

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: Janice B Klein Survivors Trust

Petition Number: 14518

1. Territory to be annexed: From TOWN OF HULL

To CITY OF STEVENS POINT

2. Area (Acres): .978

3. Pick one: ☒ Property Tax Payments

OR ☐ Boundary Agreement

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

\$ 537.24

a. Title of boundary agreement

b. Year adopted

b. Total that will be paid to Town

(annual tax multiplied by 5 years): \$2,686.20

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: 1 Total: 1

5. Approximate present land use of territory:

Residential: 100 % Recreational: % Commercial: % 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 & Commercial

In the town?: Residential & Institutional

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? R-2 Residential

c. How will the land be zoned and used if annexed? R-LD - Residential Low Density

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/ei-100>

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

Property is immediately adjacent to existing City of Stevens Point Boundary. City Sewer and Water abut the parcel. Additionally, this clears up Right of Way jurisdiction on Windy Drive.

Prepared by: ☐ Town ☒ City ☐ Village

Name: Ryan Kernosky

Email: rkernosky@stevenspoint.com

Phone: 715-346-1567

Date: July 27, 2022

(March 2018)

Please RETURN PROMPTLY to:

wimunicipalboundaryreview@wi.gov

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

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: **Janice B Klein Survivors Trust**

Phone: **715-252-1656**

Email: **janklein32@hotmail.com**

RECEIVED

July 21, 2022

Municipal Boundary Review
Wisconsin Dept. of Admin.

Contact Information if different than petitioner:

Representative's Name: **Janice Klein, Mark Klein**

Phone: **715-252-1656**

E-mail: **janklein32@hotmail.com**

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

2. Petitioned City or Village: **Stevens Point**

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

4. Population of the territory to be annexed: **1**

5. Area (in acres) of the territory to be annexed: **.573 OF SUBJECT PARCEL, TOTAL .978 WITH
SUBJECT PARCEL AND DEDICATED RIGHT-OF-WAY**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
020240835-02.07

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

\$200 Initial Filing Fee (required with the first submittal of all petitions)

\$200 – 2 acres or less

\$350 – 2.01 acres or more

\$200 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

\$400 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: 7-20-2022

Payer: Janice A Klein Tstee/grnt

Check Number: 1322

Check Date: 7-15-22

Amount: 400⁰⁰

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

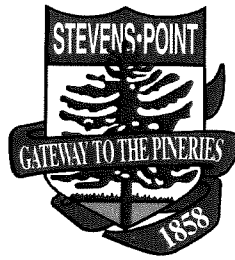
- ☒ The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:
 - A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. 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 Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



**Department of Community Development
Redevelopment Authority**
Ryan J. Kernosky, Director
Ph: (715) 346-1567
Fax: (715) 346-1498

18 July 2022

Wisconsin Department of Administration
Attn Municipal Boundary Review
PO Box 1645
Madison, WI 53701-1645

**RE: PETITION FOR ANNEXATION BY UNANIMOUS APPROVAL, CONST. WITH WIS. STATS.
66.0127(2)**

Erich Schmidtke -

Enclosed, please find a petition signed by all of the electors and property owners for direct annexation by unanimous consent of certain property located in the Town of Hull to the City of Stevens Point. The legal description for the property subject to the petition is described in the enclosed petition with a scale map.

The City of Stevens Point Community Development Department is assisting the property owner through the annexation process.

Thank you,

Ryan Kernosky

Enclosures

CC: Janice Klein
Mark Klein
Adam Kuhn

www.stevenspoint.com

PETITION FOR ANNEXATION
DIRECT ANNEXATION BY UNANIMOUS APPROVAL
WIS. STATS. 66.0217(2)

TO: City of Stevens Point
Attn. City Clerk
1515 Strong's Avenue
Stevens Point, WI 54481

WITH SIGNED COUNTERPART COPIES TO:

Town of Hull
Attn. Town Clerk
4550 Wojcik Memorial Drive
Stevens Point, WI 54482

Wisconsin Department of Administration
Attn. Municipal Boundary Review
PO Box 1645
Madison, WI 53701-1645

FROM: Janice Klein, Mark Klein, as trustee of the Janice B. Klein Survivors Trust (herein collectively the "Petitioners"), c/o Janice Klein and Mark Klein, 5473 Walter Street, Stevens Point, WI 54482

THIS PETITION ("Petition") is made by Petitioners on July 15, 2022.

