

# 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: **SHRINE OF OUR LADY OF GUADALUPE OF THE  
DIOCESE OF LACROSSE, INC.; C/O FR. PAUL CHECK**

Address: **5250 JUSTIN ROAD**

**PO BOX 1237**

**LACROSSE, WI 54601**

Email: **FRPNC@MAC.COM**

Office use only:

**RECEIVED**

**June 4, 2024**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

1. Town where property is located: **Shelby**

2. Petitioned City or Village: **LA CROSSE**

3. County where property is located: **LA CROSSE**

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

5. Area (in acres) of the territory to be annexed: **10.75**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **11-2003-0**

Petitioners phone:

**877-799-4059 ext 225**

Town clerk's phone:

**608-788-1032**

City/Village clerk's phone:

**608-789-7511**

## Contact Information if different than petitioner:

Representative's Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Surveyor or Engineering Firm's Name & Address:

**KEVIN J. PAPE**

**VIERBICHER**

**999 FOURIER DRIVE, SUITE 201**

**MADISON, WI 53717**

Phone: **608-821-3955**

E-mail: **KPAP@VIERBICHER.COM**

## 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

**\$800 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

**\$1150 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: 6-4-2024

Payee: Shrine of our Lady of Guadalupe Inc

Check Number: 9901349078

Check Date: 5-13-24

Amount: 1150<sup>00</sup>



**LEGAL DEPARTMENT**

City of La Crosse, Sixth Floor City Hall  
400 La Crosse Street, La Crosse, WI 54601  
Ph: 608.789.7511 Fax: 608.789.7390  
Email: attorney@cityoflacrosse.org

**Stephen F. Matty**  
City Attorney

**Krista A. Gallagher**  
Deputy City Attorney

**Ellen R. Atterbury**  
Assistant City Attorney

May 28, 2024

Wisconsin Department of Administration  
Municipal Boundary Review  
PO Box 1645  
Madison, WI 53703-1645

RE: Petition for Direct Annexation  
5250 Justin Road

Dear Sir or Madam:

Enclosed herewith for filing you will find a copy of a Petition for Direct Annexation by Unanimous Approval along with legal description and scale map. The annexation petition was filed with the City of La Crosse Clerk on May 24, 2024. A check in the amount of \$1,150 is enclosed as the incorporation and annexation review fee, as well as the Request for Annexation Review Form.

Thank you.

Sincerely,

Brenda Buddenhagen  
Paralegal

Enclosures

CC: Fortune Weaver – Clerk of Town of Shelby

PETITION FOR DIRECT ANNEXATION  
BY UNANIMOUS APPROVAL  
PURSUANT TO SEC. 66.0217(2), WIS. STATS

We, the undersigned, constituting all of the electors and all of the owners of real property in the following territory of the Town of Shelby, La Crosse County, Wisconsin, lying contiguous to the City of La Crosse, petition the Common Council of the City of La Crosse to annex the territory described below and shown on the attached scale map to the City of La Crosse, La Crosse County, Wisconsin.

Legal description of territory annexed is attached hereto as Exhibit "A."

We state the said territory has a population of 0.

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.

<u>Signature of Petitioner</u>	<u>Date of Signing</u>	<u>Owner</u>
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(Rev.) P.M. Oll

25 April 24

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Address or Description of Property: Parcel has no address.

