

# 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: **NORMAN J. & JEAN A ZELLNER**

Address: **1715 SCENIC LANE**

**LUXEMBURG, WI 54217**

Email:

Office use only:

**RECEIVED**

**October 8, 2021**

Municipal Boundary Review  
Wisconsin Dept. of Admin.

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

2. Petitioned City or Village: **LUXEMBURG**

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

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

5. Area (in acres) of the territory to be annexed: **75**

6. Tax parcel number(s) of territory to be annexed  
(if the territory is part or all of an existing parcel): **012-00028-0320  
& 012-00028-0261**

Petitioners phone:

**920-845-2642**

Town clerk's phone:

**920-536-1245**

City/Village clerk's phone:

**920-845-2722**

Contact: *Municipal Boundary Review -*

*Please let me know if I missed anything. Thank you!*

Phone: *Call 920-845-2722 and/or*

E-mail: *cherk.treasurer@luxemburg.wi.gov*

Surveyor or Engineering Firm's Name & Address:

Phone:

E-mail:

## 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

**\$1000 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

**\$1350 TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

**Include** check or money order, 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: 10-6-2021

Payee: Norman or Jean Zellner

Check Number: 7511

Check Date: 10-1-21

Amount: 1,350<sup>00</sup>

PETITION FOR DIRECT ANNEXATION  
PURSUANT TO SEC. 66.021, WISCONSIN STATUTES

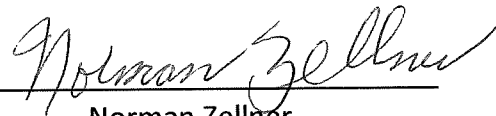
We, the undersigned, constituting all of the electors and owners of the real property in the following territory of the Town of Luxemburg, Kewaunee County, Wisconsin, lying contiguous to the Village of Luxemburg, petition to the Village Board of said Village to annex the territory described below and shown on the attached scale map to the Village of Luxemburg, Kewaunee County, Wisconsin:

Two parcels of land (Southeast ¼-Northwest 1/4 South 28; parcel #: 012-00028-0320 and Northeast 1/4-Northwest 1/4 S28 EXC LOT 1 OF 5CSM-125 MAP #897; parcel #: 012-00028-0261), Town of Luxemburg, Kewaunee County, Wisconsin. Mailing address of: 1715 Scenic Lane, Luxemburg, WI 54217

Parcel contains 75 acres. No person resides in the parcel of land subject to this petition for annexation.

The current population of such territory is 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.

  
Norman Zellner

9-30-2021  
Date

  
Jean Zellner

9-30-2021  
Date

(http://www.kewauneeco.org/lio)

Search powered by



# Kewaunee County Assessment/Property Tax Web Portal

(http://www.gcssoftware.com)

Tax Year	Prop Type	Parcel Number	Municipality	Property Address	Billing Address
2021 ▾	Real Estate	012-00028-0261	012 - TOWN OF LUXEMBURG		NORMAN J. & JEAN A. ZELLNER TRUST 1715 SCENIC LA LUXEMBURG WI 54217

**Tax Year Legend:** = owes prior year taxes = not assessed = not taxed Delinquent Current

## Property Summary

<b>Parcel #:</b>	012-00028-0261
<b>Alt. Parcel #:</b>	31 012 28.051
<b>Parcel Status:</b>	Current Description
<b>Creation Date:</b>	
<b>Historical Date:</b>	
<b>Acres:</b>	35.000

## Property Addresses

No Property Addresses were found

## Owners

Name	Status	Ownership Type	Interest
ZELLNER TRUST, NORMAN J. & JEAN A.	CURRENT OWNER		
ZELLNER, NORMAN J. & JEAN A.	FORMER OWNER		

## Parent Parcels

No Parent Parcels were found

## Child Parcels

No Child Parcels were found

## Abbreviated Legal Description

(See recorded documents for a complete legal description)

NE1/4-NW1/4 S28 EXC LOT 1 OF 5CSM-125 MAP #897

## Public Land Survey - Property Descriptions

Primary	Section ▲	Town	Range	Qtr 40	Qtr 160	Gov Lot	Block/Condo Bldg	Type #	Plat
	28	24 N	23 E	NE	NW				NOT AVAILABLE

## District

Code ▲	Description	Category
	KEWAUNEE COUNTY	OTHER DISTRICT
	LOCAL	OTHER DISTRICT
	STATE OF WISCONSIN	OTHER DISTRICT

(http://www.kewauneeco.org/llo)

