



BUILDING SAFETY & ZONING DIVISION
PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: May 11th, 2026
SUBJECT: 416 – 418 College Ave – Preliminary Certified Survey Map (CSM)

A request by Tracy Timm, to create a Certified Survey Map (CSM) within the City of Watertown. Parcel PIN(s): 291-0815-0414-104 & 291-0815-0414-112.

SITE DETAILS:

Existing Parcel(s) Acres: 0.13 acres and 0.15 acres.

Proposed Lot Size(s): Lot 1 – 0.14 acres (6,010 SF) & Lot 2 – 0.12 acres (5,106 SF)

Jurisdiction: City of Watertown

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two-lot CSM to transfer a portion of land between two existing parcels. The proposed CSM will move the existing parcel line between the two parcels to the south. This adjustment will give each lot the required 50ft of frontage on College Ave and establish code compliant side yard setbacks of at least 8ft for both lots. The applicant is requesting this lot line adjustment to facilitate a planned addition and deck at 416 College Avenue.

The proposed CSM lots are located within the Airport Approach Protection Zone with a maximum elevation of 968 feet above mean sea level for all buildings and vegetation. A note indicating this elevation has been added to the CSM. The ROW for College Ave is adequate in this location. No ROW dedication is required.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the CSM.
2. Approve the CSM without conditions.
3. Approve the CSM with other conditions as identified by the City of Watertown Plan Commission:

STAFF RECOMMENDATION:

- Staff recommends approval of the CSM.

ATTACHMENTS:

- Application materials.