





















## Order of Packet, case material

1. **Agenda** - take a look and advise if you will need to recuse from voting on any item. If recusing with cause we'll need to send you a form to sign in advance of the meeting, if recusing without cause we should be able to arrange for an alternate to serve in your place on the item. The case description on agenda is the same as case description that is sent in public notices 10 days prior to the hearing.
2. **Austin Energy Report** – each case is reviewed prior to the meeting, you can ask for a case to be postponed on the beginning of the meeting if you don't want to proceed hearing it without Austin Energy approval, or you can condition any vote on Austin Energy comments being met. Applicants are responsible for sending their case information to Austin Energy prior to the hearing.
3. **Cases** – separated by blue paper; numbered in upper right corner with agenda item number and page number.
4. **Case Order** – location map used in the public notice; area map if provided by applicant, not required in the application; decision sheets from past Board action; application and material submitted by applicant with application (we don't intake new material closer than 12 days prior to the hearing so public can view/have access to all materials Board is seeing); correspondence or items from staff, previous cases or files for the address; opposition or support letters from neighborhood associations and neighbors in date order received. If the applicant wants the Board to see any item in either full color or large format, you'll notice that this information has been slipped into the case. We make a pdf of this material for the case file for public review.
5. **At Hearing** – if there is new information that is created sooner than 12 days prior to the hearing that the applicant would like the Board to consider, they can bring 15 sets of that info to the hearing and we'll distribute prior to testimony and keep one copy for case file. Applicants often also bring a usb travel drive with all their case info on it so they can project the images they want to call the Board's attention to as they testify.
6. **Retaining Packet materials** – you can put materials in recycle containers on the dais or save for your records. Next month you will have a repeat of information on any postponed case. Set aside and leave on the dais any full color/larger format slip in materials on postponed cases and we'll reuse for next month.
7. **Binder** – you can bring a large binder to keep materials organized throughout the meeting, but the City cannot provide one for you.
8. **Electronic Packet** – hopefully we'll be trained by the next meeting to show you how to log in as guests at the Council Chamber and view the case materials online at the Board and Commission website. One advantage will be that you'll be able to see items in full color (if that's the way they were submitted) vs. the black and white reproduction that the paper copy requires. Another advantage is you'll be able to scroll into and out of documents so the size/scale of what's provided won't matter as much as the paper packet that can be hard to read at small scale, unclear reproduction quality. We'll transition so you'll have both to go by, hopefully at next meeting 8/10 (remember we meet every 2<sup>nd</sup> Monday of the month).