



**DESIGN COMMISSION
BYLAWS/POLICIES AND PROCEDURES COMMITTEE
FRIDAY, APRIL 1, 2011 2:30 PM – 3:30 PM
ONE TEXAS CENTER ROOM 525 – 5TH FLOOR
505 BARTON SPRINGS RD.
AUSTIN, TEXAS 78704**

Bylaws/Policies and Procedures Committee Members

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

Meeting Minutes

CALL TO ORDER by Chair Wiginton at 2:38 PM

1. CITIZEN COMMUNICATION: None

2. NEW BUSINESS (Discussion and possible action)

- a. Discussion and action on the crafting of draft procedures for internal administrative functions of the Design Commission.

Discussion on internal procedures of the Design Commission and how projects are reviewed and recommended to Council. Commissioner Whatley presented a draft project hearing flow chart.

The motion to accept review procedures as drafted made by J. Wiginton, Second by J. Cotera was approved on a vote of [3-0].

- b. Discussion and action on crafting modifications to the Project Submittal Consideration Sheet to add field on Alternative Equivalent Compliance (AEC) to submittal checklist.

Staff liaison Jorge Rousselin presented a draft proposal for modifications to the AEC portion of the project submittal checklist. The motion to approve modifications as drafted made by J. Cotera, second by B. Whatley was approved on a vote of [3-0].

4. ANNOUNCEMENTS - None

ADJOURNMENT at 3:32 PM by consensus

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