



Community Design Commission

Meeting Minutes

August 26, 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 Vice-Chair Brennan, seconded by Faron, that the be approved as presented. The motion carried by a unanimous vote.

Announcements

Staff would like to welcome our new commissioners onboard.

Corey Liles have an update on Council appointments in June which led to (2) new members and (2) appointees who declined to become members.

Current members voiced interest in furthering recruitment efforts.

Petitions

No petitions were noted at time of agenda release.

Approval of Minutes

1. [June Minutes Report](#)

[25-0382]

Commission is asked to review and consider approval for the June minutes report.

A motion was made by Vice-Chair Brennan, seconded by Brinkley, that the June minutes report be approved. The motion carried by a unanimous vote.

Consent Agenda

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

2. [The Salty \(UPlace Building Modification\)](#)

[25-0384]

Commission is asked to review and consider approval for an exterior walk-up window addition. This building has been previously reviewed and approved by the Commission.

New Business

3. [The Cedars @ Chapel Hill \(Exterior Stair Addition\)](#)

[25-0383]

Commission is asked to review and consider approval for an exterior stair addition. This building has been previously reviewed and approved by the Commission.

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

Adjournment

Next Meeting - Tuesday, Sept. 23

Commission discussed future meetings and availabilities and determined that meetings would remain on Tuesdays @ 5:30 for the remainder of the year. This will be revisited in 2026.

Faron recommended voting by roll call rather than group response.

A motion was made by Vice-Chair Brennan, seconded by Brinkley, 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.