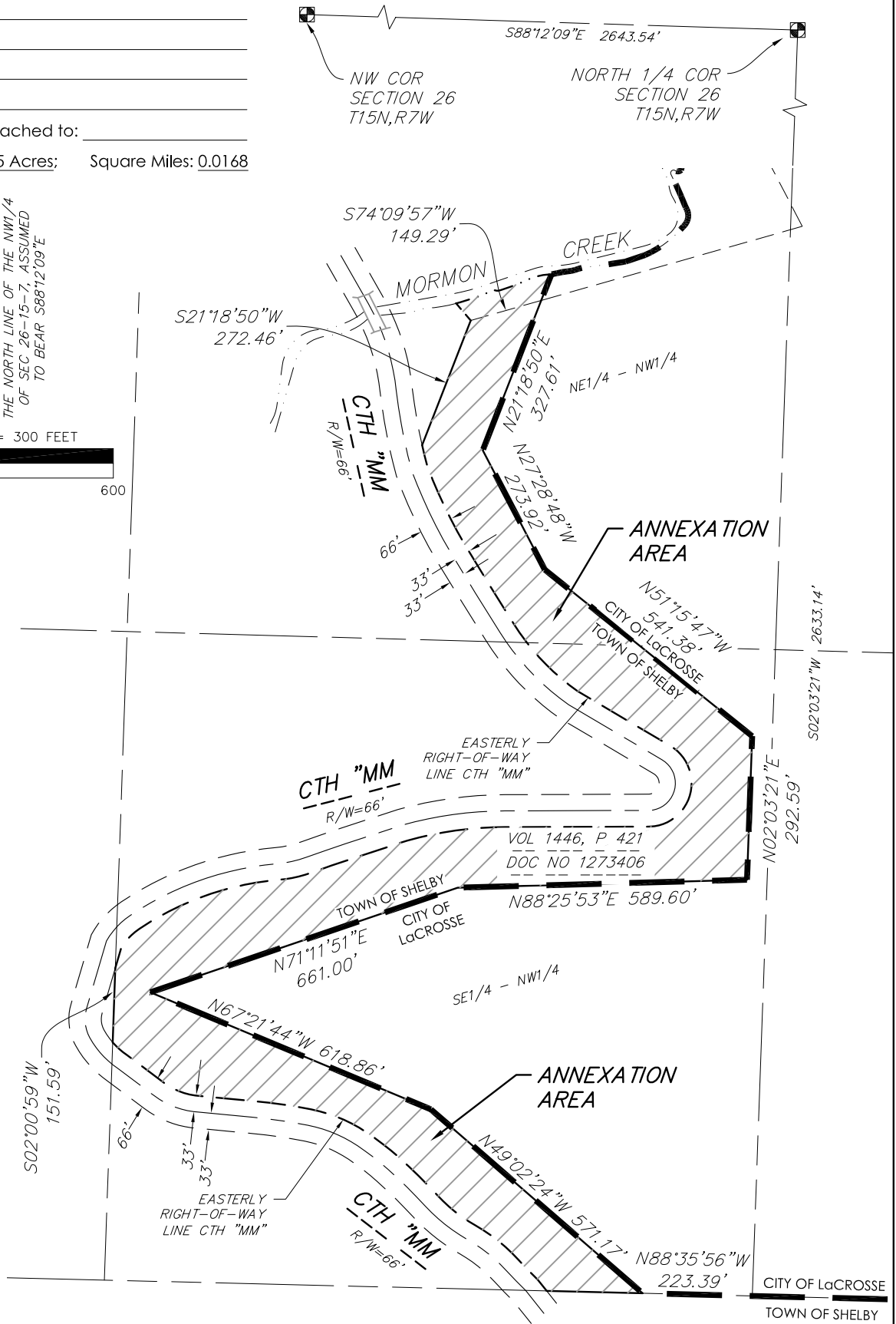
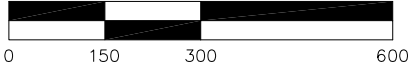
See Exhibit "A" for property description.

Ordinance No. \_\_\_\_\_  
I.D. No. \_\_\_\_\_  
Date Adopted: \_\_\_\_\_  
Date Published: \_\_\_\_\_  
Aldermanic District Attached to: \_\_\_\_\_  
Area: 468,270 s.f. 10.75 Acres; Square Miles: 0.0168



