

From: [REDACTED]
Subject: RE: Committee Agenda Request Items
Date: Friday, February 09, 2018 10:19:42 AM

Hi Leane,

I have forwarded your inquiry to the Chair's office. I'll let you know once I hear back.

Thank you for reaching out.

Angie

-----Original Message-----

From: [REDACTED] Leane
Sent: Thursday, February 08, 2018 11:04 AM
To: [REDACTED]
Subject: FW: Committee Agenda Request Items

Hi Angela - our Board of Adjustment Chair is asking again if this has been scheduled to be heard, when it might be. Advise if you'd like me to look back at old emails for attachments or if you already have them.
Thanks,

Leane Heldenfels

Planner Senior – Board of Adjustment Liaison City of Austin Development Services Department One Texas Center,
505 Barton Springs Road, 1st Floor, Development Assistance Center Walk-in hours 9a-12p M-F
Office: 512.974.2202 Cell: 512.567.0106 (personal, for meeting day & after hours emergency use only)

-----Original Message-----

From: [REDACTED]
Subject: RE: [REDACTED] Agenda Request Items

Hi Leane,

Thank you for reaching out! We haven't been given word about when the next meeting will be, but we are working with the Chair's Office to determine a schedule. I have your previous request saved and will provide that request to the Chair's Office for consideration on the next agenda. Once we establish a schedule, I will reach back out to you for next steps.

I appreciate the follow up. Have a great weekend!

Best,
Angie

-----Original Message-----

From: [REDACTED]

From: [REDACTED]
Subject: RE: Bylaw revision request
Date: Monday, February 05, 2018 11:32:00 AM

Yes, it was Brent. He's aware of the pending request.

Leane

From: [REDACTED]
Subject: Re: Bylaw revision request

Hey Leane,
I think I put a hold on moving forward because I want to have Law present for any questions. Is there an attorney your board works with or who these revisions ran through?

DES

On Feb 5, 2018, at 11:08 AM, Heldenfels, Leane <Leane.Heldenfels@austintexas.gov> wrote:

Hi Deena – someone else at Clerk's office may be in charge of this now, but our Chair has asked me to circle back on this request for bylaw revision. He's put the item on as new business discussion for their 2/12 hearing. Advise if you learn anything by then that I can report.

Thanks –
Leane

From: [REDACTED]
Subject: RE: Bylaw revision request

Leane,
Was there an attorney present when the board approved the change? I am just trying to understand if this is in violation of anything in city code before moving forward. Thanks!

ARTICLE 9. PARLIAMENTARY AUTHORITY.

- (A) Except as otherwise provided in this article, The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order procedure which the board or city council may adopt.
- (B) The Rules of Procedure for the Board of Adjustment and Sign Review Board shall not be subject to a motion to suspend the rules under 25 of Robert's Rules of Order. **may be suspended under 22 of Robert's Rules of Order.**
- (C) **A matter that the Board has reconsidered under Article 4 (G) of the Rules of Procedure for the Board of Adjustment is not subject to a motion to rescind or amend under 35 of Robert's Rules of Order.**

From: [REDACTED]
Subject: Bylaw revision request

Hi Deena – here's the BOA's suggested bylaw revision (see removal and addition to Article 9.

Parliamentary Authority, B and C).
Advise when you think the Audit and Finance Committee may hear it as our Chair would like to attend.
Thanks for your assistance moving this request forward -
Leane

From: [REDACTED]
[REDACTED]
Subject: RE: Committee requests

The attachment doesn't suffice. I need your actual bylaws redlined with what needs to be changed. I will let you know when they go to AFC. AFC will probably not meet again until August- they are having trouble meeting quorum and I have a handful of board bylaws to take to them.

Correct, you upload to BCIC as the document type "Council Committee Agenda Request"

If the board wants Council to take action, you should submit as a Council Committee Agenda Request.

Best,
Deena

From: [REDACTED]
[REDACTED] e 13, 2017 1:13 PM
To: Estrada, Deena
Subject: RE: Committee requests

Thanks for your reply and all the info, sorry to repeat. See responses in italics below:

From: [REDACTED]
[REDACTED] 2017 1:04 PM
To: [REDACTED]
[REDACTED] requests

Leane,
I saw your last email and apologize for not replying sooner. The Bylaw Revision would come directly to me and not be uploaded as a Board Recommendation or Council Committee Agenda Request. I take these to Audit & Finance directly since we typically have two-three board bylaws any given month. If you would like the bylaw change to go to AFC, I need a red lined version of your current bylaws.

The attachment I included shows language they want to add underlined. Do you want me to provide the prior and post pages of the Bylaws as well, or is attachment sufficient? Thanks for movi

ng it forward to the Audit and Finance – will we get notice of date they will discuss it, our Chair would like to be there.

Board Recommendations are opinions they want to provide to Council for consideration.
Council Committee Agenda Requests are items the board wants Council to take action on.

The Independent Counsel would be a Council Committee Agenda Request. You upload using this document type and it is sent to Mayor & Council. Mayor's office will determine which committee to send it to.

I upload it to BCIC?

I don't have a recommendation the interpretation case document. From the last sentence, it seems that the board just wants to bring it to Council's attention and have Council take action. Is that correct?

Correct, I believe they'd like the Council to consider a fee waiver for this type of case, or maybe a partial fee waiver if not full.

Best,

Deena Estrada Salinas | Business Process Specialist

[Board & Commission Information Center](#)

512-974-2497 | [REDACTED]

From: [REDACTED] [REDACTED] 2017 12:57 PM
To: [REDACTED] requests

Hi Deena – do I submit these to you or to the DSD Council agenda liaison (I believe it's Carla Johnson)? Is this the correct form to have these requests for Council review/action? We haven't done any before.
Thanks -

Leane Heldenfels, Planner Senior

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

<image001.png>

Follow us on [Facebook](#), [Twitter](#) & [Instagram](#) @DevelopmentATX

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](#).

Subject: FW: Committee Agenda Request Items
Importance: High

Hi Angela - no committee meeting scheduled the last time I ck'd on this item in Sept, has there been one scheduled for month of Nov that you know of? BOA Chair just cking in on it with me -

Thanks,
Leane

-----Original Message-----

From: [REDACTED]

Subject: FW: Committee Agenda Request Items
Importance: High

Hi Angela - See attached item that was forwarded by the Mayor's office to the Housing and Planning Committee. When is the next potential agenda of the Committee that we can have this item heard on?

Thanks,

Leane Heldenfels, Planner Senior
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

Follow us on Facebook, Twitter & Instagram @DevelopmentATX 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.

Scheduled Meeting Disclosure Information (not applicable to walk-in consultations from 9a-12p weekdays in the Development Assistance Center where I office): In accordance with City of Austin Ordinance 20160922-005, responsibility of written disclosure is required by visitors when attending a scheduled meeting with a City Official regarding a municipal question as defined within City Code 4-8-2 for compensation on behalf of another person. Development Services Department has elected to implement an electronic survey as the methodology to provide the opportunity to record information as required of the department under Section 4-8-8 (E) of the City Code. Individuals scheduling or accepting a meeting invitation with a City Official are requested to provide responses to the questions included in the department survey available at the following link: [DSD Survey](#). Please note that all information provided is subject to public disclosure via DSD's open data portal.