

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
January 10, 2022

January 10, 2022: Committee Meeting, Virtual Onsite and Public Hearing

Meeting called to order at 1:00 p.m., by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain and Alton Staff. Others present were Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; Jason Gazdecki, Zoning Administrator; and Beth Storlie, Zoning Assistant.

Next Meeting Dates: **Monday, February 21, 2022 at 8:30 a.m.**

A Motion by Alton Staff, to approve the December 20, 2021 minutes as presented, seconded by Ed Chamberlain. Motion carried.

A Motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Norm Stoker. 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.*
- *We completed PLSS corner requests from private land surveyors for their upcoming private surveys.*
- *We completed a job for the Forestry Department in City Point to determine whether a forestry road was on county land or private land. We are also working on a couple more encroachment surveys and running blue line for Forestry Dept. in City Point and Knapp.*
- *I have completed 50 static GPS observations in preparation for the modernized National Spatial Reference System. This control survey consists of gathering accurate and precise GPS data on Bench Marks throughout the County including HARN stations, HMOD (Height Modernization Stations), NGS stations, and many more. This data is crucial for the 2022 Transformation Tool, which will enable conversions from current vertical datums to the North American-Pacific Geopotential Datum of 2022 (NAPGD2022) and will be integrated into the NGS Coordinate Conversion and Transformation Tool (NCAT). Each station occupied must be observed with GPS for a minimum of 4 hours. This is a very important project for the County, and will continue through the end of the year. The deadline to complete and submit all static observation data to NGS (National Geodetic Survey) is December 31, 2021.*

- *2022 Countywide LiDAR Acquisition Project Update.*
- *The bid package for our new survey truck was sent out to several dealerships on December 16th. The deadline to respond is February 4, 2022. Bid opening will take place at our February 21, 2022 committee meeting.*

Future Conferences / Meetings:

Wisconsin Society of Land Surveyors Annual Institute (1/26-1/28) – Wisconsin Dells, WI

Wisconsin Land Information Association Annual Conference (2/22-2/25) – Elkhart Lake, WI

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.*
- *Sent the calculated tax roll data to all escrow companies as requested.*
- *Assisted the County Treasurer and Municipal Treasurers and Clerks with questions regarding the Statement of Taxes, and assisting to find updated addresses for property owners to resend tax bills.*

Future Trainings/Meetings:

- *Annual WLIA Conference in late February at Elkhart Lake.*

Upcoming Plans:

- *Preparing for the spring assessment rolls for this year.*
- *Continue fielding phone calls and servicing our office window for the public.*
- *Attend broadband workgroup meetings as needed.*

Points of Interest:

- *Town of Knapp contracted with a new assessor, Jeff Markham of Midwest Appraisal Service.*

DISCUSSION AND CONSIDERATION OF WI STATS 59.54 (4) FOR ADDRESSING AUTHORITY:

- *Joe Pilkington shared with the Zoning Committee that the Addressing Agreement was erroneously sent to the Brockway Sanitary District at the time when he forwarded the agreements to the Villages and City. The agreement is necessary for the Villages and City as jurisdictional areas for the County are the unincorporated areas of the county. Each of the five Villages have signed the agreement to have the County be the primary for address assignment in conjunction with Next Gen 911. The City of Black River Falls is currently reviewing the agreement with their attorney.*

State Statute 59.54 (4) give the authority and responsibility for addressing to the county in unincorporated areas, such as the Town of Brockway and the Brockway Sanitary District. The Brockway Sanitary District met and elected not to participate stating

concerns over re-addressing each household within the district. Joe said that he reached out to Jann Dahl, Town Clerk to discuss this with her and has not received a reply.

A Motion by Alton Staff, to approve implementing the authority for addressing within the Brockway Sanitary District, seconded by Hoyt Strandberg.

Additional discussion occurred. Norm Stoker, Chairman of the Town of Brockway and Zoning Committee member, requested that Joe attend their January meeting, which was to be held within the next two days.

A Motion by Alton Staff, to withdraw the motion to implement authority for addressing within the Brockway Sanitary District and table this item until next month, seconded by Hoyt Strandberg. Motion carried unanimously.

GIS/911 REPORT, Joe Pilkington:

- 1. Continuing to work with Prowest & Associates to transfer the Land Conservation map services, as well as the Parcel Fabric Publishing Script, to the new GIS server. Meeting scheduled for tomorrow, January 11, at 10:00 a.m.*
- 2. The Postal Code GIS dataset has been fully updated to accurately reflect current zip code boundaries. The new dataset will be utilized during the addressing process to properly assign the appropriate mailing city. The data has also been synchronized and aligned to tax parcels within the parcel fabric.*
- 3. Continuing preparations for Version 8 of the Statewide Parcel Map Database Project. The submission deadline is March 31, 2022.*
- 4. Municipal Ward GIS data has been submitted to the Legislative Technology Bureau, thus fulfilling the County's statutory requirements for January, 2022. A second submission shall be due this coming July.*
- 5. The Jackson County Residential Address Application has been updated for the new calendar year.*
- 6. Continuing to process address applications as received, perform regular data updates to Wgxtreme web map, and updates to Spillman GeoValidation.*

GIS Mapping Requests: None

GIS Data Requests: The Alma Center Fire Department requested a spreadsheet listing of all addresses within the Alma Center and Merrilan Fire Districts.

Past and Future Trainings / Meetings: Annual WLIA Conference, Elkhart Lake, February 16th – 18th.

DISCUSSION AND CONSIDERATION OF REPAIRS FOR THE LOADING DOCK AT THE JACKSON COUNTY RECYCLING CENTER:

- Last month, Jason Gazdecki brought this item up for discussion within his department report without the proper notice. He stated that we are down to one bay for the loading dock that is operational. Earlier this morning, he learned of the proposed Highway Department project and the proposed 200,000 sq. foot addition to the existing Highway Department Shop for washing vehicles. Jason has concerns with this proposed addition as it could impact the ability for semi-trailers to reach the Recycling Center and loading dock area. Jason has talked briefly with Rick Poff about the repairs or replacement of the loading dock for his input on potential contractors and how to obtain bids for the repairs or replacement.

A Motion by Ed Chamberlain, to approve obtaining bids for the repairs required for the loading dock at the Jackson County Recycling Center including all concrete and steel work, seconded by Norm Stoker. Motion carried unanimously.

ZONING REPORT, Jason Gazdecki:

- Land Use Permit and Sanitary Permit applications have slowed down due to the weather. Taking this opportunity to get paperwork finalized.
- We are dealing with a staffing issue at the Recycling Center as Russell remain out of service through at least the end of January. We are covering this as best as we can. Beth contacted all remote drop off points for their assistance during this time regarding cardboard pick-up. Several boards have met and discussed this; authorizing their maintenance staff to assist by bringing their cardboard directly to the Recycling Center.

OLD BUSINESS:

DISCUSSION AND CONSIDERATION OF RETURNED CONDITIONAL USE REQUEST # 2020-72 FOR JODY SHEPPARD:

- At the time of the public hearing for Conditional Use Permit Petition # 2020-72 for Jody Sheppard, several stipulations were placed as part of the approval of the rural retail sales of vehicles and parts. One of these stipulations was for the initial conditional use permit to be for a one-year period to allow review of the activity for any concerns or issues from the township or neighboring property owners. The Town of Garden Valley Chairman, Vince Ruzic, shared that they have not received any complaints and have no concerns with the conditional use permit being made permanent.

Jason did perform an onsite to see the condition of the property and his only concern is a POD storage bin has been sited at the property without the issuance of a Land Use Permit. Jason will follow up with Ms. Sheppard on this matter.

A Motion by Alton Staff, to approve conditional use permit # 202072 for Jody Sheppard on a permanent basis, seconded by Ed Chamberlain. Motion carried 4 – 0.

PUBLIC HEARINGS: *Due to the COVID-19, the Zoning and Land Information Committee waived the petitioner requirement to be in attendance in person at this month's public hearing. The committee encouraged the petitioners to participate by teleconference or video conferencing in lieu of attending in person. Virtual site visits were reviewed.*

NEW BUSINESS:

- **ZONE CHANGE PETITION # 2022-01** as requested by Pamela and James Smetana on property located in the NW1/4-NW1/4, Section 10, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 4.0 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 replacement single-family home and a duplex for family members. The petitioner also requests a conditional use permit for the construction of a second principal structure, namely a duplex for family.

Township has not submitted their position on this request due to the early public hearing date. Mr. and Mrs. Smetana participated via Zoom and explained that they are looking to demolish the existing home and build a replacement home for themselves as well as a second residential structure being a duplex for two of their elderly aunts to assist with their care but maintain the aunt's independence.

A Motion by Alton Staff, to approve zone change petition # 2022-01 for Pamela and James Smetana with the stipulation of town board approval, seconded by Ed Chamberlain. Motion carried unanimously.

The committee questioned if the duplex would be permanent or a temporary location for the two family members? Mrs. Smetana stated that they would like it to be permanent as their long-term plans are for their two aunts to reside in the duplex until their passing. When Pamela and James are older, they could move into the duplex with other family members while their children occupy the new home so they can assist with their care.

A Motion by Alton Staff, to approve conditional use permit petition # 2022-01 for Pamela and James Smetana for a second residential structure namely a duplex with the stipulation of town board support, seconded by Norm Stoker. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2022-02** as requested by Becky and Randall Johnson on property known as Lot 8 of CSM 4272 located in the NE1/4-NW1/4, Section 36, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to change 2.15 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District for the existing home to be in compliance with the ordinance.

Township has not submitted their position on this request due to the early public hearing date. The petitioners are looking at an addition to the existing home so the zone change is needed to bring the home into compliance with the ordinance.

A Motion by Alton Staff, to approve zone change petition # 2022-02 for Becky and Randall Johnson with the stipulation of town board approval, seconded by Ed Chamberlain. Motion carried 4 - 0.

- **ZONE CHANGE PETITION # 2022-03** as requested by Lori & Ric Boelkes on property located in the SE1/4-SW1/4, Section 27, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to change 2.0 acres of the Official Zoning Map from the R-4 (Residential) District to the R-2 (Residential) District for the replacement of the existing manufactured home (2) with the construction of a single-family home.

Township has not submitted their position on this request due to the early public hearing date. The petitioner wants to construct a retirement home and remove the existing mobile home upon the completion of the new home.

A Motion by Ed Chamberlain, to approve zone change petition # 2022-03 for Lori and Ric Boelkes with the stipulation of town board approval, 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 2:20 p.m.