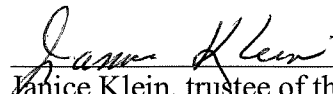
1. **Petition of Annexation; Legal Description of Property.** Petitioners hereby petition and request that the real property described on Exhibit A, attached hereto (herein the "Property"), be detached from the Town of Hull, Portage County, Wisconsin, and be annexed to the City of Stevens Point, Portage County, Wisconsin. The Tax Key Numbers for the Property are as follows:

<u>Tax Key Numbers</u>	<u>Owners</u>
020240835-02.07	Janice B. Klein Survivor's Trust

2. **Ownership of Property; Scale Map.** Petitioners are the sole owners of the Property, which consists of .573 acres, with a total .978 acres with proposed right of way annexation, further described on the Scale Map attached hereto as Exhibit B.
3. **Population.** Petitioners represent and state that the Property is solely owned by the Petitioners and that one (1) persons reside within the Property; the Property consists of a single-family residential dwelling.

4. **Direct Annexation.** Petitioners make this Petition pursuant to Section 66.0217(2) of the Wisconsin Statutes as a request for direct annexation by unanimous approval of the sole owners of the Property, the Petitioners.
5. **Acknowledgement.** The undersigned owners acknowledge that this Petition, the Legal Description (Exhibit A) and the Scale Map (Exhibit B) have been prepared in accordance with Section 66.0217, Wis. Stats., and that the undersigned has or will provide all required fees to process this Petition.

Owners & Petitioners



Janice Klein, trustee of the
Janice B. Klein Survivor's Trust



Mark Klein

Document Drafted By:
City of Stevens Point
Community Development
1515 Strong's Avenue
Stevens Point, WI 54481

EF: 1162

EXHIBIT 'A'

ANNEXATION LEGAL DESCRIPTION

Lot 1 and all that part of Portage County Certified Survey Map No. 748-3-106, located in the Northwest Quarter of the Northeast Quarter of Section 35, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, described more particularly as follows:

Commencing at the north quarter corner of said Section 35; thence South 00 degrees 33 minutes 00 seconds West along the west line of said Northwest Quarter of the Northeast Quarter of Section 35 a distance of 587.94 feet to the westerly extension of the north line of said Lot 1 of Portage County Certified Survey Map No. 748-3-106 and the point of beginning; thence South 89 degrees 38 minutes 15 seconds East along said westerly extension 33.00 feet to the east right of way line of Sandy Lane and the northwest corner of said Lot 1; thence continuing South 89 degrees 38 minutes 15 seconds East along the north line of said Lot 1 a distance of 153.00 feet to the northeast corner thereof; thence South 00 degrees 33 minutes 00 seconds West along the east line of said Lot 1 a distance of 163.00 feet to the southeast corner thereof and the north right of way line of Windy Drive; thence continuing South 00 degrees 33 minutes 00 seconds West along the southerly extension of said east line 66.00 feet to the south right of way line of said Windy Drive; thence North 89 degrees 38 minutes 15 seconds West along said south right of way line 186.00 feet to the west line of said Northwest Quarter of the Northeast Quarter of Section 35; thence North 00 degrees 33 minutes 00 seconds East along said west line 229.00 feet to the point of beginning and there terminating.

