



Town of Watertown Connecticut

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Planning and Zoning, Zoning Board of Appeals, Conservation Commission/Inland Wetland Agency

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Town of Watertown Planning and Zoning Commission Subcommittee Minutes

Time: 7:00PM
Date: February 17, 2010
Place: Watertown High School Lecture Hall
324 French Street
Watertown, CT

1. Call meeting to order

Mr. Duplissie call the meeting to order at 7:00 PM

2. Roll call

Members of subcommittee present: G. Duplissie, K. Demirs,
M. Genovese, J. Blais

Other Commission members present: D. George, R. Rossi

Member of subcommittee not in attendance: G. Martin

Others present: Ruth Mulcahy, Administrator of Land Use
Carol Allen, Administrative Assistant

3. Planning and Zoning Operations Subcommittee

a. Review office procedures

Watertown needs to be more user friendly for applicants and to streamline the process.

Board Member Suggestions

- Administrative issues like first cuts, boundary lines, as of rights and mergers no longer come before the Commission. Unusual circumstances should come before the Commission.
- Commission members take alternating days in office to understand application procedures.
- Flow chart of procedures with prioritization of the agencies.
- Include on the town agency list Watertown Historic, Mr. Black, Water & Sewer, Building, Tax Collector with addresses and phone numbers.
- Instead of relying on e-mails for approvals the list can be initialed and dated when approvals are done on one sheet with their application form, using red pen.
- Documents taken out of Planning & Zoning office for review by other agencies should be signed out.
- Have zoning regulations listed specifically for applications (ex. car dealerships) so when the plans are drawn up by the engineers and architects they will meet all regulations.

4. Adjournment

Text of motion: Adjourn at 8:00PM
Motion made by: J. Blais
Second by: K. Demirs
All in favor

Carl Mancini _____
Secretary