



PUBLIC WORKS COMMITTEE MEETING
Monday July 10, 2023 at 4:30PM
Caledonia Village Hall – 5043 Chester Lane

1. Call to Order
2. Approval of Minutes – June 12, 2023
3. Request to Issue Early Building Permits – The Glen @ Water's Edge
4. Request to Grade into Wetland Setback – Lot 16 Karen Jean North Subdivision
5. Welcome Sign Locations
6. Adjournment

July 7, 2023

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

Dale Stillman called the meeting to order at 4:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin.

Present: Village Trustee Stillman and Village Trustee Hammes. Also in attendance was Nancy Washburn and Don Veselik (with spouse).

Absent: None.

Staff present: Public Services Director Anthony Bunkelman, Village Engineer Ryan Schmidt, Village President Weatherston, Village Administrator Kathy Kasper

2. Approval of Minutes

Motion by Trustee Hammes to approve the minutes from the May 8, 2023, meeting. Seconded by Trustee Stillman. Motion carried, unanimously.

3. Welcome Sign – 7 Mile Road

Village Engineer presented an update to the previous agenda item for the monument “Caledonia” sign at 7 Mile just east of Hageman. It was determined that there is a \$10,000 set of donation funds for this type of project. The concerns of the median installation were reiterated to not be in the best interest of the Village. Discussion occurred about the placement of a small sign on the side of the road and that additional locations should be looked at Village wide at another meeting. Hammes described the airport/Green Bay Road area would be a good location.

4. Waiver Request to Title 15-5-3 – Parcel ID 104-04-22-06-060-001 St Nikolas Cemetery

The Village Engineer explained that Staff has received a fence permit to install a decorative 6’ fence at the St Nikolas Cemetery right against the Right-of-Way line. There is an existing chain link fence in this location that did not have a permit on file or it may have been installed prior to the fence ordinance requirements.. Village Engineer emphasized that the ordinance states any fence in the front street yard has to be 4’ tall unless it is 75’ back from the ROW line. The committee discussed fencing regulations as they pertained to this site and potential ramifications of granting variance or changing regulations.

Motion by Trustee Hammes to deny the fence variance as listed in the Village Engineer’s memo dated June 9, 2023. Seconded by Trustee Stillman. Motion carried, unanimously.

5. Waiver Request to Place Structures in an easement at 5920 Sunshine Lane.

Staff received a request to complete construction of a retaining wall and shed partially located in a storm sewer easement. Upon a field inspection for a grading and drainage bond, staff discovered the owner was constructing a retaining wall and shed base d in what appeared to be the easement. There is an 18” storm sewer in this easement and the Building Permit issued for these projects specifically calls out that these structures are not allowed in any easements. The owner, in attendance, explained that he was unaware of the easements and requested the Village allow the retaining wall to remain as it only encroaches 1-2’ into the easement. The shed would be fully relocated outside of the stormwater easement. Owner has also received a waiver from We Energies for the retaining wall. Staff recommended that the request for a variance be denied

and everything be removed from the easement. Discussion ensued and it was discussed that if the homeowner acquired a Hold Harmless Agreement for the retaining wall, that it could be allowed to encroach in the easement.

Motion by Trustee Hammes to Deny the request for the shed, allow the retaining wall if the owner executes a Hold Harmless Agreement with the Village, and forward to the Utility District Commission for approval. Seconded by Trustee Stillman. Motion carried, unanimously.

6. Request to Modify Road Cross Sections – Title 18-1-4 (c) (5)

Ray Leffler and Nancy Washburn of Newport have requested Staff to look into pavement modifications for future subdivision roads to allow for a more cost-effective approach to paving. Village Engineer described the existing local cross section (6" asphalt and 41' back-to-back for urban) and how that compares to neighboring communities. Most communities vary between 4 and 5 inches of asphalt. Staff believed that reducing the cross section to 5" for local roads only would be acceptable, with 3" being binder and 2" of surface. The local urban road cross section could also be narrowed to have 32' of asphalt (37' back-to-back). Staff were not comfortable modifying any other sections at this time and did not want to allow any modifications to the shoulders on local rural roads.

