

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
August 20, 2018

August 20, 2018: **Onsite, Committee Meeting and Public Hearings**
Meeting called to order at 8:00 a.m. by Chairman Hoyt Strandberg. Committee members in attendance are Norm Stoker, Hoyt Strandberg, Ed Chamberlain and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Joe Pilkington; GIS Technician; and Terry Schmidt, Zoning Administrator. Karena Thundercloud joined the committee following the onsites.

A Motion by Alton Staff, to approve the minutes of July 16, 2018, seconded by Ed Chamberlain. Motion carried.

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

2019 BUDGET REVIEW:

A Motion by Karena Thundercloud, to approve the 2019 GIS and Surveyor budgets as presented, seconded by Ed Chamberlain. Motion carried unanimously.

A Motion by Ed Chamberlain, to approve the 2019 Zoning and Recycling budgets as presented, seconded by Alton Staff. Motion carried unanimously.

SURVEYOR'S REPORT:

- *Finished PLSS re-monumentation/maintenance project in Curran township.*
- *Began PLSS re-monumentation/maintenance project in Hixton township. We have completed approximately 1/3 of the town to date.*
- *Continue to assist Highway and Forestry Depts. With their surveying needs.*
- *Received confirmation from DOA that our V4 parcel/tax roll data submittal was successful and contained no major issues. They will send an observation report in the coming months to help identify and address any minor issues our data may contain for the V5 submittal in March 2019.*
- *We spent the week of 8/6 – 8/10 working on the update for our 2019-2021 Land Information Plan Update. This was submitted to DOA on 8/10. Our plan was reviewed and preliminarily approved by DOA on 8/13. We are currently in the peer review phase. Our plan is being reviewed by Bayfield and Washburn counties. They have until 8/25 to submit comments. After that, we will make any necessary revisions and present to Land Information Council and committee in September for review/approval. The finalized plan is due to DOA on December 31st.*

- *The on-line survey records search application project is nearing completion. A few minor tweaks are needed but we envision this going live within the next couple weeks.*
- *Preliminary plan for the fall is to complete PLSS project in Hixton, then complete survey of Highway shop on Harrison St., then complete survey for Wolter/Forestry, then get Forestry caught up with Blue line marking, then re-establish PLSS corners lost by road work this summer. If there is any time left before winter sets in, we will begin PLSS project in Adams township.*
- *Researching parcel mapping alternatives.*

REAL PROPERTY LISTER REPORT:

Accomplishments:

- *Assessment Roll update: 24/27 rolls are back. Of those 24, 22 municipalities have completed their BOR and I have filed the SOAs with the DOR and also submitted XML files to DOR.*
- *Receiving assessment rolls back and importing & balancing valuation totals with the assessors to prepare for Open Book & BOR.*
- *Slowly working on address data review & adding multi-unit structure address points to GIS and GCS, which helps with dispatch data also.*
- *Attended Towns Association Meeting with Kristina Page to present information about rural address number signs (fire signs) and what Chapter 6 means to the Towns and property owners*
- *Attended Safety Committee meeting Aug 15th*
- *Attended meeting with ESRI representatives Aug 17th*
- *Attended short phone meeting with GeoComm with Joe on Aug 2nd*
- *Assisted with interviews of GIS Tech position*
- *Assisted with writing a draft of WLIP Land Info Plan*
- *Created a work request form for GIS requests*
- *Assisted realtors, appraisers, assessors, attorneys, and land owners with brief questions about land & title issues they had.*

- *Assisted Joe with troubleshooting Spillman mapping & data issues, and also with Joe & Jody Stoker to learn about how the EMS/Fire Dept web app "I AM RESPONDING" uses our GIS/dispatch data to direct first responders.*
- *Assigned 5 addresses*
- *EC2 is up and running, ProWest is wrapping up their portion of the scope of work. Spent a while figuring out how to make the website public-facing, needed assistance from IT staff. Also uploaded plats to S3 bucket for free availability for the public.*

Future Trainings:

- *Annual State Meeting for WRPLA is September 19th-21st at the Ridge in Lake Geneva.*

Upcoming Plans:

- *Continue to update assessment rolls with changes from assessors.*
- *Send split letters out & begin processing splits before tax calculations.*
- *Catch up with address assignments from issues noticed through the LUCA update process.*
- *Assist Joe as needed.*

Points of Interest:

- *2018 Plat Books have been published and are for sale.*

GIS/911 REPORT:

