

E-2/1-LATE BACKUP

From: RUBEN VALDES
To: [Ramirez, Elaine](#)
Cc: [Ramirez, Diana](#)
Subject: Re: REMINDER: Mon. Aug. 9th, 2021 BOA Presentation deadline
Date: Friday, July 30, 2021 3:01:54 PM
Attachments: [image003.png](#)
[image004.png](#)

*** External Email - Exercise Caution ***

Hello Elaine,

I wanted to request if I can postpone my hearing to the following month. I have been struggling with Covid and still not doing to well.

Thank you

Ruben D. Valdes, EA, USTCP

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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Friday, July 30, 2021 6:54 AM
Cc: Ramirez, Diana <Diana.Ramirez@austintexas.gov>
Subject: REMINDER: Mon. Aug. 9th, 2021 BOA Presentation deadline

Good morning Applicants on the Mon. August 9th, 2021 BOA mtg. Agenda,

If you are receiving this message it is because I have not received your Presentation for the August 9, 2021 BOA mtg. The deadline is **Mon. 8/2 before 3p.m.**

Regardless if you went before the Board last month or previous months, I will still need to receive a Presentation for your case, if you will be presenting one to the Board each month.

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Please read this entire e-mail



The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Monday, August 2nd, before 3p.m.**

Presentation: **If** you would like the Board to follow along with you as you are giving your presentation (slides of what you want the Board to follow along with as you are giving your 5 minute speech on the case), you will need to have your Presentation completed and sent to me in PDF format or PowerPoint to give to our City Technician as well as our BOA Board will have access to view this the week prior to the meeting . The Deadline for this is **Monday, August 2nd, before 3p.m. No late Presentations or updated Presentations will be accepted** after 3p.m. on Mon. August 2nd.

The Presentation will need to be labeled with the following information: **case #, address of project and name of Applicant speaking at the meeting.**

August 9th BOA Deadlines

Please make sure that when submitting the Advanced Packet and the Presentation that each is labeled as such

The deadline to submit information for the Advanced Packet (must be submitted in PDF format) is **Friday, July 23rd, before 3p.m.**

The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Monday, August 2nd, before 3p.m.**

The deadline to submit Speaker Information (who will speak at the meeting and/or available for questions) is **Tuesday, August 3rd, before 3p.m.**

The deadline for Opposition and Support letters is **Mon. August 9th, before 9:00a.m.**

Applicant Speaker Registration: **If** you will be speaking/giving presentation or be on the list for the Board to possibly call on you for questions I will need the following information:

No late Speakers will be accepted after 3p.m. on Tues. August 3rd.

1. Name of speaker (Primary) to give presentation on BOA Case, are you the applicant, Homeowner, Land Surveyor, Architect, etc. I will need the primary speaker listed as Primary.
2. Addtl. possible Speakers name(s) and who they are
3. Address of BOA Case

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4. Case #
5. A good phone number, if you have a landline this will be the best phone number to provide? It has to be the phone number that the Speaker will be calling from on Monday August 9th, 2021 to speak at the meeting (it cannot be a different number, your call will not be accepted). Once you send me the number it cannot be changed, it is sent to City Clerk's office to accept the calls
6. E-mail Address, it will need to be an e-mail address that the Speaker will be able to easily access his/her e-mails?

Please note: Any late support that will be accepted after this deadline date of July 23rd, 2021 will **only** be for Opposition and Support letters for this case. Support and Opposition Letters can be received up to Monday, August 9th, **before 9a.m.** in order for the Board to have access to them during the meeting. Anything after the deadline will not be viewed by the Board but will be added to the BCIC website.

Respectfully,

Elaine Ramirez

Planner Senior / Board of Adjustment Liaison

City of Austin Development Services Department

6310 Wilhelmina Delco Dr, Austin, Texas 78752

Office: 512-974-2202



Building a Better and Safer Austin Together

PER CITY ORDINANCE: All individuals scheduling or accepting a meeting invitation with a City Official are requested to provide responses to the questions at the following link: [DSD Visitor Log](#).

Please note that all information provided is subject to public disclosure via DSD's open data portal. For more information please visit: [City of Austin Ordinance 2016-0922-005](#) | [City Clerk's website](#) | [City Clerk's FAQ's](#)

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