

Request for 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/>

Petitioner Information

Name: City of Onalaska

Address: 415 Main Street

Onalaska, WI 54650

Email: kaspenson@onalaskawi.gov

Office use only:

RECEIVED
September 8, 2021
Municipal Boundary Review
Wisconsin Dept. of Admin.

1. Town where property is located: Town of Onalaska

2. Petitioned City or Village: City of Onalaska

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: 1.41

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel): 10-2467-0

Petitioner's phone:

608 - 781 - 9590

Town of Onalaska Clerk's phone:

608-783-4958

City of Onalaska City Clerk's phone:

608-781-9530

Representative's Name and Address:

Katie Apenson

Onalaska City Hall

415 Main Street

Onalaska WI 54650

City State Zip

Phone: 608 - 781 - 9590

E-mail: kaspenson@onalaskawi.gov

Surveyor or Engineering Firm's Name & Address:
Coulee Region Land Surveyors

Christopher Fechner

917 South 4th Street

La Crosse WI 54601

City State Zip

Phone: 608 - 784 - 1614

E-mail: office@couleeregionlandsurveyors.com

Required Items to be provided with Submission:

- ☒ Legal Description meeting requirements of [Sec. 66.0217 \(1\) \(c\)](#), Wis. Stats. (see attached checklist).
- ☒ Map meeting the requirements of [Sec. 66.0217 \(1\) \(g\)](#), Wis. Stats. (see attached checklist).
- Indicate Statutory annexation method used:
 - ☒ Unanimous per [Sec. 66.0217 \(2\)](#), Wis. Stats. **OR**
 - ☒ Direct by one-half approval per Sec. 66.0217 (3), Wis. Stats.
- ☒ Review Fees (see next page for Fee Calculations).

Annexation Review Fee Schedule

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

Required Fees:

The State of Wisconsin requires two (2) fees as shown below. Subsequently, the City of Onalaska requires an additional fee of \$300.00 to process the annexation application.

\$200

DOA Filing Fee:

\$200.00: 2 acres or less

\$350.00: 2.01 acres or more

\$200

DOA Review Fee: (required for all annexations except those consisting ONLY of road right-of-way)

\$200.00: 2 acres or less

\$600.00: 2.01 - 10 acres

\$800.00: 10.01 - 50 acres

\$1,000.00: 50.01 - 100 acres

\$1,400.00: 100.01 - 200 acres

\$2,000.00: 200.01 to 500 acres

\$4,000.00: Over 500 acres

\$400

TOTAL STATE FEE DUE (Add Filing Fee to Review Fee)

\$ _____

City of Onalaska Application Fee:

\$300.00: Processing Fee

**Additional fees/assessments based upon the location of the annexation may include: curb and gutter, sidewalks, water, sewer, etc. Contact the City of Onalaska for a list of required fees.*

**Attach one (1) check for the State of Wisconsin fees,
made payable to:**

Department of Administration

**Attach one (1) check for the City of Onalaska fee(s),
made payable to:**

City of Onalaska

**The City of Onalaska will not process an annexation petition without
payment of applicable fees. For questions related to fees, please contact
the Planning Department at 608-781-9590.**

9-8-21
City of Onalaska

126024
\$400.00
8-31-21

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 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.]

PETITION FOR ANNEXATION

TO: City Clerk
City of Onalaska
415 Main Street
Onalaska, WI 54650

TO: Town of Onalaska
Town Clerk
N5589 Commerce Road
Onalaska, WI 54650

We, the undersigned, City of Onalaska

(Printed Name(s))

City of Onalaska

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 Onalaska, County of La Crosse, Wisconsin to the City of Onalaska and that the subject property be zoned Park and Open Space (P-2) District 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). Therefore, pursuant to Sec. 66.0217(4), Wis. Stats., no notice or publication is required.

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.

SIGNATURES OF PETITIONERS

ADDRESS OF PROPERTY

DATE OF SIGNATURE



N5367 Rylla Street, Onalaska, WI 54650

8/31/21

Kim Smith (Mayor of City of Onalaska)

Tax Parcel Identification Numbers: 10-2467-0

Contact Person: Katie Aspenson

Telephone (608) 9590

Address: 415 Main Street Onalaska, WI 54650

Email: kaspenson@onalaskawi.gov

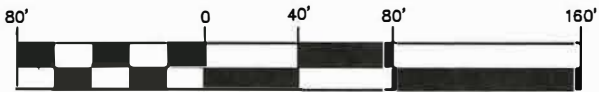
Berntsen Nail
W 1/4 Corner
Section 28
T17N-R7W

N 89°35'44" E

5286.10'

Lunde Mon.
E 1/4 Corner
Section 28
T17N-R7W

Graphic Scale



(IN FEET)
1 inch = 80 ft.

