

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
March 18, 2019

March 18, 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 followed. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Joe Pilkington, GIS Coordinator; Dustin McCune, Zoning Technician; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

A Motion by Ed Chamberlain, to approve the minutes of February 13 & 18, 2019 with a minor correction to page 3 changing tried to tied, seconded by Alton Staff. Motion carried.

DISCUSSION AND CONSIDERATION OF ANY CONDITIONS OF APPROVAL FOR CONDITIONAL USE REQUEST # 2018-39 FOR HIS PROPERTIES LLC:

Town Chairman, Rick Olson and the township's attorney, Mark Radcliffe shared the conditions of approval that they would like considered as part of the Zoning and Land Information Committee's approval for Conditional Use Permit Petition # 2018-39 for HIS Properties LLC. They are as follows:

- Fencing along the property line between the HIS Properties LLC and sanitary district lagoons.
- Management of the solid waste removal with dumpsters for campground and day camp.
- Posting emergency contact information for those utilizing facilities.
- The former clubhouse, which is being utilized as a residence and is zoned as such should remain as residential.
- Go cart access restricted to campers only, not general public use.
- The Town of North Bend Campground Permit Ordinance is in effect and the property subject to any local, county, state or federal requirements.
- Noise control as detailed within the Town of North Bend Campground Permit Ordinance.

Terry Schmidt would like the committee to consider a pilot timeframe for initial approval for one year since this type of activity is new to the township. It would allow any complaints or issues to be resolved and re-evaluated by the committee.

A Motion by Alton Staff, to approve conditional use permit petition # 2018-39 for HIS Properties LLC with the stipulation that all local, county, state or federal requirements are met, seconded by Norm Stoker.

A Motion by Ed Chamberlain, to amend the approval of conditional use permit petition # 2018-39 for HIS Properties LLC with the stipulation that a review of the conditional

use permit will occur after one year, seconded by Norm Stoker.

A Motion by Alton Staff, to further amend the approval of conditional use permit petition # 2018-39 for HIS Properties LLC with the stipulation that fencing be installed by HIS Properties LLC along the mutual property line between their properties and the Sanitary District of North Bend sanitary lagoons, seconded by Norm Stoker. All Motions carried unanimously, 4 – 0.

DISCUSSION AND CONSIDERATION OF MERIT INCREASES. The County Board has authorized 2.25% increase for all employee's effective the first full pay period in July. The committee reviewed the recommended increases for all staff.

A Motion by Alton Staff, to approve the merit increases for the staff of the Land Information, County Surveyor and GIS Departments as presented, seconded by Ed Chamberlain. Motion carried unanimously.

A Motion by Ed Chamberlain, to approve the merit increases for the staff of the Zoning and Recycling Departments as presented, seconded by Norm Stoker. Motion carried unanimously.

DISCUSSION AND CONSIDERATION OF THE ZONING ADMINISTRATIVE ASSISTANT RECLASSIFICATION.

Terry Schmidt shared with the committee that he and Ethan Remus, County Surveyor, are requesting that the Zoning Administrative Assistant position be reclassified from Grade 14 to Grade 13 with an annual cost of approximately \$2,200.00. The proposed job description was reviewed and several changes have occurred with the duties of the position especially regarding internet records management and access. This proposed reclassification would also move the position to the same grade level as other deputies since this position is also the Deputy County Surveyor. Issues were identified back when the WPLI study was done, but never corrected and this would address those issues.

A Motion by Norm Stoker, to approve the updated job description for the Zoning Administrative Assistant, seconded by Alton Staff. Motion carried unanimously.

Terry shared the summary of the past five years of excess revenues collected and unused expenditures that have been turned back to the General Fund. The committee was informed that based on at least the past five years that funds are available to cover the expense of this reclassification. The resolution for the reclassification of the Zoning Administrative Assistant was read.

A Motion by Alton Staff, to approve the resolution for the reclassification of the Zoning Administrative Assistant/Deputy County Surveyor, seconded by Ed Chamberlain. Motion carried unanimously.

