

# **BOARDS AND COMMISSIONS OPEN POSITIONS**

## **Board of Adjustments**

### **(4 Positions Open)**

#### **4 Alternate Positions (All Positions Open)**

The duties of the board of adjustment are listed below:

**(1) Administrative review.** To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the administrative official in the enforcement of the act and of this ordinance. The hearing of such an appeal shall be public and notice thereof shall be given as provided in [section 9.1](#) (2)(b) of this ordinance.

**(2) Special exceptions; conditions governing application; procedures.** To hear and decide only such special exceptions as the board of adjustment is specifically authorized to pass on by the terms of this ordinance; to decide such questions as are involved in determining whether special exceptions should be granted; and to grant special exceptions with such conditions and safeguards as are appropriate under this ordinance, or to deny special exceptions when not in harmony with the purpose and intent of this ordinance. A special exception shall not be granted by the board of adjustment unless and until:

**(a)** A written application for a special exception is submitted indicating the section of this ordinance under which the special exception is sought and stating the grounds on which it is requested;

**(b)** At least 15 days' notice of the time and place of the public hearing shall be published in the newspaper of general circulation in the city. Not less than ten days before the date of the public hearing, written notice shall also be given to the owner of the real property for which the special exception is sought and the owners of all real property lying within 200 feet of the property for which the special exception is sought who have rendered their property for city taxes as the ownership appears on the last approved city tax roll. Such notice may be served by depositing the same, properly addressed and postage paid, in the city post office. Where property lying within 200 feet of the property for which the special exception is sought is located in territory which was annexed after the final date for making renditions which are included on the last approved city tax roll, notice to the owners of such property shall be given by publication in the manner provided above.

**(c)** The public hearing shall be held. Any party may appear in person, or by agent or attorney.

**(d)** The board of adjustment shall make a finding that it is empowered under the section of this ordinance described in the application to grant the special exception, and that the granting of the special exception will not adversely affect the public interest.

**(e)** Before any special exception shall be issued, the board shall make written findings certifying compliance with the specific rules governing individual special exceptions and that satisfactory provision and arrangement has been made concerning the following, where applicable:

**(i)** Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;

**(ii)** Off-street parking and loading areas where required, with particular attention to the items in (i) above and the economic, noise, glare, or odor effects of the special exception on adjoining properties and properties generally in the district;

**(iii)** Refuse and service areas, with particular reference to the items in (i) and (ii) above;

**(iv)** Utilities, with reference to locations, availability, and compatibility;

**(v)** Screening and buffering with reference to type, dimension, and character;

**(vi)** Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;

**(vii)** Required yards and other open space;

**(viii)** General compatibility with adjacent properties and other property in the district;

**(3) Variances; conditions governing applications; procedures.** To authorize upon appeal in specific cases such variance from the terms of this ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship and so that the spirit of this ordinance shall be observed and substantial justice done. A variance from the terms of this ordinance shall not be granted by the board of adjustment unless and until:

**(a)** A written application for a variance is submitted demonstrating:

**(i)** That special conditions and circumstances exist which are peculiar to the land, structure, or

building involved and which are not applicable to other lands, structures or buildings in the same district;

**(ii)** That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;

**(iii)** That the special conditions and circumstances do not result from the actions of the applicant;

**(iv)** That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered ground for the issuance of a variance.

**(b)** Notice of public hearing shall be given as in [section 9.1\(2\)\(b\)](#) above.

**(c)** The public hearing shall be held. Any party may appear in person, or by agent or by attorney.

**(d)** The board of adjustment shall make findings that the requirements of [section 9.1\(3\)\(a\)](#) have been met by the applicant for a variance.

**(e)** The board of adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.

**(f)** The board of adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare. In granting any variance, the board of adjustment may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards when made a part of the terms under which the variance is granted shall be deemed a violation of this ordinance and punishable under article XVI of this ordinance. Under no circumstances shall the board of adjustment grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use expressly or any implication prohibited by the terms of this ordinance in said district.

**(4)** *Board has powers of administrative official on appeals; reversing decision of administrative official.*

**(a)** In exercising the above-mentioned powers, the board of adjustment may, so long as such action is in conformity with the terms of the act and this ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision or determination as ought to be made, and to that end shall have the powers of the administrative official from whom the appeal is taken.

## **Charter Review**

### **(2 Positions Open)**

The duties of the board of adjustment are listed below:

**(1.)** Inquire into the operation of the city government under the Charter provisions and determine whether any such provisions require revision. To this end public hearings may be held; and the commission shall have the power to compel the attendance of any officer or employee of the city and to require the submission of any of the city records which it may deem necessary to the conduct of such hearing.

**(2)** Propose any recommendations it may deem advisable or desirable to ensure compliance with the provisions of the Charter by the several departments of the city government.

**(3.)** Propose, if it deems desirable and advisable, amendments to this Charter to improve the effective application of the said Charter to current conditions.

**(4.)** Report its findings and present its proposed amendments, if any, to the council in writing.

## **Keep Clute Beautiful**

### **7 Member Board (All Positions Open)**

The duties of the board of adjustment are listed below:

- (1)** Plan and recommend to the city council annual citywide cleanup campaigns, developing public interest through news media releases and other means.
- (2)** Recommend policies regarding the landscaping, the placement of trees, grass, shrubs, flowers and decorations within the corporate limits of the city, including public parks and private parks and private property used for public purposes.
- (3)** Recommend legislative changes regarding the aesthetic placement and size of all signs in the city, including signs used in the advertisement of businesses, products for sale, services for sale or for charity, and political signs and posters.
- (4)** Recommend legislative changes with regard to the handling of solid waste or the control and elimination of litter, trash and waste materials.
- (5)** Conduct a continuous education program designed to change the attitude of all citizens of the city toward the disposal of waste and to motivate citizens to keep their city clean by encouraging citizen involvement and participation.
- (6)** Encourage and assist in strict code enforcement.
- (7)** Develop programs within the city government and the community that will aid in the sustained reduction of litter.
- (8)** Initiate studies and undertake review of the waste problems in the city.
- (9)** Develop programs through church and civic organizations and businesses to assist low-income homeowners in repairing their residences.
- (10)** Develop recognition programs.
- (11)** Act as liaison for the city with the Keep Brazoria County Beautiful Association and Keep Texas Beautiful, Inc.
- (12)** Make annual reports to the city council regarding accomplishments for the previous year and goals for the current year.
- (13)** Develop and recommend to the city council a plan for the care, preservation, protection, replacement and management of trees on public property in the city.
- (14)** Advise the city council respecting implementation and execution of the plan, including the implementation and execution of future needs.
- (15)** Collect and disseminate information designed to create and sustain an appreciation of trees throughout the community.
- (16)** Perform such other duties and exercise such other powers as the city council shall authorize from time to time.

## **Parks & Recreation**

### **(2 Positions Open)**

The duties of the board of adjustment are listed below:

The parks and recreation board shall undertake to thoroughly advise the city council in the use, upkeep and management of all parks and recreation property and activities within the city. The board may make reports and recommendations to the city council relative to the purchase, management and disposition of city park property and the expenditure of parks and recreation budgeted funds. The board shall act in an advisory capacity to the city council. The board shall not have the power and authority to bind the city in the expenditure of funds.

For an application go to:

<https://clutetexas.gov/wp-content/uploads/2020/01/Boards-and-Commissions-Application.pdf>

Applications may be emailed to: [rosie@clutetexas.gov](mailto:rosie@clutetexas.gov), mailed or faxed ( see application)