LEGEND

- = Found 1" Iron Pipe (unless stated otherwise)
- = Set 3/4" x 20" Rebar (1.50 lb/lin. ft.)
- () = Recorded dimensions
- ⊕ = Found County marker
- = Boundary of this survey
- - - = Centerline
- . - . = City of Onalaska
- - - - = Town of Onalaska

WELLINGTON GREENS
BLOCK FOUR
OUTLOT 1

City of Onalaska
NE-SE

City of Onalaska

Approximate Forty Line

(S 89°52'45" W)
(N 88°34'35" E)
N 88°14'54" E

WELLINGTON GREENS
BLOCK FOUR
OUTLOT 1

SE-SE
THE JOHN BOSSHARD

PUBLIC PARK
61,419 sq. ft.
1.41 acres

N 00°27'56" W
(N 0°08'15" W)
(N 0°36'50" E)

City of Onalaska

Town of Onalaska

200.00'
S 88°56'14" W
(N 89°15'55" E)

LOT 4

C.S.M.

LOT 3

V. 2

LOT 2

P. 52

D.N. 927241

SURVEYOR'S CERTIFICATE

I, Christopher W. Fechner, Professional Land Surveyor, hereby certify that the survey shown and represented above is accurate and true to the best of my knowledge and belief and that there are no visible encroachments other than those shown.

Christopher W. Fechner PLS 2448



Legal Description for Annexation

All of the Park, Block 2, The John Bosshard Addition to the Town of Onalaska, located in the SE 1/4 of the SE 1/4, Section 28, T17N-R7W, Town of Onalaska, La Crosse County, Wisconsin described as follows:

Commencing at the East 1/4 corner of Section 28, thence S 39°25'49" W 1733.61 feet to the northeast corner of the Park, Block 2, The John Bosshard Addition to the Town of Onalaska and the point of beginning of this description:

thence S 00°27'56" E 308.31 feet to the southeast corner of said Park;
thence S 88°56'14" W 200.00 feet to the southwest corner of said Park;
thence N 00°27'56" W 305.91 feet to the northwest corner of said Park;
thence N 88°14'54" E 200.04 feet to the point of beginning of this description.

Subject to any easements, covenants, and restrictions of record.

SURVEY FOR

City of Onalaska

All of the Park, Block 2, The John Bosshard Add. to the Town of Onalaska; Located in the SE-SE, Section 28, T17N-R7W; Town of Onalaska, La Crosse County, WI N5367 Rylla Street

DRAWN BY: CF TS
DATE: 8/21/2021

REVISED BY: DATE:

SCALE:
1" = 80'

SHEET 1 OF 1

PROJECT NO.:

S-7814

FIELD CREW:

RC BW



917 SOUTH 4TH STREET - P.O. BOX 1954
LA CROSSE, WISCONSIN 54601

PHONE (608) 784-1614 FAX (608) 784-1408
www.couleeregionlandsurveyors.com

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: **City of Onalaska**

Petition Number: **14439**

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

2. Area (Acres): 32.20

3. Pick one: ☐ Property Tax Payments

OR ☒ Boundary Agreement

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

\$ _____

b. Total that will be paid to Town

(annual tax multiplied by 5 years): _____

c. Paid by: ☐ Petitioner ☐ City ☐ Village

☐ Other: _____

a. Title of boundary agreement City of Onalaska, Village of Holmen, Town of Onalaska Boundary Agreement

b. Year adopted 2016

c. Participating jurisdictions City of Onalaska, Town of Onalaska, & Village of Holmen

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: _____% Recreational: 100% Commercial: _____% Industrial: _____%

Undeveloped: _____%

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

Residential: _____% Recreational: 100% 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?

City of Onalaska Wellington Greens Park and single family residential dwellings.

In the town?: Rural residential (single family dwellings).

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 City-owned park located in Town of Onalaska. To be merged with abutting Wellington Greens Park.

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. N/A _____

Water Supply immediately ☒ ☐
or, write in number of years. N/A _____

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? Public & Institutional

c. How will the land be zoned and used if annexed? Park and Open Space District (P-2)

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, Planning Manager

Email: kaspenson@onalaskawi.gov

Phone: 608-781-9590

Date: September 9, 2021

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

PETITION # _____

REAL PROPERTY LISTERS ANNEXATION REVIEW

1. Territory to be annexed: 10-2467-0	From Town of: ONALASKA	To City/Village of: CITY OF ONALASKA
--	---------------------------	---