Motion made by Trustee Hammes to recommend the modified cross section as proposed on the Village Engineer's Memo dated June 9, 2023, to L&L. Seconded by Trustee Stillman. Motion carried unanimously.

7. Request to Issue Building Permits Prior to Infrastructure Acceptance – The Glen @ Water's Edge

Cornerstone Development requested the installation of a model home and to get permits while working off a "hard surface". A short discussion occurred about allowing permits before and after road installation and what Title 15-1-6 (f) (4) requires. Staff had some misunderstanding of the request from the developer, and it was recommended that this item be brought up at the next meeting when further details are provided. Staff recommended that this item be laid over to the next meeting.

Motion made by Trustee Hammes to lay over this item to next meeting. Seconded by Trustee Stillman. Motion carried unanimously.


8. Adjournment

Trustee Hammes motioned to adjourn. Seconded by President Weatherston. Motion carried unanimously. Meeting adjourned at 4:56 p.m.

MEMORANDUM

Date: July 6, 2023

To: Public Works Committee

From: Ryan Schmidt, P.E.
Village Engineer 

Re: Request to Issue Early Building Permits – The Glen @ Water's Edge

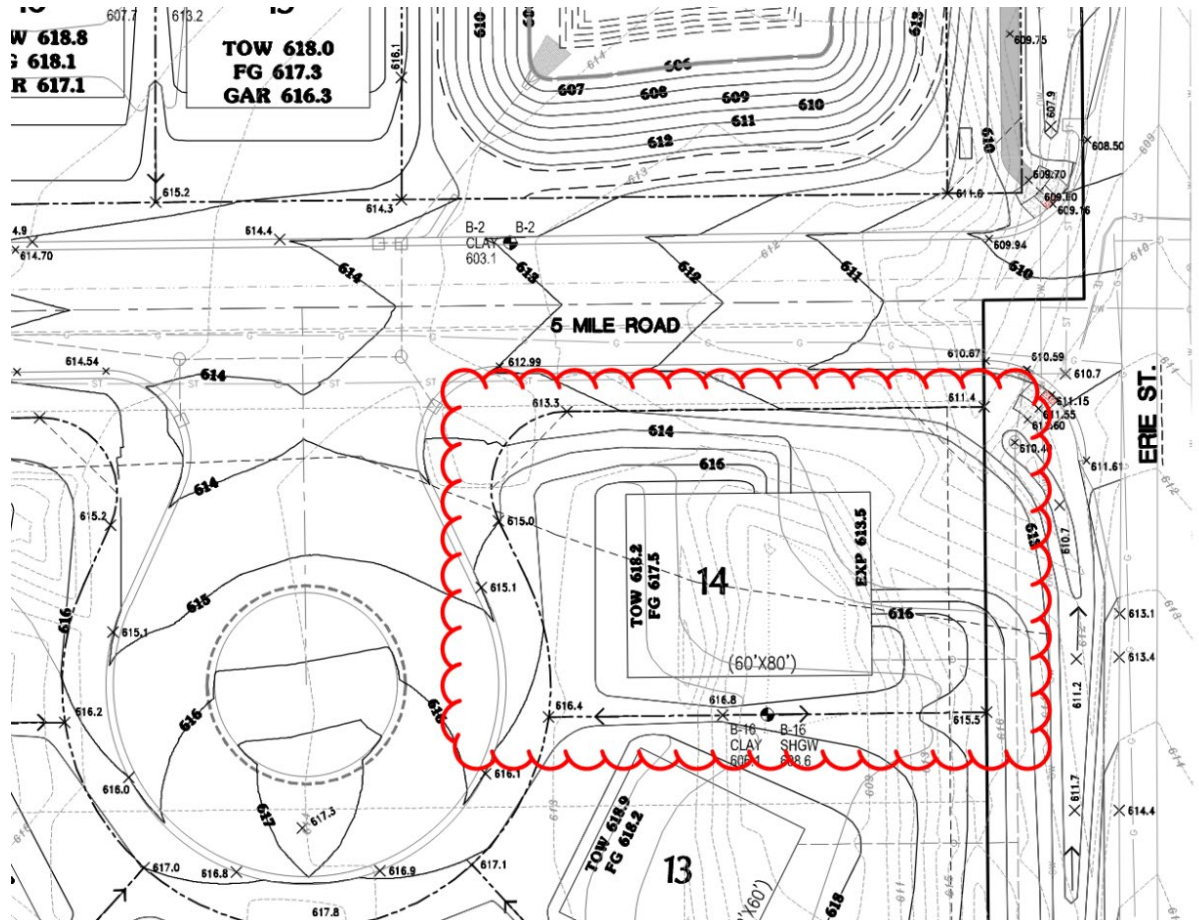
BACKGROUND INFORMATION

The Engineering Department received a request to allow for the issuance of building permits before the infrastructure has been accepted by the Village and before the pavement has been installed for The Glen at Water's Edge Subdivision Project. This request is so that the developer can get a head start on model openings to the public and to procure as many pre-sales as possible. The Developer has requested that a "hard surface" be defined as compacted gravel road base and not asphalt.

The typical process of development projects such as these starts with mass grading and storm water infrastructure installation, moves to utility installations, then to pavement installation with additional site grading work beyond the pavement limits. A gravel base is typically placed early in the project to allow construction equipment to navigate the site efficiently and effectively. Title 15-1-6-(f)-(4) requires a property to abut upon an improved and constructed public highway in order to issue building permits. The Developers Agreement, however, requires the subdivision system acceptance to issue building permits. This would include the acceptance of utility as-builts and the "Subdivision System". Staff is in the process of reviewing this section of Title 15 to require the Director and Village Engineer to review these potential home projects on a "case-by-case basis" for site access.

Staff have reviewed this specific request and are willing to review and issue a building permit for only one property – Lot 14. This lot contains frontage on Erie Street/Waters Edge for the back portion of the lot but will have unimproved portions along the new 5 Mile Road and Lillie Circle. It is not recommended to have dedicated or temporary access off of Waters Edge since the primary access for the construction site will be at 5 Mile Road and there is no access allowed on Waters Edge for these properties. The developer will have to ensure that the house plans meet DSPS online permit submittal review before submittal to the Village, ensure that the development of this property shall not interfere in any way with the progress of the overall development of the project, and that the subdivision plat is recorded prior to the building permit being issued. This includes utility installations, curb, pavement, and any other work that would conflict with the development of the subdivision. If, at any point, the development of the home conflicts with the Village's best interests for the Subdivision, Staff reserves the right to stop work on the property. An Occupancy Permit will not be issued until the road has been paved and infrastructure accepted. Staff review time on this permit will take a secondary role behind any and all permits that are submitted with a paved and improved public road right-of-way. The Developer's letter also states "one or two" homes, and the Village is not comfortable with more than one (1) home being built in this fashion.

Staff does not believe this situation applies to all subdivisions. These situations need to be reviewed individually by the Director of Public Services or Village Engineer prior to any variance approvals in the future. Staff expects Title 15 to reflect this in a future revision.



RECOMMENDATION

Move to recommend approval of a variance to Title 15-1-6-(f)-(4) for Lot 14 in The Glen at Water's Edge Subdivision to allow a Building Permit to be issued before the roads are improved and subdivision system is accepted with the following conditions:

1. The Subdivision Plat has been recorded.
2. Any modifications to the Developers Agreement have been made and accepted as required to comply with the recommended motion.
3. The permit is submitted to DSPS online permit system prior to submittal to the Village.
4. The permit is subject to full review by the Village Zoning, Building, and Engineering Departments. Any and all corrections shall be made and reviewed prior to issuing the building permit.
5. Occupancy will not be issued until the Subdivision System has been accepted by the Village and the public road right-of-way has been paved with the binder layer of asphalt.
6. Any delays to the construction of the subdivision will result in a stop work order being placed on the building permit for Lot 14.

- 7. Any damage to the subdivision system or public road right-of-way as a result of the development of Lot 14 shall be corrected at the Developer's cost.**
- 8. Staff will review building permits which have improved and accepted road rights-of-way before this permit.**
- 9. This variance only applies to the building permit for Lot 14.**

VIA EMAIL



DATE: June 2, 2023

TO: **Tony Bunkelman, Public Services Director**

FROM: **John Wahlen, The Glen at Waters Edge LLC**

RE: **EARLY BUILDING PERMITS**

Tony:

Please accept this as our formal application for an early building permit release in our new neighborhood, *The Glen at Waters Edge*.

We are asking that we be allowed to start the building of a new home or two in this neighborhood after a hard surface for the roadway is in place, but before the infrastructure has been accepted by the Village. We request this in order to get a running start on our model openings to the public, and to procure as many pre-orders as possible.

We understand that we will not be granted an occupancy permit for any home until the neighborhood infrastructure is complete and accepted as-built.

Thank you so much for your time and attention to this matter.

My best regards,

A handwritten signature in black ink that reads "John Wahlen".

John Wahlen

"Building Exceptional Lifestyles. Every day!"

**Cornerstone Development of S.E. WI., LLC/The Glen at Waters Edge LLC
N63 W23849 Main Street
Sussex, WI 53089**

262-932-4188 (o)

262-649-6751 ©

jw@cornerstonedevelopment.com

www.cornerstonedevelopment.com


cc: Kathy Kasper, Peter Wagner, Alan Peters



MEMORANDUM

DATE: Thursday, June 29, 2023

TO: Caledonia Utility District

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

RE: Lot 16 Karen Jean North Subdivision – Grading into wetland setback area

BACKGROUND INFORMATION

The Village has received an inquiry about Lot 16 of Karen Jean North Subdivision to build a single-family home. The proposal for this single-family home is 44' x 50'. See the attached survey for approximate locations. This lot has wetlands located on it and there also is a wetland setback area (pulled from the final plat).

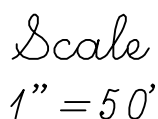
The Declaration of Restrictive Covenants for the subdivision specifically state that the wetlands and the wetland setback are not to be disturbed. The Master Grading Plan for the subdivision shows that the wetland setback was proposed to be graded on this lot to allow a home to fit on the lot. With this conflict it was determined that there should be concurrence between the Home Owners Association and the Village.

The prospective buyer has brought forth this request to the Home Owners Association and they have approved it by more than a 75% vote. The Home Owners Association has also checked with the Wisconsin DNR and they have no issue with grading into the wetland setback area. At this time, the Utility District and the Public Works Committee will need to concur with this request to allow the home to be constructed.

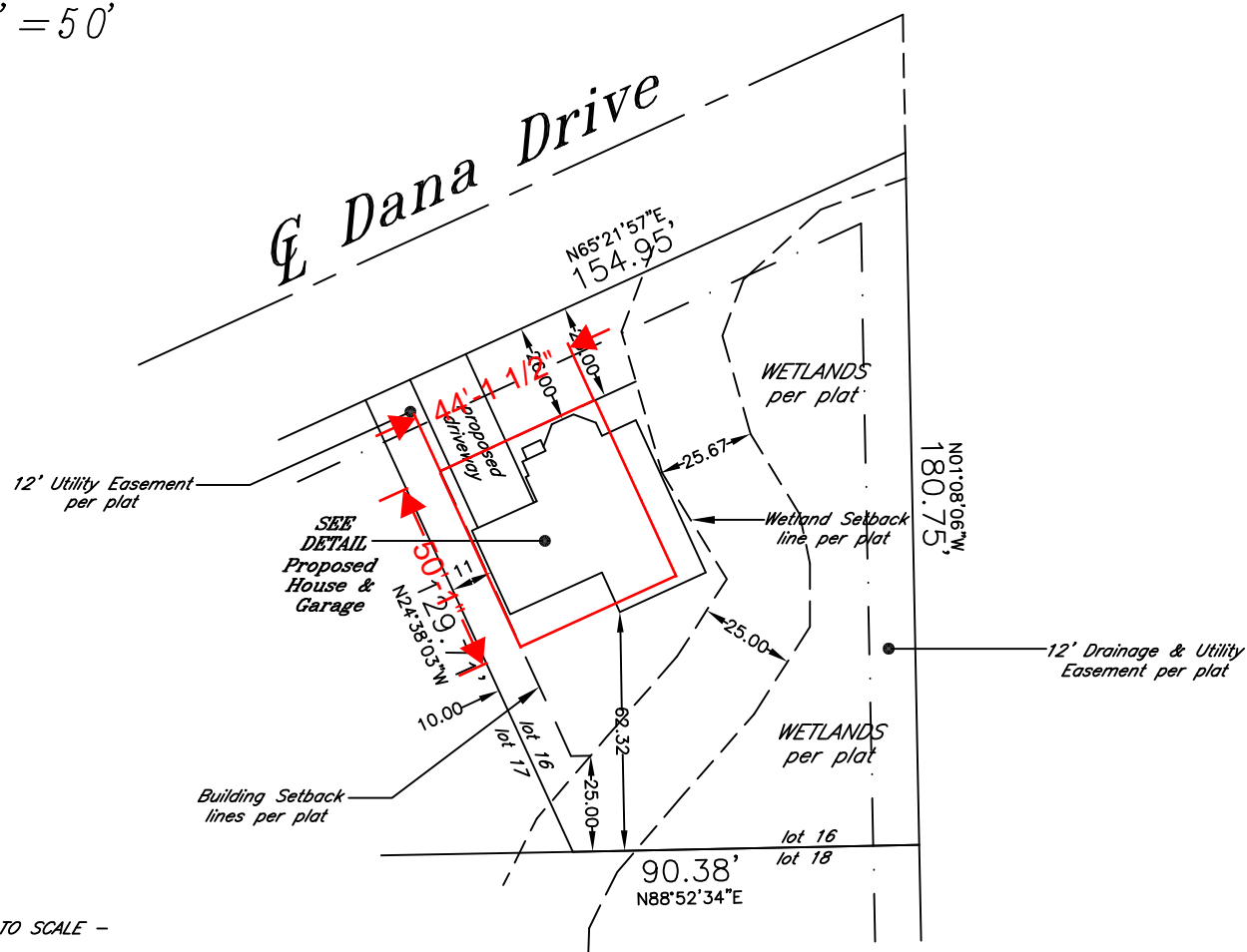
RECOMMENDATION

Move to allow a single-family home to be constructed on Lot 16 of Karen Jean North Subdivision subject to the following:

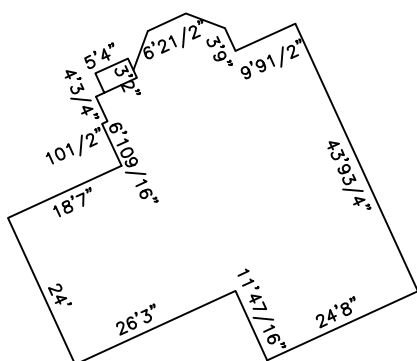
- 1. The applicant follow the Master Grading Plan for Karen Jean North Subdivision and be allowed to grade into the wetland setback area.**
- 2. The FYG of the home be 725.00.**
- 3. A site-specific grading plan be submitted, reviewed and approved by the Engineering Department as part of the Building Permit.**
- 4. All other lot specific restrictions for grading and drainage shall be followed on the lot per the Master Grading Plan.**
- 5. The Building Permit process is followed to issue a Building Permit for the Single-Family Home.**
- 6. Once the grading within the wetland setback area is completed the applicant shall then no longer be allowed to disturb the wetland setback area and follow the Declaration of Restrictive Covenants for the subdivision.**



denotes iron
pipe



– NOT TO SCALE –
DETAIL



*
Verify exact number with
Village Engineering Department

* outside finish grade = EL 000.00 (advisory only) – top of foundation = EL 000.00 (advisory only) unless otherwise determined in writing by Village Engineering Department

Proposed building field staked true size. Contractor to verify all dimensions before building by same and adhere to drainage plan in effect for this subdivision. Refer to a current title report for easements or restrictions which may affect the use of this site that are not shown on the recorded subdivision plat.

*J.K.R. SURVEYING, INC.
8121 22ND AVENUE
KENOSHA, WI 53143*

I hereby certify that
this property was
surveyed under my
direction and this
plat is a true re-
presentation thereof.

Reg. Land Surveyor
February 2, 2022
Revised 2/16/22

Plat of Survey of

LOT 16 IN

KAREN-JEAN NORTH SUBDIVISION

in NW1/4 Section 33-4-22

VILLAGE OF CALEDONIA
RACINE COUNTY, WIS.

-for-
Preston Fawcett, Contractor

S K E T C H