



# TOWN OF CHAPEL HILL

## Community Design Commission

### Meeting Minutes

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

John Weis, Chair  
Susan Lyons, Vice Chair

Patrick Brennan  
Heather Washburn

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**Tuesday, June 24, 2025**

**5:30 PM**

**Virtual Meeting**

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#### Language Access Statement

For interpretation or translation services, call 919-969-5105.

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

Para servicios de interpretación o traducción, llame al 919-969-5105.

လၢတၢ်ကတိၤကျိးထံ မ့တမၢ် လၢတၢ်ကွဲးကျိးထံအတၢ်မၤစၢၤအဂီၢ် ၂ ကိးဘၣ် (၉၁၉)-၉၆၉-၅၁၀၅

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

#### Virtual Meeting Notification

Board members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone.

Register for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_68yjKMnvTfmBvILcVAywLQ](https://us02web.zoom.us/webinar/register/WN_68yjKMnvTfmBvILcVAywLQ) After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 850 8946 6427

#### Opening

#### Roll Call

**Present** 4 - Chair John Weis, Vice-Chair Susan Lyons, Heather Washburn, and Patrick Brennan

#### Approval of Agenda

A motion was made by Washburn, seconded by Vice-Chair Lyons, that the agenda be approved. The motion carried by a unanimous vote.

#### Announcements

Staff would like to recognize and thank Chair Weis and Vice-Chair Lyons for their service and commitment.

Staff, fellow CDC members, and Councilmember Berry all expressed gratitude to John and Susan for their service.

## **Petitions**

No petitions were noted at time of agenda release.

## **Approval of Minutes**

May Minutes

[\[TMP-6377\]](#)

Commission is asked to review and consider approval for May Minutes Report.

A motion was made by Brennan, seconded by Washburn, that the May minutes report be approved. The motion carried by a unanimous vote.

## **Consent Agenda**

A motion was made by Vice-Chair Lyons, seconded by Washburn, that the Consent be approved as presented. The motion carried by a unanimous vote.

400 Market Street, Unit 200

[\[TMP-6375\]](#)

Final Plans-Sign Permit

Commission is asked to approve sign permit for Southern Village as part of the Consent Agenda.

## **New Business**

Chair & Vice-Chair Election

[\[TMP-6376\]](#)

Commission is asked to discuss as needed and elect a new Chair and Vice-Chair.

A motion was made by Chair Weis, seconded by Vice-Chair Lyons, that the Commission appoint Heather Washburn as CDC Chair and Patrick Brennan as Vice-Chair. The motion carried by a unanimous vote.

## *Adjournment*

Next Meeting - Tentative, August 26.

No July meeting for summer break.

A motion was made by Vice-Chair Lyons, seconded by Washburn, that the meeting adjourn at 5:41. The motion carried by a unanimous vote.

## *Order of Consideration of Agenda Items:*

- 1. Staff Presentation*
- 2. Applicant's Presentation*
- 3. Public Comment*
- 4. Board Discussion*

5. Motion
6. Restatement of Motion by Chair
7. Vote
8. Announcement of Vote by Chair

*Public Charge: The Advisory Body pledges its respect to the public. The Body asks the public to conduct themselves in a respectful, courteous manner, both with the Body and with fellow members of the public. Should any member of the Body or any member of the public fail to observe this charge at any time, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until a genuine commitment to this public charge is observed.*

*Unless otherwise noted, please contact the Planning Department at 919-968-2728; [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org) for more information on the above referenced applications.*

*See the Advisory Boards page <http://www.townofchapelhill.org/boards> for background information on this Board.*