



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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**JOINT PUBLIC HEARING WITH PLANNING & ZONING  
PUBLIC HEARING CITY COUNCIL AS BOARD OF ADJUSTMENTS AND APPEALS  
REGULAR COUNCIL MEETING  
THURSDAY, APRIL 25, 2024 @ 7:00 PM**

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NOTICE IS HEREBY GIVEN OF A JOINT PUBLIC HEARING BETWEEN CITY COUNCIL AND THE PLANNING & ZONING COMMISSION OF THE CITY OF CLUTE, TEXAS AND A PUBLIC HEARING WITH COUNCIL ACTING AS THE BOARD OF ADJUSTMENTS AND APPEALS FOLLOWED BY A REGULAR COUNCIL MEETING TO BE HELD ON **THURSDAY, APRIL 25, 2024 @ 7:00 PM** FROM 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, AGENDA PACKET AND MEETING LINK ARE POSTED ON THE CITY'S WEBSITE AT [www.clutetexas.gov](http://www.clutetexas.gov)

TO ADDRESS THE COUNCIL DURING PUBLIC COMMENTS, A GENERAL PUBLIC COMMENT FORM MUST BE COMPLETED AND PRESENTED TO THE CITY CLERK BEFORE THE START OF THE COUNCIL MEETING. SPEAKERS MUST OBSERVE THE FIVE (5) MINUTE TIME LIMIT.

NO REGISTRATION IS REQUIRED FOR PUBLIC COMMENTS FOR THE PUBLIC HEARING PORTION 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 CITY COUNCIL**
- E. ROLL CALL PLANNING & ZONING COMMISSION**

## **II. JOINT PUBLIC HEARING – REPLAT – 300, 300A & 304 COMMERCE STREET**

### **A. LEGAL REQUIREMENTS**

1. NOTICE OF JOINT PUBLIC HEARING WITH PLANNING AND ZONING COMMISSION FOR A REPLAT FOR PROPERTY LOCATED AT 300, 300A & 304 COMMERCE STREET. LEGAL DESCRIPTION:  
PROPERTY ID #192063: B C I C DIV 14, LOT 572B, ACRES 0.312, A0049 A CALVIT, CLUTE  
PROPERTY ID #192060: B C I C DIV 14, LOT 569B, ACRES .198, A0049 A CALVIT, CLUTE  
PROPERTY ID #197206: CLYNE (A0049 A CALVIT DIV 14 (B C I C)) (CLUTE) BLK 2 LOT 1-2
2. NOTE PUBLISHER' AFFIDAVIT
3. NOTE LIST OF PROPERTY OWNERS NOTIFIED BY MAIL

### **B. OPEN FLOOR FOR DISCUSSION**

1. THOSE IN FAVOR OF REPLAT
  - i. READ LETTERS FROM CITIZENS IN FAVOR OF THE REPLAT
  - ii. HEAR THOSE PRESENT IN FAVOR OF THE REPLAT
2. THOSE OPPOSED TO THE REPLAT
  - i. READ LETTERS FROM CITIZENS OPPOSED TO THE REPLAT
  - ii. HEAR THOSE PRESENT OPPOSED TO THE REPLAT
3. COMMENTS FROM PLANNING & ZONING COMMISSION
4. COMMENTS FROM MAYOR AND CITY COUNCIL
5. CLOSE DISCUSSION AND HEAR RECOMMENDATION FROM PLANNING & ZONING COMMISSION ON FINAL PLAT
6. CONSIDERATION AND POSSIBLE ACTION FROM THE CITY COUNCIL TO APPROVE OR DENY THE RECOMMENDATION FROM THE PLANNING & ZONING COMMISSION FOR THE FINAL PLAT

### **C. ADJOURN JOINT PUBLIC HEARING**

1. ADJOURN PLANNING & ZONING COMMISSION

## **III. PUBLIC HEARING – CITY COUNCIL AS BOARD OF ADJUSTMENTS AND APPEALS**

### **A. LEGAL REQUIREMENTS**

1. NOTICE OF PUBLIC HEARING
2. NOTE PUBLISHERS' AFFIDAVIT
3. NOTE LIST OF PROPERTY OWNERS NOTIFIED BY MAIL

### **B. PUBLIC COMMENTS**

1. VARIANCE TO ALLOW ENCROACHMENT OF THE BUILDING LINE SETBACK AT THE PROPERTY LOCATED ON 308 N. SHANKS STREET LEGALLY DESCRIBED AS: EMERALD FOREST (A0066 J E GROCE)(CLUTE), BLOCK 3, LOT 10

### **C. CLOSE PUBLIC COMMENTS**

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

1. CONSIDERATION AND POSSIBLE ACTION FOR TO APPROVE OR DENY A VARIANCE REQUEST FOR THE ENCROACHMENT OF THE BUILDING LINE SETBACK ON THE PROPERTY LOCATED AT 308 N. SHANKS STREET LEGALLY DESCRIBED AS: EMERALD FOREST (A0066 J E GROCE)(CLUTE), BLOCK 3, LOT 10

### **E. ADJOURN PUBLIC HEARING**

## **IV. 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.

## **V. 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 AND PUBLIC HEARING, APRIL 11, 2024, AT 7:00 P.M.

## **VI. BUSINESS ITEMS**

- A. PROCLAMATION: "NATIONAL DAY OF PRAYER", MAY 2, 2024**
- B. PROCLAMATION: "NATIONAL FALLEN FIREFIGHTERS MEMORIAL WEEKEND MAY 4 - 5, 2024" AND "INTERNATIONAL FIREFIGHTERS DAY", MAY 4, 2024**
- C. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 22-2024 APPROVING THE FINAL PLAT LOCATED AT 300, 300A & 304 COMMERCE STREET**
- D. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 23-2024 APPOINTING MEMBERS TO THE PARKS AND RECREATION BOARD**
- E. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 24-2024 AUTHORIZING THE MAYOR'S SIGNATURE ON AN INTERLOCAL AGREEMENT WITH BRAZORIA COUNTY FOR COLLECTION OF TAXES AND PID ASSESSMENTS FOR THE CITY OF CLUTE**

## **VII. NOTICE/ANNOUNCEMENT OF UPCOMING EVENTS AND MEETINGS**

- A. CITY COUNCIL MEETING, TUESDAY, MAY 7, 2024, AT 7:00 P.M.**
- B. PEACE OFFICER MEMORIAL DAY CEREMONY, WEDNESDAY, MAY 15, 2024, NOON, CLUTE POLICE DEPARTMENT FLAG GARDEN**
- C. CITY COUNCIL MEETING, THURSDAY, MAY 23, 2024, AT 7:00 P.M.**
- D. MEMORIAL DAY, MAY 27, 2024, CITY OFFICES CLOSED**

## **VIII. ADJOURNMENT**

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 **APRIL 22, 2024, 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