



## BUILDING SAFETY & ZONING DIVISION

### PLAN COMMISSION STAFF REPORT

TO: Plan Commission  
DATE: August 11th, 2025  
SUBJECT: 315 Mary Street – Preliminary Certified Survey Map (CSM)

A request by Bruce Loeb, agent for Mary Clark LLC., to create a Certified Survey Map (CSM) within the City of Watertown. Parcel PIN(s): 291-0815-0912-013.

#### SITE DETAILS:

Existing Parcel(s) Acres: 2.85 acres  
Proposed Lot Size(s): Lot 1 – 1.59 acres (69,108 S.F.)  
Jurisdiction: City of Watertown

#### BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to create a new one-lot CSM from a portion of an existing City owned parcel. The purpose of the CSM is to facilitate a possible future apartment complex development. In July the Common Council approved a resolution to sell the portion of the City owned parcel and the proposed CSM creates the lot that would be transferred in that sale. The proposed CSM lot is 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 Clark Street is adequate in this location. No ROW dedication is required. A storm sewer easement along the southeast corner of the lot will be conveyed to the City by another document.

#### 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.