CASE NUMBER: C15-2019-0064

CITY OF AUSTIN Board of Adjustment Decision Sheet

DATE:	Thursday November 07, 2019
N_	Brooke Bailey
Y_	Jessica Cohen
	Ada Corrai
Y_	Melissa Hawthorne
A	William Hodge (Abstained)
Y_	Don Leighton-Burwell
	Rahm McDaniel
N	Darryl Pruett
Y_	Veronica Rivera
Y_	Yasmine Smith
Y_	Michael Von Ohlen
Y_	Kelly Blume (Alternate)
N_	Martha Gonzalez (Alternate)
	Denisse Hudock (Alternate)

APPLICANT: April Clark

OWNER: Dr. Samir Patel

ADDRESS: 1415 10TH ST

VARIANCE REQUESTED: The applicant is requesting a variance(s) from the LDC Subchapter F: Residential Design and Compatibility Standards, Article 3, Section 3.3.3 (Gross Floor Area – Porch, Basement and Attic Exemptions) (B) (2) in order to receive the basement exemption on a sloped site the applicant proposes to change the location of measurement from the average elevation at the intersections of the minimum front yard setback line and the side property line to the intersection of the front building line and the side property lines (this will not be closer than the front setback line nor will the building exceed the maximum tent height limitations) in order to erect a Single-Family Residence with a Guest House in a "SF-3-NP", Single-Family zoning district (Old West Austin Neighborhood Plan)

BOARD'S DECISION: BOA meeting Nov 7, 2019 The public hearing was closed by Chair Don Leighton-Burwell, Board Member Michael Von Ohlen motions to Postpone to January 13, 2020, Board Member Melissa Hawthorne seconds on a 7-3 vote (Board members Brooke Bailey, Darryl Pruett, Martha Gonzalez nay; William Hodge abstained); POSTPONED TO JANUARY 13, 2020.

FINDING:

- 1. The Zoning regulations applicable to the property do not allow for a reasonable use because:
- 2. (a) The hardship for which the variance is requested is unique to the property in that:
 - (b) The hardship is not general to the area in which the property is located because:
- 3. The variance will not alter the character of the area adjacent to the property, will not impair the use of adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

Elaine Ramirez

Executive Liaison

Don Leighton-Burwell

Chairman

From:

To: Ramirez, Elaine;

Subject: RE: REMINDER: C15-2019-0064 / 1415 W. 10th St. - POSTPONED case for Jan. 13, 2020 BOA mtg.

Date: Wednesday, December 11, 2019 2:59:35 PM

Attachments: <u>image001.png</u>

*** External Email - Exercise Caution ***

Elaine,

My client would like to withdraw his request for Variance for his property at 1415 W. 10th St. Please advise on any further action needed to do this.

Thank you,

--

April Clark, AIA

NARI, LEED AP BD + C Registered Architect (TX, NM, AZ) 512-636-7653

Clark | Richardson Architects

618 Lavaca St. Suite 7 Austin, Texas 78701

Web: www.clarkrichardson.com

Blog: http://clarkrichardson.wordpress.com/

Twitter: @CRArchitect

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From: Ramirez, Elaine [mailto:Elaine.Ramirez@austintexas.gov]

Sent: Tuesday, December 10, 2019 7:31 AM

To:

Subject: REMINDER: C15-2019-0064 / 1415 W. 10th St. - POSTPONED case for Jan. 13, 2020 BOA mtg.

Hi Ed,

This is a friendly reminder: You have until **Friday, December 13 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. This will need to be submitted to me via e-mail in PDF format.

If you would like the Board to follow along with you, you will need to present a presentation, bring it on a thumb drive and you will hand it to our City Technician. The Board will not have anything to view on the overhead other than the Advanced Packets they have in front of them on the dais that was given to them a week prior to the meeting.

Please note: Any late support that will be accepted after this deadline date of Dec. 13, 2019 will **only** be for Opposition and Support letters for this case.

Respectfully, Elaine Ramirez

Board of Adjustment Liaison
Planner Senior
City of Austin Development Services Department

One Texas Center, 1st Floor 505 Barton Springs Rd Office: 512-974-2202



Follow us on Facebook, Twitter & Instagram @DevelopmentATX

Scheduled Meeting Disclosure Information:

In accordance with City of Austin Ordinance 20160922-005, responsibility of written disclosure is required by visitors when attending a scheduled meeting with a City Official regarding a municipal question as defined within City Code 4-8-2 for compensation on behalf of another person.

Development Services Department has elected to implement an electronic survey as the methodology to provide the opportunity to record information as required of the department under Section 4-8-8 (E) of the City Code. Individuals scheduling or accepting a meeting invitation with a City Official are requested to provide responses to the questions included in the department survey available at the following link: DSD Survey. Please note that all information provided is subject to public disclosure via DSD's open data portal.

