

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
July 15, 2019

**July 15, 2019:**        **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, Ed Chamberlain, Isaiah Funmaker 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.

**A Motion by Alton Staff, to approve the minutes of June 17, 2019, seconded by Ed Chamberlain. Motion carried.**

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

**DISCUSSION AND CONSIDERATION OF WAIVING ROAD NAME CHANGE FEES.**

- About a year and a half ago a portion of S. Odeen Rd. was requested to have the road name changed. The railroad splits S. Odeen Rd. and many years ago, the rail crossing was closed splitting the roadway into two segments. Over time this has become more and more of a nuisance and potential safety concern for response. A resident, Terry Dwyer, along the “central” portion of S. Odeen Rd. has been working with the office to get the residents along this stretch of road on board with renaming their portion. He is requesting the waiving of the road name change fee to accomplish this safety improvement.

Mr. Dwyer stated that there are several elderly residents along this portion of the road and may need quick EMS services, additionally they are increasingly having the problem with traffic thinking that the road goes through and then finding it is a dead end.

**A Motion by Ed Chamberlain, to approve waiving the fee to rename a segment of S. Odeen Rd., seconded Alton Staff. Motion carried.**

**SURVEYOR’S REPORT, see report:**

- *Prowest submitted the final version of Garfield township parcel fabric just prior to last month’s meeting. We have thoroughly reviewed this township and think that it looks great. Cleveland township was submitted shortly afterwards and Joe and April have worked hard to review this as well. We have a conference call scheduled with them for tomorrow to discuss our review findings and things they will need to address. Prowest is currently working on Northfield township.*
- *Cody and I have been continuing to focus the majority of our time on the PLSS maintenance project in T22N-R4W. We have made great progress and have about 14*

corners out of 133 to visit. We hope to complete this township in the next week or two and move on to T21N-R6W (Springfield).

- Eau Claire County surveyor has been working on their own remonumentation project in the township north of Garfield. They questioned the location of one of the section corners on the county line. Cody and I worked with them to investigate the evidence, and after much discussion, decided not to change the current location. I feel like we were able to come to an understanding that would best serve and protect the public.
- I have nothing new to report on the 2020 WROC project. Still waiting for Ayres Associates to submit an amended contract for that project to include the 3-inch resolution imagery buy-up areas.
- Last week the DOA sent an email requesting us to send them our countywide LiDAR dataset for them to make publicly available. I sent an email back to inform them that Jackson County acquired this data using Ho-Chunk Nation PILT funds and not State WLIP funds and that it has been decided on, by this committee, to assess a fee for this data. We have a phone call scheduled for today to discuss this. I will keep you posted.

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

*Accomplishments:*

- Assessment Roll update: 24 out of 27 municipalities have turned in an assessment roll & of those 24, 21 have already closed their Board of Review & I've filed the Statement of Assessment for 19 of them. 5 out of 27 need to set their times & dates for Open Book & Board of Review.
- Attended Spring Regional WLIA meeting in Eau Claire May 30<sup>th</sup> & 31<sup>st</sup>.
- Fielding phone calls regarding real estate questions & the assessment process from landowners, farmers, title companies, financial institutions, realtors, foresters, & attorneys.

*Future Trainings:*

- Spring Regional WLIA meeting will be in Eau Claire next Thursday & Friday, May 30 & 31<sup>st</sup>

*Upcoming Plans:*

- Submit data to US Census Bureau for PSAP (Participant Statistical Areas Program).
- Send split letter requests to property owners who purchased or sold a portion of a parcel so far this year.
- Begin splitting parcels.
- Work with assessors though issues that may surface from the assessment rolls/OB.
- Assist Prowest with any questions they may have regarding the Parcel Fabric project.

*Points of Interest:*

- None

## **ZONING REPORT:**

- In June, Modern Disposal Systems began charging an additional \$50.00 per ton as a surcharge because the recycling markets have crashed and are so poor. Materials are being stockpiled until the markets improve. It's almost impossible find someone to take material at this time.
- A property on Stetzer Rd in the Town of Melrose is located in the floodway and the home was damaged by a fire in 2007. It's been sold to a different owner and the property has been vacated since that time. A potential buyer continues to insist that he should be able to occupy the property and improve the home. We will have to see how persistent he is with this.
- The Town of Springfield hearing request is exempt and won't be heard today. If it was located in a regulated floodplain, then it would be subject to the public hearing. In this case, the area is not part of a regulated floodplain.

## **PUBLIC HEARINGS:**

- **ZONE CHANGE PETITION # 2019-24** as requested by Robin Kneifl Sanders on property located in the SW1/4-NW1/4, Section 32, T21N, R6W, Town of Springfield, Jackson County, WI. The request is to change 2.33 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District to allow for the construction of a single-family home.

Township supports the request.

### **A Motion by Ed Chamberlain, to approve zone change petition # 2019-24 for Robin Sanders, seconded by Alton Staff. Motion carried.**

- **ZONE CHANGE PETITION # 2019-25** as requested by Nick and Tara Jameson, owners and David Drews, applicant on property located in the SW1/4-SW1/4, Section 13, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 3 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-6 (Rural Residential) District for the construction of a single-family home and future livestock to be located at the site.

Township supports the request. Gaylord Olson II shared his recommendations for the R-6 (Rural Residential) zoning petition with the committee, see attached.

### **A Motion by Alton Staff, to approve zone change petition # 2019-25 for Nick and Tara Jameson with the stipulation that all Jackson County Land Conservation Department requirements and standards are met, seconded by Ed Chamberlain. Motion carried.**

- **ZONE CHANGE PETITION # 2019-26** as requested by William Franklin on property located in the SW1/4-SE1/4, Section 27, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to change 3.67 acres of the Official Zoning Map from the R-2

(Residential) District to the B-2 (Outlying Business) District to allow for a repair shop at the site.

