

SUBJECT TRACT

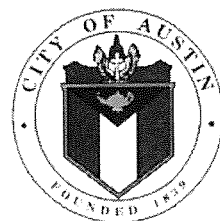


PENDING CASE



ZONING BOUNDARY

CASE#: C16-2015-0007  
Address: 9001 CAMERON ROAD



1" = 200'

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**CITY OF AUSTIN**  
**Board of Adjustment/Sign Review Board**  
**Decision Sheet**

**DATE:** June 8, 2015

**CASE NUMBER:** C16-2015-0007

\_\_\_N\_\_\_ Jeff Jack - Chair  
\_\_\_Y\_\_\_ Michael Von Ohlen **Motion to Grant**  
\_\_\_Y\_\_\_ Melissa Whaley Hawthorne - Vice Chair  
\_\_\_Y\_\_\_ Sallie Burchett  
\_\_\_Y\_\_\_ Ricardo De Camps  
\_\_\_Y\_\_\_ Brian King **2<sup>nd</sup> the Motion**  
\_\_\_Y\_\_\_ Vincent Harding  
\_\_\_-\_\_\_ Will Schnier - Alternate  
\_\_\_-\_\_\_ Stuart Hampton - Alternate

**APPLICANT:** Jim Bennett

**OWNER:** Inayat Fidai

**ADDRESS:** 9001 CAMERON RD

**VARIANCE REQUESTED:** The applicant has requested a variance to:

1. Section 25-10-124 (B) (1) (b) (Scenic Roadway Sign District Regulations) to increase the sign area from 64 square feet (required/permitted) to 144 square feet (requested); and to
2. Section 25-10-124 (B) (2) (Scenic Roadway Sign District Regulations) to increase the sign height from 12 feet (required/permitted) to 30 feet (requested); and to
3. Section 25-10-124 (F) (Scenic Roadway Sign District Regulations) to increase areas of internal illumination from individual letters only (required/permitted) to also include logo (requested) in order to add freestanding signage at this lot in a "CS", General Commercial Services zoning district and Scenic Roadway Sign District.

**BOARD'S DECISION:** The public hearing was closed on Board Member Michael Von Ohlen motion to Postpone to July 13, 2015, Board Member Bryan King second on a 6-1 vote (Board Member Jeff Jack nay); **POSTPONED TO JULY 13, 2015.**

**FINDING:**

1. The variance is necessary because strict enforcement of the Article prohibits and reasonable opportunity to provide adequate signs on the site, considering the unique features of a site such as its dimensions, landscape, or topography, because:

OR,

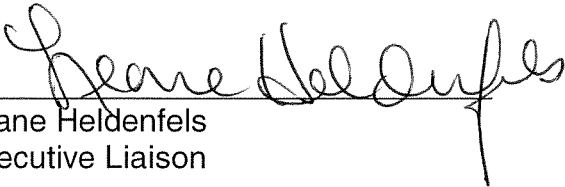
2. The granting of this variance will not have a substantially adverse impact upon neighboring properties, because:


OR,

3. The granting of this variance will not substantially conflict with the stated purposes of this sign ordinance, because:

AND,

4. Granting a variance would not provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated, because:

  
\_\_\_\_\_  
Leane Heldenfels  
Executive Liaison

  
\_\_\_\_\_  
Jeff Jack  
Chairman

CITY OF AUSTIN  
APPLICATION TO SIGN REVIEW BOARD  
SIGN VARIANCE

CASE # C16-2015-0007  
ROW# 11345731  
TCAP TAX 0235230308

**WARNING: Filing of this appeal stops all affected construction activity.**

**PLEASE: TYPE AND COMPLETE ALL REQUESTED INFORMATION.**

STREET ADDRESS: 9001 Cameron Road

LEGAL DESCRIPTION: Subdivision - John Applegate (C8i-2012-0221)

Lot(s) 3.87 acres Block \_\_\_\_\_ Outlot \_\_\_\_\_ Division \_\_\_\_\_

I, Jim Bennett as authorized agent for Inayat Fidai

\_\_\_\_\_ affirm that on 4/2/15, hereby apply for a hearing before the Sign Review Board for consideration:

ERECT - ATTACH - COMPLETE - REMODEL - MAINTAIN

A free standing sign providing for the internal lighting of logos and numbers, providing a total height of 30 ft., and  
providing a sign face area of 144 sq. ft.,

In a \_\_\_\_\_ zoning district, located within the \_\_\_\_\_ Sign

District.

If your variance request is for a reduction in setbacks or height limits, please contact Christine Esparza with the Electric Utility at 322-6112 before filing your application with this office to discuss your request. The Electric Utility will recommend the board deny your request if it will result in an encroachment into an electric easement or a NESC violation.

NOTE: The Board must determine the existence of, sufficiency of and weight of evidence supporting the findings described below. In order to grant your request for a variance, the Board must first make one or more of the findings described under 1, 2, and 3 below; the Board must then make the finding described in item 4 below. If the Board cannot make the required findings, it cannot approve a sign variance.

Therefore, you must complete each of the applicable Findings Statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional support documents.

VARIANCE FINDINGS: I contend that my entitlement to the requested variance is based on the  
Following findings:

1. The variance is necessary because strict enforcement of the Article prohibits any reasonable opportunity to provide adequate signs on the site, considering the unique features of a site such as its dimensions, landscaping, or topography, because:

the proposed height allows for a reasonable response time for patrons to enter the site due to the driveway location and the location of the median breaks on Cameron Road. The location of the electrical easements prevents the sign from being placed on the site to effectively and reasonably advertise the businesses in a safe manner.

OR,

2. The granting of this variance will not have a substantially adverse impact upon neighboring properties, because:

most of the adjoining properties are undeveloped or developed with commercial and industrial type use that don't require product or pricing information.

OR,

3. The granting of this variance will not substantially conflict with the stated purposes of this sign ordinance, because:

it will increase traffic safety, and will provide the individual business to adequately identify their business.