Search powered by



# Kewaunee County Assessment/Property Tax Web Portal

(http://www.gcssoftware.com)

Tax Year	Prop Type	Parcel Number	Municipality	Property Address	Billing Address
2021 ▼	Real Estate	012-00028-0320	012 - TOWN OF LUXEMBURG		NORMAN J. & JEAN A. ZELLNER TRUST 1715 SCENIC LA LUXEMBURG WI 54217

## Tax Year Legend:



= owes prior year taxes



= not assessed



= not taxed

Delinquent

Current

## Property Summary

Parcel #:	012-00028-0320
Alt. Parcel #:	31 012 28.08
Parcel Status:	Current Description
Creation Date:	
Historical Date:	
Acres:	40.000

## Property Addresses

No Property Addresses were found

## Owners

Name	Status	Ownership Type	Interest
ZELLNER TRUST, NORMAN J. & JEAN A.	CURRENT OWNER		
ZELLNER, NORMAN J. & JEAN A.	FORMER OWNER		

## Parent Parcels

No Parent Parcels were found

## Child Parcels

No Child Parcels were found

## Abbreviated Legal Description

(See recorded documents for a complete legal description)

SE1/4-NW1/4 S28

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## District

Code ▲	Description	Category
	KEWAUNEE COUNTY	OTHER DISTRICT
	LOCAL	OTHER DISTRICT
	STATE OF WISCONSIN	OTHER DISTRICT





## Kewaunee County GIS

DISCLAIMER: Kewaunee County does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 459'



## Kewaunee County

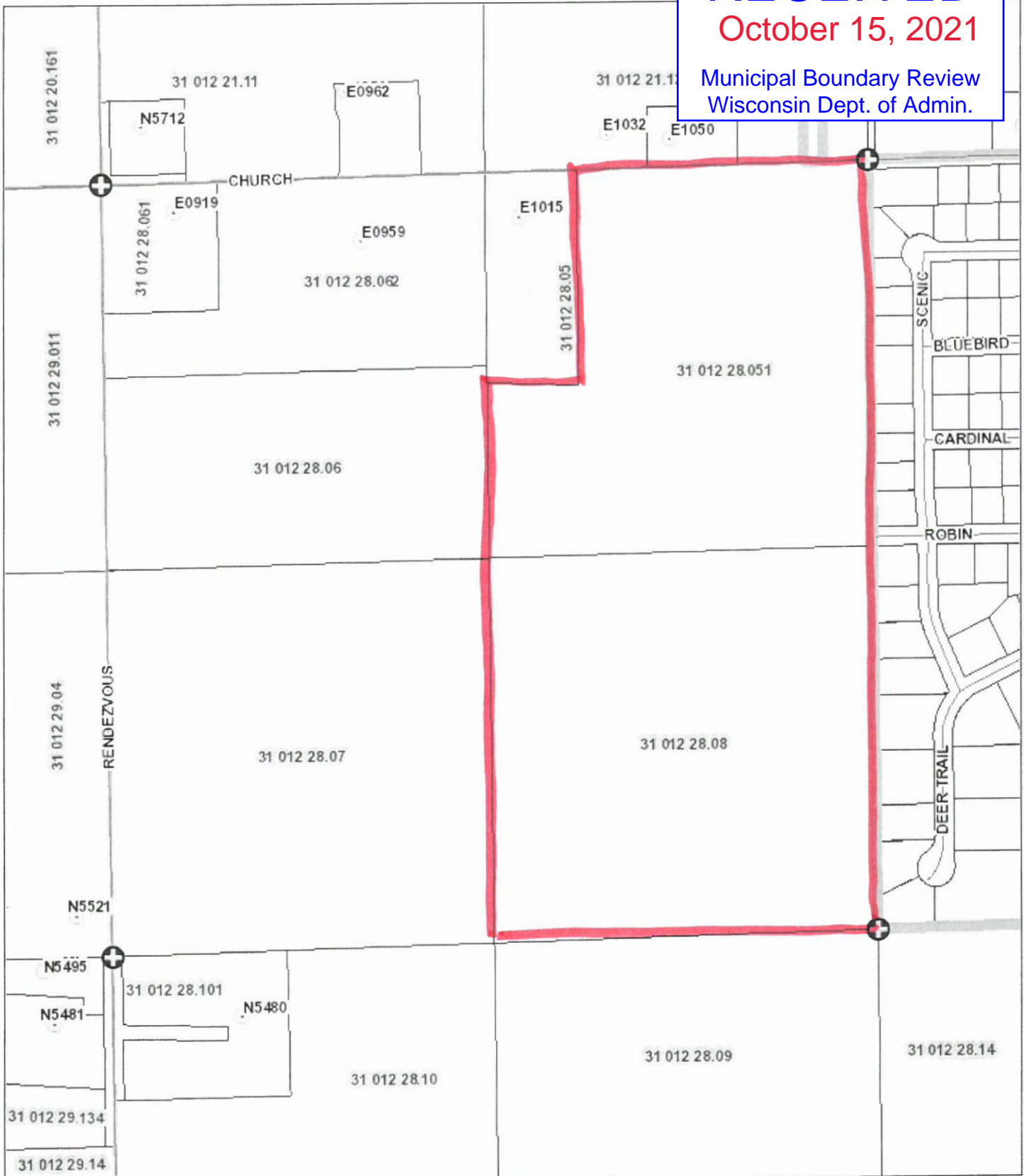
Land Information Office  
810 Lincoln St  
Kewaunee, WI 54216  
920-388-7190

