



# Community Design Commission

## Meeting Minutes

May 27, 2025, 6:30 PM

## Virtual Meeting

John Weis, Chair

Susan Lyons, Vice Chair

Patrick Brennan

Heather Washburn

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### 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, Patrick Brennan, and Heather Washburn

### Approval of Agenda

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

### Announcements

No announcements were noted at time of agenda release.

### Petitions

No petitions were noted at time of agenda release.

### Approval of Minutes

A motion was made by Brennan, seconded by Washburn, that the Minutes Report be approved as amended. The motion carried by a unanimous vote.

Modifications should include moving Millenium off the consent agenda and included under new business.

**1. [April Minutes](#)**

**[25-0253]**

The Commission is asked to review and consider approval of the submitted April minutes report.

**Consent Agenda**

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

**2. [600 Market Street](#)**

**[25-0254]**

The Commission is asked to review and consider approval of the submitted sign plan.

**New Business**

**3. [Vacant Seat Discussion](#)**

**[25-0255]**

The Commission is asked to review and consider recommendations to Council for the applications presented. The Commission currently has (3) vacant seats, and (2) more will be vacated after the June regular meeting. Applicants have been invited to the meeting. Staff will share more information at time of meeting on applicant availability.

A motion was made by Vice-Chair Lyons, seconded by Washburn, that all (3) applicants be forwarded to Council for recommendation to join the Commission. The motion carried by a unanimous vote.

*Adjournment*

Next Meeting - Tuesday, June 24 @ 5:30

A motion was made by Washburn, seconded by Brennan, that the meeting be adjourned. The motion carried by a unanimous vote.

Meeting adjourned at 6:16

*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.*