

Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102

wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

Petitioner Information

Name: Jansen Dahl, Automotive Enterprises LLC

Phone: 608.784.9601

Email: JDahl@Dahlauto.com

RECEIVED

May 15, 2024

Municipal Boundary Review
Wisconsin Dept. of Admin.

Contact Information if different than petitioner:

Representative's Name:

Phone:

E-mail:

1. Town where property is located: Medary

2. Petitioned City or Village: City of Onalaska

3. County where property is located: La Crosse County

4. Population of the territory to be annexed: 0, commercial property

5. Area (in acres) of the territory to be annexed: 2.17 acres

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
9-107-0

Include these required items with this form:

- 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 [see attached annexation guide]
- Check or money order covering review fee [see next page for fee calculation]

(2021)

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)

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

DON'T attach the check with staples, tape, ...

**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 & form received: 5-15-24

Payer: MakePeace Engineering LLC

Check Number: 001996

Check Date: 5-6-24

Amount: \$950

ANNEXATION SUBMITTAL GUIDE

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 \(4\)](#).



City of Onalaska Annexation Application

Phone: (608) 781-9590 ■ Fax: (608) 781-9506
415 Main St. Onalaska, WI 54650
Planning/Zoning: dg-planningzoning@onalaskawi.gov
<http://www.cityofonalaska.com>

To: City Clerk
415 Main Street
Onalaska, WI 54650

We, the undersigned, Automotive Enterprises LLC

do hereby respectively petition the City of Onalaska, Wisconsin, to annex the real estate described hereinafter to the City of Onalaska, which is to be detached from the Township of Medary, County of La Crosse, Wisconsin to the City of Onalaska and that the subject property be zoned B3 upon annexation.

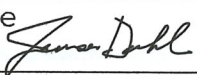
The property, which is the subject of this petition, is contiguous to the current boundaries of the City of Onalaska. A complete and accurate legal description and a scaled map of the area is attached hereto and incorporated herein.

This instrument constitutes a Petition for direct annexation pursuant to Sec. 66.0217(2), Wis. Stats. The number of electors residing within the boundaries of this property is 0 and the undersigned are the sole owners and fee title holders to this/these property(ies). Therefor, pursuant to Sec. 66.0217(4), Wis. Stats., no notice or publication is required.

A copy of this A copy of this Petition is being mailed to the State of Wisconsin, Department of Administration, for review as required by Sec. 66.0217(6), Wis. Stats., along with the requisite Wisconsin Department of Administration Annexation Fee.

A complete and detailed legal description and map must accommodate this petition at the time of application in order for it to be placed on the Plan Commission Meeting agenda. Short forms or abbreviated legal descriptions will not be accepted. Maps must be to scale and dimensioned.

Tax Parcel #: 9-107-0	Tax Parcel #:	Tax Parcel #:
Property Address: N4381 Theatre Road, Onalaska, WI 54650		
Property Address:		
Property Address:		

Name of Owner: (printed) Jansen Dahl, Automotive Enterprises LLC		
Address 3819 Creekside Lane	City, State, Zip Holmen, WI 54636	Phone Number 608.784.9601
Signature 	Date 05/02/2024	Email JDahl@Dahlauto.com
Name of Owner: (printed)		
Address	City, State, Zip	Phone Number
Signature:	Date	Email
Name of Owner: (printed)		
Address	City, State, Zip	Phone Number
Signature:	Date	Email
Name of Owner: (printed)		
Address	City, State, Zip	Phone Number
Signature:	Date	Email
Name of Owner: (printed)		
Address	City, State, Zip	Phone Number
Signature:	Date	Email
Name of Owner: (printed)		
Address	City, State, Zip	Phone Number
Signature:	Date	Email

LEGAL DESCRIPTION

LOCATED IN PART OF THE SE-NW OF SECTION 10, T16N, R7W, TOWN OF MEDARY, LA CROSSE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 10; THENCE S00°46'15"E ALONG THE EAST LINE OF SAID NW 1/4 1559.36 FEET TO THE SOUTH LINE OF CSM V. 15, P. 90, AND THE POINT OF BEGINNING; THENCE CONTINUING S00°46'15"E ALONG THE SAID EAST LINE 465.00 FEET; THENCE S89°02'53"W 201.59 FEET TO THE SOUTHEAST CORNER OF HERITAGE ESTATES CONDO PLAT; THENCE N01°12'27"W ALONG THE EAST LINE THEREOF 465.75 FEET TO THE SOUTHWEST CORNER OF CSM V. 15, P. 90; THENCE N89°15'27"E ALONG THE SOUTH LINE THEREOF 204.94 FEET TO THE POINT OF BEGINNING.

PARCEL IS SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, COVENANTS, RESTRICTIONS, OR RIGHTS OF WAY OF RECORD.

PARCEL CONTAINS 94,639± S.F. OR 2.17± ACRES.

