

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
February 17, 2020

February 17, 2020: 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, Norm Stoker, Ed Chamberlain, and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; Dustin McCune, Zoning Technician; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

Due to a scheduling conflict, Committee member Isaiah Funmaker joined the meeting at 10:00 a.m.

A Motion by Alton Staff, to approve the minutes of January 13, 2020, seconded by Ed Chamberlain. Motion carried.

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

A Motion by Isaiah Funmaker, 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 Norm Stoker. Chamberlain – yes, Stoker – yes, Staff – yes, Funmaker – yes and Strandberg – yes.

Meeting was closed at 10:10 a.m. Returning to open session at approximately 10:30 a.m.

A Motion by Norm Stoker, to return to open session at 10:45 a.m., seconded by Alton Staff. Motion carried.

A Motion by Ed Chamberlain, to accept the evaluation for Ethan Remus and to forward it to the Personnel Committee for approval, seconded by Isaiah Funmaker. Motion carried unanimously.

A Motion by Alton Staff, to accept the evaluation for Terry Schmidt and to forward it to the Personnel Committee for approval, seconded by Ed Chamberlain. Motion carried unanimously.

SURVEYOR'S REPORT, see report:

- *Parcel Fabric contract update: Garfield, Cleveland, Northfield and Garden Valley are complete. Prowest is still working on finishing up Alma and Curran. Conference call scheduled for Tuesday. Once those final two townships are completed, we will perform*

our final review and if everything is acceptable, we can make final payment and close out this project.

- *PLSS Maintenance update: Getting caught up on our drafting and calculations for fieldwork completed last year. Cody has been working hard drafting tie sheets and I have been calculating control points to use for parcel mapping. T22N-R5W and T22N-R4W are ready to go for the next parcel mapping contract. I am currently working on calculating T21N-R6W. We are hoping to have 5 townships ready to parcel map in 2021.*
- *Town Road Indexing: We have been brainstorming ways to index our town road records. We have reached out to Prowest about potentially working with them to complete this project. Beth has worked hard to clean-up these records and get them in a volume and page format to aid in their indexing.*
- *2020 WROC update: Nothing new to report.*
- *WLIP Grant update: I have received the 2020 grant agreements. It looks like the training grant will come by 2/28. The base budget grant will come by 4/30 and the first half of the strategic initiative grant will come by 6/30. The second half usually comes around late October.*
- *DOA LiDAR request update: Nothing new to report.*
- *NGS Update: The NGS has accepted our proposal to support Wisconsin's WisCRS coordinate systems parameters. We have to send in our official requests by March 31. We will then have until March 31 2021 to work on the new designs to work with the 2022 datum.*
- *The annual WLIA conference is happening this week down in Middleton. April, Joe and Cody will be attending.*

REAL PROPERTY LISTER REPORT, see report:

Accomplishments:

- *Assessment Work Roll update: To my knowledge, I have 4 splits to complete for transfers which were recorded in 2019 and also need to look through surveys to update any affected property records. I should be able to send out the rolls by beginning of next week.*
- *Taking a lot of phone calls & visits at the office window regarding property records, mostly from attorneys, owners, and realtors.*
- *Reviewed the draft parcel fabric from Pro-West for the northern portion of the Town of Alma & sent feedback to Pro-West. They confirmed that they will be building the Villages of Merrilan and Alma Center.*

Future Trainings:

- *WLIA during February 19-21st*

Upcoming Plans:

- *Fielding phone calls from property owners regarding split tax bills.*
- *Continue to prepare the 2020 parcel records, especially with changes we've made within the 4 Townships by adopting parcel fabric.*
- *Assist with reviewing the parcel fabric & help Prowest with any questions they may have regarding the project.*
- *Prepare assessment work roll binders for assessors to receive by the end of January.*

Points of Interest:

- *None*

GIS/911 REPORT, see report:

