

From: [REDACTED]
Subject: RE: 4/9 Board of Adjustment late back up
Date: Monday, April 09, 2018 2:58:20 PM

i am going to postponed zenna for 2 more months cause we haven't been able to clear austin energy

Thank you
Hector Avila

Sent from my Sprint Samsung Galaxy S7 edge.

----- Original message -----

From: "Heldenfels, Leane" <Leane.Heldenfels@austintexas.gov>
Date: 4/9/18 2:54 PM (GMT-06:00)

[REDACTED]

Cc: "Ramirez, Diana" <Diana.Ramirez@austintexas.gov>
Subject: RE: 4/9 Board of Adjustment late back up

Greetings 4/9 Board of Adjustment applicants –

We'll only have paper copy of late back up today and will then upload late back up to Board website tomorrow by 3pm for your reference.

We will have paper copy of everything received for the Board and will have extra paper copies for applicants (look at sign in book at entrance).

The paper receipt by the Board does meet the hearing requirement –but sorry you won't be able to see your late back up received on your case until you arrive today. Please do look at the items for your case as we've received several pieces.

Take care –

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*)



From: Heldenfels, Leane
Sent: Thursday, April 05, 2018 2:13 PM

[Redacted content]

Subject: FW: 3/12 Board of Adjustment agenda, back up

Greetings 4/9 Board of Adjustment Applicants:

Please see attached meeting agenda and print out a copy to bring to the meeting if you'd like to have a paper copy there - we will not have extra paper copies at the meeting.

Note that the Board is starting their meeting at 4:30pm this month to cover the new business items. That will mean that they may not start on hearing cases until after 5:30 if they are still discussing, taking action on the new business items.

I just don't know for sure what time they will commence with the remainder on their agenda, so if you are requesting an additional postponement I would come at 4:30 in case they call postponements first/out of order and act on them first, but also realize that they may run past 5:30 on new business before they take up the rest of their agenda and may not start new cases until 6pm or even later. But, they won't start any cases any earlier than 5:30, but if they start later could be that we also end the meeting later than usual so postponed cases may be heard later than usual. This agenda case order was established by the Board and they only hear items out of order under special circumstances. Apologies that a more certain time of your case being heard is not known this month.

If you would like to request to have your case postponed or withdrawn from the Board's 4/9 agenda and you don't see that request noted on this posted version of the agenda please **reply to just me (not to all)** by 10 am Monday and advise in writing/email. \

Otherwise, you can attend the beginning of the hearing portion of the meeting (*potentially 4:30 or possibly as close to 5:30 as they can achieve*) and request postponement or withdraw of your case to the Board in person.

I will announce any known requests for postponement or withdraw at the beginning of the hearing, again as close to 5:30 as possible, and then these requests are voted on by the Board at that time. Note if this is a 2nd request for postponement you should plan to 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

(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 – but no need to bring copies of items that are clearly displayed in the back up unless you'd like them to have a full color paper copy that you didn't

have us slip into the paper packet.

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 and other correspondence received on your case. 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. The AV staff 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 **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 4/23. Here's a link to the page where we'll file them:

https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp

(If this link doesn't work go to 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 **Thursday 4/19** 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 **\$249 – check** made out to the City of Austin that will need to be dropped to my mailbox by close of lobby (4:45p) same day, Th 4/19).

If your case is postponed to the 5/14 hearing you'll have until end of day **Monday 4/30** to **send 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 4/9 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

Logo_DSD Email Signature wTag



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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](#).

