

From: [REDACTED]  
[REDACTED]  
[REDACTED]  
Subject: RE: 1/8 Board of Adjustment agenda, back up  
Date: Friday, January 05, 2018 12:07:43 PM  
Attachments: [image002.png](#)

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Leane:

The appellants do not oppose the additional 30 day postponement to the April 2018 BOA meeting. Due to other commitments, I will not be able to attend next Monday's meeting. I am comfortable with you and Nicole presenting the appellants' position on the request to postpone until the April meeting.

Please let me know if you have any questions.

Robert Kleeman  
Sneed, Vine & Perry, P.C.  
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Austin, Texas 78701  
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From: [REDACTED]  
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[REDACTED]  
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Subject: RE: 1/8 Board of Adjustment agenda, back up



[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** 1/8 Board of Adjustment agenda, back up

Greetings 1/8 Board of Adjustment Applicants:

Please see attached meeting agenda and print out a copy to bring to the meeting as we will not have paper copies at the meeting. The Austin Energy report will follow in a separate email.

If you would like to request to have your case postponed or withdrawn from the Board's 1/8 agenda and you don't see that request noted on the agenda please **reply to just me (not all)** by 10 am Monday and advise.

I will announce any known requests for postponement or withdraw at the beginning of the hearing, 5:30, and then these requests are voted on by the Board at that time. Note if this is a 2nd request for postponement you should be present at the hearing as the Board may want to hear from you about the circumstances surrounding the need for additional postponement and may not agree to postpone your case any further.

The agenda and case back up are now posted online at the Board's website:

[http://www.austintexas.gov/cityclerk/boards\\_commissions/meetings/15\\_1.htm](http://www.austintexas.gov/cityclerk/boards_commissions/meetings/15_1.htm)

(If this link doesn't work go to austinexas.gov, click on government tab near top of page, click on Boards and Commissions small tab near top of page, highlight Board of Adjustment and click view website, open agenda folder to left of page, see the January 8 meeting materials).

Please go to the Board's website and take a look at the back up material posted there.

If you see anything you've submitted that is either missing or not legible please bring 14 sets of that info to Monday's hearing. You can also see the packet page numbers that we've added to the evidence so you can know what page numbers the Board members may refer to during the hearing, feel free to print out all of your numbered case evidence so you have those page numbers, too.

Also, remember to go back to this link **after 3pm on Monday** to see any **late back up** that has been received on your case. This late back up will normally consist of replies received from our public notice mailing. Print out a copy of the late back up info for your reference and bring it to the hearing in the event that the Board has questions about any of the responses received.

Please bring a copy of all of the evidence you'd like to present on a usb flash drive to the hearing and the AV staff person can help you project it and run thru the info as you speak on your case. Those staff members prefer that you label your flash drive w/ your agenda number and give the drive to them ahead of your case being called so they can make sure it's able to be projected correctly when your case is called.

If you add any **new/revised information** to your presentation that is not in the packet, **email me with a pdf** of that new/revised information on **Tuesday after the hearing**.

We can validate your parking stub from the garage below City Hall, so try to **remember to bring it up with you**. The garage entrance is off of Guadalupe.

We will issue decision sheets from the meeting on our website page for Public Search of case and permit info 2 weeks after the hearing, so this month that will be by 1/22. Here's a link to the page where we'll file them:

[https://www.austintexas.gov/devreview/a\\_queryfolder\\_permits.jsp](https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp)

(If this link doesn't work go to [austintexas.gov](http://austintexas.gov), click on development tab near top of page, then click on Search)

Once at this page you can input your case number or address, then click submit. Open the BA case and scroll down to attachments and see the final ds (decision sheet) there. You can print it out for use in a resubmittal for a permit, site plan or subdivision or email it to your code officer for any pending violation. **We will not send out a copy of the decision sheet.**

If your case is denied or if you don't agree with any part of the Board's decision (for example, a condition imposed on a granted case) you have until end of day **Wednesday 1/17** to request a reconsideration and provide new or clarified evidence to show how you feel the Board erred in its decision. Cost for sending out re-notification of a reconsidered case is \$258.96 – check made out to the City of Austin that will need to be dropped to my mailbox by close of lobby same day, Wed. 1/17).

If your case is postponed to the 2/12 hearing you'll have until end of day **Monday 1/29 to send to me an** email with a pdf of any revised, additional evidence that we'll add to that meeting's advance packet along with all the evidence that was provided in the 1/8 packet and late back up.

I look forward to seeing you all on Monday – **reply just to me, not to all**, to advise if you have questions, concerns -

**Leane Heldenfels**

*Board of Adjustment Liaison*

[City of Austin Development Services Department](#)

One Texas Center, 1st Floor, Development Assistance Center

505 Barton Springs Road

Office: 512-974-2202



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We want to hear from you! Please take a few minutes to complete our [online customer survey](#).

Nos gustaría escuchar de usted. Por favor, tome un momento para [completar nuestra encuesta](#).