

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
February 18, 2019

February 13, 2019: Committee Site Visits

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.

February 18, 2019: Committee Meeting and Public Hearings

Meeting called to order at 9:00 a.m. by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; 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 January 14, 2019, seconded by Ed Chamberlain. Motion carried.

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

CSM EASEMENT REVIEW:

- Dallas Wilhite is completing a survey for Mark Anderson, who is proposing creating a 5 acre parcel for his daughter. There is an existing 49.5 foot easement that serves the parcel off of Knutes Rd. and they are proposing a 33 foot easement off the existing 49.5 foot easement to serve the new parcel. The committee questioned why the owner cannot meet the minimum standards. Terry said that if the substandard size easement is granted that he would like the committee to place the restriction that no further divisions can be served by the substandard size easement. This would require the owner(s) to come back to the committee for any future divisions and the easement can be reviewed at that time.

A Motion by Alton Staff, to approve a substandard sized easement for Mark Anderson with the stipulation that no further divisions of the parcel may occur that will be served by the substandard sized easement, seconded by Ed Chamberlain. Motion carried.

A Motion by Ed Chamberlain, to approve a 33 foot easement for Mark Anderson, seconded by Norm Stoker. Motion carried.

- Norm Hurlburt is completing a survey for Mike Prindle and creating a 6.33 acre parcel that surrounds the existing home. They are proposing a 66 foot easement from Old 27 Rd. to the new parcel. Mr. Prindle currently owns the 120 acres that surrounds this proposed lot.

A Motion by Norm Stoker, to approve a 66 foot easement for Mike Prindle, seconded by Alton Staff. Motion carried.

A Motion by Ed Chamberlain, to adjourn to closed session pursuant to s. 19.85 (1) (c) and 19.85 (1) (g) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Alton Staff. Chamberlain – yes, Stoker – yes, Staff - yes and Strandberg – yes.

Meeting was closed at 9:25 a.m. Returning to open session at approximately 10:00 a.m.

A Motion by Ed Chamberlain, to return to open session at 10:00 a.m., seconded by Norm Stoker. Motion carried.

A Motion by Ed Chamberlain, to accept the evaluations for Terry Schmidt and Ethan Remus and to forward them to the Personnel Committee for approval, seconded by Norm Stoker. Motion carried.

SURVEYOR'S REPORT, see report:

- *Parcel Mapping contract with Prowest has begun. They are just beginning to work on the pilot township. Should be completed and ready for QC review by end of March.*
- *Finished a survey for Forestry in Knapp, but since then Field work has come to a halt. Drafting tie sheets and maps for field work completed last summer. Processing raw survey data to build control for parcel mapping.*
- *Attended Annual surveyor's conference on January 23-25 in Wisconsin Dells.*
- *Annual WLIA conference is this week, February 20-22 in Appleton. Joe and I will be attending.*
- *Working with vendors to keep software and field equipment up-to-date and restock on field supplies.*
- *DOA has sent their V5 data request. Joe will be working diligently to get that data sent over by the March 31 deadline to secure our SI grant funding.*
- *Looking to hold an informational meeting next Tuesday about the 2020 WROC flight. We have invited all the municipalities and plan on having an Ayres Assoc. representative available.*

REAL PROPERTY LISTER REPORT, see report:

Accomplishments:

- *2019 Assessment Work Roll update: entering splits, surveys, MFL, and any parcel changes from 2018. I have completed 10 out of 27 municipalities and am currently working on the City of BRF, which is one of the more time-consuming municipalities. I've failed to meet my goal to have these files to the assessors prior to the middle of February, luckily*

with the amount snow we currently have covering the ground, I've only received one phone call about an unfinished municipality.

- *Fielding phone calls regarding real estate questions from landowners, title companies, realtors, attorneys, treasurers. Calls regarding tax bills have subsided.*
- *Attended a conference call with Prowest regarding Parcel Fabric Project.*

Future Trainings:

- *None planned.*

Upcoming Plans:

- *Continue to update tax parcel records and prepare work rolls for assessors for the 2019 tax year with pertinent recorded documents from ROD.*
- *Prepare beginning of the year files for assessors, goal is to get that information out by the end of February.*
- *Work with assessors if any issues come in 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 routine maintenance and develop of "Mission Critical" GIS data, including the Site/Structure points. Currently working in T21N 4W. Completed approximately 6% in the last month.*
- *The Parcel Fabric Mapping Project has now commenced. We are all working very closely with Prowest and Associates to ensure their team has everything they need to successfully complete the project. The pilot Township is scheduled for delivery on March 22, 2019.*
- *The Garden Valley PLSS control points have been updated and uploaded to our web map. Ethan prepared the coordinate data for the PLSS corners, Cody prepared a spreadsheet and populated data from the PLSS monument records (tie sheets). I tried everything together and built that information in our PLSS corners dataset. We will follow a similar workflow to complete Alma (T23N 4 W) and Curran (22N 6 W). This data must be complete and delivered to Prowest and Associates by Monday, July 01, 2019.*
- *April and I are working together to prepare the Statewide Parcel Map dataset for submittal to the DOA. The deadline is March 31, 2019. No delays are anticipated.*

GIS Mapping Requests: *No map requests.*

GIS Data Requests: *Hixton Fire Department requested demographic data for their coverage area, Outland Design LLC. purchased 5 LiDAR tiles at a cost of \$1250.00. A representative from Short Elliott Hendrickson Inc. has recently expressed interest in County LiDAR data.*

Future Trainings / Meetings: WLIA 2019, February 20th – 22nd. Wisconsin Public Safety Communications (WIPSCOM) conference May 12, 2019 in La Crosse. Registration is \$250.00 until March 15, 2019. Thereafter it rises to \$300.00.

