

Wooldridge, John

From: Wooldridge, John
Sent: Tuesday, July 29, 2025 2:54 PM
To: Megan Matrka; Gawell, Shyna
Subject: RE: 111621- Encroachments
Attachments: 020 Encroachment Letter.pdf

Thanks Megan,

We appreciate your help getting this to the owner and/or Attorney Kenter. Thank you.

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

From: Megan Matrka <MeganM@WestErieRealty.com>
Sent: Tuesday, July 29, 2025 2:47 PM
To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>; Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>
Subject: RE: 111621- Encroachments

John,
Please see attached before I send to parcel 20 and I can copy and paste onto the others.
Thank you,



Megan Matrka

Project Manager

p: 614.602.2762 m: 614.325.6214

a: 485 Metro Place South, Suite 475, Dublin, Ohio 43017

w: www.WestErieRealty.com e: MeganM@WestErieRealty.com

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From: John.Wooldridge@dot.ohio.gov <John.Wooldridge@dot.ohio.gov>
Sent: Tuesday, July 29, 2025 2:10 PM
To: Shyna.Gawell@dot.ohio.gov; Megan Matrka <MeganM@WestErieRealty.com>
Subject: RE: 111621- Encroachments

Sorry Megan,

The last attachment did not have anything in it!

The attached is saved properly. FYI that if you use it, all the [...] need updated. Thanks!

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
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D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
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From: Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>
Sent: Tuesday, July 29, 2025 1:35 PM
To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Subject: Re: 111621- Encroachments

john- this letter is blank (or it is not opening for me- but it looks just like letterhead. is there another one you meant to send?

Regards,

Shyna Gawell
Realty Specialist Manager
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
D: 1.740.323.5424

shyna.gawell@dot.ohio.gov



**Department of
Transportation**

From: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Sent: Tuesday, July 29, 2025 12:59 PM
To: Megan Matrka <MeganM@WestErieRealty.com>; Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>
Subject: RE: 111621- Encroachments

Hi Megan,

I am not sure the formality of the encroachment letter is necessary, but yes, it would meet the need. I have attached the District 5 revised letter as our DDD at D5 does not like the harshness and impersonable feel of the standard letter. We always meet with them first and follow up with the letter that identifies the encroachment and documents our plan of action (some owners say they will move it in the spring while others ask us to remove with contractor, etc.).

You can use the letter attached and send me a PDF for signature if you go that route. I think a letter without signature is rather incomplete and might leave a bad impression with owner. Since the rule is in person or writing, we do not always use the letter unless it is necessary (5312.02C).

Thank you.

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

From: Megan Matrka <MeganM@WestErieRealty.com>
Sent: Tuesday, July 29, 2025 12:14 PM
To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>; Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>
Subject: RE: 111621- Encroachments

John,

I have attached the drafted encroachment letters to be sent out via regular mail today. I used the form from the ODOT website example from FAI-204

Let me know if you would like to insert a signature or leave as-is.

Thanks,

Megan



Megan Matrka

Project Manager

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From: John.Wooldridge@dot.ohio.gov <John.Wooldridge@dot.ohio.gov>
Sent: Tuesday, July 29, 2025 7:53 AM
To: Megan Matrka <MeganM@WestErieRealty.com>; Shyna.Gawell@dot.ohio.gov
Subject: RE: 111621- Encroachments

Thanks Megan,

Any contact is acceptable (in-person, phone, email, letter). We need to notify them 'personally or in writing.' The file can show this with notes, copy of written record, plan letter attachment, memo, emails, or other documentation. Your VM idea is fine (with documentation).

Feel free to write or talk to Kemmerer's and let them know of the technicality of the notice. Either way, please document the file

I agree that trees and plant life (even landscaping) are not really what FHWA had in mind for 'encroachments,' but I simply clear any that are listed in the plans (these all were) plus anything our appraiser or agent finds (like little yard signs). The work limits of the project need to be cleared (removal notice or permitted) at certification.

Thank you!

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
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John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

From: Megan Matrka <MeganM@WestErieRealty.com>

Sent: Monday, July 28, 2025 6:34 PM

To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>; Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>

Subject: RE: 111621- Encroachments

John,

Can I leave the attorney a voicemail letting him know that the mailbox is an encroachment and they will need to remove it or would you prefer that in an email attached to file in RealOS?

I didn't recall seeing any landscaping shrubs.

Would mailing a letter to the Kemmerers to let them know that the 'flowers' in the ditch need to be removed work?

I also would like to push before upsetting them once again if it is truly considered an encroachment. It's mostly dead weeds. Here is my picture from when I was there with them.



Parcel 22 mentions 'trees.' I'd like to push back that this is considered an encroachment again because they weren't planted landscaping items, just overgrowth ODOT had not trimmed back.

I have attached a picture as I want to confirm that this fits section

3105.4 Encroachments

Encroachments consist of those objects which are located within public right of way and are NOT permitted to be there. All encroachments MUST be shown and described on both the construction and right of way plans. These objects may consist of, but are not limited to, permanent structures, portable structures, porches, awnings, ground mounted signs, signs that overhang from a structure, portable signs, parking spaces, vehicles, equipment, fence, post, landscaping, sprinkler heads, etc. Identifying these objects is dependent entirely on the accurate location of highway rights of way. Identify these objects as early as possible in the project development process. Refer to the [Real Estate Policies and Procedures Manual, Section 5312](#), for additional information regarding encroachments



Megan Matrka

Project Manager

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From: John.Wooldridge@dot.ohio.gov <John.Wooldridge@dot.ohio.gov>

Sent: Monday, July 28, 2025 4:19 PM

To: Megan Matrka <MeganM@WestErieRealty.com>; Shyna.Gawell@dot.ohio.gov

Subject: RE: 111621- Encroachments

Hi Megan,

Please verify that notification has been made to each owner for each encroachment. Please also update the file (documentation) of the personal or written notice. All items are removal items if not removed by owners before construction. We just need to have notification. Your info below explains their thoughts on it, but the file needs to include notice (and their statements). If PCL 20 had zero discussion, please address it now (recommend an email to attorney unless you have a different approach). Thank you!

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
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From: Megan Matrka <MeganM@WestErieRealty.com>
Sent: Monday, July 28, 2025 4:14 PM
To: Gawell, Shyna <Shyna.Gawell@dot.ohio.gov>
Cc: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Subject: RE: 111621- Encroachments



Megan Matrka

Project Manager

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From: Shyna.Gawell@dot.ohio.gov <Shyna.Gawell@dot.ohio.gov>
Sent: Monday, July 28, 2025 3:57 PM
To: Megan Matrka <MeganM@WestErieRealty.com>
Cc: John.Wooldridge@dot.ohio.gov
Subject: 111621- Encroachments

Megan,

We are preparing the right of way cert letter and I need to confirm that the following encroachments have been address. We also need to know how they were addressed. We need this information tomorrow by noon.

Example- Parcel 16- they are not noted in the plan attachment nor in the notes from when you met with the owner..

Parcel No.	Description of Encroachment	How the Encroachment has been Addressed
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016	Fence, Rocks	I don't recall an encroaching fence? I know we have part of one in the take area that we paid for. The rocks by the entrance are for safety on drive and they plan to keep until contractor changes drive.
017	Flower Bed	The flower bed is essentially 'one with nature' They will take out any flowers they wanted to keep
020	Shrub and Paperbox	No discussions-appropriated
022	Trees	The trees/shrubbery are part of the original landscape and just not cleared by ODOT. Can be cleared anytime

Please let John or I know if you have any questions/concerns.

Regards,

Shyna Gawell
Realty Specialist Manager
ODOT District 5
 9600 Jacksontown Road
 Jacksontown, Ohio 43030
 D: 1.740.323.5424
shyna.gawell@dot.ohio.gov



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CAUTION: This is an external email and may not be safe. If the email looks suspicious, please do not click links or open attachments and forward the email to csc@ohio.gov or click the Phish Alert Button if available.