



**DESIGN COMMISSION
BYLAWS/POLICIES AND PROCEDURES COMMITTEE
TUESDAY, MARCH 13, 2012 4:00 PM – 5:00 PM
ONE TEXAS CENTER ROOM 814 – 8TH 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: Meeting called to order by Chair Wiginton at 4:10 PM.

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES (Discussion and Possible Action)

- a. Discussion and possible action on the October 13, 2011 Bylaws/Policies and Procedures Committee meeting minutes.

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

3. NEW BUSINESS (Discussion and possible action)

- a. Discussion and possible action on list of frequently-asked-questions (FAQs) that the Design Commission will address on every project.

Discussion on frequently-asked-questions by the Committee resulted on request to formulate set of questions for the Commission to consider. No action by the Committee.

- b. Discussion and possible action on project review letter criteria and timing of letter execution.

Discussion on actions to consider taking at Commission meetings based on information provided and on the FAQs was considered with consensus to continue discussion at the Design Commission. No action by Committee.

- c. Discussion and possible action on Alternative Equivalent Compliance request to Include documentation on request at the time of project submittal.

Discussion on submittal requirements for AEC resulted in the recommendation to modify the project submittal sheet to request additional information on AEC request. The motion to amend the project submittal sheet made by B. Whatley, second by J. Cotera was approved on a vote of [3-0].

- d. Discussion and possible action on the Project Consideration Sheet and accompanying documentation.

Discussion on proposed amendments to the Project Consideration Sheet. No action by the Committee.

4. ANNOUNCEMENTS: None

ADJOURNMENT at 5:08 PM by consensus