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

SURVEYOR'S REPORT, see report:

- *Parcel Mapping contract with Prowest is in process. They are working on the pilot township (Garfield). The pilot should be completed and ready for QC review by end of March.*
- *Drafting tie sheets and maps for field work completed last summer. Cody has finished all tie sheets for corners done in Hixton. We have also finished processing raw survey data and built the control points needed for parcel mapping in Garden Valley, Alma and Curran.*
- *Joe and I attended the annual WLIA conference on February 20-22 in Appleton. There was a lot of good information shared. We focused our attendance mainly on 911 related discussions.*
- *DOA has sent their V5 data request. Joe and April have worked diligently to get our data ready to submit and we are nearly there. March 31 is the deadline to submit to secure our 2019 SI grant funding.*
- *The DOA has sent out the yearly Grant/Retained Fee reporting documents. I am currently working on completing this.*
- *The WLIP Base Budget Grant check came on March 1st. \$66,648.00 was deposited.*
- *The Highway Dept. has installed new safety lights on the survey truck. Cody and I are very pleased and will feel much safer when working along roads.*
- *We held a meeting on February 26th to discuss the 2020 WROC flight with local municipalities. About a quarter of the muni's attended. There is some strong interest from some of them to partner with the county for high resolution imagery. Village of Taylor has announced their intent to partner. We have been invited to present this at the BRF Common Council meeting on April 3.*
- *Purchased a new binder and blank sheets to be used for filing surveys in the new County Survey Records Volume 9. Volume 8 is nearing capacity.*
- *I participated in a webinar on March 7th, hosted by NGS discussing the new state plane coordinate systems that will be constructed by NGS for projecting the new 2022 datums. It was very interesting and am glad that I have volunteered to work on the Wisconsin Task Force. This change, when fully implemented, will have a dramatic impact on land information professionals.*
- *Joe and I will be participating in a NG911 webinar hosted by WCA on March 25th.*

- *Finalizing preparations for field work season. Hoping to get after it soon!*

DISCUSSION AND CONSIDERATION OF THE WROC 2020 AUTHORIZATION RESOLUTION.

The committee reviewed the resolution to authorize the 2020 Wisconsin Regional Orthoimagery Consortium (WROC) orthophotography flight and enter into a contract with Ayers Associates Inc. to perform the flight. The Jackson County Clerk is authorized to enter into the contract with Ayers Associates Inc.

A Motion by Ed Chamberlain, to approve the resolution for Participation in the Wisconsin Regional Orthoimagery Consortium (WROC) 2020 Aerial Imagery Project, seconded by Norm Stoker. Motion carried.

DISCUSSION AND CONSIDERATION OF WI-DNR REQUEST FOR UTILIZING GIS SERVICES WITHIN INCIDENT COMMAND.

Ethan discussed the WI-DNR request to have Joe Pilkington serve in Incident Command with Kristina Page, Emergency Management Director. She stated the only benefit of Joe serving in this capacity would be getting familiar with the state personnel and software that would be utilized in Incident Command. The WI-DNR would not reimburse Jackson County any costs associated with Joe attending their mandatory training. Kristina added that if she calls Joe up or the WI-DNR, he will be working in Incident Command somehow during these types of emergencies anyway. Based on this, Ethan does not feel the benefits outweigh the costs.

A Motion by Alton Staff, to deny authorizing Joe Pilkington, GIS Coordinator to serve on the WI-DNR Incident Command through the Department of Natural Resources, seconded by Ed Chamberlain. Motion carried.

REAL PROPERTY LISTER REPORT, see report:

Accomplishments:

- *Assessment Work Roll update: all the assessors have received their beginning of the year assessment work roll information & the last of it was sent on March 6th.*
- *Fielding phone calls regarding real estate questions & the assessment process from landowners, title companies, realtors, & attorneys, as real estate sales begin to begin picking up for the spring season.*

Future Trainings:

- *Board of Directors Meeting for Wisconsin Property Listers Association will be this Friday March 22nd in Stevens Point.*
- *GCS Regional Meeting next Tuesday at the Vernon County Courthouse from 12:30 – 4:30pm*

Upcoming Plans:

- *Work with assessors though issues that surface from the work rolls.*
- *Verify the state's Telco roll and Manufacturing assessment roll with my current records & communicate with state & local assessor any differences.*
- *Assist ProWest with any questions they may have regarding the Parcel Fabric project.*

Points of Interest:

- *None*

PUBLIC HEARINGS:

- **CONDITIONAL USE PERMIT PETITION # 2019-03** as requested by Thomas Chambers, owner and Tomerona Enterprises LLC, applicant on property known as Lot 3 of CSM 2528 located in the SW1/4-NE1/4, Section 22, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow for the existing residential structure to be used as a vacation short-term rental unit.

Township supports the request.

A Motion by Norm Stoker, to approve conditional use permit petition # 2019-03 for Thomas Chambers and Tomerona Enterprises LLC, seconded by Alton Staff. Motion carried.

- **ZONE CHANGE PETITION # 2019-08** as requested by Beverly Elvaker, owner and Stephanie and Jacob Kennedy, applicants on property known as Lot 1 of CSM 4090 located in the SE1/4-NW1/4, Section 6, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 5.18 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-6 (Rural Residential) District for the construction of a single-family home.

Township supports the request. Public comment submitted in support. Gaylord Olson II was unable to attend but the following are his recommendations for approval:

- No livestock and/or animals can be placed on the property until authorization has been granted by the Land Conservation Department.
- If an agreement for the number and type of livestock and/or animals cannot be reached by the property owner and the Land Conservation Department, the Zoning and Land Information Committee will become involved in determining the proper numbers and types.
- No earthen feedlot can be created on the property.
- Manure should be spread on the cropland fields according to current Nutrient Management Plan guidelines.
- All State and County environmental standards for preventing manure and soil runoff pollution must be met and maintained.
- All livestock and animal fencing installation and its maintenance is the responsibility of the R-6 rezoned parcel property owner and not the adjacent property owners.
- An order for animal removal may be a possibility if the R-6 zone change conditions for approval are not maintained.

A Motion by Alton Staff, to approve zone change petition # 2019-08 for Stephanie and Jacob Kennedy with the stipulation that all Land Conservation Department requirements and standards are met, seconded by Ed Chamberlain. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2019-09** as requested by Lloyd Doers on property known as Lot 8 of CSM 2712 located in the SE1/4-NW1/4, Section 6, T20N,

R1W, Town of Knapp, Jackson County, WI. The request is to allow for small, private campsites and storage units within the R-5 (Recreational) District. Township supports the request.

No position form received from the township prior to public hearing. Mr. Doers is proposing seasonal rentals within the existing buildings. He is proposing ten units for ATV, snowmobiling and other recreational activities.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2019-09 for Lloyd Doers, seconded by Norm Stoker.

A Motion by Alton Staff, to amend the approval of conditional use permit petition # 2019-09 for Lloyd Doers to a maximum of ten campsites to be located at the site, seconded by Norm Stoker. Motions carried unanimously.

GIS/911 REPORT, see report:

- *Continuing routine maintenance and develop of "Mission Critical" GIS data, including the Site/Structure points.*
- *The parcel dataset has now been prepared for Version 5 of the Statewide Parcel Map Database Project and is ready for submittal. Now preparing additional layers requested by the State, including zoning and PLSS corner data. We will submit our data this week – Deadline is March 31, 2019.*
- *PLSS control points (1,155) have now been processed from raw data provided by Ethan for both Alma (23N4W) and Curran. Similar to the process for Garden Valley, Ethan prepared the coordinate data in Carlson, I populated those corner points with existing attribute data on record in our GIS, and Cody referenced PLSS monument records (tie sheets) to generate any missing information.*
- *Revised the data schema for our Parcels dataset to conform to internal and external data standards. Thoroughly documented all changes in our GIS Data Dictionary. Updated the Parcels geoprocessing model, which facilitates updates to the parcel dataset based on data maintained in the GCS Property Assessment software. Now working with Applied Data Consultants to integrate the new dataset into the web map and enable functionality of Permits and Parcel Reports based on the changes.*
- *Resolved an issue for Jackson County Dispatch where intersections were not displaying as desired in the Spillman CAD Call Taker's Screen (cdcallm). The issue stemmed from properties specified within the Road Intersections feature class and Road Intersections geolocator. Several settings were modified and, following testing, the problem appears corrected.*

GIS Mapping Requests: Jackson County resident Ed Schardt has requested a 24" x 36" map of his property.

GIS Data Requests: Several LiDAR data inquiries, no purchases.

Future Trainings / Meetings: Wisconsin Public Safety Communications (WIPSCOM) conference May 12, 2019, in La Crosse. Registration is \$300.00.

ZONING REPORT:

- Terry thanked the committee for their support of the reclassification resolution for the Zoning Administrative Assistant.
- David Lloyd Property Update. Mr. Lloyd was given 60 days by the court to apply for the required zone change to maintain the heavy-duty trucks and equipment at his property. He has numerous health issues at this time, so his son was contacted regarding the zone change. His son has not responded or submitted any information. Terry will be contacting Kerry Sullivan-Flock to move forward with the forfeiture and further action to start the removal process and clean up at the property.
- Terry and Dustin will be attending the Spring WCCA Conference in Wausau on March 21 & 22, 2019.
- Cardboard shipping tomorrow. Overloaded because of the ice and snow that delayed shipment. Bales are extending beyond overhang and numerous bales are now exposed to elements, which Terry tries to limit.
- Continuing to work on travel trailer registrations and early permitting.

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