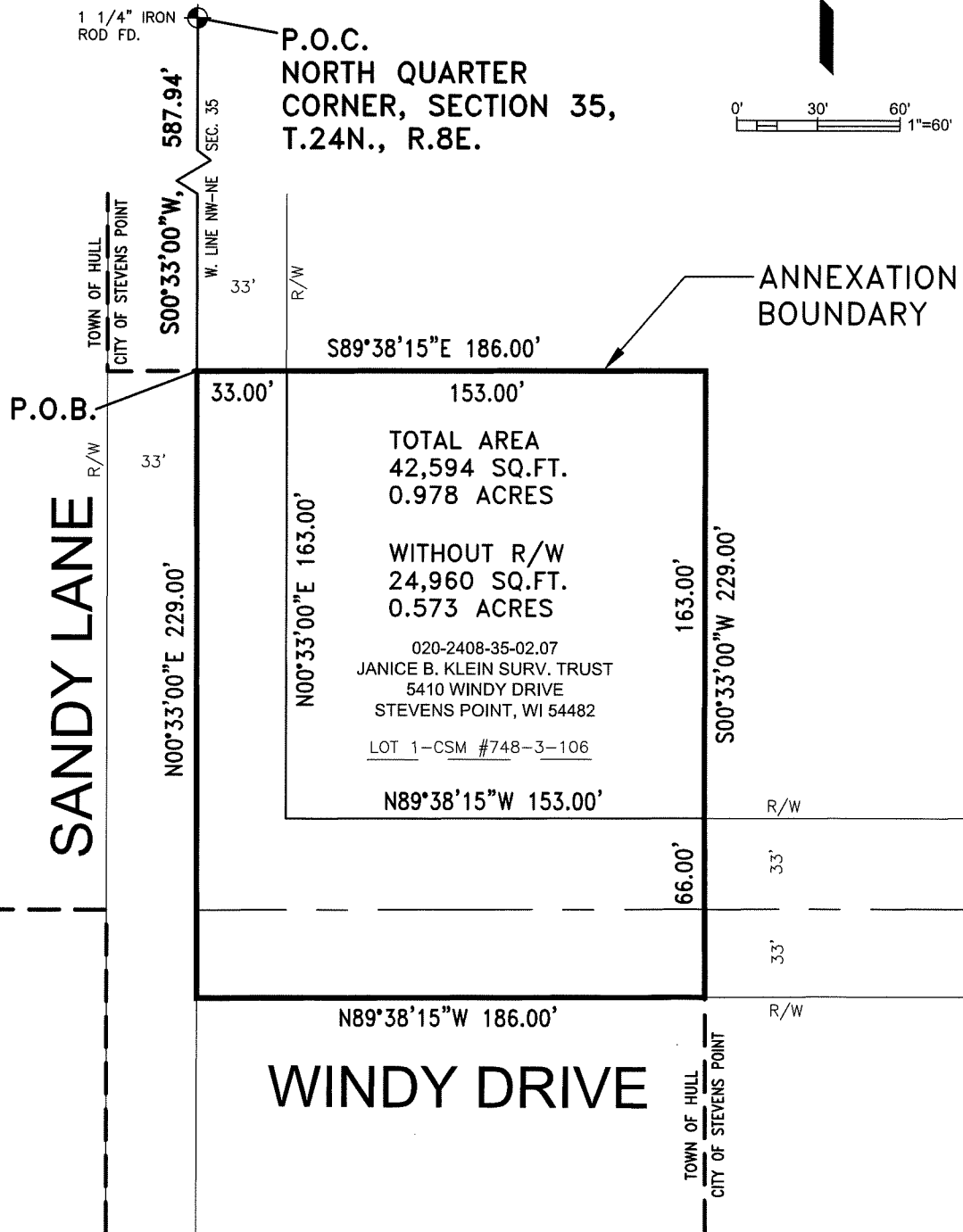
Said annexation contains approximately 42,594 square feet (0.978 acres).

