew Scholze, applicants on property located in the SW1/4-NW1/4, Section 7, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to allow for a household occupation business (child care) within the R-2 (Residential) District.

Township supports the request.

A Motion by Norm Stoker, to approve conditional use permit petition # 2019-31 for Farrel and Kathy Scholze, seconded by Alton Staff. Motion carried.

- **ZONE CHANGE PETITION # 2019-32** as requested by Jennifer Herrera, owner and Judith Feickert, applicant on property located in the NE1/4-SW1/4, Section 7, T20N, R3W, Town of Manchester, 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-2 (Residential) District for the existing home on the property. The applicant also requests a conditional use permit to allow for the installation of a manufactured home (2) (mobile home) on the site as a second principal structure. This would allow for parental care at the site with this second home to be removed when the parental care is no longer needed.

Township supports the request. Terry requested that the committee act on separate motions for the zone change and the conditional use request.

A Motion by Ed Chamberlain, to approve zone change petition # 2019-32 for Jennifer Herrera, seconded by Alton Staff. Motion carried unanimously.

A Motion by Norm Stoker, to approve conditional use permit petition # 2019-32 for Jennifer Herrera, seconded by Ed Chamberlain. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2019-33** as requested by B&L Hideaway LLC, owner and Christopher and Pauline Burnett, applicants on property located in the NE1/4-NE1/4, Section 20, T21N, R6W, Town of Springfield, 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 for the construction of a single-family home.

Township supports the request. The driveway entrance is proposed to come off of County Rd N. Terry shared with the Burnett's that a driveway permit may be needed from the Jackson County Highway Department.

A Motion by Norm Stoker, to approve zone change petition # 2019-33 for Christopher and Pauline Burnett, seconded by Alton Staff. Motion carried.

ZONING REPORT:

- Currently reviewing the initial two pumping cycles for citation issuance.
- Fieldwork has been very busy this month.
- Doing quite a bit of traveling around the county with Gaylord Olson II and visiting with the Amish. The intent is to get together with them before construction begins to prevent encroachment issues. The word seems to be getting around.
- Wagler site update. Verified that the barn is still being utilized as an animal confinement structure and feeding along the stream. Terry has contacted Corporation Counsel to pursue action.
- The Town of Knapp reviewed the William Franklin zone change request from last month again. They supported the request even though the property owner was in opposition. It is a civil matter regarding their land contract.
- Have received inquiries and calls about the Green Meadows property and that someone is occupying the structure at times. No sanitary permits or reconnection permits have been obtained. It will be an enforcement matter for us to follow-up on.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 11:30 a.m.