Township table the request with questions about conditions of the land contract.

Mr. Franklin said that his attorney feels that the land contract doesn't prohibit improvements that increase the property value and that the zone change would not violate the terms of the land contract.

Terry Schmidt stated that the request does not violate the Zoning Ordinance standards and that there are properties across the road that are located in the B-2 (Outlying Business) District already. It meets the Zoning Ordinance minimum lot size for this district and all other requirements.

Mrs. Franklin added that the business is established and operating in Millston at this time. All activities and supplies will be operated and contained within a structure.

**A Motion by Alton Staff, to approve zone change petition # 2019-26 for William Franklin, seconded by Ed Chamberlain. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2019-27** as requested by the Town of Springfield on property located in the SE1/4-NE1/4, Section 4, T21N, R6W, Town of Springfield, Jackson County, WI. The request is to allow for filling and grading work to occur within a floodplain and shoreland area to replace an existing box culvert with (2) 60-inch diameter plastic culverts.

Withdrawn as the request is exempt from jurisdiction.

- **CONDITIONAL USE PERMIT PETITION # 2019-28** as requested by the Jackson County Farm Bureau on property known as Lots 8, 9 and 10 of Rogers-Hilts Addition subdivision located in the SW1/4-NE1/4, Section 21, T21N, R4W, Town of Albion, Jackson County, WI. The request is to allow for the duplex to be utilized as additional office space within the R-2 (Residential) District.

Township supports the request. Public comment was received in support and in opposition.

Steve Kling, President of the Jackson County Farm Bureau, said that their tenant, Wisconsin Children's Hospital needs more space for their office staff. Dr. Julie Woodbury added that the duplex would be for the office staff use only as clients would continue to utilize the existing space for treatment. She added that they are out of room for office staff and staffing numbers are not being increased.

**A Motion by Alton Staff, to approve conditional use permit petition # 2019-28 for the Jackson County Farm Bureau with the stipulation that the approval of the conditional use is specifically granted for Wisconsin Children's Hospital office staff and will**

**terminate if they discontinue use of the duplex, seconded by Isaiah Funmaker. Motion carried unanimously.**

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

- *Continuing to review the results from our GIS Data Hub (GDH) submission to GeoComm to resolve any issues and improve the quality of our GIS data for NG911. Also, continuing to work towards completion of the Structure Address Points dataset.*
- *Applied Data Consultants is still working to link zoning permits to the new County Zoning Layer. The City of Black River Falls has now provided the County with updated zoning data for display in the WG Xtreme web map. We hope to get both datasets functioning within the next month.*
- *Ethan, April, and I have reviewed Prowest's Parcel Fabric data for the Town of Cleveland. The data largely looks very good with the only major issue being that a majority of encumbrances from CSMs and CSRs have not been parceled out.*
- *In an effort to help resolve the addressing issues along Buckeye Road, the Town of Brockway has decided against readdressing residences and instead chose to assign lot numbers to each lot. The property owner has agreed to place signs displaying the lot numbers below each fire sign. The property owner will also display signs which indicate the location of the 100, 200, and 300 lot areas. These lot numbers will be attached to the physical addresses in the 911 database. The changes will take effect on November 01, 2019.*
- *Metadata has now been developed for our address points datasets and parcel datasets. I plan to prioritize the development of additional metadata as time permits.*
- *Cataract First Responders agreed to cover the entire Town of Manchester for 911 coverage effective May 16, 2018. However, the Town and the response agency did not follow through with the Jackson County Emergency Service Number Update Procedure. Specifically, an official ESN change request was not received in written or electronic form, signed by the Town Board or Chair, nor was a letter of concurrence or Memorandum of Understanding received by Cataract First Responders. Emergency Management Coordinator, Kristina Page, has been working with both parties. Once I receive all required documentation from Kristina, I will dissolve the Town of Manchester into two Emergency Service Zones to include:
  - a. *Jackson County Sheriff's Office, Black River Fire Department, and Cataract First Responders / Black River Ambulance.*
  - b. *Ho-Chunk Nation Police Department, Black River Fire Department, and Cataract First Responders / Black River Ambulance.**

- *I am in the process of updating the Master Street Address Guide (MSAG) for high priority areas (ESNs 1100-1111), which comprise incorporated areas and Ho-Chunk Nation Trust Land.*
- *I have processed over a dozen address applications this month.*
- *Finally, late last month I received an address application by occupants of land owned by Jerry Miller in the Town of Irving. The land owner and occupants access the land via an easement off Maple road. The land owner has provided proof of legal access via documents recorded with the Jackson County Register of Deeds Office. Since this is the third address along this access easement, the private road shall be named and signed in accordance with the Jackson County Emergency Management Ordinance.*

*A property owner, Kevin Andraska, whose address is subject to reassignment, has contacted an attorney to dispute the legality of that access for residential purposes. We have found that the intended use of the property is not a qualifying factor to deny a rural address request. At my direction, the Town of Irving has moved forward with naming the private road. I plan to move forward with the readdressing process this week.*

**GIS Mapping Requests:** *Coroner Coverage Area Map and GIS dataset development.*

**GIS Data Requests:** *LiDAR inquiries made by Paragon Associates and the Wisconsin Department of Administration.*

**Future Trainings / Meetings:** *None*

**A Motion by Ed Chamberlain, to adjourn the meeting, seconded by Isaiah Funmaker.  
Motion carried. Meeting adjourned at 12:00 p.m.**