AND,

4. Granting a variance would not provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated, because:

other gasoline stations are allowed to provide the type and price of the product for sale

APPLICANT CERTIFICATE – I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Signed Jim Bennett Mail Address 11505 Ridge Drive

City, State & Zip Austin, Texas 78748

Printed Name Jim Bennett Phone (512)282-3079 Date \_\_\_\_\_

OWNERS CERTIFICATE – I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Signed \_\_\_\_\_ Mail Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

VARIANCE FINDINGS: I contend that my entitlement to the requested variance is based on the following findings:

1. The variance is necessary because strict enforcement of the Article prohibits any reasonable opportunity to provide adequate signs on the site, considering the unique features of a site such as its dimensions, landscaping, or topography, because: \_\_\_\_\_

\_\_\_\_\_

OR,

2. The granting of this variance will not have a substantially adverse impact upon neighboring properties, because: \_\_\_\_\_

\_\_\_\_\_

OR,

3. The granting of this variance will not substantially conflict with the stated purposes of this sign ordinance, because: \_\_\_\_\_

\_\_\_\_\_

AND,

4. Granting a variance would not provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated, because: \_\_\_\_\_

\_\_\_\_\_

APPLICANT CERTIFICATE – I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Signed \_\_\_\_\_ Mail Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

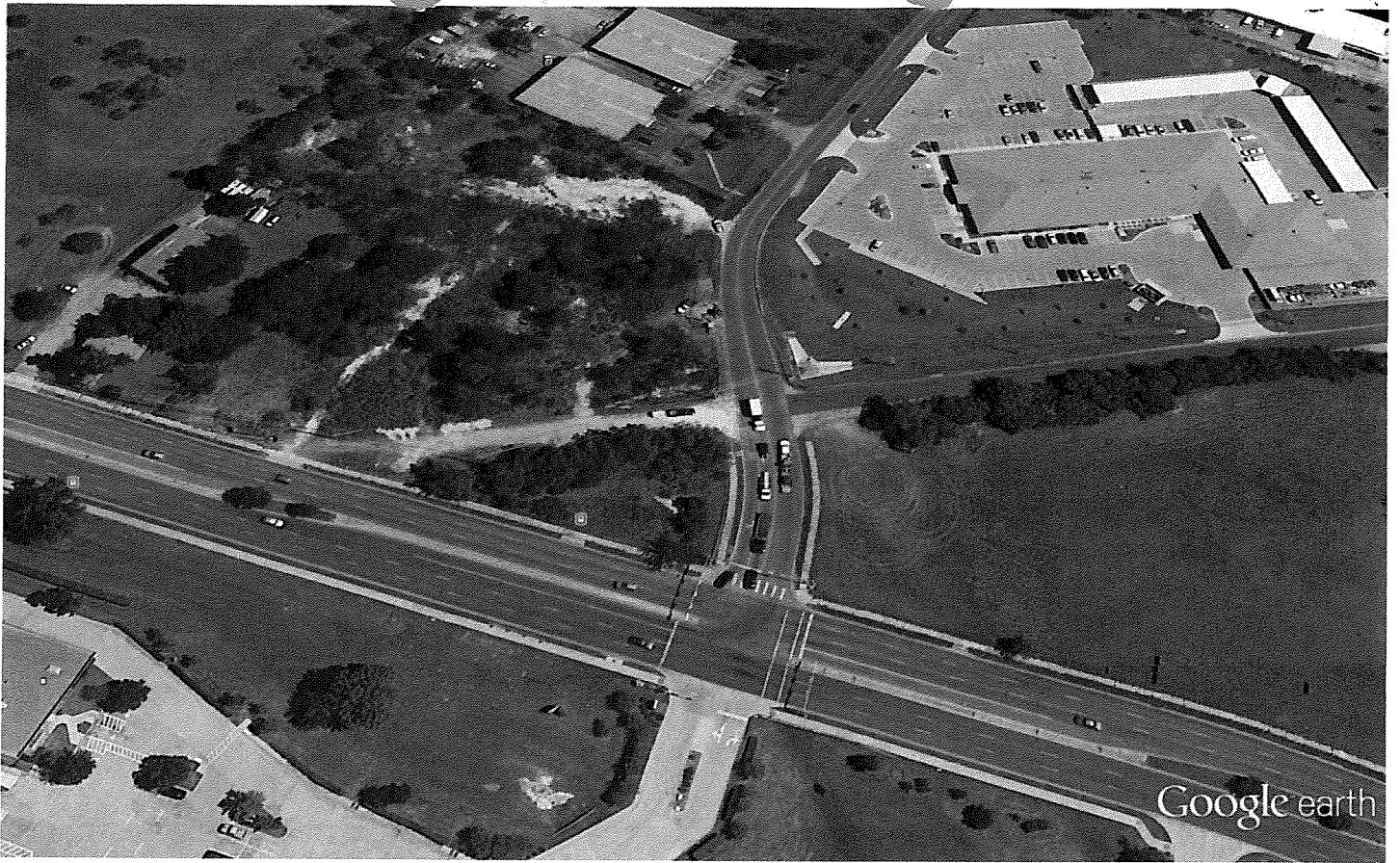
Printed \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

OWNERS CERTIFICATE – I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Signed Maya Jda Mail Address 11500 CITRUS CV

City, State & Zip Austin, TX 78750

Printed INAYAT FIDAI Phone 512-534-1158 Date 02/04/15

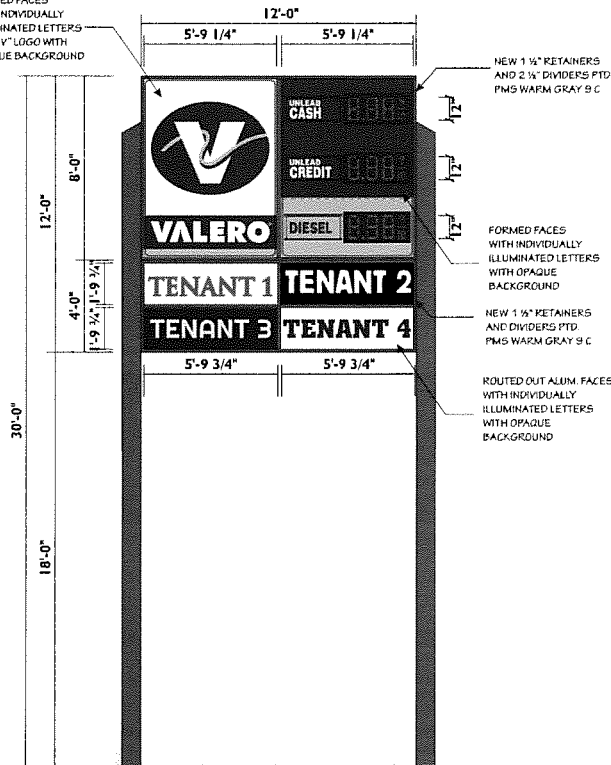


Google earth

feet  
meters



FORMED FACES  
WITH INDIVIDUALLY  
ILLUMINATED LETTERS  
AND "V" LOGO WITH  
OPAQUE BACKGROUND

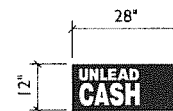


NEW 1 1/2" RETAINERS  
AND 2 1/2" DIVIDERS PTD  
PMS WARM GRAY 9 C

FORMED FACES  
WITH INDIVIDUALLY  
ILLUMINATED LETTERS  
WITH OPAQUE  
BACKGROUND

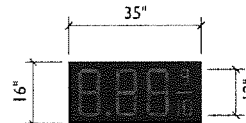
NEW 1 1/2" RETAINERS  
AND DIVIDERS PTD  
PMS WARM GRAY 9 C

ROUTED OUT ALUM. FACES  
WITH INDIVIDUALLY  
ILLUMINATED LETTERS  
WITH OPAQUE  
BACKGROUND



#### Product Panel Insert Options

- 1/2" CLEAR ACRYLIC INSERTS  
WITH SCREENED GRAPHICS
- OPAQUE BACKGROUND - VALERO TEAL
- TRANSLUCENT COPY



#### Drop-In L.E.D. Unit

DAKTRONICS MODEL #:  
FL-2000-12-MA-DI

#### COLOR SPECS.



- MANUFACTURE & INSTALL (1) NEW  
DOUBLE-FACED 3-PRODUCT PYLON SIGN
- OPAQUE FACES WITH ONLY INDIVIDUAL  
LETTERING AND "V" LOGO ILLUMINATING
- 12" RED AND GREEN DAKTRONICS UNITS

- 30'-0" OAH
- 144 SQ. FT. TOTAL

**A DOUBLE-FACED 3-PRODUCT PYLON SIGN**  
ONE (1) REQUIRED

SCALE: 1/4"=1'-0"



- ☐ Approved
- ☐ Approved As Noted
- ☐ Revise & Resubmit

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Client: Valero SPL 10958  
Location: 9001 Cameron Rd.  
Austin, TX

Salesperson: Pete Sitterle  
Proj. Mgr.: Cindy Housos  
Date: 4-10-15  
Designer: Jocelyn BB\_JG

File Name: 15-0359\_Valero  
SPL\_10958\_R4

Proposal #: 21657  
Job #: 15-0359

#### Revisions

- R1/11/15/JG ADD NIGHT NEWS
- R2/01/15/JG Add optional logos -  
Pages 3 and 4
- R3/14/15/JG NEW SIZE LED PRODUCT  
PANELS NEW COPY
- R4/14/15/JG NEW W28 CABINETS



License #: 18010

Corporate Office  
Batesville, MO  
8128 West Turner  
Batesville, MO 64003  
PH: (816) 341-7844

Dallas / Ft. Worth Branch  
11328 S. Inland Highway Dr.  
Irving, TX 75062  
PH: (972) 870-1654

Houston Branch  
8808 Greenhouse Rd.  
Houston, TX 77036  
PH: (281) 494-8581

Austin Branch  
8407 S. Loop W. Bldg. 1B  
Austin, TX 78710  
PH: (512) 875-8500



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COMET SIGNS, INC.





- ☐ Approved
- ☐ Approved As Noted
- ☐ Revise & Resubmit

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Client: Valero SPL 10958  
Location: 9001 Cameron Rd  
Aurora, TX

Salesperson: Pete Sitterle  
Pri. Mngr.: Cindy Housos  
Date: 4-10-15  
Designer: Jocelyn BB, JG

File Name: 15-0359 Valero  
SPL 10958\_R4

Proposal #: 21667  
Job #: 15-0359

#### Revisions

- R1 / 1-15-15 / JG ADD NIGHT VIEWS
- R2 / 10-28-15 / BB Added cabinet height -  
Page 3 and 4
- R3 / 3-15-15 / JG NEW SIZE LED PRODUCT  
PANELS, NEW COPY
- R4 / 4-10-15 / JG NEW SIZE CABINETS



License #: 18010

Corporate Office  
San Antonio  
8335 West Turley  
San Antonio, TX 78218  
PH: (210) 341-7244

Dallas / Ft. Worth Branch  
1338 S. Valley Parkway Dr.  
Irving, TX 76060  
PH: (972) 870-1854