- *Installed and configured **Portal for ArcGIS, ArcGIS Web Adaptor, and ArcGIS Data Store** on the JAXNARCGIS Server. IT Network Specialist, Pheng Lee, enabled SSL on the JAXNARCGIS Server and bound the security certificate to port 443, which allowed us to register the Web Adaptor with Portal for ArcGIS. Web adaptor allows us to integrate Portal for ArcGIS with the server to gain the ability to host web applications that use GIS services. The deployment of ArcGIS Enterprise on the JAXNARCGIS server will allow Prowest & Associates to develop a GIS application and publish map services to the server for internal access by Land Conservation. Land Conservation will utilize the GIS application to introduce a spatial component to their record keeping procedures.*
- *Assigned the Land Conservation Department login rights to our ArcSDE SQL Server Instance and created a new enterprise geodatabase for their GIS data storage. Granted read privileges to Land Information GIS data, but revoked all other privileges. We will administer the data on their behalf.*
- *Installed and began using ArcGIS Pro 2.4.3. ArcGIS Pro is the latest professional desktop GIS application from ESRI that will allow us to easily share and publish our work to ArcGIS Online or ArcGIS Enterprise portal. This application will eventually replace our current ArcGIS for Desktop software. It is increasingly important for GIS staff to familiarize ourselves with and gain experience with ArcGIS Pro throughout the transition.*
- *The Department of Administration has officially requested County tax parcel GIS data for the next version of the Statewide Parcel Map Database Project, Version 6. I have prepared the data for the March 31, 2020 submission deadline. We are waiting to update zoning data and to also populate MFL Land Value for parcels enrolled in Wisconsin's Managed Forest Law or Forest Crop Law programs.*
- *PLSS re-monumentation GPS data collected by the County and Deputy Surveyors in T22N R5W and T22N R4W has been processed and integrated into the County's GIS and WGxtreme webmap.*

GIS Mapping Requests: Land Conservation Non-Metallic Industrial Mining Sites Map, scanned and reproduced evidence for the Sheriff's Office on the large format plotter, processed several map requests for Weiss Realty LLC.

GIS Data Requests: None.

Future Trainings / Meetings: WLIA 2020 Annual Conference at the Marriott Madison West, in Middleton, Wisconsin, February 19-21, 2020.

PUBLIC HEARINGS:

- **ZONE CHANGE PETITION # 2019-54** as requested by Faron Lloyd, owner and David Lloyd, applicant on property known as Lot 1 of CSM 2222 located in the NW1/4-SW1/4, Section 4, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to change 4.76 acres of the Official Zoning Map from the R-2 (Residential) District to the B-2 (Outlying Business) District to allow for ag lime trucks and excavating equipment at the site.

No one was present to represent this request. The petition will be placed on the agenda for the final time next month.

- **CONDITIONAL USE PERMIT PETITION # 2020-03** as requested by Loy Riddle on property known as Lot 1 of CSM 3295 located in the NE1/4-NE1/4, Section 29, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow for auto parts sales and also performing engine work and repair within the R-2 (Residential) and A-2 (Forestry and Limited Agriculture) Districts.

Township supports the request. Mr. Riddle stated he is retired and builds high performance engines like racing car or hot rod engines. He's owned a racing company for over twenty years and would like to build these engines at his home. The number of units is very limited and specialized.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-03 for Loy Riddle to allow for auto parts sales and performance engine construction or repair within the R-2 (Residential) and A-2 (Forestry and Limited Agriculture) Districts, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2020-04** as requested by Nicholas and Tiffany Gray on property known as Lot 7 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 on the banks of the Black River for a streambank improvement project, namely rip rap.

Township took no position on the request. The Land Conservation Department is assisting with this project and they are looking to continue the installation of rip rap along the Black River from a neighboring property that was previously granted approval through their parcel. This would allow for streambank stabilization and improvement.

A Motion by Alton Staff, to approve conditional use permit petition # 2020-04 for Nicholas and Tiffany Gray to allow for filling and grading work within a shoreland area on the banks of the Black River for streambank improvement project, namely rip rap, seconded by Norm Stoker. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2020-05** as requested by Margaret Scott and Doug York on property located in the NE1/4-SW1/4, Section 7, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to allow for the operation of a woodworking business out of an existing shed located within the R-2 (Residential) and A-2 (Forestry and Limited Agriculture) Districts.

Township took no position on the request.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-05 for Margaret Scott and Doug York to allow the operation of a woodworking business within the R-2 (Residential) and A-2 (Forestry and Limited Agriculture) Districts, seconded by Alton Staff. Motion carried.

- **ZONE CHANGE PETITION # 2020-06** as requested by John Jelen, owner and Stephan Jelen, applicant on property located in the NW1/4-NW1/4, Section 3, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 4 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-4 (Residential) District for the placement of a manufactured home (2) (mobile home).

Township supports the request. Petitioners stated that the old farmhouse is falling apart and uninhabitable so it will be torn down and a new home brought to the site. A new septic system was installed in 2011.

A Motion by Norm Stoker, to approve zone change petition # 2020-06 for John Jelen, seconded by Isaiah Funmaker. Motion carried unanimously.

