

**LEGISLATIVE/LICENSING COMMITTEE MEETING**

**Monday, August 10, 2020 at 4:30 p.m.  
Caledonia Village Hall – 5043 Chester Lane**

**THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF CITIZEN ATTENDEES 16  
ALL ATTENDEES MUST WEAR A FACE COVERING**

1. Call to Order
2. Approval of Minutes
3. CSM Ordinance Update for Flag Lots and Length to Width Ratio Waivers
4. Review and Discussion of Procurement Policy
5. Adjournment

Dated August 7, 2020

Karie Pope  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**LEGISLATIVE/LICENSING COMMITTEE MEETING  
CALEDONIA VILLAGE HALL  
5043 CHESTER LANE, RACINE, WI 53402  
Monday July 13, 2020**

**1. Call to Order**

Trustee Wanggaard called the meeting to order at 4:30 p.m. In attendance were:

**Committee Members:** Trustee Wanggaard and Trustee Prott

**Absent:** None

**Staff/Others Present:** Caledonia Administrator Tom Christensen/Finance Director Kathy Kasper, Trustee Wishau and Attorney Elaine Ekes.

**2. Approval of minutes**

Trustee Prott motioned to approve the minutes as printed from July 6, 2020. Trustee Wanggaard seconded. Motion carried unanimously.

**3. Review and Discussion of 2-4-25 Expenditure Policy**

A request had been made by Trustee Wishau at the last board meeting to have all purchases over \$3,000 be reviewed at Finance Committee prior to purchase. After the discussion regarding review of procurements, direction was given to the Finance Director Kasper and Village Counsel to write a policy that would be more restrictive than the current Expenditure Ordinance and that would remain in place until the Caselle purchasing module can be purchased and implemented in early 2021. Highlights of this policy: attachments of quotes in miView for items in excess of \$3,000 and changing the formal bid limit from \$50,000 down to \$25,000.

**4. Adjournment**

There being no further business, Motion by Trustee Prott to adjourn the meeting at 5:10 p.m. Trustee Wanggaard seconded. Motion carried unanimously.


Respectfully submitted,

Erika Waege  
Building & Engineering Admin.

# MEMORANDUM

Date: August 7, 2020

To: Legislative and Licensing Committee

From: Tom Lazcano P.E.   
Public Works Director

Re: Title 14, Chapter 1  
Flag Lots and Length to Width Ratio

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The Planning Commission requested modifications to the Land Division Regulations regarding Flag Lots and Length to Width ratio requirements. Currently, the Ordinance states Flag Lots are not allowed and puts a maximum Length to Width ratio at 2.5:1 for all properties, with no exceptions. These rules work well for most cases, however, there are times when a lot cannot meet one of these requirements but can meet all other requirements and in those instances we have given waivers. Some Commissioners feel waivers are warranted but the Ordinance is very rigid, so they do not vote for the waivers, even if they support them. The Commissioners recommended modifying the Ordinance to allow for waivers in certain instances and with the recommendation of staff.

The Public Works Director and Planning Director have come up with changes that would allow Flag Lots and exceeding the maximum length to width ratio, under certain circumstances. These changes will allow Commissioners to vote for waivers that meet certain criteria as outlined in the proposed changes.

The Department of Public Works recommends approval of the proposed changes on the attached document.

Survey Map. The Village Public Works Director shall communicate to the Applicant the action of the Village Board. If the Final Certified Survey Map is approved, the Board shall endorse it after it meets any and all conditions of approval. The Certified Survey Map shall be recorded with the Register of Deeds office for Racine County within twelve (12) months after Final Village Board approval and within thirty-six (36) months after the first approval of the map. Applicant shall not record any certified survey map that was approved by the Village if the recording is beyond the required timeframes in this Section.

(5) In addition, a land division fee, in the amount set by Resolution of the Village Board from time-to-time, per parcel created shall be paid by the Applicant to the Village upon approval of the Certified Survey Map.

(f) **Public Improvements; Storm Water Improvements.** In the event public improvements are required for the Certified Survey Map, plans, computations and specifications which conform to the provisions of Title 18 and Sec. 9-2-10 of the Village’s Code of Ordinances shall be submitted to the Village Public Works Director at the time of submission of the Preliminary Certified Survey Map. Said plans must be approved by the Village Public Works Director before Village Board approval of the Final Certified Survey Map. Prior to, or as a condition of, Village Board approval of the Certified Survey Map, the Applicant shall enter into a Development Agreement pursuant to applicable provision of Section 14-3-3(g), securities, fees and guarantees shall be provided, and the deposit of required fees, as provided in Sections 14-1-5(b), 14-1-5(e)(5), 9-2-10(l) of the Village Ordinances (the “Development Agreement”). In cases where public lands or rights-of-way are reserved or dedicated for future construction of public improvements, the Applicant shall enter into an agreement with the Village concerning future costs and liability prior to, or as a condition of, Final Certified Survey Map approval. In the event that the plans for the public improvements result in minor revisions to the Final Certified Survey Map, the Director of Public Works shall have authority to approves such minor revisions prior to recording of the Final Certified Survey Map. In the case of Minor Land Divisions involving public improvements, the applicant shall be responsible for all legal, administrative and engineering costs associated with the review of improvement plans and for drafting any necessary agreements and for the construction inspection and field layout work necessary during the construction of such improvements as provided in Title 18 of the Village’s Code of Ordinances.

(g) **Lots.**

(1) The size, shape and orientation of lots shall be appropriate for the location of the land division and for the type of development and use contemplated. The lots shall be designed to provide an aesthetically pleasing building site, and a proper architectural setting for the buildings contemplated.

a. **Shape.** Lots shall be approximately rectangular, with the exception of lots located on a curved street or on a cul-de-sac.

b. **Flag Lots.** Flag Lots ~~shall not be approved.~~ are generally discouraged, however, a waiver by the Plan Commission may be granted if to create a Flag Lot if one of more of the following situations occur:

(2) Every lot shall front or abut on a public street and street or other officially approved means of access.

(3) Except as otherwise provided in this section, lot dimensions shall conform to the minimum requirements of this ordinance, the Village’s Zoning Code, as amended

- The parent lot is irregular in shape
- The parent lot is already a Flag Lot
- The parent lot contains encumbrances such as wetlands, floodplain or environmental corridors
- Allowing of the Flag Lot would eliminate a landlocked parcel
- The parent lot is located outside of the water and sanitary sewer service area
- Other abnormal situations as recommended by Public Works Director

from time to time, the Village’s Land Use Plan and any applicable statutes and regulations, provided that:

- a. Unless a lot is created by lot averaging under Sec. 14-1-5(h), all lots not served by public sanitary sewer and located outside the approved sanitary sewer service area shall have an area of not less than five acres, exclusive of areas dedicated for public rights-of-way, and at least 150’ of frontage on a public street that extends into the depth of the lot at the setback line. A lot on a cul-de-sac must satisfy the front footage requirements on the right-of-way or at the setback line.
- b. The ratio of the entire length of the side of a residential lot to the frontage on the public street or at the setback line, whichever is greater, of the lot shall not be greater than 2.5:1:
 

<p>unless approved with a waiver by the Planning Commission. Long lots normally cannot be divided without exceeding the 2.5:1 ratio. Public Works Director may make a recommendation to allow exceeding the 2.5:1 ratio based on surrounding lots, availability of utilities or to eliminate a Land Locked parcel.</p>
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- (4) Side lots lines, where practical, radial to curved street lines on w boundary lines rather than cross them.
- (5) Protective Areas shall be subject to the setback and vegetative buffer requirements set forth in section 14-3-4(c)(2)d.
- (6) All lots shall comply with the sewer and water service requirements under subsection 14-3-4(c)(6).
- (h) **Lot Averaging.**
  - (1) **Intent.** The intent of this subsection is to employ ecological planning principles in the design and construction in dividing land; to preserve the rural character of the Village through the permanent preservation of meaningful open space and sensitive natural resources, including those areas identified in the Village’s resource inventory maps; to protect environmentally sensitive areas and biological diversity, minimize disturbance to existing vegetation, and manage primary and secondary environmental corridors; to ensure that appropriate conservation lands will be identified, protected and restored during the development design process to meet future community needs for storm water management, floodwater storage, and ground water recharge; to provide for a diversity of lot sizes, housing choices and building densities; to allow housing to be concentrated on portions of a parcel in order to protect, preserve and restore environmentally-sensitive areas or agriculture-productive areas on other portions of the parcel; to preserve scenic views by minimizing visibility of new development from existing roads; to provide buffering between residential development and non-residential uses;
  - (2) **Purpose.** The purpose of this subsection is to provide an alternative design technique for Minor Land Divisions through the use of Lot Averaging where the purposes set forth in section 14-1-1 are furthered. The use of Lot Averaging shall be permitted at the discretion of the Village Board, subject to the provisions set forth below.
  - (3) **Lot Area.** When using Lot Averaging, the area of a lot may be reduced below the five (5) acre minimum, provided that the area by which it is reduced is added to another lot being created by the Minor Land Division. The area of a lot shall not be reduced to less than forty thousand (40,000) square feet, excluding any public rights-of-way.

## PROCUREMENT POLICY

- A. Purpose. This policy is established to further clarify Section 2-4-25 Expenditure Policy of the Village's Code of Ordinances and to implement procurement procedures in preparation for the implementation of the purchasing module within the ERP software system of financial record keeping with an emphasis on the importance of fiscal responsibility. This policy supplements and expands the procedures under Sec. 2-4-25(3) until such a time that Village revises the ordinance after implementation of the purchasing module.
- B. Effective Date. This policy shall apply to all Departments and entities that receive funds from the Village, except for the Central Racine County Health Department which is governed by its own procurement procedures.
- C. Procedure.
1. Initiation. Department staff (“Initiator”) shall identify procurement needs as they arise, discuss such needs with the Department head, and perform necessary research to define specifications and identify product(s) that will meet the needs.
  2. Approval and Payment. If a proposed purchase is within the implicated Department’s approved budget, Initiator shall take the following steps, depending upon the cost of the proposed purchase. Purchases shall not be divided into smaller increments in order to avoid or circumvent the approval and payment procedures required by this policy.
    - i. Less than \$50:
      1. Obtain prior Department head approval;
      2. If applicable, complete a petty cash form and present to Finance Department.)
      3. Complete the purchase using an authorized Purchasing Card (P-Card), when possible. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the MiView program to document the purchase.
    - ii. \$50 or more, but less than \$3,000:
      1. Obtain prior Department head approval;
      2. Complete the purchase using an authorized P-Card, when possible, or complete a purchase order, attach the supporting documentation, and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the MiView program to document the purchase.
    - iii. \$3,000 or more, but less than \$10,000:
      1. Soliciting quotes from three (3) or more vendors who compete for the business, which may result in meaningful savings for the Village (quotes may be obtained via email, telephone, Internet, or fax). If less than three (3) quotes received, provide

- documentation of solicitation to other vendors;
  2. If obtained, review quote sheet(s) from vendor(s);
  3. Obtain prior Department head approval;
  4. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds Department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation (including the quotes), and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the miView program to document the purchase.
- iv. \$10,000 or more, but less than \$25,000:
1. Solicit written quotes on vendor letterhead from a minimum of three (3) vendors. If less than three (3) quotes received, provide documentation of solicitation to other vendors;
  2. Review quotes with Department staff and Department head, identifying the lowest quote meeting specifications, and documenting why any lower quotes are not acceptable (e.g., how/why quote does not meet specifications);
  3. Forward quotes to, and obtain prior approval from, Village Administrator;
  4. Forward quotes to, and obtain prior approval from, Finance Director;
  5. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds Department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation (including the quotes), and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the miView program to document the purchase.
- v. Greater than \$25,000 (Formal Bid or Request for Proposal (RFP) required):
1. Contact the Clerk's Office or Village Attorney to identify the public notice and public bidding timelines;
  2. Department staff/head develops bid or RFP solicitation documents and specifications;
  3. Department staff/head manages and completes the bid or solicitation process;
  4. Department staff/head review and evaluate vendor bids/proposals, and prepare a memorandum to the Village Administrator and Finance Director indicating that an award is recommended;

5. Forward the award memorandum and obtain approval from Village Administrator;
6. Forward the award memorandum and obtain approval from Finance Director;
7. Forward the award memorandum and obtain approval from any Village commission, committee or authority with oversight responsibility (if applicable), the Village Finance Committee and the Village Board.
8. Consult with Finance Director on the method and timeline for payment(s). Complete the purchase using an authorized P-Card, if determined to be the appropriate method (contact Finance Director if the cost exceeds department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation, and forward to Finance Department for payment. A procurement record should be maintained in accordance with State and Village record retention requirements.