



BUILDING SAFETY & ZONING DIVISION

PLAN COMMISSION STAFF REPORT

TO: Plan Commission
DATE: July 13th, 2026
SUBJECT: N8319 Airport Rd - Extraterritorial Certified Survey Map (CSM)

A request by Robert Schuett to create a two-lot Certified Survey Map (CSM) within the City of Watertown 3-mile extraterritorial plat review jurisdiction. Parcel PIN(s): 032-0815-2123-002

SITE DETAILS:

Parent Parcel Acres: 14.24 acres.

Proposed Lot Size(s): Lot 1 – 3.0 acres (130,680 S.F.) & Lot 2 – 1.0 acres (43,560 S.F.)

Jurisdiction: Town of Watertown

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a two-lot Certified Survey Map with access to Airport Road. The purpose of the land division is to split off an existing residence from the parent parcel and create a second residential lot.

STAFF EVALUATION:

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 will need to be added to the CSM. Airport Road is identified in the 2019 City of Watertown Comprehensive Plan as requiring an expanded ROW of 100ft. A 50ft ROW dedication is being proposed as part of the CSM. The proposed ROW is adequate to meet the expanded ROW requirements.

PLAN COMMISSION OPTIONS:

The following possible options for the Plan Commission:

1. Deny the preliminary extraterritorial CSM.
2. Approve the preliminary extraterritorial CSM without conditions.
3. Approve the preliminary CSM with other conditions as identified by the Plan Commission:
 - Correct the signature page on the CSM to include City Extraterritorial Jurisdiction language and signature lines.
 - Add a note regarding the Airport Approach Protection Zone having a maximum elevation of 968 feet above mean sea level for all buildings and vegetation.

STAFF RECOMMENDATION:

- Staff recommends approval of the CSM with conditions.

ATTACHMENTS:

- Application materials.