

**City of Rice Lake
Plan Commission
Meeting Agenda
Thursday, August 28 at 5:00 pm
City Hall Council Room, 30 East Eau Claire Street, Rice Lake, WI 54868**

The public may physically attend or access the meeting via TV (Charter 992; Mosaic 993), Internet live stream (<https://tinyurl.com/yyl9rxbv>), and/or radio (105.5 FM).

Participants in one or more agenda items may attend in-person or virtually by:

1. Copying and pasting into an internet browser (Chrome is preferred)
<https://zoom.us/j/96159485695?pwd=ZjkwRVRtQWJDdVU1NUttTDVvMmo2UT09> or
2. Calling 1.312.626.6799 and entering this Meeting ID Number: 961 5948 5695

and Password: 666102

- 1. Call to Order/Roll Call**
- 2. Disclosure of conflict of interest by voting members regarding any item on the agenda**
- 3. Public Appearances**
- 4. Minutes - Approval of Minutes of 6/26/2025 Plan Commission Meeting**
- 5. Preliminary and Final CSM Approval – Melbye Trust, Extraterritorial: 1638 20 ½ St. Town of Stanley (044-0900-26-000) Owners: W HERBERT & MARY JANE MELBYE REVOCABLE TRUST Agent: Matt Shilts, Shilts Land Surveying**
- 6. Discussion of required public hearing dates**
- 7. Adjourn**

Cc: Mayor, City Administrator, Interim City Administrator, City Clerk Treasurer, Municipal Legal Counsel, Council Members, Utility General Manager, Community Media Director Wyngaard, Community Services Director Anderson, Plan Commissioners (7), Joint Extraterritorial Zoning Committee (6), City Hall Maintenance, Media (5), Chamber of Commerce.

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: the Office of the City Clerk, 30 E. Eau Claire Street, Rice Lake, WI (715) 234-7088 by 2:00 p.m. the Friday prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above- stated meeting to gather information – no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referenced to above in this notice.

Plan Commission – June 26, 2025

The June 26, 2025 City of Rice Lake Plan Commission meeting was held in-person and virtually in the City Hall Council/Lakeshore Room. Members Present: Commissioners Dodge, Heller, Dirkes, Thompson, Chamberlain. Others present: City Administrator Johnson and City Clerk-Treasurer Kessler. Chair Dodge called the meeting to order at 5:00 pm. Disclosure of conflict of interest by voting members regarding any items on the agenda – none.

Public Appearance – none.

Minutes – Motion by Commissioner Heller, second by Commissioner Dirkes, to approve the May 29, 2025 and June 6, 2025 minutes as presented.

Voting for: Commissioner Dirkes, Thompson, Heller, Dodge, Chamberlain

Voting against: none

Motion Carried

Preliminary and Final CSM Approval – Nunn Ave – split lot. Motion by Commissioner Heller, second by Commissioner Dodge, to approve the preliminary and final CSM for 1040 Nunn Ave.

Voting for: Commissioner: Thompson, Heller, Dodge, Chamberlain, Dirkes

Voting against: none

Motion Carried

Conditional Use Permit Approval – Nature’s Gallery – Request to put kitchen in the back to attach to living quarters in the basement. Motion by Commissioner Heller, second by Commissioner Chamberlain, to approve the presented application for conditional use to allow an approximate 16’X12’ kitchen on the first floor of the building to be used by the building owner to supplement the living space/quarters proposed in the basement while occupied by the owner.

Voting for: Heller, Dodge, Chamberlain, Dirkes, Thompson

Voting against: none

Motion Carried

Motion by Commissioner Thompson, second by Commissioner Heller, to adjourn.

Voting for: all

Voting against: none

Motion Carried

Attest: Julie A. Kessler, WCMC
City Clerk-Treasurer

Briefing Report

To: Plan Commission

From: SJ Johnson, City Administrator

For: Meeting of August 28, 2025

Subject: Melbye Trust – Preliminary and Final CSM

Date: August 21, 2025

Attachments: Plan Commission Application, CSM 1, CSM 2, Proposed GIS Map

1. Background

Property owner, Melbye Trust is requesting approval to divide their plot at 1638 20 1/2 street, Town of Stanley (Extraterritorial) into two separate plots.

2. Problem/Issue

Owner's Agent, Matt Shilts, is seeking Plan Commission preliminary and final CSM approval to divide this residential lot into two separate lots.

3. Analysis

The proposal from Matt Shilts. Shilts Land Surveying, LLC has been reviewed by City staff, the City's Engineering Consultant SEH, and RLU and appears to be in order for Plan Commission review and approval.

4. Options

4.1. The Plan Commission may choose to give preliminary and final approval to the CSM as presented.

4.2. Any other lawful action desired by the Plan Commission

5. Recommendation

Option 4.1 is recommended.

