

Request for Annexation Review

14217

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
101 E. Wilson Street, 9th Floor
Madison WI 53703
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview/>

Petitioner Information

Office use only:

Name: **CYPRESS HOMES, INC.**

Address: **1230 W COLLEGE AVENUE**

SUITE D

APPLETON, WI 54914

Email: **DEVON@CALLCYPRESSHOMES.COM**

RECEIVED

MAY 20 2019

Municipal Boundary Review
Wisconsin Dept. of Admin.

1. Town where property is located: **TOWN OF GRAND CHUTE**

2. Petitioned City or Village: **CITY OF APPLETON**

3. County where property is located: **OUTAGAMIE**

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **5.5180**

6. Tax parcel number(s) of territory to be annexed
(if the territory is part or all of an existing parcel): **101039315**

Petitioners phone:

920-707-2002

Town clerk's phone:

920-832-5644

City/Village clerk's phone:

920-832-6443

Contact Information if different than petitioner:

Representative's Name and Address:

JESSICA TITEL, PRINCIPAL PLANNER

100 N APPLETON STREET

APPLETON, WI 54911

Phone: **920-832-6476**

E-mail: **JESSICA.TITEL@APPLETON.ORG**

Surveyor or Engineering Firm's Name & Address:

TOM KROMM, CITY SURVEYOR

100 N. APPLETON STREET

APPLETON, WI 54911

Phone: **920-832-6480**

E-mail: **TOM.KROMM@APPLETON.ORG**

Required Items to be provided with submission (to be completed by petitioner):

- ☒ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
- ☒ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
- ☒ Signed Petition or Notice of Intent to Circulate is included
- Indicate Statutory annexation method used:
 - ☒ Unanimous per s. 66.0217 (2), or,
OR
 - ☐ Direct by one-half approval per s. 66.0217 (3)
- ☒ Check or money order covering review fee [see next page for fee calculation]

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable review fee

\$350 Initial Filing Fee (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$600 Review Fee (required with all annexation submittals except those that consist ONLY of road right-of-way)

\$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

\$950 TOTAL FEE DUE (Add the Filing Fee to the Review Fee)

Attach check or money order here, payable to: **Department of Administration**

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee received: 5/20

Payee: CYPRESS HOMES

Check Number: 23815

Check Date: 5/9

Amount: 950



14217

LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street
Appleton, WI 54911-4799

Phone: 920/832-6423

Fax: 920/832-5962

May 17, 2019

WI Department of Administration
Municipal Boundary Review
P.O. Box 1645
Madison, WI 53701

**Certified Mail –
Return Receipt Requested**

Re: Annexation
Our File No. A19-0351

To Whom It May Concern:

Enclosed please find a copy of the *Unanimous Petition of Property Owners for Direct Annexation* to the City of Appleton, along with a scale map of the same. This is being referred to as the Cypress Homes – Haymeadow Avenue Annexation.

Also enclosed please find a completed Request for Annexation Review form along with a draft in the appropriate amount, as well as the Annexation Review Questionnaire.

If you have any questions or concerns, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,

James P. Walsh
City Attorney

Enclosure

JPW:jljg

James P. Walsh
City Attorney

Christopher R. Behrens
Deputy City Attorney

Amanda Abshire
Assistant City Attorney

Darrin M. Glad
Assistant City Attorney

14217



**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE NO ELECTORS RESIDE IN TERRITORY**

I/We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the town(s) of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, petition the Common Council of the City of Appleton to annex the territory described below and shown on the attached scale map to the City of Appleton, Outagamie County, Wisconsin.

Lot 1 of Certified Survey Map No. 7013 filed in Volume 42 of Certified Survey Maps on Page 7013 as Document No. 2047169, located in and being a part of the Northeast ¼ of the Northwest ¼ of Section 11, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.



I/We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

I/We further respectfully request that the City Plan Commission initiate a rezoning for the subject property, from temporary AG Agricultural District to a permanent zoning classification of R-1B Single-family District.

Area of lands to be annexed contains 5.5180 acres m/l.

Tax Parcel number of lands to be annexed: 101039315.

The current population of such territory is 0.

Signature of Petitioner	Owner/Elector	Date of Signing	Address of Petitioner (Include Zip Code)
	Cypress Homes, Inc.	5-14-19	1230 W. College Avenue, Suite D Appleton, WI 54914
Mike Blank			
			
Type (name)			

ANNEXATION SUBMITTAL GUIDE

14217

s. 66.0217 (5) THE PETITION

- ☐ State the purpose of the petition:
- Direct annexation by unanimous approval; OR
 - Direct annexation by one-half approval; OR
 - Annexation by referendum.
- ☐ Petition must be signed by:
- All owners and electors, if by unanimous approval.
 - See 66.0217 (3) (a), if by one-half approval.
 - See 66.0217 (3) (b), if by referendum.
- ☐ State the population of the land to be annexed.

