



Community Design Commission

Meeting Minutes

October 28, 2025, 5:30 PM

Virtual Meeting

Heather Washburn, Chair
Patrick Brennan, Vice Chair
Kelsey Brinkley

James Faron
Craig Longnecker

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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_hWfEgjINQFm6vFO-Khcq-w. After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 843 2356 4928

Opening

Roll Call

Present	4 - Chair Heather Washburn, Vice-Chair Patrick Brennan, Kelsey Brinkley, and James Faron
Absent	1 - Craig Longnecker

Approval of Agenda

A motion was made by Faron, seconded by Brinkley, that the agenda be approved as presented. The motion carried by a unanimous vote.

Announcements

Please note that November meeting will be held on Monday, Nov. 11 @ 5:30.

Typo noted and corrected for November meeting date.

Staff provided a reminder to send availability for December meeting.

Petitions

No petitions were noted at time of agenda release.

Approval of Minutes

1. [August Minutes](#) [25-0473]

Commission is asked to review and consider approval of August minutes report.

A motion was made by Faron, seconded by Brinkley, that the October minutes report be approved. The motion carried by a unanimous vote.

Old Business

New Business

2. [Carraway Village Medical Office Building](#) [25-0474]

Commission is asked to review and consider approval for a final plans package for Carraway Village. This review includes building elevations and site lighting fixtures.

The Commission sought clarification about drainage in/around the detention pond, what additional stormwater mitigation measures could be used, site lighting and landscaping.

A motion was made by Brinkley, seconded by Faron, that the project be approved as submitted. The motion carried by a unanimous vote.

3. [Chase Bank @ Meadowmont](#) [25-0475]

Commission is asked to review and consider approval for a final plans package for Meadowmont Village. This review includes building elevations and site lighting fixtures.

A motion was made by Faron, seconded by Vice-Chair Brennan, that the project be approved as presented. The motion carried by a unanimous vote.

4. [Seat Vacancies, New Applications](#) [25-0476]

Commission is asked to review and consider whether any applicants should be put forward to Council for recommendation to join the board. The Commission currently has (4) of (7) seats filled. Meaning, (3) recommendations could be made to Council.

A motion was made by Vice-Chair Brennan, seconded by Faron, that the following applicants be sent to Council for recommendation. The motion carried by a unanimous vote.

Kimberly Andrews, John Biggs and Rachel Oommen.

Adjournment

Next Meeting - Special Meeting on Monday, Nov. 10 @ 5:30

A motion was made by Brinkley, seconded by Vice-Chair Brennan, that the meeting be adjourned. 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 for more information on the above referenced applications.

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