

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
July 18, 2022

July 18, 2022: Committee Meeting, Virtual Onsite and Public Hearing

Meeting called to order at 8:30 A.M. by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Alton Staff, Ed Chamberlain, Jerry Schmidt, and Adrian Swanson. Others present were Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Jonathan Hemp, Zoning Administrator; Dustin McCune, Zoning Technician; Rebecca Ayers, Zoning Assistant; Gaylord E Olson II, County Conservationist; Jeff Amo, County Board Chairman; and Dave, Mississippi River Regional Planning Commission Representative.

Next Meeting Dates: Monday, August 15, 2022 at 8:30 a.m.

A Motion by Alton Staff, to approve the June 20, 2022 minutes as presented, seconded by Adrian Swanson. Motion carried unanimously.

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

CSM EASEMENT REVIEW:

- None

Comprehensive Land Use Plan Steering Committee:

- Dave answered questions that the board had with the Comprehensive Land Use Plan, he explained that due to COVID many counties had put this on the backburner, but were completing this currently. He also explained that this was only a revision, not an entirely new project, the committee would be revising and updating.

A motion made by Alton Staff, to move forward with the Comprehensive Land use Plan Update, seconded by Jerry Schmidt. Motion carried 4-1 (Chamberlain opposed).

SURVEYOR'S REPORT. Cody Brommerich:

- *2023 Wisconsin Regional Orthoimagery Consortium Project Update. We are planned to acquire updated aerial imagery in the spring of 2023. We organized a meeting with several municipalities regarding 3" ortho buy-ups. As of right now, the Village of Taylor, Town of Brockway, and City of Black River Falls are most likely going to participate for the 2023 flight, which they also did for the 2020 flight. There is interest from a couple of other municipalities.*
- *We got our total station back late last week as it was sent out for calibration, adjustment, cleaning, and repair. We will be continuing our remonumentation efforts.*

- *WisDOT delivered approximately 100 signs, posts, and placards to our office. During our static GPS observations on geodetic control stations, I kept track of how many signs and placards were destroyed by these monuments. WisDOT is providing all of the posts, signs, and placards for us to replace the damaged and missing signs.*
- *There have been a lot of Certified Survey Maps (CSM) reviewed and recorded this past month along with other filed surveys.*

Future Conference/Meetings:

Wisconsin Society of Land Surveyors (WSLS) Summer Meeting – July 29th (La Crosse, 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. I have 1 out of 27 municipalities left to complete, and 20 of 27 have completed their Board of Review already.*
- *Assisted the Broadband workgroup with mapping services*
- *Met with some State and Local Finance staff of Wisconsin Dept of Revenue regarding assessment standards and the need for an update in the way which the assessment data is being collected.*

Future Trainings/Meetings:

- *September 7th - 9th will be the Real Property Listers Annual State Meeting in La Crosse*

Upcoming Plans:

- *Continue working on the spring assessment rolls & parcel mapping.*
- *Continue to assist the public, attorneys, title companies, realtors, and anyone else who contacts us.*

Points of Interest:

- *None*

GIS/911 REPORT, Joe Pilkington: Joe absent, Cody presented report.

- *Finalized Zoning Map Amendments for the Village of Taylor.*
- *Continuing to improve road centerlines and update address range data for the purpose of updating the Master Street Address Guide (MSAG). As a reminder, we need to achieve and maintain a 98% synchronization rate between the MSAG and GIS data for NG911. We are currently hovering around 72% synchronization. This project is medium priority.*

- **Spillman Geobase Address Maintenance Record Backlog**

For Context....

When a dispatcher validates a GIS-based address for the first time, it is assigned a unique identifying number called an Address ID Number. The CAD software uses the Address ID number to reference the address record throughout the software. The County GIS address data is configured to allow the software to generate a corresponding CAD address record for each unique Jackson County address, including multi-unit structures assigned with secondary addressing. To reiterate more plainly, an address record is created in CAD once the GIS address is first validated.

Over time, errors are inevitably introduced to the records database, such as duplicate records for a single address. This can occur for several different reasons, such as when an incorrect address is forced to validate in CAD -OR- if any address element is changed within the GIS. Address record synchronization errors are identified in the software by the Address Maintenance module. Through this module, the connectivity of the physical address to the address record may be reestablished or repaired. Notably, multiple records may also be consolidated into a single address record, where appropriate.

So why am I telling you all of this? I am currently assisting the Sheriff's Office to process the Address Maintenance backlog. Thus far, errors have been reduced from approximately 14,000 to 5,355. Of the 24,517 total CAD address records, 19,162 now join to the County GIS data, bringing the synchronization rate up to 78% from 42%. In return, we have gained invaluable knowledge on CAD entry habits of the dispatchers, which allows us to better design the data and alias tables. Results from the Address Maintenance process has also helped reveal missing address data points and missing intersection data points within the County GIS. The benefits are plentiful and mutually inclusive. This project is medium priority.

- *Continuing to process address applications as received, perform regular data updates to Wgxtreme webmap, updates to Spillman GeoValidation, and data backups. These processes are high priority.*

GIS Mapping Requests:

Finalized Taylor Zoning Map, amended the Land Conservation Non-metallic Mining Sites Map.