**City of Rice Lake
Plan Commission Application**



OWNER: Melbye Trust AGENT: Matt Shilts
ADDRESS: E 8101 Conny Rd C ADDRESS: 2092 15th Ave
North Freedom WI 53957 Cameron WI 54822
PHONE: ~~715-651-5476~~ PHONE: 715-651-5476
EMAIL: _____ EMAIL: Matt@shiltslandsurveying.com

APPLICATION FOR: (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Conditional Use Permit \$150 | <input checked="" type="checkbox"/> Preliminary CSM Approval \$50 |
| <input type="checkbox"/> Home Occupations \$100 | <input checked="" type="checkbox"/> Final CSM Approval \$50 |
| <input type="checkbox"/> Zoning Change \$150 | <input type="checkbox"/> Preliminary Plat Review \$50 |
| <input type="checkbox"/> Building, Site and Operational Plan Approval \$150 | <input type="checkbox"/> Final Plat Review \$50 |

LOCATION/ADDRESS OF PROPERTY: NE^{1/4} of The SW^{1/4}
Section 9 Town of Stanley

LEGAL DESCRIPTION OF PROPERTY: 1638 20^{1/2} St
Cameron WI 54822

LOT SIZE: 3.78 acres PRESENT ZONING: Extra Territorial

GENERAL EXPLANATION: Separate the buildings site from
the farmland.

I am familiar with Section 259 of the Rice Lake City Code on the regulations covering this permit application, and believe this application meets said requirements of this ordinance.

- Site Plan Attached
- Submit PDF copies of all plans submitted with your application

Owner's Signature

Date

Matt Shilts

Agent's Signature
8/1/25

Date



PL1 C28-55
044-0900-21-000

261.04
270.00

445.62
475.00

7-2
L1 C13-16
044-0900-20-000

475.00 8-9
446.53

270.00

399.03

199.68

131.82

8-2
044-0900-22-000

16 1/2 AV 256

126.26
249.69
249.90

OL1 C42-53

87.68

8-4
PPB C4-17
044-0900-24-000

9

OL1 C42-62

201.60 475.03 202.00

221.4

8-3
C2-19
044-0900-23-000

193.07

230.04

SS

302
302.10
3-8
MISC 221
044-0900-15-000
302.10

302.25

14-1
14-80

3-3
MOS 9528
044-0900-10-000

300.17 (300)

392.02

108.62

9

044-0900-26-000

9

SS

SS

SS

300.00
14-2
L1 C16-121
300.00 600.17



BARRON COUNTY CERTIFIED SURVEY MAP

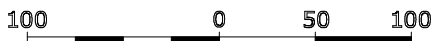
A PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 9, T. 34 N., R. 11 W.,
TOWN OF STANLEY, BARRON COUNTY, WISCONSIN.

SURVEYOR'S NOTES

1. No title search preformed by Shilts Land Surveying, LLC.
2. No utilities located for this survey. There may be above and under ground utilities on this site.
3. This survey may be subject to other easements, restrictions, reservations, and water laws that exist through unrecorded means or by record.
4. Completion date of fieldwork:

N

SCALE 1" = 100'