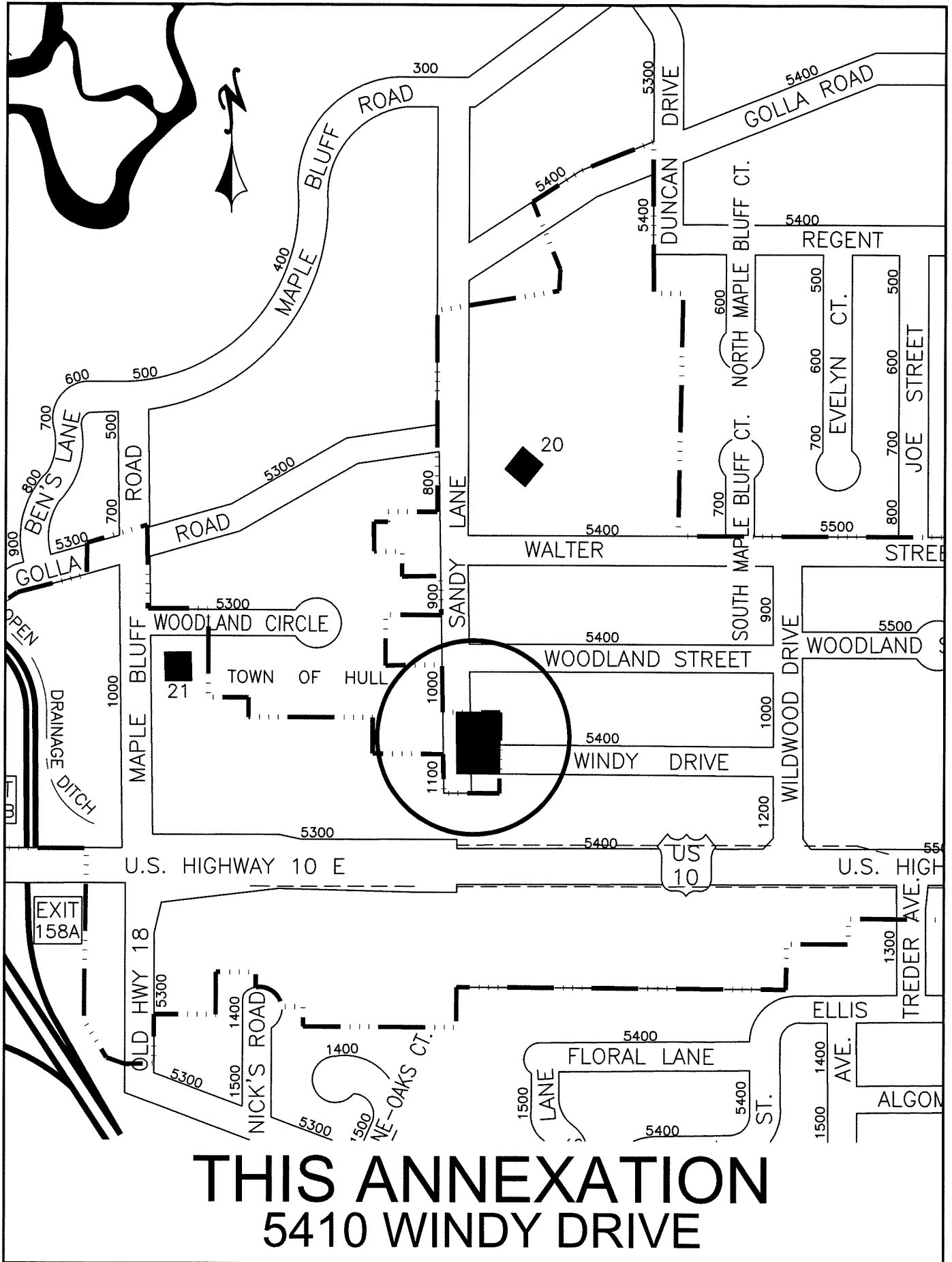
EXHIBIT 'B'

ANNEXATION MAP

BASIS FOR BEARING

THE BEARINGS HEREIN ARE
REFERENCE TO PORTAGE COUNTY
CERTIFIED SURVEY MAP #748-3-106.





THIS ANNEXATION
5410 WINDY DRIVE



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY-DESIGNEE

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>

August 10, 2022

PETITION FILE NO. 14518

KARI YENTER, CLERK
CITY OF STEVENS POINT
1515 STRONGS AVE
STEVENS POINT, WI 54481-3543

JUDITH HOLLEY, CLERK
TOWN OF HULL
4550 WOJCIK MEMORIAL DR
STEVENS POINT, WI 54482-8738

Subject: JANICE B KLEIN SURVIVORS TRUST ANNEXATION

The proposed annexation submitted to our office on July 21, 2022, 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 Stevens Point, 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 14518 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=2592>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