Print Date: 9/27/2021

# RECEIVED

October 15, 2021

Municipal Boundary Review  
Wisconsin Dept. of Admin.



## Kewaunee County GIS

DISCLAIMER: Kewaunee County does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 464'

## Kewaunee County

Land Information Office  
810 Lincoln St  
Kewaunee, WI 54216  
920-388-7190

Print Date: 10/12/2021



# 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: **Zellner**

Petition Number: **14455**

1. Territory to be annexed: **From TOWN OF LUXEMBURG** **To VILLAGE OF LUXEMBURG**

2. Area (Acres): **75**

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ **26.43**

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **132.15**

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 % agriculture / under developed**

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

Residential: **100 %** 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?: **Luxemburg**

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? Agricultural/Undeveloped

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

Prepared by: ☒ Town ☐ City ☐ Village

Name: Glende Daul

Email: clerk.townofluxemburg@gmail.com

Phone: 920-536-1245

Date: 10/27/2021

(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

# Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration  
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PO Box 1645  
Madison WI 53701  
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1. Territory to be annexed: From **TOWN OF LUXEMBURG** To **VILLAGE OF LUXEMBURG**

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3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ **26.43**

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

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

b. Total that will be paid to Town

(annual tax multiplied by 5 years): **132.15**

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** % **agriculture/Undeveloped**

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

Residential: **100** % 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?: **Luxemburg**

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 ☒ 5 ☐

or, write in number of years. \_\_\_\_\_

Water Supply immediately ☒ 5 ☐

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? Agricultural / Undeveloped

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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>

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

Prepared by: ☐ Town ☐ City ☒ Village

Name: Melissa Stipe

Email: clerk@treasurer@Luremburgusa.com

Phone: 920-845-2722

Date: 10/26/2021

Please **RETURN PROMPTLY** to:

