

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
October 18, 2021

October 18, 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; Jason Gazdecki, Zoning Administrator; and Beth Storlie, Zoning Assistant.

A Motion by Alton Staff, to approve the September 20, 2021 minutes as presented, seconded by Ed Chamberlain. Motion carried.

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

CSM EASEMENT REVIEW:

- Hurlburt and Remus Surveying is completing a survey for Paul Hoffman to create a lot for the existing home along the Black River. They are proposing a 66-foot easement off of Paulley Rd. to serve the parcel.

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

- Hurlburt and Remus Surveying is completing a one lot survey for Trent Backhaus off of Staffon Rd in the Town of Irving. They are proposing a 66-foot easement from the end of Staffon Rd to the parcel along the west forty line of the NW1/4. There is an existing 33-foot easement through the proposed lot to serve a parcel to the north.

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

- Alan and James Ideker are requesting a 66-foot easement off of N. Skutley Rd to serve a 1.5-acre lot that is being separated out from the farm operation for a new home. The home has been brought to the site and all permits obtained.

A Motion by Ed Chamberlain, to approve a 66-foot easement for Alan Ideker, 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 22 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.
- April, Joe, and myself completed our draft of 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. The next stage of the process is peer review, as counties will review land plans from other counties and give/receive feedback. Final plans must be submitted by December 31, 2021.
- The Wisconsin Land Information Program (WLIP) 2022 grant application is also now available, which consists of the Base Budget, Training & Education, and Strategic Initiative Grants. This is also due by December 31st.
- In late August, TruMark Land Surveying sent me a proposed CSM, consisting of Lot 32 in the Emerald Lake North Subdivision plat, in the Town of Adams. The survey proposed splitting Lot 32 into 3 smaller lots. Shortly after, Dale Ann Bohac, the Town of Adams Clerk, contacted us saying she thought she remembered that there was a lot size restriction on this plat when it was created, which was around the time she started as Clerk. Beth researched, and at the time of preliminary plat review in May of 2000, the Zoning and Land Information Committee made the motion to approve the preliminary plat with the requirement of the minimum lot size being 3 acres or greater. At the time of final plat, all required signatures were made and all lots within the plat were greater than 3 acres. However, no reference to this requirement was made on the face of the plat with the minimum lot size requirement nor was a statement of no further subdivision noted on the face of the plat. No documentation with this requirement was recorded with the Register of Deeds office, so a title search would not find this information or requirement. This also brought up questions on CSM 4286, which was reviewed and approved in December of 2020, and recorded in January 2021. This survey split Lot 42 of the Emerald Lake North

Second Addition, but there was no knowledge of the lot size requirement at that time. Since discovering the meeting minutes from 2000, we recorded this documentation with the plat in the Register of Deeds office and recorded it with every parcel within that subdivision plat to ensure that title research from here on out would disclose this information. We presented the situation to both of our Corp Counsels, Kerry Sullivan-Flock and Sam Bach-Hanson.

Future Trainings / Meetings:

Discussion and consideration of QL1 acquisition for LiDAR:

- Met with Ayres Associates last week, who have been selected as the sub-contractor by the U.S. Geological Survey (USGS) for the 2022-2023 LiDAR flight. In 2015, Jackson County acquired Quality Level 3 LiDAR data for a cost of \$200,000.00. Over the past seven years, there have been numerous changes in the landscape and infrastructure throughout the county. The base project costs will be \$303,000.00, of which the USGS will cover \$191,900.00 or 63% of the costs. At last week's meeting, the Forestry & Parks, Highway, and Land Conservation Departments were also present as Ayres Associates shared information on the base project and demonstrated several enhancements and derivatives that could be added to the base project to bring the dataset up to Quality Level 1. These include improved hydro break lines, automated classification of buildings and vegetation, bare earth dataset, intensity imagery, digital surface model, Ayres LiDAR online web application, and culvert collection and hydro-enforced DEM. This would be an addition cost to the base project, costing \$74,500.

Cody stated that \$47,975.00 has been committed towards this project from the WLIP non-lapsing funds already. He is requesting the committee to consider moving forward and recommending upgrading to QL1 with the enhancements and derivatives over the QL2 level that was previously authorized. The committee questioned the additional funding and if the other county departments are able to commit to assisting with the cost. Cody added that with the 2022 budgets being already prepared and moving forward to County Board in November, it would be very difficult to ask them to allocate funds towards these additional enhancements in 2022. But he stated that the costs can be split between 2022 and 2023 for the flight, so potentially these other departments may be able to assist in 2023 as they can build it into their budgets and development plans.

Cody added that he did meet with Ray Ransom, County Board Chairman regarding this upgrade in the project and Ray felt it was an opportunity to have the majority of the expense covered by federal funds and receive a better product for Jackson County. He recommended that Cody prepare two versions of the resolution, one to include the total expense with enhancements and one to include the expense for the base project. With committee approval, Cody could move them forward to Executive/Finance for their action

and consideration at their November meeting. Both resolutions were read into the minutes.

A Motion by Alton Staff, to approve the resolution for upgrading to Quality Level 1 acquisition for LiDAR including the additional enhancements and derivatives, seconded by Hoyt Strandberg. Motion carried 3 – 1 with Ed Chamberlain in opposition.

A Motion by Ed Chamberlain, to approve the resolution for Quality Level 2 base project for LiDAR acquisition, seconded by Norm Stoker. 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.
 - The two remaining townships are City Point & North Bend. North Bend is a revaluation this year and that's the reasoning for being so late in the year.
 - Twenty-five municipalities have completed their Board of Review.
- Sent split tax bill request letters to owners of splits.

Future Trainings/Meetings:

- WLIA Fall Regional meeting is November 3rd - 5th in Madison on the Capitol Square.

Upcoming Plans:

- Splits, prepping for tax season.
- Continue fielding phone calls and servicing our office window for the public, lots of questions regarding land info/zoning.

Points of Interest:

None

Discussion and consideration for adopting the Address Services Proposal and Municipal Agreement:

- Joe Pilkington, 911 Coordinator is not available today for the committee meeting but he provided this information to the committee at last month's meeting for their review. April explained why we are advocating to for this to improve our addressing data for the upcoming NextGen 911 upgrade and accuracy of the dataset. She shared how Eau Claire County implemented this program. Like Joe, April feels that this is the best way for addressing to move forward with the pending NextGen 911. She added that Corporation Counsel has completed review of the proposal and agreement already.

A Motion by Ed Chamberlain, to approve the Address Services Proposal and Municipal Agreement and recommends moving forward with implementation, seconded by Alton

Staff. Motion carried unanimously.

GIS/911 REPORT, Joe Pilkington:

- Central IT is planning an update to the GIS and Surveyor Servers to Windows Sever 2016.
- Working with April to update the Parcel Fabric to include split and merged tax parcels, easements, certified survey maps, etc.
- Working with dispatch to update commercial business common names and other outdated information.
- Improving/Updating geoprocessing models and python scripts because of data schema changes due to the parcel fabric project.
- Continuing to process address applications as received, perform regular data updates to WGxtreme web map, and updates to Spillman GeoValidation.

GIS Mapping Requests: None

GIS Data Requests: WDNR – Subset of the address data for a Mock Fire Scenario, Pape School Bus Inc. – Address Grid, Stantec – LiDAR tiles #1642, 1742, 1643, and 1743.

Future Trainings / Meetings: None

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.
- No new updates from Gross Chevrolet Buick on the Durango. It remains in production with a VIN number being assigned. They are still uncertain if we will have delivery in 2021.
- Kerry Sullivan-Flock continue to look into the Emerald Lake plat issues. She and Sam Bach-Hanson reviewed the plat information and determined that the three-acre minimum standard is to be upheld. One lot had a certified survey map created in January 2021, that created two parcels. One of the newly created lots will not meet this three-acre minimum lot size standard, but the complication is that the survey has been recorded. Corporation Counsel is reviewing if Jackson County can be the applicant for a variance request for this one parcel that slipped through the cracks and was approved for division during the certified survey map review process. Awaiting her feedback on how to move forward.

Discussion and consideration of Conditional Use Permit # 2020-62 for Shey Bauer:

- On October 19, 2020 a conditional use permit was granted to Shey Bauer for the operation of a short-term rental property with several stipulations for the approval. One stipulation was that the initial approval would be a one-year trial basis to ensure that there would be no problems or complaints. The committee reviewed the request for the one-year term. Jason stated that he reached out to the Sheriff's Department to see if any complaints were filed with them for the property. They stated two complaints were received over the past year for smoke detectors going off at the site. Our office has not received any calls or complaints. The committee reviewed all the stipulations of approval and questioned if the CUP approval should be on an annual basis? All other stipulations such as licensure from DHHS, the rental being on a weekly basis only and no noise after 10:00 p.m. continue forward.

A Motion by Alton Staff, to approve conditional use permit # 2020-62 for Shey Bauer with the stipulation that the required license from Public Health, rental being on a weekly basis only and no noise after 10:00 p.m. continue for the conditional use, seconded by Ed Chamberlain. Motion carried unanimously.

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.*

NEW BUSINESS: The committee amended the order of the public hearing to better serve those in attendance.

- **CONDITIONAL USE PERMIT PETITION # 2021-47** as requested by David and Anna Borntreger on property known as Lot 2 of CSM 4207 located in the SW1/4-SW1/4, Section 36, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to allow for the operation of a retail store and to utilize a semi-trailer for storage for the business operation.

Township took no position. A letter of opposition was read into the minutes.

Mr. Borntreger stated that he'd like to build a 30' x 70' building for the store. Area farmers would utilize the store for the sale of their products. He added that the driveway entrance would be off of County Highway H. The committee questioned the request to utilize a semi-trailer for storage of materials for the store. Jason Gazdecki stated he feels that this would be an appropriate use of a semi-trailer. The committee recommended limiting the number of semi-trailers to be allowed at the site.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2021-47 for David and Anna Borntreger with the stipulation that all required permits are obtained for the construction or placement of the store structure and that only one semi-trailer may be

utilized for storage on the site, seconded by Alton Staff. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2021-49** as requested by Benjamin Bontrager on property known as Lot 2 of CSM 2251 located in the SE1/4-SW1/4, Section 15, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 5.93 acres of the Official Zoning Map from the R-2 (Residential) District to the R-6 (Rural Residential) District for the construction of single-family home with the maintaining of livestock or animals on pasture and within a barn.

