

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
November 18, 2019

**November 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 commenced with the public hearing and committee meeting to follow. Committee members in attendance are Hoyt Strandberg, Ed Chamberlain, Alton Staff, Isaiah Funmaker, and Norm Stoker. Others present were Ethan Remus, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS and 911 Coordinator; Dustin McCune, Zoning Technician; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

**A Motion by Ed Chamberlain, to approve the minutes of October 21, 2019, seconded by Norm Stoker. Motion carried.**

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

**CSM EASEMENT REVIEW:**

- Lucas Sonsalla is completing a survey creating a 4 to 6-acre lot for a proposed new home. The landowners would like to have a 66-foot easement to serve the new parcel as it is not fronted on a roadway. It is proposed to travel south of the buildings and along the existing driveway and field road.

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

**CHAPTER 6, EMERGENCY MANGEMENT ORDINANCE TEXT AMENDMENTS:**

- The committee reviewed the final draft of the proposed text amendments to Chapter 6. The amendments have been reviewed by Corporation Counsel with just a few minor spelling or grammatical corrections needed. The Law Enforcement Committee reviewed the proposed text amendments and approved them at their October meeting. The resolution was read into the minutes.

**A Motion by Norm Stoker, to approve the text amendments to Chapter 6, Emergency Management Ordinance as presented and approve moving them forward to Executive/Finance and County Board, seconded by Ed Chamberlain. Motion carried unanimously.**

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

- *Parcel Fabric contract update: Garfield, Cleveland and Northfield are complete. Prowest has submitted Garden Valley. April and Joe will begin reviewing that. Prowest is working on Alma and is about to start in Curran. Conference call scheduled for next Tuesday.*

- *PLSS Maintenance update: T22N-R4W has been completed. T21N-R6W is nearly complete. There are 4 corners remaining. We need to wait until crops are harvested and/or deer season is over before finishing these. We are currently working on blue line surveys for the Forestry Dept.*
- *2020 WROC update: There is nothing new to report.*
- *WLIP Grant update: The 2020 grant application packet was received in September. Due date is 12-31-19. I have completed the application and have scheduled a land information council meeting for December 11 to review this. I will submit the application after that meeting.*
- *DOA LiDAR request update: Nothing new to report.*
- *Chapter 6 revisions update: Corp Counsel has reviewed the proposed changes and approved them, citing only a few grammatical errors that needed fixing. Those have been fixed. Law Enforcement Committee approved the revisions at their meeting on 10-24-19 and signed the resolution. The ordinance revisions and resolution will come to this committee today for review and approval. If approved, it will go before Exec & Finance and County Board in December.*
- *NGS Update: The WSRS 2022 task force is in communication with NGS, attempting to get NGS to adopt our current WISCRS projections. This would help to limit some of the financial impact of the datum change.*

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

*Accomplishments:*

- *Assessment Roll update: all municipalities have completed their Board of Review. Knapp was done November 4<sup>th</sup>.*
- *Emailed all the municipal clerks the resources to complete the mill rate worksheets. The County Treasurer doesn't plan to calculate taxes until after Wednesday because we're waiting on data for state aids.*
- *Reviewed Northfield's draft of the parcel fabric & sent feedback to Pro-West.*
- *I've been processing splits & changes for the 2020 assessment roll, of those – I've sent split bill requests to assessors for split values so I can enter those values into the assessment roll prior to tax calculations.*

*Future Trainings:*

- *WLIA in February*

*Upcoming Plans:*

- *Continue to prepare the 2020 parcel records, especially with changes we've made within the 4 Townships by adopting parcel fabric.*

- *Assist with reviewing the parcel fabric & help Prowest with any questions they may have regarding the project.*
- *Order assessor supplies from the Print Shop.*

*Points of Interest:*

- *None*

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

- *The structure/site address dataset is now complete and displayed on the County's web mapping site. I plan to incorporate this data into the dispatch maps with the next scheduled update.*
- *Updated tax roll data has been provided to Pro-West & Associates for the Town of Curran. April and I plan to review parcel fabric data for the Town of Garden Valley shortly.*
- *We will be providing Joel Ehrfurth of Mach IV Engineering & Surveying with data required to produce the new Emergency Atlas Books. We will get that data out to Joel as soon as possible.*
- *Processed backlog of address applications.*

**GIS Mapping Requests:** *None.*

**GIS Data Requests:** *LiDAR inquiry from Jake Flishauer from Agricultural Engineer Design Tech.*

**Future Trainings / Meetings:** *None.*

**RESOLUTION FOR ADDITIONAL FUNDING FOR THE RECYCLING PROGRAM:**

- Terry Schmidt discussed the budget shortfall in the Recycling Program. A summary of the To Date expenditures and projected year end shortfall was reviewed by the committee. He added that he will be re-evaluating the current fees assessed for special collections and will bring forward recommendations for the committee to review. The resolution was read into the minutes.

**A Motion by Norm Stoker, to approve the resolution for Recycling Program funding as presented and approve moving them forward to Executive/Finance and County Board, seconded by Alton Staff. Motion carried unanimously.**

**PUBLIC HEARINGS:**

- **CONDITIONAL USE PERMIT PETITION # 2019-45** as requested by Shandra Pulver on property known as Lot 1 of CSM 904 located in the SE1/4-NE1/4, Section 18, T22N, R3W, town of Adams, Jackson County, WI. The request is to allow for a VROB (Vacation Rental by Owner) short-term rental facility within the R-2 (Residential) District.

Township opposed the request. Public comment was received in opposition of the request.

Ms. Pulver stated that they purchased the cabin as a second home and would like to rent it out as a vacation rental of offset the costs. When they purchased the property, she looked at the Town of Adams website and found no information about the required conditional use permit or DHHS licensing. She apologized for not researching it more in depth and obtaining all the required permits prior to renting the property out. She said she feels that some neighbors are resistant to change and that she has a property manager in place to address any issues. The maximum capacity that she is advertising is 12 occupants. She added that the septic system is sized for two bedrooms and four occupants full time, but she is willing to service it every two years' verses three years.

Terry Schmidt stated that the State of Wisconsin has passed legislation that changes the standards for rentals. Short-term rentals (less than 29 days per month) does require a conditional use permit to be granted under the Zoning Ordinance. Additionally, a license from DHHS is required.

The committee discussed the concerns stated by those present at the hearing and the history of supporting the township's denial of the request as they are most impacted.

**A Motion by Norm Stoker, to deny conditional use permit petition # 2019-45 for Shandra Pulver, seconded by Alton Staff. Motion carried 5 - 0.**

- **ZONE CHANGE PETITION # 2019-46** as requested by Laura Dickinson on property known as Lot 3 of CSM 3078 located in the NE1/4-SW1/4, Section 29, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to change 7.69 acres of the Official Zoning Map from the R-2 (Residential) District to the R-6 (Rural Residential) District to allow for horses and chickens at the site.

Township supports the request. Ms. Dickinson like to have 2-3 horses and up to 30 chickens on the site.

Gaylord Olson II shared his recommendations with the committee, see the *Affidavit for R-6 (Rural Residential) District Zoning Map Amendment and Livestock/Animal Placement Standards* for complete details.

**A Motion by Ed Chamberlain, to approve zone change petition # 2019-46 for Laura Dickinson with the stipulation that all Land Conservation Department standards are met, seconded by Isaiah Funmaker. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2019-47** as requested by Benjamin E. Borntreger on property located in the NE1/4-NE1/4, Section 8, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 11.5 acres of the Official Zoning Map from the R-2 (Residential) District to the A-1 (Agriculture) District to allow for a farming operation at the property.

Township supports the request. Gaylord Olson II shared that he has issued a Livestock license to Mr. Borntrreger prior to realizing that the parcel was zoned in the R-2 (Residential) District. The following are his recommendations of approval:

1. The Livestock and Animal Facility License conditions must be met and maintained.
2. All State and County environmental standards for preventing manure and soil runoff pollution must be met and maintained.
3. Setbacks for livestock structures and/or feedlots from property lines, streams and roads must be met for county ordinances.
4. An order for livestock and/or animal removal or reduction may be a possibility if pollution occurs.

**A Motion by Alton Staff, to approve zone change petition # 2019-47 for Benjamin E. Borntrreger with the stipulation that all Land Conservation Department requirements and standards are met, seconded by Ed Chamberlain. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2019-48** as requested by Rachel Shimon on property known as Lot 1 of CSM 1486 located in the NE1/4-SE1/4, Section 17, T23N, R5W, Town of Garden Valley, Jackson County, WI. The request is to change 5.0 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-6 (Rural Residential) District to allow for the single-family home and hobby farm.

Township supports the request.

