

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
July 15 & 19, 2021

July 15, 2021: **Meeting called to order** at 10:00 a.m., the Site Visits followed. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain and Alton Staff.

July 19, 2021: **Committee Meeting and Public Hearings**
Meeting called to order at 8:30 a.m. by Hoyt Strandberg, Zoning and Land Information Committee Chairman. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, and Alton Staff. Others present were Jason Gazdecki, Zoning Administrator; Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; and Beth Storlie, Administrative Assistant.

A Motion by Alton Staff, to approve the June 16 & 21, 2021 minutes, seconded by Ed Chamberlain. Motion carried unanimously.

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

CSM EASEMENT REVIEW:

- Norm Hurlburt completed a survey for Toxophilite LLC in the Town of Franklin. It is a two lot CSM that reconfigured lot lines. He is proposing a 66-foot easement from Lien Rd. to travel through Lot 6 to serve Lot 7, which is to the south of Lien Rd. This travels along the existing driveway.

A Motion by Ed Chamberlain, to approve a 66-foot easement for Toxophilite LLC, seconded by Alton Staff. Motion carried unanimously.

SURVEYOR'S REPORT. Cody Brommerich:

- *Drafting Government Land Corner Certificates from completed PLSS corners.*
- *We are working with Prowest and finalizing the Town Road Index Project. We noticed a couple of issues and met with them about it. They are working on those and are going to let me know when they find a solution.*
- *We are continuing remonumentation efforts in the Town of Franklin.*
- *We received more PLSS corner requests from private land surveyors for corners that they needed on upcoming surveys. We completed corners for private land surveyors in Franklin, North Bend, and City Point.*

- *Jason Houle from Leica called me and let me know that the shipping of our new GPS was delayed and on back order. We now have a meeting scheduled for July 27th for delivery and setup of the new equipment.*
- *The Chairman from City Point notified us that there will be road work done on Knutes Rd. from Old 54 to the bridge of the East Fork. We have begun research on that stretch to see what corners may be in danger.*
- *As part of our 2022-2023 countywide LiDAR acquisition, there are additional enhancements and derivatives that can be purchased. One of these options is culvert collection and hydro-enforced DEM. The Highway Department has expressed interest in the past regarding a culvert collection project. Ayres would be able to locate all of these culverts based on the new LiDAR data. We arranged a meeting with Highway Commissioner Jay Borek, Forestry Administrator Jim Zahasky, and Assistant Administrator Jon Schweitzer. We thought this enhancement may also be of interest to the Forestry Department. We met with them, and they expressed a lot of interest in the project. These enhancements wouldn't be budgeted for until 2023, but we wanted to meet with them early to introduce the idea. As the LiDAR project progresses next year, we all plan on meeting again to discuss this.*

Future Trainings / Meetings:

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- *Continued preparing the assessment workbooks (assessment roll records for the beginning of the year) for assessors.*
 - *The three remaining townships are City Point, Irving & Knapp, I've been working with the assessor and he'll have those within the week.*
 - *Twenty-one municipalities have completed their Board of Review, seems to be on schedule.*

Future Trainings/Meetings:

- *None planned.*

Upcoming Plans:

- *Send off the remaining 3 municipalities to the assessor, and keep up with filing the Statement of Assessment.*
- *Implement the final product of the parcel mapping from Prowest.*
 - *Last meeting was last Thursday; we're getting closer. Meeting this week if they are able.*
- *Continue fielding phone calls and servicing our office window for the public, lots of questions regarding land info/zoning.*

Points of Interest:
None

GIS/911 REPORT, Joe Pilkington:

- *Working with the Jackson County Fire Departments to delineate response boundaries. Continuing to develop fire district map books for each fire response agency operating in Jackson.*

In exchange for cooperation from the fire chiefs, the Jackson County Land Information Department shall provide each fire department with a new updated wall map. Joe feels that it would be a good gesture to provide updated wall maps for their cooperation and participation with the response boundary update process.

A Motion by Ed Chamberlain, to approve waiving any fees to provide wall maps to all fire departments serving Jackson County, seconded by Alton Staff. Motion carried unanimously.

- *Currently working with the Sheriff's Office, Emergency Management Coordinator, Forestry & Parks, and the Highway Department to develop, order, and install 911 Emergency Locator Markers under the bridges of navigable waterways throughout Jackson County.*
- *Updating the Flood Plain and LOMA GIS datasets using FEMA's LOMA Determination Documents.*
- *April and I worked together with the IT Department and Prowest and Associates to integrate the 2020 aerial imagery into Gaylord's Conservation Applications, hosted on the GIS server.*
- *911 Spillman Geovalidation and CAD mapping went down on Saturday evening. Services were restored by midnight. The cause of the service disruption is not yet known and we are continuing to investigate.*
- *Continuing with routine work such as assigning addresses, updating parcels, updating GIS web map, updating dispatch CAD data, etc.*

GIS Mapping Requests: *None*

GIS Data Requests: *None*

Future Trainings / Meetings: *None*

ZONING REPORT, Jason Gazdecki:

- *The second Tire Round-Up for 2021 was held this past weekend. We have not talked with Russell at this point to see how the event went and how the new pricing structure was received.*

- Building season is in full swing. We are continuing to receive a strong flow of permit applications and fieldwork is going strong.
- A letter from Corporation Counsel was read into the minutes on Kerry Sullivan-Flock's opinion regarding Conditional Use Permits and short-term vacation rentals, see letter.

