

**From:** Loayza, Katherine  
**To:** [Ramirez, Elaine](#)  
**Cc:** [REDACTED]  
**Subject:** RE: 12/13/2021 (Mon.) Board of Adjustment hearing - Withdrawal of Item D-3 C15-2021-0102 [IMAN-JWDOCS.FID4278735]  
**Date:** Monday, December 13, 2021 1:46:00 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

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\*\*\* External Email - Exercise Caution \*\*\*

Elaine,

On behalf of the owner of 3201 Westlake Drive, please consider this a formal request to withdraw item D-3 C15-2021-0102 for B.O.A. action on tonight's B.O.A. agenda. (Dec. 13, 2021).

Thank you,

Katherine

Katherine P. Loayza  
Land Use Consultant  
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**From:** Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>  
**Sent:** Friday, December 10, 2021 8:50 AM  
**Cc:** Ramirez, Diana <Diana.Ramirez@austintexas.gov>  
**Subject:** 12/13/2021 (Mon.) Board of Adjustment hearing  
**Importance:** High

**\*\*RECEIVED FROM EXTERNAL SENDER – USE CAUTION\*\***

Greetings Board applicants on the **Monday 12/13** agenda –

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**Under the current situation the BOA meeting will be Hybrid for Board Members ONLY, meaning we have to have at least 6 Board Members physically present at City Hall - Council Chambers to have a quorum. Any and all public testimony will need to be in-person.**

**Please read this entire e-mail**

**APPLICANTS TO GIVE CASE PRESENTATION**

- There can **only** be one applicant that has to be registered to speak (**Primary Speaker**) and give presentation on case. (There will be a sign-in book as soon as you walk-in to Council Chambers, you will need to sign in and register if you will be presenting)
- There could be additional speaker(s) –architect, surveyor, homeowner, etc. that can sign up as well but will only be called on by the Board if questions arise. The Chair will call on this person by name if needed to speak (There will be a sign-in book as soon as you walk-in to Council Chambers for anyone wishing to speak)
- Applicant will have 5 minutes to present their case
- Opposition will have 5 minutes to speak
- Applicant will have a 2 minute rebuttal
- Postponement requests or Withdrawals must be sent by 3p.m. Monday, day of meeting to Liaison(s) – Elaine Ramirez via e-mail @ [elaine.ramirez@austintexas.gov](mailto:elaine.ramirez@austintexas.gov)

- This meeting will be broadcast live to the public, you may watch the meeting here:  
<http://www.austintexas.gov/page/watch-atxn-live>

Please take a look at attached agenda and reply to just me (not to all) and advise if you'll need a postponement or to withdraw from Monday's hearing, you will have to inform me before 3p.m.

Also, take a look at all the back up for your case at the Board's website (including AE's reports).

Here's a link to their website:

[https://www.austintexas.gov/cityclerk/boards\\_commissions/meetings/15\\_1.htm](https://www.austintexas.gov/cityclerk/boards_commissions/meetings/15_1.htm)

I can still take in correspondence (neighbor and neighborhood Opposition and Support letter(s) for the Board's late back up packet that they receive on the dais up until 9a.m. the day of the hearing, just email it to me. Any Opposition or Support received after 9a.m. will go into the Late Late Back-up and will not be viewed by the Board the day of the meeting.

December BOA meeting will be held:

2<sup>nd</sup> Monday of the Month

**Austin City Hall** - 301 West 2<sup>nd</sup> Street

st

Council Chambers - 1 Floor / Room 1001

5:30 PM

<http://www.austintexas.gov/page/watch-atxn-live>

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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