

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
March 13&14, 2013

March 13, 2013: **Committee Site Visits.** Committee members in attendance are Gaylord Olson, Ray Ransom, Margaret Rewald, and Norm Stoker.

Meeting called to order by Chairman Gary Olson at 8:00 a.m., the Site Visits followed.

March 14, 2013: **Committee Meeting and Public Hearings**

Meeting called to order by Chairman Gaylord Olson at 9:30 a.m. Committee members in attendance are Gaylord Olson, Ray Ransom, Margaret Rewald, John Chrest and Norm Stoker. Others present were Tim Jeatran, County Surveyor; Lauree Kratcha, GIS Technician; Terry Schmidt, Zoning Administrator; and Dustin McCune, Zoning Technician.

A Motion by Ray Ransom, to approve the minutes, seconded by Margaret Rewald. Motion carried.

JOB DESCRIPTION REVIEW

- Christie Mathews, Personnel Director reviewed the job descriptions for the Land Information Department and the Zoning Department. These descriptions have been brought into a standard format countywide, educational and statutory licensure requirements. Everyone within the departments reviewed their descriptions and made recommendations for accuracy of what they are doing and the managers reviewed for the minimum requirements for hiring. The committee reviewed the descriptions and discussed revisions to the descriptions.

Terry stated that the Zoning Administrator and Zoning Technician descriptions did not change much but additional language was added to the Administrator's description for addressing the County Comprehensive Plan and assisting municipalities with their comprehensive plans, as well as changes some language for the solid waste program and recycling program.

The majority of changes occurred with the secretarial position. It was broken down into two sections, Environmental Health and Zoning and Deputy County Surveyor with other duties that apply. The committee recommended several revisions to the Secretary's description regarding knowledge and ability especially with aerial photos, wetland mapping, etc.

The Zoning Technician's educational experience and licensure was discussed in detail. Terry recommends having two years' experience in soils and/or code enforcement. This will require fieldwork experience possible with a private firm or in related field. This job requires the evaluation, overseeing, enforcement of state and county codes for individuals that are submitting permits and reports to the county and approval of work of individuals who have been doing this type of work for years. It would be very

difficult coming on board without experience.

The Zoning Administrator description needs to have the POWTS language copied into his description from the Zoning Technician description. The acronym for POWTS needs to be detailed somewhere in the descriptions. Proof of Insurance language needs to be included with most of the descriptions. The committee added language about the committee onsite under additional duties.

The County Surveyor description looked good with just a few minor tweaks. Software experience with AutoCAD, and GPS are necessary as prior knowledge.

The GIS Specialist/Real Property Lister/E911 Coordinator description was broken out by area similar to the Secretary/Deputy County Surveyor. Tim and Lauree discussed adding a bullet about being the Land Information Technician as she assists with all land information related functions. She also works with the US Census Bureau related issues, which could fall under the GIS Specialist aspect.

Upon approval by the oversight committee, the descriptions will move on to the Personnel Committee for final approval.

A Motion by John Chrest, to approve the job descriptions as revised and discussed for the Zoning Administrator, Zoning Technician, Zoning Secretary/Deputy County Surveyor, County Surveyor and GIS Specialist/Real Property Lister/E911 Coordinator, seconded by Margaret Rewald. Motion carried 5 - 0.

A Motion by Norm Stoker, to approve the vouchers for payment, seconded by John Chrest. Motion carried.

SURVEYOR'S REPORT - see report.

- Continuing to work with the Carlson Surveying software and transferring survey projects from the old into the new.
- We are donating an old stone survey monument to the Jackson County Historical Society.
- The DOT has added 10 more CORES stations, so now the county is inside the network. They also switched to the NAD 83 (2011) adjustment from the NAD 83 (2007) adjustment, which is about 0.05 feet different.
- Continuing to work with Jack Grutzik from the Forestry Department verifying tree stand encroachments on county land in the Town of Manchester.
- Discussed the Governor's Budget proposal and the effects on the WLIP Grants. It is uncertain if we will be receiving the base budget grant or if funds will lapse into the general fund for the state. Won't know anything until after the budget is signed.