GIS Data Requests:

None

Past and Future Trainings / Meetings:

None

ZONING REPORT, Jonathan Hemp:

- *Land Use Permits have been a little slower*
- *Dustin still has been going on quite a few soil tests and septic installation inspections*
- *Issued 31 sanitary permits this past quarter (April-June).*
- *Dustin is also keeping up on the travel trailer registrations*
- *Sanitary violations start going out the end of this week (37 pending as of today)*
- *Multiple Conditional use applications for after the fact shoreline grading violations*
- *Garrett Nix is the new Corp Council for our Zoning & Land Conservation*
- *Recycling center:*
 - *Still need to get a quote on fixing the mast and new tires*
 - *have sharps pick-up scheduled for August 23*
 - *I've been trying to keep recycling center cleaned up*
 - *Need to look into maintenance for cardboard baler*
- *Comprehensive zoning plan*
 - *Have proposed Steering Committee put together*
 - *Need to send out notices to all towns and municipalities on updated Comprehensive Zoning maps*
- *Variance applied for (BOA Meeting August 18)*
- *BOA Hearing on July 14 for building in roadway setback in town of Adams (was approved)*
- *Review raising fee prices & updating application forms. Will put proposal together and present to Zoning Committee in coming months*
- *2023 Budget due Friday September 2*

A motion to recess and go into the Public Hearing was made by Alton Staff and was seconded by Adrian Swanson at 9:32 a.m. Motion carried, unanimously.

Public Hearing meeting was called to order at 9:32 a.m. by Hoyt Strandberg.

NEW BUSINESS:

- **CONDITIONAL USE PETITION #2022-23** as requested by Kevin Wallace on property known as Lot 3 of CSM 1119 located in the SE ¼-NW ¼, Section 7, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow for the operation of a short-term (May-September) rental property within the R-2 (Residential) District.

A motion made to postpone until August meeting was made by Alton Staff and was seconded by Adrian Swanson. Motion carried, unanimously.

- **CONDITINAL USE PETITION #2022-24** as requested by NARLLH, LLC on property known as Lot 2 part of SW ¼-NW ¼, Section 17, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the operation of a short-term rental property within the R-4 (Residential) District.

The Township supports the request. Jerry asked how they would be able to monitor the amount of people, Ms. Holmgreen stated that she drove by the property most days and would be able to monitor in person.

A motion made by Alton Staff, to approve Conditional Use Petition #2022-24 for NARLLH, LLC, seconded by Ed Chamberlain. Motion carried, unanimously.

- **SUBDIVISION SKETCH PLAT PETITION #2022-25** as requested by Robert Gehrt on property known as Lots 2 & 3 part of SE ¼ SW ¼, Section 7, T23N, R6W, Town of Northfield, Jackson County, WI. The request is for a review of a proposed six-lot subdivision.

The Township supports the request.

A motion made by Alton Staff, to approve the Subdivision Sketch Plat Petition #2022-25 for Robert Gehrt, seconded by Adrian Swanson. Motion carried, unanimously.

- **CONDITIONAL USE PETITION #2022-26** as requested by Melissa Sandoval on property known as Lot 11 of CSM 2273 located in the NE ¼ -SE 1/4 , Section 9, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow for a Mechanic shop open to the public.

The Township supports the request.

A motion made by Adrian Swanson, to approve Conditional Use Petition #2022-26 for Melissa Sandoval, seconded by Ed Chamberlain. Motion carried, unanimously.

A motion made by Adrian Swanson to go back to the open meeting at 9:59 a.m., seconded by Alton Staff. Motion carried, unanimously.

OLD BUSINESS:

- **ZONE CHANGE PETITION # 2022-11** as requested by John Kraemer on property located in the NE1/4 – SW1/4 Section 17, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 5.0 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 single-family home.

A motion was made by Ed Chamberlain, to deny due to John Kraemer not being in attendance for the third month in a row, seconded by Adrian Swanson. The motion carried, unanimously.

- Discussion and consideration of Conditional Use Permit #2021-30 for Dan Chumbley regarding stipulations of approval for short-term rental within the R-2 (Residential) District.

Rebecca stated that Mellisa VanBeek from the Jackson County Sheriff's Office found no reports of calls to the home in the past year.

A motion made by Ed Chamberlain, to lift stipulations for Conditional Use Permit #2021-30 for Dan Chumbley, seconded by Adrian Swanson. Motion carried, unanimously.

- Discussion and consideration of Conditional Use Permit #2021-32 for William Powers, owner and Kelsey Motley, applicant regarding stipulations of approval for short-term rental within the R-1 (Residential) District.

Rebecca stated that Mellisa VanBeek from the Jackson County Sheriff's Office found no reports of calls to the home in the past year.

A motion made by Alton Staff, to lift stipulations for Conditional Use Permit #2021-32 for William Powers, seconded by Ed Chamberlain. Motion carried, unanimously.

A Motion by Adrian Swanson, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 10:24 a.m.