For more information please visit: <u>City Clerk's website</u>

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BOA GENERAL REVIEW COVERSHEET

CASE: C15-2019-0064 **BOA DATE:** November 7, 2019

ADDRESS: 1415 W. 10th St **COUNCIL DISTRICT**: 9

OWNER: Dr. Samir Patel AGENT: April Clark, Clark Richardson LLC

ZONING: SF-3-NP

LEGAL DESCRIPTION: LOT 2 WEED SUBD

VARIANCE REQUEST: Basement Exemption

SUMMARY: erect a Single-Family residence

ISSUES: inclined natural grade, number of protected trees, and irregular shaped lot

	ZONING	LAND USES
Site	SF-3-NP	Single-Family
North	SF-3-NP	Single-Family
South	SF-3-H-HD-NP	Single-Family
East	SF-3-NP	Single-Family
West	SF-3-HD-NP; MF-4-HD-NP	Single-Family; Multi-Family

NEIGHBORHOOD ORGANIZATIONS:

Austin Independent School District

Austin Lost and Found Pets

Austin Neighborhoods Council

Homeless Neighborhood Association

Neighborhood Empowerment Foundation

Old West Austin Neighborhood Assn.

Old West Austin Neighborhood Plan Contact Team

Preservation Austin

SEL Texas

Save Barton Creek Assn.

Shoal Creek Conservancy

Sierra Club, Austin Regional Group



October 30, 2019

April Clark for Dr. Samir Patel 1415 W 10th St Austin TX, 78703

Property Description: LOT 2 WEED SUBD

Re: C15-2019-0064

Dear April,

Austin Energy (AE) has reviewed your application for the above referenced property, requesting that the Board of Adjustment consider a variance(s) from the following section from the Land Development Code;

Subchapter F: Residential Design and Compatibility Standards, Article 3, Section 3.3.3 (Gross Floor Area – Porch, Basement and Attic Exemptions) (B) (2)

In order to receive the basement exemption on a sloped site the applicant proposes to change the location of measurement from the average elevation at the intersections of the minimum front yard setback line and the side property line to the intersection of the front building line and the side property lines (this will not be closer than the front setback line nor will the building exceed the maximum tent height limitations) in order to erect a Single-Family Residence with a Guest House in a "SF-3-NP", Single-Family zoning district (Old West Austin Neighborhood Plan)

Austin Energy does not oppose requested variance, provided any proposed and existing improvements are in compliance with AE clearance criteria requirements, The National Electric Safety Code and OSHA. Any removal or relocation of existing electric facilities will be at owners/applicants expense.

Please use this link to be advised of our clearance and safety requirements which are additional conditions of the above review action:

https://library.municode.com/tx/austin/codes/utilities criteria manual?nodeId=S1AUENDECR 1.10.0CLSA RE

If you require further information or have any questions regarding the above comments, please contact our office. Thank you for contacting Austin Energy.

Eben Kellogg, Property Agent

Austin Energy Public Involvement | Real Estate Services 2500 Montopolis Drive Austin, TX 78741 (512) 322-6050





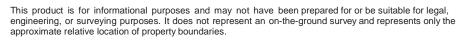




ZONING BOUNDARY

NOTIFICATIONS

CASE#: C15-2019-0064 LOCATION: 1415 W 10th Street





Board of Adjustment General/Parking Variance Application

WARNING: Filing of this appeal stops all affected construction activity.

This application is a fillable PDF that can be completed electronically. To ensure your information is saved, click here to Save the form to your computer, then open your copy and continue.

The Tab key may be used to navigate to each field; Shift + Tab moves to the previous field. The Enter key activates links, emails, and buttons. Use the Up & Down Arrow keys to scroll through drop-down lists and check boxes, and hit Enter to make a selection.

The application must be complete and accurate prior to submittal. *If more space is required, please* complete Section 6 as needed. All information is required (if applicable).

For Utilice Use	Jnly					
Case #	ROW #		Tax #	<u> </u>		
	ed Subdivision, A subdivision in Travis County, Texas Block(s):					
Section 1: Appl	icant Stateme	nt				
Street Address: 1415	W. 10th Street					
Subdivision Legal Des	cription:					
Lot 2, Weed Subd	ivision, A subdivision	on in Travis Cour	nty, Texas			
Lot(s): 2		Bloc	ck(s):			
Outlot:	Outlot: Division: Weed					
Zoning District: SF-3 I	NP					
I/We <u>Clark Richardso</u>	n LLP		on be	ehalf of myse	elf/ourselves as	
authorized agent fo	r <u>Dr. Samir Patel</u>				affirm that on	
Month October	, Day 8	, Year 2019	, hereby a	pply for a he	aring before the	
Board of Adjustmer	nt for consideration	to (select approp	oriate option bel	low):		
● Erect	ch OComplete	○ Remodel	Maintain	Other:		
Type of Structure:	Single Family Resi	dences				

Portion of the City of Austin Land Development Code applicant is seeking a variance from:

Subchapter F Section 3.3.3-B-2 Basement Exemption. "2. The finished floor of the first story is not more than three feet above the avg elevation at the intersections of the min. front yard setback line & the side prop lines." We request the finished floor of the first story is not more than three feet above the average elev. @ the inter. of front building line & side prop. lines.

Section 2: Variance Findings

The Board must determine the existence of, sufficiency of, and weight of evidence supporting the findings described below. Therefore, you must complete each of the applicable Findings Statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional supporting documents.

NOTE: The Board cannot grant a variance that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.

I contend that my entitlement to the requested variance is based on the following findings:

Reasonable Use

The zoning regulations applicable to the property do not allow for a reasonable use because:

Due to an inclined natural grade, the number of protected Post Oak trees and irregular shape of the lot, we must position the house further back on the property and it will be roughly 7'-8' above the natural grade at the minimum front yard setback (per code) while being AT grade where we are building. This would in essense require us to sink the first floor of the home by 3'-4' in order to qualify for the basement exemption 3.3.3 B-2

Hardship

- a) The hardship for which the variance is requested is unique to the property in that:
- 1. Incline of the site sloping from the street up. If it sloped in the other direction like other properties on the street we would meet the requirements. 2. Significant number of protected Post Oaks on the site. If they were not there we could build closer to the the street. 3. Del Rio soils require the excavation of an equivelance to a basement, with this rariance we would just be able to use this already excavated area as a basement below the house.
- b) The hardship is not general to the area in which the property is located because:

This property specifcally has numerous Post Oak Trees which neighboring properties do not have. Additionally, this particular lot has significant slope (10' front to back), the other side of the street does not they are relatively flat nor do most adjacent properties. The opposite side of the street would meet this section of the code as would adjacent properties without this variance request.

Area Character

The variance will not alter the character of the area adjacent to the property, will not impair the use of adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

We will meet all other sections of exemption 3.3.3, the height of our structure will not extend beyond required Mc Mansion Tents. The intent of the code section is being met, this will not be a walk out basement. The adjacent properties will not see or be impacted by being allowed to have this basement as a non-FAR contributing element as would be the case if our property sloped in the opposite direction or if it was flat.

Parking (additional criteria for parking variances only)

Request for a parking variance requires the Board to make additional findings. The Board may grant a variance to a regulation prescribed in the City of Austin Land Development Code Chapter 25-6, Appendix A with respect to the number of off-street parking spaces or loading facilities required if it makes findings of fact that the following additional circumstances also apply:

Neither present nor anticipated future traffic volumes generated by the use of the site or the

	uses of sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specific regulation because:
N _	/A
	The granting of this variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic of the streets because:
3. N	The granting of this variance will not create a safety hazard or any other condition inconsistent with the objectives of this Ordinance because:
	The variance will run with the use or uses to which it pertains and shall not run with the site because: /A
<u>N</u> 	with the objectives of this Ordinance because: /A The variance will run with the use or uses to which it pertains and shall not run with the site because:

Additional Space (continued)

We would like to request to be put on the next Board of Adjustments meeting to request a variance and/or request a special exception. Our specific request is centered on the Subchapter F
Basement exemption.
Subchapter F excerpt from section 3.3.3
B. A habitable portion of a building that is below grade if:
1. The habitable portion does not extend beyond the first-story footprint and is:
a. Below natural of finished grade, whichever is lower; and
b. Surrounded by natural grade for at least 50% of its perimeter wall area, if the habitable portion is required to be below natural grade under paragraph 1.a.
2. The finished floor of the first story is not more than three feet above the average
elevation at the intersections of the minimum front yard setback line and the side property lines.
Our Geotech report for this particular property has Del Rio Clay which has a high percentage of
shrinkage and expansion, typically the removal of roughly 6' of soil is recommended for a stable
foundation. Our client would like to build a basement since the excavation is already required by
the soils report. This would be directly below the 1st floor footprint, so we would qualify for the
basement exemption above section 3.3.3 B-1.
Due to the inclined natural grade at this specific lot that slopes up from the street, the number of
protected Post Oak trees and irregular shape of the lot, we must position the house further back on
the property and it will be roughly 7'-8' above the natural grade at the front yard setback while
being AT GRADE where we are building. To take advantage of this exemption we would in
essence be required to sink the first floor of the home by 3-4 feet in order to qualify for the
basement exemption item 2 above. We feel we are meeting the intent of the code as we will not
be protruding above the grade, and from discussions with Emily Layton she agreed but did not
have a mechanism for allowing it. We also feel this is a reasonable use of the property, ie having a below grade basement not exceeding the footprint of the building.
We are requresting that the elevation that determines the exemption be measured at the
intersection of the front building line and the side property lines. Therefore the finished floor of the
first story would not more than three feet above the avarage elevation at the intersections of the
front building line and side property lines.

SAVE

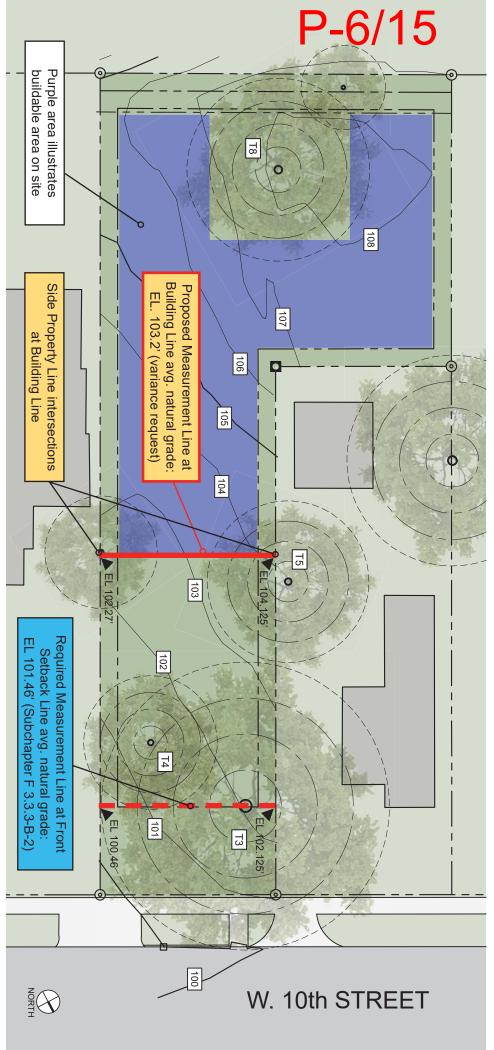
Section 3: Applicant Certificate

I affirm that my statements contained in the complete a my knowledge and belief.	pplication are true an	nd correct to the best of
Applicant Signature:		Date: 10/08/2019
Applicant Name (typed or printed): April Clark, Clark R		
Applicant Mailing Address: 618 Lavaca St. Suite 7		
City: Austin		Zip: 78701
Phone (will be public information): (512) 636-7653		
Email (optional – will be public information):		
Section 4: Owner Certificate		
I affirm that my statements contained in the complete a my knowledge and belief.	pplication are true an	nd correct to the best of
Owner Signature:		Date: 10/08/2019
Owner Name (typed or printed): <u>Dr. Samir Patel</u>		
Owner Mailing Address: 1701 Chicon St		
City: Austin	State: Texas	Zip: 78702
Phone (will be public information): (512) 636-7653		
Email (optional – will be public information):		
Section 5: Agent Information		
Agent Name: April Clark		
Agent Mailing Address: 618 Lavaca St. Suite 7		
City: Austin	State: Texas	
Phone (will be public information): (512) 636-7653		
Email (optional – will be public information):		
Section 6: Additional Space (if applicab	le)	
Please use the space below to provide additional inforr referenced to the proper item, include the Section and		
Please see following page for full description.		

Section 3: Applicant Certificate

I affirm that my statements contained in the complete my knowledge and belief.	application are true a	and correct to the best of
Applicant Signature:		Date: 10/08/2019
Applicant Name (typed or printed): April Clark, Clark F	Richardson LLC	
Applicant Mailing Address: 618 Lavaca St. Suite 7		
City: Austin	State: <u>Texas</u>	Zip: 78701
Phone (will be public information): (512) 636-7653		
Email (optional – will be public information):		
Section 4: Owner Certificate		
I affirm that my statements contained in the complete a my knowledge and belief.	application are true a	nd correct to the best of
Owner Signature:		Date: 10/08/2019
Owner Name (typed or printed): <u>Dr. Samir Patel</u>		
Owner Mailing Address: 1701 Chicon St		
City: Austin	State: Texas	Zip: 78702
Phone (will be public information): (E42) 626 7652		
Email (optional – will be public information):		
Section 5: Agent Information		
Agent Name: April Clark		
Agent Mailing Address: 618 Lavaca St. Suite 7		
City: Austin	State: Texas	Zip: 78702
Phone (will be public information): (512) 636-7653		
Email (optional – will be public information):		
Section 6: Additional Space (if applical	ole)	
Please use the space below to provide additional information referenced to the proper item, include the Section and	mation as needed. To Field names as well	o ensure the information is (continued on next page).
Please see following page for full description.		

VARIANCE REQUEST



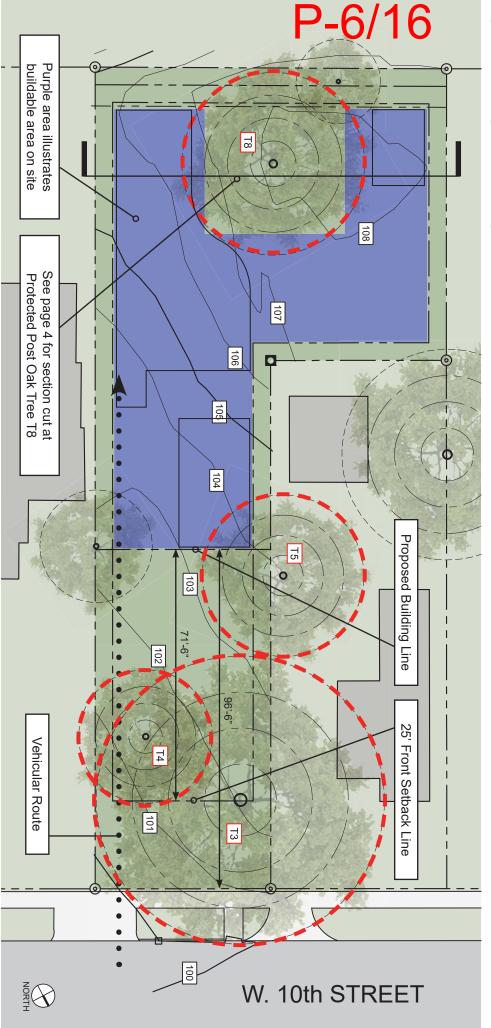
B: A habitable portion of a building that is below grade if: FOLLOWING SUBCHAPTER F - 3.3.3: Porches, basements, and attics that meet the following requirements shall be excluded from the calculation of gross floor area:

- 1. The habitable portion does not extend beyond the first-story footprint and is
- a.Below natural or finished grade, whichever is lower; and
- b.Surrounded by natural grade for at least 50% of its perimeter wall area, if the habitable portion is required to be below natural grade under paragraph 1.a.
- property lines. 2.The finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side

VARIANCE REQUEST TO ALLOW REASONABLE USE OF PROPERTY:

Lines We request that the finished floor of the first story is not more than three feet above the average elevation at the intersections of the Front Building Line and Side Property

SITE HARDSHIP: TREES



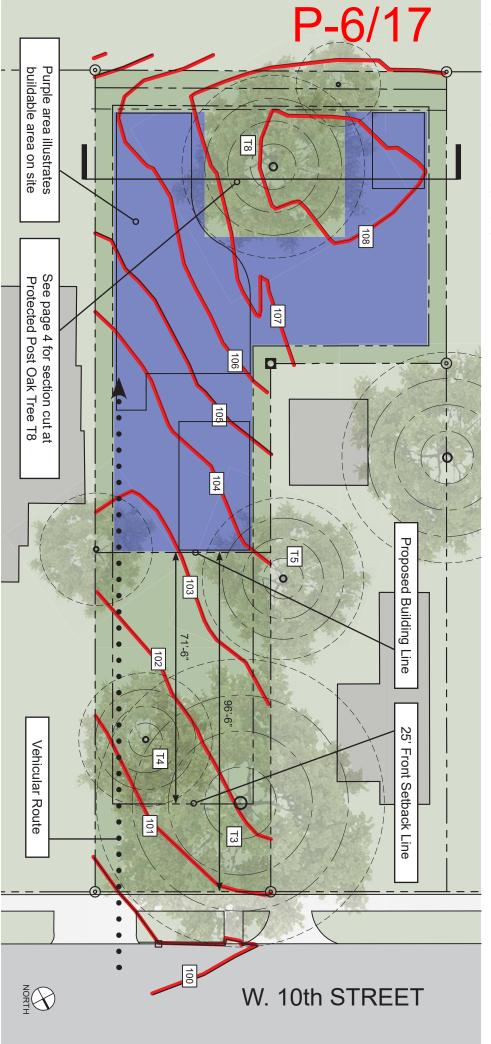
SITE HARDSHIP: Protected trees limit buildable area and site access.

Tree T3:41" Multi-Stem Post OakHeritage TreeTree T4:19" Post OakProtected TreeTree T5:23" Post OakProtected TreeTree T8:26" Post OakHeritage Tree

Because of the protected tree arrangement, site vehicular access from W. 10th is restricted to an existing shared drive throat.

The buildable area of the site is restricted by multiple heritage or protected size trees, especially at the front of the site

SITE HARDSHIP: TOPOGRAPHY



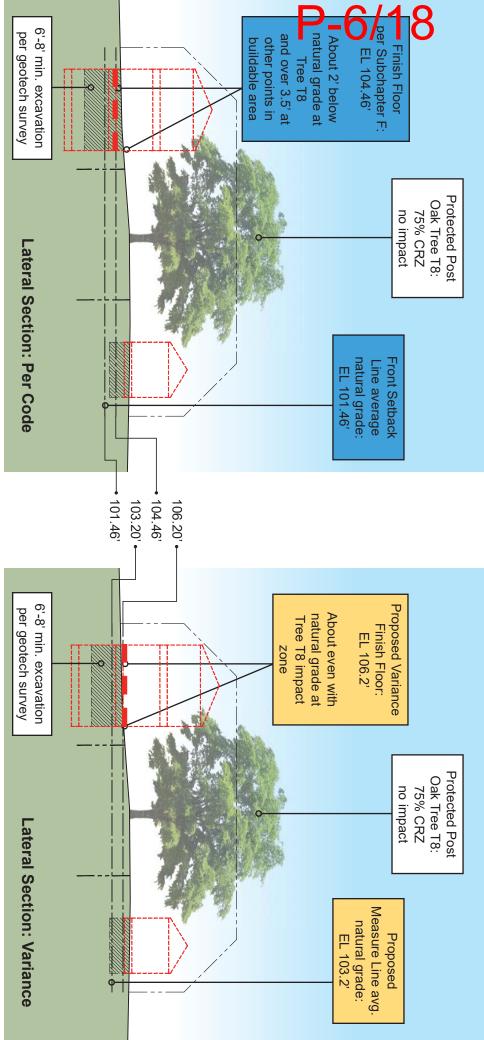
SITE HARDSHIP: Contour rise from the front of the site to the back of site.

There is over 8' of contour rise on the site from the front property line to the crest at the back of the site, and over 5'-6" of contour rise within the buildable area.

grade from the front property line. Protected Post Oak Trees T3, T4, & T5 at the front of the site limit vehicular route and impact, requiring a ramped entry to access the building roughly 4' up-slope at natural

Protected Post Oak Tree T8 at the back of the site limits natural grade changes and construction impacts at the main buildable area

VARIANCE REQUEST



element. - and the height of the structure will comply with the McMansion Tent. Adjacent properties will not be impacted by allowing a full basement as a non-FAR contributing remaining true to the spirit of the Subchapter F 3.3.3-B-2 basement requirements. All other sections of exemption 3.3.3 will be met - there will be no walk-out basement Geotech review recommends 6'-8' of soil excavation at all structural slab locations due to soil conditions. This volume can be utilized towards a full basement while

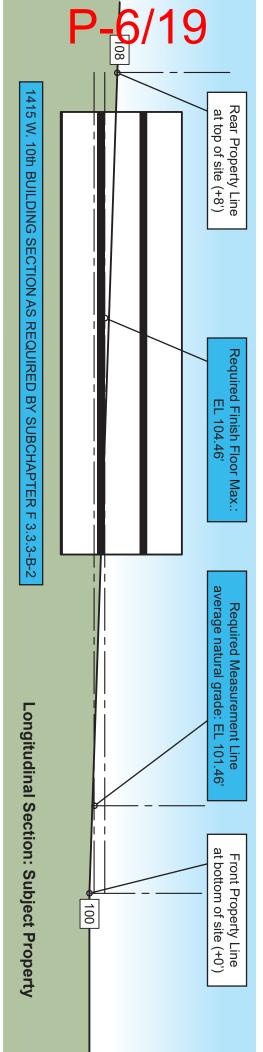
FOLLOWING SUBCHAPTER F - 3.3.3:

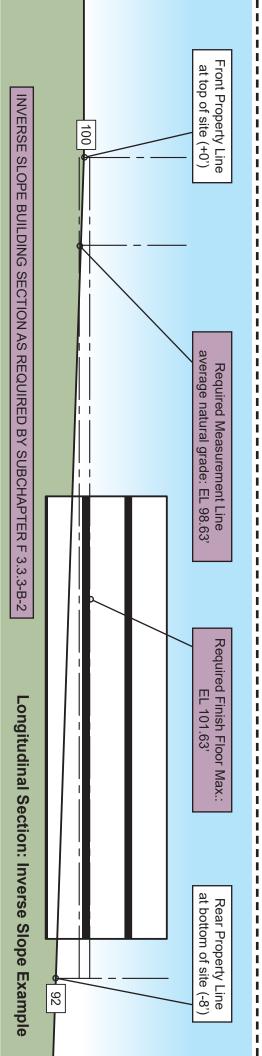
elevation at the top of the site (EL 108') to take advantage of the exemption. Protected Post Oak Tree T8 prevents adjustments to grade within the 75% CRZ The Subchapter F requirement would place the maximum finish floor height at elevation 104.46'. The main floor of the house would therefore be 3.5' below the contour

VARIANCE REQUEST:

height would be at elevation 106.2', close to level with the natural grade at the 100% CRZ at Protected Post Oak Tree T8 By measuring the elevation that determines the exemption at the intersection of the front of the building line and the side property lines, the proposed first story finish floor

RESTRICTIONS UNIQUE TO PROPERTY



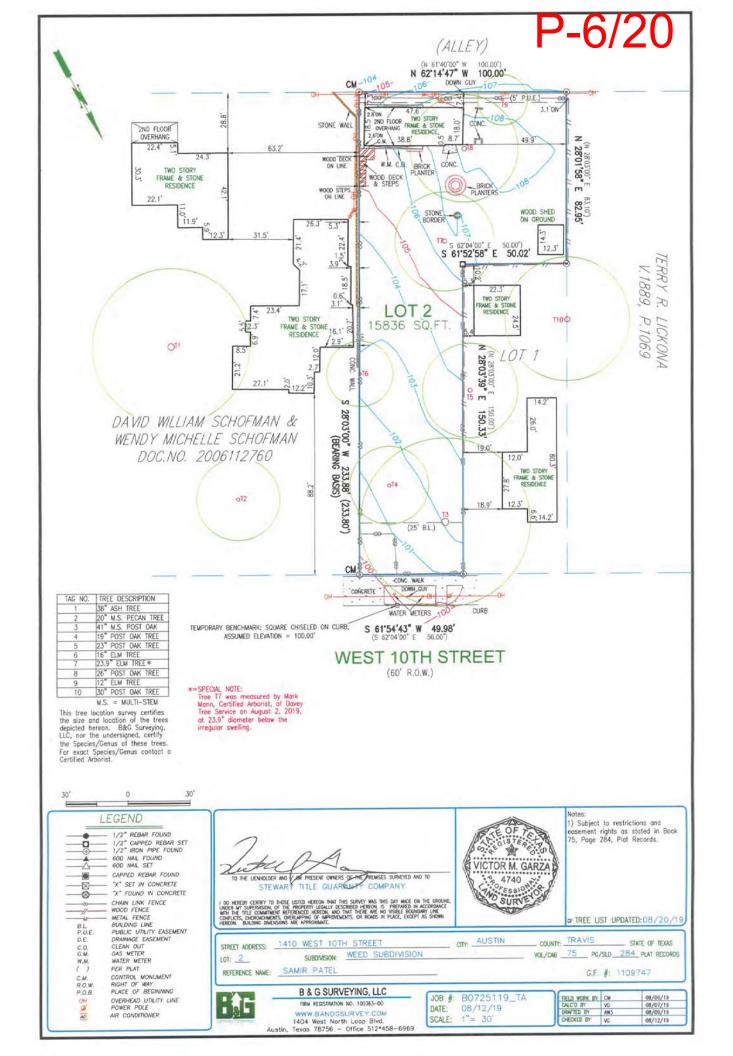


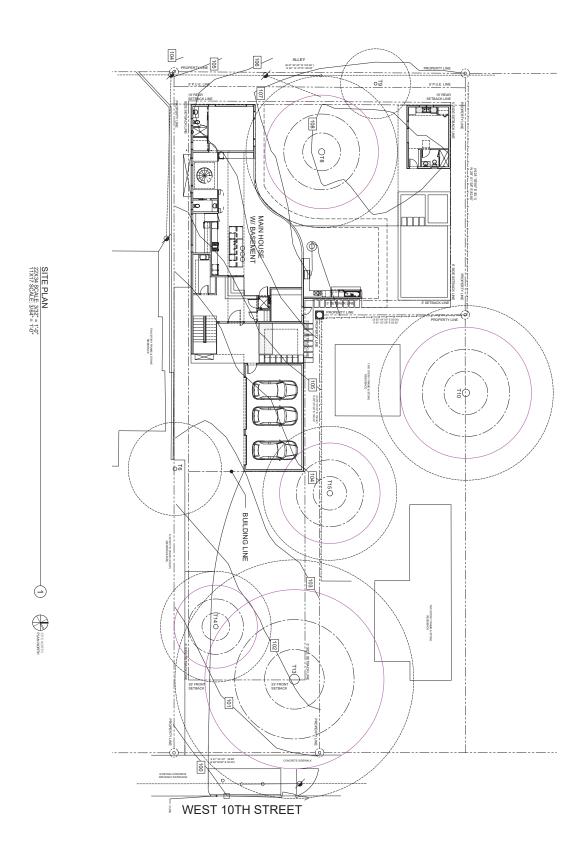
RESTRICTIONS UNIQUE TO PROPERTY: If the contours were inverse, there would be no need for variance

In addition to the high quantity of protected Post Oak trees, the direction of grading sets up restrictions unique to the property

Any basement area would be easily accommodated and even day-lit on most sides If the same site layout were located on the opposite side of the street, so that the front of the site was at the top contour level, no variance would be required

will not be a walk-out basement. Our understanding of the intent of Subchapter F - 3.3.3-B-2 is to prevent walk-out basements. With the variance request, our design will meet the intent of the code; there





SITE PLAN

SCALE: 22X34: 3/32" = 1' 11X17: 3/16" = 1'

DATE: 10.03.2019

ARCHIECT:
CLARK [ICHARDSON LLC
618 LAVACA, SUITE #7
AUSTIN, TX 78701
CONTACT: EDWARD RICHARDSON
512-529-9047
ed@clarkrichardson.com ARCHITECT'S SEAL: GENERAL CONTRACTOR:

CLARK | RICHARDSON

Subject: C15-2019-0064

*** External Email - Exercise Caution ***

Dear Ms. Ramirez,

As the owner of the property at 1405 W. 10th Street, I wish to express my support for variance C15-2019-0064, requested by the owner of 1415 W. 10th Street. My documentation of support is attached.

Best Regards, Teresa O'Connell 1405 W. 10th Street

e name of the ic hearing; omments	, 2019	⊠ I am in favor □ I object	61/2/11	Dale	proper trees coling	outs.	to	
Written comments must be submitted to the contact person instead of the before or at a public hearing. Your comments should include the name of the board or commission, or Council; the scheduled date of the public hearing; the Case Number; and the contact person listed on the notice. All comments received will become part of the public record of this case.	Case Number: C15-2019-0064 Contact: Elaine Ramirez, 512-974-2202 Public Hearing: Board of Adjustment, November 7th, 2019	<u>\$</u> 0			to parter the beautiful out trees on the lot, or allow the boulding	hese	If you use this form to comment, it may be returned to: City of Austin-Development Services Department/ 1st Floor Elaine Ramirez P. O. Box 1088 Austin, TX 78767-1088 Fax: (512) 974-6305	S.gov
Written comments must be submitted to the contact person before or at a public hearing. Your comments should include board or commission, or Council; the scheduled date of the Case Number; and the contact person listed on the notice. received will become part of the public record of this case.	-2202 ment, Nov		Hiom I	92751374	utiful utiful	EDING &	may be ras Departm	Scan & Email to: elaine.ramirez@austintexas.gov
Your common Your commonil; the school list the public r the public r	Case Number: C15-2019-0064 Contact: Elaine Ramirez, 512-974-2202 Public Hearing: Board of Adjustment,	lell	1405 W. 1044 Street Your address(es) affected by this application Were Dennell	Signature 512.75	thus a	R TA	mment, it	ramireza
ic hearing. on, or Courthe contact me part of t	Case Number: C15-2019-0064 Contact: Elaine Ramirez, 512-9 Public Hearing: Board of Adji	Teresa O'Cornell	1405 W. 10th Bree ur address(es) affected by this applic Word Olonmed	ne:	The think	et ho	you use this form to co by of Austin-Developme Elaine Ramirez P. O. Box 1088 Austin, TX 78767-1088 Fax: (512) 974-6305	l to: elaine
or at a public comments or at a public commission of the commission of the commission of the commission of the comments of the	e Number tact: Elait lic Hearit	Teresa O'Ce Your Name (please print)	Idress(es)	Daytime Telephone:_	- Broke	20	you use this form to by of Austin-Develop Elaine Ramirez P. O. Box 1088 Austin, TX 78767-10 Fax: (512) 974-6305	n & Emai
Written before board o Case N receive	Cas	Yourn	で	Daytin	日中日	8	Lf you City o Ela P. C	Scs

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PUBLIC HEARING INFORMATION

Although applicants and/or their agent(s) are expected to attend a public hearing, you are not required to attend. However, if you do attend, you have the opportunity to speak FOR or AGAINST the proposed development or change. You may also contact a neighborhood or environmental organization that has expressed an interest in an application affecting your neighborhood.

During a public hearing, the board or commission may postpone or continue an application's hearing to a later date, or recommend approval or denial of the application. If the board or commission announces a specific date and time for a postponement or continuation that is not later than 60 days from the announcement, no further notice is required.

A board or commission's decision may be appealed by a person with standing to appeal, or an interested party that is identified as a person who can appeal the decision. The body holding a public hearing on an appeal will determine whether a person has standing to appeal the decision.

An interested party is defined as a person who is the applicant or record owner of the subject property, or who communicates an interest to a board or commission by:

- delivering a written statement to the board or commission before or during the public hearing that generally identifies the issues of concern (it may be delivered to the contact person listed on a notice); or
- appearing and speaking for the record at the public hearing;
 and:
- occupies a primary residence that is within 500 feet of the subject property or proposed development;
 is the record owner of property within 500 feet of the subject property
- or proposed development; or

 is an officer of an environmental or neighborhood organization that
 has an interest in or whose declared boundaries are within 500 feet of
 the subject property or proposed development.

A notice of appeal must be filed with the director of the responsible department no later than 10 days after the decision. An appeal form may be available from the responsible department.

For additional information on the City of Austin's land development process, visit our web site: www.austintexas.gov/devservices.

Written comments must be submitted to the contact person listed on the notice before or at a public hearing. Your comments should include the name of the board or commission, or Council; the scheduled date of the public hearing; the Case Number; and the contact person listed on the notice. All comments received will become part of the public record of this case.