

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
September 21, 2020

**September 21, 2020: Committee Meeting and Public Hearings**

**Meeting called to order** at 9:30 a.m. by Hoyt Strandberg, Zoning and Land Information Committee Chairman. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, Isaiah Funmaker, and Alton Staff. Others present were Terry Schmidt, Zoning Administrator; April Schoolcraft, Real Property Lister; and Beth Storlie, Administrative Assistant.

**A Motion by Norm Stoker, to approve the minutes of August 17, 2020, seconded by Alton Staff. Motion carried.**

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

**CSM EASEMENT REVIEW:**

- High Cliff Consulting is completing a land division for ProVision Partners off of Oasis Rd. They are dividing the parcel into three lots between the gas station, Perkins Restaurant and a strip along the Interstate with pond where the sign is located. Years ago, the Town of Brockway abandoned a portion of Oasis Rd. that traveled through this parcel to the entrance of Parkland Village. A proposed 66-foot easement would allow access to the these parcels.

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

**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 Isaiah Funmaker. Chamberlain – yes, Stoker – yes, Staff – yes, Funmaker – yes and Strandberg – yes.**

**Meeting was closed at 9:45 a.m. Returning to open session at approximately 10:15 a.m.**

**A Motion by Alton Staff, to return to open session at 10:15 a.m., seconded by Norm Stoker. Motion carried.**

**SURVEYOR'S REPORT:** *Report presented by April Schoolcraft for Cody Brommerich*

- *PLSS Update: Field work is going very well. Continuing with the remonumentation efforts and will continue to do so through the fall.*
- *All scheduled road work is now completed, so we have road corners to re-establish in Irving, Manchester, Garfield and Knapp, which we will complete as soon as we can.*

**REAL PROPERTY LISTER REPORT, April Schoolcraft:**

*Accomplishments:*

- *Updates regarding Assessment Rolls:*
  - *Waiting on Cleveland's data, and Garden Valley's BOR is scheduled for this Friday.*
- *On August 18th, Ayres provided the final product of our countywide 6" orthos. We will provide those to ADC to upload to our WG Xtreme website.*
- *Sent out split letters.*
- *The mapping website has been having issues with confidential owners, I am working on resolving this issue with suggestions from GCS.*
- *The mapping website has also had an issue with displaying the zoning classes for the city, we're currently working on this with ADC.*
- *Still working on a 'Street Numbering Map' for the City of Black River Falls, working with City Administrator, Brad Chown. Brad has reviewed the draft and suggested edits.*
- *Assisted the Town of Brockway with a couple questions on right-of-way on a couple streets.*
- *Provided the ACFD with a mailing list of property owners within their fire district for their mailing campaign.*
- *Attended a webinar regarding NG911 and 'indoor mapping'.*

*Future Trainings:*

- *2020 Property Lister Conference will be a one-day virtual meeting October 13<sup>th</sup> @ 9am, in conjunction with the fall regional WLIA conference.*

*Upcoming Plans:*

- *Send out split letters as splits are recorded, and continue to map the splits.*
- *Continue maintaining parcels and record changes for the 2021 assessment roll.*
- *Continue to take phone calls & visits at the office window.*
- *Waiting to receive final product of the parcel mapping from Prowest.*

*Points of Interest:*

- *Alternative schedule for the first 6 weeks of the school year:*
  - *4am – 9am*
  - *1pm – 4pm**This schedule to be used on days I will be responsible for teaching our group.*

**Discussion and consideration of GIS fees for data:**

- *The Village of Hixton hired SEH for a project. Ms. Brea Grace, Senior Community Development Specialist for SEH asked for the tax roll (\$250.00), GIS parcel dataset (\$250.00) and the municipal road network (\$125.00) for the Village of Hixton tax incremental financing (TIF District) project. The total cost would be \$625.00. April shared the cost for the requested data with her and she said that they didn't have this factored into their costs and felt since it was a project for a municipality that it should be free. She requested the fee be waived. April shared that would require approval from the committee and when our meeting was being held. It*

was time sensitive and they didn't want to wait, so April suggested she get the parcels from the WI DOA parcel mapping website, and the roads from GeoData@Wisconsin (geodata.wisc.edu), and pay for the tax roll if she needed it to figure out which parcels were in the TIF, and she said she didn't have enough time to wait, and would rescind her request if she found what she needed at those listed resources. We didn't receive an official cancellation of the request, so this may be a mute issue but we are looking for direction from the committee in the event that SEH still wants the information.

**A Motion by Alton Staff, to deny waiving the GIS fees for the SEH project for the Village of Hixton, seconded by Isaiah Funmaker. Motion carried.**

**GIS/911 REPORT, Joe Pilkington:**

- *Finishing up the identification and classification of bridge features in the Roads feature class to allow for unique map symbolization for dispatch CAD mapping. Correcting, updating, or adjusting address ranges and join identifiers as I move through these features. Also, classifying the few causeways and tunnels (e.g. foundation trail) in Jackson County.*
- *Developing a new geolocator for the Dispatch CAD System to include all bridge features. This will allow dispatch to add calls to features that are not addressed (ex. An individual falling or jumping from a bridge -OR- a boater in need of assistance at such a location). This also allows dispatch to build an emergency response history in their records database for emergencies that occur these locations, which can in turn help us to recognize trends.*
- *Similarly, I plan to start addressing boat landing sites in the coming weeks for reasons aforementioned.*
- *We are still working with Forestry and Parks regarding the naming and signing of park roads at Wazee. This is important for addressing structures within the park, such as the concession stand, maintenance buildings, etc.*
- *Continuing data preparations for NG911.*
- *Playing some catch up regarding the processing of address applications due to various personal COVID related precautions. Following up with applicants and returning any calls to keep them abreast of the status of their applications. I plan to have all pending applications processed within the week.*

**GIS Mapping Requests:** *Experienced some printing issues with our large format printer. Village of Taylor is patiently awaiting their Parcel & Emergency 911 Maps and we are grateful for their patience.*

**GIS Data Requests:** *Private contractor is interested in our 2-foot contour data for a client.*

**Future Trainings / Meetings:** *Fall Virtual WLIA Meeting sessions via Zoom, October 12<sup>th</sup>-16<sup>th</sup>, 2020.*

**ZONING REPORT, Terry Schmidt:**

- *The final Tire Round-up for the year was held last weekend. Beth has not been able to determine the receipts yet due to the meeting this morning. Terry will contact Liberty Tire for the removal of the collected tires before the snow flies.*

- Second cycle of pumping citations were sent out. A total of 21 citations were issued. We have received several calls that the properties were serviced but we had not received the information. This is typical and we will update the court and dismiss the action, once we receive proof of service.
- Still busy with fieldwork and it looks to continue into the fall.
- The phone has been extremely busy the past few weeks. We are seeing an increase in calls that are not part of our departments jurisdictions. It seems that we may be the first phone number the public sees in the phone book or calls get transferred from the voice mail system or website to us because IT or other departments do not know who to refer the party to. In most cases like this, both departments staff forward the individuals to the appropriate parties such as the WI-DNR. This increase may be due to having so many new employees within the county that may not know what departments deal with or who the appropriate contacts would be. Chalk it up to the years of experience and general knowledge of county programs that our departments have.
- Ellenberger property. Went before the circuit court on August 7<sup>th</sup> and the court ordered that a site visit by Terry and Norm Stoker, Chairman for the Town of Brockway occur to identify and inventory the items that must be removed from the site. Ms. Ellenberger wrote the department with the dates that would work for this onsite. Terry and Norm will be performing the inspection tomorrow morning.

Terry was asked to attend the Town of Brockway meeting last week because several adjacent property owners wanted an update on when the property will be cleaned up.

DHHS has been contacted to do a drive by regarding any health hazards that could be developing at the site. Terry will check with Public Health to see if this has been completed.

The Fire Chief was also contacted to perform a drive by regarding fire hazards. He did complete this and feels that there are some fire hazard concerns.

Terry added that Ms. Ellenberger will probably not agree to the amount or types of material that will be required to be removed. If this cannot be agreed upon, then the next step would be working with Corporation Counsel and the court to obtain a court order for third party clean-up. We will need to work with the township on this step as the costs for clean-up can be assessed to Ms. Ellenberger as a special assessment on her property taxes.

**PUBLIC HEARINGS:** *Due to the COVID-19, the Zoning and Land Information Committee waived the petitioner requirement to be in attendance at this month's public hearing. The committee encouraged the petitioners to participate by teleconference or video conferencing in lieu of attending in person.*

- **ZONE CHANGE PETITION # 2020-48** as requested by William Weller on property located in the SE1/4-NE1/4, Section 13, T20N, R2W, Town of Millston, Jackson County, WI. The request is to change 1.5 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for a single-family home.

Township supports the request.

**A Motion by Ed Chamberlain, to approve zone change petition # 2020-48 for William Weller, seconded by Norm Stoker. Motion carried.**

- **ZONE CHANGE PETITION # 2020-49** as requested by Francis P. Ponterio on property located in the NE1/4-NW1/4, Section 28, T19N, R5W, Town of Melrose, Jackson County, WI. The request is to change 3.0 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-6 (Rural Residential) District for a future single family home.

Town of Melrose this evening and they requested that any decision be contingent on the town's position.

Terry has a concern if they propose to construct an animal confinement structure in the future and that the structure would need to meet the property line setback for animal confinement structures.

Gaylord Olson II shared his recommendations for approval and the standards from the Land Conservation Department. They are as follows:

- No livestock and/or animals can be placed on the property until authorization has been granted by the Land Conservation Department.
- If an agreement for the number and type of livestock and/or animals cannot be reached with the property owner and the Land Conservation Department, the Zoning and Land Information Committee will become involved in determining the proper numbers and types.
- No earthen feedlot areas can be created within the R-6 designated area.
- Manure should be spread on cropland fields according to current Nutrient Management Plan guidelines. Composting may be acceptable depending on conditions.
- All State of Wisconsin and Jackson County environmental standards to prevent manure and soil runoff must be met and maintained.
- 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.
- Setbacks for livestock structures and/or feedlots from property lines, streams and roads must be met.
- An order for livestock and/or animal reduction or elimination may be issued if the R-6 zoning map amendment conditions of approval are not met and maintained.

**A Motion by Norm Stoker, to approve zone change petition # 2020-49 for Francis P. Ponterio with the stipulation of the Town of Melrose support of the request and all Land Conservation Department conditions of approval are met, seconded by Alton Staff. Motion carried unanimously.**

- **CONDITIONAL USE PERMIT PETITION # 2020-50** as requested by Jack Weimer property known as Lot 1 of CSM 2815 located in the SW1/4-NE1/4, Section 33, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to allow for the existing residential structure to be utilized for short-term rental located within the R-2 (Residential) District.

Township supports the request. The petitioner shared that they want to be able to rent the home as a short-term rental such as Airbnb when they are not utilizing the property for their

personal use.

Terry shared that a license from the Public Health Department is required and requested that the committee stipulate that a copy of the license is provided to the Zoning Department.

**A Motion by Alton Staff, to approve conditional use permit petition # 2020-50 for Jack Weimer with the stipulation that a copy of the DHHS Public Health license for short-term rental is submitted to the Zoning Department, seconded by Isaiah Funmaker. Motion carried 5 - 0.**

- **CONDITIONAL USE PERMIT PETITION # 2020-51** as requested by Jason and Shaondra Henry on property known as Lot 10 of CSM 1566 located in the NE1/4-NW1/4, Section 3, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for seasonal campsites to be rented out on a short-term basis within the R-1 (Residential) District.

Township opposed the request. The petitioners are proposing three campsites for family member use but when not in use, would like to rent the sites.

Terry stated that the home was granted a conditional use permit for short-term rental previously. He added that the Zoning Ordinance does allow the property owner to locate up to two travel trailers or camping units for the landowner's use. If they were to rent the sites out for short-term use, then a conditional use permit would be required.

Public comment was received in opposition to the request. Letters and emails of opposition were read into the minutes and a petition of opposition was submitted.

**A Motion by Ed Chamberlain, to deny conditional use permit petition # 2020-51 for Jason and Shaondra Henry, seconded by Norm Stoker. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2020-52** as requested by Larry and Joshua Johnson on property located in the SE1/4-SW1/4, Section 34, T20N, R1W, Town of Knapp, Jackson County, WI. The request is to change 6.0 acres of the Official Zoning Map from the R-2 and R-4 (Residential) Districts to the R-6 (Rural Residential) District for the placement of a single-family home.

Township took no position.

Gaylord Olson II shared his recommendations for approval and the standards from the Land Conservation Department. They are as follows:

- No livestock and/or animals can be placed on the property until authorization has been granted by the Land Conservation Department.
- If an agreement for the number and type of livestock and/or animals cannot be reached with the property owner and the Land Conservation Department, the Zoning and Land Information Committee will become involved in determining the proper numbers and types.
- No earthen feedlot areas can be created within the R-6 designated area.
- Manure should be spread on cropland fields according to current Nutrient Management Plan guidelines. Composting may be acceptable depending on conditions.
- All State of Wisconsin and Jackson County environmental standards to prevent manure and soil runoff must be met and maintained.
- 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.