BEARINGS ARE BASED UPON  
THE NORTH LINE OF THE NW1/4  
OF SEC 26-15-7, ASSUMED  
TO BEAR S88°12'09"E

GRAPHIC SCALE, 1" = 300 FEET



## EXHIBIT A

### Annexation Area Description

A parcel of land located in the SE1/4 of the NW1/4 and NE1/4 of the NW1/4 of Section 26, T15N, R7W, Town of Shelby, LaCrosse County, Wisconsin, described as follows: Commencing at the North quarter corner of said Section 26; thence S02°03'21"W, 2,633.14 feet along the east line of said NW1/4 to the southeast corner of said SE1/4 of the NW1/4; thence N88°35'56"W, 223.39 feet along the south line of said SE1/4 of the NW1/4 to the point of beginning; thence N49°02'24"W, 571.17 feet; thence N67°21'44"W, 618.86 feet; thence N71°11'51"E, 661.00 feet; thence N88°25'53"E, 589.60 feet; thence N02°03'21"E, 292.59 feet; thence N51°15'47"W, 541.38 feet; thence N27°28'48"W, 273.92 feet; thence N21°18'50"E, 327.61 feet to a meander line along Mormon Creek; thence S74°09'57"W, 149.29 feet along said meander line; thence S21°18'50"W to a point on the easterly right-of-way line of County Trunk Highway "MM"; thence southerly along said easterly right-of-way line to a point on the west line of said SE1/4 of the NW1/4; thence S02°00'59"W, 151.59 feet along said west line to a point on said easterly right-of-way line of County Trunk Highway "MM"; thence southerly along said easterly right-of-way line to a point on the south line of said SE1/4 of the NW1/4; thence S88°35'56"E along said south line to the point of beginning. Including lands lying between Mormon Creek and the above described meander line.

Said parcel contains 10.75 acres more or less.

# 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: **Shrine of Our Lady of Guadalupe Diocese of La Crosse**

Petition Number: **14677**

1. Territory to be annexed: From **TOWN OF SHELBY**

To **CITY OF LA CROSSE**

2. Area (Acres): 10.75

3. Pick one:  Property Tax Payments

OR  Boundary Agreement

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

\$ 876.16 \*amount paid for entire parcel 11-2003-0 13.68 acres.

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

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

b. Total that will be paid to Town \*may differ slightly as only  
10.75 acres is being annexed  
(annual tax multiplied by 5 years): 4380.80

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: \_\_\_\_\_ % Industrial: \_\_\_\_\_ %

Undeveloped: 100 %

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

Residential: \_\_\_\_\_ % Recreational: \_\_\_\_\_ % Commercial: 5 % Industrial: \_\_\_\_\_ %

Other: 95 %

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?

Shrine of Our Lady Guadalupe. Assembly Use.

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 \_\_\_\_\_

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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.                      already served                      \_\_\_\_\_

Water Supply immediately    
or, write in number of years.                      already served                      \_\_\_\_\_

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: \_\_\_\_\_

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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? G6 -Productive Forest \_\_\_\_\_

Land will be combined with the adjacent parcels and used as part of the existing development

c. How will the land be zoned and used if annexed? Planned Development - Specific \_\_\_\_\_

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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>

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

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Prepared by:  Town  City  Village

Name: Nikki Elsen, City Clerk

Email: [elsenn@cityoflacrosse.org](mailto:elsenn@cityoflacrosse.org)

Phone: 608-789-7555

Date: 6/24/2024

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(March 2018)

Please **RETURN PROMPTLY** to:

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

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

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**REAL PROPERTY LISTERS ANNEXATION REVIEW**

1. Territory to be annexed: | From Town of: | To City/Village of:  
SHRINE OF OUR LADY OF GUADALUPE | SHELBY | CITY OF LACROSSE |

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, 1/4 - 1/4 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 (3) Identify parcel ID numbers being split by annexation
- Y (4) North arrow
- Y (5) Graphic Scale
- Y (6) Streets and Highways shown and identified
- N (7) Legend
- Y (8) Total area/acreage of annexation