DISCUSSION AND CONSIDERATION OF RETURNED TABLED CONDITIONAL USE REQUEST # 2020-01 FOR JAMES AND ALINA LIMBERG:

- Ms. Limberg stated that the Town of Adams meeting was held and about 12-15 landowners were present in opposition and very vocal about their thoughts. She wasn't allowed an opportunity to refute their comments as they would start talking above her and interrupted her as she tried to answer their questions. She felt the meeting was out of hand and not controlled by the town board, it wasn't handled well or justly. She refreshed the committee on their plans to build a shed first, and use the existing home for short-term rentals.

The township opposed the request based on they didn't feel it was a good plan, neighboring owners submitted a petition of opposition. The committee discussed the township's position and stated that they try to support the town's decision as they are the ones that live there.

A Motion by Norm Stoker, to deny conditional use permit petition # 2020-01 for James and Alina Limberg, seconded by Alton Staff. Motion carried 5-0.

Ms. Limberg questioned if there was the possibility of them operating on a trial basis. Terry Schmidt added that the next step would be an appeal of the decision of the Zoning Committee to the circuit court. The timeframe for an appeal is within 30 days of the filing of the decision.

A Motion by Ed Chamberlain, to table conditional use permit petition # 2018-39 for HIS Properties LLC until the November Committee meeting to allow time for all parties to meet with the township, seconded by Norm Stoker. Motion carried unanimously.

DISCUSSION AND CONSIDERATION OF ROAD RESOLUTION INDEXING PROJECT:

- Ethan Remus shared that he has a lot of town road resolution information that John Ellingson secured many years ago, from some of the townships, about fourteen of them. This information is not indexed or searchable at this time. Ethan is proposing hiring Prowest Associates to map the location of the road resolutions and index the section-town-range into the Survey Record database and application.

He approached Prowest about a quote to do this project and they quoted it would cost \$23,000.00 to complete the project. This is very similar to the highway right-of-way project undertaken a couple of years ago, with the Highway Department.

The committee questioned the funding of the project and if he had all township road resolutions. Ethan stated that he would need to bring it before the County Board of Supervisors to utilize grant funds that are currently earmarked for a salaried position to assist with the parcel mapping initiative. He feels that they are the perfect fit to develop this as they created the survey app, completed the Highway Department's right-of-way project and they are familiar with our records. Ethan will reach out to the County Clerk to verify if this must be bid out or can it be awarded to Prowest.

A Motion by Alton Staff, to approve the town road resolution indexing project and to contract with Prowest Associates upon verification from the County Clerk on bidding process and to bring forward the resolution to the County Board of Supervisors, seconded by Ed Chamberlain. Motion carried.

ZONING REPORT:

- Terry shared that repairs are needed for the loading dock at the Recycling Center. It doesn't appear that the Recycling Center will be relocating to a new building so these repairs are necessary to continue operation. One loading bay is unusable as the bolts to hold the bay are pulled completely out of the concrete, a second bay is getting close to the same condition leaving only one functioning. He is recommending doing some concrete work to smooth the area so ice buildup is diminished, making it safer for the forklift. He would like to start the RFP process to repair and rebuild the loading docks. When the committee is out for onsites in March, he will take them to the facility to show them the problems.

- Terry talked with Kerry Sullivan-Flock regarding the Stephen Doerr property at this point. She said it's unfortunate that Public Health or the township are refusing to take the lead in the health hazard aspect of the basement being full of water and making the structure uninhabitable. She said the only option we have to issue citations for the violations to our ordinances, which would be the junk issues and not obtaining the appropriate permits prior to the home being located on the site.
- The short-term rentals issues will start coming before the committee in March. With the Town of Adams denying the most recent requests, but approving them in the past, it will be interesting what they will do with these properties that are operating without permits and licenses.
- Tire policy. We got rid of 25 tons of tires since Christmas and we didn't receive fees for them. Someone is accessing the site without authorization and dumping truckloads of tires illegally. Terry talked briefly with Jay Borek and Sheriff Waldera at the Department Head meeting about getting surveillance equipment installed at the Highway Shop on Highway 54. The Sheriff said that they have some equipment that could be used to try to determine who is illegally accessing the site and dumping tires without payment.
- Terry did a presentation to The Friends of the Black River at their February 12th meeting. Beth put together a nice PowerPoint presentation on recycling efforts in Jackson County. They will be sharing a lot of the information with their newsletter.
- WCCA Spring Conference is March 12 & 13, 2020 in Wausau. Terry and Dustin will be attending.

**A Motion by Norm Stoker, to adjourn the meeting, seconded by Isaiah Funmaker.
Motion carried. Meeting adjourned at 11:45 a.m.**