



**CITY OF FRIENDSWOOD
ZONING BOARD OF ADJUSTMENT
TUESDAY, APRIL 23, 2024 - 7:00 PM**

Minutes

MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 910 S. FRIENDSWOOD DR, FRIENDSWOOD, TEXAS 77546, COUNCIL CHAMBERS, CITY HALL

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
APRIL 23, 2024

1. CALL TO ORDER

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD ZONING BOARD OF ADJUSTMENT THAT WAS HELD ON TUESDAY, APRIL 23, 2024, AT 07:00 PM AT FRIENDSWOOD CITY HALL COUNCIL CHAMBERS, 910 S. FRIENDSWOOD DRIVE, FRIENDSWOOD, TEXAS, WITH THE FOLLOWING PRESENT CONSTITUTING A QUORUM:

CHAIRMAN PHILIP RATISSEAU
VICE CHAIRMAN GLEN GRAYBAN
BOARD MEMBER GLENN MINTZ
BOARD MEMBER MICHAEL FERNANDEZ
BOARD MEMBER JASON BYERS
CITY ATTORNEY KAREN HORNER
DEPUTY DIRECTOR OF CDD/CHIEF BUILDING OFFICIAL BRIAN ROUANE
ASSISTANT PLANNER/ZBOA SECRETARY BECKY BENNETT

ALTERNATE MEMBERS LES FRENCH, CHRIS RICHARDSON, AND JIM GIBSON WERE PRESENT IN THE AUDIENCE.

ALTERNATE MEMBER MEGAN MCKAY WAS ABSENT FROM THE MEETING.

2. ACTION ITEMS

A. Administer the oath of office to the new Alternate Member, Jim Gibson.

Director of Community Development Aubrey Harbin performed the oath of office for Mr. Jim Gibson.

3. PUBLIC COMMENT

None.

4. DISCUSSION AND POSSIBLE ACTION

A. Consider approval of the minutes for the Zoning Board of Adjustment Regular Meeting held August 22, 2023.

**VICE CHAIRMAN Glen Grayban moved to approve the minutes for the Zoning Board of Adjustment Regular Meeting held August 22, 2023. Seconded by Board Member Glenn Mintz. The motion was approved unanimously.

B. Consider a recommendation to City Council amending Resolution 92-2 Zoning Board of Adjustment Rules of Procedure.

Director Harbin explained to the board that the current Rules of Procedure were adopted in 1992, so the staff were proposing an updated version. She presented several slides that outlined the authority and role of the board. She said the most noticeable proposed change was to change the meeting time from 7:00pm to 6:00pm.

Chairman Ratisseau asked if a three-week time-frame for applicants was burdensome. Harbin answered the time allows applicants to prepare their materials and staff to provide notice per the Zoning Ordinance.

He also asked questions about the prohibition on visiting case locations. City Attorney Horner replied that the board is quasi-judicial and should only consider evidence as presented during the hearing. Vice-Chair Grayban asked how to proceed if cases are not very clear using the material provided during the meeting. Horner responded that the quality of materials provided by the applicant or by the city should plead their case. Bennett added that the burden of proof is on the applicant, or the city, and it is up to them to make their case just as would happen in a court of law.

Chairman Ratisseau asked if the meeting could be tabled or continued until better evidence is presented. He asked if the applicant could request a Special Meeting. Both Horner and Harbin answered the applicant does not have authority to request a board meeting.

Vice-Chair asked if the board would ever have reason to adjourn into executive session. Horner responded executive session would only be used in situations allowed by statute.

Harbin reminded the board that three clerical items had been added to the Rules of Procedure after the agenda was posted. She identified the items.

**Board Member Jason Byers moved to approve a recommendation to City Council, with amendments, thereby amending Resolution 92-2 Zoning Board of Adjustment Rules of Procedure. Seconded by Board Member Glenn Mintz. The motion was approved unanimously.

5. COMMUNICATIONS

Chairman Ratisseau asked staff how the board could learn more about their role and responsibilities. Bennett answered that the staff had some training materials that could be sent out again. She also said board members may call or email staff for generic questions as long as they were not case-specific questions.

- A. Receive Staff updates or reports, Council Liaison updates concerning action taken by the City Council on Zoning Board of Adjustment related items, and Board Member comments concerning items of community interest and/or requesting future agenda items.

6. ADJOURNMENT

This meeting was adjourned at 07:32 PM.