



Board of Zoning Adjustments AGENDA ITEM SUMMARY FORM

MEETING DATE: December 21, 2022

PREPARED BY: Otis T. Spriggs, AICP, Development Services Director

AGENDA CONTENT: Hold Election of Officers for the Board of Zoning Adjustments for Chairperson and Vice-Chairperson.

AGENDA ITEM SECTION: Declaration of a Quorum and Call to Order

BUDGETED AMOUNT: None **FUNDS REQUESTED:** None

FUND: None

EXECUTIVE SUMMARY:

The City of Angleton, Code of Ordinances, Article II.-Zoning Procedures and Administration states the following under Section 28-23. - Board of adjustment (BOA), subsection (7):

The board of adjustment shall elect a chairperson and a vice-chairperson from among its membership, and each officer shall hold office for two years or until replaced by a simple majority vote of the full board. The city manager's designee shall serve as secretary to the board of adjustment, and shall keep minutes of all meetings held by the board. The secretary shall also set up and maintain a separate file for each application for hearing by the board, and shall record therein the names and addresses of all persons/entities to whom notices are mailed, including the date of mailing and the person by whom such notices were delivered to the post office. All records and files herein provided for shall be permanent and official records of the City of Angleton. The secretary shall also immediately notify in writing the city council, planning and zoning commission, and the city manager or designee of each decision rendered by the board in the conduct of its duties.

Staff has no record on file of a new chair being appointed or elected and is requesting the board to open the floor up for nominations and hold elections for the upcoming year/term.

Staff Recommendation: Staff recommends that the Board hold elections for the Chairperson and Vice-Chairperson for an office term of 2 years.