



PUBLIC WORKS COMMITTEE MEETING
January 10, 2022 at 4:15 p.m.
Caledonia Village Hall – 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. 3146 Dan Mor Lane – Concrete slab Encroachment on Right of Way
4. 6918 Baywood Drive – Concrete Driveway Encroachment on Easement
5. No Parking for the circle of Packer Drive
6. Adjournment

January 7, 2022

Joslyn Hoeffert
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.

1. Call to Order

Trustee Weatherston called the meeting to order at 4:15 p.m. in the Boardroom of the Village Hall, 5043 Chester Lane, Racine, Wisconsin.

Present: Trustee Weatherston and Trustee McManus.

Absent: None.

Staff present: Utility Director Anthony Bunkelman and Village Administrator Kathy Kasper.

2. Approval of Minutes

Motion by Trustee McManus to approve the minutes from the September 7, 2021 meeting. Seconded by Trustee Weatherston. Motion carried unanimously.

3. 5 ½ Mile Road Charles Street Intersection Additional Signage Request

This was previously brought to the last e Public Works meeting but was pushed so that the requester of the additional signage could be present. An email request was sent though the website to check the signage on 5 ½ Mile road and Charles street. Looking at the signs and based on the speed limit, it appears that the intersection is signed appropriately. The requestor states that some signage is incorrect as a sign shows a tee, but the intersection veers off to almost a 45-degree angle. He explains all the accidents that happen around this intersection. He believes that there should be some sort of additional signage. Bunkelman suggests replacing the tee sign with a stop ahead sign and to add an additional stop sign.

Motion by Trustee McManus to install a stop sign Northbound at Charles and 5 ½ mile and to replace the tee sign with a stop ahead sign and to forward to the Board for final approval. Seconded by Trustee Weatherston. Motion carried unanimously.

4. Adjournment


Trustee McManus motioned to adjourn. Seconded by Trustee Weatherston. Motion carried unanimously. Meeting adjourned at 4:28 p.m.

Respectfully submitted,
Megan O'Brien
Deputy Village Clerk

MEMORANDUM

DATE: Wednesday, January 5, 2022

TO: Public Works Committee

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Concrete Slab in Right of Way – 3146 Dan Mor Lane – Anderson

BACKGROUND INFORMATION

The Engineering Department has received a request from Ralph Anderson of 3146 Dan Mor Lane to allow a 10' x 55' concrete slab to remain in the Village Right of Way of Riverbend Drive. Mr. Anderson has provided a letter for this request which is attached.

Mr. Anderson has owned the home at 3146 Dan Mor Lane since 2008. His letter indicates that he maintains the area that the concrete slab is installed. There was an existing fence along the South edge of the concrete slab before it was installed, and it was assumed that the area was Mr. Anderson's property. The 10' x 55' concrete slab was installed to store Mr. Anderson's travel trailer on. After review, it was determined that the 10' x 55' concrete slab is entirely located within the Right of Way of Riverbend Drive to the West of Dan Mor Lane.

The Right of Way of Riverbend Drive West of Dan Mor Lane is not improved with a public road and is only used as the driveway for the Riverbend Lift Station. The concrete slab does not create any issues with the Riverbend Lift Station or its access. The Right of Way of Riverbend Drive extends approximately 875' East of Dan Mor Lane to the Root River. Riverbend Drive will not be extended to the West due to the proximity of the Root River, the floodplain, and the wetlands in the area. The land on the North and South sides of the Riverbend Drive Right of Way West of the Lift Station and 3146 Dan Mor Drive are owned by Racine County and are part of the Root River Parkway.

Mr. Anderson claims that he had reached out to the Engineering Department prior to installing the concrete slab to inquire about a permit.

In addition, I had a conversation with Mr. Anderson at his home where he indicated that he watches the area and "shoos out trespassers" at the Riverbend Lift Station.

There are no engineering objections to allowing the concrete slab to remain in the Right of Way as long as the Village retains its full Rights to the Right of Way and that the slab does not interfere with the access or operation of the Riverbend Lift Station.

If the Public Works Committee is willing to allow the concrete slab to remain in the Right of Way, it is recommended that the owner execute an agreement with the Village outlining the conditions in the paragraph above.

If the Public Works Committee is not willing to allow the concrete to remain in the Right of Way, it would be recommended that the owner be given until June 30th 2022 to remove the slab and restore the area with grass.

RECOMMENDATION

Move to recommend to the Village Board to allow the 10' x 55' concrete slab to remain in the undeveloped Right of Way of Riverbend Drive subject to the following:

- **The owner executes an agreement in favor of the Village that retains the full rights to the Right of Way and that the concrete slab does not interfere with the access or operation of the Riverbend Lift Station.**

Ralph E Anderson

3146 Dan or Ln.
Caledonia, Wis. 53404
(262)456-2335(123)
REAnders@sqj.com

27th October 2021

Tony Bunkelman

Director of Public Services
5043 Chester Lane,
Racine, WI 53402

Dear Members of Caledonia board:

I am writing this letter to ask for an easement be granted on the property located at 104-04-23-31-200-013 known as Dan-Mor lane in the town of Caledonia. I had a concrete slab poured for the purpose of storing a travel trailer there. The dimensions of the concrete are 10x55 ft adjoining to the current driveway. I had called the engineer department to find out if a permit was needed and was informed that it was not. I have maintained the property to the south since purchasing the home in 2008. Thinking that it was much like the property in front of the home (A.K.A. a ditch. There is an existing fence and assumed that this was the property line. When I was informed that it was not the case. I looked for other venues to resolve this issue. The property and land are located at the end of a dead end road without possibility for expansion in the future. Due to the wetlands, River Bend park, and the Root River behind it. Enclosed you will find photos as well as the surveyors description of the property. ~~Showing in the highlighted area the concrete addition.~~ Thank you for your time.

Sincerely,

Ralph Anderson

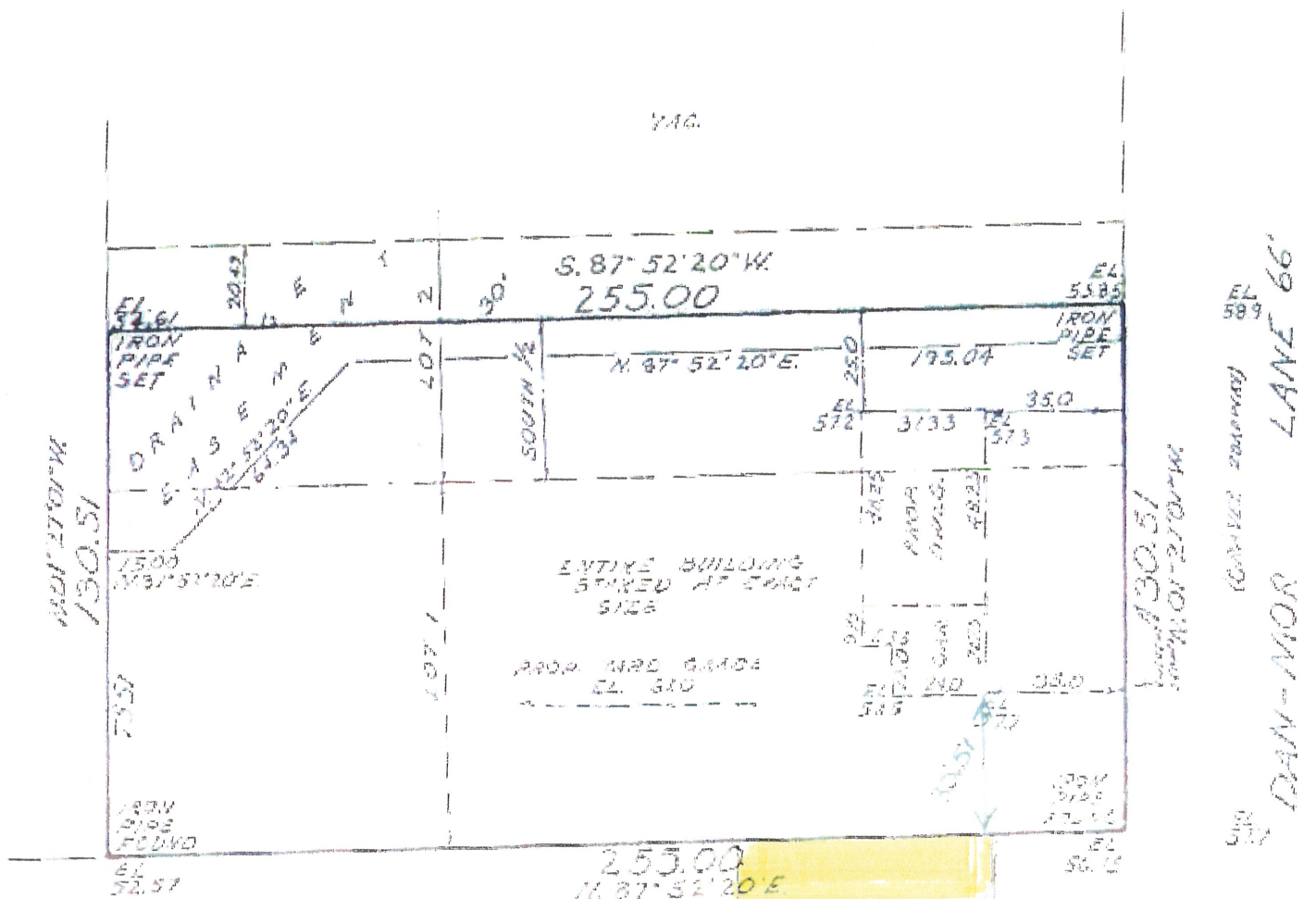
Plat of Survey

Known as Dan-Mor Lane, in the Town of Caledonia, Wisconsin
 Lot 1 and the South 1/2 of Lot 2 in Block 2 in RIVER BEND ESTATES, being a Subdivision of
 a part of the SW 1/4 of the SE 1/4 of Section 31 and a part of the SE 1/4 of the SW 1/4
 of Section 31, T 4 N, R 23 E, in the Town of Caledonia, Racine County, Wisconsin

SEPTEMBER 28, 1970

SURVEY NO. 140512-3

104-04-23-31-200-013



RIVER BEND

DR. 66' (GRAVEL LANEWAY)

Racine County Recorder File No 9057

NOV 1 1978
 By Delores A. Biron
 Deputy for Records

SCALE 1" = 40'





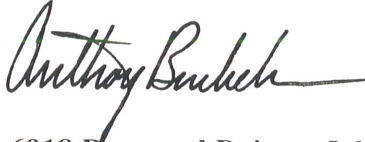




MEMORANDUM

DATE: Thursday, January 6, 2022

TO: Public Works Committee

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Concrete Slab in Easement – 6918 Baywood Drive – Johnson

BACKGROUND INFORMATION

The Engineering Department has received a request from Tim & Raeleen Johnson of 6918 Baywood Drive to allow an existing concrete driveway slab to remain in the 6' Drainage & Utility Easement along the South property line. Mr. & Mrs. Johnson have provided a letter for this request which is attached.

Mr. & Mrs. Johnson constructed the original home in 1996 and reconstructed/remodeled the home after a house fire in 2015. The concrete driveway was installed in October of 2016. The concrete driveway in the 6' Drainage & Utility Easement was installed to allow Mr. Johnson to park his truck on the concrete slab and have enough room to allow Mrs. Johnson's father (who was in a wheelchair and living with them) enough room to maneuver between the home and the truck to the rear yard. When the concrete slab was installed in October of 2016, Mr. Johnson spoke with the homeowner (Donna Pehowski) of 6910 Baywood Drive about installing the concrete slab. In fact, they hired the same contractor to also install the sidewalk located on the North side of 6910 Baywood Drive. Ms. Pehowski has also provided a letter indicating this and that there have not been any issues with drainage in the rear yard or side yard swale.

The reason for this request being addressed at this time is that in June of 2020 the home at 6910 Baywood Drive was sold and a new owner moved in. The new owner, Andrew Gaetz, contacted the Engineering Department about driveways and was given information on the current Ordinance that was adopted in June of 2021. Mr. Gaetz filed a complaint via email that the driveway is too close to the property line and is adamant to have it removed.

Considering that the driveway was installed in 2016 and is nearly 5 ½ years old, I do not agree that the current Ordinance should be applied as the driveway was installed prior to the Ordinance being adopted.

In reviewing the petition, it does not appear that the concrete slab is creating any issues with drainage or the Easement.

There are no engineering objections to allowing the concrete slab to remain in the 6' Drainage & Utility Easement as long as the Village retains its full Rights to the Easement.

If the Public Works Committee is willing to allow the concrete slab to remain in the 6' Drainage & Utility Easement, it is recommended that the owner execute an agreement with the Village outlining the condition in the paragraph above.

If the Public Works Committee is not willing to allow the concrete to remain in the 6' Drainage & Utility Easement area, it would be recommended that the owner be given until June 30th 2022 to remove the slab and restore the area with grass.

RECOMMENDATION

Move to recommend to the Village Board to allow the existing concrete driveway installed in 2016 to remain in the 6' Drainage & Utility Easement subject to the following:

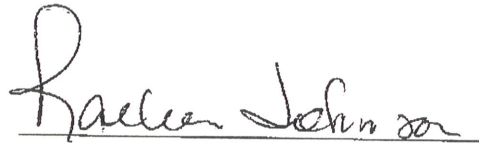
- **The owner executes an agreement in favor of the Village that retains the full rights to the 6' Drainage & Utility Easement**

We, Tim and Raeleen Johnson have lived at 6918 Bay Wood Dr. Racine WI since we built our home in 1996, and currently reside there. In Dec. 2015 we had a house fire and were displaced until Oct. 2016. At that time we put a cement slab on the south side of our house. The slab is wide enough to park my truck and for Raeleen's father to manuever his wheelchair to the back yard. We have never had a problem with water flowage prior to the slab, nor have we had any flowage problems since.

We are respectfully requesting a variance in order to keep the slab. Thank you for your consideration on this matter.

A handwritten signature in black ink, appearing to be 'T. Johnson', written over a horizontal line.

Tim Johnson

A handwritten signature in black ink, appearing to be 'Raeleen Johnson', written over a horizontal line.

