



## Town of Middletown Planning Department

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350 East Main Rd., Middletown RI 02842 (401) 849-4027

### PLANNING BOARD MINUTES

**MARCH 16, 2017**

Town Council Chambers, 350 East Main Rd., Middletown, RI

#### **Board members present:**

Paul Croce  
Matt Sullivan, Secretary  
Bill Nash,  
Liz Drayton  
Terri Flynn  
Betty Jane Owen  
Jim Williams

Rita Lavoie, Principal Planner  
Peter Regan, Town Solicitor  
Shawn Brown, Town Administrator

*The meeting was called to order by Mr. Sullivan at 5:00pm.*

#### **1. Orientation discussion with Planning Board members, including review of board responsibilities and town planning and regulatory documents.**

Mr. Regan and Mr. Sullivan discussed how the board should conduct site visits.

Mr. Regan reviewed the requirements of the state open meetings law, including limitations on board member communications outside of posted meetings. He also discussed the board's role in drafting policy, ordinances, and reviewing applications.

Ms. Lavoie reviewed the documents distributed to the board members, including the comprehensive plan, zoning ordinance, and subdivision regulations. She also reviewed the types of subdivisions, and the development review processes.

Various questions from board members were addressed.

Mr. Regan reviewed the requirements of the state ethics code, and discussed recusal requirements and procedure.

There was additional discussion of limitations on ex parte communications.

*Meeting adjourned at 7:30 pm.*

Respectfully submitted:  
Ronald Wolanski  
Planning Director