

**TOWN OF DUCK
LUNCH & LEARN SESSION
March 23, 2016**

The Lunch and Learn Session for the Town of Duck convened at the Paul F. Keller Meeting Hall at 1:00 p.m. on Wednesday, March 23, 2016.

TOWN COUNCIL MEMBERS PRESENT: Mayor Don Kingston and Councilor Chuck Burdick.

PLANNING BOARD MEMBERS PRESENT: Chair Joe Blakaitis; Member Ron Forlano; Member James Cofield and Member Tim McKeithan.

BOARD OF ADJUSTMENT MEMBERS PRESENT: Vice Chair Sandy Whitman; Member Carol Powell; Member Ed Sadler and Member Kent Zimmerman

OTHERS PRESENT: Director of Community Development Joe Heard; Town Intern Emma Tate and Town Clerk Lori Ackerman.

The Lunch and Learn session was called to order at 1:03 p.m. by Planning Board Chair Joe Blakaitis and Board of Adjustment Vice Chair Sandy Whitman. Mayor Don Kingston noted that there wasn't a quorum of Council present.

Director Heard stated that the group was present to view a series of training videos that the University of North Carolina School of Government has produced. He stated that the videos deal with a variety of topics related to development review. He noted that the initial training module covers an overview of topics. The second module is more detailed and deals with zoning and rezoning.

TRAINING MODULES

All in attendance, including members of Town Council, the Planning Board and Board of Adjustment, watched two training modules produced by the University of North Carolina School of Government. Director Heard fielded comments and questions from the members during and after each module.

ADJOURNMENT

There being no further discussion, Board of Adjustment Vice Chair Sandy Whitman and Planning Board Chair Joe Blakaitis adjourned the meeting.

The time was 2:43 p.m.

/s/ Lori Ackerman, Town Clerk