[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]

s. 66.0217 (1) (c) THE DESCRIPTION

- ☐ The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR
- ☐ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.
- ☐ The land may NOT be described only by:
- Aliquot part;
 - Reference to any other document (plat of survey, deed, etc.);
 - Exception or Inclusion;
 - Parcel ID or tax number.

s. 66.0217 (1) (g) THE MAP

- ☐ The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:
- A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
 - Bearings and distances along all parcel boundaries as described.
 - All adjoining as referenced in the description.
- ☐ The map must include a **graphic scale**.
- ☐ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

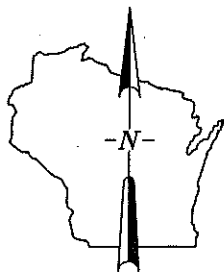
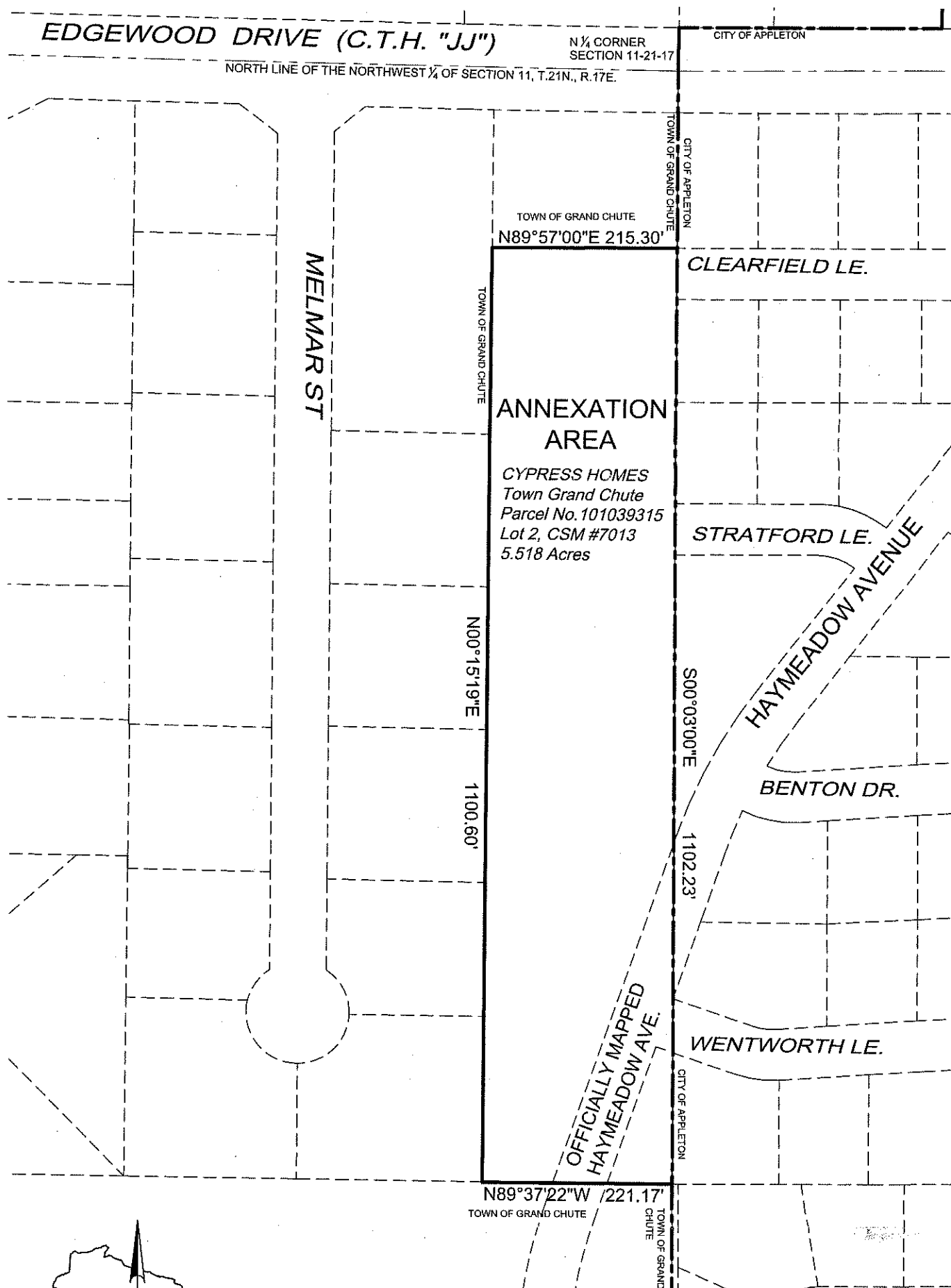
s. 66.0217 FILING

