

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
November 15, 2021

**November 15, 2021:**      **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, Norm Stoker, Ed Chamberlain and Alton Staff. Others present were Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; Jason Gazdecki, Zoning Administrator; Dustin McCune, POWTS Technician; and Beth Storlie, Zoning Assistant.

**A Motion by Alton Staff, to approve the October 18, 2021 minutes as presented, seconded by Norm Stoker. Motion carried.**

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

**CSM EASEMENT REVIEW:**

- Hurlburt and Remus Surveying is completing a survey for Steve Gilbertson to create a 1.5-acre lot for the existing cabin. They are proposing a 66-foot easement off of Fawn Ave. to serve the parcel.

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

- Hurlburt and Remus Surveying is completing a one lot survey for Katy Nortman creating a 5 acres parcel off of Burton Rd in the Town of Garden Valley. They are proposing a 66-foot easement off of Burton Rd, along the east property line of Lot 2 of CSM 3108 in the NW1/4-SW1/4.

**A Motion by Ed Chamberlain, to approve a 66-foot easement for Katy Nortman, seconded by Norm Stoker. Motion carried unanimously.**

- Hurlburt and Remus Surveying is completing a 4-acre lot survey for Dana Sacia in the Town of Franklin. They are creating the parcel to separate out the existing buildings from the rest of the acreage and are requesting a flag lot configuration. This would be a width of 66 feet from Busse Rd. into the main body of the parcel. The Subdivision and Platting Ordinance recommends prohibiting this type of lot configuration, but allows the Zoning and Land Information Committee to review and approve, if warranted.

**A Motion by Ed Chamberlain, to approve a flag lot configuration for Dana Sacia, seconded by Norm Stoker. Motion carried 4 – 0.**

**SURVEYOR'S REPORT, Cody Brommerich:**

- Drafting Government Land Corner Certificates from completed PLSS corners.
- We are continuing remonumentation efforts in the Town of Franklin.
- We completed several PLSS corner requests from private land surveyors for their upcoming private surveys.
- I have completed 25 static GPS observations in preparation for the modernized National Spatial Reference System. This control survey consists of gathering accurate and precise GPS data on Bench Marks throughout the County including HARN stations, HMOD (Height Modernization Stations), NGS stations, and many more. This data is crucial for the 2022 Transformation Tool, which will enable conversions from current vertical datums to the North American-Pacific Geopotential Datum of 2022 (NAPGD2022) and will be integrated into the NGS Coordinate Conversion and Transformation Tool (NCAT). Each station occupied must be observed with GPS for a minimum of 4 hours. This is a very important project for the County, and will continue through the end of the year. The deadline to complete and submit all static observation data to NGS (National Geodetic Survey) is December 31, 2021.
- We have completed the Jackson County Land Information Plan for 2022-2024. I uploaded the draft in late September. This has to be completed every three years, as the previous plan (2019-2021) expires at the end of this year. Our draft was approved by the Land Information Council on November 9<sup>th</sup>. Final plans must be submitted by December 31, 2021.
- I completed the Wisconsin Land Information Program (WLIP) 2022 grant application, which consists of the Base Budget, Training & Education, and Strategic Initiative Grants. This was approved by the Land Information Council on November 9<sup>th</sup>. This is also due by December 31<sup>st</sup>.
- 2022 Countywide LiDAR Acquisition Project Update.

**Future Trainings / Meetings:**

**Discussion and consideration of the 2022 WLIP Base Budget, Education and Training and Strategic Initiative Grant applications:**

- The committee discussed and reviewed the 2022 WLIP grant details provided from the Department of Administration, they are as follows:
  - \$1,000.00 for the Education and Training grant.

- \$60,000.00 for the Strategic Initiative grant. All these funds are allocated to cover the salary and benefits for the Deputy Surveyor.
- \$59,280.00 for the Base Budget grant. \$15,224.00 are allocated for salary/benefits for the Deputy County Surveyor and the balance is allocated for the 2022 LiDAR project.

**A Motion by Alton Staff, to approve the 2022 WLIP grant applications and funding allocations as presented, seconded by Norm Stoker. Motion carried unanimously.**

**Discussion and consideration of the 2022-2024 Jackson County Land Information Modernization Plan:**

- Discussion and review of the Modernization Plan occurred. The entire proposal was provided to the committee via their county iPad prior to the meeting for review. Cody Brommerich explained that this plan is required to be reviewed and updated every three years. Current and future projects are detailed within it and only projects detailed within the plan can utilize grant funds. Some of the proposed projects are very long term and will be detailed within the plan for many years.

