

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
October 20, 2014

October 20, 2014: Committee Site Visits, Meeting and Public Hearing.

Meeting called to order at 8:00 a.m., committee members in attendance are Gaylord Olson, Norm Stoker, and Ray Ransom. Others present were Terry Schmidt, Zoning and Sanitation Administrator; Tim Jeatran, County Surveyor; April Schoolcraft, GIS Specialist and Beth Storlie, Administrative Assistant.

- Personnel Director, Diane Peterson reviewed and discussed the job descriptions for the Zoning Technician and Secretary/Deputy County Surveyor. There are a few minor changes that are needed for the job descriptions to go out to market for comparison analysis. A few additional changes are recommended for the Secretary/Deputy County Surveyor description including changing the title to Administrative Assistant/Deputy County Surveyor, the position reports to the Zoning Administrator and County Surveyor and changing Department Head to plural instead of singular, see draft descriptions.

A Motion by Ray Ransom, to approve the Zoning Technician job description as presented and to approve the Administrative Assistant/Deputy County Surveyor job description with the recommended changes, seconded by Norm Stoker. Motion carried.

- Tim Jeatran, County Surveyor and Diane Peterson, Personnel Director, reviewed the wage analysis and Surveyor Technician job description. The Land Information Council recommends the creation of this grant-based position to assist with the monumentation for the creation of a statewide parcel map. After discussion on the importance of the control data and monumentation needs to complete accurate parcel mapping, the committee recommended the creation of the position.

A Motion by Ray Ransom, to approve the creation of the Surveyor Technician position, job description and wage analysis, seconded by Norm Stoker. Motion carried.

A Motion by Norm Stoker, to approve the minutes of September 15, 2014, seconded by Ray Ransom. Motion carried.

A Motion by Norm Stoker, to approve the vouchers for payment, seconded by Ray Ransom. Motion carried.

SURVEYOR'S REPORT:

- Ayres & Associates plans to do the LiDAR flight within the next three weeks when the leaves are off. They cannot do the flight with snow cover. Tim has begun the control point set-up for the FEMA ground trothing. This will require seven different locations around the county with five different land surface types at each location. The land types must include mowed lawn, high grass, brush, forested, and paved surface. For

each type of land surface, Tim will have 25 shots in a 25 foot square grid and he must photograph each shot for each type of land surface at each location. That's a total of 825 total ground shots with photographs for the control data. He will perform this control work at the same time when the LiDAR flight is occurring.

- Working on the courthouse survey. The lot corners have been set and have tied in the utilities. The City of Black River Falls has vacated the alley. Tim still has the wells and catch basins to locate.
- Ralph and Tim have been doing section corner maintenance and setting ties. Assisted several out-of-the-area surveyors with corner maintenance.

GIS REPORT:

- April has been catching up on residential addressing.
- Updated the zone changes to date in 2014.
- Starting to tackle the tax roll familiarizing herself about it. Sent out split letters and they are beginning to come in.
- Completed several mapping projects and label requests from landowners and others.
- Attended the WRPLA conference and learned a lot about that side of her position. Made numerous beneficial network contacts that can assist her when she has a question on the property listing side.
- Will be attending the ESRI Wisconsin Users Group training on October 21, 2014 in Wisconsin Dells. An agenda item on that date is LiDAR and parcel mapping, which will be beneficial.

ZONING REPORT:

- Russell Kinder has worked our round-ups for years. He usually has one of his sons assist him for these events, but the previous tire collection they were not available. He asked the son of a fellow church member to help, but after working that collection we learned that the boy was too young. County policy prohibits anyone under the age of 18 from working for the county even on a part-time or LTE basis. Russell should provide the Personnel Department with a list of individuals that could assist him. This would allow Personnel to have all appropriate background and payroll documents on file prior to them working. His sons are not happy with the current pay rate and that may be playing into this.
- Permitting and onsites has picked up this fall.
- Continuing to address violation enforcement.

- Pelham's court date is November 6, 2014. Terry feels that they may plead their case based on the property history and that a structure was permitted. Initially the structure was a storage structure and the after-the-fact Land Use Permit that was issued states as such. The previous owners converted the storage structure into an apartment and then into a home. The structure was completed constructed before we even knew it was there.
- Only 42 citations for the pumping maintenance program have gone to default judgment compared to over 300 being issued in 2013. Plan on holding pumpers meeting after the building season has been completed.

PUBLIC HEARINGS

- **ZONE CHANGE PETITION # 2014-45** as requested by John Jay Borek on property located in the SE1/4-SW1/4, Section 13, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 7.18 acres of the Official Zoning Map from the R-4 (Residential) District to the B-1 (Central Business) District.

Township supports the request.

A Motion by Norm Stoker, to approve zone change petition # 2014-45 for John Jay Borek, seconded by Ray Ransom. Motion carried.

- **CONDITIONAL USE PERMIT PETITION # 2014-43 and 2014-44** as requested by Wisconsin Gas LLC on property located in Sections 1, 12, and 13, T24N, R5W, Town of Cleveland; Sections 26 and 35, T22N, R4W, Town of Adams; Sections 1 and 2, T21N, R4W, Town of Adams; Sections 12 and 13, T21N, R4W, Town of Brockway; Sections 18, 20, 28, 29, 33, 34, and 35, T21N, R3W, Town of Brockway; Sections 1 and 12, T20N, R3W, Town of Manchester; and Sections 1, 8, 17, 20, 29, 32, and 33, T20N, R2W, Town of Millston, all in Jackson County, WI. The request is to allow for a utility (gas line) through the zoned townships. Existing zoning consists of the following districts: A-1, A-2, R-1, R-2, R-4, B-1 and C-1. The request also includes the conditional use request to allow filling, grading and earth disturbance to occur along the gas line route within a number of shoreland areas. The shoreland areas fall within the above sections and townships but also includes land in Section 6, 7, 18, 19, 29, 30, 31, and 32, T23N, R4W, Town of Alma; and Sections 4, 5, 6, 7, 10, 14, 23, 25, and 35, T22N, R4W, Town of Alma, all in Jackson County, WI. The shoreland areas will revert back to original grade once the gas line is buried. The individual maps showing the gas line route, shoreland areas, valve and regulatory stations can be viewed at the Jackson County Zoning Office.

The Towns of Adams, Brockway and Cleveland are in support of the request; all others have not provided their position at this time. Representatives of We Energies had a presentation of the proposed gas line and scope of construction. The Public Service Commission approved their application in July. The WI-DNR Wetland Impact Permit has been issued and they are awaiting the Army Corp of Engineers Wetland and Waterway Permit, which should be arriving at any time. They added that they are

acquiring a 50 foot easement from approximately 98 landowners, they have not heard from only 5 other owners.

Public comment was received for information only.

A Motion by Ray Ransom, to approve conditional use permit petitions 2014-43 and 2014-44, seconded by Norm Stoker. Motion carried.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Ray Ransom. Motion carried. Meeting adjourned at 11:45 a.m.