

Hi David,

Can I request that you add the following item to the agenda for next week (I guess a supplementary agenda - should still be within posting timelines):

"Appointment of liaison to the Austin Joint Sustainability Committee and request to City Council to add a member of the Design Commission to the committee."

By way of background, the joint sustainability committee is a coordinating committee comprised of members of different city commissions to coordinate sustainability efforts. I believe the committee's work should coordinate and be informed by efforts at the Design Commission, and vice versa. I also attended a meeting and several members of the committee expressed support for adding a member from the Design Commission. I have been advised that getting a liaison appointed (this would be a more-or-less informal role but would allow me to represent the Commission before the committee as a non-member) and then a request to Council is the best way to get the ball rolling on this.

Specifically, the committee (from code):

The joint committee shall advise the council on matters related to conservation and sustainability; and

1. review City policies and procedures relevant to the Austin Community Climate Plan, including planning, implementation, community engagement, goal setting, and progress monitoring;
2. promote close cooperation between the council, City management, City boards, commissions, committees, and taskforces, and individuals, institutions, and agencies concerned with the politics, procedures, and implementation of the Austin Community Climate Plan with the goal of coordinating all similar activities within the City and the community in order to secure the greatest public benefit; and
3. forward to the city manager all advisory material that the joint committee provides to the council, the Office of Sustainability, City departments and offices, or City boards, commissions, committees, and task forces.

The joint committee may:

1. advise the council, the city manager, the Office of Sustainability, City departments and offices, and City boards, commissions, committees, and task forces on policy matters related to the Austin Community Climate Plan;
2. ask the city manager for information related to the Austin Community Climate Plan;
3. make recommendations to the council on relevant policies or procedures; and
4. establish advisory groups or working groups related to the Austin Community Climate Plan.

This week's committee agenda is here: <http://www.austintexas.gov/edims/document.cfm?id=282377>

Thank you,  
Conor

Conor Kenny  
Boards and Commissions



## Board and Commission Council Committee Agenda Item Request

Name of Board or Commission:

Request Number: YYYYMMDD-### (Date of Board/Commission meeting followed by the agenda number):

Description of item:

Board or Commission Vote to refer item to Council:

Date of Approval of Request:

Recommended Council Committee(s) to refer the item to:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Audit & Finance         | <input type="checkbox"/> Housing & Community Development          | <input type="checkbox"/> Planning & Neighborhood |
| <input type="checkbox"/> AE Utility Oversight    | <input type="checkbox"/> Mobility                                 | <input type="checkbox"/> Public Safety           |
| <input type="checkbox"/> Economic Opportunity    | <input type="checkbox"/> Open Space, Environment & Sustainability | <input type="checkbox"/> Public Utilities        |
| <input type="checkbox"/> Health & Human Services |   |  |

Attachments: ☐ Yes ☐ No

If yes, please list the attachments:

Attest:

Signature of Board/Commission Chair or Staff Liaison

### MAYOR'S OFFICE USE ONLY

Council Committee Assigned:

Recommend a Fiscal Analysis be completed?

Recommend a Legal Analysis be completed?

Notes:

Mayor Signature & Date:

# **Council Committee Agenda Request**



# Design Commission: Mission Statement

## § 2-1-129 - DESIGN COMMISSION.



(A) The Design Commission membership should include a diverse group of persons having expertise in urban design, architecture, landscape architecture, historic preservation, civic art, real property development, construction, and economic development.

1

(B) The commission shall provide advisory recommendations to the city council as requested by the city council to assist in developing public policy and to promote excellence in the design and development of the urban environment.

2

(C) The commission shall:

(1) offer policy recommendations regarding specific issues of urban design;

(2) participate in developing design guidelines;

(3) unless otherwise directed by the city council, for projects that require the approval of the Planning Commission or the Zoning and Platting Commission:

(a) review a project only after a formal request by the project sponsor or applicant; and

(b) complete the review before the respective Planning or Zoning and Platting Commission takes final action;

(4) provide citizen education and outreach regarding quality urban design;

(5) provide a venue for citizen input on the design and development of the urban environment;

(6) maintain liaison relationships with city staff and other boards and commissions; and

3

(7) perform other activities as directed by the city council.

(D) The commission may appoint one or more of its members to serve as liaison to a project-specific community advisory group addressing urban design and planning issues at the formal request of the project sponsor.

Source: Ord. 20071129-011.



# Design Commission: Projects Reviewed

1

LDC §2-1-129  
Design  
Commission

**Council**  
requests



**Council**

2

LDC §2-1-129  
Design  
Commission

**PC/ZAP**  
applicant  
requests



**PC / ZAP**

LDC §14-11-73  
Review by  
Commissions

**Downtown  
Alley  
Vacations**



**Public  
Works  
Director**

3

LDC §25-2-586  
Downtown Density  
Bonus Program

**Downtown  
Density Bonus  
Projects**



**Urban Design  
Guidelines**



**Planning &  
Zoning Director**

Council Resolutions  
20071129-046 &  
20100923-086

**Municipal  
Buildings**  
(including AEC  
requests from  
Subchapter E)



**City design &  
sustainability  
standards**



**Development  
Services Director**

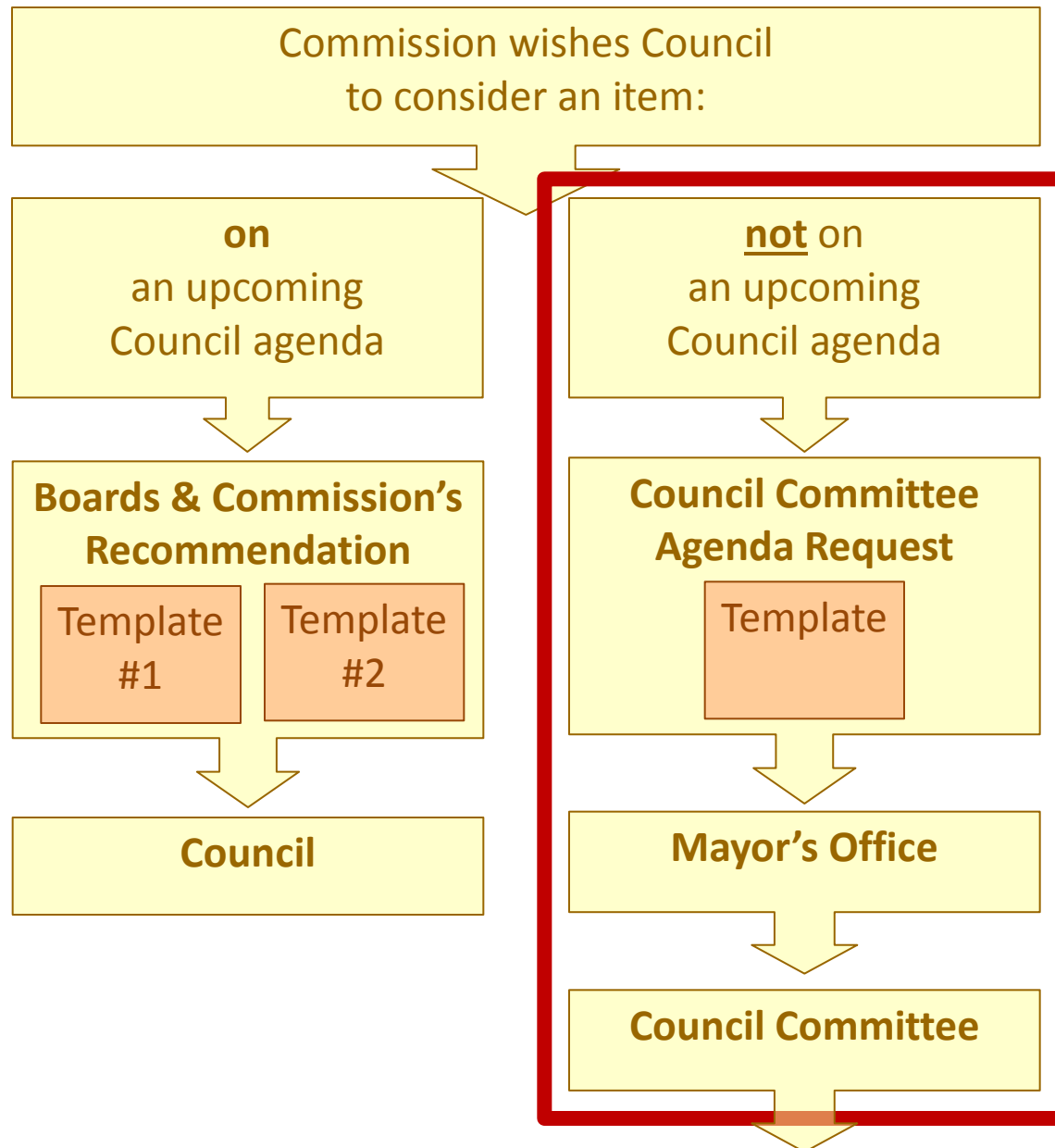
4

**City Plans/  
Initiatives**  
(courtesy  
briefing)

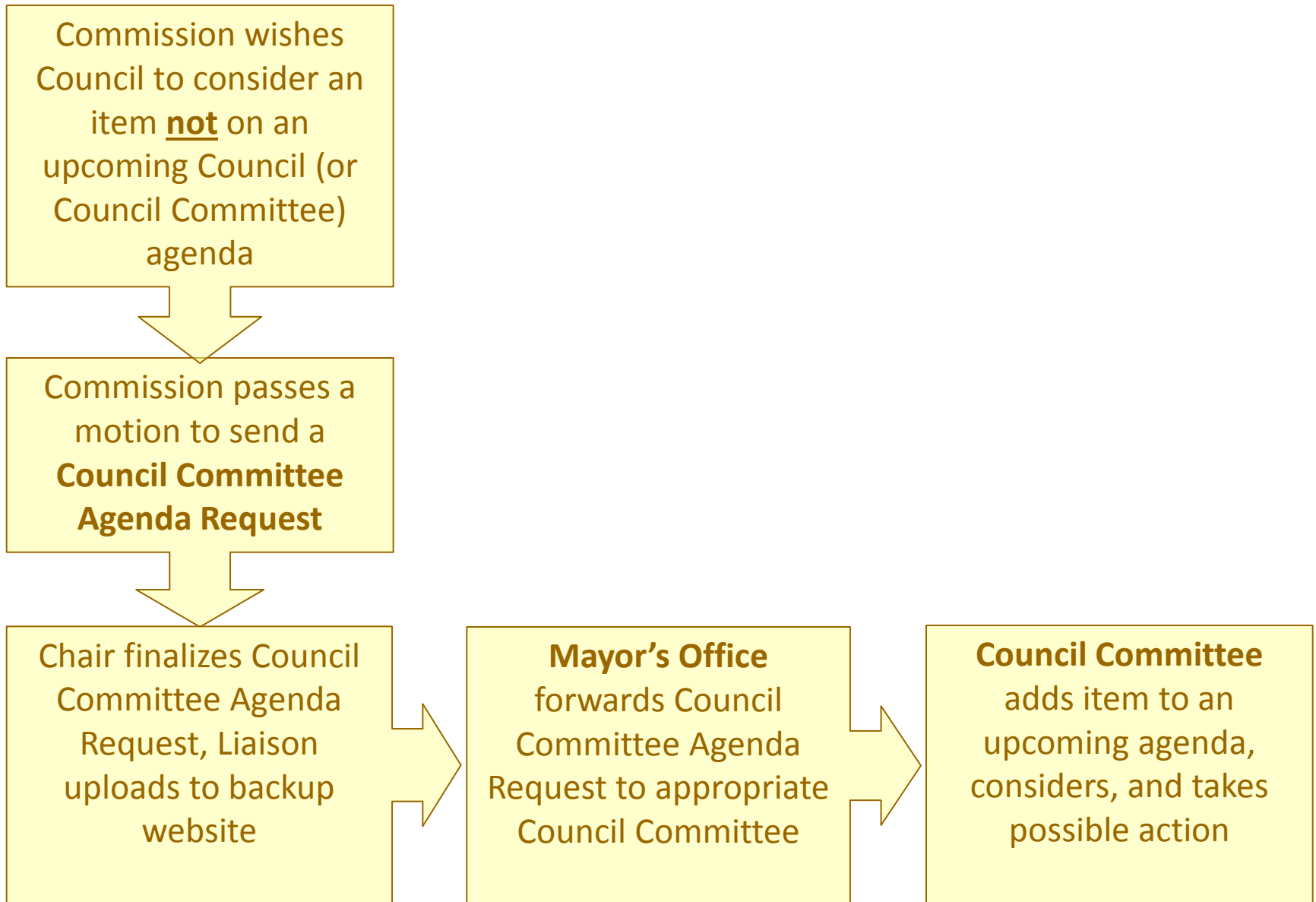


**Follows  
project,  
to Council**

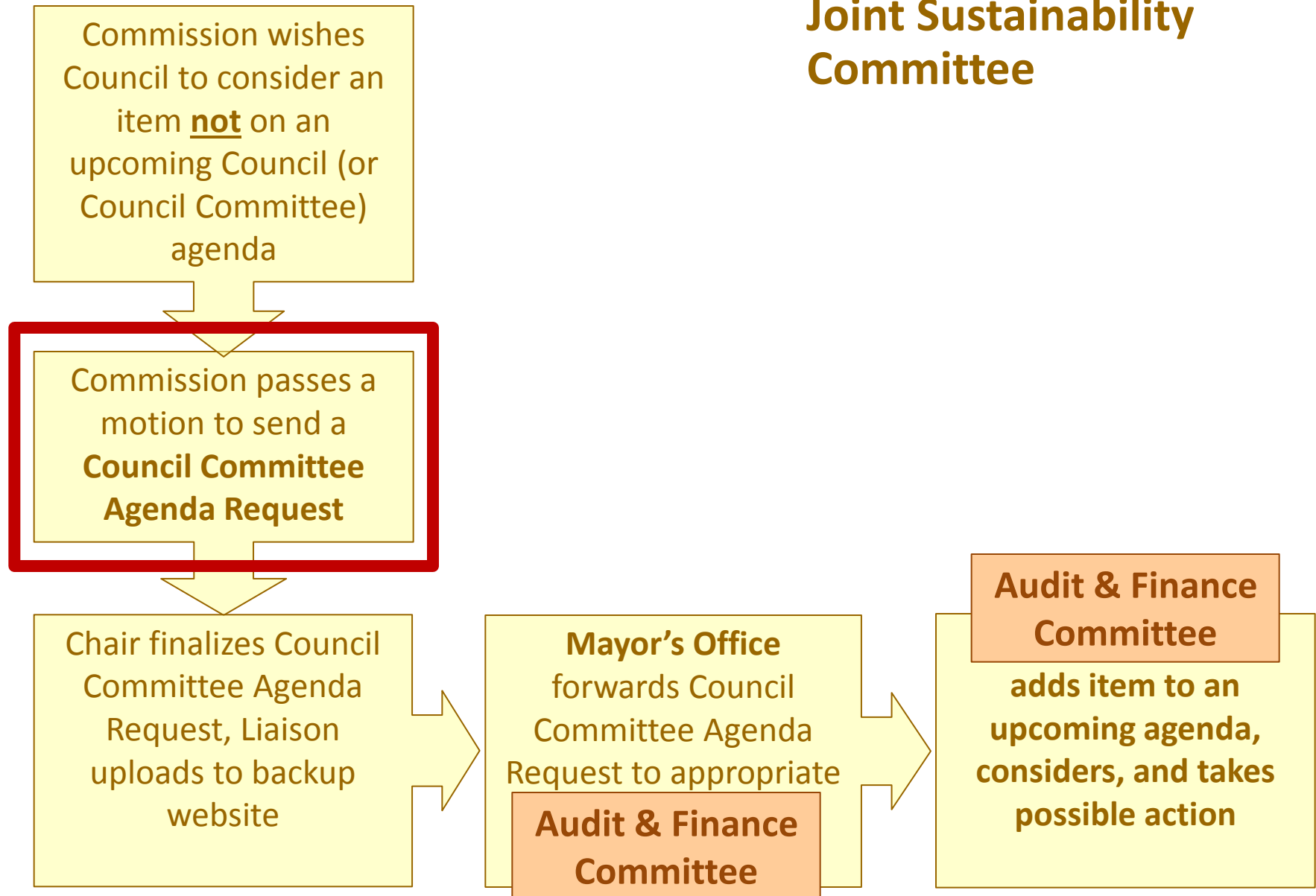
# Board Communication with Council



# Council Committee Agenda Request



# Council Committee Agenda Request: : requesting member on Joint Sustainability Committee





# Council Committee Agenda Request: Template



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Recommended Council Committee(s) to refer the item to:

☐ Audit & Finance

☐ Housing & Community Development

☐ Planning & Neighborhood

☐ AE Utility Oversight

☐ Mobility

☐ Public Safety

☐ Economic Opportunity

☐ Open Space, Environment & Sustainability

☐ Public Utilities

☐ Health & Human Services

Attachments: ☐ Yes ☐ No

If yes, please list the attachments:

Attest:

Signature of Board/Commission Chair or Staff Liaison

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## Roles: **Committee Member vs. Liaison**

	Member	Liaison
Code change?	Yes ( <a href="#">§ 2-1-206</a> )	No
Starts?	After code change (could take months)	Immediately
Represents Design Commission?	Yes	Yes
Participates	As a full member	As a member of the public; signs up to speak on agenda items
Motions?	Yes	No
Votes?	Yes	No

# Clerks Office: Templates

[www.austintexas.gov/department/workbooks](http://www.austintexas.gov/department/workbooks)

Home

Services

Programs

Boards



## WORKBOOKS

The online workbook supplements the training for board and commission members and staff liaisons.

## Document Availability

Providing workbook documents electronically honors Austin's "Green" value and allows us to keep the documents up-to-date more efficiently. If you have any problems accessing these documents, please contact the [Office of the City Clerk](#) for assistance.

## Workbook Documents

- City Vision and Values Statement
- City of Austin Overview
- Planning and Budgeting
- Roles and Responsibilities for Board Members
- Robert's Rules of Order
- Conflict Resolution for Board and Commission Members
- Email Agreement
- Ethics for the City of Austin Boards and Commissions
- Texas Open Meetings Act
- Templates
  - Agenda
  - Cancellation Notice
  - Community Interest Announcement
  - Minutes and Minutes
  - Board and Commission Recommendation (v1)
  - Board and Commission Recommendation (v2)
  - Council Committee Agenda Request
  - Journal Internal Review
  - Conflict of Interest Affidavit
  - Conflict Disclosures Form
  - Advisory Board Attendance & Conflict of Interest

## TOP CONTENT

- ★ [Workbooks](#)
- ★ [Training](#)
- ★ [More About Boards and Commissions](#)
- ★ [Boards and Commissions Transition Taskforce Members](#)
- ★ [Women's Hall of Fame](#)

### Member Training

Find information about training for board and commission members and liaisons.