ZONING REPORT:

- Liberty Tire has picked up the tire pile at the Highway Dept. Shop. Terry will meet with the Highway Department to determine a new location for the collection of tires to ensure that it's located in a convenient location and out of their way.
- Completing employee evaluations, two are done and will be meeting with the Recycling LTE staff. Wage increase recommendations will be coming forward to the committee in April.
- HIS Properties LLC will be placed on the March agenda to determine any conditions of approval. The Board of Adjustment granted the Conditional Use Permit following the appeal hearing, but sent it back to the committee for any conditions or stipulations of approval. The Town of North Bend will have a board member present. The town chairman spoke with Beth and Terry regarding this process and they explained that the public hearing portion has been completed and closed. Public comment from neighbors will not be entertained unless the Committee Chairman allows it.
- Dustin is working on the travel trailer registrations.
- Received two Wisconsin Fund Grant applications that have been submitted to the State. This program is scheduled to sunset after 2020, but it is uncertain if the new governor will change that or modify the program.
- The Multi-County training seminar will be held on Friday, March 1st. We co-sponsor this training with Vernon, Monroe and La Crosse Counties for plumbers, CST, POWTS Maintainers, Septage Haulers, etc. It will be held in Sparta at Jake's Northwood's and offers six credits of continuing education for these trades.
- Ethan and Joe met with Eric Zenz's, WI-DNR about the possibility of Joe serving as a team member for the Incident Command during wildfire season. Initially, Ethan was not aware that this would require at least 8 hours of training with the DNR. He questioned if the committee would want a county employee to be attending state training on the county's dollar. Questions were raised the roll Emergency Management would have in this situation as Joe is already part the Emergency Operations Plan for Jackson County. Ethan will reach out to Kristina Page and discuss this with her and bring back additional information next month.

PUBLIC HEARINGS:

- **CONDITIONAL USE PERMIT PETITION # 2019-03** as requested by Tomerona Enterprises LLC on property known as Lot 3 of CSM 1708 located in the SE1/4-NE1/4, Section 22, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to

allow for the existing residential structure to be used as a vacation short-term rental unit.

The petitioner stated that they submitted the incorrect parcel information on their application so this request has been postponed. We will need to publish the correct legal description and bring it forward next month.

- **ZONE CHANGE PETITION # 2019-04** as requested by Rick and Laura Lucka on property located in the NW1/4-NE1/4, Section 18, T20N, R1E, Town of Bear Bluff, Jackson County, WI. The request is to change 3.0 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 and proposed shop/home.

Township supports the request.

A Motion by Ed Chamberlain, to approve zone change petition # 2019-04 for Rick and Laura Lucka, seconded by Alton Staff. Motion carried.

- **ZONE CHANGE PETITION # 2019-05** as requested by HRS Storage LLC on property known as Lot 3 of CSM 4045 located in the SW1/4-NW1/4, Section 23, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 1.44 acres of the Official Zoning Map from the R-1 (Residential) District to the B-1 (Central Business) District to allow for storage units to be placed at the site.

Township supports the request. Public comment was received for questions about the proposal.

A Motion by Ed Chamberlain, to approve zone change petition # 2019-05 for HRS Storage LLC, seconded by Norm Stoker. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2019-06** as requested by Daniel and Dawn Pliner on property located in the NE1/4-SE1/4, Section 25, T22N, R1E, Town of City Point, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area so rock rip rap can be installed on the banks of the East Fork of the Black River for bank improvement.

Township took no position. This is falling under the jurisdiction of the Shoreland Zoning Ordinance and the Jackson County Land Conservation Department is completing the design work and overseeing the construction. Gaylord Olson II explained that there will be 250 feet of bank improvement completed with the project.

A Motion by Norm Stoker, to approve conditional use permit petition # 2019-06 for Daniel and Dawn Pliner with the stipulation that all federal, state, county or local permit are obtained and all Land Conservation Department regulations and standards are met, seconded by Alton Staff. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2019-07** as requested by Bert Bush, owner and Alan Sampson, applicant on property located in the NE1/4-NE1/4, Section 31, T20N, R5W, Town of Irving, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for streambank improvements along Woodward Creek.

Township supports the request. This is falling under the jurisdiction of the Shoreland Zoning Ordinance and the Jackson County Land Conservation Department is completing the design work and overseeing the construction. Gaylord Olson II explained that there will be a portion of Woodward Creek that will be relocated and reshaping of the shoreland area. Mr. Bush and Mr. Sampson are working cooperatively together on this project as they both have property impacted by the erosion issues.

A Motion by Alton Staff, to approve conditional use permit petition # 2019-07 for Bert Bush with the stipulation that all federal, state, county or local permit are obtained and all Land Conservation Department regulations and standards are met, seconded by Ed Chamberlain. Motion carried.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 11:15 a.m.