

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
September 18, 2017

September 18, 2017: Committee Site Visits, Committee Meeting and Public Hearings

Meeting called to order at 8:00 a.m. by Chairman John Chrest, the Site Visits followed. Committee members in attendance are John Chrest, Norm Stoker, Hoyt Strandberg, Michelle Greendeer-Rave and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

A Motion by Michelle Greendeer-Rave, to approve the minutes of August 21, 2017, seconded by Hoyt Strandberg. Motion carried.

A Motion by Michelle Greendeer-Rave, to approve the vouchers for payment, seconded by Alton Staff. Motion carried.

CSM EASEMENT REVIEWS:

- Dallas Wilhite is completing a survey for Melissa Sandoval, who's dividing her current 16-acre parcel into two lots and selling one parcel to her sister. There is an existing driveway off of Highway 12 that they would like to use as a shared driveway. They are proposing a 66-foot easement to serve the new lot from the shared driveway entrance. It's a small leg going to the second lot. With this small leg, we are looking at a 4:1 length-to-width ratio issue on the western lot that is developed. It is becoming a flag lot to serve the existing home. Terry explained that the committee has the authority to vary from the ordinance requirement regarding the length-to-width as well as approval of the flag lot.

A Motion by Michelle Greendeer-Rave, to approve a 66-foot easement for Melissa Sandoval, seconded by Norm Stoker. Motion carried.

A Motion by Michelle Greendeer-Rave, to approve varying from the 4:1 length-to-width ratio for Melissa Sandoval, seconded by Norm Stoker. Motion carried.

CONSIDERATION OF THE JOB DESCRIPTIONS FOR THE REAL PROPERTY LISTER AND GIS SPECIALIST/911 COORDINATOR:

- Diane Peterson, Personnel Director, explained each job description and the essential duties for each position. One thing that she added is that with the separation each position was graded in pay grade 11, which is a drop from the current grade. The Real Property Lister would still be required to provide GIS services and support to the GIS Specialist. It is well known the importance of having this GIS experience in that position. The committee reviewed the descriptions and had discussion. One question was regarding the educational requirements, one is shown as a bachelor's degree, the other an associate's degree. Diane thought that maybe this should be reviewed more. She added that one item that will need review and consideration for change in the near

future is the GIS Technician position and pay grade. At the time that this position was created, there was the assumption that they were going to do higher duty and technical functions as a stand-alone or independent position. Now that the proposal is to separate out the GIS Specialist position, they would have oversight over the GIS Technician and no longer be stand alone. We will need to review the GIS Technician once the separation of the two positions is finalized and through the budget process.

A Motion by Michelle Greendeer-Rave, to approve the job description for the GIS Specialist/911 Coordinator as presented, seconded by Hoyt Strandberg. Motion carried unanimously.

A Motion by Alton Staff, to approve the job description for the Real Property Lister as presented, seconded by Norm Stoker. Motion carried unanimously.

SURVEYOR'S REPORT, see report:

- Finished re-monumentation in the Town of Alma except for 4 corners in the County Forest which I am saving until leaves fall off.
- Began re-monumentation in the Town of Curran about two weeks ago, we have completed about 6 sections in the NW part of the Township. Beth questioned how the sand mining activities in this area will impact the PLSS re-monumentation. Ethan explained that he'll establish the corners and will have to return upon the completion of the reclamation and re-establish them again.
- Ayres Associates has completed the Hydrography layer project and final billing has been invoiced. There is some editing we would like to do to this layer yet, but hope to get it up on the web mapping site in the near future.
- New large format plotter/scanner has arrived. We need to set up a date when IT can meet with Mastergraphic Techs to finalize the set-up.
- April was able to find buyers for both of our old plotter/scanner units. Vernon County is buying the plotter for \$1000.00 and Pepin County is buying the scanner for \$1000.00.
- DOA has made the 2018 grant applications available for the Base Budget and Strategic Initiative grants. This application is due December 31st.
- Resolution for the split of Real Property Lister/GIS Specialist/E911 Coordinator was passed by Personnel and Bargaining Committee and was sent to Exec & Finance at their September meeting where it was tabled until the November meeting to allow for review of budgets.
- We are working with Personnel to get the job descriptions for the new position and amended position caught up with the resolution. Dianne has regraded both positions and has confirmed that they still both fall under wage grade 11.

- Working with Highway Dept. and ProWest to get right-of-way layer project finished up. We have asked ProWest for some additional work and are waiting on their estimate so Randy Anderson can request additional money to finish this. This additional work may require us to assist with research in order to keep costs down.

GIS REPORT, see report:

Accomplishments:

- Property Listing update: I've received 27/27 municipalities back so far, and have filed the Statement of Assessment for 24 of those.
- Sent out Split Letters to sellers/buyers who were involved in a split conveyance.
- Worked with attorneys & title companies regarding a few legal descriptions, mapping issues, and title questions.

Future Trainings:

- Annual State Meeting for Real Property Lister Association at Trego on September 19-23rd.

Upcoming Plans:

- Continue entering straight conveyances into our GCS software.
- Continue mapping split conveyances & updating the records in GCS software.
- Continue working on Highway ROW mapping with ProWest.
- GIS data update and formatting for the Spillman software back to the "classic" format.
- Continue to assign addresses.
- Begin to review address records to prepare for the US Census Bureau update.

ZONING REPORT:

- Working on the 2018 Recycling Grant application, which is due by October 2nd. We will have it completed and submitted prior to the deadline.
- Green Meadows property update. We have been receiving phone calls from individuals who are willing to assist with the clean-up at this site. We haven't received any contact from the Town of Springfield and Terry has spoken with Ellen Moldenhauer about condemnation as our department does not have this authority. Hopefully, we will be able to get something moving forward on this site soon.
- We learned from Corporation Counsel that the Chapter 16, Shoreland Ordinance amendments and changes that you approved last month must go through the public

hearing process even though they are minor “housekeeping” type changes. We will bring it through in October.

- Floodplain amendments, which were approved by County Board last month, were approved by the WI-DNR and they submitted them to FEMA.
- Fall WCCA Conference will be October 11-13 in Baraboo at Devil’s Head. Terry and Dustin will be attending.
- Raymond Wagler property update. Mr. Wagler’s trial was scheduled for September 7th as the second trial on the docket. We got bumped from that date because the primary trial was held. It is now scheduled for November 9th at 9:00 a.m. Mr. Wagler just doesn’t get it on why it’s a violation. Terry and Gaylord have offered to flag the 300-foot setback so he can see his options to relocate the animal confinement structures. He has not responded to their offer.
- Pumping update. We are preparing the second round of citations for the eastern half of the county this week. We have only about 6-7 that will be issued. The final section of the county being the western half are due on October 15th. We will give them a little extra time for the mail to filter through and because it is the largest cycle. This type of mailing is working as we have seen a dramatic drop in the number of citations having to be issued. We are also sending a postcard reminder out about 30 days prior to the deadline to help remind everyone to submit their pumping data. We did receive a complaint phone call about the postcard reminder. The gentleman felt that we were threatening him. He stated that he wanted to take it to the County Board to remove us. Terry has tried to reach out to him but his phone number is not a working number at this time.

PUBLIC HEARINGS:

- **CONDITIONAL USE PERMIT PETITION # 2017-47** as requested by David Lloyd 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 allow for the staging and keeping of dump trucks, lime trucks, etc. within the R-2 (Residential) District.

Petitioner is not present at the public hearing. Committee policy is that the petitioner or a representative must attend the public hearing. The township opposed the request stating that the petitioner was not present at their meeting, complaints from neighbors regarding the condition of the property, board doesn’t understand meaning of staging, decreases the value of the area and aesthetic appearance, cattle on premises. Requests that Zoning keep property in compliance.

Terry stated that he has spoken with the landowner and that the cattle were to be removed. They have been re-introduced to the property. The committee felt based on their onsite visit and the town’s position, they could make a decision. He added keep in mind that this is an open violation issue at this time.

A Motion by Alton Staff, to deny conditional use permit petition # 2017-47 for David Lloyd, seconded by Norm Stoker. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2017-48** as requested by Robert Hart, owner and Adam Skaar, applicant on property known as Lots 2 & 3 of CSM 2754 located in the NE1/4-NW1/4, Section 3, T21N, R5W, Town of Albion, Jackson County, WI. The request is to change 5.22 acres of the Official Zoning Map from the C-1 (Resource Conservancy) District to the R-2 (Residential) District for the construction of a single-family home.

Township supposes the request.

A Motion by Norm Stoker, to approve zone change petition # 2017-48 for Robert Hart, seconded by Hoyt Strandberg. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2017-49** as requested by Jason and Melissa Blunt on property located in the NE1/4-NE1/4, Section 35, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to allow for the placement of a manufactured home (2) (mobile home) within the R-2 (Residential) District.

Township supposes the request. Terry added that back in 2004, the Blunt's rezoned this parcel into the R-2 (Residential) District for a single-family home. At this time, they are looking at siting a manufactured home. Instead of having the zone change back and forth, they are requesting the conditional use to locate a manufactured home within the R-2 District.

The petitioner added that he thinks he will be relocating the driveway entrance. Terry stated that they need to contact the Town of Cleveland about a potential driveway permit. Beth added that if it is relocated, they may need to have a new address assigned based on the new driveway location. The Blunts will be in contact with the township and keep us informed.

A Motion by Michelle Greendeer-Rave, to approve conditional use permit petition # 2017-49 for Jason and Melissa Blunt, seconded by Hoyt Strandberg. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2017-51** as requested by Janell Land Company, owner and Badger Mining Company, applicant on property located in the NE1/4-NW1/4, the NW1/4-NW1/4, the SW1/4-NW1/4 and the SE1/4-NW1/4, all in Section 24, T23N, R5W, Town of Garden Valley, Jackson County, WI. The request is to change 123.99 acres of the Official Zoning Map from the A-1 (Agriculture) District to the M-2 (Industrial Extractive) District to preserve for future non-metallic mining land use.

Terry stated that at the time the application for the zone change was submitted, the Town of Garden Valley had not adopted their amendments to the comprehensive plan. We were required to publish the request due to submittal time. The Committee and Badger Mining have been informed that the action by the Town of Garden Valley

amending their Smart Growth Plan to prohibit industrial sand mining within the township would not allow this committee to take any action on the request. In fact, the request would not even have been published if we would have received it after the town amended their plan. The Smart Growth Law requires a Zoning Ordinance must be consistent with the municipals comprehensive land use plan (Smart Growth Plan). Because the Town of Garden Valley amended their plan to prohibit this type of activity, the Zoning Ordinance cannot be amended to that M-2 (Industrial Extractive) District.

Township opposes the request and filed a Resolution of Opposition with the County Clerk. Due to this, there is no need for public comments but we will allow anyone present who wants to speak on the record they may do so. Written testimony was presented.

A Motion by Michelle Greendeer-Rave, to deny zone change petition # 2017-51 for Janell Land Company, seconded by Hoyt Strandberg. Motion carried 5 - 0.

- **TEXT AMENDMENT # 2017-52** as requested by Jackson County Zoning Department to Section 17.10, 17.38 and 17.40 of Chapter 17, Jackson County Zoning Ordinance. The amendments will add a definition for puppies and require a conditional use permit for raising or brokering and also add changes for travel trailers. The proposed text amendments can be viewed at the Jackson County Zoning Department or on the county's website at www.co.jackson.wi.us .

Terry commented that seven of fourteen zoned townships replied and supported the request.

A Motion by Michelle Greendeer-Rave, to approve text amendment # 2017-52 to Chapter 17, seconded by Norm Stoker. Motion carried.

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