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

Municipal Boundary Review

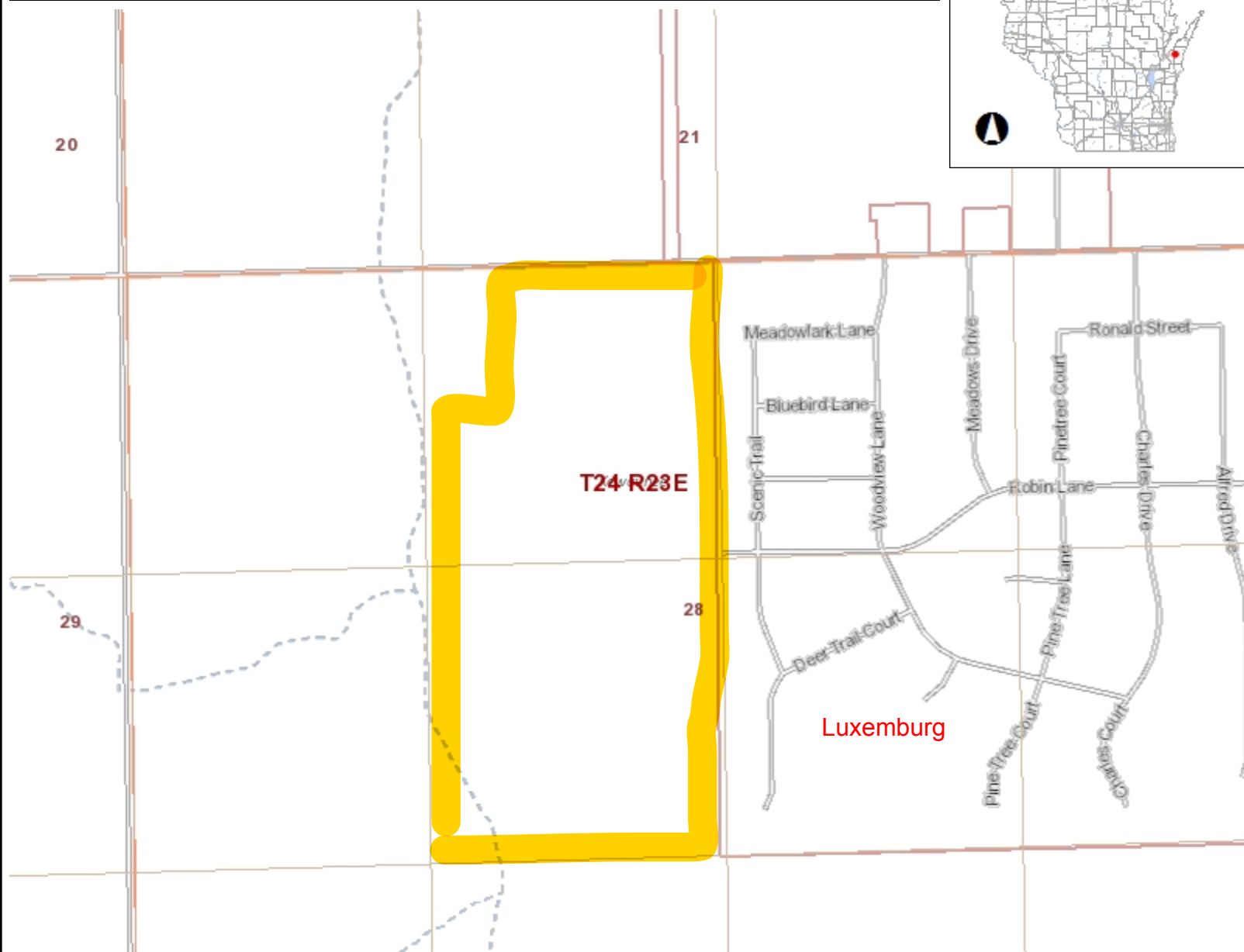
PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)



# 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

0.3 0 0.13 0.3 Miles

NAD\_1983\_HARN\_Wisconsin\_TM

1: 7,920

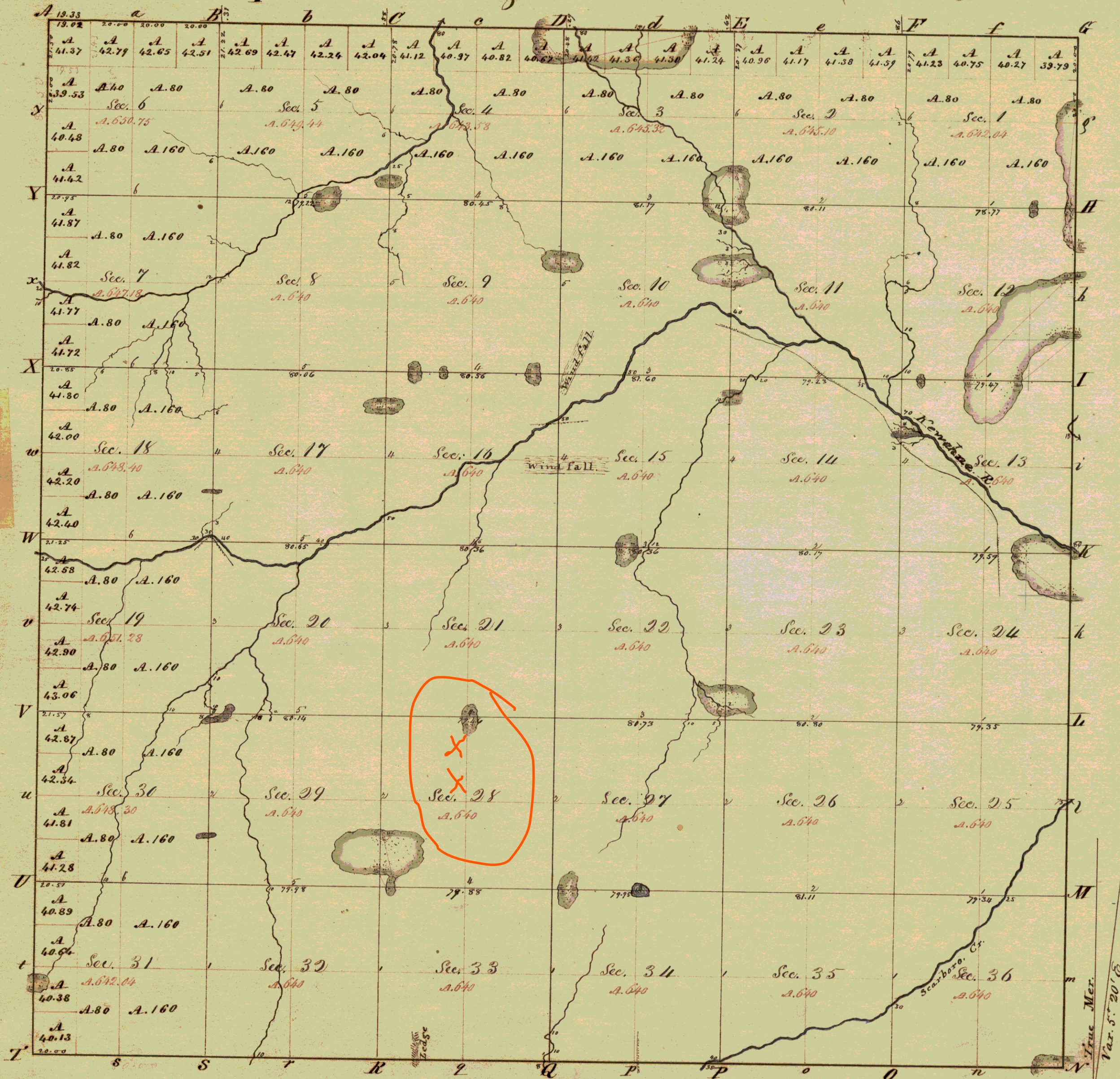
DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No 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<sup>o</sup> XXIV. Range N<sup>o</sup> XXIII E. 4<sup>th</sup> Mer. (Wis. Ter.)

27-15



Total number of Acres 33,113.43

Scale 40 ch. to an inch.

Survey Designated	By whom Surveyed	Date of Contract	Acres Surveyed	When Surveyed	When Surveyed in Sec. 1835
Subdivision	Coshua Hathaway	23 <sup>rd</sup> Apr. 1834	60.08.77	3 <sup>rd</sup> 7 <sup>th</sup> 1834	1 <sup>st</sup> 7 <sup>th</sup> 1835
Town lines	John Mullett & John Brink	1 <sup>st</sup> July 1833	24.00.83	1 <sup>st</sup> 7 <sup>th</sup> 1834	3 <sup>rd</sup> 7 <sup>th</sup> 1834

The above Map of Township N. 24 N., Range N. 23 E., 4<sup>th</sup> Meridian (N.W.P.) is thielly conformable to the field notes of the Survey thereof on file in this Office, which have been examined and approved.

Surveyor General's Office E. M. Williams

Sec. 31

Uncollected, Mar 30 1835

2 Pages





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>

November 11, 2021

PETITION FILE NO. 14455

MILISSA STIPE, CLERK  
VILLAGE OF LUXEMBURG  
PO BOX 307  
LUXEMBURG, WI 54217-0307

GLEND A DAUL, CLERK  
TOWN OF LUXEMBURG  
PO BOX 28  
LUXEMBURG, WI 54217-0028

Subject: ZELLNER ANNEXATION

The proposed annexation submitted to our office on October 22, 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 **VILLAGE OF LUXEMBURG**, which is able to provide needed municipal services.

Note: The territory being annexed must be described by metes and bounds commencing from a monumented corner of the 1/4-section in which the territory lies. The scale map of the territory must include a graphic scale and must clearly show and identify the existing municipal boundary. (ref: s. 66.0217 (1) (c) & (g), Wis. Stats.).

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 14455 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=2529>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



**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>

---

December 22, 2021

PETITION FILE NO. 14455

MILISSA STIPE, CLERK  
VILLAGE OF LUXEMBURG  
PO BOX 307  
LUXEMBURG, WI 54217-0307

GLEND A DAUL, CLERK  
TOWN OF LUXEMBURG  
PO BOX 28  
LUXEMBURG, WI 54217-0028

Subject: ZELLNER ANNEXATION

Following the Department's review of the proposed Zellner annexation, it has come to our attention that this annexation could create an isolated area of Town of Luxemburg territory. Specifically, staff from Kewaunee County has identified an area of Town territory which would effectively become an island area cut off from other Town territory. Creation of town islands by annexation is prohibited by s. 66.0221, Wis. Stats.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner