

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
January 15, 2018

**January 15, 2018: Committee Meeting and Public Hearings**

**Meeting called to order** at 8:00 a.m. by Vice Chairman Hoyt Strandberg. Committee members in attendance are Norm Stoker, Hoyt Strandberg, Karena Thundercloud and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Joe Pilkington; GIS Technician; Terry Schmidt, Zoning Administrator; Dustin McCune, Zoning Technician; and Beth Storlie, Administrative Assistant.

**A Motion by Alton Staff, to approve the minutes of December 18, 2017, seconded by Norm Stoker. Motion carried.**

**A Motion by Alton Staff, to approve the vouchers for payment, seconded by Norm Stoker. Motion carried.**

**SURVEYOR'S REPORT, see report:**

- *Drafting tie sheets and plats of survey for field work done last summer.*
- *Attending annual surveyor's institute on January 24-26 in Wisconsin Dells.*
- *Interviews scheduled for this Wednesday, January 17 for survey technician position.*
- *GIS Technician job opening was posted on January 3<sup>rd</sup>. Planning to leave posting open for one month.*
- *Continuing to work with Highway Dept. and Prowest on CTH R/W layer.*
- *Met with Garrett Nix on December 27 to discuss interpretation of Chapter 59.74(2) Wis. Stats. Garrett recommended having private surveyors address these types of disputes in the future and if someone contacts the County Surveyor, we are to refer them to a private surveyor.*
- *Investigating options for serving up on-line survey records.*
- *Discussed the potential reimbursement to Eric Prindle for erroneous assessments from 2016. Ethan detailed the error that Jackson County committed in 2016 and after discussing with County Treasurer JoAnne Forsting-Leonard, Ethan is recommending that the reimbursement come out of his budget instead of pursuing refunding erroneous taxes collected as JoAnne would need to research how this could be handled and if it's allowable. He felt that the amount of \$94.80 does not warrant the time and expensive of reversing the error in the tax roll.*

**A Motion by Norm Stoker, to approve reimbursing Eric Prindle for the assessment error in the amount of \$94.80 and the fund shall be taken from the 2017 Surveyor's budget, seconded by Karena Thundercloud. Motion carried.**

- Jim Zahasky, Jackson County Forestry Administrator, has contacted Ethan regarding assistance with running the blue lines for timber sales since Jack Grutzik has now retired from their department. They do not have anyone that is capable of running the blue line. Ethan stated that the Forestry staff has assisted him in the field when he has been short-handed and he is recommending that he does assist them at no cost especially since we have several viable candidates for the Surveyor Technician position that we will be interviewing later this week.

**A Motion by Alton Staff, to approve assisting the Jackson County Forestry and Parks Department with required survey work for timber sales with no fee assessment or cost to them, seconded by Norm Stoker. Motion carried unanimously.**

**REAL PROPERTY LISTER REPORT, see report:**

*Accomplishments:*

- *Assessor supplies & forms are ordered and in.*
- *Continuing to prepare the 2018 tax roll for the assessors' workbooks, I hope to get that information out to the assessors before February.*
- *Continuing to work on transitioning GIS & 911 projects to Joe, learning our new roles.*
- *Continuing to receive LUCA binders back from Municipalities, a lot of great information that would be missing without the help of those locals.*

*Future Trainings:*

- *Planning to attend a meeting on January 29<sup>th</sup> for the Central Wisconsin GIS User's Group in Steven's Point*
- *WLIA Annual Conference is March 7-9<sup>th</sup> at the Osthoff Resort in Elkhart Lake.*

*Upcoming Plans:*

- *Daily routine*

**GIS/911 REPORT, see report:**

- *MSA professional services contracted by the Village of Hixton. Their research brought to our attention that land annexed from the Town of Hixton to the Village are improperly mapped in our GIS.*

*Action:*

*The annexations were mapped in our GIS and the boundary for the Village of Hixton adjusted in the **Municipality** dataset. Parcels bisected by annexation lines were split.*

- *An updated GIS dataset of Ho-Chunk Nation Trust Lands was obtained from the Ho-Chunk Nation GIS Department.*

*Action:*

*We verified the accuracy of their dataset and integrated that data into our GIS. Since law enforcement authority for Ho-Chunk Nation Trust Land is under the jurisdiction of the Ho-Chunk Nation Police Department, these areas were assigned a new Emergency Service Number. **ESN** boundary dataset has been updated.*

- *Development of **Structure Address Points** dataset is ongoing. Project is approximately 35% complete.*
- *Analysis of municipal boundaries in the **Municipality** feature class revealed 30 instances of boundary overlap and 77 instances of boundary underlap.*

*Action:*

*All 27 municipal boundary features remapped to ensure boundaries are coincident with parcel boundaries. Subsequent analysis of the municipal boundaries now reveals 0 instances of boundary over or underlap.*

- *Wisconsin Counties are required by Wisconsin State Statute to submit ward level GIS data to the Legislative Technology Services Bureau (LTSB) twice a year, in January and July.*

*Action:*

*All 48 municipal ward features in the **Wards** feature class remapped to align with the adjusted municipal boundaries and to also reflect the boundary adjustment that occurred for the Village of Hixton. Removed 19 instances of boundary underlap and 16 instances of overlap. The final dataset was uploaded to the LTSB WISE-Decade software platform on January 11 for our first submission of the year.*

- *Updated Forestry laptop (Don Houser) ArcGIS software from ArcGIS for Desktop 10.2 to ArcGIS for Desktop 10.3.1.*
- *Continue to review Prowest right-of-way data and provide feedback to the project managers.*
- ***GIS Mapping Requests:** Brockway Cranberry Inc. (Property Map), Friends of the Black River (Landings Maps), and Alma Center-Humbird-Merrillan (School District Boundaries Map).*

- ***GIS Data Requests:***

*Forestry Department:*

*Parcels dataset*

*Sheriff's Department:*

*Fire/EMS datasets as MACH layers*

*Clerk of Courts*

*County boundary outline*

*Clark County:*

*Generated a mailing list from our parcel dataset for*

GZA GeoEnvironmental, Inc.: *properties within one miles of Lake Arbutus.  
LiDAR tiles (4) sold for a cost of \$1,000.*

- *County Forest Roads are public roads located within county forests, several of which exist in Jackson County. No previously existing street name pre-type for county forest roads problematic for complying with NG911 data schema requirements.*

*What is a street pre-type?*

*A word or phrase that precedes the Street Name element and identifies a type of thoroughfare in a complete street name. (ex. US Highway XX, State Highway XX, County Road XX, etc.)*

*Action:*

*Submitted a road pre-type entry for consideration to the National Emergency Number Association for the inclusion of "County Forest Road" into the **NENA Registry of Street Name Pre-Types and Street Name Post Types**. Our recommendation of County Forest Road as a street name pre-type was reviewed, approved, and added to the registry on January 4, 2018. All County Forest Road records in our **Roads** feature class have been updated.*

- *We continue to prepare our GIS data for the GeoComm Geovalidation Conversion Project.*

*Action:*

*This past month the following datasets have been updated to meet current data schema requirements of NG911 and the GeoComm Geovalidation conversion: **Municipality, Railroad, County Boundary, Cell Towers, Mile Markers, ESN, Law, Fire, First Responders, and Ambulance**. The attribute data for our **Roads** and **Address points** datasets were previously formatted last month.*

*We plan to submit our data to GeoComm this afternoon for our first of two free evaluations for the Geovalidation conversion process.*

*Future Training:*

- *ALICE Training for active threat situations (February 13, 8:30 – 10:30 a.m.).*
- *WLIA Annual Conference (March 7-9, Elkhart Lake).*

*Upcoming Plans:*

- *Fulfill data and mapping requests.*
- *Review and begin to process address applications.*
- *Continue to review county GIS data for spatial and topological errors.*
- *Begin to develop metadata documentation for our GIS data.*

- *Continue development of the Structure Address Points dataset.*

### **ZONING REPORT:**

- Dog Kennel issues. A property on Highway 54 in the Town of North Bend has up to ten hound dogs on the site. Our office has been receiving numerous complaints about the hollowing and barking. The Zoning Ordinance requires a conditional use permit for any commercial raising or boarding of two or more dogs and pups. Terry reviewed the ordinance language and determined that if you own five or more dogs or pups and just have them located on the property, you are also required to obtain a conditional use permit prior to that number of animals being sited.

Where this is becoming an issue is regarding the licensing of these animals through the township and county treasurers. The Treasurer's Office will issue a kennel license to owners of five or more dogs without realizing that in zoned townships the conditional use permit is required for the number of canines. Terry reacted out to JoAnne Forsting-Leonard, County Treasurer and Barb Pfaff, Animal Control Officer about delaying the issuance of their kennel licenses until the conditional use process has been completed and granted. We know of at least three additional locations in the Town of Manchester alone that fall into this category.

Kyle Deno questioned if this is going to cause issues because they are required to issue the licenses under state law. Terry stressed to her that by issuing them without the conditional use permits being granted first is a violation of County Ordinance. The issuance of this kennel license is a convenience for the canine owner as they are not required to obtain individual licenses for each animal and it's a cost savings for them.

The landowner in the Town of North Bend has not applied for the required conditional use permit hearing yet but the kennel license was issued last week. Terry is looking into this matter more in depth.

- Several text amendments will be coming forward over the next several months. Handicap accessibility ramps and temporary relief from setbacks is one area. Terry has been canvassing counties about this topic and all contacted do not require a variance for this. Other items are event barn venues, as well as short term rental of property. The state has changed the statute language regarding short term rentals so we need to bring that in line with their language. While researching the kennel license situation, Terry found that one section of the Zoning Ordinance calls for a minimum lot size of 3 acres, which is the minimum lot size in agricultural districts. But another section of the ordinance calls for 5 acres. We can't have conflicting language as these types of the activities are allowed in the A-1 and A-2 districts.
- Travel trailer registration letters have been sent out and we are starting to receive applications fairly consistently.
- WI Fund applications are being submitted and will be processed. Looks like we will have three applications being forwarded to the state prior to January 31<sup>st</sup>. This

program sunsets in 2020, so this year is the last year of submissions.

- Kerry Sullivan-Flock, Corporation Counsel, emailed Terry regarding the Lloyd and Anderson properties and violation status. She will be starting the process of scheduling a trial with the court since citations have been paid but compliance has not been gained. This could include daily fines or third party injunctions for clean-up.

**PUBLIC HEARINGS:**

- **ZONE CHANGE PETITION # 2018-01** as requested by John F. Walter on property located in the SW1/4-SW1/4, Section 17, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to change 1.5 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 new manufactured home (2) (mobile home).

Township has not provided a position at the time of the public hearing.

**A Motion by Alton Staff, to approve zone change petition # 2018-01 for John F. Walter with the stipulation of township approval, seconded by Norm Stoker. Motion carried.**

- **ZONE CHANGE PETITION # 2018-02** as requested by Rodney & Sue Knudtson on property known as Lot 1 of CSM 857 and part of the NW1/4-SE1/4, Section 13, T19N, R6W, Town of Melrose, Jackson County, WI. The request is to change 3.0 acres of the Official Zoning Map from the A-1 (Agriculture) District and the R-2 (Residential) District to the R-6 (Rural Residential) District. This will allow for livestock to be kept at the site.

Township supports the request. Mr. Knudtson initially purchased two acres that was divided by CSM and then purchased the surrounding acreage. Gaylord Olson II met with Mr. Knudtson regarding his request and he shared his recommendations for approval with the Zoning Committee, see Attachment 1.

*Attachment # |*

**Zone Change Petition # 2018-02 Rodney and Sue Knudtson – January 15, 2018**

If the Zoning and Land Information Committee decides to approve the re-zone request the Land Conservation Department requests that these conditions and clarification be attached to the approval:

- 1 – No more than 6 animal units located on the re-zoned R-6 designated area.
- 2 – No earthen feedlot areas can be created on the R-6 designated area.
- 3 – All State and County environmental conditions for preventing the manure and soil runoff must be met and maintained.
- 4 – Livestock and animals may be on contiguous property owned by the Knudtson family. That property is not subject to the R-6 re-zone designation.

**A Motion by Norm Stoker, to approve zone change petition # 2018-02 for Rodney and Sue Knudtson with the stipulation of no more than six animal units located within the R-6 (Rural Residential) District area, no earthen feedlot areas can be created within the R-6 designated area, all State and County environmental conditions to prevent manure**

**and soil runoff must be met and maintained and livestock or animals may be on contiguous property owned by the Knudtson's, which is not subject to the R-6 district, seconded by Karena Thundercloud. Motion carried.**

- **TEXT AMENDMENT # 2018-03** as requested by the Jackson County Zoning Department for the Humbird Dam. A Dam Hazard Assessment has been completed and approved by the WI-DNR. The assessment and approval language must be added to the Jackson County Floodplain Ordinance to allow for the township to petition for a low hazard rating on the dam. Under Section 20.05 (2) (b) add the following:

15. The Dam Hazard Assessment and the 100-year Hydraulic Shadow Map for the Humbird Dam on the East Fork of Halls Creek, dated November of 2017, Ayres Associates, Approved by the WI-DNR, November 1, 2017.

Terry Schmidt stated that this is similar to the text amendment recently done for May Coulee Creek in the Town of Northfield. This dam is actually located in Clark County but the hydraulic shadow is in Jackson County. Both counties are required to adopt the language within 60 days for receipt of the study.

**A Motion by Alton Staff, to approve text amendment # 2018-03 for Jackson County Zoning Department, seconded by Norm Stoker. Motion carried unanimously.**

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