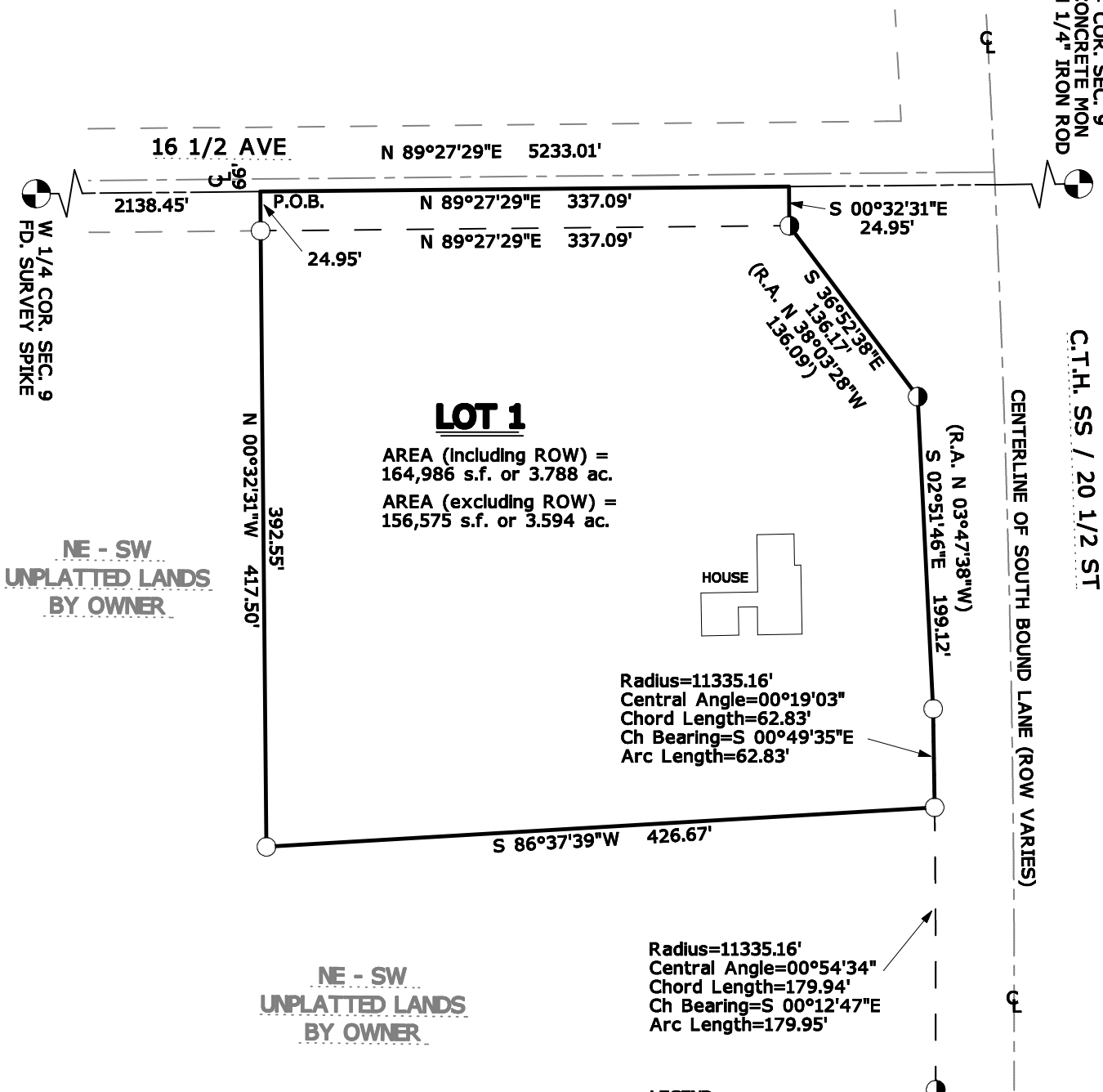


BEARINGS REFERENCED TO THE EAST/WEST 1/4 LINE OF SECTION 9, WHICH HAS A BARRON COUNTY GEODETIC GRID BEARING OF N 89°27'29" E.

E 1/4 COR. SEC. 9
FD. CONCRETE MON
WITH 1/4" IRON ROD

C.T.H. SS / 20 1/2 ST

CENTERLINE OF SOUTH BOUND LANE (ROW VARIES)



LEGEND

- 1" X 18" (OD) IRON PIPE WEIGHING 113 LBS. PER LF. - SET
- ◐ 1" (OD.) IRON PIPE - FOUND
- ◑ GOVERNMENT CORNER - AS NOTED TIES VERIFIED

(R.A.) "RECORDED AS" BEARING OR DISTANCE

PREPARED FOR :

MELBYE TRUST
E8101 COUNTY RD C
NORTH FREEDOM, WI 53951

SHEET 1 OF 2

**SHILTS LAND
SURVEYING, LLC**

2092 15th AVENUE
CAMERON, WI 54822
TELEPHONE 715-651-5476

BARRON COUNTY CERTIFIED SURVEY MAP

A PART OF THE NE 1/4 OF THE SW 1/4 OF SECTION 9, T. 34 N., R. 11 W.,
TOWN OF STANLEY, BARRON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Matthew R. Shilts, professional Wisconsin land surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land which is a part of the NE 1/4 of the SW 1/4 of Section 9, T. 34 N., R. 11 W., Town of Stanley, Barron County, Wisconsin, more particularly described as follows:

Commencing at the West 1/4 corner of said Section 9;
thence N 89°27'29"E, 2138.45 feet to the Point of Beginning;

thence N 89°27'29"E, 337.09 feet;
thence S 00°32'31"E, 24.95 feet;
thence S 36°52'38"E, 136.17 feet;
thence S 02°51'46"E, 199.12 feet to the start of a curve concave to the west having a radius of 11335.16 feet, a central angle of 00°19'03", a long chord bearing of S 00°49'35"E, and a long chord length of 62.83 feet;
thence southerly along said curve an arc distance of 62.83 feet;
thence S 86°37'39"W, 426.67 feet;
thence N 00°32'31"W, 417.50 feet to the Point of Beginning.

Subject to a Town road right-of-way for 16 1/2 Avenue.

That I have made this survey, land division and map by the direction of the Melbye Trust.

That such plat is a correct representation of all of the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of the Barron County Subdivision Ordinances and Chapter 236.34 of the Wisconsin Statutes and Chapter A-E 7 of Wisconsin Administrative Code in surveying, dividing and mapping the same.

Matthew R. Shilts S-2633

CITY OF RICE LAKE EXTRATERRITORIAL APPROVAL

Resolved, that this land division is hereby approved by the City of Rice Lake.

Mayor

Date

BARRON COUNTY ZONING APPROVAL

Resolved, that this land division is hereby approved by the Barron County Zoning Administrator on behalf of the Barron County Zoning Committee.

Zoning Administrator

Date

PREPARED FOR:

MELBYE TRUST
E8101 COUNTY RD C
NORTH FREEDOM, WI 53951

SHEET 2 OF 2

SHILTS LAND
SURVEYING, LLC 2092 15th AVENUE
CAMERON, WI 54822
TELEPHONE 715-651-5476