- *Please excuse my absence as I attend a Wisconsin Public Safety Seminar in Stevens Point today, which will detail the topics of WISCOM, Next Generation 911, and FirstNet.*
- *This past month an extensive planning and development effort was put into the creation of a new **Road Intersection** GIS dataset to help troubleshoot issues experienced by Jackson County Dispatch where road intersections are incorrectly resolving within the new Spillman GeoValidation software. The new dataset comprises series of point features positioned at street intersections, which contain information that mimics previous versions of GeoLynx GIS data and is designed to relink Spillman records to geographic intersection locations. The dataset is now complete. I am now in the process of building the Geolocator and Geocode Service, updating the geoprocessing models, and updating the workflow documentation. Testing will begin this week.*
- *In an effort to provide 911 dispatchers with the most current and accurate GIS data, an agreement has been reached with the Sheriff's Department to perform weekly updates to the Flex CAD mapping databases and map services. Updates are scheduled every*

Wednesday morning between 8:00 a.m. and 8:30 a.m. Land Information has been assured that a trained Spillman Application Administrator (SAA) will be available on a weekly basis to apply the updates to the Spillman system.

- I am in the process of drafting a Request for Proposals (RFP) to seek out qualified organizations which might be able to assume construction of the Jackson County Parcel Fabric as an alternative to County employment of a GIS Technician.*
- I have completed updating all Jackson County GIS data required by NENA for NG911 in accordance to the recently released NENA Standard for NG911 GIS Data Model, which is typically released on a biennial basis.*
- Jackson County GIS data utilized by the Spillman GeoValidation Mapping software, as well as those which are required by NENA for NG911, have now been uploaded to the GIS Data Hub (GDH) for our very first quarterly quality control / quality assurance assessment by GeoComm. The results will identify potential data errors to help us better maintain our GIS data to NENA standards. We will evaluate the results of GeoComm's analysis of our GIS data and provide feedback to them if necessary.*
- Nearly one dozen address applications have been processed this past month, during which time another half of a dozen address applications have been received and now await processing.*
- April has developed a well-designed GIS Map Request Form, which will be incredibly helpful for handling and documenting these requests.*

Upcoming Training:

GeoComm Webinar, Thursday, September 6, 2018. "NG911 GIS Data Model Standard is Released; Now What?"

ZONING REPORT:

- Septic Maintenance Program. 1st cycle of citations has been issued, 28 were sent and are scheduled for court in October. Committee reviewed the cycle of when notices were sent and the proposal to change to four mailings to better distribute the numbers between each mailing. The committee recommended changing to four mailing cycles in 2019 to better balance the number in each mailing.
- Tire Round Up will be Saturday, August 25th. Terry will be reaching out once again to Liberty Tire to come collect the pile of tires accumulated at the Highway Shop.
- Raymond Wagler case update. Terry and Gaylord recited him for the continued violations that have gone uncorrected for locating animals within a non-compliant

structure and not receiving the required Livestock license. He's tiled land that was part of the NRCS program, which he can't do, he's pulled out right-of-way signs set by the County Surveyor and fenced into the right-of-way. Mr. Wagler plead not guilty and a pre-trial conference was held, he stated he has no intention of changing his operation and has requested a jury trial. The jury trial is scheduled for the end of November.

- Todd Bina appealed the denial decision of the Zoning and Land Information Committee to the Board of Adjustment. The BOA approved the request with the following conditions of approval:
 - The maximum of five hound dogs at the site.
 - Operational bark collars are required 24 hours a day, 7 day a week.
 - No breeding can occur at the site.
 - A review of the operation within one year to ensure compliance with noise issues.
 - Owner has 30 days to bring total number of hound into compliance.
- Property owner tax bill insert will be done again this year. Want to update a number of things like dogs, kennels, home base businesses, etc.
- Disconnect notice received the City of Black River Falls Utilities was discussed. The committee recommended processing a voucher through the County Clerk if received after committee meeting.

REVIEW OF GIS FEE SCHEDULE COMPARISONS:

- The committee reviewed the comparison summary and found that our current fee structure is in line and in most cases at mid-point. Ethan Remus questioned if the practice of municipality or non-profits exemption from being charged for these custom services should continue. At the time the GIS position was created and data sets like LiDAR became available, previous committee action exempted local municipalities and non-profits or educational institutions from the fee schedule. The data is more sophisticated and most of these types of agencies are hiring firms to complete projects now instead of doing things in-house. The committee questioned if this should change and reviewed the GIS Project Request form.

A Motion by Alton Staff, to assess GIS fees for labor and custom services with municipalities and non-profits effective immediately, seconded by Karena Thundercloud. Motion carried unanimously.

PUBLIC HEARINGS:

- **CONDITIONAL USE PERMIT PETITION # 2018-39** as requested by HIS Properties LLC, owner and Richard Hurda, agent on property located in Government Lot 1 and 2 in the SW1/4-NE1/4, the NW1/4-NE1/4, Section 31, and the NW1/4-NW1/4, Section 32, T19N, R6W, Town of North Bend, Jackson County, WI. The request is to allow for

the development of a non-profit day camp for children and also a seasonal campground.

Township has not submitted a position on the request and requested the item be tabled because applicant was not present at their August meeting.

Petitioners explained the day camp plans and activities, which would occur only 10-12 times a year. The seasonal campground would be 30 sites and operational between April 15th-October 15th, but will not be implemented for a few years. They are not affiliated with any specific non-profit.

Public comment was received in opposition. Terry Schmidt stated that there will be permits or licenses from multiple jurisdictions needed before this could be operational. The township would have jurisdiction on the additional driveway access. Regarding the sanitary issues, the following are the options:

- Annex into the Sanitary District.
- Use only systems contained within camping units and contract with a septage hauler.
- Install of septic system for the campground.
- Day camp would utilize septic system in clubhouse.

Campgrounds are licensed through DHHS, Public Health as well as the Zoning Department. He added that a detailed plan should be developed for the seasonal campground with its site configuration, solid waste and recycling management, etc. Terry reviewed the wetland and floodplain mapping and the proposed areas are not impacted by these jurisdictions.

A Motion by Ed Chamberlain, to table conditional use permit # 2018-39 for HIS Properties LLC to allow the petitioner to meet with the township and present a detailed plan of operation, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2018-40** as requested by Neil Kniseley and Molly Thorson, applicants on property known as Lot 1 of CSM 4062 located in the NE1/4-SE1/4, Section 26, T21N, R6W, Town of Springfield, Jackson County, WI. The request is to change 5.0 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-6 (Rural Residential) District to allow for a single family home and some farm animals.

Township supports the request. Mr. Kniseley has met with Gaylord Olson II to discuss the number of animals that he would like to have onsite for his daughters. The following are the recommendations of approval from the Land Conservation Department:

1. No more than 10 animal units allowed on the property at any time.
2. No earthen feedlot can be created on the property.
3. Manure should be spread on cropland fields according to current Nutrient Management Plan guidelines.

4. All State and County environmental standards for preventing manure and soil runoff must be met and maintained.
5. All livestock and animal fencing installation and its maintenance is the responsibility of the R-6 zoned property landowner, not any adjacent landowner.
6. An order for animal removal may be a possibility if the R-6 zone change conditions for approval are not maintained.

A Motion by Norm Stoker, to approve zone change petition # 2018-40 for Neil Kniseley and Molly Thorson with the stipulation with the maximum of ten animal units and all Land Conservation Department standards and recommendations are met, seconded by Ed Chamberlain. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2018-41** as requested by Duane Johnson on property located in the NW1/4-SW1/4, Section 20, T19N, R6W, Town of North Bend, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for streambank improvements and rock rip rap.

Township supports the request. Petitioner working with the Land Conservation Department for plan development.

A Motion by Alton Staff, to approve conditional use permit petition # 2018-41 for Duane Johnson, seconded by Karena Thundercloud. Motion carried.

- **TEXT AMENDMENT # 2018-42** as requested by Jackson County Zoning Department to Chapter 17, Jackson County Zoning Ordinance. The amendments will add definitions and language for private reception venues, sexually orientated businesses, short term rentals, substantial evidence, etc. as well as additional language for reasonable accommodations for handicapped or disabled individuals. The proposed text amendments can be viewed at the Jackson County Zoning Department or on the county's website at www.co.jackson.wi.us.

The text amendments were sent to all zoned townships and 12 of 14 responded with two in opposition to the changes. Terry explained the most the language changes were bringing our ordinance into compliance with state statute changes and general housekeeping with the index or definitions to ensure that it was in compliance.

A Motion by Ed Chamberlain, to approve text amendment # 2018-42 to Chapter 17, Jackson County Zoning Ordinance, seconded by Norm Stoker. Motion carried unanimously.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Ed Chamberlain. Motion carried. Meeting adjourned at 12.15 p.m.