Houston Branch  
8808 Greenhouse Rd.  
Houston, TX 77064  
PH: (281) 488-8581

Austin Branch  
8427 S. Loop E. Bldg. 1B  
Austin, TX 78716  
PH: (512) 875-8900

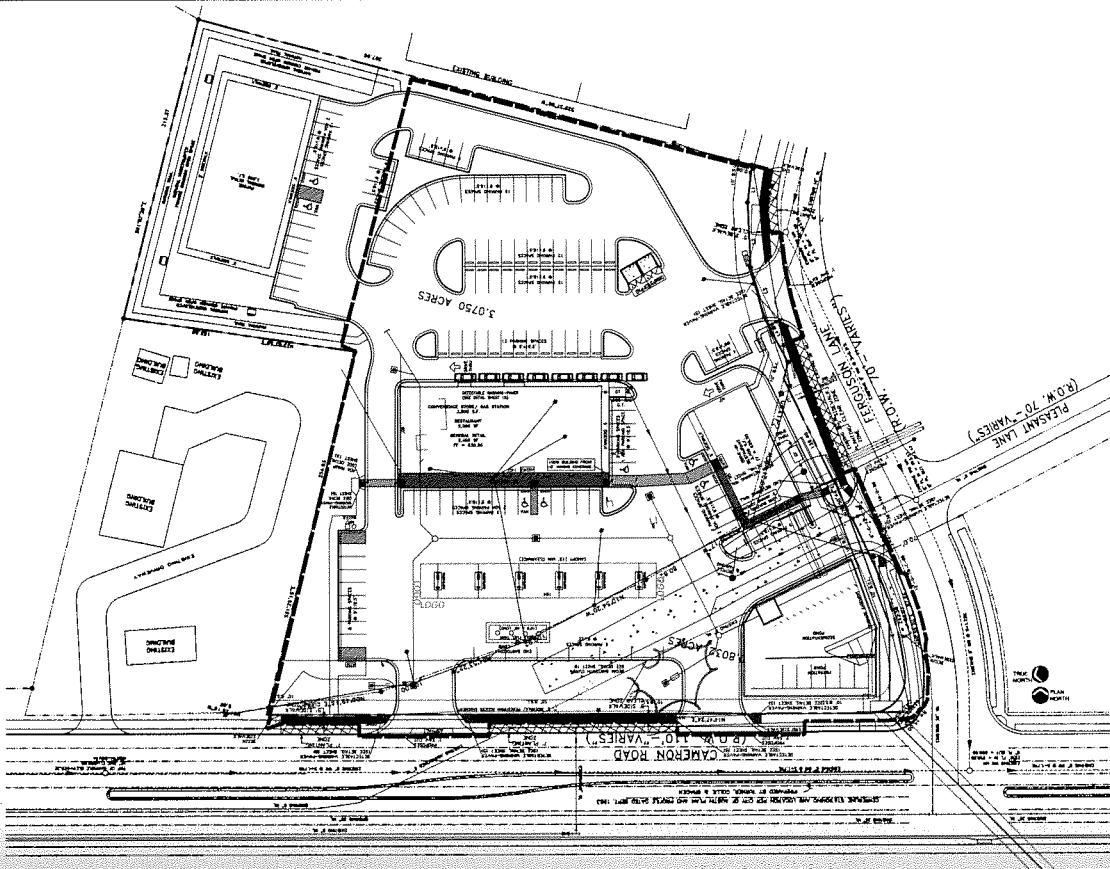


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Page: 3 of 5

**DOUBLE-FACED 3-PRODUCT MONUMENT SIGN**  
NIGHT VIEW

SCALE: 1/4"=1'-0"



SITE PLAN

SCALE: 1/84"=1'-0"



- ☐ Approved
- ☐ Approved As Noted
- ☐ Revise & Resubmit

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Client: Valero SPL 10958  
Location: 9001 Cameron Rd  
Austin, TX

Salesperson: Pete Skerle  
Prj. Mgr.: Cindy Houss  
Date: 4-10-15  
Designer: Jocelyn BB JG

File Name: 15-0359 Valero  
SPL 10958\_R4

Proposal #: 21687  
Job #: 15-0359

#### Revisions

- R1 / 10-15-15 / JG: ADD NIGHT VIEWS
- R2 / 01-18-16 / JG: Added external lighting -  
Page 3 and 4
- R3 / 2-11-16 / JG: NEW SIZE LED PRODUCT  
FANELL NEW COPY
- R4 / 4-15-15 / JG: NEW SIZE CABINETS



License # 18010

Corporate Office  
Bryan, Texas  
8325 Walnut Street  
Bryan, Texas 77801  
PH: (254) 341-7264

Chattanooga, TN  
11218 S. Valley Highway Dr  
Chattanooga, TN 37405  
PH: (423) 875-1964

Houston Branch  
18008 Greenhollow Rd.  
Houston, TX 77058  
PH: (281) 494-6661

Austin Branch  
2427 S. Lamar St. Suite 110  
Austin, TX 78745  
PH: (512) 672-8300

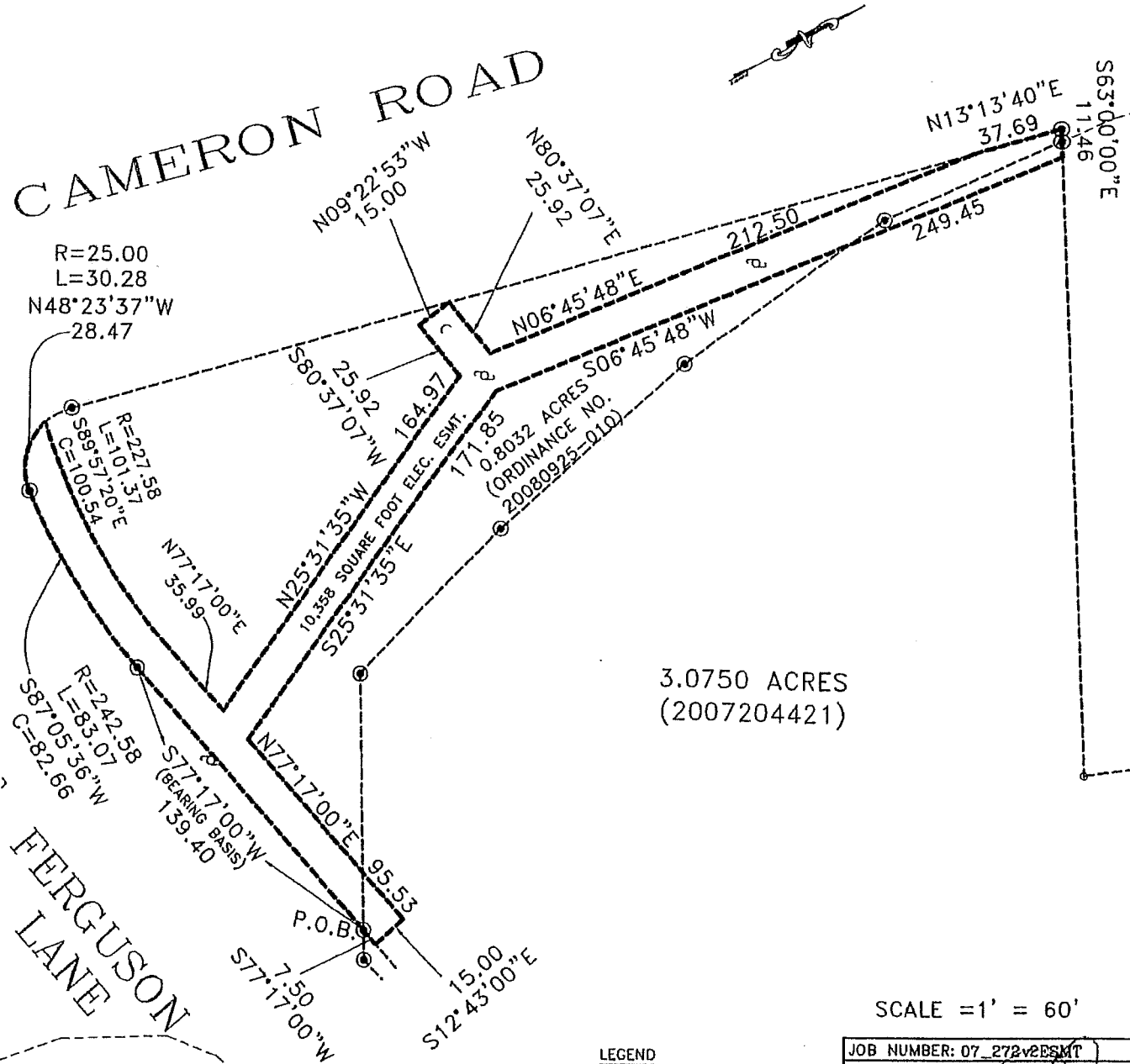


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AND INTERNATIONAL TRADEMARK & COPYRIGHT  
LAWS.

# Exhibit "B"

SKETCH TO ACCOMPANY FIELD NOTES:

FOR A 10,358 SQ. FT, ELECTRIC EASEMENT TRACT OUT OF A 0.8032 ACRE TRACT CONVEYED TO ZIF HOLDINGS BY THE VACATION OF A PORTION OF CAMERON ROAD RECORDED IN ORDINANCE NO. 20080925-010 OF THE CITY OF AUSTIN, TEXAS, AND BEING OUT OF A 3.0750 ACRE TRACT TO ZIF HOLDINGS, INC. BY WARRANTY DEED RECORDED IN DOCUMENT NO. 2007204421, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS



**CRICHTON**  
AND ASSOCIATES INC.  
LAND SURVEYORS

6448 East Highway 290  
Suite B105  
Austin, Texas 78723  
PHONE: (512) 244-3395  
FAX: (512) 244-9508

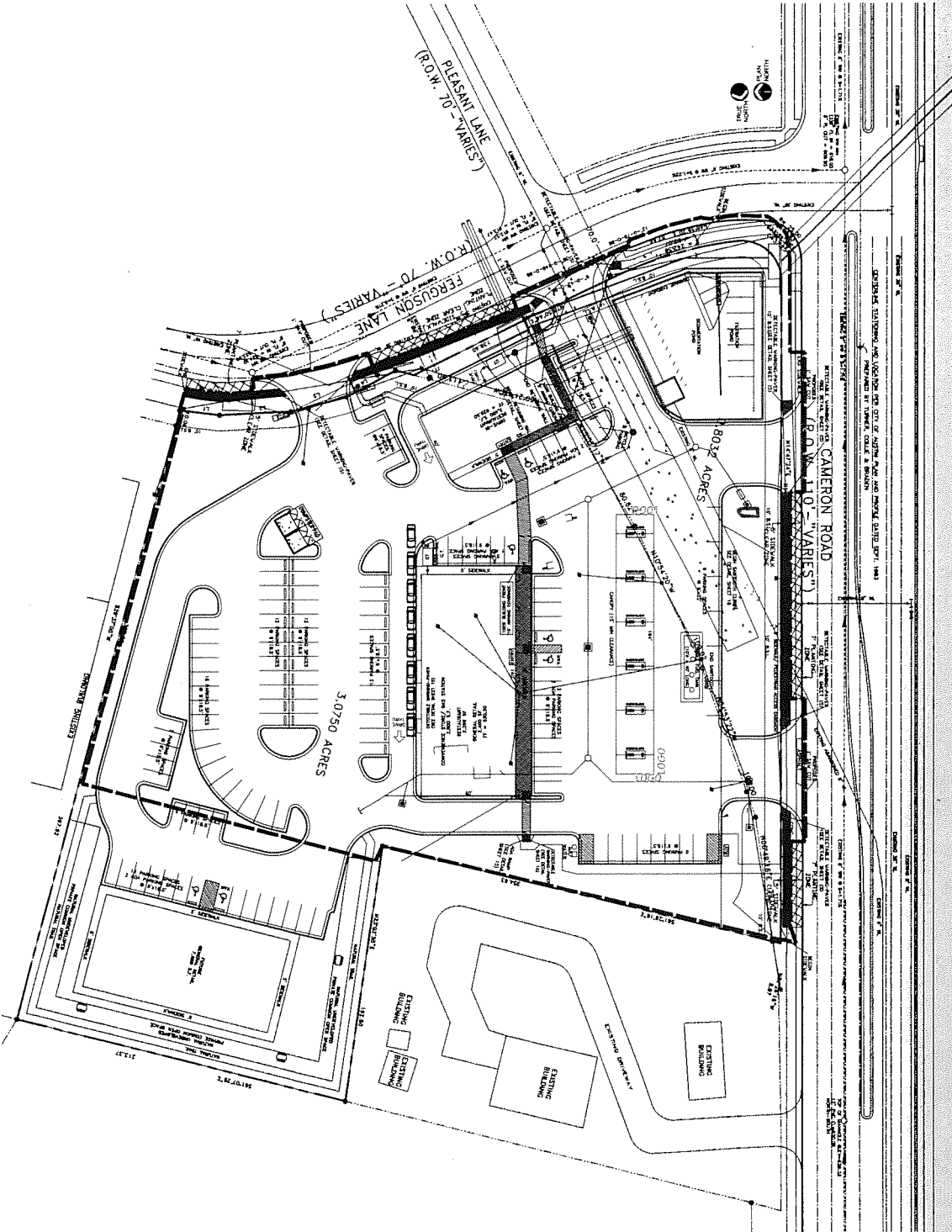
SCALE = 1" = 60'

JOB NUMBER: 07\_272v2BSMT




REVISED: JUNE 18, 2013  
DATE: JUNE 14, 2013

C16-2015-0007



SITE PLAN  
SCALE: 1/64"=1'-0"



☐ Approved  
☐ Approved As Noted  
☐ Revise & Resubmit

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Client: Valero SPL 10958  
Location: 9001 Cameron Rd  
Austin, TX


Salesperson: Pete Sitterle  
Pri. Mgr.: Cindy Housos  
Date: 4-10-15  
Designer: Jocelyn\_BB\_JG

File Name: 15-0359 Valero  
SPL 10958\_R4

Proposal #: 21687  
Job #: 15-0359

Revisions

R1/11-22-15 / JC ADD NIGHT VIEWS  
R2/01-28-15 / BB Added optional height -  
Pages 3 and 4  
R3/2-9-15 / JC NEW SIZE LED PRODUCT  
PANELS NEW COPY  
R4/4-10-15 / JC NEW SIZE CABINETS



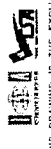
License #: 18010

Customer Office  
Chisel Signs  
2316 White Turnpike  
San Antonio, TX 78219  
Ph: (210) 341-7224

Pl. Worth Branch  
1330 S. W. 20th St.  
Irving, TX 76060  
Ph: (972) 870-1884

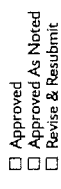
Houston Branch  
14000 Katy Rd.  
Houston, TX 77054  
Ph: (281) 488-4881

Austin Branch  
2402 S. Lamar Blvd.  
Austin, TX 78741  
Ph: (512) 578-8800



THIS IS TO CERTIFY THAT I HAVE REVIEWED THE ABOVE PROJECT AND THAT IT IS IN ACCORDANCE WITH THE MINIMUM REQUIREMENTS OF THE TEXAS PROFESSIONAL ENGINEERING ACT AND THE RULES AND REGULATIONS OF THE BOARD OF ENGINEERING EXAMINERS. I HAVE NOTED ANY CORRECTIONS AND AMENDMENTS TO THE PROJECT AND HAVE PROVIDED A WRITTEN AUTHORIZATION FOR THE PROJECT TO BE CONSTRUCTED AS SHOWN ON THE ATTACHED DRAWINGS. I HAVE ALSO PROVIDED A WRITTEN AUTHORIZATION FOR THE PROJECT TO BE CONSTRUCTED AS SHOWN ON THE ATTACHED DRAWINGS.

Page: 1 of 5



By: \_\_\_\_\_ Date: \_\_\_\_\_

Client: Valera SPL 10958  
Location: 9001 Cameron Rd.  
Austin, TX

Salesperson: Pete Sitterle  
 Pri. Mng: Cindy Housos  
 Date: 4-10-15  
 Designer: Jocelyn\_BB.JG

File Name: I5-0359 Valero  
SPL 10958 R4  
Proposal #: 21687  
Job #: I5-0359

R1 / 1-12-15 / I/G: ADD NIGHT VIEWS.  
R2 / 01-28-15 / BB: Added optional heights -  
Pages 3 and 4  
R3 / 2-9-15 / I/G: NEW SIZE LED, PRODUCT  
PANELS, NEW COPY.  
R4 / 4-10-15 / I/G: NEW SIZE CABINETS.



Corporate Office  
San Antonio  
2305 West Turbo  
San Antonio, TX 78218  
Ph: (512) 341-7444

Galler / Pls. Worth Branch  
3336 E. Irving Street Dr.  
Irving, TX 75060  
Ph: (817) 870-1884

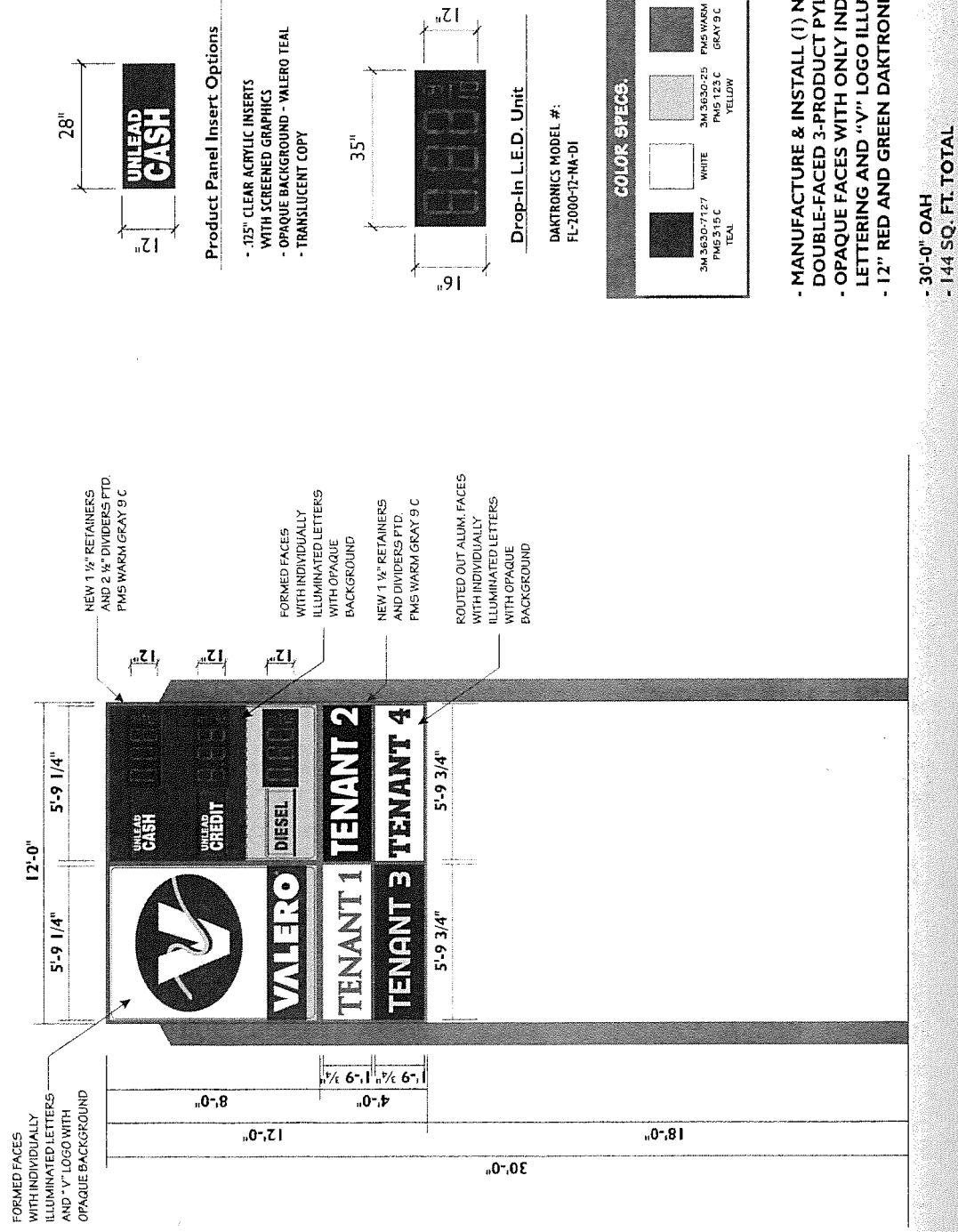
Houston Branch  
2805 Greenhouse Rd.  
Houston, TX 77084  
Ph: (281) 438-5551

Austin Branch  
2437 W. Loop 4, Bldg. 1  
Austin, TX 78750  
Ph: (512) 378-8800




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Page: 2 of 5



**A** DOUBLE-FACED 3-PRODUCT PYLON SIGN  
ONE (1) REQUIRED  
SCALE: 1/4" = 1'-0"




☐ Approved  
☐ Approved As Noted  
☐ Revise & Resubmit

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

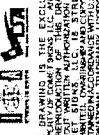
Client: Valero SPL 10958  
 Location: 9001 Cameron Rd  
 Austin, TX

Salesperson: Pete Sitterle  
 Pri. Mngt.: Cindy Housos  
 Date: 4-10-15  
 Designer: Jocelyn BB, JG  
 File Name: IS-0359\_Valero\_SPL\_10958\_R4  
 Proposal #: 21687  
 Job #: IS-0359

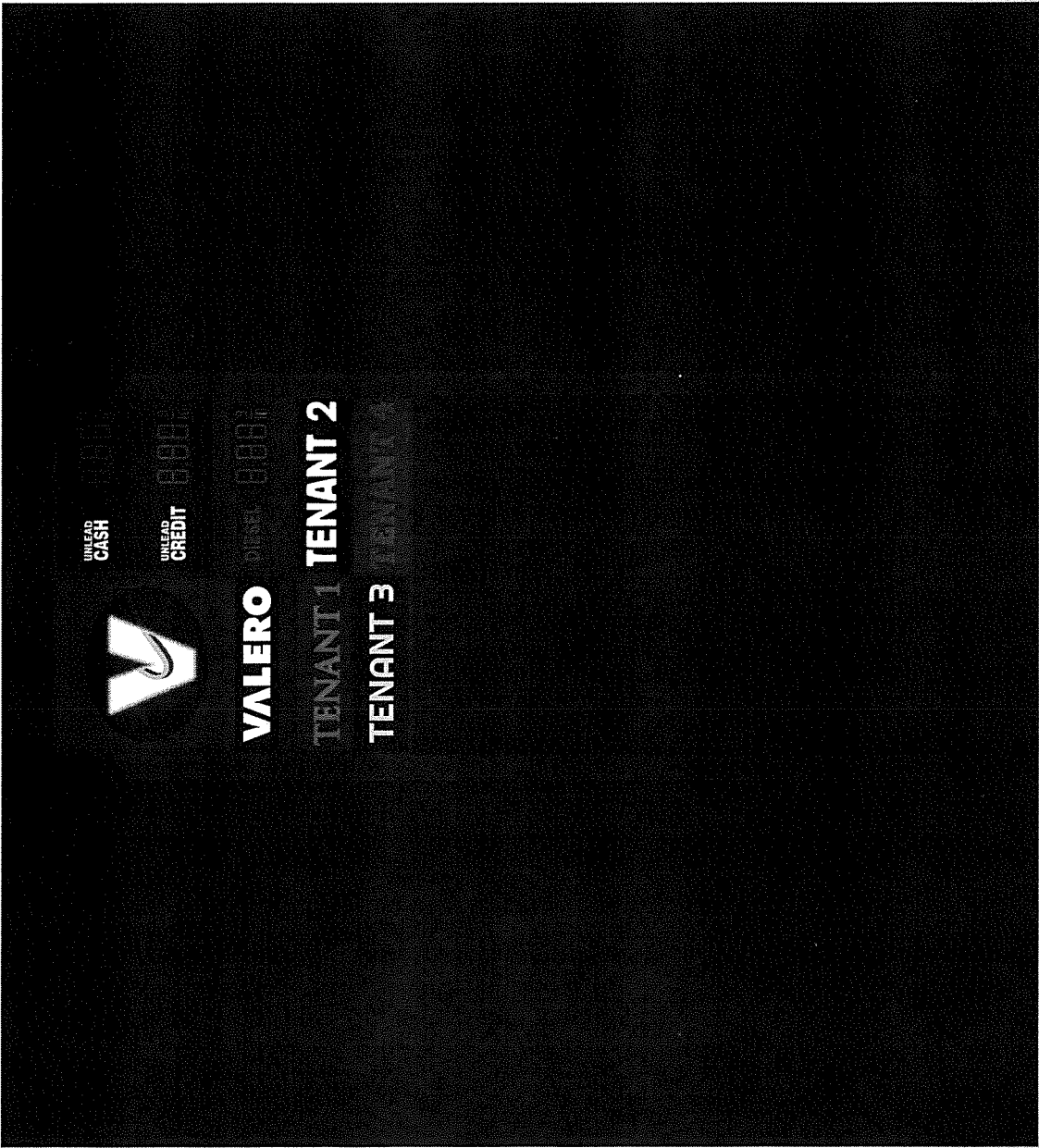
Revisions  
 R1/15-12-15/JG ADD NIGHT VIEWS  
 R2/10-18-15/BB Added optional Hughes -  
 Pages 3 and 4  
 R3/24-15/JG NEW SIZE LED PRODUCT  
 PANELS, NEW COPY.  
 R4/4-18-15/JG NEW SIZE CABINETS



 License #: 18010

Customer: Valero  
 528 West Turbo  
 Suite 100  
 Dallas, TX 75214  
 Phone: (214) 341-7244  
 Dallas / Ft. Worth Branch  
 1338 S. Fwy Highway Dr.  
 Suite 100  
 Dallas, TX 75214  
 Phone: (214) 878-1884  
 Houston Branch  
 5908 Dwyer House Rd.  
 Houston, TX 77054  
 Phone: (281) 468-0081  
 Tulsa Branch  
 8457 W. 10th Street  
 Suite 118  
 Tulsa, OK 74116  
 Phone: (918) 878-4800

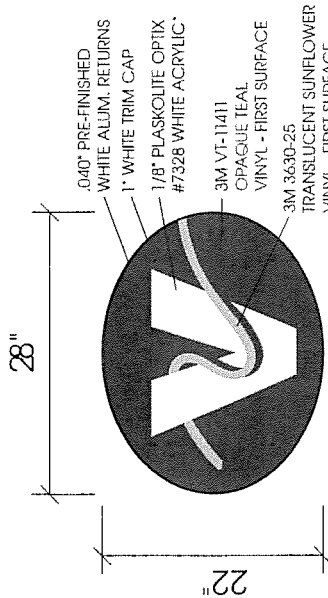


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 DOUBLE-FACED 3-PRODUCT MONUMENT SIGN  
 NIGHT VIEW

SCALE: 1/4" = 1'-0"



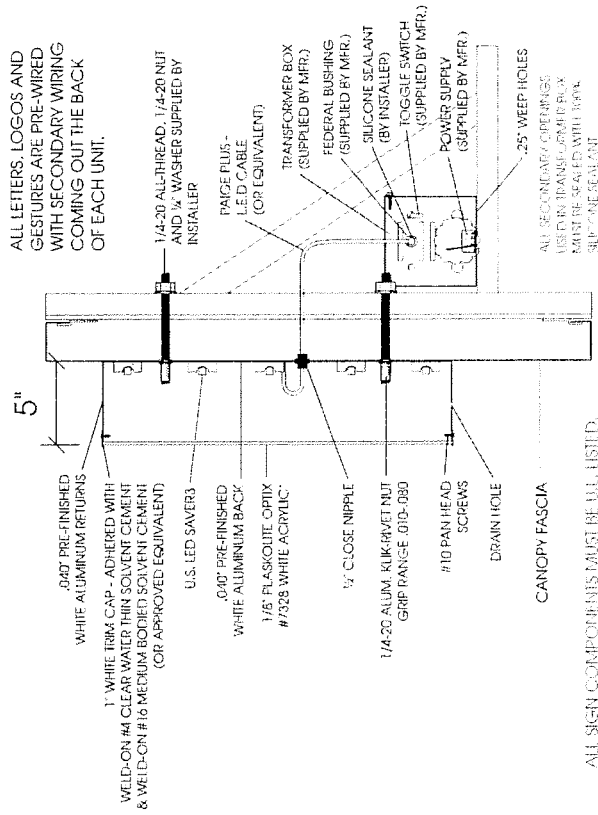
## 22" OVAL ELEVATION

SCALE: 1" = 1'-0"

### L.E.D. SPECIFICATIONS

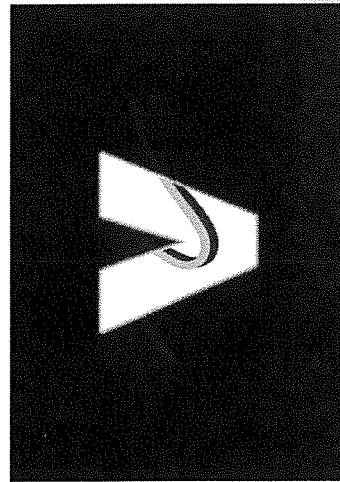
MANUFACTURER/MODEL: U.S. LED SAVERS3  
(2) MODULES PER FOOT

4.28 SQ. FT. EACH



## SECTION A-A (TYPICAL)

NOT TO SCALE



**B** CANOPY CHANNEL LOGOS  
NIGHT VIEW



- ☐ Approved
- ☐ Approved As Noted
- ☐ Revise & Resubmit

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Client: Valero SPL 10958  
Location: 9001 Cameron Rd.  
Austin, TX

Salesperson: Pete Sitterle  
Proj. Mgr.: Cindy Housos  
Date: 4-10-15  
Designer: Jocelyn, BB, JG

File Name: 15-0359 Valero  
SPL 10958\_R4

Proposal #: 21687  
Job #: 15-0359

**Revisions**  
R1 / 12-15-15 ADD NIGHT VIEWS  
R2 / 01-28-15 / BB Added typical heights -  
Pages 3 and 4  
R3 / 2-15-15 / JG NEW SIZE LED PRODUCT  
WATER NEW COPY  
R4 / 4-10-15 / JG NEW SIZE CABINETS.



License #: 18010

Company Office  
San Antonio  
235 West Valley  
San Antonio, TX 78208  
Ph: (210) 341-7844  
Dallas / Ft. Worth Branch  
1335 S. Irving, Texas, TX  
Ph: (214) 770-0000  
Houston Branch  
2808 Oakmeade Rd.  
Houston, TX 77054  
Ph: (281) 188-8881  
Austin Branch  
2457 W. Loop 4, Suite 1B  
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## PUBLIC HEARING INFORMATION

Although applicants and/or their agent(s) are expected to attend a public hearing, **you are not required to attend**. However, if you do attend, you have the opportunity to speak **FOR** or **AGAINST** the proposed application. You may also contact a neighborhood or environmental organization that has expressed an interest in an application affecting your neighborhood.

During a public hearing, the board or commission may postpone or continue an application's hearing to a later date, or recommend approval or denial of the application. If the board or commission announces a specific date and time for a postponement or continuation that is not later than 60 days from the announcement, no further notice will be sent.

A board or commission's decision may be appealed by a person with standing to appeal, or an interested party that is identified as a person who can appeal the decision. The body holding a public hearing on an appeal will determine whether a person has standing to appeal the decision.

An interested party is defined as a person who is the applicant or record owner of the subject property, or who communicates an interest to a board or commission by:

- delivering a written statement to the board or commission before or during the public hearing that generally identifies the issues of concern (*it may be delivered to the contact person listed on a notice*); or
- appearing and speaking for the record at the public hearing; and:

- occupies a primary residence that is within 500 feet of the subject property or proposed development;
- is the record owner of property within 500 feet of the subject property or proposed development; or
- is an officer of an environmental or neighborhood organization that has an interest in or whose declared boundaries are within 500 feet of the subject property or proposed development.

A notice of appeal must be filed with the director of the responsible department no later than 10 days after the decision. An appeal form may be available from the responsible department.

For additional information on the City of Austin's land development process, visit our web site: <http://www.austintexas.gov/devservices>

Written comments must be submitted to the contact person listed on the notice before or at a public hearing. Your comments should include the name of the board or commission, or Council; the scheduled date of the public hearing; the Case Number; and the contact person listed on the notice. Any comments received will become part of the public record of this case.

**Case Number: C16-2015-0007, 9001 Cameron Road**  
**Contact:** Leane Heldenfels, 512-974-2202, [leana.heldenfels@austintexas.gov](mailto:leana.heldenfels@austintexas.gov)  
**Public Hearing: Sign Review Board, June 8th, 2015**

Robert Timmerman  
 Your Name (please print)

☒ I am in favor  
☐ I object

9100 Brown Lane, 9407 Brown Lane  
 Your address(es) affected by this application

Leath 06/08/15  
 Signature Date

Daytime Telephone: 512-565-1008

Comments: I support all opportunities for

business success that helps all

Note: all comments received will become part of the public record of this case

If you use this form to comment, it may be returned by noon the day of hearing to:

City of Austin-Planning & Development Review Department/ 1st Floor  
 Leane Heldenfels  
 P. O. Box 1088  
 Austin, TX 78767-1088  
 Or fax to (512) 974-6305  
 Or scan and email to [leana.heldenfels@austintexas.gov](mailto:leana.heldenfels@austintexas.gov)