



CLUTE CITY HALL COUNCIL CHAMBERS  
108 E. MAIN STREET ~ CLUTE, TEXAS 77531

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**CITY COUNCIL:**

**MAYOR:** CALVIN SHIFLET  
**COUNCIL MEMBER:** NICOLE MADDOX

**MAYOR PRO-TEM:** ERICK AGUILAR  
**COUNCIL MEMBER:** JOE LOPEZ

**COUNCIL MEMBER:** JEFF CRISP  
**COUNCIL MEMBER:** FRANCES VAUGHN

**STAFF:**

**CITY MANAGER:** CJ SNIPES

**CITY CLERK:** ROSIE POITEVINT

**CITY ATTORNEY:** CHRIS DUNCAN

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**PUBLIC HEARING**  
**CITY COUNCIL AS BOARD OF ADJUSTMENTS AND APPEALS**  
**& REGULAR COUNCIL MEETING**  
**THURSDAY, DECEMBER 14, 2023 @ 7:00 PM**

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NOTICE IS HEREBY GIVEN THAT THE COUNCIL ACTING AS THE BOARD OF ADJUSTMENTS AND APPEALS WILL MEET FOR A PUBLIC HEARING FOLLOWED BY A REGULAR COUNCIL MEETING TO BE HELD ON THURSDAY, DECEMBER 14, 2023 @ 7:00 PM IN THE COUNCIL CHAMBERS OF CLUTE CITY HALL LOCATED AT 108 MAIN STREET, CLUTE, TEXAS 77531 FOR THE BELOW LISTED ITEMS. THE CITY COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY MATTERS LISTED ON THE AGENDA, AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE, INCLUDING, BUT NOT LIMITED TO SECTIONS 551.071 (CONSULTATION WITH AN ATTORNEY), 551.072 (DELIBERATION ABOUT REAL PROPERTY), 551.073 (DELIBERATION ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATION ABOUT SECURITY DEVICES), 551.087 (ECONOMIC DEVELOPMENT), 418.175.183 (DELIBERATIONS ABOUT HOMELAND SECURITY ISSUES) AND AS AUTHORIZED BY THE TEXAS TAX CODE, INCLUDING BUT NOT LIMITED TO, SECTION 321.3022 (SALES TAX INFORMATION).

THE AGENDA, MEETING PACKET AND VIDEO LINK ARE POSTED ON THE CITY'S WEBSITE AT [www.clutetexas.gov](http://www.clutetexas.gov)

PUBLIC COMMENTS WILL BE ALLOWED IN PERSON AND WILL OCCUR AT THE BEGINNING OF THE MEETING UNDER THE PUBLIC COMMENTS ITEM. TO REGISTER TO SPEAK OR TO SUBMIT WRITTEN COMMENTS, PLEASE EMAIL CITY CLERK ROSIE POITEVINT AT [rosie@clutetexas.gov](mailto:rosie@clutetexas.gov) AT LEAST 2 HOURS IN ADVANCE OF THE MEETING.

A RECORDING OF THE MEETING VIDEO WILL BE MADE AVAILABLE UPON WRITTEN REQUEST TO THE PUBLIC IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

**I. COMMENCEMENT**

- A. CALL TO ORDER**
- B. INVOCATION**
- C. PLEDGE OF ALLEGIANCE**
- D. ROLL CALL**

## **II. PUBLIC HEARING – CITY COUNCIL AS BOARD OF ADJUSTMENTS**

- A. READ NOTICE OF PUBLIC HEARING**
- B. PUBLIC COMMENTS AND DISCUSSION FOR A VARIANCE TO ALLOW ENCROACHMENT OF THE BUILDING LINE SETBACK AT THE PROPERTY LOCATED ON 732 BROCKMAN LEGALLY DESCRIBED AS: COBB (A0049 A CALVIT DIV 14 (B C I C))(CLUTE) LOT 13 TR 301**
- C. CLOSE PUBLIC HEARING**

## **III. ACTION TAKEN AS RESULT OF PUBLIC HEARING**

- A. CONSIDERATION AND POSSIBLE ACTION FOR TO APPROVE OR DENY A VARIANCE REQUEST FOR THE ENCROACHMENT OF THE BUILDING LINE SETBACK AT THE PROPERTY LOCATED ON 732 BROCKMAN LEGALLY DESCRIBED AS: COBB (A0049 A CALVIT DIV 14 (B C I C))(CLUTE) LOT 13 TR 301**

## **IV. CITY COUNCIL AS BOARD OF ADJUSTMENTS/APPEALS**

- A. CONSIDER A VARIANCE REQUEST FOR A PROPOSED SIGN TO BE LOCATED AT 101 DIXIE DRIVE (KENTUCKY FRIED CHICKEN)**

## **V. ACTION TAKEN AS RESULT OF BOARD OF ADJUSTMENTS/APPEALS**

- A. CONSIDERATION AND POSSIBLE ACTION TO APPROVE OR DENY A VARIANCE FOR A PROPOSED SIGN TO BE LOCATED AT 101 DIXIE DRIVE (KENTUCKY FRIED CHICKEN)**

