

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
June 16 & 21, 2021

June 16, 2021: **Meeting called to order** at 1:00 p.m., the Site Visits followed. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain and Alton Staff.

June 21, 2021: **Committee Meeting and Public Hearings**
Meeting called to order at 8:30 a.m. by Hoyt Strandberg, Zoning and Land Information Committee Chairman. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, and Alton Staff. Others present were Jason Gazdecki, Zoning Administrator; Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; and Beth Storlie, Administrative Assistant.

A Motion by Alton Staff, to approve the May 12 & 17, 2021 minutes, seconded by Ed Chamberlain. Motion carried unanimously.

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

CSM EASEMENT REVIEW:

- Jeannette Harley of Trumark Surveying is completing a survey for Shane O’Neill, who is proposing the creation of four lots. Lot 5 is not fronted on a roadway (namely Prindle Rd) so they are proposing a 66-foot easement to serve this parcel. The easement would travel along the west property line of Lot 6.

A Motion by Ed Chamberlain, to approve a 66-foot easement for Shane O’Neill, seconded by Alton Staff. Motion carried unanimously.

(An error occurred with the voice recorder and microphone. Litigable recording began at the 9:30 mark)

SURVEYOR’S REPORT, Cody Brommerich:

- *Finalizing drafting Government Land Corner Certificates from completed PLSS corners.*
- *Working with Prowest regularly on any issues/questions they have on Town Road Indexing Project. It is going very well, and sounds like it will be completed soon.*
- *We met with Zach Nienow of Ayres to go over further project details for the planned 2022 county-wide LiDAR acquisition. He will be receiving final confirmation of the project from USGS in late summer/early fall. If that all goes through, we will be signing our Letter of Intent this fall.*

- *We are continuing remonumentation efforts in the Town of Franklin.*
- *We have completed preventative corner maintenance on PLSS corners that may be affected by upcoming road work this year. I received information that the county is in the process of performing an environmental review to assess the environmental impacts of improvements to County Road K. There may be some road work done there, so I will be researching to see what PLSS corners may be in danger. There is also going to be some road work done on a stretch of Prindle Rd. and Avon Rd.*
- *We received a few PLSS corner requests from private land surveyors for corners that they needed on upcoming surveys. We completed those for them, in Franklin and North Bend.*
- *I met with Jason Houle from Leica, and ordered our new Leica GPS unit along with RINEX logging option. We should be receiving our new unit within the next few weeks.*
- *We completed a survey for Jay Borek and the Highway Department at the landfill. This included recovering 15-20 monuments. We drove yellow steel channel posts next to them to mark their locations, and drove posts on line to mark certain lines as requested.*
- *We also completed a job for the Maintenance Department. There were apparently some down trees by the Rye Bluff Apartments, and there was a question where that line ran through a brushy tree line. We recovered the previously set monuments and marked the line for them.*

Future Trainings / Meetings: *Will be meeting again with Prowest Associates for the Town Road Indexing Project.*

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- *Continued preparing the assessment workbooks (assessment roll records for the beginning of the year) for assessors.*
 - *The four remaining townships are North Bend, City Point, Irving & Knapp.*
 - *Nineteen municipalities have completed their Board of Review, seems to be on schedule.*

Future Trainings/Meetings:

- *None planned.*

Upcoming Plans:

- *Send off the remaining 4 municipalities to assessors, and keep up with filing the Statement of Assessment.*
- *Implement the final product of the parcel mapping from Prowest.*

- Meeting was scheduled for April 9th; we're one step closer.
- Continue fielding phone calls and servicing our office window for the public, lots of questions regarding land info/zoning.

Points of Interest:
School is out!

GIS/911 REPORT, Joe Pilkington:

- Continuing to finish address classification (e.g., residential, commercial, infrastructure, etc.) of the structure address point GIS dataset. This information is primarily utilized by the fire departments and the U.S. Census Bureau.
- Continuing to develop fire district map books for each fire response agency operating in Jackson County. The map books will be reviewed by the fire chiefs to confirm response boundaries as they currently exist in the GIS data. Feedback will be used to make any necessary changes.
- Working with the USPS to delineate postal community boundaries. Boundaries tend to shift slightly as postal routes are adjusted.
- Continuing to assist Jackson County Dispatch with their GIS needs. Working to develop additional alias tables and to improve road centerline alias table. Updating MACH GIS data layers.
- Beginning to shift attention back to improving the County MSAG.
- Continuing on with routine work such as assigning addresses, updating parcels, updating GIS web map, updating dispatch CAD data, etc.

GIS Mapping Requests: None

GIS Data Requests: None

Future Trainings / Meetings: None

ZONING REPORT, Jason Gazdecki:

- Construction season is in full swing.
- Additional discussion on the Tire Round-up fee structure occurred. Jason stated that we are currently paying \$275.00 per ton for the disposal of the tires collected. We would like to consider a flat fee instead of the weight slip option that was established last month. The weight slips are problematic as they would need to weigh their truck empty and full

and the nearest calibrated scale is at Flying J's truck stop. If the intent is to target the large tractor type tires, this would get us close to breaking even with the disposal charges. At the May collection, we had a Trempealeau County business bring in tires to us. We discovered this after-the-fact when Beth was reviewing the records and fees paid. We do not accept tires from out of county because the Recycling Program is subsidized with county funds such as the ATC funds or Ho-Chunk Nation gaming funds. It is only for Jackson County residents or landowners.

A Motion by Alton Staff, to approve the updated fee schedule for the upcoming Tire Rounds as presented, seconded by Ed Chamberlain. Motion carried.

- Discussion occurred regarding the outstanding enforcement action. Junk issues are increasing. In the past, the committee recommended that we send three letters before citation action would commence. Many of these properties have been on our radar for several years. Jason would like to start enforcement for these old issues to attempt to gain some type of action or compliance. He would like to send a letter granting thirty days for clean-up to occur or at least the submission of a clean-up plan.

A Motion by Ed Chamberlain, to approve filing a notice for compliance and granting thirty days for outstanding violation issues to become compliant or begin the process prior to citation issuance, seconded by Norm Stoker. Motion carried unanimously.

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.*

OLD BUSINESS:

- **CONDITIONAL USE PERMIT PETITION # 2021-25** as requested by Black River Cabin Rental LLC, Randy Vogt on property located in the NW1/4-NE1/4, Section 26, T20N, R4W, Town of Manchester, Jackson County, WI. The request is to allow four (4) additional cabins as principal structures and to allow the cabins to be utilized for short-term rentals (VBRO) within the R-2 (Residential) District.

Township supports the request. Joe Pilkington asked if the plan was to address each individual cabin or to have one address for the resort area. Mr. Vogt stated he would look into this further and discuss which option would be best.

A Motion by Alton Staff, to approve conditional use permit petition # 2021-25 for Black River Cabin Rental LLC and Randy Vogt, seconded by Norm Stoker. Motion carried.

- **ZONE CHANGE PETITION # 2021-26** as requested by Jerry and Linda Van Brocklin on property located in the NE1/4-NW1/4, Section 8, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to change 83 acres of the Official Zoning Map as follows:
 - 1.5 acres from the R-5 (Recreational) District to the R-2 (Residential) District for the existing home to be utilized as a permanent residence.
 - 82.30 acres from the R-5 (Recreational) District to the A-2 (Forestry and Limited Agriculture) District.

Township supports the request. The petitioners added that they want to do an addition to the home and when applying for the required permits found that the zoning classification was for seasonal use, not full-time residential use. They are living full time at the property.

A Motion by Ed Chamberlain, to approve zone change petition # 2021-26 for Jerry and Linda Van Brocklin, seconded by Alton Staff. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2021-27** as requested by John Brown on property known as Lot 1 of CSM 4240 located in the SW1/4-SW1/4, Section 28, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 5.934 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-6 (Rural Residential) District for a new single-family home.

Township supports the request. Gaylord Olson II shared with the committee his recommendations for any possible animal placement onsite. See attached list.

A Motion by Alton Staff, to approve zone change petition # 2021-27 for John Brown with the stipulation that all Land Conservation Department standards and requirements are met, seconded by Norm Stoker. Motion carried 4 – 0.

- **CONDITIONAL USE PERMIT PETITION # 2021-28** as requested by Steven & Patricia Kling on property located in the NW1/4-SW1/4, Section 11, T21N, R6W, Town of Springfield, Jackson County, WI. The request is to allow for an existing barn to be utilized as a private reception and event venue within the R-2 (Residential) District.

Township supports the request. Joe Pilkington shared with the petitioners that a separate address will need to be applied for and assigned for the barn venue.

A Motion by Ed Chamberlain, to approve conditional use permit # 2021-28 for Steven and Patricia Kling, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-29** as requested by Wilbur Yoder on property known as Lot 1 of CSM 3211 located in the SE1/4-SW1/4, Section 4, T19N, R5W,

Town of Melrose, Jackson County, WI. The request is to allow for installation of a cemetery located within the A-1 (Agriculture) District.

Township supports the request. Mr. Yoder said that he is aware of the 50-foot setback from a property line for any cemetery. He doesn't expect it to be more than .25 acres in size. Ed Chamberlain suggested that the cemetery be surveyed out as a separate parcel from the parent parcel, so that it is documented as a cemetery location into the future.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2021-29 for Wilbur Yoder with the stipulation that a survey be completed for the cemetery creation, seconded by Norm Stoker. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-30** as requested by Trinidad Alvarez, owner and Dan Chumbley, applicant on property known as Lot 2 of CSM 146 located in the SW1/4-NW1/4, Section 17, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the operation of a short-term rental (VRBO) within the R-2 (Residential) District.

Township opposed the request. The Wisconsin Realtors Association forward an opinion on Act 59, which they feel removes local authority for enforcement. Jason has requested a legal opinion from Corporation Counsel on her take on this legislation. She is requesting that the request be tabled to allow her time to review Act 59 and determine what authority the local township or Jackson County may have regarding the enforcement of short-term rentals.

Public comments were received in opposition. Letters of opposition were read into the minutes.

Andrea Murdock, attorney representing Mr. Chumbley stated that Act 59 was passed in 2017 and requested the petition be approved as he will meet all the minimum standards detailed in the legislation.

A Motion by Alton Staff, to table conditional use permit petition # 2021-30 for Trinidad Alvarez to allow Corporation Counsel time to review Act 59 and provide an opinion on this legislation, seconded by Norm Stoker. Motion carried unanimously.

- **ZONE CHANGE PETITION # 2021-31** as requested by Mark & Kristina Wilken on property located in the SW1/4-SE1/4, Section 6, T22N, R3W, Town of Adams, 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-3 (Cabin/Cottage) District for the existing cabin to be brought into compliance.

Township supports the request. The landowner is planning on doing several improvements to the cabin and at the time of permitting discovered that the parcel was

not zoned in the correct district.

A Motion by Ed Chamberlain, to approve zone change petition # 2021-31 for Mark & Kristina Wilken, seconded by Alton Staff. Motion carried 4 – 0.

- **CONDITIONAL USE PERMIT PETITION # 2021-32** as requested by William Powers, owner and Kelsey Motley, applicant on property known as Lot 9 and Lot 10 of Outlot 10 of the 1922 Assessors Map of Outlots at Hatfield located in the NW1/4-NE1/4, Section 3, T22N, R3W, Town of Adams, Jackson County, WI. The request is to allow for the operation of a short-term rental (VRBO) within the R-1 (Residential) District.

Township opposed the request. Public comment was received in opposition and letters of opposition were read into the minutes.

Jackson County Corporation Counsel is requesting the petition be tabled to allow her time to review Act 59 and determine what authority the local township or Jackson County may have regarding the enforcement of short-term rentals and its impact.

A Motion by Alton Staff, to table conditional use permit petition # 2021-32 for William Powers to allow Corporation Counsel time to review Act 59 and provide an opinion on this legislation, seconded by Ed Chamberlain. Motion carried unanimously.

- **CONDITIONAL USE PERMIT PETITION # 2021-33** as requested by Wisconsin Cranberry Education and Research Foundation Inc, Tom Lochner on property located in the SW1/4-NE1/4, Section 28, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow the operation of a cranberry industry research and education facility with assembly meeting hall within the A-2 (Forestry and Limited Agriculture) District.

Township supports the request. A letter of opposition and questions was read into the minutes.

Mr. Lochner stated that the foundation was created by the Wisconsin Cranberry Growers Association for research. They are looking at constructing a research center on the property that was purchased from Bible Cranberry. That marsh has been located onsite since the 1930's. UW-Madison will be doing scientific research and trials on 2.5 acres to review the environmental impacts for the industry and the building will be a work station for this fieldwork. Data research will occur in Madison. The assembly area will be used for onsite educational opportunities for growers. WI-DNR, DATCP and the EPA are all involved with regulatory enforcement for the industry and this location. This site is a partnership between UW-Madison, the Growers Association, the USDA and other national organizations. Mr. Lochner stated it's a great opportunity to have these facilities located within Jackson County.

Ed Chamberlain questioned the size of the building. Beth pulled the Land Use Permit application that is being held within the file and it is a 50' x 136' structure.

A Motion by Ed Chamberlain, to approve conditional use permit petition # 2021-33 for Wisconsin Cranberry Education and Research Foundation Inc., seconded by Norm Stoker. Motion carried.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Ed Chamberlain. Motion carried. Meeting adjourned at 10:55 a.m.