- Plans are underway for a 2015 WROC and the cost for LiDAR has dropped. Ayers and Associates was the vendor in 2010 and they will be the vendor in 2015. Cost estimates for Jackson County is \$200,000.00 for LiDAR and 12" air photos would be \$65,000.00 for leaf off photography. Within the next year, they will want us to sign a contract for the flights. We may need to hire a consultant to help with quality control and we will need computer software to view this type of photography. When the 2010 WROC was done, it saved 20% on the cost.
- Discussed the GIS Specialist position.

GIS TECHNICIAN'S REPORT

- Completed the assessor work books. Will start getting books back in by mid-April
- Doing address clean-up and Spillman corrections and fixing bugs. Met with Kristine Page yesterday to discuss the problems. Dispatch is having a lot of problems, but Lauree isn't able to replicate, but she knows that there are errors in the data and that is what she is trying to correct these issues before pushing an update over on the Spillman side.
- Working with Jack Grutzik from Forestry, he got a new laptop and loaded data, aerial photos etc. that he can use in the field.
- Loaded Arc GIS on the computer that Kat uses, so she can begin helping with some of the general edits again.
- The Friends of the Black River want more canoe landing maps this year.
- BRAGS (Black River Area Green School) has a project that they are working on that she will be showing them how to use some GIS data. They are coming into the office for this information next month.

ZONING REPORT – Terry Schmidt.

- The proposed text amendments for the Zoning Ordinance have been sent to the towns for their review. Committee members had several comments; we will schedule it on the agenda in April and postpone the public hearing until May.
- Working on the Shoreland Ordinance text amendments, which need to be adopted by February 1, 2014. Language changes need to be done to impervious surfaces and non-conforming uses. Terry anticipates having them ready for review by the committee and WI-DNR sometime during the summer or early fall, then taking them through public hearing and county board by early December.

- Held multi-county plumber and CST training seminar last Friday in Sparta. We had over 150 individuals attend to receive their 6 credits for license and continuing ed.
- Attended a regional solid waste meeting in Monroe County, there is a real concern about the landfills that are reaching maturity and what will happen with waste once closed. The Monroe County Board has a real apathy towards solid waste landfills. Juneau County is closing by the end of this summer, they thought they had about four years but that is not the case. The only facilities are Monroe County, La Crosse County with incinerator, 7 Mile Landfill in Chippewa Falls, Torrec in Wisconsin Rapids. The facilities available are dwindling. Even though Jackson County does not have a facility, we still generate waste. We are going to start getting some of the oversight committee members involved in the discussion and encourage Adams or Monroe County to continue and expand their operations. Terry will continue to keep the committee abreast of the situation.
- Some members of the Executive/Finance Committee and other board members attended the Town of Adams meeting to discuss the funds due Jackson County from the Smart Growth Plan development. The Towns of Adams, Alma, Irving and Manchester did not complete their comp plans but were part of the original grant award. The balance owed is \$48,000.00. We hope to have them pay the balance without having to deal with litigation.
- Terry will be taking a week's vacation next week from March 15th to the 22nd.
- The committee questioned if the newly signed Metallic Mining Bill by the Governor is going to have an impact on the language we have in the Zoning Ordinance. Terry said he will have to wait until the language comes down from Madison to see if there will be any text amendments necessary.

PUBLIC HEARINGS

- **ZONE CHANGE PETITION # 2013-07** as requested by James Rinden on property located in the SW1/4-NW1/4, Section 35, T20N, R1E, Town of Bear Bluff, Jackson County, WI. The request is to change the Official Zoning Map as follows: 2 acres from the R-3 (Cottage) District to the R-2 (Residential) District AND 18 acres from the R-3 (Cottage) District to the A-2 (Forestry and Limited Agriculture) District. The intent is to construct a single family home at the site.

Township supports the request.