- ☐ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).
- ☐ If the lands being annexed are within a County of 50,000 or greater population, the petition must also be filed with the Department of Administration for review

[Note that no municipality within a County of 50,000 or greater population may enact an annexation ordinance prior to receiving a review determination from the Department of Administration.]

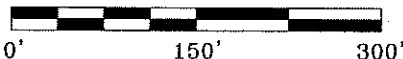
ANNEXATION EXHIBIT

Lot 2 of Certified Survey Map No.7013, being located in the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 11, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.



BEARINGS ARE REFERENCED TO THE
WISCONSIN COUNTY COORDINATE SYSTEM,
OUTAGAMIE COUNTY, NORTH LINE OF NW $\frac{1}{4}$
SECTION 11, T.21N., R.17E.; WHICH BEARS
N89°01'08\"W
H:\Acad\Annex\2019\Cypress_Homes_at_
Haymeadow_0513_2019

SCALE IN FEET



CITY OF APPLETON

DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION

100 NORTH APPLETON STREET
APPLETON, WI 54911

920-832-6474

DRAFTED BY: T. KROMM

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: Cypress Homes, Inc.

Petition Number:

1. Territory to be annexed: From **TOWN OF GRAND CHUTE** To **CITY OF APPLETON**

2. Area (Acres): 5.5180

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

a. Annual town property tax on territory to be annexed:

a. Title of boundary agreement
Intermunicipal Agreement

\$ _____

b. Year adopted
1992

b. Total that will be paid to Town

(annual tax multiplied by 5 years): _____

c. Participating jurisdictions
City of Appleton and Town of Grand Chute

c. Paid by: ☐ Petitioner ☐ City ☐ Village

d. Statutory authority (pick one)
66.027 & 66.30

☐ Other: _____

4. Resident Population: 0 Electors: 0 Total: 0

5. Approximate **present land use** of territory: Undeveloped

Residential: _____% Recreational: _____% Commercial: _____% Industrial: _____%

6. If territory is undeveloped, what is the **anticipated use**?

Single-family residential

Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☒ No

Plat Name: N/A

8. What is the **nature of land use adjacent** to this territory in the city or village?

Single-family residential

In the town?: Single-family residential and agricultural

9. What are the **basic service needs** that precipitated the request for annexation?

☒ Sanitary sewer ☒ Water supply ☒ Storm sewers

☐ Police/Fire protection ☐ EMS ☐ Zoning

Other _____

10. Is the city/village or town capable of providing needed utility services? (water)

City/Village ☒ Yes ☐ No Town ☐ Yes ☒ No

If yes, approximate timetable for providing service: City/Village Town

Sanitary Sewers immediately ☒ ☐
or, write in number of years.

Water Supply immediately ☒ ☐
or, write in number of years.

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☒ No

If yes, identify the nature of the anticipated improvements and their probable costs:

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☒ Yes ☐ No

b. How is the annexation territory now zoned? RSF Single Family Residential District (Town of Grand Chute Zoning)

c. How will the land be zoned and used if annexed? R-1B Single family district / Single-family residential

12. Elections: ☐ New ward or ☒ Existing ward? 20

Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, elections@wi.gov or see their annexation checklist here:

<http://elections.wi.gov/forms/el-100>

13. Other relevant information and comments bearing upon the public interest in the annexation: N/A

Prepared by: ☐ Town ☒ City ☐ Village

Name: Jessica Titel, Principal Planner

Email: jessica.titel@appleton.org

Phone: 920-832-6476

Date: 5-15-19

(March 2018)

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104



TONY EVERS

GOVERNOR

JOEL BRENNAN

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

May 20, 2019

PETITION FILE NO. 14217

KAMI LYNCH, CLERK
CITY OF APPLETON
100 N APPLETON ST
APPLETON, WI 54911-4702

ANGIE CAIN, CLERK
TOWN OF GRAND CHUTE
1900 GRAND CHUTE BLVD
GRAND CHUTE, WI 54913-9613

Subject: CYPRESS HOMES HAYMEADOW AVE. ANNEXATION

Section 66.0217 (6), Wis. Stats., provides that the annexation of lands to cities and villages within a county having a population of 50,000 or more shall be reviewed by the Department of Administration in order to determine if the proposed annexation is in the public interest or against the public interest. The proposed annexation from the TOWN OF GRAND CHUTE to the CITY OF APPLETON (see attached description) must be reviewed pursuant to the statute.

To assist us in making this determination, we urge that you promptly supply the data requested on the enclosed questionnaire (where possible) and return the questionnaire to the department.

The purpose of this questionnaire is to assist the department in determining "Whether the governmental services, including zoning, to be supplied to the territory could clearly be better supplied by the town...." The statute further stipulates that the department shall study the "shape of the proposed annexation and the homogeneity of the territory with the annexing municipality." In addition, we would appreciate receiving from you any comments or information bearing on governmental services or shape and homogeneity that would indicate whether the annexation is in or against the public interest.

Please return the questionnaire as soon as possible so that the information can be reviewed prior to the department's statutory deadline of June 10, 2019. Direct any questions and comments to Erich Schmidtke at (608) 264-6102. Thank you for your cooperation.

For additional information on annexation or other land use issues, visit our web site at <http://doa.wi.gov/municipalboundaryreview/>.

Sincerely,

Erich Schmidtke

Enclosures

Sime, Don R - DOA

From: Lison, Terri A. <Terri.Lison@outagamie.org>
Sent: Tuesday, May 28, 2019 9:50 AM
To: Sime, Don R - DOA
Cc: 'jessica.titel@appleton.org'; 'Tom Kromm'
Subject: RE: Appleton annexation
Attachments: 20190520164036362.pdf; Lister review form - CYPRESS HOMES INC.docx

Good Morning All!

Please see attachment for my review and comments on the Cypress Homes Inc Annexation. One thing to please NOTE... Page 2 of the attached review has the incorrect lot number listed in the legal description. Page 2 reads LOT ONE and it should be LOT 2. Please fix this.
Any questions, let me know.
Have a great day!!

Terri A Lison | Real Property Lister
Outagamie County Development and Land Services
320 S Walnut Street | Appleton, WI 54911
920-832-5665 | <http://www.outagamie.org/Real-Property-Listing>



From: Sime, Don R - DOA [mailto:Don.Sime@wisconsin.gov]
Sent: Monday, May 20, 2019 4:42 PM
To: Lison, Terri A. <Terri.Lison@outagamie.org>
Subject: Appleton annexation

Attached MBR annexation review form for property listers. Please complete and return at your earliest convenience, but no later than 2 weeks from receipt.

Thank You!

Real Property Lister Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
101 E. Wilson Street, 9th Floor
Madison WI 53703
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
<http://doa.wi.gov/municipalboundaryreview>

Petition Number: 14217

1. Territory to be annexed:	From Town of: TOWN OF GRAND CHUTE	To City/Village of: CITY OF APPLETON
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2. Is the annexation location described by government lot, recorded private claim, ¼ section, section, township & range?
☐ Yes ☒ No

3. Is the annexation contiguous with the existing city/village boundaries?
☒ Yes ☐ No

4. Will the annexation create an island area in the town (completely surrounded by the city/village)?
☐ Yes ☒ No

5. Will the annexation create an island area in the city/village (completely surrounded by the town)?
☐ Yes ☒ No

6. Does the owner(s) of record match the owner(s) listed on the petition?
☒ Yes ☐ No

7. Other relevant information and comments about the annexation:

PARCEL NUMBER 101039315 HAS A LEGAL DESCRIPTION OF LOT 2 CSM 7013 NOT LOT ONE AS INDICATED ON PAGE 2 OF THE ATTACHMENT/REQUEST FOR ANNEXATION REVIEW. THIS WILL NEED TO BE FIXED!

Prepared by:

Name: **TERRI A LISON, REAL PROPERTY LISTER**

Email: **TERRILISON@OUTAGAMIE.ORG**

Phone: **920-832-5665**

Date: **5/28/2019**

Please **RETURN PROMPTLY** to:
wimunicipalboundaryreview@wi.gov

Municipal Boundary Review
PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

Schmidtke, Erich J - DOA

From: Jessica L. Titel <Jessica.Titel@Appleton.org>
Sent: Thursday, May 30, 2019 9:07 AM
To: Schmidtke, Erich J - DOA
Subject: Cypress Homes Annexation
Attachments: FORM #4 Petition-REVISED.PDF; Cypress_Homes_at_Haymeadow_0513_2019.pdf; Revised Petition Approval.pdf

Good Morning Erich-

Per our conversation yesterday, attached is the corrected annexation petition for the Cypress Homes annexation (Parcel # 101039315, Town of Grand Chute). The legal description had a typo. The lot number should be "Lot 2 of CSM 7013" rather than "Lot 1." The original exhibit included the correct legal description. I've also attached an email from the property owner approving the revision to the petition. Please let me know if you have any questions or need anything additional from me.

Thank you for your flexibility!

Jessica

Jessica Titel

Principal Planner
Community & Economic Development
City of Appleton
100 N. Appleton Street
Appleton, WI 54911
(920) 832-6476 Direct
www.appleton.org



**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES
WHERE NO ELECTORS RESIDE IN TERRITORY**

I/We, the undersigned, constituting all of the owners of the real property in which no electors reside in the following territory of the town(s) of Grand Chute, Outagamie County, Wisconsin, lying contiguous to the City of Appleton, petition the Common Council of the City of Appleton to annex the territory described below and shown on the attached scale map to the City of Appleton, Outagamie County, Wisconsin.

Lot ² of Certified Survey Map No. 7013 filed in Volume 42 of Certified Survey Maps on Page 7013 as Document No. 2047169, located in and being a part of the Northeast ¼ of the Northwest ¼ of Section 11, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.

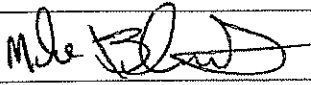
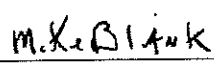
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I/We further respectfully request that the City Plan Commission initiate a rezoning for the subject property, from temporary AG Agricultural District to a permanent zoning classification of R-1B Single-family District.

Area of lands to be annexed contains 5.5180 acres m/l.

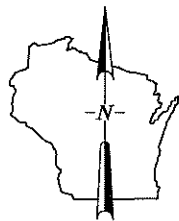
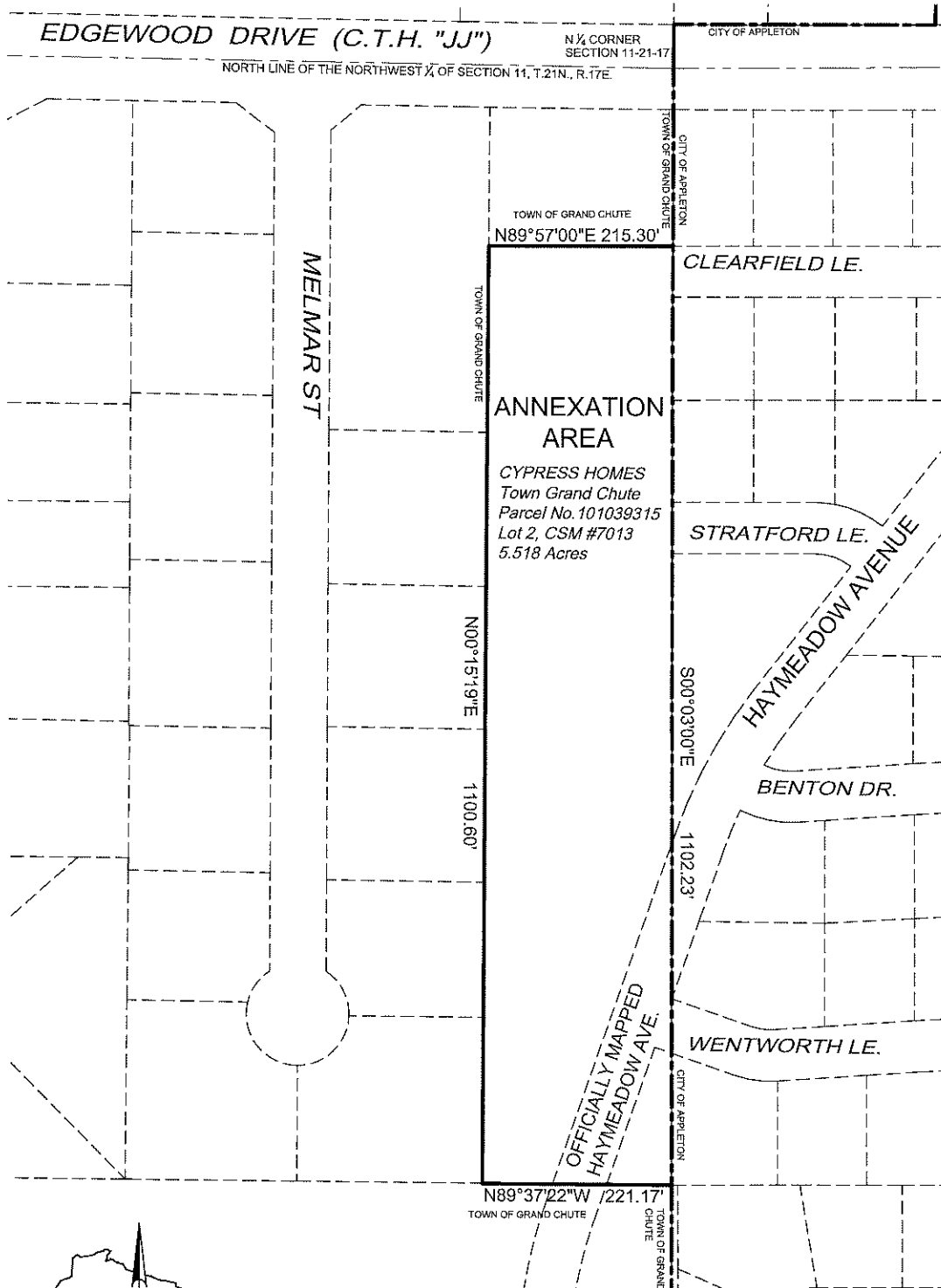
Tax Parcel number of lands to be annexed: 101039315.

The current population of such territory is 0.

Signature of Petitioner	Owner/Elector	Date of Signing	Address of Petitioner (Include Zip Code)
	Cypress Homes, Inc.	5-14-19	1230 W. College Avenue, Suite D Appleton, WI 54914
Mike Blank			
			
Type (name)			

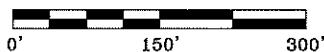
ANNEXATION EXHIBIT

Lot 2 of Certified Survey Map No. 7013, being located in the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 11, Township 21 North, Range 17 East, Town of Grand Chute, Outagamie County, Wisconsin.



BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAMIE COUNTY, NORTH LINE OF NW $\frac{1}{4}$ SECTION 11, T.21N., R.17E.; WHICH BEARS N89°01'08"W
H:\Acad\Annex\2019\Cypress_Homes_at_Haymeadow_0513_2019

SCALE IN FEET

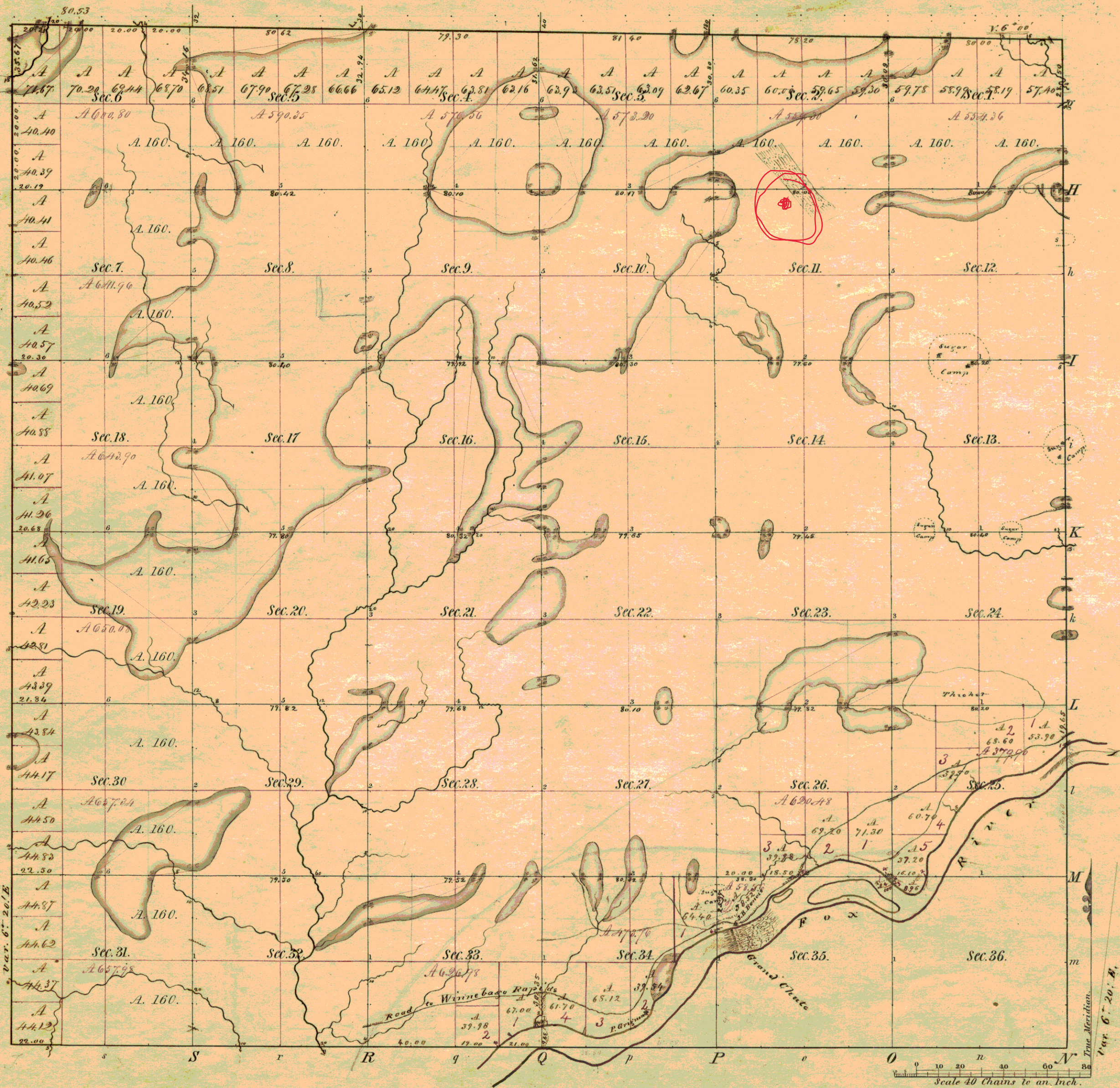


CITY OF APPLETON

DEPT. OF PUBLIC WORKS
ENGINEERING DIVISION
100 NORTH APPLETON STREET
APPLETON, WI 54911
920-832-6474
DRAFTED BY: T. KROMM

Township N^o 21 N, Range N^o 17 East, 4th Mer.

Meanders of Fox River							
Posts	Courses	Ch.	Lk.	Posts	Courses	Ch.	Lk.
<i>Left bank up stream</i>							
1	S. 51° W.	16.80					
	S. 72° W.	7.00					
	S. 80° W.	11.20					
	S. 69° W.	9.20					
	S. 49° W.	2.00					
	S. 41° W.	8.50					
	S. 32° W.	12.50					
	S. 26° W.	8.50					
	S. 21° W.	7.14					
	South	9.24					
2	S. 16° W.	2.00					
	S. 31° W.	1.50					
	S. 53° W.	2.95					
	S. 86° W.	2.00					
	N. 68° W.	2.00					
	N. 47° W.	7.12					
	N. 43° W.	2.13					
3	N. 56° W.	1.23					
4	N. 56° W.	8.10					
	N. 78° W.	15.50					
	S. 71° W.	10.15					
	S. 59° W.	8.78					
	S. 78° W.	1.20					
5	S. 53° W.	12.50					
	S. 68° W.	2.50					
	S. 26° W.	9.25					
	S. 60° W.	7.40					
	S. 70° W.	6.86					
	S. 70° W.	8.70					
6	S. 59° W.	17.10					
	S. 49° W.	5.50					
	S. 19° W.	2.80					
	S. 74° W.	1.50					
	S. 61° W.	2.00					
	S. 25° W.	4.50					
	S. 44° W.	9.20					
	S. 12° W.	5.50					
	S. 40° W.	6.55					
	S. 56° W.	7.20					
	S. 65° W.	5.50					
	S. 80° W.	8.65					
	N. 82° W.	3.50					
	N. 69° W.	16.00					
	S. 80° W.	5.00					
	S. 73° W.	2.60					
7	S. 82° W.	5.00					
	S. 68° W.	6.50					
	S. 55° W.	11.00					
8	S. 59° W.	9.89					



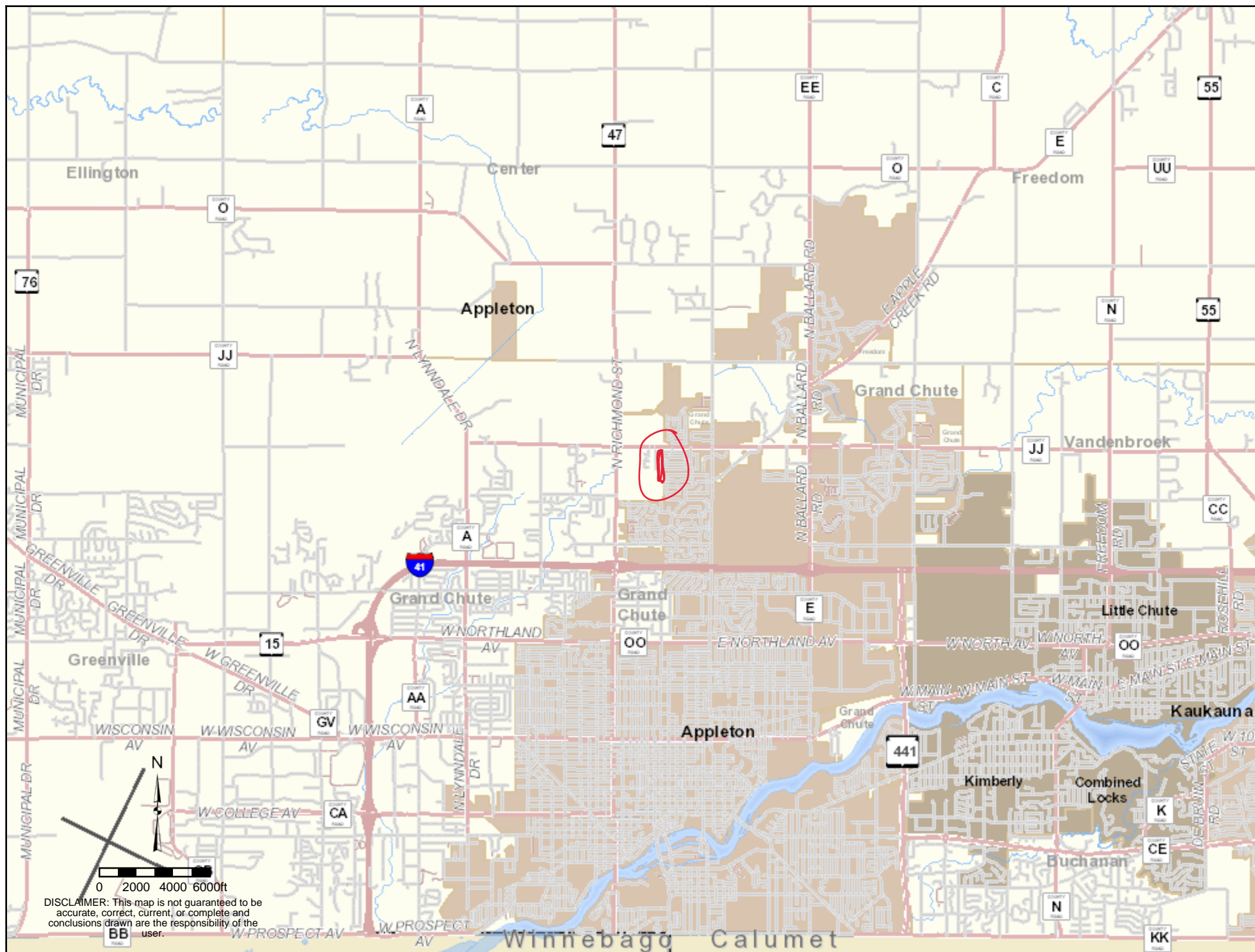
Total number of Acres 2102.47

Surveys Designated	By Whom Surveyed	Date of Contract	Amount of Surveys	When Surveyed	When p ^d for and ch ^d in the Sur ^y Gen ^l acc ^t
Township line	Garret Vliet	May 19 1838	M. Ch ^s Lks.	January 1839	2 nd Q ^r 1839
Subdivisions	Theodore Conkey	Aug. 8, 1843	60. 58. 58	November 1843	4 th Q ^r 1844
Township lines.	A. G. Ellis	May 18, 1843	16. 16. 20	2 ^d q ^r 1843	1 st Q ^r 1844

The above Map of Township N^o 21 North of Range N^o 17 East, 4th Principal Meridian Wisconsin Territory is strictly conformable to the field notes of the survey thereof on file in this Office, which have been examined and approved.

Surveyor General's Office,
Dubuque, December 31, 1844.

James Willou
Sur^y Gen^l





TONY EVERS

GOVERNOR

JOEL BRENNAN

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

June 07, 2019

PETITION FILE NO. 14217

KAMI LYNCH, CLERK
CITY OF APPLETON
100 N APPLETON ST
APPLETON, WI 54911-4702

ANGIE CAIN, CLERK
TOWN OF GRAND CHUTE
1900 GRAND CHUTE BLVD
GRAND CHUTE, WI 54913-9613

Subject: CYPRESS HOMES HAYMEADOW AVE. ANNEXATION

The proposed annexation submitted to our office on May 20, 2019 and as amended on May 30, 2019 has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city...." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF APPLETON**, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14217 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2291>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner