

ITEM9/1-LATE BACKUP-PPMT REQ

From: Victoria
To: [Ramirez, Elaine](#)
Cc: [Ramirez, Diana](#); [REDACTED]
Subject: Re: Applicants on the 10/10/2022 (Mon.) Board of Adjustment hearing
Date: Sunday, October 09, 2022 3:23:47 PM
Attachments: [image001.png](#)

*** External Email - Exercise Caution ***

Elaine,

We request postponement of C15-2022-0060, 1609 Matthews Lane case to the November BOA hearing due to scheduling conflicts on our end.

At least one of us will still be present or on the line in the event questions arise.

Please confirm receipt of this email.

Thank you,

Victoria Haase



512-998-5900 Cell
512-476-4456 Office

Mail: P.O. Box 41957
Austin, Texas 78745

From: Ramirez, Elaine <Elaine.Ramirez@austintexas.gov>
Sent: Wednesday, October 5, 2022 1:12:46 PM
Cc: Ramirez, Diana <Diana.Ramirez@austintexas.gov>
Subject: Applicants on the 10/10/2022 (Mon.) Board of Adjustment hearing

Greetings Board applicants on the **Monday 10/10** agenda –

Please read this entire e-mail

BOA meeting are being held Hybrid – both virtually and in-person.

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.

Note: Please know that just because you are requesting a PostPonement does not guarantee the Board will

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grant the request, they still may decide to hear the case. Someone will need to show up to the hearing in case the Board denies the PostPonement request and wants to hear it at the scheduled October 10th, 2022 BOA meeting.

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 the BCIC website:

https://www.austintexas.gov/cityclerk/boards_commissions/meetings/15_1.htm

I can still take in correspondence (neighbor and neighborhood Opposition and Support letters) for the Board's late back up packet that they receive on the dais up until 9 a.m. the day of the hearing, just email it to me.

Please read this entire e-mail

APPLICANTS TO GIVE CASE PRESENTATION IN-PERSON

- Make sure to sign in the registration book on the counter as soon as you walk into Council Chambers
- There will only be one applicant (virtual or in-person) who has to be registered that will be able to speak and give presentation on case.
- Applicant will have a total of 5 minutes to present their case.
- 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.

APPLICANTS TO GIVE CASE PRESENTATION VIRTUALLY (if you are registered to speak virtually, you will receive an e-mail from me Monday, 10/10 before 12p.m., with call in information for our virtual BOA mtg.)

- There will be one applicant that has to be registered in advance to speak and give presentation on case. **IF** I have your name(s) registered for Monday's meeting, I will reach out to you on Monday with the phone number you will call.
- 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.
- Applicant will have 5 minutes to present their case
- This meeting will be broadcast live - residents, speakers and/ or applicants may watch the meeting here: <http://www.austintexas.gov/page/watch-atxn-live>
- If you are the applicant speaking during your presentation and watching live, the volume on the electronic device must be muted as it will disrupt the meeting, if this occurs you will be disconnected and will not be allowed to call back in to finish your presentation.

Per our IT Dept. please know that using a headset with a microphone will give you the best meeting experience. If meeting participants are calling (using a phone) in to the meeting, and using video from an iPad or computer, they will need to mute the microphone on the other

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device, and mute the audio from the other device. They are either calling in for audio, or they are using their PC or iPad for audio...they cannot use both, it causes major issues with audio feedback. Please keep in mind everyone on hold will be able to hear your conversations, thus the mut be set by you until you are called on to speak.

- Applicants **must** call in at least 20 minutes prior to meeting start (5:30p.m.) in order to speak, late callers **will not be accepted** and will not be able to speak. Calls will be accepted from 5:05p.m. – 5:20p.m.
- Applicants must press mute on their phones, as everyone on hold can hear their conversations and are disruptive. if this occurs you will be disconnected and will not be allowed to call back in to finish your presentation.
- Applicants will be placed in a queue until their time to speak. (Please keep in mind you could be on hold for quite some time)
- Applicants will have 5 minutes to speak (Appellant for an Appeal will have 10 minutes), please keep in mind that if you are watching via ATXN, there will be a lag with the presentations so please keep speaking and **DO NOT** wait for the next slide to show up on your screen as you **ONLY** have 5 minutes.
- No donation of time allowed
- **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**
- 10:30 p.m. hardstop, items on the table will be postponed to the next meeting.

October 10th, 2022 BOA meeting will be held:

Hybrid meeting – both in-person and virtual

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

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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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