

# FY2018-19 Rule Adoption Calendar for Land Development Related Departments



Please contact Janet McNeil at 512-974-2760 or at janet.mcniel@austintexas.gov if you have any questions.

| Documents                      | Phase - Description   | 1 <sup>st</sup> Quarter  | 2 <sup>nd</sup> Quarter   | 3 <sup>rd</sup> Quarter  | 4 <sup>th</sup> Quarter  |
|--------------------------------|---|--|---|--|--|
|                                | <b>1 – Develop Rules</b><br>Initiating Dept prepares new rule by working with law department, other City of Austin departments that may be affected by the new rule, and conducting external stakeholder meetings to allow for input. |  | Set by each department  |  |  |
| A-G<br>(Electronic Files Only) | <b>2 - Interdepartmental Review</b><br>Initiating Dept SPOC submits required documents to Rule Manager (RM) for publishing in RPPS which notifies all SPOCs and begins the interdepartmental review process                           | <b>11/6/18</b><br>(by 10 am)   | <b>2/5/19</b><br>(by 10 am)   | <b>5/7/19</b><br>(by 10 am)  | <b>8/6/19</b><br>(by 10 am)  |
|                                | All SPOCs submit comments in RPPS<br>(10 business days)   | <b>11/20/18</b><br>(by 5 pm)   | <b>2/19/19</b><br>(by 5 pm)   | <b>5/21/19</b><br>(by 5 pm)  | <b>8/20/19</b><br>(by 5 pm)  |
|                                | All SPOC approvals must be entered in RPPS, else rule will not move forward (15 business days)  | <b>12/11/18</b><br>(by 5 pm)   | <b>3/12/19</b><br>(by 5 pm)   | <b>6/11/19</b><br>(by 5 pm)  | <b>9/10/19</b><br>(by 5 pm)  |
|                                | Send director-signed hard copy to Law Dept for Signature  | 12/18/18   | 3/26/19   | 6/25/19  | 9/24/19  |
| G, H                           | <b>3 - Notice of Proposed Rule</b><br>Initiating Dept SPOC submits required documents to RM for Official Posting with City Clerk<br>(This date <u>must</u> be used on the Notice of Proposed Rule)                                    | <b>1/8/19</b><br>(by 10 am)  | <b>4/9/19</b><br>(by 10 am)   | <b>7/9/19</b><br>(by 10 am)  | <b>10/8/19</b><br>(by 10 am)   |
|                                | Send director signed hard copy to Law Dept for Signature  |  | 2 weeks before adoption   |  |  |
| G, I                           | <b>4 - Notice of Rule Adoption</b><br>Initiating Dept SPOC submits required documents to RM for Official Posting with City Clerk (32 – 70 days after posting)<br>(Notice of Rule Adoption <u>must</u> use exact adoption date)        | <b>By Appointment</b><br>Not before 2/9/19,<br>& not after 3/19/19<br>(by 10 am) | <b>By Appointment</b><br>Not before 5/11/19,<br>& not after 6/18/19<br>(by 10 am) | <b>By Appointment</b><br>Not before 8/10/19<br>& not after 9/17/19<br>(by 10 am) | <b>By Appointment</b><br>Not before 11/9/19,<br>& not after 12/17/19<br>(by 10 am) |
|                                | <b>5 – Public Appeal Period</b>   |  | Ends 30 days after Adoption   |  |  |
|                                | <b>6 - Publishing</b>   |  | Allow approximately 2 weeks for review & approval                                 |  |  |

## REQUIRED DOCUMENTS

- A – Assistant City Manager/Director Verification Form - pdf
- B – Copy of email notifying law department of rule and code reference - pdf
- C – Stakeholder email/letter with recipient list - pdf
- D – Stakeholder meeting agenda - pdf

- E – Stakeholder meeting Sign-in Sheet - pdf
- F – Notice of Proposed Rule – Word doc
- G – Criteria Manual Edits (Word doc illustrating changes)
- H – Notice of Proposed Rule – Signed hard copy
- I – Notice of Rule Adoption – Signed hard copy