## **VI. CITIZENS/VISITORS COMMENTS**

THIS IS AN OPPORTUNITY FOR CITIZENS AND VISITORS TO SPEAK TO COUNCIL RELATING TO AGENDA AND NON-AGENDA ITEMS. SPEAKERS ARE ADVISED THAT COMMENTS CANNOT BE RECEIVED ON MATTERS WHICH ARE THE SUBJECT OF A PUBLIC HEARING ONCE THE PUBLIC HEARING HAS BEEN CLOSED. SPEAKERS ARE REQUIRED TO REGISTER IN ADVANCE AND MUST LIMIT THEIR PRESENTATIONS TO FIVE (5) MINUTES EACH.

## **VII. CONSENT AGENDA**

ITEMS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED ROUTINE AND ARE GENERALLY ENACTED IN ONE MOTION. THE EXCEPTION TO THIS RULE IS THAT COUNCIL MEMBERS MAY REQUEST ONE OR MORE ITEMS BE REMOVED FROM THE CONSENT AGENDA FOR SEPARATE ACTION.

### **A. MINUTES:**

- 1) REGULAR COUNCIL MEETING NOVEMBER 9, 2023, AT 7:00 P.M.

## **VIII. BUSINESS ITEMS**

- A. INTRODUCTION OF THE CITY'S NEW FINANCE MANAGER: MRS. CORI WESTFIELD**
- B. PRESENTATION HOT REPORT BRAZOSPORT ARTS & SCIENCES: WESLEY COPELAND**
- C. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION No. 61-2023 AS THE OFFICIAL BALLOT CONTAINING THE NAMES OF THE NOMINATED CANDIDATES FOR THE BOARD OF DIRECTORS OF THE BRAZORIA COUNTY APPRAISAL DISTRICT**
- D. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION No. 62- 2023 A RESOLUTION OF THE CITY OF CLUTE REVISING THE CITY'S MASTER FEE SCHEDULE TO INCLUDE REVISED CHARGES RELATED TO CERTAIN EMERGENCY MEDICAL SERVICES BILLED TO INSURANCE CARRIERS AS CALLED FOR BY SB 2476 AND THE TEXAS DEPARTMENT OF INSURANCE**
- E. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION No. 63-2023 APPROVING THE CSRS TASK ORDER No. 5 FOR THE ADDITIONAL COSTS FOR SPECIAL ENVIRONMENTAL SERVICES TO PERFORM THE ARCHAEOLOGICAL SURVEY THAT ARE REQUIRED FOR THE CDBG-MIT PROJECT**

- F. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 64-2023 FOR THE APPROVAL OF THE FY 2024 INTERLOCAL AGREEMENT BETWEEN BRAZORIA COUNTY AND THE CITY OF CLUTE FOR ROAD REPAIR AUTHORIZING THE MAYOR'S SIGNATURE TO EXECUTE IT ON CITY'S BEHALF
- G. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 65-2023 DONATING THE EXISTING CLUTE FIRE DEPARTMENT BRUSH TRUCK TO THE BRAZORIA COUNTY FIRE FIGHTERS' ASSOCIATION FOR FIRE FIELD USE

**IX. NOTICE/ANNOUNCEMENT OF UPCOMING EVENTS AND MEETINGS**

- A. CHRISTMAS HOLIDAYS, MONDAY AND TUESDAY, DECEMBER 25-26, 2023, CITY OFFICES CLOSED
- B. NEW YEAR'S HOLIDAY, MONDAY, JANUARY 1, 2024, CITY OFFICES CLOSED
- C. JOINT PUBLIC HEARING & REGULAR COUNCIL MEETING, THURSDAY, JANUARY 11, 2024
- D. MARTIN LUTHER KING HOLIDAY, MONDAY, JANUARY 15, 2024, CITY OFFICES CLOSED
- E. BCCA DINNER HOSTED BY CITY OF CLUTE, WEDNESDAY, JANUARY 17, 2024 AT 6:30 P.M., CLUTE EVENT CENTER
- F. REGULAR COUNCIL MEETING, THURSDAY, JANUARY 25, 2024

**X. ADJOURNMENT HEARING**

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES ARE AVAILABLE. PLEASE NOTE: REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS IN ADVANCE OF THE STATED MEETING TIME. PLEASE CONTACT THE CITY CLERK'S OFFICE AT 979-265-2541 FOR ADDITIONAL INFORMATION.

I, ROSIE POITEVINT, CITY CLERK OF THE CITY DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA FOR THE CITY COUNCIL OF THE CITY OF CLUTE, TEXAS WAS POSTED ON **DECEMBER 11, 2023, BY 5:00 P.M.** IN A PLACE CONVENIENT AND READILY ACCESSIBLE AT ALL TIMES TO THE GENERAL PUBLIC IN COMPLIANCE WITH CHAPTER 551 OF THE TEXAS GOVERNMENT CODE.

  
ROSIE POITEVINT, CITY CLERK