



**DESIGN COMMISSION  
BYLAWS/POLICIES AND PROCEDURES COMMITTEE  
FRIDAY, OCTOBER 8, 2010 9:00 AM – 10:00 AM  
ONE TEXAS CENTER ROOM 560 – 5<sup>TH</sup> FLOOR  
505 BARTON SPRINGS RD.  
AUSTIN, TEXAS 78704**

**Bylaws/Policies and Procedures Committee Members**

  P    Jeannie Wiginton (JW) – Chair  
  P    Juan E. Cotera (JC)

  P    Bart Whatley (BW)

**Meeting Minutes**

**CALL TO ORDER by Chair Wiginton at 9:08 AM**

**1. CITIZEN COMMUNICATION: GENERAL: None**

**2. APPROVAL OF MINUTES (Discussion and Possible Action)**

- a. Discussion and action on the July 23, 2010 Bylaws/Policies and Procedures Committee minutes.

**The motion to approve the minutes as drafted made by J. Wiginton and 2<sup>nd</sup> by B. Whatley was approved on a vote of [2-0] [J. Cotera not present]**

**[J. Cotera arrived at 9:16 AM]**

**3. NEW BUSINESS (Discussion and possible action)**

- a. Discussion and action on amendments to the Design Commission Project Submittal Process and Project Consideration Sheet.

**The motion to consider updates to the project submittal process letter and application form and incorporate outline as discussed and attached and that a standard letter to City Council be considered to expedite process. Furthermore, the process is recommended to authorize any Design Commission Committee or Taskforce to use the form letter to Council as a basis for approval without returning to the full Commission for action made by B. Whatley and 2<sup>nd</sup> by J. Cotera was approved on a vote of [3-0].**

**3. ANNOUNCEMENTS: None**

**ADJOURNMENT at 10:05 by consensus**