



**DESIGN COMMISSION**  
**MONDAY, JUNE 22, 2015 6:00 PM**  
**ONE TEXAS CENTER ROOM 325**  
**505 BARTON SPRINGS RD., AUSTIN, TEXAS 78704**

**Current Commission Members**

\_\_\_\_\_ Dean Almy (DA) – Chair  
\_\_\_\_\_ Evan Taniguchi (ET) – Vice Chair  
\_\_\_\_\_ Hope Hasbrouck (HH) – Secretary

\_\_\_\_\_ Juan E. Cotera (JC)  
\_\_\_\_\_ James Shieh (JS)  
\_\_\_\_\_ Jeannie Wiginton (JW)  
\_\_\_\_\_ Bart Whatley (BW)

\_\_\_\_\_ Kelsey Oelze (COA – PZD)  
Staff Liaison  
\_\_\_\_\_ Jorge E. Rousselin (COA – PZD)  
Executive Liaison

**AGENDA**

Please note: Posted times are for time-keeping purposes only. The Commission may take any item(s) out of order and no express guarantee is given that any item(s) will be taken in order or at the time posted.

	Approx. time
<b>CALL TO ORDER AND ROLL CALL</b>	<b>6:00 PM</b>
<b>1. CITIZEN COMMUNICATION: GENERAL</b> The first five speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.	<b>6:00 PM</b>
<b>2. APPROVAL OF MINUTES (Discussion and Possible Action)</b> a. Discussion and possible action on the February 19, 2014 Design Commission Special-Called meeting minutes. ( <a href="#">Jorge Rousselin</a> , COA-PZD) b. Discussion and possible action on the April 23, 2015 Design Commission Executive Committee meeting minutes. ( <a href="#">Kelsey Oelze</a> , COA-PZD) c. Discussion and possible action on the May 26, 2015 Design Commission meeting minutes. ( <a href="#">Kelsey Oelze</a> , COA-PZD)	<b>6:15 PM</b>
<b>3. NEW BUSINESS (Discussion and Possible Action):</b> a. None	<b>6:20 PM</b>
<b>4. OLD BUSINESS (Discussion and Possible Action)</b> a. Discussion and possible action on a letter to Council addressing the Infrastructure Design Guidelines completion ( <a href="#">Chair Almy</a> ).	<b>7:10 PM</b>

<b>5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action)</b> a. Standing Committees Reports; b. Working Group Reports; c. Liaison Reports; and d. Appointment of Committee/Working Group members by Chair.	<b>7:45PM</b>
<b>6. STAFF BRIEFINGS:</b> None	<b>7:50 PM</b>
<b>7. FUTURE AGENDA ITEMS:</b> None	<b>7:50 PM</b>
<b>8. ANNOUNCEMENTS</b> a. Chair Announcements; b. Items from Commission Members; and c. Items from City Staff.	<b>7:55 PM</b>
<b>ADJOURNMENT</b>	<b>8:00 PM</b>

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days before the meeting date. Please contact Kelsey Oelze in the Planning and Zoning Department, at [kelsey.oelze@austintexas.gov](mailto:kelsey.oelze@austintexas.gov) or (512) 974-2752, for additional information. TTY users route through Relay Texas at 711.

## **Design Commission Committees, Working Groups, and Liaisons**

### **Committees**

1. Bylaws/Policies & Procedures Committee: Wiginton (Chair), Cotera, Whatley
2. Executive Committee: Almy (Chair), Taniguchi, Hasbrouck

### **Working Groups**

1. Planning and Urban Design Working Group: Whatley (Chair), Cotera, Shieh
2. Architecture and Development Working Group: Almy (Chair), Taniguchi, Cotera
3. Landscape and Infrastructure Working Group: Hasbrouck (Chair), Wiginton, Almy
4. Public Engagement Working Group: Wiginton (Chair), Taniguchi, Hasbrouck

### **Design Commission Liaisons**

1. Downtown Comm. Liaison / Downtown Austin Plan: Whatley
2. Airport Boulevard Redevelopment Initiative: Whatley

### **Design Commission Staff Liaison:**

Kelsey Oelze, Administrative Senior  
Urban Design, Planning and Zoning Department  
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704  
Phone: (512) 974-2752 ■ E-mail: [kelsey.oelze@austintexas.gov](mailto:kelsey.oelze@austintexas.gov)

### **Design Commission Executive Liaison:**

Jorge E. Rousselin, Development Services Process Coordinator  
Urban Design, Planning and Zoning Department  
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704  
Phone: (512) 974-2975 ■ E-mail: [jorge.rousselin@austintexas.gov](mailto:jorge.rousselin@austintexas.gov)

### **Resources:**

1. The Urban Design Guidelines for Austin can be accessed here:  
[Urban Design Guidelines for Austin.](#)
2. Design Commission backup may be accessed here: [Design Commission Backup.](#)



**DESIGN COMMISSION  
SPECIAL-CALLED MEETING  
WEDNESDAY, FEBRUARY 19, 2014 4:00 PM  
ONE TEXAS CENTER ROOM 500  
505 BARTON SPRINGS RD., AUSTIN, TX 78704**

**Meeting Minutes**

Call to order by Chair Almy at 4:04 pm

Roll Call: J. Shieh, J. Wiginton, and B. Whatley not present

**1. CITIZEN COMMUNICATION: None**

**B. Whatley arrived at 4:06 pm.**

**J. Wiginton arrived at 4:08 pm.**

**2. OLD BUSINESS (Discussion and Possible Action)**

- a. Discussion and possible action on Design Guidelines for infrastructure projects as directed by City Council Resolution No.: 20120816-060 including discussion on Design Commission's areas of critical concern and engagement with City Staff.

Discussion on where the Design Guidelines fit in, Subchapter E, and the timeline regarding infrastructure projects

**J. Shieh arrived at 4:45 pm.**

**No action taken by the Design Commission**

**Adjournment at 4:58 pm**

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**DESIGN COMMISSION EXECUTIVE COMMITTEE  
THURSDAY, APRIL 23, 2015 4 PM  
ONE TEXAS CENTER ROOM 814 – 8<sup>TH</sup> FLOOR  
505 BARTON SPRINGS RD., AUSTIN, TEXAS 78704**

**Executive Committee Members**

   P    Dean Almy (DA) – Chair

   P    Hope Hasbrouck– Secretary (HH)

   P    Evan Taniguchi – Vice Chair (ET)

   P    Kelsey Oelze, Staff Liaison, COA-PZD

   P    Jorge E. Rousselin, Executive Liaison,  
COA-PZD

**Meeting Minutes**

**CALL TO ORDER and Roll Call by Chair Almy at 4:03 PM**

**1. CITIZEN COMMUNICATION: None**

**2. APPROVAL OF MINUTES (Discussion and possible action)**

- a. Discussion and possible action on the November 13, 2014 Executive Committee meeting minutes.

**The Motion to approve the meeting minutes as drafted made by H. Hasbrouck; Second by Chair Almy was approved on a vote of [3-0].**

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

- a. Discussion and possible action on timeline for Infrastructure Design Guidelines completion

Discussion on possible response to the City Council regarding the Infrastructure Design Guidelines completion.

**No action by the Committee; will place item on April 27<sup>th</sup> Design Commission Meeting agenda.**

- b. Discussion and possible action on Design Commission's 2015 Annual Work Plan.

Discussion on draft of 2015 Annual Work Plan.

**No Action by the Committee; will place item on April 27<sup>th</sup> Design Commission Meeting agenda.**

**4. ANNOUNCEMENTS: None**

**ADJOURNMENT at 4:50 PM by consensus**

DRAFT



**DESIGN COMMISSION  
TUESDAY, MAY 26, 2015 6:00 PM  
ONE TEXAS CENTER ROOM 325  
505 BARTON SPRINGS RD., AUSTIN, TEXAS 78704**

**Meeting Minutes**

Call to order by Chair Almy at 6:07 pm

Roll Call: J. Cotera and J. Wiginton not present

**1. CITIZEN COMMUNICATION: None**

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

- a. Discussion and possible action on the April 27, 2015 Design Commission meeting minutes. ([Kelsey Oelze](#), COA-PZD)

**The motion to approve the minutes as drafted made by J. Shieh; Second by E. Taniguchi was approved on a vote of [5-0]. [J. Cotera; J. Wiginton not present]**

**J. Cotera arrived at 6:12 pm.**

**3. NEW BUSINESS (Discussion and Possible Action):**

- a. Briefing on Austin Water Capital Improvement Projects located in the Drinking Water Protection Zone to boards and commissions for review to include in AW's five-year capital spending plan. ([Kristi Fenton](#), COA-AW).

Ms. Kristi Fenton gave a presentation on details about financial aspects of the Five-year plan for the Austin Water Capital Improvement Projects. J. Shieh explained why the Planning Commission recommended that the Design Commission should be aware of this project.

**No action taken by the Design Commission.**

**4. OLD BUSINESS (Discussion and Possible Action)**

- a. Discussion and possible action on a letter to Council addressing the Capital Metro Downtown Gateway Station ([Chair Almy](#))

Chair Almy explained the intent of the letter: to establish concerns and present a working agenda. Chair Almy explained each of the bullet points in the draft letter.

Discussion on various points in the letter took place on the dias. Chair Almy agreed modify letter as amended on the dias.

**The motion to approve the draft letter with a general amendment addressing the convention center made by B. Whatley; Second by H. Hasbrouck was approved on a vote of [6-0] [J. Wiginton not present].**

- b. Discussion and possible action on recommended changes to the Design Commission Project Review Sheet ([Commissioner Whatley](#))

B. Whatley summarized the Project Review Submittal Packet and suggested what parts of the packet should remain, and what should be added to it. The Design Commission decided to send the packet back to the Planning and Urban Design Working Group, and the Working Group will present a complete draft for review at the June 22<sup>nd</sup> Design Commission meeting.

**No action taken by the Design Commission.**

- c. Discussion and possible action on timelines for Infrastructure Design Guidelines completion ([Commissioner Hasbrouck](#))

H. Hasbrouck presented draft letter and Commissioners agreed that the letter needed to be approved by Executive Committee before the regular June meeting of the Design Commission.

**The motion to submit the letter before the June 22<sup>nd</sup> meeting, after Executive Committee approval, made by J. Cotera; Second E. Taniguchi was approved on a vote of [6-0] [J. Wiginton not present].**

- d. Discussion and possible action on Design Commission's 2015 Annual Work Plan ([Chair Almy](#))

**The motion to approve the Design Commission's 2015 Annual Work Plan with recommended amendments made by J. Cotera; Second by J. Shieh was approved on a vote of [6-0].**

## **5. COMMITTEE AND WORKING GROUP REPORTS (Discussion and Possible Action)**

- a. Standing Committees Reports: **None**
- b. Working Group Reports: **None**
- c. Liaison Reports: **B. Whatley stated that there is an unofficial system set in place by the Downtown Commission for the naming process and development of alleys.**
- d. Appointment of Committee/Working Group Members by Chair: **None**

## **6. STAFF BRIEFINGS: None**



**7. FUTURE AGENDA ITEMS:** H. Habrouck requested an update on all city projects that engage Waller Creek.

**8. ANNOUNCEMENTS**

- a. Chair Announcements: **None**
- b. Items from Commission Members: **None**
- c. Items from City Staff: **None**

**ADJOURNMENT by consensus at 7:02 pm**

DRAFT



# AUSTIN DESIGN COMMISSION

June 22, 2015

DEAN ALMY  
CHAIR

Dear Members of the Austin City Council,

EVAN  
TANIGUCHI  
VICE CHAIR

HOPE HASBROUCK  
SECRETARY

JUAN COTERA

JAMES SHIEH

BART WHATLEY

JEANNIE WIGINTON

JORGE E. ROUSSELIN  
EXECUTIVE LIAISON

KELSEY OELZE  
STAFF LIAISON

Throughout the last year and a half, the Design Commission and its associated staff have continued to work diligently to develop a comprehensive set of Infrastructure Design Guidelines. This initiative has involved: an analysis of those aspects of infrastructure that are not currently covered under the Urban Design Guidelines, close coordination with the various city departments that are responsible for various components of infrastructure, the establishment of a set of principles that will frame the evaluative standards to be used by the Design Commission for project review, and the establishment of a taxonomy of infrastructure that is intended to provide the comprehensive framework that will become the structure of the guidelines. While the bulk of the work has now been completed, what remains is the condensation of the research into a succinct and workable document that enhances the existing Urban Design Guidelines currently in force.

Given the imminent change of membership and structure that will affect the Design Commission this summer, the remaining work of consolidating, formatting and ratifying the new guidelines will be within the purview of the new Design Commission membership. It is expected that after a period of familiarization the work could be completed expeditiously. It is therefore anticipated that a final draft of the Infrastructure Design Guidelines, either as a stand-alone document, or as a revision to the Urban Design Guidelines should be able to be completed by the end of the calendar year.

Sincerely,

Dean Almy  
Chair, Design Commission