Gaylord Olson II shared his recommendations with the committee, see the *Affidavit for R-6 (Rural Residential) District Zoning Map Amendment and Livestock/Animal Placement Standards* for complete details.

**A Motion by Norm Stoker, to approve zone change petition # 2019-48 for Rachel Shimon with the stipulation that all Land Conservation Department standards are met, seconded by Alton Staff. Motion carried 5 - 0.**

- **ZONE CHANGE PETITION # 2019-49** 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 change 4.0 acres of the Official Zoning Map from the R-2 (Residential) to the R-6 (Rural Residential) District for a single-family home and a few livestock, horses, fowl, etc. on the property.

Township supports the request. Public comment was received in opposition and a letter was read into the minutes with questions. Mr. Lehman stated that he would like to maintain two horses, a cow and a few chickens at the site.

Terry Schmidt discussed what items may be recyclable and what building materials need to be disposed of properly in a dumpster and the need to clean-up the debris around the parcel.

Gaylord Olson II shared his recommendations with the committee, see the *Affidavit for R-6 (Rural Residential) District Zoning Map Amendment and Livestock/Animal Placement Standards* for complete details. He added that any animal confinement or feeding area must be a minimum of 300 feet from the creek. No earthen feedlot area can be created and open grazing of pasture areas would be allowed.

**A Motion by Alton Staff, to approve zone change petition # 2019-49 for Monroe Lehman with the stipulation that all Land Conservation Department requirements and standards are met, seconded by Ed Chamberlain. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2019-50** as requested by David Hoffman, owner and Sabreya Crawford, applicant on property located in the NW1/4-NE1/4, Section 31, T22N, R4W, Town of Adams, 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-6 (Rural Residential) District to allow for a single-family home and possibly some livestock, horses, fowl, etc.

Township supports the request. Gaylord Olson II was reluctant to make any recommendations to the committee at this as he has not discussed the property with the petitioners. He left several messages that were never returned.

**A Motion by Norm Stoker, to table zone change petition # 2019-50 for Sabreya Crawford until next month to allow her to discuss the property with the Land Conservation Department, seconded by Ed Chamberlain. Motion carried 5 – 0.**

- **CONDITIONAL USE PERMIT PETITION # 2019-51** as requested by Melissa Sandoval on property known as Lot 11 of CSM 2273 located in the NE1/4-SE1/4, Section 9, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow for the detailing of vehicles and the retailing/selling of vehicles within the property that is zoned in the R-2 (Residential) District and the A-2 (Forestry and Limited Agriculture) District.

Township supports the request but had concerns about waste water runoff and its management.

Ms. Sandoval explained that the product she utilizes for vehicle detailing is a dry soap product, so waste water is not generated in the building. If a vehicle comes in covered in mud, she will use a pressure washer outdoors to remove the material before beginning detailing indoors.

Terry Schmidt had a concern on the number of vehicles unlicensed or inoperable at the site. Ms. Sandoval stated that her husband will remove those vehicles and she doesn't intend on having more than ten vehicles available to retail sale, at any one time.

**A Motion by Ed Chamberlain, to approve conditional use permit petition # 2019-51 for Melissa Sandoval, seconded by Norm Stoker. Motion carried unanimously.**

**ZONING REPORT:**

- 2020 meeting dates calendar was provided to the committee.
- A letter was sent to Stephen Doerr regarding the former Green Meadows property and its condition with the fire debris and junk issues. The letter stated that he has begun the process to secure funds to clean up the property with a third party, of which any expense will be Mr. Doerr's. Corporation Counsel is reviewing the case and will begin the steps necessary through the courts. He added that the required Reconnection Sanitary Permit has not been issued as the home is currently unoccupied. Terry will place this item on the agenda for December for further discussion and action.
- Wagler property update. Corporation Counsel processed through the circuit court an Order for Forfeiture/Sanctions, which the Judge signed. It established a compliance deadline for the fines to be paid to the Clerk of Courts. Failure to pay the fine will result in the court issuing an order for his arrest and a commitment to jail for a period of 60 days or other sanctions as the court deems appropriate. Terry is requesting an additional letter be sent from Corporation Counsel clearly stating that payment of the fine does not grant approval for the animals to remain within the non-compliant barn. The animals must be removed from the building and feedlot along the creek eliminated.

**A Motion by Norm Stoker, to adjourn the meeting, seconded by Ed Chamberlain. Motion carried. Meeting adjourned at 12:15 p.m.**