Township supports the request.

Mr. Bontrager stated he wants to build a home and barn to house his livestock. Gaylord Olson II shared his recommendations for an approval with the committee. They are as follows:

1. No livestock and/or animals can be placed on the property until authorization has been granted by the Land Conservation Department.
2. If an agreement for the number and type of livestock and/or animals can't 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.
3. A description of the manure management plan will be provided to the Land Conservation Department and included in the Conditional Use Permit, if approved.
4. Manure should be spread on the cropland fields according to current Nutrient Management Plan guidelines.
5. All State and County environmental standards to prevent manure and soil runoff must be met and maintained.
6. All livestock and animal fencing installation and its maintenance shall be the sole responsibility of the landowner of the parcel within the R-6 (Rural Residential) District.
7. Setbacks for livestock structures or feedlots from property lines, streams, and roads must meet all county ordinances standards.
8. An order for animal removal may be issued if the R-6 zoning map amendment conditions of approval are not maintained.

A Motion by Norm Stoker, to approve zone change petition # 2021-49 for Benjamin U. Bontrager with the stipulations as detailed by the Land Conservation Department, seconded by Alton Staff. Motion carried 4 – 0.

- **ZONE CHANGE PETITION # 2021-50** as requested by Gary & Barbara Mueller Trust, owners and Shane Wehr, applicant on property known as Lot 1 of CSM 317 located in the SW1/4-SW1/4, Section 23, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 28.61 acres of the Official Zoning Map from the R-1 (Residential) District to the B-1 (Central Business) District for the operation of a heavy equipment sales, service and rental and truck sales and service.

Township supports the request. A letter of opposition with questions was read into the minutes. Public comment in opposition was received.

Shane Wehr stated that he wants to operate a heavy equipment sales and service business on the parcel that is directly across Highway 27 from Lunda Construction. His initial thought is that the building would be located directly across from Lunda's driveway entrance toward the center of the parcel. This location would place the building more than 100 feet away from the property line that's mutually shared with several residential properties to the north along 6th Street.

Several questions were raised from the correspondence and those in attendance for the proposal, they include:

1. Where will the driveway entrance be located, off of Gebhardt Rd or 7th Street?
2. What will the hours and days of operation be?
3. How will lighting and noise issues be addressed?
4. Do you intend on fencing the business site?
5. Will this have an impact on the residential property values?

Ed Chamberlain questioned if there are any wetlands that could impact the parcels. Jason Gazdecki stated that there is a good number of wetlands and upland areas on the parcel. The wetland maps from the WI-DNR were brought up with the WGxtreme parcel mapping website for the committee's review.

A Motion by Alton Staff, to table the request until next month's meeting to have a formal plan presented for review by the committee, seconded by Ed Chamberlain. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-48** as requested by Hideaway RV Park & Campgrounds LLC, owners and Rob McPeak, applicant on property located in the SW1/4-SW1/4, Section 12, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow for a sixty (60) unit campground to be located within the R-2 (Residential) District on the property.

Township supports the request. Public comment received in support and opposition. A Petition of Opposition was presented to the committee.

Rob McPeak shared the proposed layout of the campground and he plans on them being all annual, permanent sites at this location as he plans on any daily use or weekend use would be handled at the current campground adjacent to the bar. He said that each site would be 50' x 80' in size and leased from April through October, permanent sites served by public water, sewer and power. He owns approximately 26-28 acres, as a certified survey was done creating lots along Levis Creek Rd. removing them from the original parcel. Mr. McPeak intends to locate their business offices on this site for all their business activities.

Questions arose regarding the weight limits of Hideaway Rd. and ATV use within the parcel. Ed Chamberlain suggested that a noise quiet time beginning at 10:00 PM be enforced by the developer, limiting ATV use at dusk and looking into the weight limit standards for the township road.

A Motion by Alton Staff, to approve conditional use permit petition # 2021-48 for Hideaway RV Park & Campgrounds LLC, seconded by Norm Stoker. Motion carried 4 – 0.

A Motion by Norm Stoker, to adjourn to closed session pursuant to s. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of a specific public employee over which the governmental body has jurisdiction or exercises responsibility; Performance Evaluations, seconded by Alton Staff.

Hoyt Strandberg – yes, Alton Staff – yes, Ed Chamberlain – yes, Norm Stoker – yes.

Meeting was closed at 11:00 a.m.

A Motion by Ed Chamberlain, to approve the personnel matters discussed in closed session, seconded by Norm Stoker. Motion carried unanimously.

A Motion by Alton Staff, to return to open session at 11:20 a.m. and to adjourn the meeting, seconded by Norm Stoker. Motion carried. Meeting adjourned at 11:20 a.m.