

# Request for Annexation Review

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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

## Petitioner Information

Name: Travis Helland  
Address: 1728 CTY Rd A  
New Richmond, WI 54017  
Email: hellat7@gmail.com

Office use only:

# RECEIVED

January 12, 2021

Municipal Boundary Review  
Wisconsin Dept. of Admin.

1. Town where property is located: Town of Richmond
2. Petitioned City or Village: New Richmond
3. County where property is located: St. Croix
4. Population of the territory to be annexed: 0
5. Area (in acres) of the territory to be annexed: 3.46
6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel): 026-1015-20-000

Petitioners phone:

715-523-1812

Town clerk's phone:

City/Village clerk's phone:

(715) 246-4268

## Contact Information if different than petitioner:

Representative's Name and Address of filer:  
City of New Richmond  
Michelle Scanlan  
156 E. 1st St  
New Richmond, WI 54017  
Phone: 715-246-4268  
E-mail: mscanlan@newrichmondwi.gov

Surveyor or Engineering Firm's Name & Address:

Phone:

E-mail:

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

1.  Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2.  Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3.  Signed Petition or Notice of Intent to Circulate is included
4. Indicate Statutory annexation method used:
  - Unanimous per s. 66.0217 (2), or,
  - OR
  - Direct by one-half approval per s. 66.0217 (3)
5.  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: 1-12-2021

Payee: City of New Richmond

Check Number: 65388

Check Date: 1-7-2021

Amount: \$950.00



# PETITION FOR ANNEXATION

## PURSUANT TO SECTION 66.0217(2) WISCONSIN STATUTES WHERE NO ELECTORS RESIDE IN TERRITORY

We, the undersigned, constituting all of the owners of the real property, and all of the electors residing in the following territory of the Town of *Richmond*, St. Croix County, Wisconsin, lying contiguous to the City of New Richmond, petition to annex the territory described below and shown on the attached scale map to the City of New Richmond, St. Croix County, Wisconsin.

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.

Signature of Petitioner(s)

Owner/Elector Name(s)

Date

*[Handwritten Signature]*

*St. Croix Homes LLC  
Travis Helland  
by Travis Helland member*

*12/21/20*

Parcel Number *026-1015-20-000* Address *1728 CTY RD A*

Approximate Value: Land \$ *51700* Improvements \$ *81200*

Current Annual Township Property Tax Amount \$ *1986.58*

Number of Electors *0*

Present Land Use Undeveloped % Commercial *71* % Industrial %

Residential *29* % Recreational %

Anticipated Land Use Commercial *29* % Industrial %

Residential *71* % Recreational %

Nature of land use adjacent to this property *Residential, 24 & 22*

Land in the City *West & South, North & East 1/2 mile*

Land in the Township *North & East*

**This application must be submitted to the Clerk at least four weeks prior to the Plan Commission meeting. Application must include a metes and bounds description of the property to be annexed and a scale map of the area. A non-refundable filing fee of \$250.00 must also accompany the application.**

Plan Commission meetings are normally held the first Tuesday of each month at 5:00 p.m. but may be rescheduled.

A Public Hearing is required as part of the annexation process. The Public Hearing requires a Class II Notice to be published twice at least ten days before the Public Hearing.

The Plan Commission will make a recommendation to the Common Council. The Common Council will make the final decision at the next Regular Council meeting.

---

***For Office Use Only:***

Received By Lori Brinkman

Date 12/21/2020

Receipt #

Check to Department of Administration in the amount of

State Bar of Wisconsin Form 1-2003  
**WARRANTY DEED**



8 7 2 9 6 2 6  
Tx:4625235

**1116898**

**BETH PABST**

**REGISTER OF DEEDS**

**ST. CROIX CO., WI**

**11/19/2020 10:23 AM**

**EXEMPT#:**

**REC FEE 30.00**  
**TRANS FEE 540.00**

**PAGES: 1**

Document Number

Document Name

**THIS DEED**, made between **Jean A. Johnson**, a single person, ( hereinafter "Grantor," whether one or more), conveys and Warrants to **St. Croix Homes, LLC**, a **Wisconsin limited liability company** ( hereinafter "Grantee," whether one or more), the following described real estate in **St. Croix County**, State of Wisconsin:

\*\*\*

The South 255 feet of the East 646 feet of the NE¼ of the SE¼, EXCEPT the East 55 feet, in the Town of Richmond, St. Croix County, Wisconsin

\*\*\* Section 4, Township 30 North, Range 18 West,

Exception to warranties: easements, restrictions and covenants of record; highway and street rights of way; and Municipal and zoning ordinances and agreements entered under them; and further except real estate taxes accruing in the year of this conveyance.

Recording Area

Name and Return Address  
St. Croix County Abstract & Title Co., Inc.  
575 N. Knowles Ave., Suite #B  
New Richmond, WI 54017

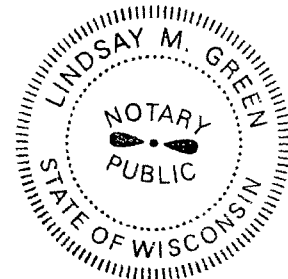
026-1015-20-000

Parcel Identification Number (PIN)

This is  is NOT homestead property.

Dated NOV. 6, 2020

Jean A. Johnson (SEAL)  
\* **Jean A. Johnson**



**AUTHENTICATION**

Signature(s) \_\_\_\_\_

authenticated on \_\_\_\_\_

\* \_\_\_\_\_

TITLE: MEMBER STATE BAR OF WISCONSIN

(If not, \_\_\_\_\_  
authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY: SW  
St. Croix County Abstract & Title Co., Inc. by Samantha  
Olson at the direction of the Grantor. 20-S23566

**ACKNOWLEDGMENT**

STATE OF WISCONSIN )  
St. Croix COUNTY ) ss.

Personally came before me on Nov. 6, 2020,  
the above-named Jean A. Johnson, a single person

to me known to be the person(s) who executed the foregoing  
instrument and acknowledged the same.

Lindsay M. Green  
\* **Lindsay M. Green**  
Notary Public, State of Wisconsin  
My Commission (is permanent) (expires: 5.1.23)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

WARRANTY DEED

© 2003 STATE BAR OF WISCONSIN

FORM NO. 1-2003

\* Type name below signatures.

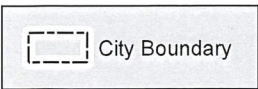
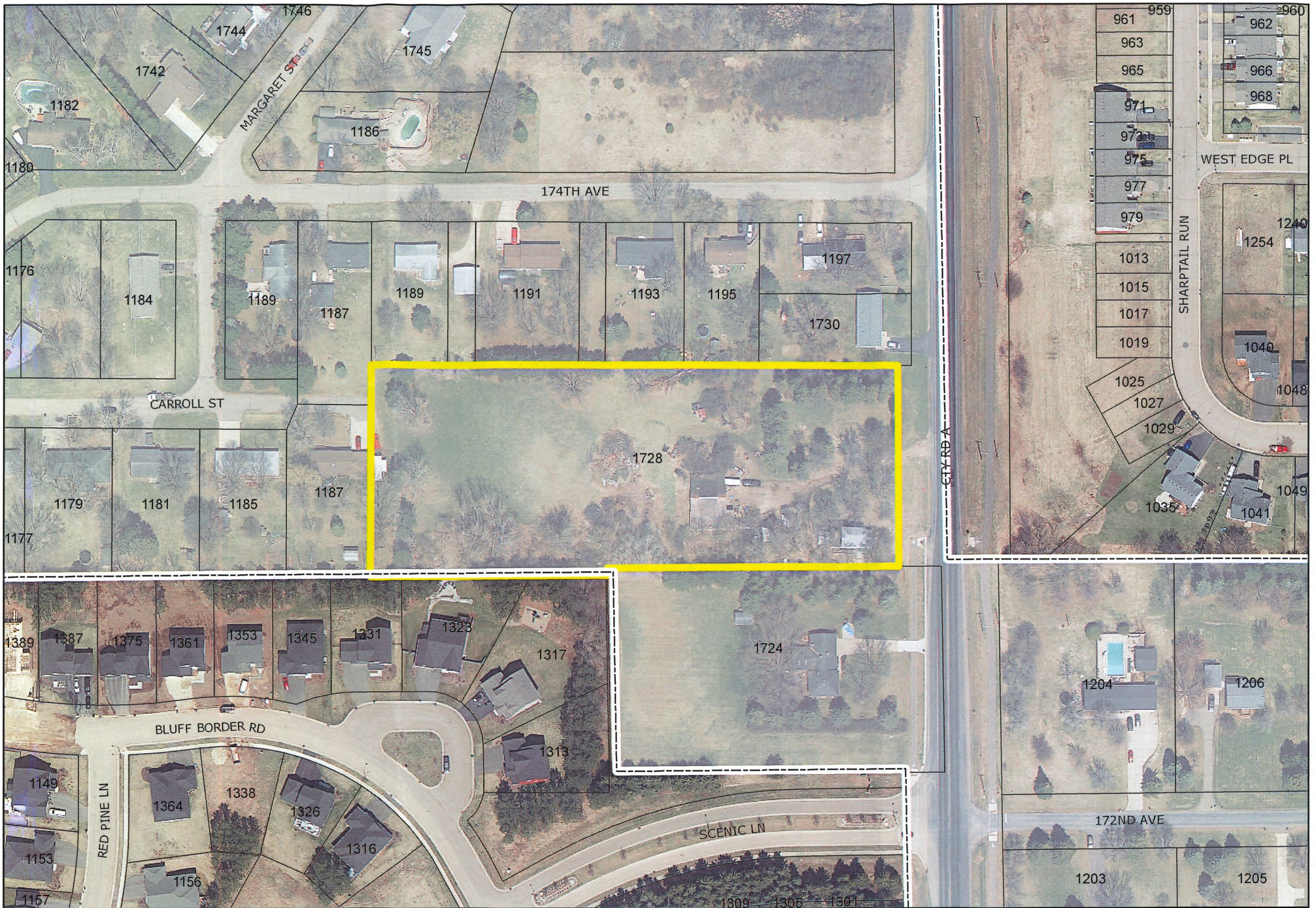
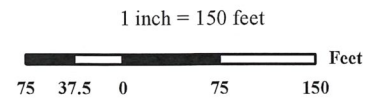


Image: 2020  
Date: 06 January 2021

**1728 COUNTY ROAD A**  
**TOWN OF RICHMOND, WISCONSIN**



**SUBMITTED TO HUDSON STAR OBSERVER 1/7/2021:**

**PUBLIC NOTICE**

Notice is hereby given that there will be a public hearing on Tuesday, February 2, at 5:00 p.m. at the regular monthly meeting of the City of New Richmond Plan Commission, at the Civic Center, 156 East First Street, New Richmond, WI:

- 1) Public Hearing to consider the following:
  - a. Application for Annexation into the City of New Richmond from the Town of Richmond, located at 1728 County Rd A, New Richmond, WI between Scenic Lane and 174<sup>th</sup> Ave and described as SEC 4 T30N R18W PT NE SE; S 255FT OF E 646FT OF NE SE EXC E 55FT. The parcel identification number is 026-1015-20-000.
- 2) Action on Public Hearing Agenda

Michelle Scanlan  
City Clerk

# 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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>

Petitioner: **Helland**

Petition Number: **14365**

1. Territory to be annexed: From **TOWN OF RICHMOND** To **CITY OF NEW RICHMOND**

2. Area (Acres): **3.46**

3. Pick one:  Property Tax Payments

OR  Boundary Agreement

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

\$ **169.62**

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **848.10**

c. Paid by:  Petitioner  City  Village

Other: \_\_\_\_\_

a. Title of boundary agreement \_\_\_\_\_

b. Year adopted \_\_\_\_\_

c. Participating jurisdictions \_\_\_\_\_

d. Statutory authority (pick one)

s.66.0307  s.66.0225  s.66.0301

4. Resident Population: \_\_\_\_\_ Electors: \_\_\_\_\_ Total: **0**

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

Residential: **29%** Recreational: \_\_\_\_\_% Commercial: **71%** Industrial: \_\_\_\_\_%

Undeveloped: \_\_\_\_\_%

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

Residential: \_\_\_\_\_% Recreational: \_\_\_\_\_% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Other: \_\_\_\_\_%

Comments: \_\_\_\_\_

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

Plat Name: \_\_\_\_\_

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

**RESIDENTIAL**

In the town?: **RESIDENTIAL**

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?



City/Village  Yes  No      Town  Yes  No

If yes, approximate timetable for providing service:

City/Village	Town
<u>Sanitary Sewers</u> immediately <input checked="" type="checkbox"/>	<input type="checkbox"/>
or, write in number of years. _____	_____
<u>Water Supply</u> immediately <input checked="" type="checkbox"/>	<input type="checkbox"/>
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? **R2**

c. How will the land be zoned and used if annexed? **Z4 - RESIDENTIAL**

---

12. Elections:  New ward or  Existing ward? 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](mailto: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: **There has been a significant amount of residential development and new construction in this area, as the New Richmond community continues to grow. There is a patchwork of several town "islands" and "checkerboard" patterns near this parcel. The City is confident that the property in question can be served by cost-efficient City infrastructure systems and government services (including public safety), and is consistent with the vision and goals of its Comprehensive Plan. Contiguous development in an orderly and sequential way maximizes public investment and allows for long-term planning necessary to accommodate future growth. The proposed annexation is in the public interest.**

---

Prepared by:  Town  City  Village

Name: MICHELLE SCANLAN

Email: [mscanlan@newrichmondwi.gov](mailto:mscanlan@newrichmondwi.gov)

Phone: 715-243-0403

Date: 1/15/2021

---

Please **RETURN PROMPTLY** to:

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

---

(March 2018)



**REAL PROPERTY LISTERS ANNEXATION REVIEW**

1. Territory to be annexed: S 255' of E 646' NE SE Exc E 55', Sec 4, T30N, R18W	From Town of: Richmond	To City/Village of: New Richmond
---	------------------------	-------------------------------------

2. Checklist: (Y) Yes; (N) No; (NA) Not applicable; (NC) Not checked

**Location and Position**

- (1) Location description by government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county
- (2) Contiguous with existing village/city boundaries
- (3) Creates an island area in Township (completely surrounded by city)
- (4) Creates an island area in City (completely surrounded by town)

**Petition and Map Information**

- (1) Identify owner(s) of annexed land
- (2) Identify parcel ID numbers included in annexation.
- (3) Identify parcel ID numbers being split by annexation
- (4) North arrow
- (5) Graphic Scale
- (6) Streets and Highways shown and identified
- (7) Legend
- (8) Total area/acreage of annexation

3. Other relevant information and comments:

While the parcel is contiguous to the city by way of Willow River Bluffs subdivision it would be of future benefit to the city also annex the east 55' of the south 255', that way the parcel is also contiguous on the road.

Prepared by: Brett Budrow  
 Title: Planning & Land Info Admin  
 Phone: 715-928-0210  
 Date: 1/15/2021

Please **RETURN PROMPTLY** to:  
 Municipal Boundary Review  
 PO Box 1645  
 Madison WI 53701  
 (608) 264-6102 **FAX** (608) 264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

# 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](mailto:wimunicipalboundaryreview@wi.gov)  
<http://doa.wi.gov/municipalboundaryreview>  
[W](#)

Petitioner: **Helland**

Petition Number:  
**14365**

1. Territory to be annexed:

From TOWN  
OF  
RICHMOND

To CITY OF NEW RICHMOND

2. Area (Acres): \_\_\_\_\_

3. Pick one:  Property Tax Payments

O  
R

Boundary Agreement

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

**\$ 169.52**

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **\$847.60**

c. Paid by:  Petitioner  City  Village

Other: \_\_\_\_\_

a. Title of boundary agreement  
\_\_\_\_\_

b. Year adopted \_\_\_\_\_

c. Participating jurisdictions  
\_\_\_\_\_

d. Statutory authority (pick one)

s.66.0307  s.66.0225   
s.66.0301

4. Resident Population: 0 Electors: \_\_\_0\_\_\_ Total: \_\_\_0\_\_\_

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

Residential: \_\_\_29\_\_\_% Recreational: \_\_\_\_\_% Commercial: \_\_\_71\_\_\_% Industrial: \_\_\_\_\_%

Undeveloped: \_\_\_\_\_%

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

Residential: \_\_\_\_\_% Recreational: \_\_\_\_\_% Commercial: \_\_\_\_\_% Industrial: \_\_\_\_\_%

Other: \_\_\_\_\_%

Comments: \_\_\_\_\_

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

Plat Name: \_\_\_\_\_

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

In the town?: **single family residential**

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?

City/Village  Yes  No

Town  Yes  No

---

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? **Rural Residential**

c. How will the land be zoned and used if annexed? \_\_\_\_\_

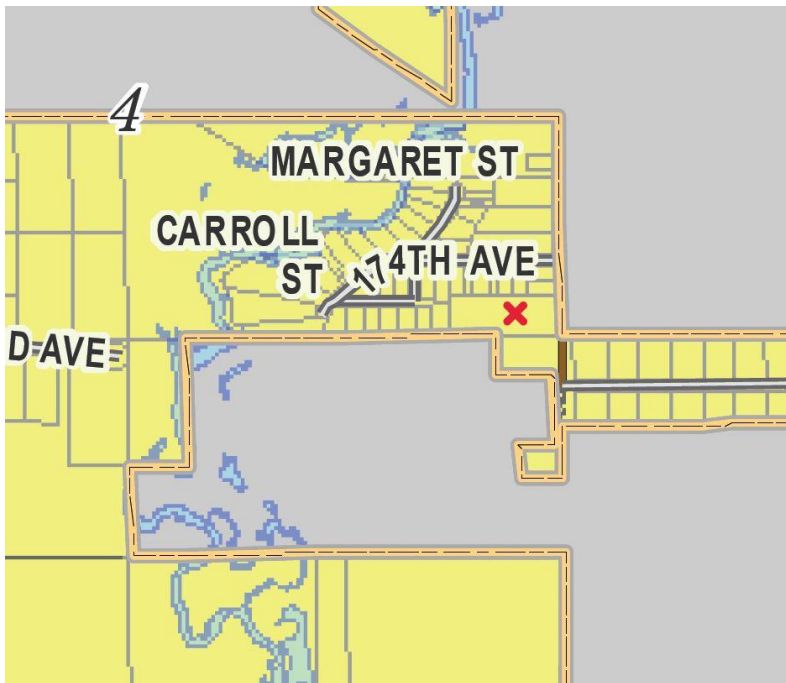
---

12. Elections:  New ward or  Existing ward? 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](mailto: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:

**There is concern in the established township neighborhood about access to this property being exclusively through their neighborhood via 174<sup>th</sup> Ave. The proposed annexation property borders the township on all sides, save the western half of the southern border. There is concern about multi-family development on this property, which is single family to the north, south, and west. Other concerns expressed by town residents include potential drainage issues, the addition of street lights, and increased traffic in the 50+ year old township development.**



---

Prepared by:  Town  City  Village

Name: Patrick Earley

Email: [clerk@townofrichmond.com](mailto:clerk@townofrichmond.com)

Phone: 715-808-1795

Date: 1-19-2021

Please **RETURN PROMPTLY** to:

[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

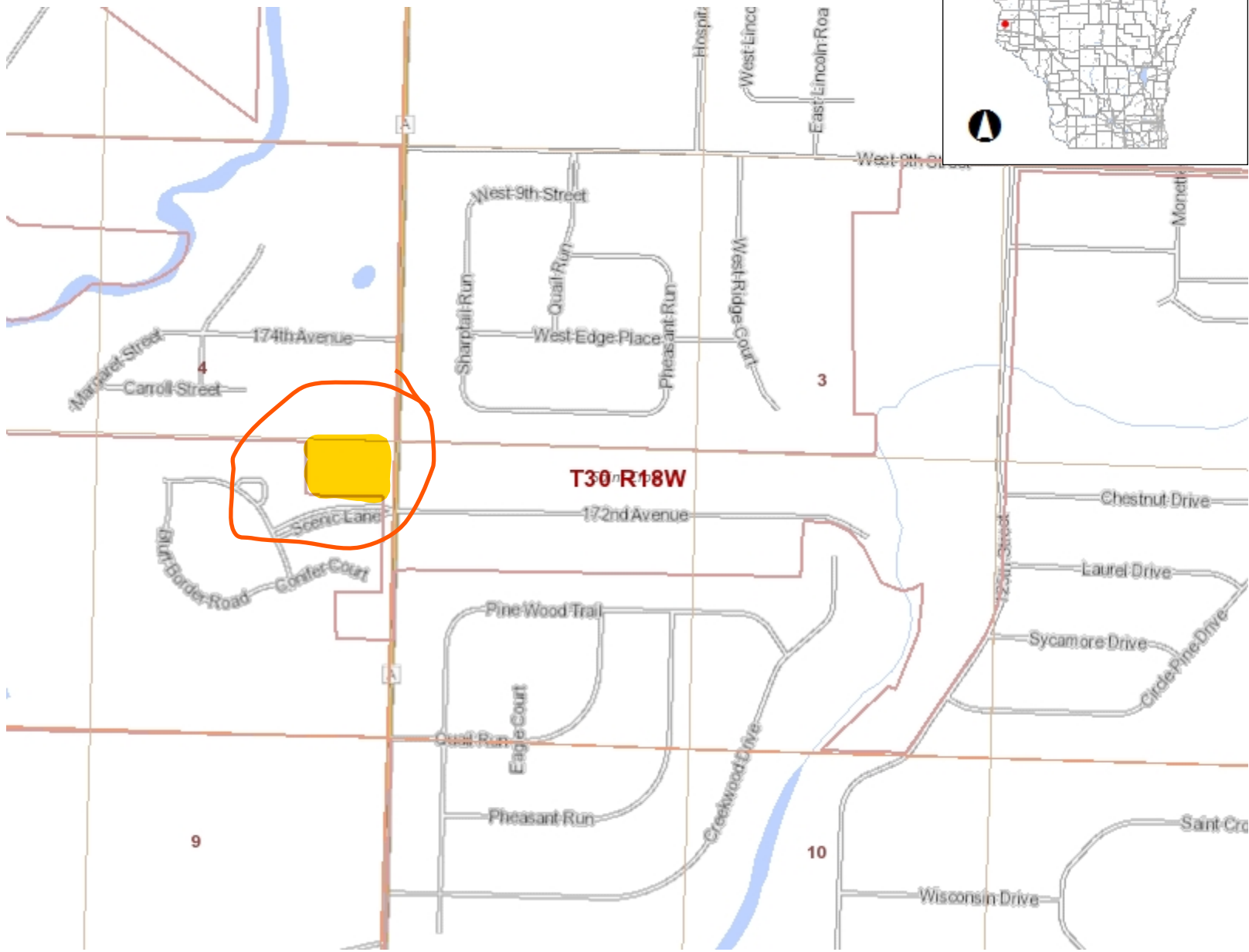
Municipal Boundary Review

PO Box 1645, Madison WI 53701

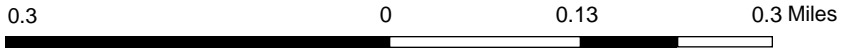
Fax: (608) 264-6104



# Surface Water Data Viewer Map



- Legend**
- Township
  - Section
  - Quarter-Quarter
  - County Boundary
  - Cities, Towns & Villages**
  - City
  - Village
  - Civil Town
  - Municipality
  - State Boundaries
  - County Boundaries
  - Major Roads**
  - Interstate Highway
  - State Highway
  - US Highway
  - County and Local Roads**
  - County HWY
  - Local Road
  - + Railroads
  - Tribal Lands
  - Rivers and Streams
  - Intermittent Streams
  - Lakes and Open water



NAD\_1983\_HARN\_Wisconsin\_TM

1: 7,920

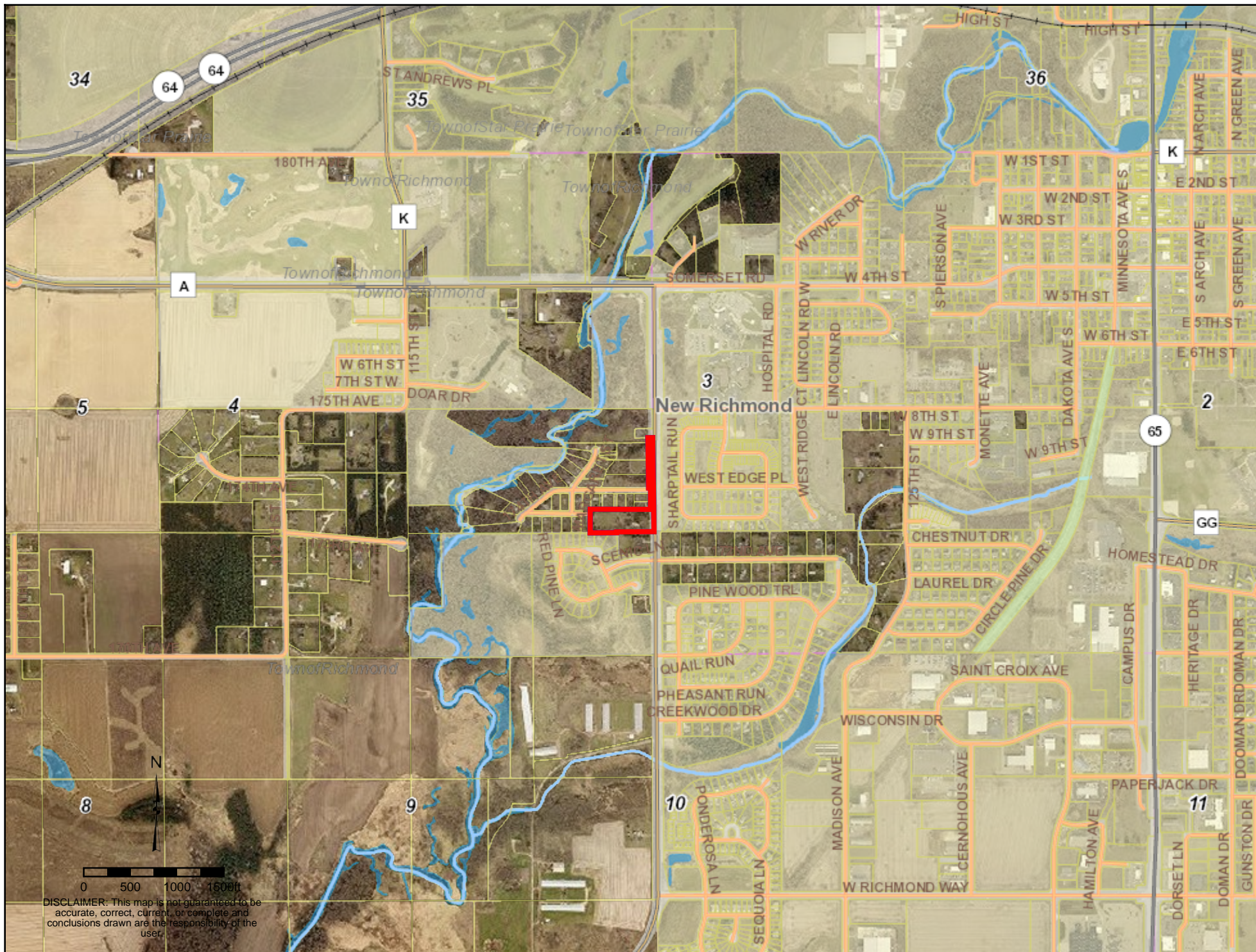
DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

## Notes

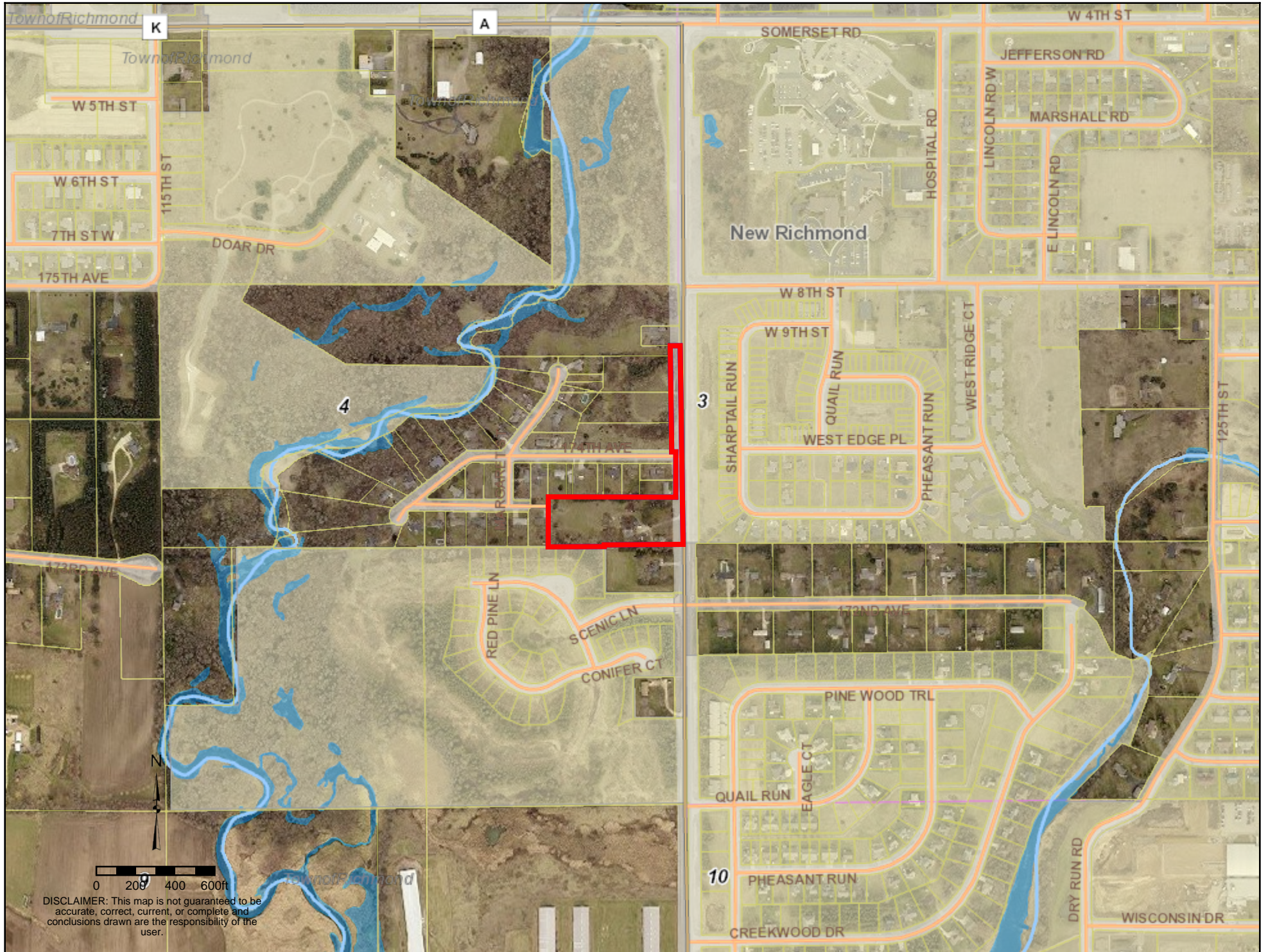




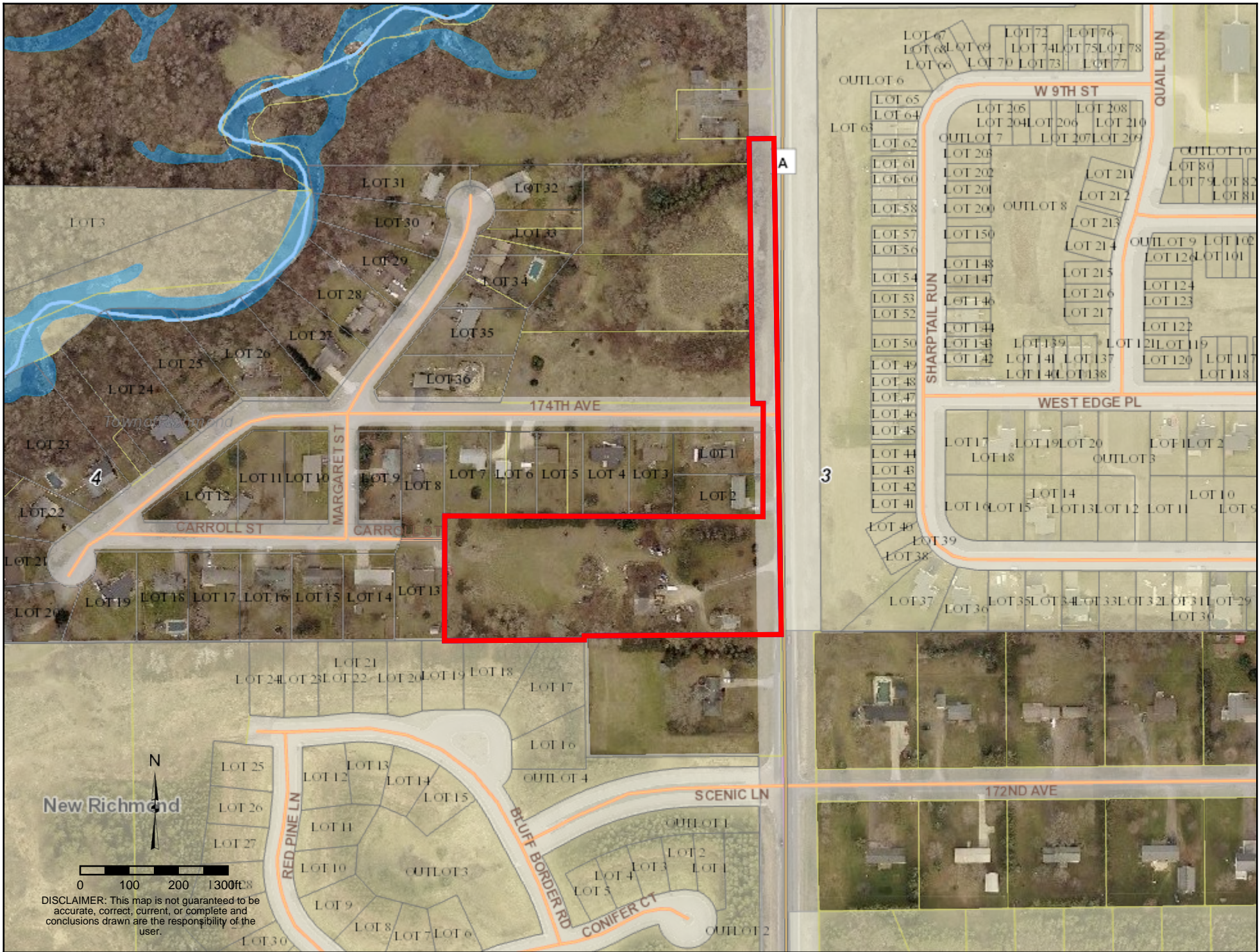




DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



**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](mailto:wimunicipalboundaryreview@wi.gov)

Web:

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

---

February 1, 2021

PETITION FILE NO. 14365

MICHELLE SCANLAN, CLERK  
CITY OF NEW RICHMOND  
156 E 1ST ST  
NEW RICHMOND, WI 54017-1802

PATRICK EARLEY, CLERK  
TOWN OF RICHMOND  
1453 COUNTY ROAD GG  
NEW RICHMOND, WI 54017-6715

Subject: HELLAND ANNEXATION

The proposed annexation submitted to our office on January 12, 2021, 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 New Richmond, which can provide needed municipal services. Municipal sewer and water, zoning, and public safety are the services which particularly motivated the landowner to petition for annexation, and which the City can provide immediately.

The annexation territory lies within a confusing patchwork of City and Town islands and checkerboard-pattern municipal boundaries. This annexation does not worsen these boundaries but instead begins to fill in an isolated peninsula of Town territory. The City and Town should consider developing a boundary agreement pursuant to ss. 66.0301 or 66.0307, Wis. Stats. to improve their shared municipal boundary line and to coordinate regarding services. This is especially important because a significant amount of residential and new construction is occurring within this area. Additionally, the Town indicates that residents of established neighborhoods are concerned about traffic and drainage issues, which are issues potentially resolved as part of a boundary agreement.

Notes:

- Lands being annexed must be described in the annexation ordinance by metes and bounds commencing from a monumented corner of the 1/4-section in which the lands lie (ref: s. 66.0217 (1) (c), Wis. Stats.). The petition's legal description is an area description, which provides a general sense for the location of the annexation territory, but it lacks the specificity of a metes and bounds description which is required by statute.
- St Croix County recommends including road right-of-way running adjacent along the east side of the annexation territory.

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 14365 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](mailto: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=2439>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,



Erich Schmidtke, Municipal Boundary Review

cc: petitioner