NORTH LINE
SECTION 10

NORTH 1/4 CORNER
SECTION 10 T18N R7W
TOWN OF MEDARY
LA CROSSE COUNTY
WISCONSIN

NW 1/4 SECTION 10

NE 1/4 SECTION 10

EAST LINE OF THE NW 1/4 OF SECTION 10

SOUTH LINE OF CSM V. 15, P 90
CITY OF ONALASKA MUNICIPAL BOUNDARY

N89° 15' 27"E

POINT OF BEGINNING

SE CORNER OF CSM V. 15, P 90

204.94'

1559.36'
S0° 46' 15"E

EAST LINE OF THE NW 1/4 OF SECTION 10
CITY OF ONALASKA MUNICIPAL BOUNDARY

EAST LINE OF HERITAGE ESTATES CONDO PLAT
CITY OF ONALASKA MUNICIPAL BOUNDARY

N1° 12' 27"W
465.75'

465.00'
S0° 46' 15"E

HERITAGE ESTATES
CONDO PLAT

201.59'

S89° 02' 53"W

SE CORNER
HERITAGE ESTATES CONDO PLAT

CITY OF ONALASKA MUNICIPAL BOUNDARY

ABRA AUTOBODY
DAHL AUTOMOTIVE
THEATER ROAD
ONALASKA, WISCONSIN

ANNEXATION MAP CITY OF ONALASKA



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: **Automotive Enterprises LLC**

Petition Number: **14669**

1. Territory to be annexed: From **TOWN OF MEDARY** To **CITY OF ONALASKA**

2. Area (Acres): 2.18 acres

3. Pick one: Property Tax Payments

OR Boundary Agreement

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

\$ 310.15

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$1,550.75

c. Participating jurisdictions _____

c. Paid by: Petitioner City Village

d. Statutory authority (pick one)

s.66.0307 s.66.0225 s.66.0301

Other: _____

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

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

Residential: _____% Recreational: _____% Commercial: 100% 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?

Commercial (retail, automotive) and Condominium residential development

In the town?: N/A

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

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? Commercial

c. How will the land be zoned and used if annexed? Regional Business (B-3) District

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 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:

Prepared by: Town City Village

Name: Katie Aspenson

Email: Kaspenson@dnalaska.wi.gov

Phone: 608-781-9590

Date: 5/16/24

Please **RETURN PROMPTLY** to:

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: 9-107-0	From Town of: Medary	To City/Village of: City of Onalaska
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2. Checklist: (Y) Yes; (N) No; (NA) Not applicable; (NC) Not checked

Location and Position

- _Y___ (1) Location description by government lot, recorded private claim, ¼ - ¼ section, section, township, range and county
- __Y__ (2) Contiguous with existing village/city boundaries
- __N__ (3) Creates an island area in Township (completely surrounded by city)
- __N__ (4) Creates an island area in City (completely surrounded by town)

Petition and Map Information

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

3. Other relevant information and comments:
 There is a strip just north of this parcel 9-99-1 which connected this parcel with the Town of Medary – That probably should be annexed also. The map is very minimal as to what it shows.

Prepared by: _____
 Title: _____
 Phone: _____
 Date: _____

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

18-3570-1509-112-100

18-3570-150

18-3570-65

9-99-1

CITY OF ONALASKA

18-3568-25

- CONDO CONDO
- CONDO CONDO
- CONDO CONDO
- CONDO CONDO

TOWN OF MEDARY

9-107-0

Annexation Review Questionnaire

Wisconsin Department of Administration

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Petitioner: **Automotive Enterprises LLC**

Petition Number: **14669**

1. Territory to be annexed: From **TOWN OF MEDARY** To **CITY OF ONALASKA**

2. Area (Acres): 2-18 acres

3. Pick one: Property Tax Payments

OR Boundary Agreement

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

\$ 310.05

a. Title of boundary agreement _____

b. Year adopted _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$1550.25

c. Participating jurisdictions _____

d. Statutory authority (pick one)

c. Paid by: Petitioner City Village

s.66.0307 s.66.0225 s.66.0301

Other: _____

4. Resident Population: Electors: 0 Total: 0

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

Residential: _____% Recreational: _____% Commercial: 100% 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?

Commercial/retail residential Condo Developement

In the town?: _____

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

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? Commercial

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 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:

Prepared by: Town City Village

Name: Diane Elsen

Email: medary.clerk@gmail.com

Phone: 608-781-2275 com

Date: 5-16-24

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

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 04, 2024

PETITION FILE NO. 14669

JOANN MARCON, CLERK
CITY OF ONALASKA
415 MAIN ST
ONALASKA, WI 54650-2953

DIANE ELSÉN, CLERK
TOWN OF MEDARY
N3393 SMITH VALLEY RD
LA CROSSE, WI 54601-2988

Subject: AUTOMOTIVE ENTERPRISES LLC ANNEXATION

The proposed annexation submitted to our office on May 15, 2024, 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 Onalaska, 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 14669 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=2743>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner