

From: [REDACTED]
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9
Date: Tuesday, September 03, 2019 9:14:22 AM
Attachments: [image003.png](#)

[REDACTED]
Hi Elaine,

I hope you had a wonderful holiday weekend!

We will need to postpone this case again, to the October 14th meeting. We have been working with the neighborhood and they have requested we postpone once more, to allow more time for a Neighborhood Association vote.

I will be at the September 9th meeting incase there are any questions regarding the postponement from the board.

Thank you and have a great Tuesday!

Best,



Melissa Brown

C. 512-688-9611

O. 512-637-6941

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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>

Sent: Friday, August 23, 2019 1:22 PM

To: [REDACTED]

Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Thank You Melissa!! Today is the absolute deadline. **Please note:** Any late support that will be accepted after this deadline date of September 27th, 2019 will **only** be for Opposition and Support letters for this case.

If it will be part of your presentation then you will add that to your presentation and present that at the meeting.

Respectfully,
Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

[City of Austin Development Services Department](#)

One Texas Center, 1st Floor

505 Barton Springs Rd

Office: 512-974-2202



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Scheduled Meeting Disclosure Information:

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From: Melissa Brown [REDACTED]
Sent: Friday, August 23, 2019 1:13 PM
To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Good Afternoon Elaine,

Please see the attached PDF. This is my first time submitting a packet or new information for a BOA case, but hopefully this will work. If you need something different please let me know and I will make changes.

We still have some neighborhood meetings and other things happening before the meeting on the 9th, are we able to add to the packet a t a latter date or do we just bring all the information to the meeting?

Thank you for all your help though this process, you have been wonderful!

Best,



Melissa Brown

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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>

Sent: Monday, August 19, 2019 9:43 AM

To: Melissa Brown <[REDACTED]>

Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Good morning Melissa,

You can view what was

<https://austintexas.gov/page/austin-build-connect-abc>

Click on Public Search

Under **Search by Case Number**, enter in the case # above

Click on the underlined permit/case you wish to view

Scroll down all the way to the bottom of the page and you can view everything that was uploaded

under **Folder Attachment**

Respectfully,

Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Melissa Brown [REDACTED]
Sent: Monday, August 19, 2019 9:24 AM
To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Good Morning Elaine,

I hope you had a wonderful weekend!

I have a quick question regarding case C15-2019-0033. I am working on updating our submittal packet and wanted to check to see if any information was submitted for this case from the Neighborhood Association.

During the initial hearing back in June, one of the board members requested a letter from the neighborhood opposing our request. Would you be able to tell me if anything was submitted or where I could find that information?

Thank you for your help!

Best,



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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Thursday, July 25, 2019 9:25 AM
To: Melissa Brown <[REDACTED]>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Yes ma'am Melissa I did receive the updated application...Thank You!!!

Respectfully,

Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Melissa Brown [REDACTED]
Sent: Thursday, July 25, 2019 8:54 AM
To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Subject: Re: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Hi Elaine,

I want to check in and make sure received our updated application and if there was anything else you need at this time?

I have the packet submittal date as on or before August 23rd.

Thank you again for all your help!

Best,

Melissa Brown
C. 512-688-9611
O. 512-637-6941



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From: [REDACTED]
Sent: Tuesday, July 23, 2019 2:49 PM
To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Hi Elaine,

Finally, got the new one signed . Attached you will find the updated application. Hopefully, I didn't miss anything but I think we should be good to go.
Thank you again, have a wonderful day!

Best,



Melissa Brown
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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Tuesday, July 23, 2019 10:48 AM
To: Melissa Brown <[m\[REDACTED\]](mailto:m[REDACTED])>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Melissa,
The attached application still has Emily's name and I think her signature on Sections 3 & 5 on page 4 of the application.

Respectfully,
Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Melissa Brown [redacted]
Sent: Tuesday, July 23, 2019 10:43 AM
To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Hi Elaine,

Attached is the application with my name (Melissa Brown) in place of Emily's name on page 4 of the application. Is this ok or do I need to create a new application?

Thank you so much for the reminder and for all your help!

