

C-1/1-LATE BACKUP

From: Renee Bornn
To: [Ramirez, Elaine](#)
Cc: [Ramirez, Diana](#)
Subject: RE: [EXT] REMINDER: Mon. Dec. 13, 2021 BOA PRESENTATION deadline
Date: Thursday, December 02, 2021 9:35:13 AM
Attachments: [image004.png](#)
[image005.png](#)

*** External Email - Exercise Caution ***

Morning ladies,

I still have not heard back from the new owners so I would like to postpone our meeting on the agenda until next month please:
C16-2021-0011 / 2111 Rio Grande St

Please note our office will be closed the following days:
Closed Dec. 24th-January 2nd

Renée Bornn
Senior Account Executive



www.buildingimagegroup.com

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From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Thursday, December 2, 2021 7:48 AM
Cc: Ramirez, Diana <Diana.Ramirez@austintexas.gov>
Subject: [EXT] REMINDER: Mon. Dec. 13, 2021 BOA PRESENTATION deadline
Importance: High

Attention: This is an external email. Please note if this warning is present on an email from a @buildingimagegroup.com email it is likely a phishing impersonation attempt. Please block and mark as junk.

Good morning Applicants on the Mon. December 13th, 2021 BOA mtg. Agenda,

C-1/2-LATE BACKUP

Please read this entire e-mail

The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Monday, December 6th, before 3p.m.**

Presentation: If you would like the Board to follow along with you as you are giving your presentation (You will have 5 minutes to hone in on the main aspects of the case as you are presenting the case to the Board), 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 **(DO NOT send in a drop box as our systems do not support drop box)**. The Deadline for this is **Monday, December 6th, before 3p.m.**

No late Presentations or updated Presentations will be accepted after 3p.m. on Mon. Dec. 6th.

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

December 13th BOA Deadlines

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

The deadline to submit NEW application, updated application, update variance request (must be submitted in PDF format) and pay fee is **Friday, November 5th, before 12p.m. (noon)**

The deadline to submit information for the Advanced Packet (must be submitted in PDF format) is **Friday, November 19th, before 3p.m.**

The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Monday, December 6th, before 3p.m.**

The deadline for Opposition and Support letters is **Mon. December 13th, before 9:00a.m.**

Application Packet: You have until **Friday, November 5th, before 12p.m. (noon)** to submit a completed NEW BOA variance application or submit an updated application which can include additional variance requests (previously postponed) + pay the fee in order to be put on the Dec. 13th, 2021 BOA mtg. Agenda

Advanced Packet: You have until **Friday, November 19th, before 3p.m.** to submit any maps, surveys, drawings, photos and any additional documentation, (including the Special Exception Inspection Report if you applied for a Special Exception, if REPORT included this case will have to be Postponed) you want included as part of your Advanced Packet for your BOA variance case [do not include already submitted application + survey], **this is not your Presentation. The Advanced Packet will need to be submitted to me via e-mail in PDF format.**

Presentation: If you would like the Board to follow along with you as you are giving your presentation (You will have 5 minutes to hone in on the main aspects of the case as you are presenting the case to the Board), 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 **(DO NOT send in a drop box as our systems do not support drop box)**. The Deadline for this is **Monday, December 6th, before 3p.m.**

No late Presentations or updated Presentations will be accepted after 3p.m. on Mon. Dec. 6th.

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

Please note: Any late support that will be accepted after this deadline date of November 19th, 2021 will **only** be for Opposition and Support letters for this case. Support and Opposition Letters can be received up to Monday, Dec. 13th, **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.

C-1/3-LATE BACKUP

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



Development
SERVICES DEPARTMENT

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](#)

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