Raeleen Johnson

PLAT OF SURVEY

LOCATION: 6918 Baywood Drive, Caledonia, Wisconsin

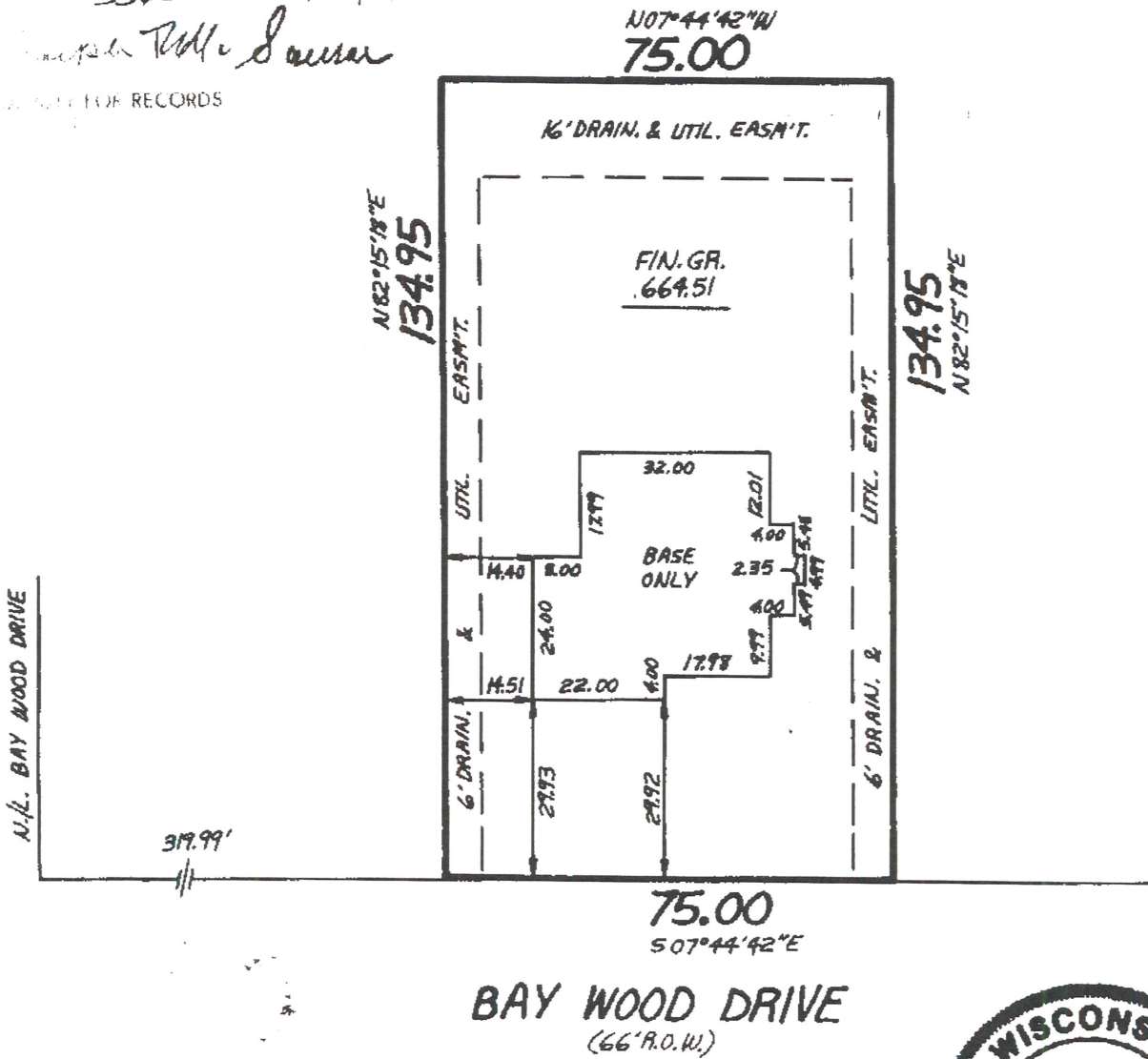
LEGAL DESCRIPTION:

Lot 17 in BAY WOOD ESTATES, being a subdivision of part of the Northeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 18, Town 4 North, Range 23 East of the Fourth Principal Meridian, Town of Caledonia, County of Racine, State of Wisconsin.

May 8, 1996

Survey No. 86612

RACINE COUNTY SURVEYOR
JENNIS W. STEPHAN
FILE NO 33660 DATE: 6/18/96
[Signature]
FOR RECORDS



METROPOLITAN SURVEY SERVICE, INC.
REGISTERED LAND SURVEYORS
9415 W. FOREST HOME AVE., SUITE 202, HALES CORNERS, WI 53130
PH. 529-5380 FAX 529-8787

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS AND ROADWAYS AND VISIBLE ENCROACHMENTS, IF ANY.

THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERE TO WITHIN ONE (1) YEAR FROM DATE HEREOF.

SIGNED *[Signature]*
Gerald E. Casey
Registered Land Surveyor S-1329

From: [Andrew Gaetz](#)
To: [Andrew Gaetz](#)
Subject: 1810 1st Street - 18
Date: Monday, August 13, 2017 10:10 PM

Will check into this, Andrew
Helena

From: Andrew Gaetz <slartoodriver@att.net>
Sent: Monday, August 13, 2017 1:17 PM
To: Helena <Howard.chowd@california-wi.gov>
Subject: Lines

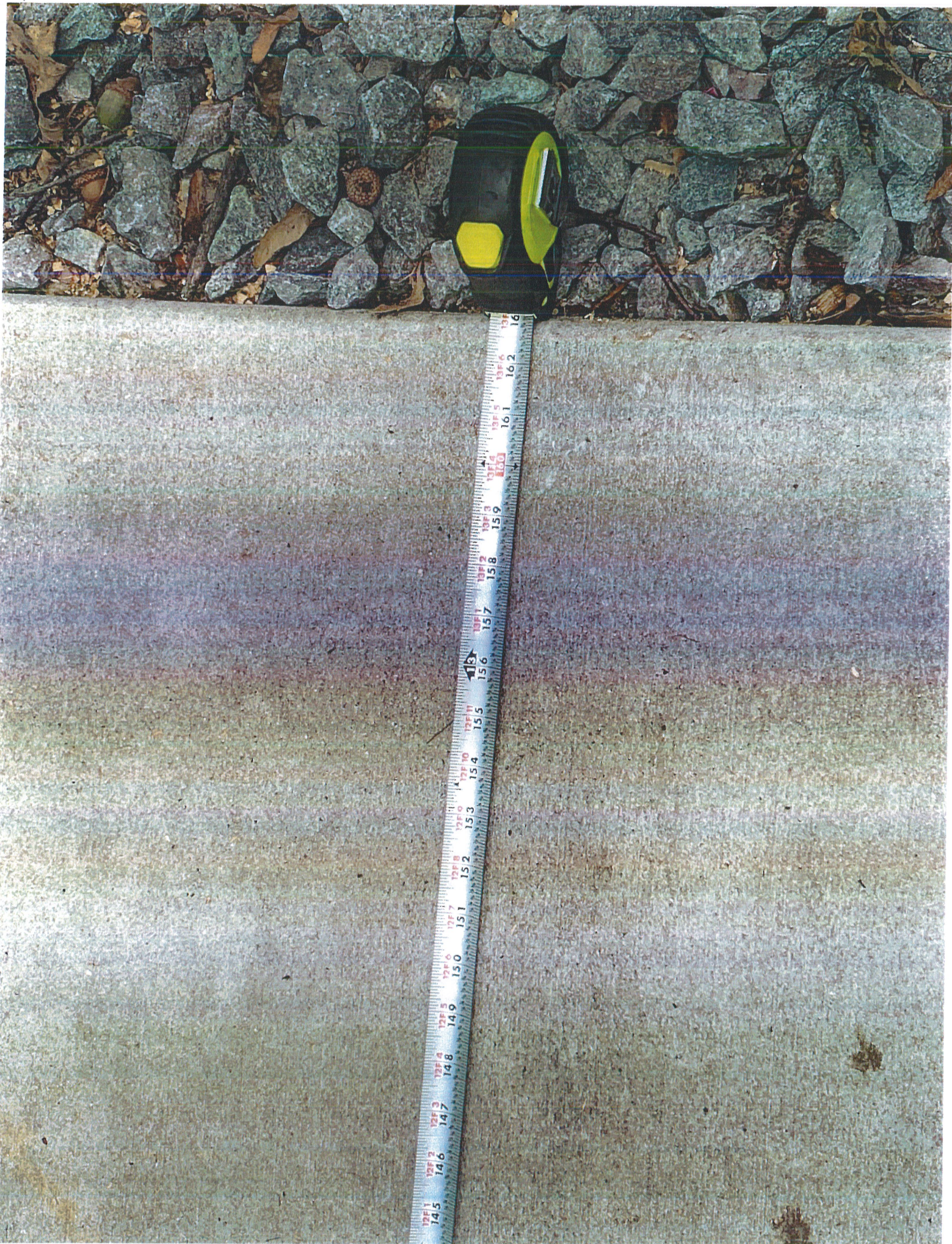
Just like to get all my information and facts before talking to a neighbor about something. But my neighbors side drive that they park boats and trucks on that is attached to the driveway. So I think that would be considered a driveway should be 5ft off the property line correct? I attach a picture to show the side driveway with a tape measure showing the 5 feet it should be away. I measure my area then just added the 5ft. Just would like to know my options if I could ask them to cut the slab down to the correct way. Thanks





Sent from my iPhone





HOME

MAIL

NEWS

FINANCE

SPORTS

ENTERTAINMENT

New iPhone

THIS MONTH

MORE

CLEAR Upgrade Now

Find messages, documents, photos or people

Home

Compose

← Back



Archive

Move

Delete

Spam



Inbox

7

Unread

Starred

Drafts

150

Sent

More

Views

Hide

Photos

Documents

Subscriptions

Deals

Groceries

Receipts

Travel

Folders

Hide

+ New Folder

diabetes info

Junk

Orbitz

torosian

UTPHALL CONSTUCTION LLC

Bill to

DRTJ SYSTEMS

Terms

Due on receipt

10/05/2016

concrete work

\$3,500.00

concrete side driveway on south side of existing driveway

1 X \$3,500.00

Balance due \$3,500.00

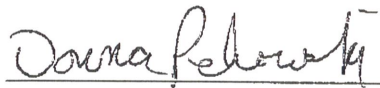
Review and pay

Utphall Construction LLC

13406 4 Mile Rd Franksville, WI 53126

My name is Donna Pehowski and I resided at 6910 Bay Wood Dr. Racine, WI from 1997-2020. In October of 2016 the Johnson's and I put some concrete between our homes. I put a sidewalk on the north side of my home. The Johnson's put in a cement slab. The slab was wide enough for Raeleen's father (who was living with them at the time) to get around in his wheelchair.

At no time did we ever have a water problem, before the concrete or after.

A handwritten signature in cursive script, reading "Donna Pehowski", is written over a horizontal line.

Donna Pehowski

From: [Helena Dowd](#)
To: [Andrew Gaetz](#)
Subject: RE: 6910 Bay Wood
Date: Tuesday, August 3, 2021 4:36:00 PM

Oh, no problem, that's what I'm here for.

Slabs for accessory structures such as sheds and garages must be at least 3 feet off the lot line, or the width of any easement, whichever is greater. There are no easements on the side lot lines and there is a 16-foot easement along the rear property line that runs the whole block.

Concrete for a driveway should be 5 feet off the lot line, though some exist that are closer than that.

For just a concrete slab I would say 5 feet but I'd have to check the code on that.

From: Andrew Gaetz <tattoodriver@att.net>
Sent: Tuesday, August 3, 2021 4:28 PM
To: Helena Dowd <hdowd@caledonia-wi.gov>
Subject: Re: 6910 Bay Wood

Thank you. Sorry for all the questions I have just two more. Since my neighbor is expanding his cement slab on side of house. How far does a cement slab need to be away from property line and how far does a big shed need to be away from property lines?

Sent from my iPhone

On Aug 3, 2021, at 8:13 AM, Helena Dowd <hdowd@caledonia-wi.gov> wrote:

The lines on the aerial map are superimposed over the picture by the County using data. These lines can be incorrect if the data is not correct.

The survey map gives the distances certified by the registered land surveyor.

From: Andrew Gaetz <tattoodriver@att.net>
Sent: Tuesday, August 3, 2021 5:49 AM
To: Helena Dowd <hdowd@caledonia-wi.gov>
Subject: Re: 6910 Bay Wood

Thanks for getting back to me so quick. I'm confused with the two maps. The top Ariel map shows my neighbors cement slab and boat over the line. But the bottom map if I measure out the 10.67 ft from the side of my house it is not. Just looking for a little more clarity or if that's what the 10.67ft to the line means to measure it.

Thanks

Sent from my iPhone

On Aug 2, 2021, at 3:12 PM, Helena Dowd <hdowd@caledonia-wi.gov>
wrote:

Please see attached.

Thank you,
Helena Dowd
Engineering Technician
Zoning Technician
262-835-6419

<aerial view.pdf>
<6910 Bay Wood.pdf>

From: [Helena Dowd](#)
To: [Andrew Gaetz](#)
Subject: RE: Lot lines
Date: Monday, August 30, 2021 9:11:00 AM

Yes - there is a 12-foot-wide easement on that lot line, 6 feet on your property and 6 feet on the neighbor's

-----Original Message-----

From: Andrew Gaetz <tattoodriver@att.net>
Sent: Monday, August 30, 2021 9:07 AM
To: Helena Dowd <hdowd@caledonia-wi.gov>
Subject: Re: Lot lines

So is it we both have a 6 foot wide utility easements on each side of property line since our boxes r right on property lines too?

Sent from my iPhone

> On Aug 30, 2021, at 8:25 AM, Helena Dowd <hdowd@caledonia-wi.gov> wrote:

>

> The concrete is in a 6-foot-wide Village easement. I will be sending a letter advising the owner to remove any concrete in the easement.

>

> -----Original Message-----

> From: Andrew Gaetz <tattoodriver@att.net>
> Sent: Sunday, August 29, 2021 9:24 PM
> To: Helena Dowd <hdowd@caledonia-wi.gov>
> Subject: Lot lines

>

> Just checking in so see what the outcome would be for the side drive that you came out and looked at.

> Thanks, Andrew

>

> Sent from my iPhone

From: [Helena Dowd](#)
To: [Andrew Gaetz](#)
Subject: RE: Concrete slab
Date: Wednesday, September 29, 2021 4:19:00 PM

I will send a second notice later this week giving him 30 more days. If it is not removed by then, I will request a ticket be issued by the PD.

-----Original Message-----

From: Andrew Gaetz <tattoodriver@att.net>
Sent: Wednesday, September 29, 2021 3:04 PM
To: Helena Dowd <hdowd@caledonia-wi.gov>
Subject: Concrete slab

This is Andrew on 6910 Bay Wood dr. We talked a month ago about my neighbors needing to remove there concrete driveway extension from being over the easement and to close to my property line. Just wondering if there is a certain allowed time frame for that? Was figuring they would or removed it when they had concrete business here the last few days pouring a new patio off the back of the house but nothing evert happened with the side driveway.

Thanks

Sent from my iPhone

From: [Helena Dowd](#)
To: [Andrew Gaetz](#)
Subject: RE: Slab
Date: Thursday, October 7, 2021 4:22:00 PM

No, there is no rule about how far away from the lot line personal vehicles must be parked.

From: Andrew Gaetz <tattooedriver@att.net>
Sent: Thursday, October 7, 2021 2:20 PM
To: Helena Dowd <hdowd@caledonia-wi.gov>
Subject: Slab



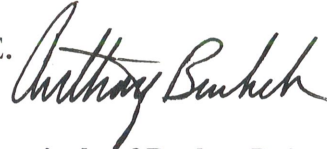


This is what I called about. Just thought I would show you a picture of it I know you said there's rules for trailers and boats being too close to property line. Does cars/trucks go along with those lines of too close.
Sent from my iPhone

MEMORANDUM

DATE: Thursday, January 6, 2022

TO: Public Works Committee

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: No Parking requested for the circle of Packer Drive

BACKGROUND INFORMATION

The Highway Department has requested that the circle of Packer Drive be posted No Parking. With the apartment buildings, some of the tenants of these apartment buildings park on the street instead of the parking lots for the buildings. This leads to issues with plowing snow on Packer Drive. When vehicles park on both sides of the street, coupled with the width of the snowplows and that it is a circle/cul de sac, the road cannot be plowed without property damage to either the Village snow plows or the parked vehicles. This creates an unsafe situation where Public Roads cannot be cleared of snow.

When these snow plowing issues occur, the Police Department is contacted to issue citations for the parked vehicles. Without the No Parking signs there can be instances when citations cannot be written, or the citations are dropped.

RECOMMENDATION

Move to recommend to the Legislative and Licensing Committee to Amend Ordinance 10-1-12 to add the circle of Packer Drive to the Parking Prohibited Zones.

Move to recommend to the Village Board that the circle of Packer Drive be posted No Parking and the Highway Department is directed to install the necessary signs to post No Parking.