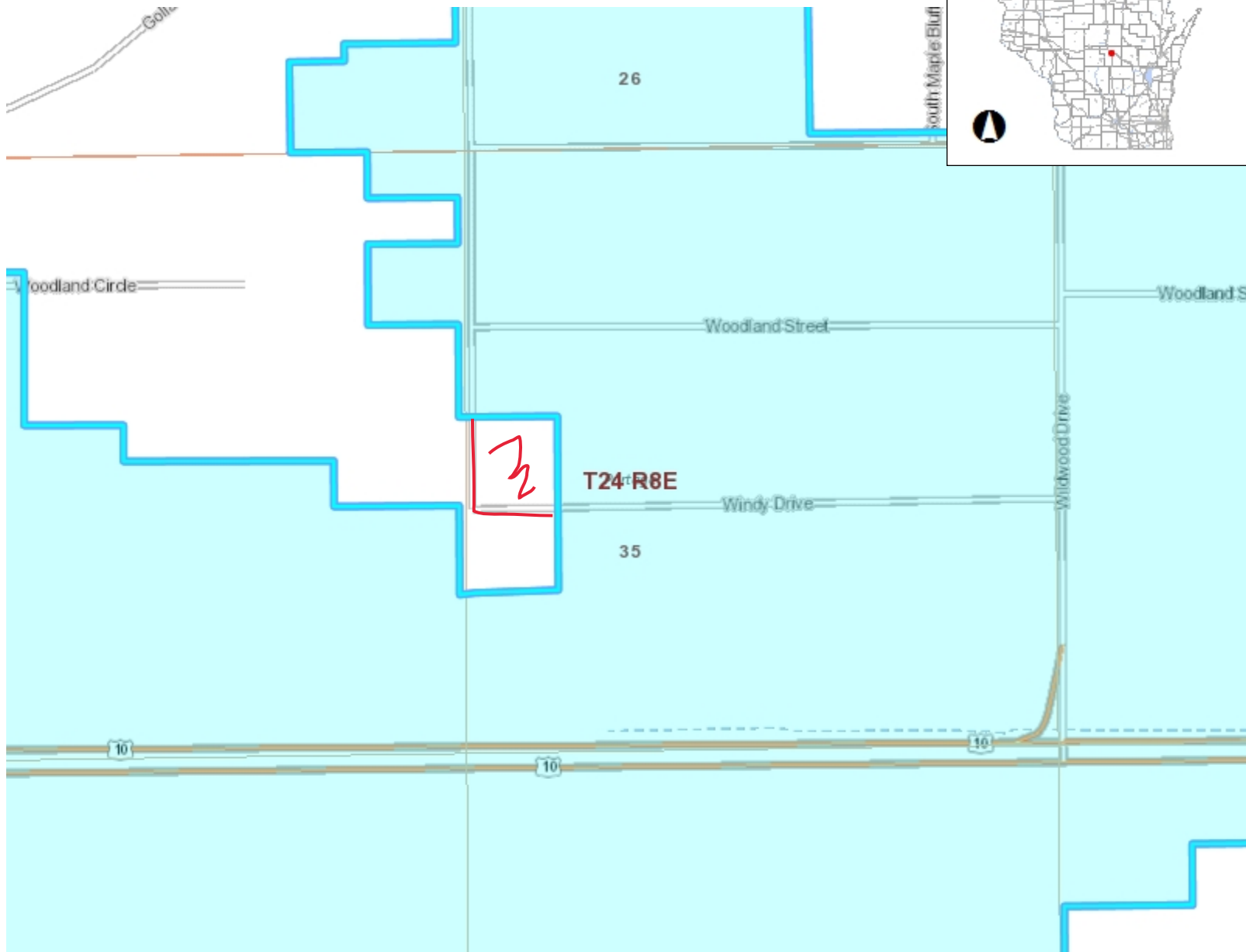
Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



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
- Railroads
- Rivers and Streams
- Intermittent Streams
- Lakes and Open water

