

**CITY OF ALPINE  
PLANNING & ZONING COMMISSION MEETING  
MONDAY, FEBRUARY 27, 2023 - 5:30 P.M.**

NOTICE IS HEREBY GIVEN THAT THE PLANNING & ZONING COMMISSION OF THE CITY OF ALPINE, TEXAS, WILL HOLD A MEETING AT 5:30 P.M. ON MONDAY, FEBRUARY 27, 2023, AT CITY COUNCIL CHAMBERS LOCATED AT 803 WEST HOLLAND AVENUE AND VIA ZOOM FOR THE PURPOSE OF CONSIDERING THE ATTACHED AGENDA. THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS ACT. ACTION ITEMS APPROVED AT THIS MEETING WILL BE CONSIDERED BY THE CITY COUNCIL FOR FINAL ACTION.

**WORKSHOP – 5:30 P.M.**

- 1. Call to Order.**
- 2. Workshop** – Downtown Historic District and currently Historic Overlay. (A. Branch, Commissioner)
- 3. Workshop** – Resolution 2022-11-02, a City Council resolution tasking the Planning & Zoning Commission with Key City Objectives for the Fiscal Year 2022-2023. (A. Rangra, Chair)

**REGULAR MEETING AGENDA –  
IMMEDIATELY FOLLOWING THE CONCLUSION OF THE WORKSHOP**

- 1. Call to Order.**
- 2. Public Comments.**
- 3. Public Hearings** – None.
- 4. Approval of minutes of previous Board Meeting** –
  - a) January 23, 2022, Regular Meeting Minutes. (G. Calderon, City Secretary)
- 5. Discussion Items** –
  - a) Presentation by Rick Stephens regarding the 2016 Alpine Vision Plan. (A. Branch, Commissioner)
  - b) Discuss the plans for the cleared land along 16<sup>th</sup> Street between Sul Ross Avenue and Brown Street, on the West side of the Orient Railroad Tracks. (M. Walter, Commissioner)
  - c) Discussion between Commissioners and City Staff regarding procedural items, questions, and/or recent Planning & Zoning related items. (G. Calderon, City Secretary)
- 6. Action Items** – None.
- 7. Board Member Comments.**
- 8. Adjourn.**

**CERTIFICATION**

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 5:00 P.M. on February 22, 2023, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available.

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email [city.secretary@cityofalpine.com](mailto:city.secretary@cityofalpine.com) for further information.

  
Geoffrey R. Calderon, City Secretary



## **WORKSHOP OVERVIEW**

- 1. Call to Order.**
- 2. Workshop** – Downtown Historic District and currently Historic Overlay. (A. Branch, Commissioner)
- 3. Workshop** – Resolution 2022-11-02, a City Council resolution tasking the Planning & Zoning Commission with Key City Objectives for the Fiscal Year 2022-2023. (A. Rangra, Chair)



**PLANNING & ZONING COMMISSION  
MEETING AGENDA ITEM COVER MEMO  
FEBRUARY 27, 2023**

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**WORKSHOP**

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Workshop the Downtown Historic District and currently Historic Overlay. (A. Branch, Commissioner)

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**BACKGROUND**

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- Commissioner Branch will be presenting for the Historic District Workshop.

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**SUPPORTING MATERIALS**

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- Slide presentation.

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**STAFF RECOMMENDATION**

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- The City Council tasked the Commission with the objective to create/refine/establish a Historic District that will best preserve the history of Alpine and memorialize a set of standards that will enshrine the character of Alpine's history through zoning standards.
- The City appreciates the effort and time that Commissioners are taking to ensure that Alpine continues to refine and improve Alpine's Downtown Historic District.

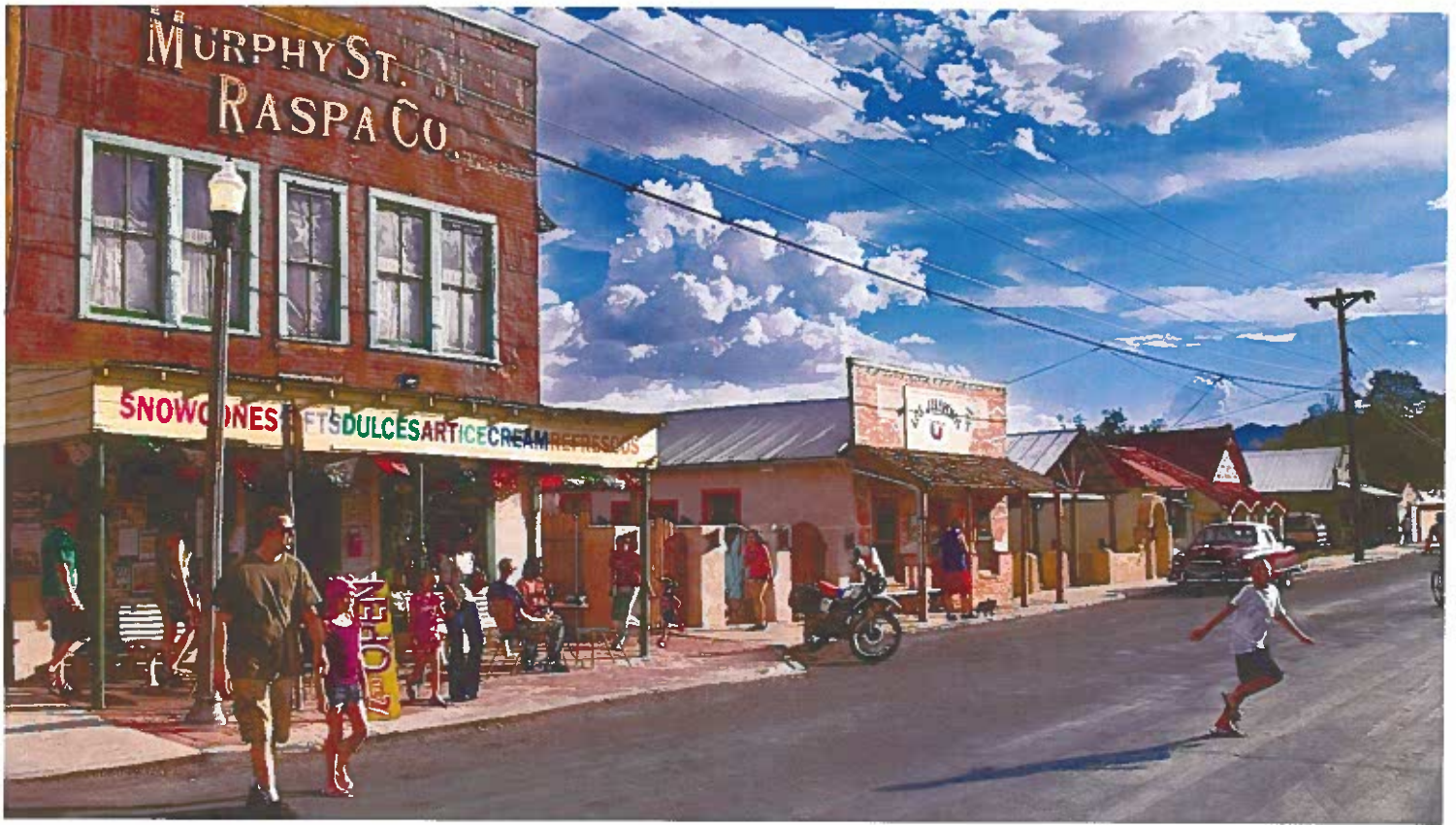


DOWNTOWN HISTORIC  
DISTRICT

ALPINE, TX  
FEBRUARY 27, 2023







## WHY HISTORIC DISTRICTS ARE GOOD FOR OUR COMMUNITY

BY PLACE ECONOMICS

(A PRIVATE SECTOR FIRM WITH OVER THIRTY YEARS OF EXPERIENCE IN THE THOROUGH AND ROBUST ANALYSIS OF THE ECONOMIC IMPACTS OF HISTORIC PRESERVATION)

1. JOBS
2. DOWNTOWN REVITALIZATION
3. HERITAGE TOURISM
4. PROPERTY VALUES
5. FORECLOSURE PATTERNS
6. STRENGTHS IN UP & DOWN MARKETS
7. SMALL BUSINESS
8. START-UPS & YOUNG BUSINESSES
9. JOBS IN KNOWLEDGE & CREATIVE CLASS SECTORS
10. MILLENNIALS, GEN Z & HOUSING
11. WALKABILITY / BIKEABILITY
12. ENVIRONMENTAL RESPONSIBILITY
13. SMART GROWTH
14. FIRST PLACE OF RETURN
15. ATTRACTORS OF GROWTH
16. TAX GENERATION



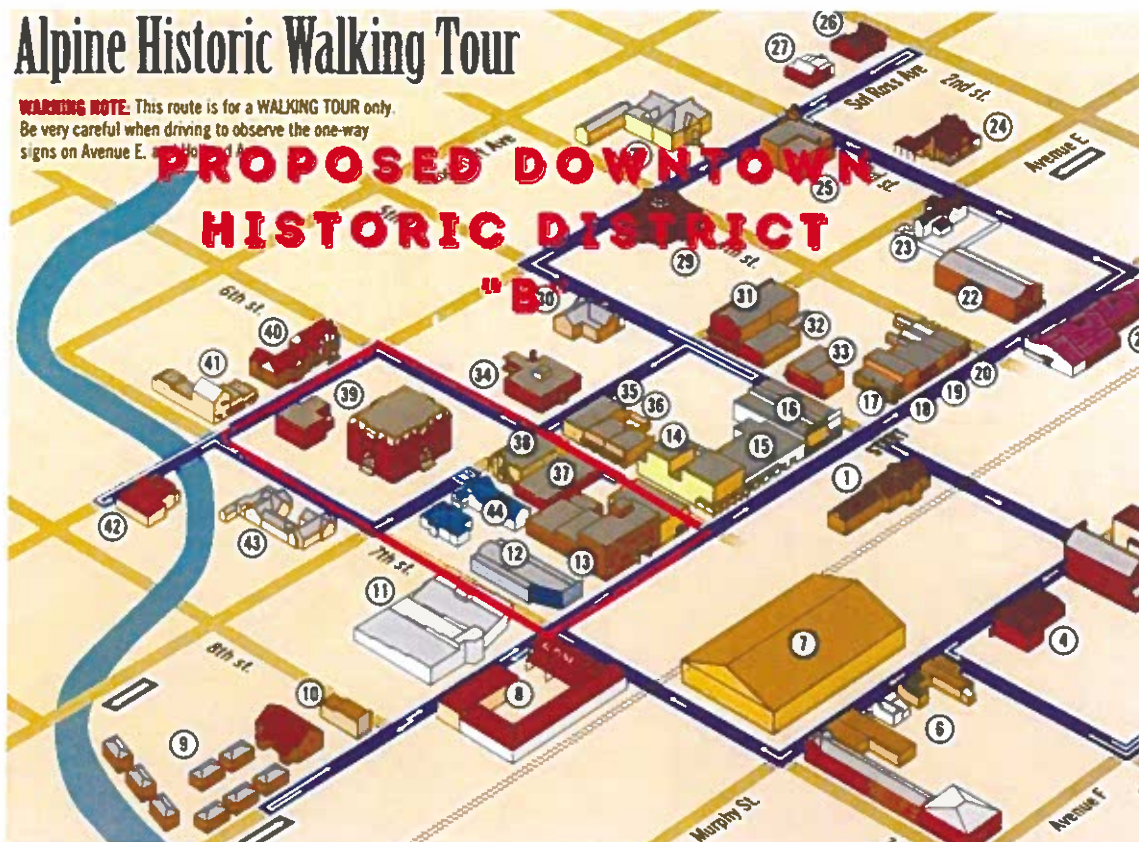
# Alpine Historic Walking Tour

**WARNING NOTE:** This route is for a WALKING TOUR only.  
Be very careful when driving to observe the one-way  
signs on Avenue E. and Holland Ave.



# Alpine Historic Walking Tour

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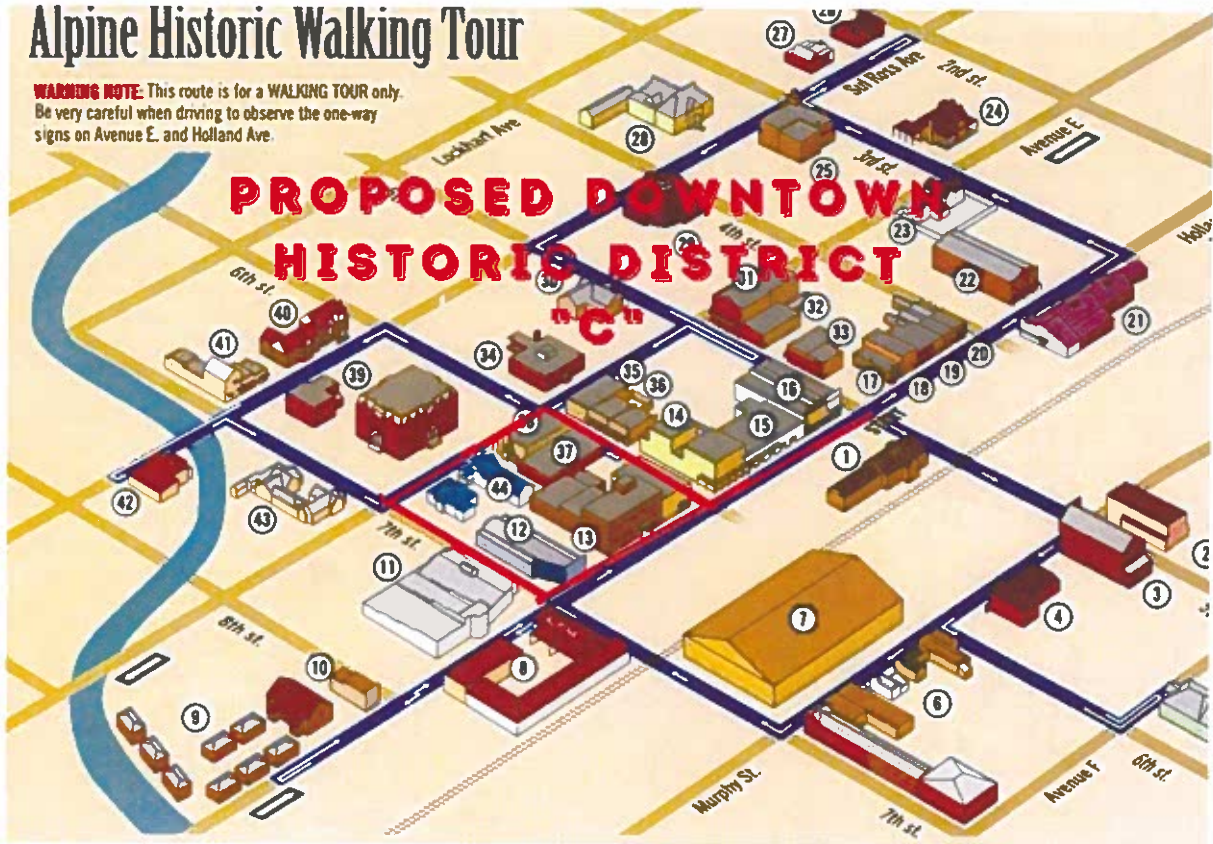




# Alpine Historic Walking Tour

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signs on Avenue E. and Holland Ave.

## PROPOSED DOWNTOWN HISTORIC DISTRICT "C"



# Alpine Historic Walking Tour

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## PROPOSED DOWNTOWN HISTORIC DISTRICT "D"