Best,



Melissa Brown
Marketing Manager
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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Tuesday, July 23, 2019 10:28 AM
To: Melissa Brown <m[REDACTED]>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Good morning Melissa,
Please do not forget to send me an updated application completed with your name as the applicant instead of Emily Jones. You have until Aug. 23 but I just want to send a reminder because the application completed and correctly is critical for the Board Members.

Respectfully,
Elaine Ramirez

*Board of Adjustment Liaison
Planner Senior*

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From: Ramirez, Elaine

Sent: Friday, July 19, 2019 6:40 AM

To: Melissa Brown <m[REDACTED]>

Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Sept. 9

Good morning Melissa,
Thank you for the e-mail, the case will be pp to Sept. 9 mtg.
The deadline for Sept. 9 Advanced Packets is Fri. Aug. 23 before 3p.m.

Hope you have a great weekend!!!

Respectfully,

Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Melissa Brown [REDACTED]

Sent: Thursday, July 18, 2019 12:19 PM

To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>

Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Aug. 12

Hi Elaine,

Happy almost Friday!

Could we please postpone this case to the September 9th meeting. We will make sure someone is present for the August 12th meeting incase there are any questions. What is the deadline for packet submittal for the September 9th meeting?

Thank you for your help and have a wonderful day!

Best,



Melissa Brown

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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>

Sent: Monday, July 15, 2019 10:15 AM

To: Melissa Brown <m[REDACTED]>

Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Aug. 12

Hi Melissa,

Because this is an existing case presented and postponed already you can let me know any time before the meeting Aug. 12 mtg. Please keep in mind that someone will have to be at the Aug. 12 mtg. in case the Board members have questions on the postponement. If you decide to postpone to the Sept. 9 mtg. just send me an e-mail stating you want to postpone and the date you want to postpone to.

Respectfully,

Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Melissa Brown [REDACTED]
Sent: Monday, July 15, 2019 8:55 AM
To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Aug. 12

Hi Elaine,

I hope you had a wonderful weekend! I have a quick question. Not that we need to at this time, but should we need to postpone this request to the September meeting, when would we need to let you know by?

We are working with the neighborhood and look at a few other design options and if we do not have everything ready by August 12th it might be better to push to September.

Thank you for your help!

Best,



Melissa Brown
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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Monday, July 8, 2019 2:54 PM
To: Melissa Brown <[REDACTED]>
Subject: RE: C15-2019-0033 / 3219 Manor Rd postponed until Aug. 12

Hi Melissa,

Yes you will be speaking if the Board has questions as to why it is postponed. Be ready once this case is called in case he asks why it is postponed. He may ask Elaine what is the reason and you can then go up and chime in. You will need to state your name first and who you are prior to speaking. It will actually be the very 1st items to go as soon as the meeting starts. The Chair will ask me if there are any postponed cases and/or Withdrawn cases. I will call out the two cases that I have as of now...1 Withdrawn and 1 Postponed and then they may ask about your case...the Postponed case.

Respectfully,

Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Melissa Brown [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

I apologize for my delay in getting this to you. I wanted to confirm I would be the one speaking tonight.

Attached is the application with my name (Melissa Brown) in place of Emily's name on page 4 of the application.

Please let me know if there is anything else we need to send over prior to the meeting tonight.

I look forward to meeting you tonight, figures cross it goes ok

Best,



Melissa Brown
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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Monday, July 8, 2019 8:49 AM
To: Melissa Brown <[REDACTED]>
Subject: C15-2019-0033 / 3219 Manor Rd postponed until Aug. 12

Hi Melissa,

You have until Friday, July 26 before 3p.m. to submit any new evidence whether it be any maps, surveys, drawings, photos and any additional documentation you want included as part of your Advanced Packet for your postponed BOA variance case. This will need to be submitted to me via e-mail in PDF format.

If you choose to do a presentation at the meeting, make sure and submit that to me via e-mail in PDF format the day after the meeting, Tues. 8/13.

Respectfully,

Elaine Ramirez

Board of Adjustment Liaison

Planner Senior

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From: Emily Jones [REDACTED]

[REDACTED] July 01, 2019 2:43 PM

To: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>

Subject: August BOA Hearing Supplementals

Hi Elaine,

What is the date that we need to turn in supplemental packets for the August BOA hearing?

Thanks,

Emily

**Emily Jones (Hoes), Vice President
of Product Development**
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