- Setbacks for livestock structures and/or feedlots from property lines, streams and roads must be met.
- An order for livestock and/or animal reduction or elimination may be issued if the R-6 zoning map amendment conditions of approval are not met and maintained.

**A Motion by Alton Staff, to approve zone change petition # 2020-52 for Larry and Joshua Johnson with the stipulation that all Land Conservation Department conditions of approval are met, seconded by Norm Stoker. Motion carried.**

- **ZONE CHANGE PETITION # 2020-53** as requested by Kari and David Hartl on property located in the SE1/4-SW1/4, Section 8, T21N, R4W, Town of Adams, Jackson County, WI. The request is to change 3.1 acres of the Official Zoning Map from the R-4 (Residential) and A-1 (Agriculture) Districts to the R-6 (Rural Residential) District for a single-family home.

Township supports the request.

Gaylord Olson II shared his recommendations for approval and the standards from the Land Conservation Department. They are as follows:

- No livestock and/or animals can be placed on the property until authorization has been granted by the Land Conservation Department.
- If an agreement for the number and type of livestock and/or animals cannot be reached with the property owner and the Land Conservation Department, the Zoning and Land Information Committee will become involved in determining the proper numbers and types.
- No earthen feedlot areas can be created within the R-6 designated area.
- Manure should be spread on cropland fields according to current Nutrient Management Plan guidelines. Composting may be acceptable depending on conditions.
- All State of Wisconsin and Jackson County environmental standards to prevent manure and soil runoff must be met and maintained.
- 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.
- Setbacks for livestock structures and/or feedlots from property lines, streams and roads must be met.
- An order for livestock and/or animal reduction or elimination may be issued if the R-6 zoning map amendment conditions of approval are not met and maintained.

**A Motion by Norm Stoker, to approve zone change petition # 2020-53 for Kari and David Hartl with the stipulation that all Land Conservation Department conditions of approval are met, seconded by Ed Chamberlain. Motion carried 5 - 0.**

- **ZONE CHANGE PETITION # 2020-54** as requested by Christopher and Jenna Kirchner on property located in the NE1/4-SE1/4, Section 29, T19N, R5W, Town of Melrose, 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 for a single-family home.

Town of Melrose this evening and they requested that any decision be contingent on the town's position.

Terry has a concern if they propose to construct an animal confinement structure in the future

and that the structure would need to meet the 100-foot property line setback and the 300-foot stream setback for animal confinement structures. Ms. Kirchner, who attended via Zoom, felt that they would be able to ensure all setbacks would be met.

Gaylord Olson II shared his recommendations for approval and the standards from the Land Conservation Department. They are as follows:

- No livestock and/or animals can be placed on the property until authorization has been granted by the Land Conservation Department.
- If an agreement for the number and type of livestock and/or animals cannot be reached with the property owner and the Land Conservation Department, the Zoning and Land Information Committee will become involved in determining the proper numbers and types.
- No earthen feedlot areas can be created within the R-6 designated area.
- Manure should be spread on cropland fields according to current Nutrient Management Plan guidelines. Composting may be acceptable depending on conditions.
- All State of Wisconsin and Jackson County environmental standards to prevent manure and soil runoff must be met and maintained.
- 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.
- Setbacks for livestock structures and/or feedlots from property lines, streams and roads must be met.
- An order for livestock and/or animal reduction or elimination may be issued if the R-6 zoning map amendment conditions of approval are not met and maintained.

**A Motion by Alton Staff, to approve zone change petition # 2020-54 for Christopher and Jenna Kirchner with the stipulation of the Town of Melrose support of the request and all Land Conservation Department conditions of approval are met, seconded by Norm Stoker. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2020-55** as requested by Susan Wuesthoff, Kristine Leistekow, Charles and Robert Soldner, owners on property located in the NE1/4-SW1/4, and the SE1/4-SW1/4, Section 34, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to change 8.0 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for (4) single family cabins/homes.

Township supports the request.

**A Motion by Ed Chamberlain, to approve zone change petition # 2020-55 for Susan Wuesthoff, Kristine Leistekow, Charles and Robert Soldner, seconded by Norm Stoker. Motion carried 5 - 0.**

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