**A Motion by Ed Chamberlain, to approve the 2022-2024 Jackson County Land Information Modernization Plan as presented, seconded by Alton Staff. Motion carried unanimously.**

**REAL PROPERTY LISTER REPORT, April Schoolcraft:**

**Accomplishments:**

- Continued preparing the assessment workbooks (assessment roll records for the beginning of the year) for assessors.
  - North Bend is the only municipality not closed yet; their BOR is scheduled for the Nov 23<sup>rd</sup>. North Bend is a revaluation this year and that's the reasoning for being so late in the year.
  - The other 26 municipalities are complete.
- Sent out Mill Rate worksheets and resources to all the clerks, to prepare for tax bill calculations. County Treasurer doesn't plan to print bills until after Thanksgiving.
- Sending fall 'forced splits' to assessor this week, in order to enter the data prior to printing bills.

**Future Trainings/Meetings:**

- Attended the WLIA Fall Regional meeting November 4<sup>th</sup>, with Cody, in Madison on the Capitol Square.
- President's Council zoom meeting on Wednesday.

**Upcoming Plans:**

- Splits, prepping for tax season, preparing for the spring assessment rolls.

- Assisting County Clerk with Supervisory District maps.
- Continue fielding phone calls and servicing our office window for the public, for questions regarding land info/zoning.

Points of Interest:

None

**GIS/911 REPORT, Joe Pilkington:**

- Two New Road Name Applications under consideration by the Garfield Town Board. The private roads would both span across tax parcel 022-0026.0000.
  - a. Ohana Camp Loop
  - b. Spa Way
- Updated the Master Street Address Guide (MSAG) for the Towns of Bear Bluff, Knapp, and Millston through CenturyLink’s WEBDBMS.
- Continuing to map recently recorded CSMs into the parcel fabric database.
- Discussions on Wisconsin Assembly Bill 608. An Act to renumber 60.61 (2) (b); to renumber and amend 62.23 (7) (b); and to create 60.61 (2) (b) 2., 60.61 (2) (b) 3., 62.23 (7) (b) 3., 66.10015 (1) (es), 66.10015 (7) and 236.11 (2) (am) of the statutes; Relating to: local approvals of workforce housing projects; zoning for certain residential uses; **and a requirement that street addresses be assigned at the time of subdivision plat approval.** (FE) The committee recommended that a letter or something be drafted for their signature in opposition of the proposed bill, which would mandate address assignment at the time of subdividing or platting. This is contrary to the Subdivision and Platting Ordinance and the Emergency Management Ordinance.
- Continuing to process address applications as received, perform regular data updates to Wgxtreme webmap, and updates to Spillman GeoValidation.

**GIS Mapping Requests:** Property Owner John Anderson – three 24”x36” aerial property maps.

**GIS Data Requests:** Snowmobile Trails, TrakMaps, Snowmobile Trails, Polaris.

**Past and Future Trainings / Meetings:** October 19, 2021, “Intro to Sub-Addressing: From Attribution to Point Placement”. November 16, 2021, “GIS and Public Safety: A Special Bond”. December 03, 2021, “Addressing for NG9-1-1 – ILO”.

**ZONING REPORT, Jason Gazdecki:**

- Land Use and Sanitary Permits continue to come in but are slowing down a bit with the

onset of cooler weather.

- Continuing to work on junk issues throughout the county and we are seeing some resolution on a few properties. Will continue to work on this issue.
- Jason discussed the future retirement of Beth Storlie with the committee. He shared how her retirement will impact not just the Zoning Department, but Land Conservation, Recycling, Land Information and the Surveyor's Offices as she provides support to these areas as well as other areas for Jackson County. He feels that at that time, it would be in the best interest of these departments if her replacement would be able to work along side Beth as much as possible, even several months prior to her last day. He concerns is that if we do not give enough time for her predecessor to learn the position, they will become overwhelmed by the volume of work and vast knowledge of so many programs that they will walk away after a couple of weeks' time. Beth shared with the committee that this date is not on the immediate horizon, but she can see the light at the end of the tunnel possibly within a few years.

### **Discussion and consideration of the Wisconsin Fund Grant Program Funding and Budget Updates:**

Beth Storlie explained that back when the Zoning Department budget was being prepared in August, the Wisconsin Fund Grant Program was scheduled to sunset in December 2021. This means that no further applications for septic system replacement were accepted in 2020 or 2021 due to the state's fiscal year ending on June 30<sup>th</sup> each year. Several state legislators drafted Act 67 and passed it in September to extend the sunset date to December 2023 and the Governor signed it into law in late September. But Act 67 failed to provide funding for grant awards for the replacement of systems, only extended the timeframe for final grant documentation to be submitted. In October, the Department of Safety and Professional Services requested emergency funding with the Joint Finance Committee to allocate the same funding levels for grant awards that were allocated in 2019. This would allow individuals who replaced a failed septic system during the building season for 2020 and 2021 to apply for grant funds to offset their costs of replacement. On November 5, 2021, we received notification from the WCCA and DSPS that funding had been secured and that individuals could begin the application process immediately. This means that anyone, who meets the grant eligibility criteria from last year or through December 2021, may apply for grant reimbursement of some of the costs of the system replacement. All grant applications must be processed by our office and submitted to DSPS no later than January 31, 2022.

With the County Board adoption of the 2022 budget on Monday, November 8, 2021, there wasn't enough time for us to make these budgetary changes prior to adoption. The silver lining here is that these are grants funds and not levied funds. It's basically an in and an out with the funding. We are looking for the committee's support for proceeding with the Wisconsin Fund Grant program this year and working with the County Clerk's Office to address the budgetary updates needed.

**A Motion by Alton Staff, to approve Wisconsin Fund Grant participation and authorizes updates to 2022 Zoning budget as required, seconded by Ed Chamberlain. Motion carried unanimously.**

**Discussion and consideration of tabled Zone Change Petition # 2021-50 for Shane Wehr:**

- At the October 18, 2021 public hearing, Mr. Wehr was requested to provide a detailed layout of the proposed business activity and development plans. The Town of Brockway supports the request. Additional public comment was received in opposition, the adjacent landowners want the property to remain undeveloped as they feel it will change the neighborhood dynamic. A number of questions were further discussed from the original public hearing, including the following:
  1. Where will the driveway entrance be? Mr. Wehr stated that it will be located directly across the highway from Lunda Construction.
  2. What will be the hours of operation? Monday – Friday, 8:00 a.m. to 5:00 p.m. and Saturday 8:00 a.m. to 1:00 p.m.
  3. Will fencing be installed? Only as needed. If it needs to be a secured site due to vandalism, then a security fence will be installed.
  4. How will lighting issues be handled? Jason Gazdecki shared that the Zoning Ordinance requires that any lighting be shielded downward to ensure that it does not flow outward towards neighboring property.

**A Motion by Alton Staff, to approve zone change petition # 2021-50 for Gary & Barbara Mueller Trust, owners and Shane Wehr, applicant, seconded by Ed Chamberlain. Motion carried unanimously.**

The committee took a five minute recess at 9:30 prior to beginning the public hearings.

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

**NEW BUSINESS:**

- **CONDITIONAL USE PERMIT PETITION # 2021-52** as requested by Miss Arbutus Brutus LLC, owner and Richard Slifka, applicant on property known as Lot 9 of Osprey Addition located in the NE1/4-NW1/4, Section 2, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for shoreline erosion protection project, namely rip rap installation.

Township supports the request.

Mr. Larry Lunda is representing Miss Arbutus Brutus LLC. He stated that they are doing approximately 130 linear feet of rip rap installation along the shoreline of Lake Arbutus. Erosion is occurring due to the boat and jet ski activity and water is undermining the

wood retailing wall.

Jason Gazdecki asked if any WI-DNR permits have been applied for as he previously worked within that program for over 15 years and projects such as this usually require a permit. Mr. Lunda stated that they had contacted the WI-DNR and were told no permit would be required. Mr. Lunda was informed that written verification of permitting standards is required to be submitted to the Zoning Department as part of the Affidavit for Conditional Use Permit and any Conditional Use Permit cannot be issued until any conditions or stipulations of approval are met.

**A Motion by Alton Staff, to approve conditional use permit petition # 2021-52 with the stipulation that any federal, state, or local permits or standards are met and a copy provided to the Jackson County Zoning Department, seconded by Norm Stoker. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2021-53** as requested by Monroe Lehman on property located in the NW1/4-SE1/4, Section 8, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to allow for an operation of a woodworking shop business within the R-6 (Rural Residential) District.

Township supports the request.

Mr. Lehman stated that he is self-employed and wants to operate his woodworking business within the shed that was constructed on his parcel.

**A Motion by Norm Stoker, to approve conditional use permit petition # 2021-53 for Monroe Lehman, seconded by Ed Chamberlain. Motion carried 4 – 0.**

- **ZONE CHANGE PETITION # 2021-54** as requested by L&S Investments LTD, owner and Suzanne & Anthony Anderson on property located in the NW1/4-NE1/4, Section 29, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 2.0 acres of the Official Zoning Map from the A-1 (Agricultural) District to the R-2 (Residential) District for the construction of single-family home.

Township supports the request.

**A Motion by Ed Chamberlain, to approve zone change petition # 2021-54 for L&S Investments Ltd, owner and Anthony & Suzanne Anderson, applicants, seconded by Norm Stoker. Motion carried unanimously.**

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