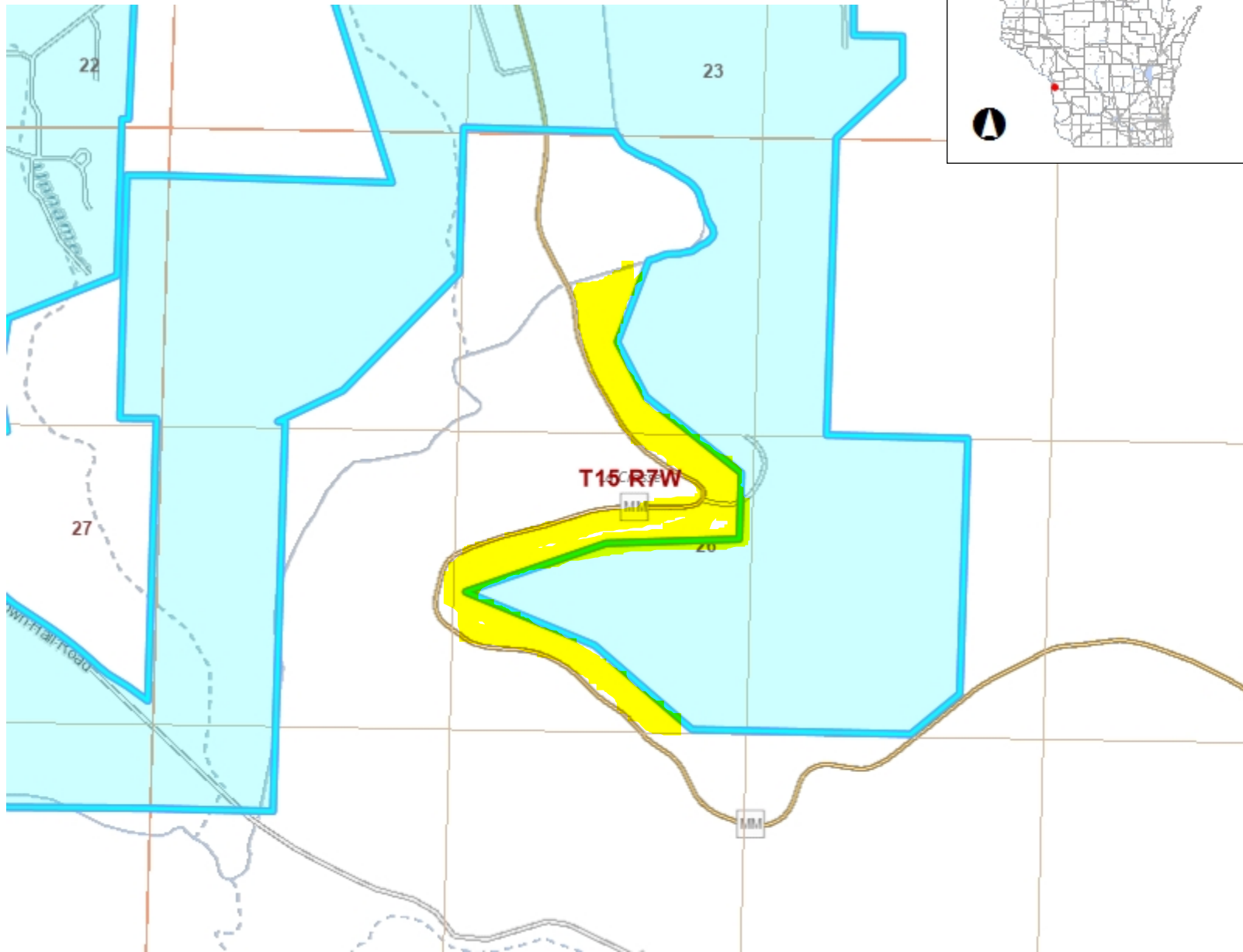
3. Other relevant information and comments:  
This annexation will be a split of 11-2003-0 – the annexation goes to the east line of the right of way and they own to the centerline

Prepared by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

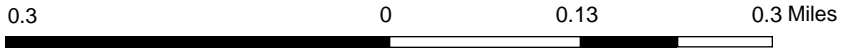
Please **RETURN PROMPTLY** to:  
Municipal Boundary Review  
PO Box 1645  
Madison WI 53701  
(608) 264-6102 **FAX** (608) 264-6104  
[wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)



# 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**

Township N. 15 N; Range N. 7 West, 4th Mer.



Total number of Acres 18,817.58

Surveys Designated.	By Whom Surveyed.	Date of Contract.	Amount of Surveys. M. Ch. Lk.	When Surveyed.	When Charged in the Sur. Genl's acc't
Township lines.	Urich Biggs	August 16th 1845	16. 76. 75	December, 1845	
Subdivisions.	A. L. Brown	October 9th 1846	75. 50. 04	December 1846	

Meanders of								
Posts	Courses	Ch. Lk.	Posts	Courses	Ch. Lk.	Posts	Courses	Ch. Lk.
	Left bank of Main river	80	S. 54° E.	19.00	10 x	S. 7° W.	6.20	
	Thorman Slough down stream		S. 34° E.	8.00		S. 14 1/2° E.	33.28	
			S. 12° W.	6.50		North	5.00	
			S. 12° E.	12.00		S. 13 1/2° E.	8.00	
			S. 13 1/2° E.	22.50		S. 10° E.	3.00	
			S. 21° E.	20.50		S. 1° E.	4.00	
			S. 15 1/2° E.	5.00		S. 8° W.	3.00	
			S. 6° E.	2.50		S. 5° W.	4.00	
			S. 10° E.	2.94		S. 8° W.	3.00	
			S. 12° E.	12.00		S. 7° W.	4.00	
			S. 16° W.	14.00		S. 2° W.	3.50	
			S. 11 1/2° W.	9.50		S. 8° E.	9.00	
			S. 32° E.	7.50		S. 14° E.	2.50	
			S. 32° E.	12.00		S. 12° E.	6.00	
			S. 36° E.	12.50		S. 8° E.	6.00	
			S. 45° E.	1.20		S. 30 1/2° E.	2.50	
			S. 45° E.	12.00		South	9.00	
			S. 37° E.	7.50		S. 6 1/2° E.	5.00	
			S. 40 1/2° E.	3.67		S. 41° E.	3.00	
			S. 32° E.	14.50		S. 32° E.	3.00	
			S. 17° E.	12.00		S. 4° E.	3.50	
			S. 22° E.	2.50		S. 4° E.	3.00	
			S. 27° E.	14.00		S. 15° E.	19.00	
			S. 28° E.	14.50		S. 6° E.	4.50	
			S. 6° W.	9.50		S. 10° E.	8.50	
			S. 22° E.	4.00		S. 25° E.	3.79	
			S. 60° E.	1.00		S. 16° E.	5.50	
			North	6.50		S. 17° E.	4.50	
			S. 12° E.	7.00		S. 37° E.	3.00	
			S. 14° E.	1.00		S. 23° E.	5.00	
			S. 27° E.	6.00		S. 14° W.	9.00	
			S. 10° E.	13.00		S. 24° E.	4.50	
			S. 29° E.	7.50		S. 17° W.	3.00	
			S. 71° E.	4.50		S. 25° W.	5.00	
			S. 89° E.	3.50		S. 65° W.	0.77	
			S. 89° E.	1.50		S. 17° W.	7.00	
			S. 42° E.	3.50		S. 107° W.	6.00	
			S. 84° E.	3.50		S. 155° W.	6.00	
			S. 27° E.	3.00		S. 155° W.	6.00	
			S. 29° E.	1.26		S. 26° W.	6.50	
			S. 17° E.	1.50		S. 113° W.	1.50	
			S. 25° E.	2.00		S. 140° E.	3.02	
			S. 60 1/2° E.	10.00		S. 41° E.	7.00	
			S. 37° E.	3.10		S. 48° E.	12.00	
			S. 35° E.	1.00		S. 60° E.	4.35	
			S. 11° E.	6.50		S. 44° E.	3.00	
			S. 1° E.	9.50		S. 2° E.	4.00	
			S. 30° E.	3.00		S. 14° E.	4.00	
			S. 65° W.	1.65		S. 62 1/2° W.	2.50	
			S. 76° W.	2.00		S. 25° W.	4.50	
			S. 40 1/2° W.	1.50		S. 57° W.	2.92	
			S. 22 1/2° E.	2.50		S. 44° W.	4.00	
			S. 22 1/2° E.	5.00		S. 29° W.	5.00	
			S. 36 1/2° W.	4.50		S. 57 1/2° W.	6.50	
			S. 44 1/2° W.	4.00		S. 11° E.	4.50	
			S. 80° W.	2.00		S. 29° E.	4.00	
			S. 49 1/2° W.	2.00		S. 57° E.	2.11	
			S. 17° W.	2.50		S. 65° E.	2.00	
			S. 26° E.	4.00		S. 37° E.	6.00	
						S. 30° E.	10.50	

The above Map of Township N. 15 North, of Range N. 7 West, of the 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, April 8th 1847

*Geo. Jones* Sur. Genl.



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](mailto:wimunicipalboundaryreview@wi.gov)

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

June 25, 2024

PETITION FILE NO. 14677

NIKKI ELSER, CLERK  
CITY OF LA CROSSE  
400 LA CROSSE ST  
LA CROSSE, WI 54601-3396

FORTUNE BERG, CLERK  
TOWN OF SHELBY  
2800 WARD AVE  
LA CROSSE, WI 54601-7426

Subject: SHRINE OF OUR LADY OF GUADALUPE DIOCESE OF LA CROSSE ANNEXATION

The proposed annexation submitted to our office on June 04, 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 La Crosse, 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 14677 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=2751>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner