

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
March 9 & 16, 2020

**March 9, 2020:**

**Meeting called to order** at 8:00 a.m., the Site Visits followed. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain and Alton Staff.

**March 16, 2020: Committee Meeting and Public Hearings**

**Meeting called to order** at 9:30 a.m. by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, Isaiah Funmaker and Alton Staff. Others present were Ethan Remus, County Surveyor; Cody Brommerich, Deputy 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 February 17, 2020, seconded by Ed Chamberlain. Motion carried.**

**A Motion by Norm Stoker, to approve the minutes of March 6, 2020, seconded by Ed Chamberlain. Motion carried.**

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

**CSM EASEMENT REVIEW:**

- Norm Hurlburt is completing a survey for Peter Drummond, creating two lots off of County Rd P. Even though there is 327 feet of road frontage for the new parcels, the Highway Department has denied separate driveway entrances due to a hill. Proposing a 66-foot easement that is about 160 feet in length.

**A Motion by Ed Chamberlain, to approve the 66-foot easement for Peter Drummond, seconded by Isaiah Funmaker. Motion carried.**

**DISCUSSION OF LAND USE PERMIT # 5420 CONDITIONS OF APPROVAL:**

- Terry Schmidt gave a brief history of the property jointly owned by Bette Naughton and Connie Zurawski. They applied for a Land Use Permit to place a roof over an existing manure storage structure. Terry and Gaylord Olson II met with them at the site to discuss how the structure could be used, they stated that it could not be used for animals. This limitation was a condition of approval for the issuance of the Land Use Permit.

Animals are being allowed for roam into the structure freely, which is a violation of the permit issuance and a violation of the Jackson County Shoreland Ordinance.

Ms. Naughton shared their perspective on the conditions of the permit approval and

that they have invested in numerous improvements at the property. They feel that the animals should be able to use the structure as a loafing area and to freely travel in and out of the structure. She added that the conditions are unacceptable and that they would not have invested in the roof and cattle shoot that was installed, if they couldn't use it for their animals.

Terry added that the conditions were clearly placed on the permit as well as discussed on the property with Ms. Zurawski prior to construction occurring. He stated that their time to appeal the conditions of the permit has come and gone. Their only option would be to appeal to the Board of Adjustment as the Zoning and Land Information Committee does not have the authority to alter the permit conditions.

Gaylord Olson II stated discussions with Ms. Zurawski early on included composting and animal confinement during their planning stage. He added because the structure had been unused for an extended period of time, there were a number of abatement items needed to specific aspects of the storage structure. These have been done. Gaylord commented that the structure was build prior to the Manure Storage Structure Ordinance was adopted in 1990.

Ms. Naughton and Ms. Zurawski agreed that the structure was built in the early 1980's. Terry added that the Shoreland Ordinance was adopted in 1969 and if the structure was built in the early 1980's, it was done without the required permits. It is basically a non-conforming structure. He and Gaylord added that in today's standards, the structure would not be allowed to be located as close to the stream as it is.

The committee said they do not have anything that they can do. If Ms. Naughton and Ms. Zurawski feel that they want to pursue a reversal of the conditions, then they will need to make the appropriate application to the Board of Adjustment or they must conform with the conditions of the Shoreland Ordinance and issued Land Use Permit.

**SURVEYOR'S REPORT, see report:**

- *Parcel Fabric contract update: Prowest has made their final submission. All 6 Townships plus the villages of Alma Center and Merrilan. April and Joe are working on reviewing all the information. The second half payment will not be made until we have given final acceptance of the project.*
- *PLSS Maintenance update: Tie sheets have been drafted for all field work completed last year. I have finished calculating control points for Springfield. So, we have 3 more townships ready for parcel mapping. The department may be looking at doing another parcel mapping contract next year to complete Hixton, Adams, and Springfield and whatever else Cody can get done this year.*
- *Forestry update: We were requested to establish a boundary line between County and private in Merrilan. This was completed last week. We drove pipes at the corners and set channel posts on-line at 200' intervals.*

- *2020 WROC update: Things are progressing! We had a call with Zach Nienow two weeks ago. They are looking to begin acquisitions in the southern part of the state soon. He provided us with a list of locations for where they wanted aerial control points established. Cody and I completed this work last week. A pilot area will be delivered within 3 months of flight completion. This will provide us an opportunity to request revisions to the photos, such as brightening/darkening, gaps/seams, etc. After we approve the pilot, they will begin processing the countywide mosaic. Final delivery will likely be around late fall.*
- *WLIP Grant update: The \$1000.00 training grant has been received. The base budget grant will come by 4/30 and the first half of the strategic initiative grant will come by 6/30. The second half usually comes around late October. The retained fee/grant reporting documents should be coming out soon. This is a document that must be completed every year in order to be eligible for future grants. It tells the DOA what we have been spending our grant dollars on.*
- *DOA LiDAR request update: Nothing new to report.*
- *NGS Update: The NGS has accepted our proposal to support Wisconsin's WisCRS coordinate systems parameters. We have to send in our official requests by March 31. We will then have until March 31 2021 to work on the new designs to work with the 2022 datum.*
- *There is an agenda item at County Board tonight to hire Cody as the next county surveyor. If that passes, everything will be in-line for him to officially take over on March 23.*

**DISCUSSION AND CONSIDERATION OF THE RESOLUTION TO AUTHORIZE AND AWARD A CONTRACT FOR THE COMPLETION OF THE TOWN ROAD RECORD INDEXING PROJECT:**

- After talking with Kyle, I decided to attempt to secure more bids on this project. I sent out an RFP to 3 additional consultants on February 18<sup>th</sup> and requested bid submission by the end of business on March 12. Two of these consultants seemed to have some interest, but no bids were submitted. Prowest stands as the sole bidder. The resolution was read into the minutes.

**A Motion by Ed Chamberlain, to approve the resolution as presented and to move it forward to Executive/Finance and the County Board of Supervisors, seconded by Norm Stoker. Motion carried.**

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

*Accomplishments:*

- *Assessment Work Roll update: I have 3 municipalities left to send to assessors; two of those undergoing a revaluation this year and both being parcel fabric townships.*
- *Nine assessment roll binders are prepared and awaiting pick-up from assessors.*

*Future Trainings:*

- *WLIA this week February 19-21st*

*Upcoming Plans:*

- *Submit data to the US Census Bureau for the BVP (Boundary Validation Program), due March 1<sup>st</sup>.*
- *Send out split letters for those splits which have been recorded so far this year.*
- *Once completed with the 2020 assessment roll, being to make parcel and records changes for the 2021 assessment roll.*
- *Assist with reviewing the parcel fabric & help Prowest with any questions they may have regarding the project.*
- *Continue to take phone calls & visits at the office window regarding property records, mostly from attorneys, owners, and realtors.*

*Points of Interest:*

- *None*

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

- *Prowest & Associates has successfully accessed and published map services to our internal ArcGIS Enterprise deployment. In addition to plans to continue to develop those map services, their team will also develop a custom GIS application, hosted on our server, which will display the published map services. The Land Conservation Department will use the GIS application to tie location information to their records. Our department will continue to maintain the ArcGIS Enterprise deployment.*
- *The GIS Specialist / Real Property Lister has been reviewing and amending parcel fabric data returned by Prowest. I plan to work with her in the coming weeks to review data for the Towns of Alma and Curran.*
- *Working to update geoprocessing models to work in ArcGIS Pro and updating geoprocessing scripts to the ArcGIS Arcade expression language. ArcGIS Arcade is a simple, portable scripting language for creating custom visualizations and labeling expressions. Arcade can be used to write simple single line expressions, as well as complex scripts.*
- *Documenting a variety of GIS workflows to standardize our data maintenance procedures and to establish best practices. Also, using Microsoft Visio to build diagrams and flowcharts to help better conceptualize complex GIS processes.*
- *The Department of Administration has officially requested County tax parcel GIS data for the next version of the Statewide Parcel Map Database Project, Version 6. All data has been prepared to meet the March 31, 2020 submission deadline. I expect to submit the data this week.*

**GIS Mapping Requests:** *WDNR requested an updated fire district map.*

**GIS Data Requests:** *Badger Orienteering Club has inquired about LiDAR data for the Black River*

*State Forest. The Hixton Fire Department has requested updated total fire numbers per township within the Hixton Fire District.*

**Future Trainings / Meetings:** *March 17 – DATAMARK GIS – Meeting to discuss the NG911 call routing readiness of County GIS data. March 31 - Beyond the 98%™: NG911 GIS Data Readiness & Relationships.*

### **ZONING REPORT:**

- Comprehensive Plan Update. From 2008 to 2010, we developed an updated comprehensive plan. Because it was a multi-jurisdictional plan, the state had grant funding available for the plan creation. We are now at the point that mandatory updates are needed to the plan. Unlike ten years ago, there is no grant funding for these required updates. We would be involved in updating the Jackson County Plan only, as any municipality that created their own plan would be responsible for their updates on their own.

Terry will discuss this with Chairman Ray Ransom about the oversight for these changes. He can appoint members to serve as the Plan Commission and oversight of the changes. Dave Bonifus, Regional Planning stated that they would be able to assist to ensure all elements of the updates are met. He estimates their costs to be \$20,000 - \$25,000 for their portion, this is assuming that the Jackson County GIS staff would assist with the mapping elements. We must begin the process this year, hold several meetings to obtain public input and adoption of the updated plan would be in early 2021.

- Terry appreciated being able to share that repairs are needed for the loading dock at the Recycling Center with the committee during the onsite. Jay Borek will be looking at the holes to determine if repairs can be done verses total replacement of the damage areas and reconstruction. We are down to just one loading dock now. Terry will discuss this with Kyle Deno, County Clerk about starting the bid process.
- The annual training seminar for CST and plumbers was held on Friday, March 6<sup>th</sup>. We had 140 participants and it was well received and worthwhile.
- Based on the number of petition request for April, we will do onsite on Wednesday, April 15<sup>th</sup> at 1:00 p.m.
- Terry Rice's last day at the Recycling Center was Wednesday the 11<sup>th</sup> as Lois returned on Saturday the 14<sup>th</sup>. Terry stated that he will be talking with Lois about maintaining the condition of the Recycling Center as it is very well-kept and clean.
- Terry talked with Kerry Sullivan-Flock regarding the Stephen Doerr property at this point. She said that she would like Public Health to work with us on this site, as the water accumulating in the basement is a public health hazard. Terry will reach out to Ellen Moldenhauer to discuss this further.

**PUBLIC HEARINGS:**

- **ZONE CHANGE PETITION # 2019-54** as requested by Faron Lloyd, owner and David Lloyd, applicant on property known as Lot 1 of CSM 2222 located in the NW1/4-SW1/4, Section 4, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to change 4.76 acres of the Official Zoning Map from the R-2 (Residential) District to the B-2 (Outlying Business) District to allow for ag lime trucks and excavating equipment at the site.

No one was present to represent this request. The petition was placed on the agenda for the final time this month.

**A Motion by Ed Chamberlain, to deny zone change petition # 2019-54 for Faron Lloyd, seconded by Isaiah Funmaker. Motion carried.**

- **ZONE CHANGE PETITION # 2020-07** as requested by Dale Kunding, owner and Derek & Megan Kunding, applicates on property known as Lot 13 of CSM 4093 located in the SW1/4-SE1/4, Section 2, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 2.53 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for a residential dwelling. The applicants also request a conditional use permit to allow for a short-term rental of the dwelling within the R-2 (Residential) District.

Township supports the request.

**A Motion by Ed Chamberlain, to approve zone change petition # 2020-07 for Dale Kunding, seconded by Norm Stoker. Motion carried.**

**A Motion by Norm Stoker, to approve conditional use permit petition # 2020-07 for Dale Kunding with the stipulation that the DHHS Public Health license is obtained and a copy provided to the Zoning Department, seconded by Alton Staff. Motion carried.**

- **CONDITIONAL USE PERMIT PETITION # 2020-08** as requested by Robert and Deborah Johnson on property located in the NW1/4-SW1/4, Section 28, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to allow for the existing home to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short-term rentals within the R-2 (Residential) District.

No position received from the township at the time of the public hearing.

**A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-08 for Robert & Deborah Johnson with the stipulation that the DHHS Public Health license is obtained and a copy provided to the Zoning Department, seconded by Alton Staff. Motion carried.**

- **CONDITIONAL USE PERMIT PETITION # 2020-09** as requested by DavCher LTD, owner and David & Cheryl Bean, applicants on property known as Lot 8 of Sunrise

Addition located in the SW1/4-NE1/4, Section 3, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the existing home to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short-term rentals within the R-1 (Residential) District.

Township supports the request.

**A Motion by Norm Stoker, to approve conditional use permit petition # 2020-09 for DavCher LTD, David & Cheryl Bean with the stipulation that the DHHS Public Health license is obtained and a copy provided to the Zoning Department, seconded by Ed Chamberlain. Motion carried.**

- **CONDITIONAL USE PERMIT PETITION # 2020-10** as requested by Don Hizer, owner and Rob McPeak, applicant on property known as Lot 5 of CSM 963 located in the SE1/4-NE1/4, Section 22, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow for the existing home to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short term rentals within the R-1 (Residential) District.

Township supports the request.

**A Motion by Norm Stoker, to approve conditional use permit petition # 2020-10 for Don Hizer with the stipulation that the DHHS Public Health license is obtained and a copy provided to the Zoning Department, seconded by Alton Staff. Motion carried.**

- **CONDITIONAL USE PERMIT PETITION # 2020-11** as requested by Black River Cabin Rental LLC, owner and Randy Vogt, applicant on property located in the NW1/4-NE1/4, Section 26, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to allow for the existing cabins to be utilized as a VRBO (Vacation Rental by Owner) or Airbnb for short term rentals within the R-2 (Residential) and R-3 (Cottage/Cabin) Districts.

Township supports the request.

**A Motion by Ed Chamberlain, to approve conditional use permit petition # 2020-11 for Black River Cabin Rental LLC with the stipulation that the DHHS Public Health license is obtained and a copy provided to the Zoning Department, seconded by Norm Stoker. Motion carried.**

- **ZONE CHANGE PETITION # 2020-12** as requested by Thomas Guenther on property located in the NW1/4-SW1/4, Section 10, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to change 1.5 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District. The petitioner also requests a conditional use permit for the placement of a manufactured home (2) (mobile home) on the site.

Township supports the request.

**A Motion by Alton Staff, to approve zone change petition # 2020-12 for Thomas Guenther, seconded by Ed Chamberlain. Motion carried.**

**A Motion by Norm Stoker, to approve conditional use permit petition # 2020-12 for Thomas Guenther for the placement of a manufactured home (2), seconded by Isaiah Funmaker. Motion carried.**

- **ZONE CHANGE PETITION # 2020-13** as requested by Linda Strobel, owner and Leland F Rogers II, applicant on property located in the NW1/4-SW1/4, Section 17, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to change 15 acres of the Official Zoning Map from the B-2 (Outlying Business) District to the R-2 (Residential) District for a future home. The remaining five acres will remain in the B-2 (Outlying Business) District.

No position received from the township at the time of the public hearing. Petitioner plan to build a home or cabin within the next couple of years. Public comment received in opposition.

**A Motion by Norm Stoker, to approve zone change petition # 2020-13 for Linda Strobel with the stipulation that the Town of Knapp approves of the request, seconded by Ed Chamberlain. Motion carried.**

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