Item 3e
2016/10/24

Process for Design Commission evaluation of projects seeking review for substantial compliance under the Density Bonus Provisions:

1. ~~Four~~ Six **weeks prior to the target Design Commission meeting:** ~~the~~ Applicant will contact ~~Commission~~ Density Bonus Liaison with intent to schedule project on the next Design Commission agenda.
    a. Density Bonus Liaison will provide application and submittal documentation to Applicant and notify Commission Liaison.

2. **Five weeks prior to the target Design Commission meeting:** Density Bonus Liaison will contact Chair of Working Group to schedule a meeting, copying Commission Liaison.

~~2.~~ **By the end of the fourth~~Three~~ week~~s~~ (24 days) prior to the target Design Commission meeting:** the Applicant will submit all completed application requirements to Density Bonus Staff Liaison.

3.

~~4. **Three weeks prior to the target Design Commission meeting:** Once Liaison has received all completed application requirements, Liaison will contact Chair of Working Group to schedule a meeting~~

~~5.~~4. **By the end of the third ~~Two~~ week~~s~~ (17 days) prior to the target Design Commission meeting:** Design Commission Working Group will meet ~~at least two weeks prior to the target Design Commission date~~ to review project submittal and evaluate Applicant's presentation detailing substantial compliance with the Urban Design Guidelines for Austin.
    a. ~~Commission~~ Working Group will provide Applicant comments and suggestions on improving presentation and issue a recommendation to the Design Commission on achieving substantial compliance with the Urban Design Guidelines for Austin.

~~6.~~5. **By the end of the second ~~One~~ week (10 days) prior to the target Design Commission meeting:** ~~The~~ Chair of the Working Group will ~~craft~~ send the Density Bonus and Commission Liaisons the Working Group's~~a~~ written recommendation to the Design Commission containing **specific feedback** given to the Applicant and, if lacking, detaining items to address to achieve substantial compliance with the Urban Design Guidelines for Austin.

~~7.~~6. **One week (7 days) prior to the target Design Commission meeting:** o~~O~~nce the Density Bonus Liaison receives the revised project submittal from the Applicant and the Commission Liaison receive~~s~~ the written recommendation from the Working

Group Chair ~~and revised project submittal from the Applicant~~, ~~the~~ Commission Liaison will place project on ~~the~~ Design Commission agenda for discussion and possible action.

~~8.~~7. **Design Commission meeting:** At the meeting, ~~the~~ Design Commission will review the project for substantial compliance with the Urban Design Guidelines for Austin based on Working Group recommendations and issue a final recommendation detailing to City Staff items needed to be addressed in order to achieve substantial compliance.

~~9.~~8. **Within ~~O~~one week after Design Commission meeting:** ~~Within one week after the Commission meeting,~~ the Chair will issue a formal written recommendation based on the action taken by the by the Commission detailing to City Staff items needed to be addressed in order to achieve substantial compliance.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
6	12	13	14	15	16
	<----------Applicant contacts Density Bonus Liaison; ----------> Density Bonus Liaison sends application, etc.				
5	19	20	21	22	23
	<---------- Density Bonus Liaison contacts Chair ---------- > to schedule Working Group meeting				
4	26	27	28	29	30 **Applicant's Density Bonus materials due**
3	3	4	5	6	7
	<---------- Working Group meets ---------->				
2	10	11	12	13	14 **Working Group's rec. due**
	<--------- Chair ~~crafts~~ finalizes ~~written~~ Working Group's written recommendation ---------->				
1	17 Applicant's project added to agenda	18	19 Agenda due at noon	20	21
0	24 **Design Commission Meeting**	25	26	27	28
		<---------- Chair finalizes Commission's ~~final~~ written recommendation ---------->			

+1	30 **Commission's final rec. due**				