A Motion by Norm Stoker, to approve zone change petition # 2013-07 for James Rinden, seconded by Margaret Rewald. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2013-08** as requested by Brickstone Dairy Inc., Scott Hentsch, agent on property located in the SW1/4-SE1/4, Section 21, T23N, R6W, Town of Northfield, Jackson County, WI. The request is to allow for filling and

grading work within a shoreland area for the installation of a new rock crossing on a navigable stream.

Township supports the request. Gaylord Olson II stated that WI-DNR permits have been issued. They are removing a culvert and improving the rock crossing and rip rap. Terry asked that a condition be placed that all LCD requirements are met. Gaylord added that if they do not follow their specifications, then he will not qualify for cost-sharing with NRCS and LCD.

A Motion by John Chrest, to approve conditional use permit petition # 2013-08 for Brickstone Dairy Inc, Scott Hentsch with the stipulation that all Land Conservation Department requirements and standards are met, seconded by Ray Ransom. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2013-09** as requested by Michelle Gaul and Tyler Kapfer, agents on property located in the SE1/4-SE1/4, Section 36, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 2 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.

No township position was received by the time of this public hearing.

A Motion by Ray Ransom, to approve zone change petition # 2013-09 for Michelle Gaul and Tyler Kapfer with the stipulation of town board approval, seconded by Norm Stoker. Motion carried unanimously.

- **SUBDIVISION SKETCH PLAT REVIEW # 2013-10** as requested by Secluded Land Company on property located in the NE1/4-SE1/4, Section 1, T22N, R4W, Town of Alma, Jackson County, WI. The request is to allow for a proposed 14 lot subdivision.

No township position was received by the time of this public hearing. A concern of the Land Conservation Department would be the density of the lots in relationship to the shoreland area that could be impacted by erosion in a flood event. The required setback from the ordinary high water mark is 75 feet. The bank slope and water elevations are being surveyed at this time. A hydraulic shadow map along Halls Creek was done when Troll Lake dam was done.

A Motion by Ray Ransom, to approve subdivision sketch plat review # 2013-10 for Secluded Land Company with the stipulation of town board approval and concerns of building setbacks from the ordinary high water mark, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2013-11** as requested by Claude Ringlemon on property located in the NW1/4-NW1/4, Section 33, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to allow for non-metallic sand extraction out of the M-2 (Industrial Extractive) District.

Township supports the request with the following conditions:

- A signed road agreements are filed with local townships.
- Winter hauling between November 15th and March 1st.
- Hours of operation from 6:00 a.m. to 6:00 p.m.
- Road bond in the amount of \$80,000.00 for Arrow Rd south from Starlite Rd intersection.
- Hauling route is Arrow Rd from Cty Rd O south empty and Arrow Rd, Starlite Rd intersection south loaded to the town line.
- The approval is for Claude Riglemon and for the proposed reservoir improvement project only.
- An approved reclamation plan is to be submitted to Jackson County Land Conservation.
- All local, state, or federal permits and requirements are to be met and copies submitted to the Jackson County Zoning Department.

Mr. Riglemon spoke with the Town of Lincoln chairman and they will be meeting next week and he also discussed an alternate route with the Town of Knapp on Monroe Rd. He would need to improve Monroe Rd with gravel and build it up. It will be a similar operation as the previous request, no washing will occur. It is purely an excavation and removal operation.

A Motion by Norm Stoker, to approve conditional use permit petition # 2013-11 for Claude Riglemon with the stipulation that all local municipal conditions and all Jackson County requirements are met, seconded by Margaret Rewald. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2013-12** as requested by Harley Boehm, owner and Peter and Jessie Oberlin, agents on property located in the SE1/4-SW1/4, Section 1, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 2 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District for the construction of a new single family home.

No township position was received by the time of this public hearing.

A Motion John Chrest, to approve zone change petition # 2013-12 for Peter and Jessie Oberlin with the stipulation of town board approval, seconded by Ray Ransom. Motion carried unanimously.

A Motion by Ray Ransom, to adjourn the meeting, seconded by Norm Stoker. Motion carried. Meeting adjourned at 11:30 a.m.