

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
September 20, 2021

September 20, 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; and Beth Storlie, Zoning Assistant.

A Motion by Alton Staff, to approve the August 16 & 18, 2021 minutes as presented, seconded by Ed Chamberlain. Motion carried.

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

CSM EASEMENT REVIEW:

- Norm Hurlburt is completing a survey for Wilbur Yoder for the creation of a cemetery. The survey was a requirement of the conditional use permit approval granted by the Zoning and Land Information Committee in June. They are proposing a 66-foot easement off of Tower Rd. running along the south property line to serve Outlot 1, which is approximately .50 acre in size for the cemetery.

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

SURVEYOR'S REPORT. Cody Brommerich:

- 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. They are currently researching this, and will get back to us.

- Drafting Government Land Corner Certificates from completed PLSS corners.
- We have officially closed out and completed the Historic Town Road Index Project with Prowest. This was another successful project and will benefit anyone researching road records.
- 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.
- Our new GPS unit is set up and running. It has been performing well thus far.
- I completed 17 static GPS observations this past month 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 have begun working on the Jackson County Land Information Plan for 2022-2024. This has to be completed every three years, as the previous plan (2019-2021) expires at the end of this year. A completed draft is due by September 30th, and must be finalized 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 just became available on September 16th, and is due by December 31st.

- I signed our letter of intent for our 2022 Lidar project and returned it to Zach Nienow of Ayres Associates. This will be packaged up with the Wisconsin DOA group submittal. Mr. Nienow will keep us updated throughout the process.
- A couple months ago Shari Marg went before Executive/Finance about utilizing some of the COVID funds to reimburse the Land Information Department for the \$12,895.00 we helped them with for expenses related to their conversion to Laredo. We received word this went through and we will be getting reimbursed this amount.

Future Trainings / Meetings:

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- Continued preparing the assessment rolls for assessors. Two rolls are still out, being City Point, and North Bend. North Bend is a revaluation this year.
- Continuing to work on the splits for 2022.
- Attended the annual State Meeting for Wisconsin Real Property Listers Association on September 15-17th in Door County. The topic of countywide assessment came up again from Washington County. They are continuing to push for this statewide. The topic of eliminating personal property from assessment will also be revisited and probably be passed.
- April was elected as the President of the Wisconsin Real Property Listers Association at the annual meeting. She began her term one year term on Friday.

Future Trainings/Meetings:

Upcoming Plans:

- Sending out split letters this month to ask whether split conveyance owners wish to have a split bill for the year or whether they considered that information at closing.
- Implement the final product of the parcel mapping from Prowest. Meeting with them next week on September 28th.
- Continue fielding phone calls and servicing our office window for the public, lots of questions regarding land info/zoning.

Points of Interest: None

GIS/911 REPORT, Joe Pilkington:

- Addressing Services Agreement presented to the committee for review. Will be placed on next month's agenda for action.
- Continuing to produce fire district wall maps for the fire departments servicing Jackson County. Working exclusively with ArcGIS Pro to produce the new maps.
 - a. Alma Center Fire Department - Complete
 - b. Pittsville Fire Department (City Point) - Complete
 - c. Merrilan Fire Department – In Progress
 - d. Hatfield Fire & Rescue – In Progress
- Working with April to update the Parcel Fabric to include split and merged tax parcels, easements, certified survey maps, etc.
- Working with the County Surveyor and Real Property Lister to update our Land Information Plan.
- Still working with Prowest & Associates on developing an ETL tool that is a Python publication script and defines the features to be published from the parcel fabric and where to publish those features. The script automates the publishing of the most current data from the parcel fabric to other feature classes that can then be accessed by desktop and web applications. The results are a hybrid of our existing data along with the newly mapped parcel fabric features.
- Continuing to process address applications as received. We have received 72 applications so far this season.
- Regular data updates to Wgxtreme web map and Spillman GeoValidation.

GIS Mapping Requests: Pittsville Fire Department, Alma Center Fire Department

GIS Data Requests: None

Future Trainings / Meetings: “Modernizing Your GIS: Steps to Success” – ESRI & Prowest & Associates, September 28, 2021, 11:00 a.m. – 12:00 p.m.

ZONING REPORT, Jason Gazdecki:

- Last week, we had a suspected break-in at the Recycling Center. The key for the forklift was taken and LP from the tanks that fuel the forklift was taken as well. Have been working with Rick Proft on better securing the facility and lock replacement. The forklift has been re-keyed and the keys are being secured after shifts.

- The final Tire Round-up for the year was held last weekend. Unsure on the impact of the new pricing change or businesses finding other avenues for disposal.
- Modified our initial correspondence in regards to junk issues. Continue to receive complaints about this problem weekly.
- Taking a firmer stance on repeat ordinance offenders. First round of citations will go to court tomorrow.
- Permits continue to come in.
- Received notification from Gross Chevrolet Buick that the Durango is in production and a VIN number has been assigned. They are still uncertain if we will have delivery in 2021, but we may be able to complete paperwork in 2021 to address the budgetary concerns.

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:

- **ZONE CHANGE PETITION # 2021-40** as requested by J&B Haldeman Holdings LLC, owners and Reed Richardson, applicant on property located in the SW1/4-SE1/4, Section 12, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 2.53 acres of the Official Zoning Map from the B-1 (Central Business) District to the R-1 (Residential) District for the existing single-family homes.

Applicant joined the hearing via Zoom. Township supports the request. Public comment was received in opposition due to proximity to Croell Redi-Mix and noise concerns during building season. Mr. Richardson, trustee for James and Barbara Haldeman stated that the Haldeman's rezoned the parcel years ago for the installation of a billboard. This never materialized and he has a buyer for the existing home hence the need to rezone it back to residential.

A Motion by Ed Chamberlain, to approve zone change petition # 2021-40 for J&B Haldeman Holdings LLC, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-41** as requested by Jackson County Forestry and Parks, Jeremy Breheim, agent on property known as Lots 4 & 5 of CSM 1014 located in Government Lots 2 & 3, Section 3, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for a lake bank erosion improvement project, namely rip rap installation.

Township supports the request. Jeremy Breheim stated that WI-DNR permits have been applied for and a hearing is scheduled for October 20, 2021. He explained what the scope of the project will be for better securing the shoreline within West Arbutus Campground along Lake Arbutus.

A Motion by Alton Staff, to approve conditional use permit petition # 2021-41 for Jackson County Forestry and Parks, seconded by Norm Stoker. Motion carried 4 – 0.

- **CONDITIONAL USE PERMIT PETITION # 2021-42** as requested by Oxburg LLC, owners and Jeff Zilliox, applicant on property located in the NE1/4-SW1/4, Section 18, T21N, R3W, Town of Brockway, Jackson County, WI. The request is to allow the operation of a private campground within the A-2 (Forestry and Limited Agriculture) District.

Petitioner joined the hearing via Zoom. Township supports the request. Jason Gazdecki stated that the Zoning Ordinance allows up to five travel trailer/camping units on parcels this size, but there are currently seven units onsite. Mr. Zilliox stated that the property is utilized by his employees and their families since his business requires them to work weekends. He added that the intent is for their staff to utilize the property only, no public access will be allowed.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2021-42 for Oxburg LLC, seconded by Norm Stoker.

Additional discussion occurred. Hoyt Strandberg questioned what is the difference between a private campground verses a public campground. Jason stated that a private campground is for specific individuals only, no public access or rentals will occur. Joe Pilkington, 911 Coordinator, discussed the addressing concerns with campgrounds and stated there are addressing format options for campgrounds. He will contact Mr. Zilliox and discuss these details.

A Motion by Hoyt Strandberg, to amend the approval for conditional use permit petition # 2021-42 for Oxburg LLC with the stipulation that the campground is for private use, no public use or rentals will be allowed and the conditional use permit will terminate if public use would occur, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-43** as requested by Scott and Gloria Bahnub on property known as Lot 15 of CSM 3012 located in Government Lot 2, Section 36, T20N, R5W, Town of Irving, Jackson County, WI. The request is to allow for filling and grading work within a shoreland area for a streambank erosion improvement project.

Township supports the request. Mr. Bahnub described the project and stated that the original structure, which is made of old railroad ties, is about forty years old and rotting. If the structure is not improved, a heavy rain or flood will wash out his driveway and the structure.

A Motion by Norm Stoker, to approve conditional use permit petition # 2021-43 for Scott and Gloria Bahnub, seconded by Ed Chamberlain. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2021-44** as requested by Royal Palm Rentals LLC, owners and Chad Miller, applicant on property located in the NE1/4-SW1/4, Section 13, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to change 5.01 acres of the Official Zoning Map from the B-1 (Central Business) District to the R-1 (Residential) District for the construction of single-family homes.

Township supports the request. Mr. Miller stated that they would like to divide the parcel into four lots along Julianna Rd. served by the Town of Brockway water and sewer since they are located within the Brockway Sanitary District. Public comment was received questioning if the Sanitary District is able to serve the proposed parcels and the impact on the lot size if private sewer would be needed. The committee questioned the minimum lot size requirements between lots served by public sewer or private septic system. Jason Gazdecki added that the lot size may need to be greater, if the Sanitary District is not able to connect these parcels to their system.

A Motion by Hoyt Strandberg, to approve zone change petition # 2021-44 for Royal Palm Rentals LLC with the stipulation that they work with the Town of Brockway on connection to the Brockway Sanitary District public sewer and water, seconded by Norm Stoker. Motion carried 4 - 0.

- **CONDITIONAL USE PERMIT PETITION # 2021-45** as requested by Royal Palm Rentals LLC, owners and Chad Miller, applicant on property known as Lot 1 of CSM 280 located in the SW1/4-SE1/4, Section 13, T21N, R4W, Town of Brockway, Jackson County, WI. The request is to allow the operation of a private campground within the B-1 (Central Business) District.

Township supports the request. Mr. Miller stated that they are proposing thirty permanent sites and thirty daily/weekly sites on approximately forty acres. This is well below the site density allowed under the Zoning Ordinance. Each site will be 50' x 80' with a buffer between sites. Discussion occurred regarding the placement of the proposed storage units in proximity to the campground.

A Motion by Alton Staff, to approve conditional use permit petition # 2021-45 for Royal Palm Rentals 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) and 19.85 (1) (g) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Alton Staff.

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

Meeting was closed at 10:20 a.m. Returning to open session at approximately 11:00 a.m.

A Motion by Norm Stoker, to return to open session at 11:45 a.m., seconded by Ed Chamberlain. Motion carried.

A Motion by Alton Staff, to accept the evaluation for Jason Gazdecki as presented and to forward it to the Personnel Committee for approval, seconded by Ed Chamberlain. Motion carried unanimously.

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