



**DESIGN COMMISSION  
BYLAWS/POLICIES AND PROCEDURES COMMITTEE  
THURSDAY, OCTOBER 13, 2011 4:00 PM – 5:00 PM  
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    Bart Whatley (BW)

  P    Juan E. Cotera (JC)

  P    Jorge E. Rousselin (COA – PDRD)  
Staff Liaison

**Meeting Minutes**

**CALL TO ORDER AND ROLL CALL**

**Call to order by Chair Wiginton at 4:02 PM**

**1. CITIZEN COMMUNICATION: None**

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

- a. Discussion and possible action on the April 1, 2011 Bylaws/Policies and Procedures Committee meeting minutes.

**The motion to approve the minutes as drafted made by B. Whatley, second by J. Cotera was approved on a vote of [3-0].**

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

- a. Discussion and possible action on the annual review of current Design Commission policies and procedures. (Commissioner Wiginton).

**The motion to recommend to the Design Commission to consider the draft Project Review Flow Chart and draft Project Review Form Letter to Mayor and Council was approved on a vote of [3-0].**

**4. ANNOUNCEMENTS: None**

**ADJOURNMENT at 4:42 by consensus.**