DISCUSSION AND CONSIDERATION OF RETURNED TABLED CONDITIONAL USE REQUEST # 2021-30 for Trinidad Alvarez, owner and Dan Chumbley, applicant:

- The request was tabled to allow Corporation Counsel to review the State Statute language for vacation short-term rentals. The opinion from Corporation Counsel was read into to the minutes. The Town of Adams opposed the request.

Dan Chumbley requested the committee to consider a one-year trial basis for the rental. He is willing to come back after one year. The committee questioned the length of time he intends to rent the home for. Mr. Chumbley added that at family friend who lives in Hatfield will be the caretaker of the property in his absence as he resides in Iowa. The committee inquired what the distance is to the closest neighboring property. Mr. Chumbley said that his parcel is seven acres and its at least 300 yards to the closest property line. The committee commented that this parcel is more rural and does not have the density problems that the Hatfield area has.

A Motion by Ed Chamberlain, to approve conditional use permit # 2021-30 for Trinidad Alvarez, owner and Dan Chumbley, applicant with the stipulation that it is for a one-year trial period and will be reviewed after one year to determine if any problems or complaints are received. If any are received, the conditional use permit could be revoked, seconded by Alton Staff. Motion carried unanimously.

DISCUSSION AND CONSIDERATION OF RETURNED TABLED CONDITIONAL USE PERMIT REQUEST # 2021-32 for William Powers, owner and Kelsey Motley, applicant:

- Kelsey Motley, applicant joined via Zoom. The petitioners are requesting the conditional use permit be allowed with the condition of it being a one-year trial period so they can demonstrate their rental policies and business operation. They stated that they will enforce and prohibit the ATV concerns over them coming in and out from the property. They have hired a local resident that will serve as the caretaker for the property.

The committee stated that this is a very heavily populated neighborhood with much closer density than other areas in the Town of Adams.

Ms. Motley added that they would be happy to enforce a curfew or quiet time beginning at 10:00 p.m. to prevent excess noise for the neighbors.

Alton Staff questioned if other short-term rentals have been approved within the R-1 (Residential) District. Zoning Administrator, Jason Gazdecki stated yes, several are operating.

A Motion by Alton Staff, to approve conditional use permit petition # 2021-32 for William Powers, owner and Kelsey Motley, applicant with the stipulation that it is for a one-year trial period and will be reviewed after one year to determine if any problems or complaints are received. If any are received, the conditional use permit could be revoked. Additionally, a curfew or quiet time beginning at 10:00 p.m. nightly will be required, seconded by Ed Chamberlain. Motion carried unanimously.

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

NEW BUSINESS:

- **ZONE CHANGE PETITION # 2021-35** as requested by Michael & Cassie Geary on property known as Lot 2 of CSM 1341 located in the SE1/4-SW1/4, Section 29, T19N, R6W, Town of North Bend, Jackson County, WI. The request is to change 11.97 acres of the Official Zoning Map as follows:
 - 2.0 acres from the A-1 (Agriculture) District to the R-2 (Residential) District for the construction of a single-family home.
 - 9.97 acres from the A-1 (Agriculture) District to the A-2 (Forestry and Limited Agriculture) District.

No position has been submitted by the township prior to the public hearing. Cassie Geary was present and shared their family's construction plans with the committee.

A Motion by Ed Chamberlain, to approve zone change petition # 2021-35 for Michael and Cassie Geary with the stipulation that the proposed easement is approved by the Town of North Bend and they support the zone change, seconded by Norm Stoker. Motion carried 4 - 0.

- **ZONE CHANGE PETITION # 2021-36** as requested by Eric & Mark Bolte on property located in the SW1/4-NE1/4, Section 30, T21N, R6W, Town of Springfield, Jackson County, WI. The request is to change 2.0 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for a single-family home.

Township supports the request.

A Motion by Norm Stoker, to approve zone change petition # 2021-36 for Eric and Mark

Bolte, seconded by Alton Staff. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-37** as requested by Samuel F. Stoltzfus, owner and Jonas Brenneman, agent on property located in the SE1/4-SE1/4, Section 25, T21N, R5W, Town of Albion, Jackson County, WI. The request is to allow for the operation of a school house within the A-1 (Agriculture) District.

Township supports the request.

A Motion by Alton Staff, to approve conditional use permit petition # 2021-37 for Samuel F. Stoltzfus, seconded by Norm Stoker. Motion carried 4 – 0.

- **CONDITIONAL USE PERMIT PETITION # 2021-38** as requested by Radcliffe Brothers LLC, owners and Rick Radcliffe, applicant on property located in the NW1/4-SE1/4, Section 5, T20N, R5W, Town of Irving, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for a streambank erosion improvement project and rip rap installation.

Township supports the request. Ian Radcliffe, agent for Radcliffe Brothers LLC explained the project scope which includes 150 feet of rip rap installation and streambank improvement and shaping.

A Motion by Norm Stoker, to approve conditional use permit petition # 2021-38 for Radcliffe Brothers LLC, seconded by Ed Chamberlain. Motion carried unanimously.

A Motion by Ed Chamberlain, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 10:00 a.m.