0.1 0 0.06 0.1 Miles

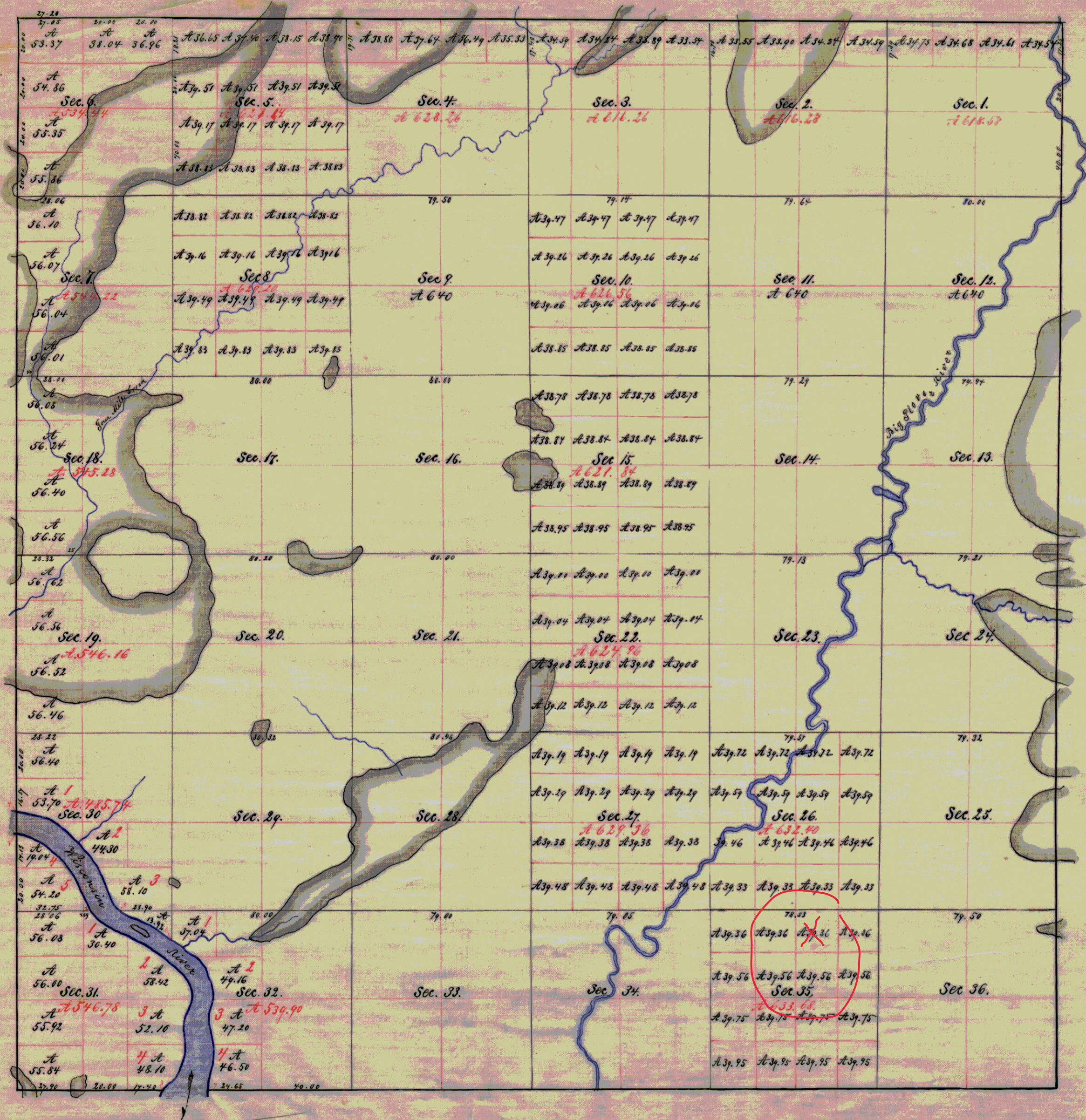
NAD_1983_HARN_Wisconsin_TM

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. 24 N. Range N. 8 East 4 Mer.



Township lines surveyed: May + July 1851. Total number of acres 22,121.04
Subdivisions surveyed: March 1853