



**Applicant Review Panel  
November 20, 2020 at 1:00 pm  
Via Videoconference  
MINUTES**

**PANEL MEMBERS IN ATTENDANCE**

Abigael McClean                      James Christianson                      William Cooper

**STAFF IN ATTENDANCE**

Matthew Dugan                      Lisa Rodriguez

**Oath of Office:** Administration of the Oath of Office to Applicant Review Panel (ARP) members (Erika Brady, Assistant City Clerk)

*The three panelists of the Applicant Review Panel (ARP) took their oaths of office.*

**CALL TO ORDER**

**The meeting was called to order at 1:15pm with all three members present.**

**CITIZEN COMMUNICATION: GENERAL**

The first three speakers who register to speak no later than noon the day before the meeting will be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

*No members of the public registered to speak.*

**1. APPROVAL OF MINUTES**

*This item will occur at the next meeting.*

**2. NEW BUSINESS**

The ARP may discuss and take action on the following agenda items:

A. Introductions of ARP members and staff

*The panelists and staff introduced themselves.*

B. Option to elect a Chair and Vice Chair

*On Bill Cooper's motion, Jim Christianson's second, Abby McClean was unanimously elected as Chair of the ARP. On Jim Christianson's motion, Chair McClean's second, Bill Cooper was unanimously elected as Vice Chair.*

C. Discuss the ARP's mission and purpose (Ashley Glotzer, City Law Department)

*Ashley Glotzer presented.*

D. Discuss ARP legal considerations

i. Voting Rights Act (Ashley Glotzer, City Law Department)

*Ashley Glotzer presented.*

ii. Texas Open Meetings Act, Public Information Act, and City Charter No-Contact Period (Ashley Glotzer, City Law Department)

*Ashley Glotzer presented.*

iii. Records Management (Erika Brady, Assistant City Clerk)

*Erika Brady presented.*

E. Discuss approach to assessing applications, application merits, and work plan

*Discussion was held, with Carol Limaye providing recommendations.*

F. Housekeeping matters, including resources on the City of Austin website, ARP member contact information, staff support, and scheduling future meetings

*Matt Dugan briefed the panel.*

G. Lessons learned from Carol Limaye, member of the 2013 ARP

*Carol Limaye briefed the panel and answered questions.*

## **ADJOURNMENT**

**Chair McClean adjourned the meeting at 2:40pm without objections.**

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 (48 hours) before the meeting date. Please call Matt Dugan at Housing and Planning Department, at (512-974-7665), for additional information; TTY users route through Relay Texas at 711.

For more information on the Applicant Review Panel, please contact Matt Dugan at 512-974-7665 or [matthew.dugan@austintexas.gov](mailto:matthew.dugan@austintexas.gov)