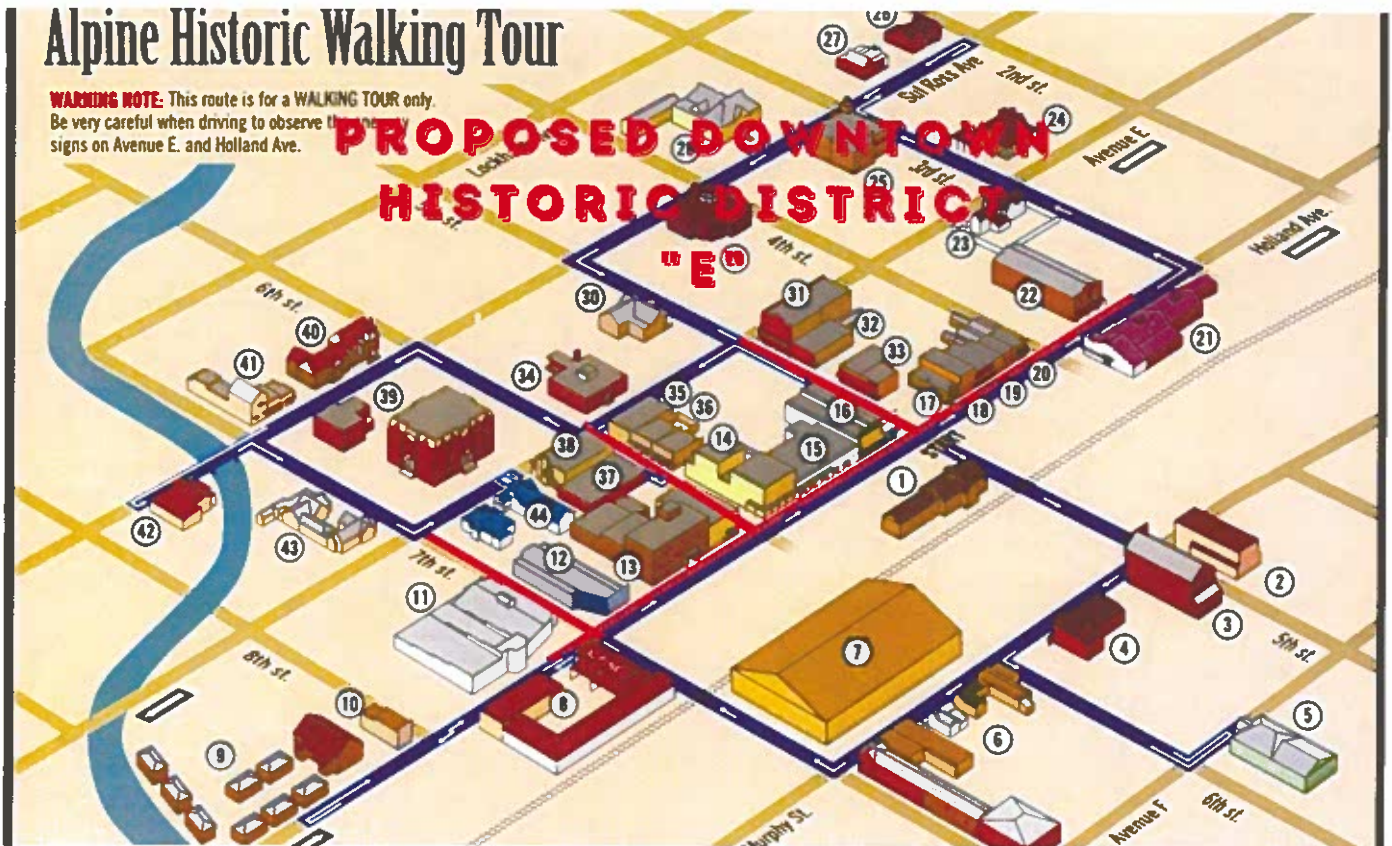




# Alpine Historic Walking Tour

**WARNING NOTE:** This route is for a WALKING TOUR only.  
Be very careful when driving to observe the new  
signs on Avenue E. and Holland Ave.

## PROPOSED DOWNTOWN HISTORIC DISTRICT



### LANDMARKED BUILDINGS IN PROPOSED HISTORIC DISTRICT

- **Brewster County Courthouse and Jail**  
NATIONAL REGISTER LISTING — ATLAS NUMBER 2078002899 &  
STATE ANTIQUITIES LANDMARK ATLAS NUMBER 8200000126
- **The Holland Hotel**  
STATE REGISTER LISTING — ATLAS NUMBER 5043002509
- **The Hancock Building (Avalanche) 115 N. 5th**  
STATE REGISTER LISTING — ATLAS NUMBER 5507013362

## GOAL

A Historic District is a special district designated by the City Council consisting of a section of downtown Alpine that will **protect and preserve the district's historical, cultural, and architectural character**. The district's properties are divided into Contributing and Non-contributing structures.

## ROLE OF THE HISTORIC COMMISSION

- **Issue a certificate of appropriateness for proposed work that it is appropriate and consistent with the spirit and purpose of the historic district.**
- **Review of historic structure demolitions.**
- **Award Historic District Improvement Program grants.**
- **Recommend new historic districts and landmarks.**
- **Recommend the granting of tax exemptions to historically significant sites.**
- **Work in general to preserve the City's historic and cultural heritage.**

# DEVELOPING THE HISTORIC DISTRICT

- **The Historic District is regulated by the Zoning Code and by the Historic District Design Guidelines.**
- **If requested, applications can be reviewed by a Historic Design Committee prior to the submission of the application to the Historic Landmark Commission.**

## DESIGN GUIDELINES

- Guidelines are not an ordinance; they are used as the framework for the committee making project decisions. They are also for the benefit of property owners and design professionals to make informed decisions about what guidelines apply to all properties within the locally designated districts, regardless of age or architectural style. For non-historic buildings (properties less than fifty years of age or which have been substantially altered), the Commission may apply more flexible guidelines. In reviewing work affecting non-historic structures, the Commission's approach is to maintain or enhance their relationship and compatibility with adjacent historic buildings and streetscapes.
- The guidelines list requirements for property improvements with drawings and photos that will help blend new construction and repair with the historic property already in place.
- It is preferred to repair, retain and maintain original architectural features over replacement.
- The goal of the preservation ordinance & guidelines documents is to protect the districts' overall character.
- The design guidelines primarily concern the fronts and readily visible sides of buildings. The rears of buildings are usually reviewed with more flexibility since they are generally not readily visible due to the building's placement on the
- The rears of buildings are the most appropriate locations for constructing additional living space or other significant alterations.



## A CERTIFICATE OF APPROPRIATENESS (COA) IS REQUIRED FOR THE FOLLOWING

1. Any construction, alteration, demolition, or removal within the historic district affecting the exterior architectural appearance of a historic district requires a building or demolition permit.
2. Maintenance, such as painting surfaces, porch repair, window/door repair, and masonry repair like walls, chimneys, foundations, etc., do not require a permit.

## A CERTIFICATE OF APPROPRIATENESS(COA) IS NOT REQUIRED FOR THE FOLLOWING

- 1.Minor Maintenance
- 2.Installation of plant material
- 3.Interior Changes
- 4.Roof Replacement with Identical materials
- 5.Exterior Painting with Identical Paint Colors

## THE APPLICATION PROCESS

### Submittal Requirements:

**Submittals to request a Certificate of Appropriateness shall be delivered to the City of Planning Department a minimum of 14 days before the meeting date for the Historic Landmark Commission.**

Required Documentation for a COA shall include the following:

- **For new construction (including garages) or extensive renovation, a complete set of plans and specifications are required for the project. Plans shall be drawn to scale and include a site plan showing all existing and proposed improvements. Specifications and/or samples of exterior materials need to be provided, such as siding, roofing, doors, windows, and ornamentation. Photographs are also needed of the lot and any existing buildings on the lot or adjoining lots;**
- **For rehabilitation or repair, detailed drawings are required of proposed modifications to the structure. Photographs of the existing building are required along with specifications and/or samples of exterior materials (such as siding, roofing, doors, windows, and ornamentation);**
- **For fences, scale drawings and a plat of the lot are required, which show the proposed location of the fence, height, style, material, thickness or spacing and what the fence will look like. Photographs of the property on which the fence is proposed and a plat of survey are also needed.**

## REQUIRED DOCUMENTATION FOR A COA SHALL INCLUDE:

- For signs, scale drawings of the sign are required to show the size of the sign and its lettering. Drawings or photographs are also needed showing the sign location on the building or site. Color samples should also be submitted;
- For parking areas, driveways, or parking lots, a plat or survey is required which shows the location and layout of the parking lot and landscaping. The drawings shall indicate the dimensions of the parking stall(s) drive aisles and setbacks. Information on the plants proposed for the landscaping should also be submitted;
- For demolition, photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.

### APPLICATION PROCESS



# ALPINE'S HISTORIC ARCHITECTURAL STYLES

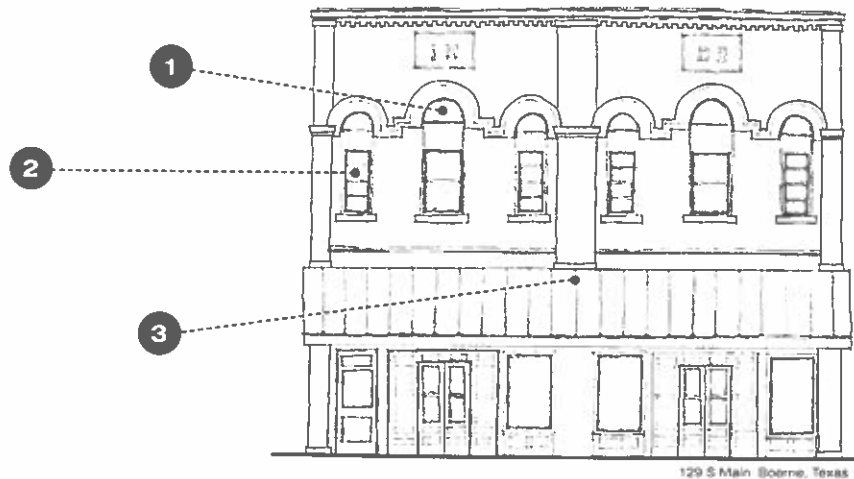
## MAIN STREET COMMERCIAL



- 1 PARAPET WALL
- 2 THREE-BAY SYSTEM
- 3 RECESSED ENTRANCE

### ONE-PART COMMERCIAL BLOCK

xvii. a. The One-part Commercial Block may be either a free-standing or an independent structure in a series of buildings. This form is one story in height and takes on a more urban design. Usually this style of building employs a three-bay facade with a recessed entrance and perhaps some angled windows; a central door and occasionally large display windows; a band of transom windows frequently runs above the door and the display windows. False parapet roofs, cornices or a brick coping are the most frequently used methods of enhancing the upper wall.



- 1 THREE-BAY INFLUENCE
- 2 NARROWER WINDOWS THAN FIRST-STORY DISPLAYS
- 3 TWO DISTINCT HORIZONTAL ZONES

### TWO-PART COMMERCIAL BLOCK

xvii. b. The Two-part Commercial Block is identified by the division of the façade into two well-defined distinct horizontal sections. Though the design works as a whole in rhythm and pattern, each story is distinct from another in finishes, proportions, or scale. The first floor is composed of the usual three-bay system with the same visual features as the One-part Block. The upper sections may be one, two, or three stories and often repeat a form of the three-bay system, punctuated with smaller, narrower, double-hung windows set at regular intervals. The architectural precedent for this building type can be traced to the time where urban buildings contained shops at street level with living quarters being built above. Many examples of the Two-part Commercial Block line Boerne's Main Street.



## GUIDELINES FOR NEW COMMERCIAL BUILDINGS

- Have exterior wall construction of materials consistent with those in the area. Materials such as wood, metal or glass are less appropriate for exterior wall construction. Be aligned with adjacent buildings along the street and conform to existing setbacks. Most commercial buildings in the downtown area are flush with the sidewalk.
- Be compatible in height with adjacent buildings.
- Be of similar width and scale and have similar proportions as adjacent buildings.
- Be oriented towards the primary street on which it is sited. Have roof forms consistent with adjacent buildings.
- Have windows and storefronts of sizes and proportions consistent with adjacent buildings.

■ ■ ■ ■ ■

- Maintain the traditional separation between storefronts and upper facades. This separation should be in alignment with the adjacent building
- Have vertical divisions to maintain traditional building widths. This is especially important for large buildings which extend across several lots.
- Not incorporate historic styles which pre-date or do not comply with current Alpine historic styles.
- May be identified by carved limestone blocks or other traditional means to indicate the year of construction.
- Where feasible, fill the lot area to form a continuous street façade.

## COMMERCIAL ADDITIONS TO EXISTING COMMERCIAL STRUCTURES

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- Exterior materials should be similar to the existing building.
- The addition should be built to result in minimal removal of original walls and details from the rear of the building. Could you try to connect the addition with the original building through the existing door or enlarged window openings?
- Rear additions should be compatible with the original building in scale, proportion, the rhythm of openings, and size.
- Additional stories should only be constructed if the addition will be readily visible from the street or other pedestrian viewpoints. Roof additions should be set back from the main façade.

## DEMOLITION

- Careless demolition across the country has destroyed some of the finest buildings. Every effort should be made to avoid this action, particularly in historic districts. The first option for a neglected structure should be adaptive reuse. If no option is appropriate, demolition should be considered, but only as a last resort. Approval for demolition in the historic district is concluded only after a review by the Historic Review Board.

### REASONS FOR THE DEMOLITION OF A BUILDING WITHIN A HISTORIC DISTRICT

- Removing non-historic or insignificant buildings, additions, or features that may detract from the historic character of the area or district.
- Attempting all other measures to save the structure prior to demolition.
- Providing an appropriate and compatible use for the area after the demolition.

THE FOLLOWING REASONS ARE NOT RECOMMENDED  
FOR DEMOLITION OF A STRUCTURE

1. **Demolishing a building or structure and leaving the lot empty.**
2. **Removing a structure or site feature that plays a key role in defining the character of the area.**
3. **Demolishing a building prior to regarding the impact it would have on its surroundings.**
4. **Demolishing a building prior to attempting other efforts that may save the structure.**
5. **Demolishing accessory buildings that add character to a site; i.e., a well house, smokehouse, etc.**





## **PLANNING & ZONING COMMISSION MEETING AGENDA ITEM COVER MEMO FEBRUARY 27, 2023**

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### **WORKSHOP**

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Workshop Resolution 2022-11-02 a City Council resolution tasking the Planning & Zoning Commission with Key City Objectives for the Fiscal Year 2022-2023. (A. Rangra, Chair)

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### **BACKGROUND**

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- Resolution 2022-11-02 was added as a discussion item to January 23, 2023, Planning & Zoning Commission Meeting.
- City Administration recommended that the Commission take each objective tasked in the resolution and assign each objective to a member of the Commission to take ownership of and research. The idea behind this method is that the objectives would be added to each agenda going forward so that the members can present the progress at each meeting.
- The Commission requested to workshop the resolution so that the members would have an opportunity to review the objectives and so that the objectives can be assigned at the following meeting.

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### **SUPPORTING MATERIALS**

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- Resolution 2022-11-02.
- Recommendations or ideas on how to meet objectives.

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### **STAFF RECOMMENDATION**

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- Assign each objective to a member of the Commission.
- Add each objective to every agenda so that each member can report the status of the research and facilitate group discussion at every meeting.
- Make an innovative plan to meet the assigned objective and plan to have the objectives completed by the respective deadlines.

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2022-11-02****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING A DIRECTIVE TASKING THE PLANNING AND ZONING COMMISSION WITH KEY CITY OBJECTIVES FOR THE FISCAL YEAR 2022-2023.**

**WHEREAS**, the general purpose of the Planning and Zoning Commission is to carry out matters of planning and zoning within the City as prescribed in Chapter 211 of the Local Government Code; and

**WHEREAS**, the Planning and Zoning Commission is a critical part of obtaining citizen views, and the City Council benefits from the views, plans, and recommendations derived from the Commission; and

**WHEREAS**, the City Council recognizes that key items related to the planning and zoning affairs of the City must be addressed, and shall annually task the Planning and Zoning Commission with objectives on which the City Council desires to be advised.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS THAT:**

**SECTION I.** The City Council hereby tasks the Planning and Zoning Commission with the following Fiscal Year 2023 objectives:

- I. **Ordinance Review** – The current ordinances should be reviewed, amended, and updated to conform with State Law and Planning and Zoning best practices. The Board is tasked with reviewing the ordinances and recommending changes that benefit the City.

***Deadline:*** Ongoing

- II. **Zoning Map** – The Commission shall investigate all zoning changes since 2013 and record changes that have occurred in an effort to update the Zoning Map. The Commission should then provide the data to the City so that the City may cause the Map to be updated internally or by a third party.

***Deadline:*** September 2023

- III. **Comprehensive Zoning Plan** – The Commission shall study, investigate, and recommend a Comprehensive Zoning Plan for the City. The Comprehensive Zoning Plan shall provide updated zones throughout the City that will assist the community in anticipating infrastructure needs and increase the efficiency of development by coordinating improvements and directing growth. The Comprehensive plan will provide for development in an orderly manner, weighing and balancing competing private interests in land use.

**Deadline:** September 2023

- IV. **Historic District** – The Commission shall investigate the possibility of the implementation of a historic district and/or a historic overlay. The Commission shall take steps to determine how to best preserve the History of Alpine and to memorialize a set of standards that will enshrine the character of Alpine's history through zoning standards.

**Deadline:** September 2023

- V. **Control Growth of stores deemed detrimental to small economies** – Work with cities which have developed ordinances to control the growth of stores or chains which have been widely accepted to cause damage to small local economies.

**Deadline:** September 2023

- VI. **In-Person Visits** – Commissioners should consider making in-person visits to sites that are considered for new or different zoning to include current and future development. The Board shall develop policies and report on the impact that the potential zoning changes would have on the areas being considered for changes in zoning.

**Deadline:** Ongoing

- VII. **Reporting** – Present updates on the Commission's activity each quarter and work with City Staff to determine the best time to make the quarterly presentations.

**Deadline:** Ongoing

**SECTION II.** This resolution is effective immediately upon its passage.

**PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 1<sup>st</sup> DAY OF NOVEMBER 2022 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

APPROVED:

  
Catherine Eaves, Mayor

ATTEST:

  
Geoffrey R. Calderon, City Secretary



*Fiscal Year 2023 City Council Objectives*  
**PLANNING & ZONING COMMISSION**

The City Council tasked the Planning and Zoning Commission with the following Fiscal Year 2023 objectives:

**I. ORDINANCE REVIEW**

The current ordinances should be reviewed, amended, and updated to conform with State Law and Planning and Zoning best practices. The Board is tasked with reviewing the ordinances and recommending changes that benefit the City.

**Deadline:** Ongoing

**Recommendation:** The recommendation for this objective is for the assigned Commissioners to review the zoning ordinances to ensure that they are up to date and current with acceptable standards. Zoning ordinances may be viewed by visiting [www.cityofalpine.com](http://www.cityofalpine.com) and utilizing the following link path: Government > Code of Ordinances > Appendix C – Zoning. Questions regarding the ordinances may be directed to the Building Services Department at 432-837-3281, option 2, or to [building.official@cityofalpine.com](mailto:building.official@cityofalpine.com).

**II. ZONING MAP –**

**Description:** The Commission shall investigate all zoning changes since 2013 and record changes that have occurred in an effort to update the Zoning Map. The Commission should then provide the data to the City so that the City may cause the Map to be updated internally or by a third party.

**Deadline:** September 2023

**Recommendation:** The recommendation for this objective will be for the assigned Commissioners to utilize the minutes on the City website to research ordinances which changed zoning after May 21, 2013 (the last time that the zoning map was updated). The assigned Commissioners would gather each ordinance number and provide the list to the Office of the City Secretary so that the City can use an engineer or GIS expert to get the map updated. Minutes may be accessed at [www.cityofalpine.com/minutes](http://www.cityofalpine.com/minutes).

**III. COMPREHENSIVE ZONING PLAN –** The Commission shall study, investigate, and recommend a Comprehensive Zoning Plan for the City. The Comprehensive Zoning Plan shall provide updated zones throughout the City that will assist the community in anticipating infrastructure needs and increase the efficiency of development by coordinating improvements and directing growth. The Comprehensive plan will provide for development in an orderly manner, weighing and balancing competing private interests in land use.

**Deadline:** September 2023

**Recommendation:** The Comprehensive Plan cannot be completed until the Zoning Map is completed. Once the Zoning Map is complete, we can have a workshop to launch the



- IV. **HISTORIC DISTRICT** – The Commission shall investigate the possibility of the implementation of a historic district and/or a historic overlay. The Commission shall take steps to determine how to best preserve the History of Alpine and to memorialize a set of standards that will enshrine the character of Alpine’s history through zoning standards.

**Deadline:** September 2023

**Recommendation:** The workshop scheduled for 2/27/23 to discuss plans for a Downtown Historic District and the current Historic Overlay, spearheaded by Commissioner Branch, will initiate the process for this objective. The recommendation is to view our current Historic Overlay and to continue to improve, refine, and enshrine appropriate standards that protect Alpine’s character.

- V. **CONTROL GROWTH OF STORES DEEMED DETERMINANTIAL TO SMALL ECONOMIES** – Work with cities that have developed ordinances to control the growth of stores or chains which have been widely accepted to cause damage to small local economies.

**Deadline:** September 2023

**Recommendation:** As the Community is aware, the Commission, the City Council, and the City have received feedback from residents that certain stores have been proven to be detrimental to small local economies. The recommendation for this objective is to research this issue and determine what steps that the City can take to ensure that these businesses are not allowed to continue to be established. Many residents were passionate about this issue, so the City is hopeful that viable, **LEGAL**, solutions may be available to mitigate this issue. Solutions that put the City at legal risk are unacceptable.

- VI. **IN-PERSON VISITS** – Commissioners should consider making in-person visits to sites that are considered for new or different zoning to include current and future development. The Board shall develop policies and report on the impact that the potential zoning changes would have on the areas being considered for changes in zoning.

**Deadline:** Ongoing

**Recommendation:** The recommendation for this objective is for the Commissioners to continue to make visits to proposed sites that the Commission will be voting on. The City reminds Commissioners that it is not legal to enter onto private property without the consent of the owner, and recommends that Commissioners only view such properties from public right of ways.

- VII. **REPORTING** – Present updates on the Commission’s activity each quarter and work with City Staff to determine the best time to make the quarterly presentations.

**Deadline:** Ongoing

**Recommendation:** The recommendation for this objective is for Commissioners to continue to report to the City Council regarding official recommendations made by the Commission and on the continued progress of the tasked objectives.

# **INTRODUCTION OVERVIEW**

## **REGULAR MEETING AGENDA –**

### **IMMEDIATELY FOLLOWING THE CONCLUSION OF THE WORKSHOP**

- 1. Call to Order.**
- 2. Public Comments.**
- 3. Public Hearings – None.**
- 4. Approval of minutes of previous Board Meeting –**
  - a) January 23, 2023 Regular Meeting Minutes. (G. Calderon, City Secretary)



**PLANNING & ZONING COMMISSION  
MEETING AGENDA ITEM COVER MEMO  
FEBRUARY 27, 2023**

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**APPROVAL OF MINUTES**

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**1. Approval of minutes of previous Board Meeting –**

- a) January 23, 2023, Regular Meeting Minutes. (G. Calderon, City Secretary)

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**BACKGROUND**

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- None

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**SUPPORTING MATERIALS**

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- January 23, 2023 Regular Meeting Minutes

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**STAFF RECOMMENDATION**

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**APPROVE.**

**CITY OF ALPINE  
PLANNING & ZONING COMMISSION MEETING  
MONDAY, JANUARY 23, 2023 - 5:30 P.M.  
MINUTES**

- 1. Call to Order** –Amit Rangra, Chair of the Planning & Zoning Commission, called the meeting to order at 5:30 P.M. The meeting was held in City Council Chambers located at 803 West Holland Avenue, Alpine, Texas, 79830 and via Zoom video conference.

**Commissioners Physical Present:**

Amit Rangra, Commissioner Place 1 - Chair  
Wendy Little, Commissioner Place 2  
Eileen Rouke, Commissioner Place 3  
Abbey Branch, Commissioner Place 4  
Matthew Walter, Commissioner Place 6

**City Staff Present:**

Honorable Judge Gilbert E. Valenzuela  
Honorable Mayor Catherine Eaves  
Geoffrey R. Calderon, City Secretary  
Jessica Boorse, Permit Technician

**Commissioners Not Present:** None.

**Commissioners Present via Zoom:**

Michael Eason, Commissioner Place 5

- 2. Public Comments** – None.

**3. Public Hearings** –

- a) Approve an application for a replat to allow the applicant, Don Cadden, to divide one lot into 2 lots. The property in question is located at 2011 Peach Tree Circle and is legally described as Lot 6 of Block 1 to Alpine West Estates, City of Alpine, Brewster County, Texas. The property ID of the subject property is 35591. The record property owner is Don Cadden. The current zoning of the property is R-4 Mobile Home District. The zoning classification, if the replat is approved, will remain R-4 Mobile Home District.
- b) Approve an application for a replat to allow the applicant, John Scott Turner, to combine lots on the subject property. The property in question is legally described as Lot Thirteen (13), Block A-Six (A-6), Famous Heights Addition, City of Alpine, Brewster County, Texas, as the same appears in records on file in the Office of the County Clerk of Brewster County, Texas. The record property owner is John Scott Turner. The property ID of the subject property is 35528. The current zoning of the property is R-2 Two-Family District. The zoning classification, if the replat is approved, will remain R-2 Two-Family District.
- c) Approve an application for a replat to allow the applicant, Kelly Deprado, to separate lots for sale. The property in question is located at 406 & 408 E. Nations and is legally described as Lots 8 and 9, Block 115, Harmon Addition, to the City of Alpine, Brewster County, Texas, as per a plat on file in envelope #94, Plat Records, out of Survey 42 and 101, Block 9, G.H. & S.A. Ry. Co. Surveys, Brewster County, Texas. The record property owner is Kelly Deprado. The property ID of the subject property is 12323. The current zoning of the property is R-2 Two-Family District. the zoning classification, if the replat is approved, will remain R-2 Two-Family District.

**4. Signing of Statement of Officer by Commissioners.**

**5. Swearing-in of Members of the Planning & Zoning Commission.**

*The Honorable Gilbert E. Valenzuela administered the Oath of Office to Commission Members.*

**6. Approval of minutes of previous Board Meeting –**

- a) October 24, 2023 Regular Meeting Minutes. (G. Calderon, City Secretary)

*On a motion by Commissioner Little and seconded by Commissioner Branch to approve the minutes of October 24, 2022, with the recommended change noting the absence of Commissioner Escovedo from the meeting, the Planning & Zoning Commission unanimously voted to adopt the motion.*



## **7. Discussion –**

- a) Discussion between Commissioners and City Staff regarding procedural items, questions, and/or recent Planning & Zoning related items. (G. Calderon, City Secretary)
- b) Discuss Ordinance 2022-10-03 and the official Boards, Commissions, and Committees Handbook. (G. Calderon, City Secretary)
- c) Discuss Resolution 2022-11-02, a City Council resolution tasking the Planning and Zoning Commission with key objectives for Fiscal Year 2022-2023. (G. Calderon, City Secretary)
- d) Discuss the Planning & Zoning Commissioners Handbook and any proposed amendments.
- e) Discuss the 2016 Alpine Vision Plan.

***Commissioner Branch requested to table item e.***

- f) Discuss the creation of a Historic District and the current Historic Overlay.
- g) Continuation of the discussion on the Coin-Operated Machine ordinance.

***Commissioner Rangra requested to table item g.***

- h) Discuss the historical documents provided by Commissioner Branch, including:
  - a. Central Business District Map - 1966
  - b. Master Plan Building Condition Survey
  - c. Recommended Zoning Map - 1966
  - d. Alpine Central Business District Code
  - e. City of Alpine 1991 Land Use

(A. Branch, Commissioner)

## **8. Action Items –**

- a) Approve an application for a replat to allow the applicant, Don Cadden, to divide one lot into 2 lots. The property in question is located at 2011 Peach Tree Circle and is legally described as Lot 6 of Block 1 to Alpine West Estates, City of Alpine, Brewster County, Texas. The property ID of the subject property is 35591. The record property owner is Don Cadden. The current zoning of the property is R-4 Mobile Home District. The zoning classification, if the replat is approved, will remain R-4 Mobile Home District. (G. Calderon, City Secretary)

***On a motion by Commissioner Rouke and seconded by Commissioner Walter to approve the replat, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- b) Approve an application for a replat to allow the applicant, John Scott Turner, to combine lots on the subject property. The property in question is legally described as Lot Thirteen (13), Block A-Six (A-6), Famous Heights Addition, City of Alpine, Brewster County, Texas, as the same appears in records on file in the Office of the County Clerk of Brewster County, Texas. The record property owner is John Scott Turner. The property ID of the subject property is 35528. The current zoning of the property is R-2 Two-Family District. The zoning classification, if the replat is approved, will remain R-2 Two-Family District. (G. Calderon, City Secretary)

***On a motion by Commissioner Rouke and seconded by Commissioner Little to approve the replat, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- c) Approve an application for a replat to allow the applicant, Kelly Deprado, to separate lots for sale. The property in question is located at 406 & 408 E. Nations and is legally described as Lots 8 and 9, Block 115, Harmon Addition, to the City of Alpine, Brewster County, Texas, as per a plat on file in envelope #94, Plat Records, out of Survey 42 and 101, Block 9, G.H. & S.A. Ry. Co. Surveys, Brewster County, Texas. the record property

Minutes:01-23-2023

Approved: 02-27-2023

owner is Kelly Deprado. The property ID of the subject property is 12323. The current zoning of the property is R-2 Two-Family District. The zoning classification, if the replat is approved, will remain R-2 Two-Family District. (G. Calderon, City Secretary)

***On a motion by Commissioner Rouke and seconded by Commissioner Little to approve the replat, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- d) Approve making a recommendation to the City Council to establish an ordinance that implements a requirement that letters be sent to surrounding property owners regarding proposed annexations. (A. Rangra, Chair)

***On a motion by Commissioner Rouke and seconded by Commissioner Branch to approve the proposed ordinance recommendation to the City Council, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- e) Approve the Calendar Year 2023 Meeting Schedule. (G. Calderon, City Secretary)

***On a motion by Commissioner Little and seconded by Commissioner Walter to approve the 2023 meeting calendar, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- f) Appoint the Chair of the Planning & Zoning Commission. (G. Calderon, City Secretary)

***On a motion by Commissioner Rouke and seconded by Commissioner Rangra to approve Amit as the Chair, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- g) Appoint the Vice-Chair of the Planning & Zoning Commission. (G. Calderon, City Secretary)

***On a motion by Commissioner Rouke and seconded by Commissioner Walter to elect Abbey as the Vice-Chair, the Planning & Zoning Commission unanimously voted to adopt the motion.***

- h) Appoint the Secretary of the Planning & Zoning Commission. (G. Calderon, City Secretary)

***On a motion by Commissioner Rouke and seconded by Commissioner Little to elect Wendy as the Secretary***

#### **9. Board Member Comments.**

#### **10. Adjourn (6:45 P.M.)**

APPROVED:

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Amit Rangra, Chair of the Planning & Zoning Commission

#### **CERTIFICATION**

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 5:00 P.M. on January 17, 2022, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-330 I, option 1, or email [city.secretary@cityofalpine.com](mailto:city.secretary@cityofalpine.com) for further information.

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Geoffrey R. Calderon, City Secretary

Minutes:01-23-2023

Approved: 02-27-2023

## **DISCUSSION ITEMS OVERVIEW**

### **5. Discussion Items –**

- a) Presentation by Rick Stephens regarding the 2016 Alpine Vision Plan. (A. Branch, Commissioner)
- b) Discuss the plans for the cleared land along 16<sup>th</sup> Street between Sul Ross Avenue and Brown Street, on the West side of the Orient Railroad Tracks. (M. Walter, Commissioner)
- c) Discussion between Commissioners and City Staff regarding procedural items, questions, and/or recent Planning & Zoning related items. (G. Calderon, City Secretary)

## **CONCLUSION OVERVIEW**

**6. Action Items – None.**

**7. Board Member Comments.**

**8. Adjourn.**