

From: lisa gray
To: [Ramirez, Elaine](#)
Cc: [Ramirez, Diana](#)
Subject: Re: July 11th, 2022 Presentation & Virtual Speaker registration deadline
Date: Wednesday, June 29, 2022 12:56:34 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

*** External Email - Exercise Caution ***

Hi! Could we request a postponement? We are working on getting a letter from Preservation Austin and rewording our hardship.

Thanks, Lisa

On Monday, June 27, 2022, 07:16:38 AM CDT, Ramirez, Elaine <elaine.ramirez@austintexas.gov> wrote:

Good morning Applicants on the Mon. July 11th, 2022 BOA mtg. Agenda,

Please read this entire e-mail



The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Friday, July 1st, before 3p.m.**

You will need to submit a Presentation each month you go before the Board, even if you have gone the previous month(s)

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

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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, link, etc. as our systems do not support these formats)**. The Deadline for this is **Friday, July 1st, before 3p.m. No late Presentations or updated Presentations will be accepted** after 3p.m. on Fri. July 1st.

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

You will need to submit a Presentation each month you go before the Board, even if you have gone the previous month(s)



The deadline for Applicants participating virtually (must be by deadline, no late virtual applicant/additional speakers will be able to register) is **Friday, July 1st, before 3p.m.**

Applicants/Speaker Virtual registration: You have until **Friday, July 1st, before 3p.m.** to register if you would like to participate virtually. The following is for virtual speakers ONLY, e-mail me the following information and I will put you on the list to speak. **Deadline to register for virtual speakers is Monday, July 1st, before 3p.m.:**

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 virtual Speakers will be accepted after 3p.m. on Fri. 7/1/22.

1. Full name of speaker

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2. Are you the applicant, owner, surveyor, architect, etc?
3. Are you the presenting the case to the Board (only one person can present case)
4. Address of BOA Case
5. Case #
6. 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, July 1st, 2022 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
7. 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?

If you want to attend the meeting in-person you may do so, **DO NOT** provide me information above.

Please make sure all persons wishing to speak in-person at the hearing, sign up and register in the BOA Registration book the day of the meeting, Mon. 7/11/2022 at City Hall –Council Chambers; doors should open at 5p.m. to the public.

July 11th 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, June 10th, before 12p.m. (noon)**

The deadline to submit information for the Advanced Packet (must be submitted in PDF format) is **Friday, June 24th, before 3p.m.**

The deadline to submit the Presentation (must be submitted in PDF format or PowerPoint) is **Friday, July 1st, before 3p.m.**

You will need to submit a Presentation each month you go before the Board, even if you have gone the previous month(s)

The deadline for Applicants participating virtually (must be by deadline, no late virtual applicant/additional speakers will be able to register) is **Friday, July 1st, before 3p.m.**

The deadline for Opposition and Support letters is **Mon. July 11th, before 9:00a.m.**

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Application Packet: You have until **Friday, June 10th, 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 July 11th, 2022 BOA mtg. Agenda

Advanced Packet: You have until **Friday, June 24th, 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 not 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, link, etc. as our systems do not support these formats)**. The Deadline for this is **Friday, July 1st, before 3p.m. No late Presentations or updated Presentations will be accepted** after 3p.m. on Fri. July 1st.

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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 virtual Speakers will be accepted after 3p.m. on Fri. 7/1/22.

1. Full name of speaker
2. Are you the applicant, owner, surveyor, architect, etc?
3. Are you the presenting the case to the Board (only one person can present case)
4. Address of BOA Case

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5. Case #
6. 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, July 1st, 2022 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
7. 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?

If you want to attend the meeting in-person you may do so, **DO NOT** provide me information above.

Please make sure all persons wishing to speak in-person at the hearing, sign up and register in the BOA Registration book the day of the meeting, Mon. 7/11/2022 at City Hall –Council Chambers; doors should open at 5p.m. to the public.

Due to limited contact you will not be able to speak with the Liaison(s) at Council Chambers, any questions you may have will need to be e-mailed to Elaine.Ramirez@austintexas.gov

Please note: Any late support that will be accepted after this deadline date of June 24th, 2022 will **only** be for Opposition and Support letters for this case. Support and Opposition Letters can be received up to Monday, July 11th, 2022, **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.

July 11th, 2022 BOA meeting will be held:

Hybrid meeting – both in-person and virtual (via phone)

2nd Monday of the Month

Austin City Hall - 301 West 2nd Street

Council Chambers - 1st Floor / Room 1001

Begins @ 5:30 PM, if you wish to participate in-person please show up at 5:30p.m. as the Board can and will move items/cases on the Agenda around.

The meeting will be broadcasted live and can be publicly viewed live at:

<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](#)

CAUTION: This email was received at the City of Austin, from an EXTERNAL source. Please use caution when clicking links or opening attachments. If you believe this to be a malicious and/or phishing email, please forward this email to cybersecurity@austintexas.gov.