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

___Y___ (4) North arrow

___Y___ (5) Graphic Scale

___Y___ (6) Streets and Highways shown and identified

___Y___ (7) Legend

___Y___ (8) Total area/acreage of annexation

3. Other relevant information and comments:

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

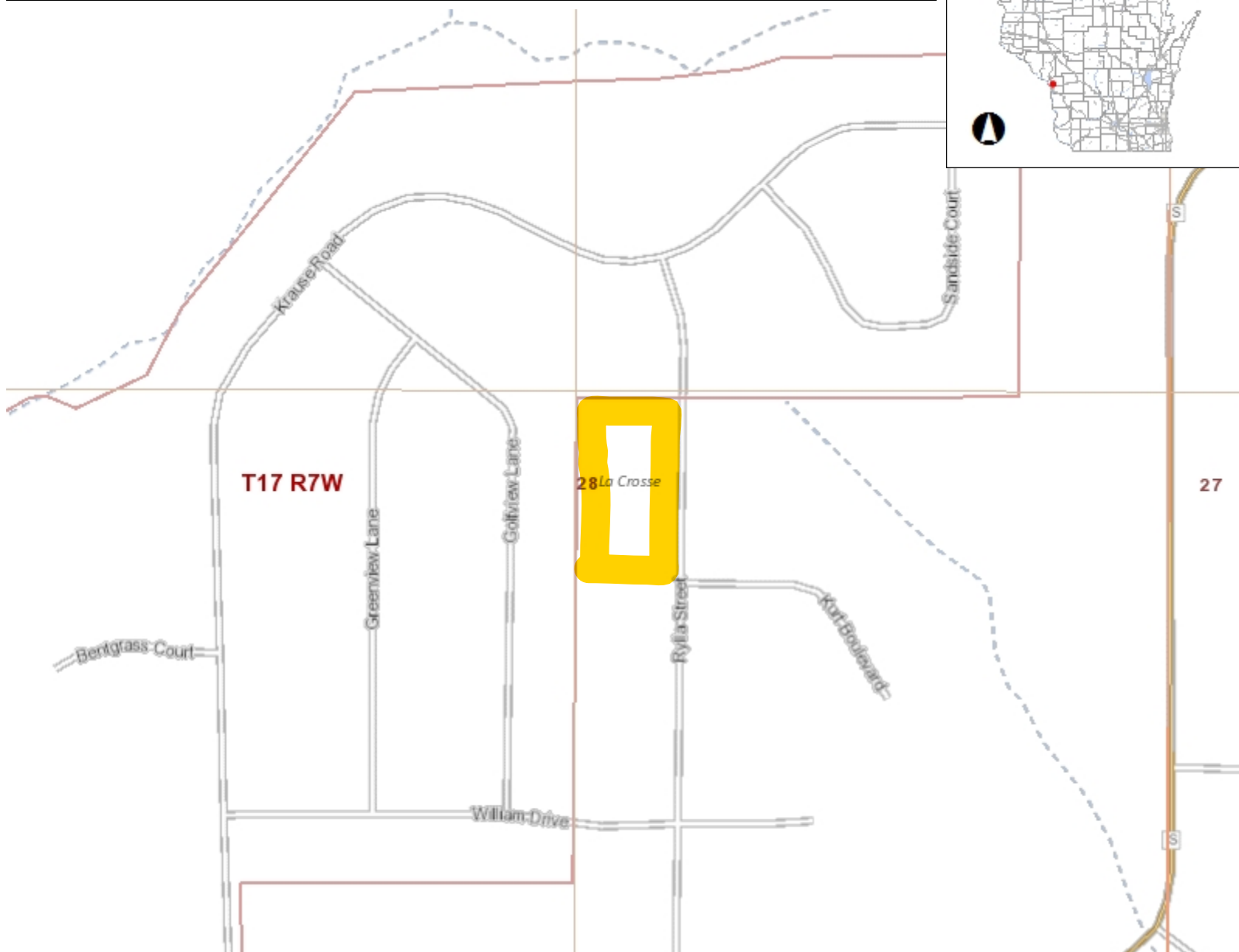


Surface Water Data Viewer Map



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



0.1 0 0.06 0.1 Miles

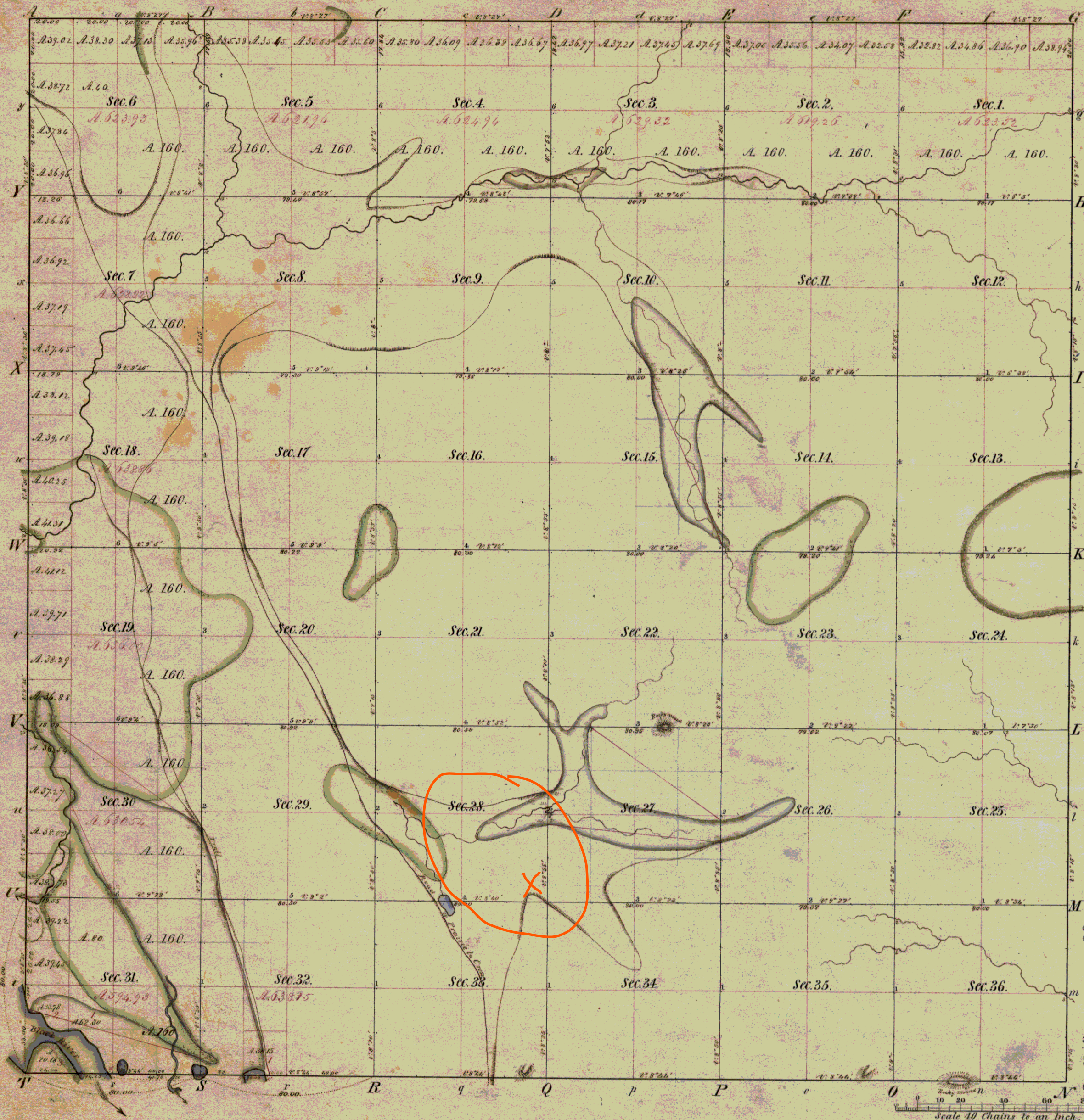
NAD_1983_HARN_Wisconsin_TM

1: 3,960

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^o 17 N; Range N^o 7 West, 4th Mer.



Total number of Acres: 22,869.63

Survey Designated	By Whom Surveyed	Date of Contract	Amount of Survey	When Surveyed	When p ^d for and ch ^d in the Sur. Gen ^l acc ^t
Township lines	Wash. Briggs	August 16 th 1845	M. Ch ^s Eks.	November 1845	
Subdivisions	A. H. Brown	October 9 th 1846	61 10 .94	Nov. 3 rd Dec ^r 1846	

The above Map of Township N^o 17 North, of Range N^o 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. M. Jones
Sur. Gen^l

Meanders of Black River

Posts	Courses	Ch ^s Lk ^s	Posts	Courses	Ch ^s Lk ^s	Posts	Courses	Ch ^s Lk ^s
Blk river by old down stream								
1	N 16° E	5.50						
	S 89° E	5.50						
	S 17° E	6.50						
	S 68° E	7.00						
	S 86° E	10.00						
	S 20° E	3.50						
	S 32° E	7.50						
	S 32° E	10.00						
	S 45° E	2.50						
right bank down stream								
3	S 20° E	11.00						
	S 63° E	5.50						
	S 88° E	4.50						
4	S 40° E	17.90						
Head of Lake								
5	S 64° E	5.50						
	S 88° E	4.50						
6	S 16° E	2.50						
Miles Chs Lks								
1. 22. 90								

Comp^d



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>

September 28, 2021

PETITION FILE NO. 14439

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

MARY RINEHART, CLERK
TOWN OF ONALASKA
N5589 COMMERCE ROAD
ONALASKA, WI 54650-9266

Subject: CITY OF ONALASKA ANNEXATION

The proposed annexation submitted to our office on September 08, 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 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 14439 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=2513>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner