

City of Alpine

Regular City Council Meeting

Tuesday, May 18, 2021

Notice is hereby given that the City Council of the City of Alpine, Texas will hold **a Regular Meeting at 5:30 P. M. on Tuesday, May 18, 2021 at City Council Chambers located at 803 W. Holland Avenue and via Zoom Conference, in the City of Alpine, Texas. Meeting login details may be found at www.cityofalpine.com** for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act. (Section 551.043, Texas Government Code).

Members of the audience will be provided an opportunity to address the Council on any agenda item after determination of quorum and proof of notice of the meeting. Zoom meeting comment and question rules and procedures are listed on the City Website. Remarks will be limited to a total of 3 minutes per person. Please email your name to Geo Calderon (g.calderon@ci.alpine.tx.us). If you have a petition or other information pertaining to your subject, please email it to the City Secretary beforehand. All names wanting to make public comment for the meeting will be queued up and given to the Mayor at that section of the meeting. The Mayor will call on those individuals one at a time and our meeting moderator will take you off mute to make your comments. This will function the same as our existing sign-up sheet in Council Chambers. ***** Please note, you MUST include your full name (first and last) along with what Ward you reside in or have business interest in. If you do not live or own property in the City please state that in your email.** State law generally prohibits the Council from discussing or taking any action on any issue not included on the agenda, but, if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff. **NO PERSONAL ATTACKS ON COUNCIL MEMBERS OR CITY STAFF WILL BE ALLOWED.** The Mayor and/or City Council Members may call a Point of Order to stop Personal Attacks. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred.

Agenda

1. Call to Order and Pledge of Allegiance.
2. Determination of a Quorum and Proof of Notice of the Meeting.
3. Public Comments – (limited to 3 minutes per person)
4. Presentation, Recognitions, and Proclamations – (A. Ramos, Mayor) -
 - Mental Health Awareness Month
 - Stop the Bleed Campaign
5. Reports -

City Mayor's Report –

- Introduction of the three (3) newly elected Council Members.
- Presentation to Ramon Olivas for his 4 years (2 terms) in office as Councilmember for Ward 2.
- Presentation to Lucy Escovedo for her 4 years (2 terms) in office as Councilmember for Ward 4.

City Attorney's Report -

- AISD Project Update

City Manager Report

- Coronavirus Update
- Relief Act Update
- IT Readout
- Sample Contract - Milestone Billing examples follow-up
- Board & Commissions
- Ordinance Updates

City Staff Update

- Human Resources by Lorena Crespo-Gonzales

6. Public Hearings

- Public Hearing to obtain citizen's views and comments on three applications totaling approximately \$2,000,000 (\$2 million) in TXDOT - Transportation Alternatives Set-Aside

(TASA) program funds for sidewalk and related infrastructure improvements in multiple areas throughout the city. The City requires matching funds for all 3 (three) projects, if awarded, will be approximately \$400,000.

7. Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.) –

Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

1. Approval of minutes from City Council meeting on May 4, 2021. (E. Zimmer, City Manager)
2. Approval of minutes from Special City Council meeting on May 10, 2021. (E. Zimmer, City Manager)
3. Approval of Gwin Grimes for Animal Advisory Board - representing Humane Society Position. (E. Zimmer, City Manager)
4. Approval of Rick Stephens for P&Z At-Large Position. (C. Rodriguez, City Council)
5. Approval of Rick Stephens for Chairman of P&Z. (C. Rodriguez, City Council)

8. Information or Discussion items –

1. Discussion of a City street sign for Peach Tree Street also known as Quail Run. (S. Tandy, City Council)
2. Discussion regarding street repair timeline. (S. Tandy, City Council)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to 10 per meeting.) After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses

or property in the City. Individuals who do not live in, or own businesses or property in the City Limits of Alpine, will be allowed to speak if there is time available.)

1. Discuss, consider, and take appropriate action regarding the employment contract and most recent employee evaluations for: (J. Stokes, City Council)
 - a. City Manager - Erik Zimmer
 - b. City Secretary - Cynthia Salas
2. Discuss, consider, and take appropriate action approving Resolution 2021-05-15 authorizing the City of Alpine to participate in the Texas Department of Transportation's Transportation Alternatives Set-Aside Program. (E. Zimmer, City Manager)
3. Discuss, consider, and take appropriate action to review and approve items to Auction and/or Donate from the City of Alpine. (E. Zimmer, City Manager)
4. Discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-05, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances. (C. Rodriguez, City Council)
5. Discuss, consider, and take appropriate action to approve Special Use Permit Application for: (E. Zimmer, City Manager)
 - a. Short Term Rental Special Use Permit for 406 & 408 Phelps St and 702 & 704 E Ave B. Owner of record is Jennifer Hatch.
 - b. Short Term Rental Special Use Permit for 105 E Lockhart Ave. Owner of record is Lockhart Hacienda LLC.
 - c. Short Term Rental Special Use Permit for 502 E Brown St. Owner of record is Emily Alexander.
 - d. Short Term Rental Special Use Permit for 708 Cactus St Owners of Record are Ruben & Paige Losoya.
10. City Council member Comments and Answers – No discussion or action may take place.

11. Executive Session -

1. Discuss, consider, and take appropriate action regarding the employment contract and most recent evaluation for: (J. Stokes, City Council)
 - a. City Attorney - Sandy Wilson
2. Discuss investigation of false arrest by Alpine Police Dept. Officers Drawe and Cardoza last April, 2020. Provide a copy of the complete investigation, findings, and actions taken by our current Chief of Police Robert Martin. (J. Stokes, City Council)

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development.)

12. Action – Executive Session -

1. Discuss, consider and take appropriate action, if any, regarding the employment contract and most recent evaluations for:
 - a. City Attorney - Sandy Wilson
2. Discuss, consider and take appropriate action, if any of the investigation of false arrest by Alpine Police Dept. Officer Drawe and Cardoza last April, 2020. Provide a copy of the complete investigation, findings, and action taken by our current Chief of Police Robert Martin. (J. Stokes, City Council)

I certify that this notice was posted at 11:00 A.M. on May 13, 2021, Pursuant to the Texas Open Meetings Act (Texas Government Code Section 51.043). 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 City Secretary's Office at (432)837-3301 or email city.secretary@ci.alpine.tx.us for further information.



Cynthia Salas, City Secretary
City of Alpine

Agenda

1. Call to Order and Pledge of Allegiance.
2. Determination of a Quorum and Proof of Notice of the Meeting.
3. Public Comments – (limited to 3 minutes per person)

4. Presentation, Recognitions, and Proclamations – (A. Ramos, Mayor) -

- Mental Health Awareness Month
- Stop the Bleed Campaign

- **Mental Health Awareness Month**

PROCLAMATION

Mental Health Awareness Month 2021

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans face challenges in life that can impact their mental health, especially a pandemic, and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there are practical tools that all people can use to improve their mental health and increase resiliency; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, health care provider, organization and citizen share the burden of mental health problems and has a responsibility to promote mental wellness and support prevention and treatment efforts.

THEREOF, I Andres "Andy" Ramos, do hereby proclaim May 2021 as Mental Health Month in Alpine, Texas. As the mayor I also call upon the citizens, government agencies, public and private institutions, businesses, and schools in Alpine to commit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Andres Ramos, Mayor, City of Alpine

ATTEST:

Cynthia Salas, City Secretary, City of Alpine



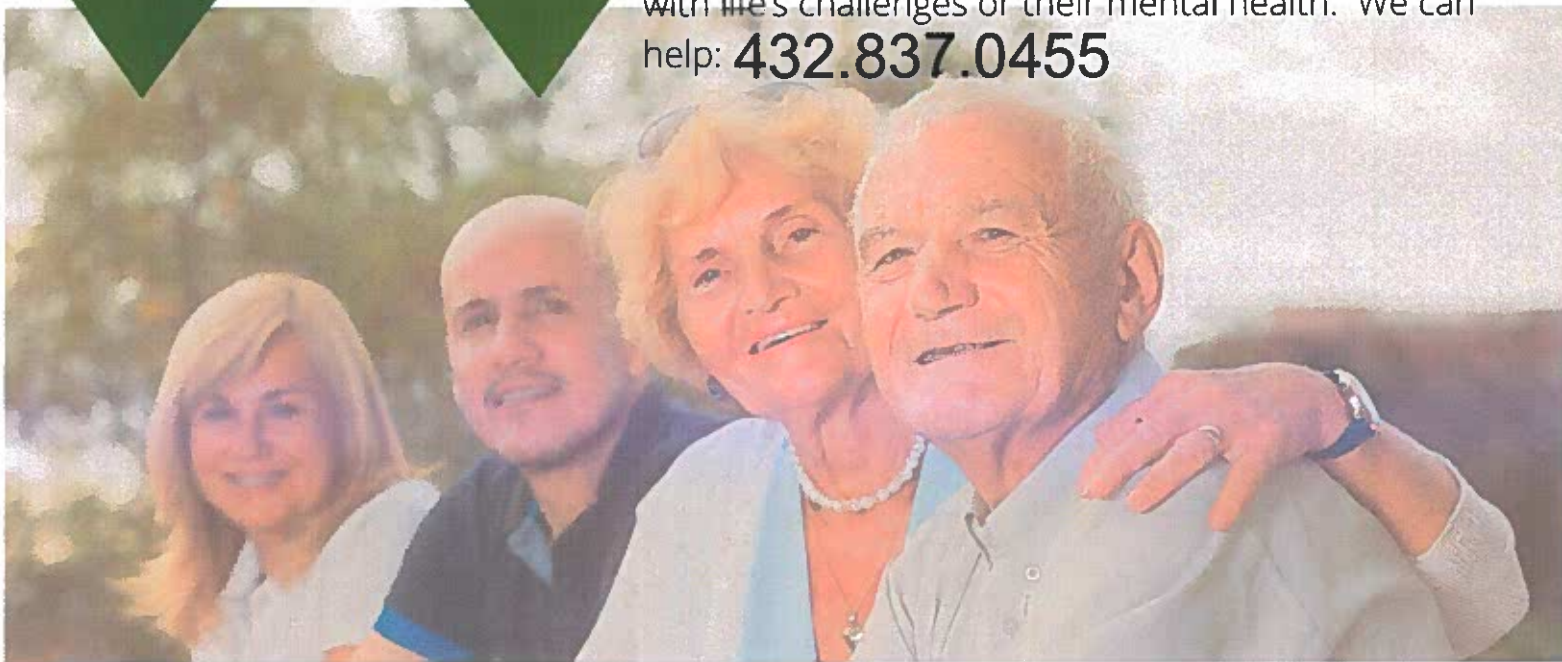
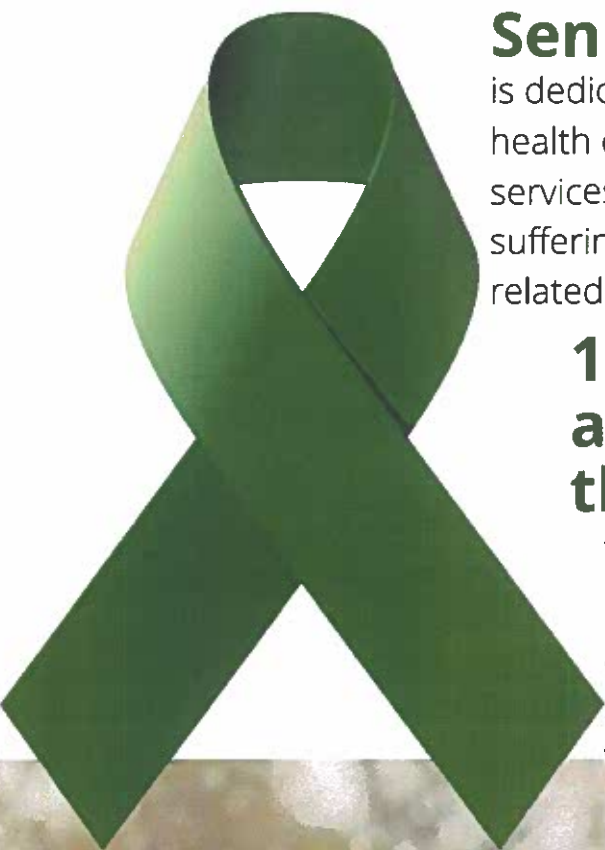
Mental Health Awareness Month

Senior Life Solutions

is dedicated to addressing the emotional and behavioral health of adults typically over the age of 65. The program's services are designed to provide assistance to individuals suffering from symptoms of depression and anxiety often related to aging.

1 in 5 people will experience a mental illness during their lifetime.

There are practical tools that everyone can use to improve their mental health and increase resiliency, and there are ways that everyone can be supportive of friends or family who are struggling with life's challenges or their mental health. We can help: **432.837.0455**



**Senior Life
Solutions®**



- **Stop the Bleed Campaign**

Proclamation

By Andres Ramos, City of Alpine Mayor

WHEREAS, “Stop the Bleed” is a nationwide campaign to empower individuals to act quickly and save lives; and

WHEREAS, no matter how rapid the arrival of professional emergency responders, bystanders will always be first on the scene; and

WHEREAS, victims can die from blood loss within five minutes, therefore it is important to quickly stop the blood loss; and

WHEREAS, bystanders can take simple steps to keep the injured person alive until appropriate medical care is available; and

WHEREAS, the general public may learn and perform CPR and it is a vital skill to be aware of proper bleeding control techniques, including how to use hands, dressings, and tourniquets; and

WHEREAS, stopthebleed.org is a resource that provides training to “Stop the Bleed” whose goal is to make our nation more resilient by better preparing the public to save lives if people nearby are severely bleeding; and

WHEREAS, the City of Alpine is partnered with stopthebleed.org to promote the “Stop the Bleed” training to the citizens of Alpine. FREE training is offered general public.

NOW, THEREFORE, BE IT RESOLVED, that I, Andres Ramos, Mayor of the City of Alpine Texas, on behalf of the community, do hereby recognize May 20, 2021 as

NATIONAL STOP THE BLEED DAY

in Alpine, Texas and urges all citizens to be aware of the significant importance that bleeding control practices play savings lives in our community.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of May in the Year 2021.

Andres Ramos, Mayor



5. Reports -

City Mayor's Report –

- Introduction of the three (3) newly elected Council Members.
- Presentation to Ramon Olivas for his 4 years (2 terms) in office as Councilmember for Ward 2.
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- Presentation to Ramon Olivas for his 4 years (2 terms) in office as Councilmember for Ward 2.

ALPINE CITY COUNCIL CERTIFICATE OF HONOR AND RECOGNITION

Presented to

Ramon Olivas

*Whereas Ramon Olivas has made significant
efforts to improve the City of Alpine's communities in
March 2 through his 4 years of service.*

Awarded the 17th day of November 17th, in the year 2020.



Andres Ramos
CITY OF ALPINE MAYOR
ANDRES RAMOS

- Presentation to Lucy Escovedo for her 4 years (2 terms) in office as Councilmember for Ward 4.

ALPINE CITY COUNCIL CERTIFICATE OF HONOR AND RECOGNITION

Presented to

Lucy Escobedo

*Whereas Lucy Escobedo has made significant efforts
to improve the City of Alpine's communities in
March 4 through her 2 years of service.*

Awarded the 17th day of November 17th, in the year 2020.



Andres Ramos
CITY OF ALPINE MAYOR
ANDRES RAMOS

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- **Board & Commissions**

BOARD / COMMISSION	WARD	NAME
Planning and Zoning	1	Rawles Williams
4th Monday of the month	2	Tim Pearce
	3	Eileen Rouke
	4	Abbey Branch
	5	Denis Foley
	At Large	VACANT
	At Large	Tom Kennedy
	STAFF	David Hale
	STAFF	Jessica Boorse
Airport Advisory		
3rd Wednesday	1	Cade Woodward
	2	James Morris
	3	Mabert Moore
	4	VACANT
	5	James Blair
	At Large	Isabelle Blair
	STAFF	Scott Perry
	STAFF	Abel Hinojos
Parks & Recreation		
2nd Wednesday	1	Kirsten Moody
	2	VACANT
	3	Ben Struthers
	4	Estella Vega
	5	VACANT
	BBKIDS	Leti Carrillo
	AISD	Darin Nance
Animal Advisory		
2nd Tuesday	Chair	Maria Curry
	Vice Chair	Patsy Culver
	3	Amit Rangra
	4	Pat McCall
	5	Lauren Spear
	6	James Etchison
	ACO	Jennifer Stewart
	Vet	Mary Dodson
Beautification and Environmental		
	1	Tami Nue
	2	Mike Davidson
	3	Vacant
	4	Gerri Davis
	5	David Busey
	Mayor Appt	VACANT

	STAFF	Adelina Bealle
Building and Standards		
4th Wednesday	1	Clayton Shoot
	2	Robert Savery
	3	Glenn Criddle
	4	Gerri Davis
	5	VACANT
	Alt 1	Jessie Lara
	Alt 2	VACANT
HOT Committee		
	1	Sarah Hyer
	2	Jerry Johnson
	3	Karen Sulewski
	4	Laura Gold
	5	John Green
	At Large	VACANT
	At Large	VACANT
	STAFF	Chris Ruggia
Music Committee		
	1	Neil Trammell (Hogwallops)
	2	Eden Hinshaw (The Swifts)
	3	Monica Quiroga (Old Gringo)
	4	Chris Puckett (Railroad Blues)
	5	Keri Blackman (Artwalk)
	6	Jeffrey Meyers (SRSU)
	7	Stewart Ramser (Viva Big Bend)
	STAFF	Chris Ruggia
Transportation Committee		
	1	VACANT
	2	VACANT
	3	VACANT
	4	VACANT
	5	John Kennedy
	At Large	VACANT
	At Large	Jim Street
City Council Members		
	Mayor	Andres "Andy" Ramos
	1	Judy Stokes
	2	Chris Rodriguez
	3	Sara Tandy
	4	Martin Sandate
	5	Jerry Johnson

- Ordinance Updates

ORDINANCE	PASSED?	SIGNED COPY	DESCRIPTION	1ST READING	2ND READING	COUNCIL SPONSOR	STAFF/BOARD ASSIGNED	NOTES
2021-01-01	Yes	Yes	STR	1/19/21	2/4/21	-	Administration, Building	STR
2021-01-02	Yes	Yes	Utilities	1/19/21	2/4/21	-	Administration, Building	Utilities Structure/Appendix
2021-02-01	Yes	Yes	Animal Advisory Board Membership	2/23/21	3/2/21	M. Curry	Animal Advisory Board	Member qualifications
2021-02-02	Yes	Yes	Keeping Animals Amendment	2/23/21	3/2/21	M. Curry	Animal Advisory Board	Keeping Animals Amendment
2021-03-01	Yes	Yes	Repeal of Ordinance 2020-02-01	3/2/21	3/16/21	-	Administration	Repeal of Ordinance 2020-02-01
2021-03-02	Yes	Yes	Animal Wildlife Feeding	3/2/21	3/16/21	-	Administration	Wildlife Feeding
2021-04-01	Yes	Yes	Peddler's Ordinance Amendment	4/6/21	4/20/21	M. Curry	Animal Advisory Board	Peddler's Permit and Regulations
2021-04-02	No	N/A	Coin Operated Machines Amendment	4/20/21	5/4/21	-	Administration, Building	Did not pass as written
2021-04-03	Yes	Yes	HOT Budget Amendment (Visitor Center)	4/6/21	4/20/21	-	Administration	Amend HOT Budget
2021-04-04	Yes	Yes	Amends Utilities Ordinance	4/6/21	4/20/21	-	Administration	Amending Utilities / amending 2021-02-01
2021-04-05	No	N/A	Rules of Procedure	4/6/21	4/20/21	-	Building	Tabled for newly elected Council
2021-04-06	Yes	Yes	Coin Operated Machines Amendment	04/02/21	5/4/21	-	Building	Needs Sponsorship
2021-05-01			Outdoor Lighting Ordinance			-	Administration	Needs Sponsorship / Second Reading
2021-05-02			Parks General Amendments	5/4/21		-	Parks Advisory Board	Needs Sponsorship / Second Reading
2021-05-03			Animal Feral Cat Colonies	5/4/21		M. Curry	Animal Advisory Board	2021 General City Election
2021-05-04			Canvass Election	5/10/21	5/10/21	C. Rodriguez	Administration	Meeting time, General Procedures
2021-05-05			Rules of Procedure	5/18/21	6/1/21	C. Rodriguez	Administration	
2020								
2020-01-01	No	N/A	Sale of post office land	1/17/20	N/A	-	Administration	DID NOT PASS
2020-02-01	Yes	Yes	Union Pacific fines	2/4/20	2/18/20	R. Stephens		
2020-02-02	Yes	Yes	HOT Committee	2/4/20	2/18/20	-		
2020-02-03	Yes	Yes	Music Advisory Board	2/4/20	2/18/20	-	Administration	
2020-02-04	Yes	Yes	Coin Operated Machine	2/18/20	03/03/20	-	Building	
2020-03-01	Yes	Yes	Civic Center	3/17/20	4/7/20	-	Administration	Rules & Regulations
2020-03-02	No	N/A	Short Term Rental	5/5/20	N/A	-	Building	DID NOT PASS
2020-03-03	Yes	Yes	Parking Limit	3/17/20	4/21/20	R. Stephens	Administration, Police	5th and 6th Street
2020-03-04	Yes	Yes	No Parking	3/17/20	4/7/20	R. Stephens	Administration, Police	Old Town Square
2020-03-05	Yes	Yes	Amend Budget	3/17/20	3/25/20	Council	Finance	
2020-03-06	Yes	Yes	Emergency Ordinance	N/A	N/A	Council	Administration	
2020-04-01	Yes	Yes	Building Regulations	4/7/20	4/21/20	-	Building	Amended 4/7/20, 4/21/20, 4/24/20
2020-04-03	Yes	Yes	Transportation Committee	4/21/17	5/5/20	-	Administration	Amending Code of Ordinances, Chapter 18
2020-04-04	Yes	Yes	OLP Parking	N/A	N/A	L. Escovedo	Administration, Police	Building & Building Regulations
2020-06-01	Yes	Yes	Emergency Ordinance	N/A	N/A	Council	Building	
2020-07-02	Yes	Yes	Fire Prevention and preservation	8/18/20	9/1/20	-	Building	Fire fees
2020-08-01	Yes	Yes	Tax Rate	8/18/20	9/1/20	Council	Finance	Tax rate
2020-08-02	Yes	Yes	Budget	8/18/20	9/1/20	Council	Finance	Adoption of budget
2020-08-03	Yes	Yes	Parks and Recreation Board	8/18/20	9/1/20	R. Stephens	Parks Advisory Board	Criteria for membership of the parks and recreation board
2020-11-01	No	N/A	Dangerous Dog Ordinance Amendment	10/6/20	10/20/20	M. Curry	Animal Advisory Board	DID NOT PASS
2020-11-02	No	N/A	Animal Standards	11/03/20	N/A	-	-	DID NOT PASS
2020-12-01	No	N/A	City-Wide Speed Limit	12/01/20	N/A	M. Curry	Animal Advisory Board	DID NOT PASS
						Council	Administration, Police	DID NOT PASS

City Staff Update

- Human Resources by Lorena Crespo-Gonzales

Human Resources City of Alpine

MISSION STATEMENT

“TO PROVIDE QUALITY SERVICE TO THE CITIZENS OF ALPINE.”



Recruiting Strategies

Job Posting Tools:

- City of Alpine Website
- Big Bend Radio
- Workforce Commission Website
- TML Website
- Virtual Job Fair



On Boarding Program

Complete the New Hire Packet.

1 Personnel Policies and Guidelines Handbook

2 Complete TML Training

- ☐ Ethical Behavior for Local Government
- ☐ Sexual Harassment in the Workplace
- ☐ Workplace Bullying
- ☐ Cyber Security Awareness

3

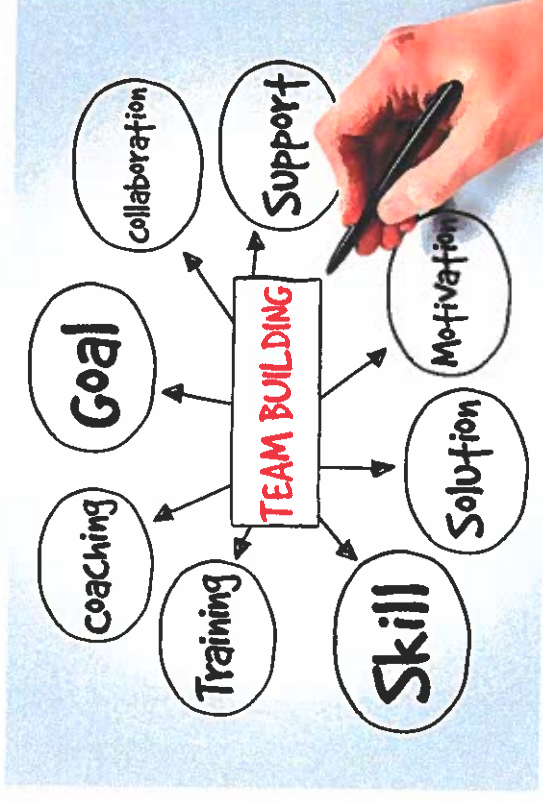


33% of new hires start looking for a new job within their first 6 months due to a poor onboarding experience.
-Harvard Business Review

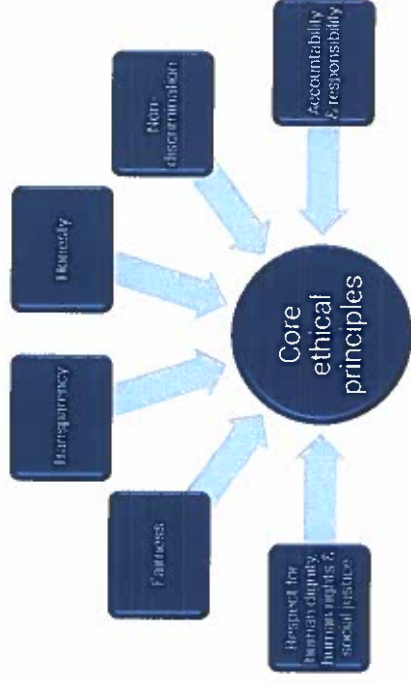
New Hire

January to Present

- ✓ We have hired 12 new employees.
- ✓ Still have opening positions within the City Departments.



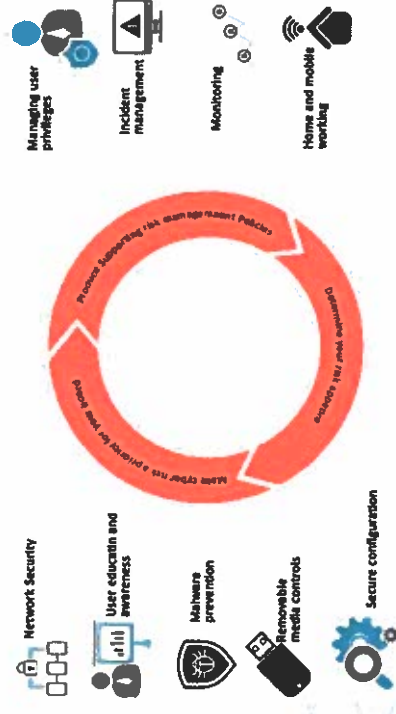
Annual Compliance Training



The City is in compliance with EEOC and State Law:

- ❖ Ethical Behavior for Local Government
- ❖ Cyber Security Awareness 2021 (Texas HB 3834)

10 Steps to Cyber Security



1 Training has to be completed every year.

2 All city employees have complied with these trainings for FY 2020-21.

Alpine Municipal Pool

1 We recruited 12 Lifeguards for this Summer.

2 Training & Certification will take place at the City Pool on May 25, 26 & 27.

3 Opening day Saturday, May 29th, we are on track for opening day.



4 Thank you to Blake Billing, Lifeguard Manager.

5 Thank you to the Parks Department for all the work that they have done to have the pool ready for the summer.

6 Pool hours & rates are on the City Website.

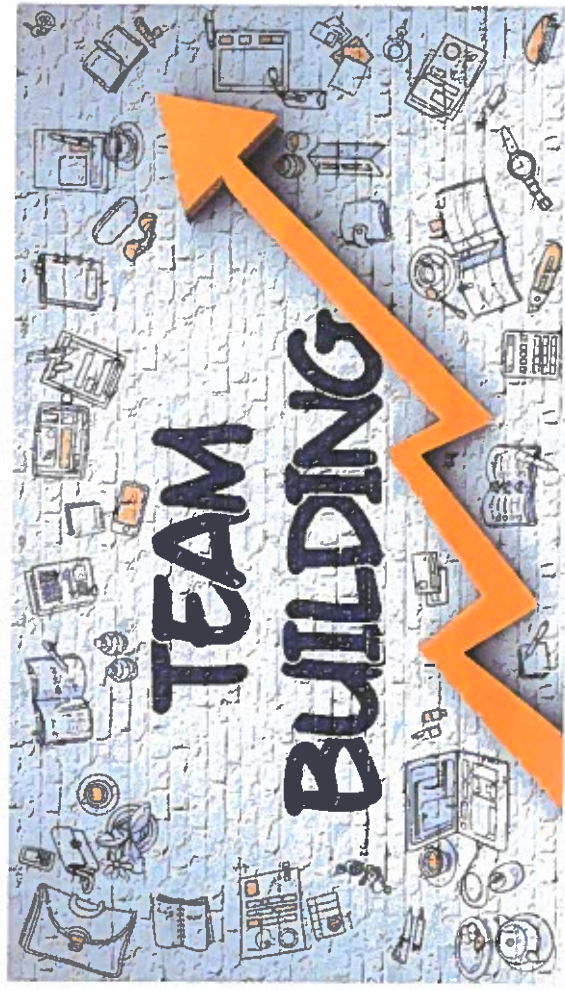
Questions

Thank you for your
time.

[Visit our City Website for more information:](https://www.cityofalpine.com)



<https://www.cityofalpine.com>



6. Public Hearings

- Public Hearing to obtain citizen's views and comments on three applications totaling approximately \$2,000,000 (\$2 million) in TXDOT - Transportation Alternatives Set-Aside (TASA) program funds for sidewalk and related infrastructure improvements in multiple areas throughout the city. The City requires matching funds for all 3 (three) projects, if awarded, will be approximately \$400,000.

To: City of Alpine Mayor and City Council Members

Re: PUBLIC HEARING for TX-DOT, Transportation Alternatives Set-Aside (TASA) program funds & Draft Resolution #2021-05-xx

Date: May 18, 2021

Honorable Mayor & City Council-

Per Texas Department of Transportation, Transportation Alternatives Set-Aside program regulations, the City of Alpine must hold an official Public Hearing to allow for any public comments on the TASA funding and proposed projects, including a Notice of Public Hearing posted in the official newspaper of record at least 72-hours prior to the Public Hearing date. City of Alpine posted notice of Public Hearing in the Alpine Avalanche on May 13, 2021.

The accompanying Resolution for this Public Hearing item will be presented to Council on May 18, 2021 in the Action Items section of the meeting agenda.

Please find all supporting documentation for the Public Hearing within the Council Packet.

Sincerely,

A handwritten signature in cursive script that reads "Marcia J. Tuck".

Marci Tuck, AICP

Grant Writer,

City of Alpine

Prepared for: City of Alpine, City Council Meeting

Agenda Item:

Discuss, consider and take action regarding RESOLUTION 2021-05-xx regarding the TX-DOT- Transportation Alternative Set-Aside funding program

Prepared by: Marci Tuck, Grant Writer

Meeting Date: May 18, 2021

PROJECT DESCRIPTION:

- **More sidewalks, shared-use pathways, and cross-walk/intersection markings for additional, and safer walkability and connectivity throughout Alpine.**
- TX-DOT's TASA program is offered every other year, so the next funding cycle will not be until 2023.
- City of Alpine has developed a three-phase plan addressing key connectivity gaps within the City, focusing on safe routes to schools and cross-town accessibility.
- **PHASE I: Completing Safe Routes to Schools Connectivity (*THIS APPLICATION CYCLE*)**
 - Close sidewalk gap from Elementary School, to Montessori School to existing SRTS infrastructure.
 - Create sidewalk and Shared-Use Pathway along 2nd St./Fighting Buck and Brown Street from downtown to High School, linking up with TxDOT's SUP around Kokernot Park.
 - Close sidewalk gaps along Gallego St. on the south side of town, connecting parks, crossing major connector routes to the north side of town (and schools).
- **PHASE II: Sul Ross Avenue Share-Use Pathway**
 - Create a 1.5-mile SUP along Sul Ross Avenue from the Middle School campus on the west to the Sul Ross State University campus on the east.
 - Explore both on and off-road options, as the street right-of-way allows
- **PHASE III: Connecting North and South sections of Alpine**

- Create safe access across railroad crossing and TX-DOT highway intersection crossings at 11th Street, including sidewalks from Centennial Park/Lujan Ballfield to Sul Ross Avenue SUP.
- Create safe access across railroad crossing at 5th street, including sidewalks from Baines Park to Holland Ave. (US67/90 eastbound).
- Create safe access across railroad crossing and an improved TX-DOT highway intersection crossings at Neville Haynes Street, including sidewalks from Gallego Avenue to Sul Ross State University campus.
- Applying for \$2,000,000 for PHASE 1 improvements from the TX-DOT TASA program would **provide the City:**
 - **1.5 miles of new ADA accessible, 6-foot wide sidewalk plus 6-inch curbs, driveway ingress/egress, strategic striping,**
 - **0.8 miles of new 10' wide shared-use pathway**
 - **Two new pedestrian-friendly intersection crossings in key locations,**
 - **1.8 miles of new striping/painting to ensure safety of non-vehicular traffic throughout town**
- The TASA program requires a 20% match of City funds, or approximately \$400,000, which can be both cash and in-kind matches such as City staff time for project preparation work and administrative costs.

STAFF COMMENTS:

1. City of Alpine has not received any TASA-related funding since 2003, when sidewalks from the high school to the middle school were developed as part of the Safe Routes to School program.
2. The City/County of Presidio has received approximately \$8 million in sidewalk/pathway improvements over the past 8 years.
3. TxDOT staff has been very encouraging of our preliminary applications (these same three projects) as well as the overall approach to address city-wide walkability and accessibility needs throughout the City.
4. The 20% match requirement can be:
 - a. Met by using both cash as well as staff time,
 - b. Doled out over the three years allotted to fully implement the project improvements applied for in each funding cycle. [For example, if project start date is 10/1/2021, the City's 20% (\$400,000) will be spent over a three-year period from 10/1/2021-09/30/2024.]

5. The City of Alpine is in good standing with the TX-DOT funding programs from past projects. City Staff has spoken with TX-DOT program staff and the proposed projects (1A, 1B, 1C) described herein are in line with the program's intended purpose.

PUBLIC PARTICIPATION, APPLICATION PROCESS & NEXT STEPS:

- Ongoing- City staff requesting Letters of Support from AISD, Sen. Gutierrez and Rep. Morales
- May 12, 2021- City Parks Advisory Board discussed and made a recommendation regarding Council's support of this item.
- May 18, 2021 - Public Hearing & Resolution presented at regular Council meeting
- June 14, 2021 – Application deadline (online)

STAFF RECOMMENDATION:

City staff recommends that the Council approve this Resolution.

Alpine- Citywide Connectivity Plan



City of Alpine's Project Submission: PHASE I.a.



PHASE I: Completing Safe Routes to Schools Connectivity

a) *Close sidewalk gap from Elementary School, to Montessori School to existing SRTS infrastructure.*

From AES campus:

- 285 LF sidewalk (6' wide + 6" curb) on east side of 6th Street to Montessori campus
- 285 LF of sidewalk from Montessori campus to Del Rio Street.
- 4 blocks (1,175LF) of sidewalk from Del Rio/6th Street, along north side of street to N. 10th St.
- 10th Street /Del Rio meets up with TxDOT's existing SRTS improvements heading west on Del Rio to the Middle School campus.



City of Alpine's Project Submission: PHASE I.b.

PHASE I: Completing Safe Routes to Schools Connectivity

b) Create sidewalk and Shared-Use Pathway along 2nd St./Fighting Buck and Brown Avenue from downtown to High School, linking up with TxDOT's SUP around Kokernot Park.

From Avenue E and 2nd Street:

- Approx. 1,575 LF of sidewalk (6' wide + 6" curb) along 2nd Street, from Avenue E to Brown Ave. on the east side of 2nd St.
- Approx. 780 LF of sidewalk from Brown/2nd to Brown/US-118 along south side of Brown Ave. Pedestrian bridge access over Alpine Creek already built. This segment connects to the Elementary School campus
- Approx. 3,000 LF of Shared-Use Pathway (5' off road, 10" wide SUP, striped) from 2nd/Brown Ave. to Hendryx Ave./Loop Rd. (High School Campus), along the east side Fighting Buck Ave. (2nd St) (widening the gravel path that runs along the golf course and Kokernot Park. This segment connects with TxDOT's SUP along Loop Rd.
- Approx. 1,100 LF of SUP from 2nd/Brown to private property (church), along the north side of the street (golf course)
- Approx 650 LF of sidewalk on Brown Ave. from private property (church) to Loop Rd, along north side of Brown Ave. This segment of the improvements connects the rest to TxDOT's SUP along Loop Rd.
- Brown Avenue and 2nd St./Fighting Buck Ave. BOTH function as arterial-category streets, connecting the university/park/high school/elementary school with other parts of town.
- The INTERSECTION of Brown Ave. & Fighting Buck/2nd St. needs to be addressed for pedestrian/bicycle/vehicle safety.

City of Alpine's Project Submission: PHASE I.C.



PHASE I: Completing Safe Routes to Schools Connectivity
 c) Close sidewalk gaps along Gallego St. on the south side of town, connecting parks, crossing major connector routes to the north side of town (and schools).

From Medina Park at 11th St. & Gallegos:

- 4,235 LF along Gallego Dr. from 11th St. to US-118 south needs to be striped and signed for safe usage of the existing sidewalks and road crossings.
- The intersection at US-118 south and Gallego St. needs to be addressed for safe use and crossing by pedestrians and bicycles, etc.
- 2,000 LF x 2 (both sides of street = 4,000 LF of sidewalk (6' + 6" curb) to be installed Gallego from Neville Haynes to Ferguson, connecting the western part of Gallego to the soon-to-be-developed Pueblo Nuevo Park and the neighborhood at the far east limits of the City.

City of Alpine
PHASE I- TASA Improvements
 Cost Estimates (pending Engineer review)

PROJECT ELEMENT:		PHASE 1A			PHASE 1B			PHASE 1C		
		\$ Per/Unit	QTY	TOTAL \$	QTY	TOTAL \$	QTY	TOTAL \$	QTY	TOTAL \$
Sidewalks: (6' wide, with driveways + ADA sloped connectors)- SF		\$15/sf	10,470	\$ 157,050.00	18,030	\$ 270,450.00	24,000	\$ 360,000.00		
Curb & GUTTER (6" curb cap)- LF		\$25	1,745	\$ 43,625.00	3,005	\$ 75,125.00	4,000	\$ 100,000.00		
Shared Use Pathways (10'-wide concrete)- SF		\$12/sf	0	\$ -	41,000	\$ 451,000.00	0	\$ -		
Pedestrian/Vehicle Intersection safety issues (striping, rumble strips/crosswalks, signage, etc...		\$1,250/ea	0	\$ -	1	\$ 1,250.00	1	\$ 1,250.00		
Striping, signage, crosswalks /1,000LF		\$1,250/1,000LF	1,745	\$ 2,181.25	3,005	\$ 3,756.25	4,235	\$ 5,293.75		
SUBTOTALS =				\$ 202,856.25		\$ 801,581.25		\$ 466,543.75		
10%- Mobilization, demo, debris removal, traffic control, etc		10%		\$ 20,285.63		\$ 80,158.13		\$ 46,654.38		
20% - Design, Administration costs		20%		\$ 40,571.25		\$ 160,316.25		\$ 93,308.75		
TOTAL PROJECT ESTIMATE=				\$ 263,713.13		\$ 1,042,055.63		\$ 606,506.88		

THE STATE OF TEXAS
COUNTY OF BREWSTER

CITY OF ALPINE

RESOLUTION 2021-05-15

RESOLUTION AUTHORIZING THE CITY OF ALPINE TO PARTICIPATE IN THE TEXAS DEPARTMENT OF TRANSPORTATION'S TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM.

WHEREAS, the City of Alpine finds it in the best interest of the citizens of Alpine, that the City participate in the Texas Department of Transportation's (TX-DOT) Transportation Alternatives Set-Aside (TASA) program for the upcoming FY2022-2023 funding cycle;

WHEREAS, the City of Alpine has identified the need for increased walkability and improved connectivity throughout the City; and

WHEREAS, the City of Alpine estimates that the proposed improvements, divided into three separate projects as defined in MAPS 1A, 1B, and 1C (attached), will cost approximately \$2,000,000;

WHEREAS, the City of Alpine promotes maximizing local dollars, utilizing the TASA program's 80/20 match opportunity;

WHEREAS, the City of Alpine agrees to provide the required 20% in matching funds, in an estimated amount of up to \$400,000; and

WHEREAS, the City of Alpine agrees that in the event of loss or misuse of the TX-DOT Transportation Alternatives Set-Aside program funds, the City of Alpine assures that the funds will be returned to TX-DOT in full.

WHEREAS, the City of Alpine designates Erik Zimmer, City Manager, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The City of Alpine approves submission of three project grant applications for the Texas Department of Transportation's (TX-DOT) Transportation Alternatives Set-Aside program to provide funds to increase the walkability and connectivity throughout the City of Alpine.

PASSED AND APPROVED THIS THE 18th DAY OF MAY, 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE.

ATTEST:

Andres "Andy" Ramos, Mayor
City of Alpine

Cynthia Salas, City Secretary
City of Alpine

City of Alpine's Project Submission: PHASE I.a.



PHASE I: Completing Safe Routes to Schools Connectivity
a) *Close sidewalk gap from Elementary School, to Montessori School to existing SRTS infrastructure.*

From AES campus:

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City of Alpine's Project Submission: PHASE I.b.

PHASE I: Completing Safe Routes to Schools Connectivity

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7. Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.) –

Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

1. Approval of minutes from City Council meeting on May 4, 2021. (E. Zimmer, City Manager)
2. Approval of minutes from Special City Council meeting on May 10, 2021. (E. Zimmer, City Manager)
3. Approval of Gwin Grimes for Animal Advisory Board - representing Humane Society Position. (E. Zimmer, City Manager)
4. Approval of Rick Stephens for P&Z At-Large Position. (C. Rodriguez, City Council)
5. Approval of Rick Stephens for Chairman of P&Z. (C. Rodriguez, City Council)

1. Approval of minutes from City Council meeting on May 4, 2021. (E. Zimmer, City Manager)

City of Alpine
Regular City Council Meeting
Tuesday, May 04, 2021
5:30 P.M.
Minutes

1. Call to Order, and Pledge of allegiance to the flags – Mayor Ramos called the meeting to order. The meeting was held at the City Council Chambers and via zoom conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.
2. Determination of a quorum and proof of notice of the meeting – Councilor Curry, Councilor Rodriguez, Councilor Sandate, and Councilor Stephens attended at the City Council Chambers. Mayor Ramos, Councilor Betty Fitzgerald attended via zoom. City Secretary, Cynthia Salas reported that the agenda was posted at 2:00 P.M. on April 30, 2021. City Manager Erik Zimmer and City Attorney Sandy Wilson attended at the City Council Chambers. City Secretary Cynthia Salas attended via zoom.
3. Public Comments (limited to 3 minutes per person) – Martin Villarreal
4. Presentation, Recognitions, and Proclamations – (A. Ramos, Mayor) - None
5. Reports – Copies of the charts presented during the meeting are posted on the City website at www.cityofalpine.com/cmreports.
 - City Mayor's Report – (A. Ramos, Mayor) – None
 - City Attorney's Report –
 - STR Implications
 - City Street Abandonment
 - AISD Hot Tap
 - City Manager Report –
 - Coronavirus Update
 - Noise Language in CoA Code of Ordinances
 - Performance Bonds for large dollar projects
 - City Staff Updates –
 - Environmental Services by Adelina Beall
 - Animal Services by Jennifer Stewart
6. Public Hearing –
 - Public Hearing to obtain citizen's views and comments on Ordinance 2021-04-06, an ordinance amending Chapter 90 – Article IV – Coin Operated Establishments to the Alpine Code of Ordinances.
 - Public Hearing to obtain citizen's views and comments on Short-Term Rental Special Use Permit Applications.
7. Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.) –

(Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.)

1. Approval of minutes from City Council meeting on April 20, 2021. (E. Zimmer, City Manager)

Motion was made by Councilor Stephens, by Resolution 2021-05-01 to approve the consent agenda as written. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.

8. Information or Discussion items –

1. Brewster County Appraisal District readout. (R. Stephens, City Council)
2. Short-Term Rental Ordinance and Ordinance requirements for Zoning. (R. Stephens, City Council)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to 10 per meeting.) after being called upon by Mayor or Mayor Pro Term. Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in, or own businesses or property in the City limits of Alpine, will be allowed to speak if there is time available.) –

1. Discuss, consider, and take appropriate action on the acceptance of Audit readout from Gibson, Ruddock, and Patterson LLC. (E. Zimmer, City Manager) – **Motion was made by Councilor Stephens, by Resolution 2021-05-02 on the acceptance of Audit readout from Gibson, Ruddock, and Patterson LLC. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.**
2. Discuss, consider, and take appropriate action on the second and final reading of Ordinance 2021-04-06, an ordinance amending Chapter 90 – Article IV – Coin Operated Establishments to the Alpine Code of Ordinances. (E. Zimmer, City Manager) – **Motion was made by Councilor Stephens, by Resolution 2021-05-03 to approve the second and final reading of Ordinance 2021-04-06, an ordinance amending Chapter 90 – Article IV – Coin Operated Establishments to the Alpine Code of Ordinances. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.**
3. Discuss, consider, and take appropriate action on the recommendation from Planning & Zoning concerning a Conditional Use Permit application for the establishment of an ice manufacturing plant. Property is located at 106 S. Harrison Street. Record owner is Manuel Salcido. (E. Zimmer, City Manager) – **Motion was made by Councilor Stephens, by Resolution 2021-05-04, to approve the recommendation from Planning & Zoning concerning a Conditional Use Permit application for the establishment of an ice manufacturing plant. Property is located at 106 S. Harrison St. Record owner is Manuel Salcido. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.**
4. Discuss, consider, and take appropriate action on the recommendation from Planning & Zoning concerning a Conditional Use Permit application for the establishment of a dirt work septic service, and accessory retail business office. Property is located at 2210 N. Highway 118. Record owner is Charles Sanders. (E. Zimmer, City Manager) – **Motion was made by Councilor Stephens, by Resolution 2021-05-05, to approve the recommendation from Planning & Zoning concerning a Conditional Use Permit application for the establishment of a dirt work septic service, and accessory retail business office. Property is located at 2210 N. Highway 118. Record owner is Charles Sanders. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.**
5. Discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-02, an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinance. (E. Zimmer, City Manager) – **Motion was made by Councilor Stephens, by Resolution**

2021-05-06, to approve the first reading of Ordinance 2021-05-02, an ordinance amending Chapter 74 – Parks and Recreation, Article I – In General, to the Alpine Code of Ordinances. Councilor Stephens amended the motion to table this item. Motion was seconded by Councilor Rodriguez. Motion carried unanimously.

6. Discuss, consider, and take appropriate action on Resolution 2021-05-07, a resolution on Pool Admission and Pass Rates for Summer 2021, Alpine Municipal Pool. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens to approve Resolution 2021-05-07 setting the Pool Admission and Pass Rates for Summer 2021, Alpine Municipal Pool. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.
7. Discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, establishing regulations concerning feral cat colonies to the Alpine Code of Ordinances. (M. Curry, City Council) – Motion was made by Councilor Stephens, by Resolution 2021-05-08 to approve the first reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, establishing regulations concerning feral cat colonies to the Alpine Code of Ordinances. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.

Motion was made by Councilor Rodriguez, by Resolution 2021-05-09, to continue the meeting past 9:00 p.m. as per Chapter 23 – City Council – Section 23-21. Motion was seconded by Councilor Sandate. Motion unanimously carried.

8. Discuss, consider, and take appropriate action to approve Special Use Permit Application for: (E. Zimmer, City Manager) –
 - a. Short-Term Rental Special Use Permit for 602 N. Cockrell. Owner of record is Danny Ginn & Monica Quiroga.
 - b. Short-Term Rental Special Use Permit for 210 ½ W. Ave E. Owner of record is Jennifer Hatch
 - c. Short-Term Rental Use Permit for 1108 W. Del Rio St. Owner of record is Alberto Cavazos.
 - d. Short-Term Rental Special Use Permit for 604 E. Ave I. Owner of record is Elaine Peters.
 - e. Short-Term Rental Special Use Permit for 206 & 208 E. Ave E. Owner of record is Vacation Rentals LLC.
 - f. Short-Term Rental Special Use Permit for 101 W. Stockton/1303 N. 5th St. Owner of record is Matthew & Rebecca Roggow.
 - g. Short-Term Rental Special Use Permit for 110 W. Murphy St. Owner of record is Cave Mesa Properties LLC.
 - h. Short-Term Rental Special Use Permit for 1107 N. 5th Apt. A. Owner of record is Jennifer Hatch.
 - i. Short-Term Rental Special Use Permit for 1009 N. Bird St. Owner of record is Adam Brant.
 - j. Short-Term Rental Special Use Permit for 906 N. 8th St. Owner of record is Ryan & Emma Zent.
 - k. Short-Term Rental Special Use Permit for 2400 US Hwy 90 SP# 13. Owner of record is Valerie Coggins.
 - l. Short-Term Rental Special Use Permit for 704 E. Sul Ross. Owner of record is Adam Rothry & Linda Piedad.

m. Short-Term Rental Special Use Permit for 207 N. Harrison. Owner of record is Bombero 18 LLC.

n. Short-Term Rental Special Use Permit for 302 W. Ave. B. Owner of record is William & Rachael Hurst.

Motion was made by Councilor Stephens, by Resolution 2021-05-10 to approve the Special Use Permit Applications as listed. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.

10. City Councilmember Comments and Answers – No discussion or action may take place.

11. Executive Session – Pursuant to Texas Government Code 551.071 Consultation with Attorney on a matter for which it is the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct conflict with this Chapter and requires discussion of the item in closed session), and 551.071(consultation with attorney regarding potential or contemplated claims against the City) Pursuant to Texas Government Code 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. – None

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Pursuant to Texas Government Code 551.071 (consultation with an attorney), 551.072(deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development) –

12. Action – Executive Session – None

I certify that this notice was posted at 2:00 P.M. on April 30, 2021, pursuant to Texas Open Meetings Act. (Texas Vernon's Annotated Civil statutes, section 551.043 Texas Government Code.) 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 city secretary's office at (432) 837-3301 or fax (432) 837-2044 for further information.

Andres "Andy" Ramos, Mayor

Attest:

Cynthia Salas, City Secretary

I, Cynthia Salas, City Secretary, do certify that this notice was posted at 2:00 P.M. on April 30, 2021, and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Cynthia Salas, City Secretary

Council minutes: 05-04-2021

Approved: 05-18-2021

2. Approval of minutes from Special City Council meeting on May 10, 2021.
(E. Zimmer, City Manager)

City of Alpine
Special City Council Meeting
Tuesday, May 10, 2021
2:00 P.M.
Minutes

1. Call to Order, and Pledge of allegiance to the flags – Mayor Ramos called the meeting to order. The meeting was held at the City Council Chambers and via zoom conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.
2. Determination of a quorum and proof of notice of the meeting – Councilor Rodriguez, Councilor Sandate, and Mayor Ramos attended at the City Council Chambers. Councilor Stephens attended via zoom. Councilor Curry and Councilor Betty Fitzgerald were absent. City Secretary, Cynthia Salas reported that the agenda was posted at 2:00 P.M. on May 5, 2021. City Manager Erik Zimmer and City Attorney Sandy Wilson attended via zoom.
3. Public Comments (limited to 3 minutes per person) – None
4. Presentation, Recognitions, and Proclamations – (A. Ramos, Mayor) - None
5. Reports – Copies of the charts presented during the meeting are posted on the City website at www.cityofalpine.com/cmreports.

City Mayor's Report – (A. Ramos, Mayor) – None

City Attorney's Report – None

City Manager Report – None

City Staff Updates – None

6. Public Hearing – None

7. Consent Agenda – (Minutes, Financial reports, Department written reports, board appointments, etc.) –

(Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.) - None

8. Information or Discussion items – None

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to 10 per meeting.) after being called upon by Mayor or Mayor Pro Term. Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in, or own businesses or property in the City limits of Alpine, will be allowed to speak if there is time available.) –

1. Discuss, consider, and take appropriate action to approve Ordinance 2021-05-04 for the canvass of the votes for the May 1, 2021 City of Alpine General Election for Councilmember Ward 1, Ward 3, and Ward 5. All terms are full (two years) terms. (E. Zimmer, City Manager) – Motion was made by

Resolution 2021-05-11 to approve Ordinance 2021-05-04 for the canvass of the votes for the May 1, 2021 City of Alpine General Election for Councilmember Ward 1, Ward 3, and Ward 5. All terms are full (two years) term. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.

2. Swearing in of Councilmember Judy Stokes for Ward 1, Councilmember Sara Tandy for Ward 3 and Councilmember Gerald "Jerry" Johnson for Ward 5. All terms are full (two year) terms. (E. Zimmer, City Manager) – Motion was made by Councilor Stephens, by Resolution 2021-05-12 to commence the swearing in of Councilmember Judy Stokes for Ward 1, Councilmember Sara Tandy for Ward 3 and Councilmember Gerald "Jerry" Johnson for Ward 5. All terms are full (two year) terms. Motion was seconded by Councilor Rodriguez. Motion unanimously carried.

10. City Councilmember Comments and Answers – No discussion or action may take place.

11. Executive Session - Pursuant to Texas Government Code 551.071 Consultation with Attorney on a matter for which it is the duty of the City Attorney under the Texas Disciplinary Rules of Professional Conduct conflict with this Chapter and requires discussion of the item in closed session), and 551.071(consultation with attorney regarding potential or contemplated claims against the City) Pursuant to Texas Government Code 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. – None

NOTICE: The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Pursuant to Texas Government Code 551.071 (consultation with an attorney), 551.072(deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development) –

12. Action – Executive Session – None

I certify that this notice was posted at 2:00 P.M. on May 5, 2021, pursuant to Texas Open Meetings Act. (Texas Vernon's Annotated Civil statutes, section 551.043 Texas Government Code.) 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 city secretary's office at (432) 837-3301 or fax (432) 837-2044 for further information.

Andres "Andy" Ramos, Mayor

Attest:

Cynthia Salas, City Secretary

I, Cynthia Salas, City Secretary, do certify that this notice was posted at 2:00 P.M. on April 16, 2021, and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Cynthia Salas, City Secretary

Council minutes: 05-10-2021

Approved: 05-18-2021

3. Approval of Gwin Grimes for Animal Advisory Board - representing Humane Society Position. (E. Zimmer, City Manager)



**CITY OF ALPINE
ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE**

Qualities that make a great board member:

- A genuine interest in improving life for Alpine residents
- Knowledge of or a willingness to learn about the subject area
- Knowledge of or a willingness to learn local governance rules and norms
- Openness to new ideas
- Considers volunteer service important and worthy of a reasonable time commitment

What the City should provide to board members:

- Clear guidance about expectations for attendance and time contribution
- Clear guidance about rules governing public boards (open meetings and open records requirements)
- Organization chart of City staff with contact information
- Role in the budget process
- Designated staff liaison who regularly reports on meetings to supervisor

Board Chairperson:

- Understands board charter
- Works with the City staff liaison person to coordinate meeting agendas
- Engages board members with calls or follow-up to make sure they can attend the meetings (i.e. quorum)
- Follows up with City Manager and members of City Council to ask questions and get support as needed.

* **First Name**

Gwin

* **Last Name**

Grimes

* **Street Address**

210 S. Berkley St.

* **City**

Alpine

* **State**

TX

* **Zip**

79830

* **Email Address**

gwingrimes@gmail.com

* **Phone**

8172438974

* **Occupation**

Librarian

* **How long have you been a resident of or involved with Alpine?**

8 years residency; property owner since 2010

* **Are you a qualified voter of the City of Alpine?**

☒ Yes
☐ No

* Board or Commission you have interest in serving on:

Animal Advisory Board

* Please provide brief background information about yourself, including education, work experience, and any special qualifications you have for serving on this board/commission:

I have been a financial supporter of Alpine Humane Society since 2016, and adopted my two dogs from the Alpine Animal Services shelter. I have been a volunteer for both for about four years. I have fostered shelter dogs prior to transport; photographed or assisted photographing adoptable pets at the shelter; volunteered during pet adoption days at various locations around Alpine; and have raised funds for shelter improvements. I have served as treasurer of the Alpine Humane Society for the past three years. Most recently, I participated in the Dogs Playing for Life playgroup training at the shelter.

Please state why you wish to service the City of Alpine as a member of a board or commission:

I want to represent the Alpine Humane Society on the Animal Advisory Board in order to facilitate and strengthen AHS' longstanding relationship with the shelter.

* Do you receive any compensation from the City of Alpine or are there any potential conflicts of interest if you serve the City of Alpine?

☐ Yes
☒ No

* Do you currently, or have you in the past served the City of Alpine?

☒ Yes
☐ No

If yes, in what capacity?

I served on the Keep Alpine Beautiful board as an active volunteer. I spent many hours working on community clean-ups, electronics recycling, promoting Keep Alpine Beautiful, and donating/raising funds for recycling/beautification efforts.

How long?

2016-18

If yes, please explain:

* * *

I, the applicant for this *Boards & Commissions Application*, certify that the information contained in this application is true, correct, and complete. I understand that, if selected, false statements reported on this applications may be considered sufficient cause for dismissal.

* Electronic Signature

Gwin Grimes

* Date

05/05/2021

Format: MM/DD/YYYY

* I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

☒ Option 1

4. Approval of Rick Stephens for P&Z At-Large Position. (C. Rodriguez, City Council)

5. Approval of Rick Stephens for Chairman of P&Z. (C. Rodriguez, City Council)

8. Information or Discussion items –

1. Discussion of a City street sign for Peach Tree Street also known as Quail Run. (S. Tandy, City Council)
2. Discussion regarding street repair timeline. (S. Tandy, City Council)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to 10 per meeting.) After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward in which they reside. Priority will be given to citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in, or own businesses or property in the City Limits of Alpine, will be allowed to speak if there is time available.)

1. Discuss, consider, and take appropriate action regarding the employment contract and most recent employee evaluations for: (J. Stokes, City Council)
 - a. City Manager - Erik Zimmer
 - b. City Secretary - Cynthia Salas
2. Discuss, consider, and take appropriate action to review and approve items to Auction and/or Donate from the City of Alpine. (E. Zimmer, City Manager)
3. Discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-05, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances. (C. Rodriguez, City Council)
4. Discuss, consider, and take appropriate action to approve Special Use Permit Application for: (E. Zimmer, City Manager)
 - a. Short Term Rental Special Use Permit for 406 & 408 Phelps St and 702 & 704 E Ave B. Owner of record is Jennifer Hatch.
 - b. Short Term Rental Special Use Permit for 105 E Lockhart Ave. Owner of record is Lockhart Hacienda LLC.
 - c. Short Term Rental Special Use Permit for 502 E Brown St. Owner of record is Emily Alexander.
 - d. Short Term Rental Special Use Permit for 708 Cactus St Owners of Record are Ruben & Paige Losoya.

1. Discuss, consider, and take appropriate action regarding the employment contract and most recent employee evaluations for: (J. Stokes, City Council)
 - a. City Manager - Erik Zimmer
 - b. City Secretary - Cynthia Salas

CONTRACT FOR CITY MANAGER PROFESSIONAL SERVICES

This Contract for City Manager Professional Services ("Agreement") is made and entered into this 3rd day of September, 2019 (the "Effective Date") by and between the **CITY OF ALPINE**, Texas, a home-rule municipal corporation, ("City"), and **ERIK M. ZIMMER** ("Manager"), to establish and set forth the terms and conditions of the employment of the Manager as the City Manager of the City.

W I T N E S S E T H:

WHEREAS, City desires to employ the services of Erik M. Zimmer as City Manager of the City of Alpine, pursuant to the terms, conditions and provisions of this Agreement;

WHEREAS, it is the desire of the City Council of the City (the "Council") to provide compensation and benefits, establish conditions of employment for, and to set the working conditions of, the Manager as provided in this Agreement;

WHEREAS, the Council desires to secure and retain the services of the Manager, to provide inducements for the Manager to accept employment as the Manager of the City and to remain in such employment, to encourage full work productivity by assuring the Manager's morale and peace of mind with respect to future security, and to provide a just means for terminating the services of the Manager at such time as the Manager may be unable to satisfactorily discharge the duties of office, or when the Council may otherwise desire to terminate the employment of the Manager;

WHEREAS, except as otherwise specifically provided herein, the Manager shall have and be eligible for the same benefits as are provided to all non-public safety employees of the City; and

WHEREAS, the Manager has agreed to accept employment as the City Manager of the City, subject to and on the terms, conditions and provisions agreed to and set forth in this Agreement;

NOW, THEREFORE, in consideration of Manager accepting employment with the City, and other good and valuable consideration, including the mutual covenants herein contained, the City and the Manager hereby contract, covenant and agree as follows:

Section 1. Duties. The Council hereby employs the Manager as the chief executive and administrative officer of the City to perform the duties and functions specified in the City Charter, this Agreement, and as the Council shall, from time to time, assign to the Manager consistent with the intent of this Agreement. The Manager shall report for work, and the duties and employment of the Manager shall commence on, Tuesday, the 3rd day of September, 2019 (the "Commencement Date").

Section 2. Term. The term of this Agreement shall begin on the Commencement Date and continue in effect indefinitely as outlined in the City of Alpine Charter. The Manager shall serve at the pleasure of the Council and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Council, or the Manager, to terminate the services of the Manager at any time, subject only to the provisions set forth hereinafter in Section 13.

Section 3. Salary. City agrees to pay the Manager an annual base salary, which salary shall initially be \$145,000.00 payable in installments at the same time as other employees of the City are paid. City agrees to re-evaluate compensation after 12 months of employment. City further agrees to increase the base salary and other benefits of the Manager annually in such amounts and to such extent as the Council determines desirable, and, absent any action by the Council, the base salary of the Manager will be increased annually by a percentage amount equal to the average percentage wage increase budgeted for the department heads.

Section 4. Disability and Retirement Benefits. The Manager shall be covered and governed by the same retirement system as are all other employees. Retirement contributions shall be paid as required by the retirement system's plan documents. If the Manager retires pursuant to a qualified retirement plan or is permanently disabled during the Term, the Manager shall be compensated for up to thirty (30) days of sick leave and twenty-one vacation leave days, then accrued to the Manager, and, at the Manager's option, shall be permitted to continue to participate in the City's health insurance plan on the same basis as other retirees from the City are permitted to do so, or, if such other retirees are not permitted to do so, at the cost of the Manager.

Section 5. Insurance. The Manager shall be covered by the same health, dental, vision, life and disability insurance plans as all other employees, or such plans that are available through City and selected by the Manager. The coverage shall be in full force and effect September 3, 2019 including no waiting period for pre-existing conditions. The multiple, type of policy and policy terms will be pursuant to the same policies and conditions as are available to the other employees of the City. The Manager shall designate the beneficiary of such policies.

Section 6. Automobile. The Manager's duties require the Manager to have the exclusive and unrestricted use, at all times during the Manager's employment with City, of a fully equipped automobile and a mobile phone. The City will either provide a vehicle to the City Manager through its' vehicle lease program or pay the Manager a car allowance in the amount of \$600.00 per month, for his use of his personal vehicle in the conduct of City business, and such monthly allowance shall cover any and all costs payable by the City associated with the operation and use of the vehicle, including, but not limited to, capital costs, operation, maintenance and insurance. The City shall further provide the Manager with a City-issued cellular telephone, for the Manager's use for both personal and business purposes.

Section 7. Vacation, Sick and Military Leave. Vacation, Sick and Holiday leave will begin accruing immediately upon commencement of employment and the City Manager's previous work time from November 2013 through September 2017 will be bridged for vacation and sick leave calculation purposes. All other provisions of the City Charter and Code of Ordinances, and

regulations and rules of the City, relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Manager as they would to other employees of City, in addition to and benefits enumerated specifically for the benefit of Manager except as herein provided; provided that, in the event of termination or retirement, Manager shall not be compensated for more than 21 days of accrued vacation and 30 days of accrued sick leave.

Section 8. Professional and Civic Development. The City will budget and pay for such civic and professional membership dues and subscriptions of Manager necessary for the Manager's continuation and participation in national, regional, state and local associations and organizations necessary and desirable for the Manager's continued professional participation, growth and advancement, and for the good of the City and that are approved by the City Council. Developing and maintaining professional association contacts and standing provide the City access to valuable resources, and the reasonable participation and attendant travel by Manager as provided for in the annual budget will be a part of the Manager's duties. The memberships shall include membership in the International City/County Management Association, the Texas City Management Association, and the local chapter of the local chapter of the Kiwanis.

Section 9. Business Expenses. Certain expenses of a non-personal and job-related nature will necessarily be incurred by the Manager in the performance of the Manager's duties. The City will pay or reimburse such business expenses, and the Finance Director is authorized to disburse such monies (based on Council approval) upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits. The City will also pay the full cost of any bond, if any, required by the City to be made by the Manager.

Section 10. Relocation Expenses. N/A

Section 11. Indemnification. City shall defend, save harmless and indemnify Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Manager's duties as City Manager, and shall obtain and keep in full force and effect liability insurance, or risk pool coverage, including errors and omissions coverage, in sufficient amounts to assure accomplishment or such hold harmless and indemnification. City will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 12. Hours of Work. It is recognized the Manager is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of the City. The Manager acknowledges the proper performance of the duties of the City Manager of the City will require the Manager to generally observe normal business hours and will also often require the performance of necessary services outside of normal business hours. The Manager agrees to devote such additional time as is necessary for the full and proper performance of the Manager's duties and that the compensation herein provided includes compensation for the performance of

all such services. However, the City intends that reasonable time off be permitted the Manager, such as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City Manager.

The Manager will devote full time and effort to the performance of the duties of the City Manager of the City, and shall remain in the exclusive employ of the City during the Term of this Agreement; provided that, with the prior consent of the Council, the Manager may accept temporary, outside professional consulting work which will not in anyway limit the performance of, or the Manager's availability for, the Manager's duties. The term "employed" shall not be construed to include occasional teaching or consulting performed on the Manager's time off.

Section 13. Termination and Severance Pay. In the event Manager is terminated by the Council before expiration of the aforesaid term of employment and during such time that Manager is willing and able to perform his duties under this agreement, then in that event City agrees to pay Manager a lump sum cash payment equal to the Manager's full salary and benefits for a period of six (6) months; and provided further, however, that, not-with-standing the foregoing, in the event Manager is terminated because of his: (a) conviction for a misdemeanor involving official misconduct, moral turpitude or personal gain, or any felony; (b) misappropriation of money in a special fund created by the municipality under Section 101.004, Texas Local Government Code; or (c) intoxication while on duty caused by drinking an alcoholic beverage or use of illicit drugs, then, in that event, City shall have no obligation to pay the aggregate severance sum designated in this Section 13.

In the event City at any time during the term of this agreement reduces the salary or other financial benefits of Manager in a greater percentage than an applicable across-the-board reduction for all department heads of City, or in the event City refuses, following written notice, to comply with any other provision benefitting Manager herein, or the Manager resigns following a suggestion, whether formal or informal, by a majority of Council that he resign, then, in that event, Manager may, at his option, be deemed to be "terminated" at the date of such reduction or such refusal to comply within the meaning and content of the herein severance pay provision.

If the Manager voluntarily resigns his position with City, he shall give the City at least thirty (30) days notice in advance, unless the parties otherwise agree.

Section 14. Performance Evaluation. The Council shall review and evaluate the performance of the Manager at least once annually in advance of Manager's anniversary hire date. The review and evaluation shall be in accordance with specific criteria developed jointly by City and Manager. The criteria may be added to or deleted from as the Council may from time to time determine, and Council shall provide Manager with a summary written statement of the Council's findings and provide an adequate opportunity for the Manager to discuss his evaluation with the Council.

The Council and Manager shall annually define such goals and performance objectives which they determine necessary for the proper operation of the City and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

Section 15. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) City: City of Alpine
Attn: Mayor
100 N. 13th St.
Alpine, TX 79830

(2) Manager: Erik M. Zimmer
510 N. 2nd Street
Alpine, TX 79830

Alternative, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 16. General Provisions.

A. The text herein shall constitute the entire agreement between the parties.

B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Manager.

C. This agreement shall become effective commencing on the Effective Date, and the Manager shall report for work on September 3, 2019.

D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed and executed in its behalf by its Council, and duly attested by its City Secretary, and the Manager has signed and executed this Agreement, both in duplicate, the day and year first above written.

City of Alpine, Texas

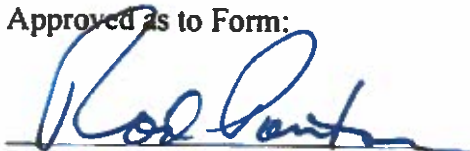

Andres 'Andy' Ramos, Mayor

ATTEST:

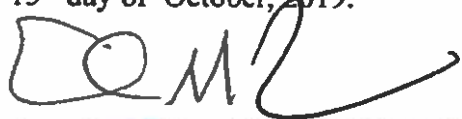

Cynthia Salas, City Secretary

(Seal)

Approved as to Form:


Rod Ponton, City Attorney

AGREED TO AND ACCEPTED this the 15th day of October, 2019.


Erik M. Zimmer

2. Discuss, consider, and take appropriate action approving Resolution 2021-05-15 authorizing the City of Alpine to participate in the Texas Department of Transportation's Transportation Alternatives Set-Aside Program. (E. Zimmer, City Manager)

To: City of Alpine Mayor and City Council Members

Re: PUBLIC HEARING for TX-DOT, Transportation Alternatives Set-Aside (TASA) program funds & Draft Resolution #2021-05-xx

Date: May 18, 2021

Honorable Mayor & City Council-

Per Texas Department of Transportation, Transportation Alternatives Set-Aside program regulations, the City of Alpine must hold an official Public Hearing to allow for any public comments on the TASA funding and proposed projects, including a Notice of Public Hearing posted in the official newspaper of record at least 72-hours prior to the Public Hearing date. City of Alpine posted notice of Public Hearing in the Alpine Avalanche on May 13, 2021.

The accompanying Resolution for this Public Hearing item will be presented to Council on May 18, 2021 in the Action Items section of the meeting agenda.

Please find all supporting documentation for the Public Hearing within the Council Packet.

Sincerely,

A handwritten signature in black ink that reads "Marcia J. Tuck". The signature is written in a cursive, flowing style.

Marci Tuck, AICP

Grant Writer,

City of Alpine

Prepared for: City of Alpine, City Council Meeting

Agenda Item:

Discuss, consider and take action regarding RESOLUTION 2021-05-xx regarding the TX-DOT- Transportation Alternative Set-Aside funding program

Prepared by: Marci Tuck, Grant Writer

Meeting Date: May 18, 2021

PROJECT DESCRIPTION:

- **More sidewalks, shared-use pathways, and cross-walk/intersection markings for additional, and safer walkability and connectivity throughout Alpine.**
- TX-DOT's TASA program is offered every other year, so the next funding cycle will not be until 2023.
- City of Alpine has developed a three-phase plan addressing key connectivity gaps within the City, focusing on safe routes to schools and cross-town accessibility.
- **PHASE I: Completing Safe Routes to Schools Connectivity (*THIS APPLICATION CYCLE*)**
 - Close sidewalk gap from Elementary School, to Montessori School to existing SRTS infrastructure.
 - Create sidewalk and Shared-Use Pathway along 2nd St./Fighting Buck and Brown Street from downtown to High School, linking up with TxDOT's SUP around Kokernot Park.
 - Close sidewalk gaps along Gallego St. on the south side of town, connecting parks, crossing major connector routes to the north side of town (and schools).
- **PHASE II: Sul Ross Avenue Share-Use Pathway**
 - Create a 1.5-mile SUP along Sul Ross Avenue from the Middle School campus on the west to the Sul Ross State University campus on the east.
 - Explore both on and off-road options, as the street right-of-way allows
- **PHASE III: Connecting North and South sections of Alpine**

- Create safe access across railroad crossing and TX-DOT highway intersection crossings at 11th Street, including sidewalks from Centennial Park/Lujan Ballfield to Sul Ross Avenue SUP.
- Create safe access across railroad crossing at 5th street, including sidewalks from Baines Park to Holland Ave. (US67/90 eastbound).
- Create safe access across railroad crossing and an improved TX-DOT highway intersection crossings at Neville Haynes Street, including sidewalks from Gallego Avenue to Sul Ross State University campus.
- Applying for \$2,000,000 for PHASE 1 improvements from the TX-DOT TASA program would **provide the City:**
 - **1.5 miles of new ADA accessible, 6-foot wide sidewalk plus 6-inch curbs, driveway ingress/egress, strategic striping,**
 - **0.8 miles of new 10' wide shared-use pathway**
 - **Two new pedestrian-friendly intersection crossings in key locations,**
 - **1.8 miles of new striping/painting to ensure safety of non-vehicular traffic throughout town**
- The TASA program requires a 20% match of City funds, or approximately \$400,000, which can be both cash and in-kind matches such as City staff time for project preparation work and administrative costs.

STAFF COMMENTS:

1. City of Alpine has not received any TASA-related funding since 2003, when sidewalks from the high school to the middle school were developed as part of the Safe Routes to School program.
2. The City/County of Presidio has received approximately \$8 million in sidewalk/pathway improvements over the past 8 years.
3. TxDOT staff has been very encouraging of our preliminary applications (these same three projects) as well as the overall approach to address city-wide walkability and accessibility needs throughout the City.
4. The 20% match requirement can be:
 - a. Met by using both cash as well as staff time,
 - b. Doled out over the three years allotted to fully implement the project improvements applied for in each funding cycle. [For example, if project start date is 10/1/2021, the City's 20% (\$400,000) will be spent over a three-year period from 10/1/2021-09/30/2024.]

5. The City of Alpine is in good standing with the TX-DOT funding programs from past projects. City Staff has spoken with TX-DOT program staff and the proposed projects (1A, 1B, 1C) described herein are in line with the program's intended purpose.

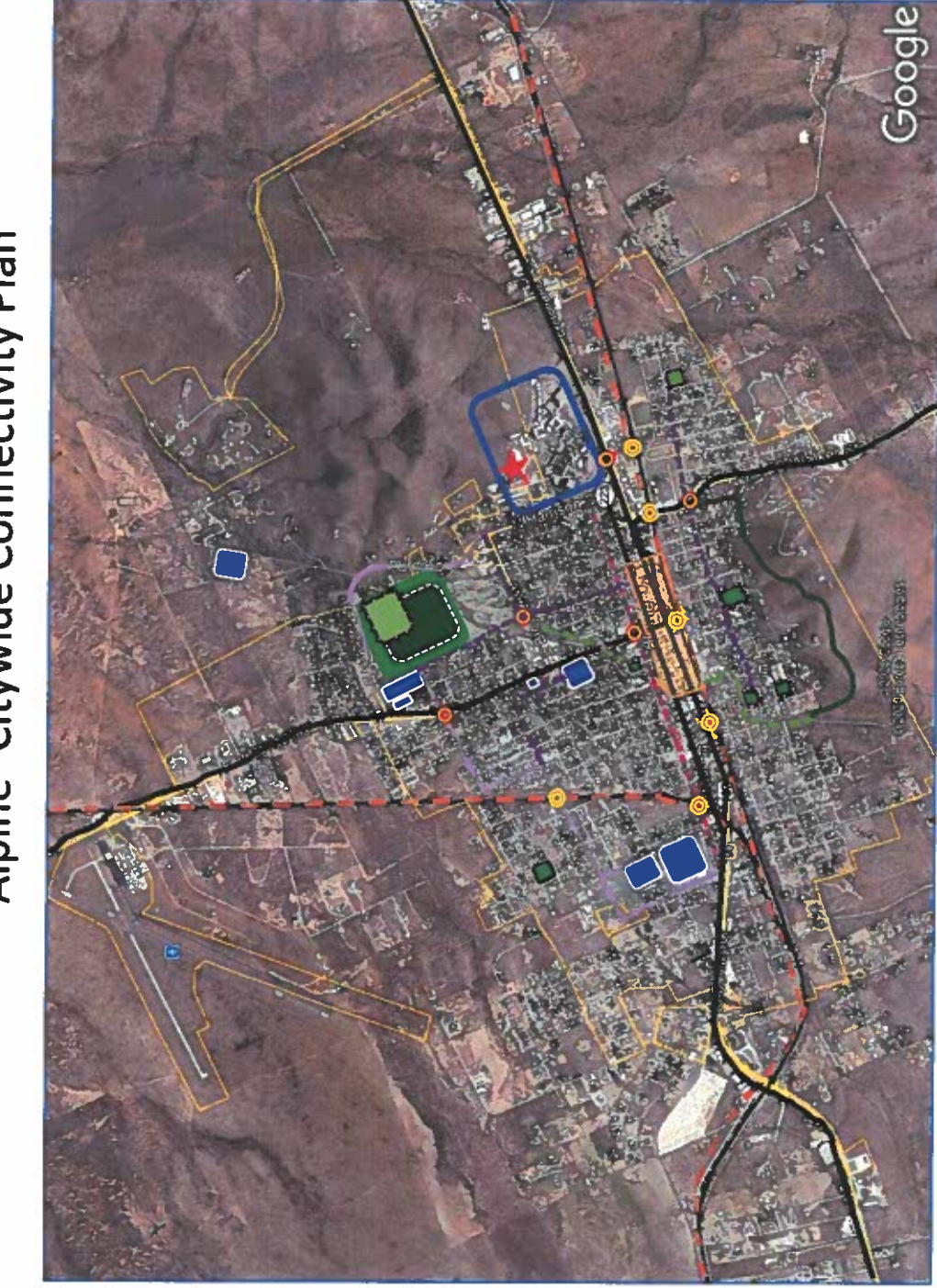
PUBLIC PARTICIPATION, APPLICATION PROCESS & NEXT STEPS:

- Ongoing- City staff requesting Letters of Support from AISD, Sen. Gutierrez and Rep. Morales
- May 12, 2021- City Parks Advisory Board discussed and made a recommendation regarding Council's support of this item.
- May 18, 2021 - Public Hearing & Resolution presented at regular Council meeting
- June 14, 2021 – Application deadline (online)

STAFF RECOMMENDATION:

City staff recommends that the Council approve this Resolution.

Alpine- Citywide Connectivity Plan



City of Alpine's Project Submission: PHASE I.a.



PHASE I: Completing Safe Routes to Schools Connectivity
a) *Close sidewalk gap from Elementary School, to Montessori School to existing SRTS infrastructure.*

From AES campus:

- 285 LF sidewalk (6' wide + 6" curb) on east side of 6th Street to Montessori campus
- 285 LF of sidewalk from Montessori campus to Del Rio Street.
- 4 blocks (1,175LF) of sidewalk from Del Rio/6th Street, along north side of street to N. 10th St.
- 10th Street /Del Rio meets up with TxDOT's existing SRTS improvements heading west on Del Rio to the Middle School campus.



City of Alpine's Project Submission: PHASE I.b.

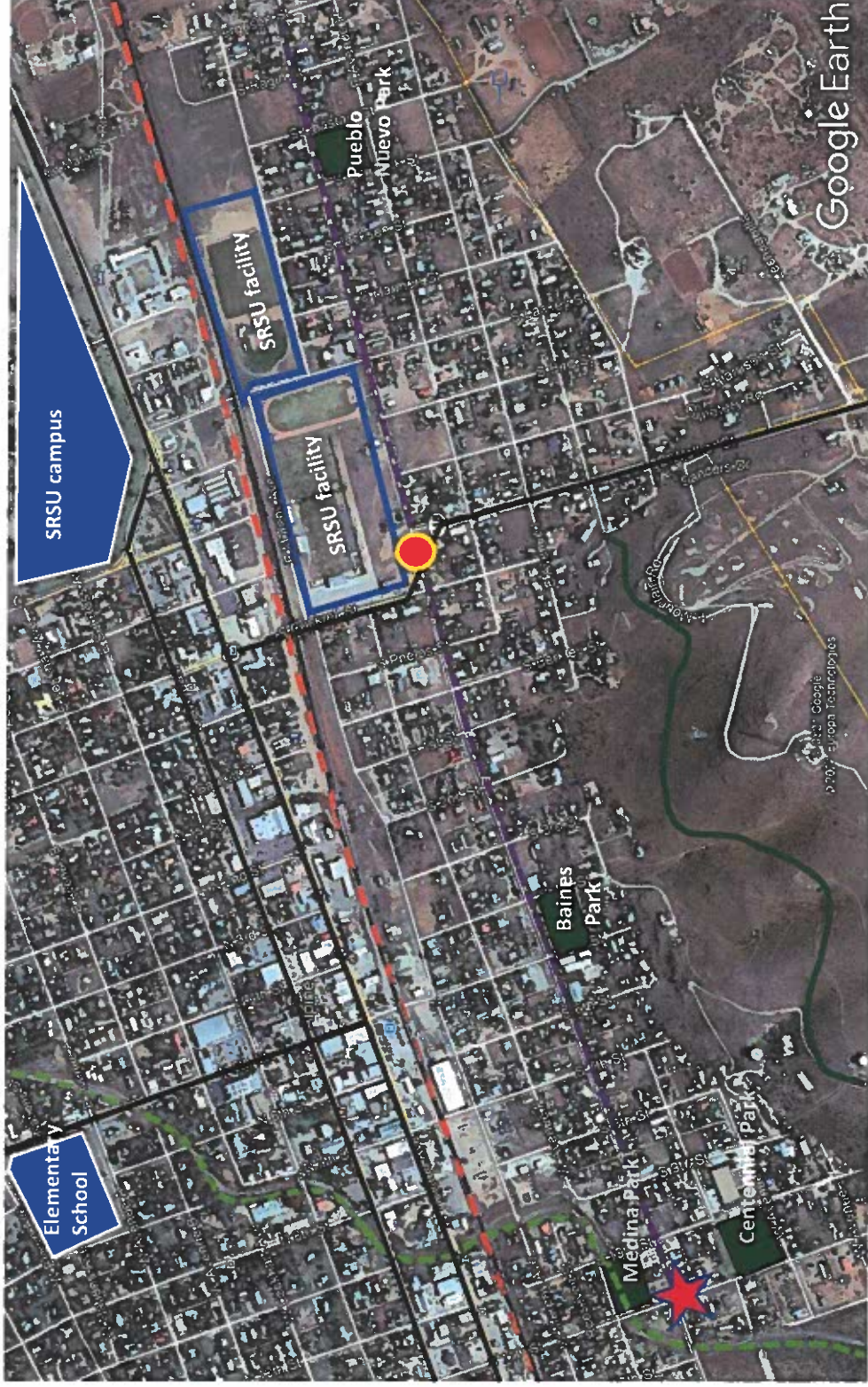
PHASE I: Completing Safe Routes to Schools Connectivity

b) Create sidewalk and Shared-Use Pathway along 2nd St./Fighting Buck and Brown Avenue from downtown to High School, linking up with TxDOT's SUP around Kokernot Park.

From Avenue E and 2nd Street:

- Approx. 1,575 LF of sidewalk (6' wide + 6" curb) along 2nd Street, from Avenue E to Brown Ave. on the east side of 2nd St.
- Approx. 780 LF of sidewalk from Brown/2nd to Brown/US-118 along south side of Brown Ave. Pedestrian bridge access over Alpine Creek already built. This segment connects to the Elementary School campus
- Approx. 3,000 LF of Shared-Use Pathway (5' off road, 10" wide SUP, striped) from 2nd/Brown Ave. to Hendryx Ave./Loop Rd. (High School Campus), along the east side Fighting Buck Ave. (2nd St) (widening the gravel path that runs along the golf course and Kokernot Park. This segment connects with TxDOT's SUP along Loop Rd.
- Approx. 1,100 LF of SUP from 2nd/Brown to private property (church), along the north side of the street (golf course)
- Approx 650 LF of sidewalk on Brown Ave. from private property (church) to Loop Rd, along north side of Brown Ave. This segment of the improvements connects the rest to TxDOT's SUP along Loop Rd.
- Brown Avenue and 2nd St./Fighting Buck Ave. BOTH function as arterial-category streets, connecting the university/park/high school/elementary school with other parts of town.
- The INTERSECTION of Brown Ave. & Fighting Buck/2nd St. needs to be addressed for pedestrian/bicycle/vehicle safety.

City of Alpine's Project Submission: PHASE I.C.



PHASE I: Completing Safe Routes to Schools Connectivity
 c) *Close sidewalk gaps along Gallego St. on the south side of town, connecting parks, crossing major connector routes to the north side of town (and schools).*

From Medina Park at 11th St. & Gallegos:

- 4,235 LF along Gallego Dr. from 11th St. to US-118 south needs to be striped and signed for safe usage of the existing sidewalks and road crossings.
- The intersection at US-118 south and Gallego St. needs to be addressed for safe use and crossing by pedestrians and bicycles, etc.
- 2,000 LF x 2 (both sides of street = 4,000 LF of sidewalk (6' + 6" curb) to be installed Gallego from Neville Haynes to Ferguson, connecting the western part of Gallego to the soon-to-be-developed Pueblo Nuevo Park and the neighborhood at the far east limits of the City.

City of Alpine
PHASE I- TASA Improvements
Cost Estimates (pending Engineer review)

PROJECT ELEMENT:	PHASE 1A			PHASE 1B			PHASE 1C		
	\$ Per/Unit	QTY	TOTAL \$	QTY	TOTAL \$	QTY	TOTAL \$	QTY	TOTAL \$
Sidewalks: (6' wide, with driveways + ADA sloped connectors)- SF	\$15/sf	10,470	\$ 157,050.00	18,030	\$ 270,450.00	24,000	\$ 360,000.00		
Curb & GUTTER (6" curb cap)- LF	\$25	1,745	\$ 43,625.00	3,005	\$ 75,125.00	4,000	\$ 100,000.00		
Shared Use Pathways (10'-wide concrete)- SF	\$12/sf	0	\$ -	41,000	\$ 451,000.00	0	\$ -		
Pedestrian/Vehicle Intersection safety issues (striping, rumble strips/crosswalks, signage, etc...	\$1,250/ea	0	\$ -	1	\$ 1,250.00	1	\$ 1,250.00		
Striping, signage, crosswalks /1,000LF	\$1,250/1,000LF	1,745	\$ 2,181.25	3,005	\$ 3,756.25	4,235	\$ 5,293.75		
SUBTOTALS =			\$ 202,856.25		\$ 801,581.25		\$ 466,543.75		
10%- Mobilization, demo, debris removal, traffic control, etc	10%		\$ 20,285.63		\$ 80,158.13		\$ 46,654.38		
20% - Design, Administration costs	20%		\$ 40,571.25		\$ 160,316.25		\$ 93,308.75		
TOTAL PROJECT ESTIMATE=			\$ 263,713.13		\$ 1,042,055.63		\$ 606,506.88		

THE STATE OF TEXAS
COUNTY OF BREWSTER

CITY OF ALPINE

RESOLUTION 2021-05-15

RESOLUTION AUTHORIZING THE CITY OF ALPINE TO PARTICIPATE IN THE TEXAS DEPARTMENT OF TRANSPORTATION'S TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM.

WHEREAS, the City of Alpine finds it in the best interest of the citizens of Alpine, that the City participate in the Texas Department of Transportation's (TX-DOT) Transportation Alternatives Set-Aside (TASA) program for the upcoming FY2022-2023 funding cycle;

WHEREAS, the City of Alpine has identified the need for increased walkability and improved connectivity throughout the City; and

WHEREAS, the City of Alpine estimates that the proposed improvements, divided into three separate projects as defined in MAPS 1A, 1B, and 1C (attached), will cost approximately \$2,000,000;

WHEREAS, the City of Alpine promotes maximizing local dollars, utilizing the TASA program's 80/20 match opportunity;

WHEREAS, the City of Alpine agrees to provide the required 20% in matching funds, in an estimated amount of up to \$400,000; and

WHEREAS, the City of Alpine agrees that in the event of loss or misuse of the TX-DOT Transportation Alternatives Set-Aside program funds, the City of Alpine assures that the funds will be returned to TX-DOT in full.

WHEREAS, the City of Alpine designates Erik Zimmer, City Manager, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The City of Alpine approves submission of three project grant applications for the Texas Department of Transportation's (TX-DOT) Transportation Alternatives Set-Aside program to provide funds to increase the walkability and connectivity throughout the City of Alpine.

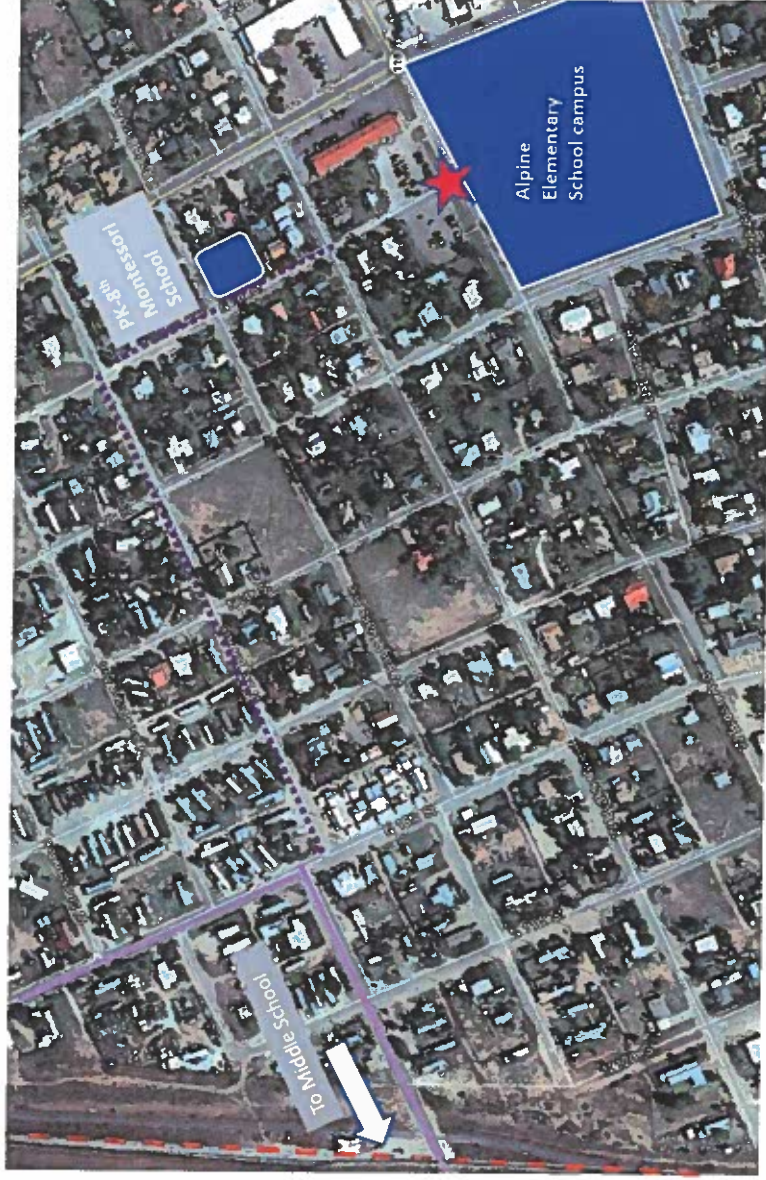
PASSED AND APPROVED THIS THE 18th DAY OF MAY, 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE.

ATTEST:

Andres "Andy" Ramos, Mayor
City of Alpine

Cynthia Salas, City Secretary
City of Alpine

City of Alpine's Project Submission: **PHASE I.a.**



PHASE I: Completing Safe Routes to Schools Connectivity
a) *Close sidewalk gap from Elementary School, to Montessori School to existing SRTS infrastructure.*

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City of Alpine's Project Submission: PHASE I.b.

PHASE I: Completing Safe Routes to Schools Connectivity

b) Create sidewalk and Shared-Use Pathway along 2nd St./Fighting Buck and Brown Avenue from downtown to High School, linking up with TxDOT's SUP around Kokernot Park.

From Avenue E and 2nd Street:

- Approx. 1,575 LF of sidewalk (6' wide + 6" curb) along 2nd Street, from Avenue E to Brown Ave. on the east side of 2nd St.
- Approx. 780 LF of sidewalk from Brown/2nd to Brown/US-118 along south side of Brown Ave. Pedestrian bridge access over Alpine Creek already built. This segment connects to the Elementary School campus
- Approx. 3,000 LF of Shared-Use Pathway (5' off road, 10" wide SUP, striped) from 2nd/Brown Ave. to Hendryx Ave./Loop Rd. (High School Campus), along the east side Fighting Buck Ave. (2nd St) (widening the gravel path that runs along the golf course and Kokernot Park. This segment connects with TxDOT's SUP along Loop Rd.
- Approx. 1,100 LF of SUP from 2nd/Brown to private property (church), along the north side of the street (golf course)
- Approx 650 LF of sidewalk on Brown Ave. from private property (church) to Loop Rd, along north side of Brown Ave. This segment of the improvements connects the rest to TxDOT's SUP along Loop Rd.
- Brown Avenue and 2nd St./Fighting Buck Ave. BOTH function as arterial-category streets, connecting the university/park/high school/elementary school with other parts of town.
- The INTERSECTION of Brown Ave. & Fighting Buck/2nd St. needs to be addressed for pedestrian/bicycle/vehicle safety.

City of Alpine's Project Submission: PHASE I.C.



PHASE I: Completing Safe Routes to Schools Connectivity
c) Close sidewalk gaps along Gallego St. on the south side of town, connecting parks, crossing major connector routes to the north side of town (and schools).

From Medina Park at 11th St. & Gallegos:

- 4,235 LF along Gallego Dr. from 11th St. to US-118 south needs to be striped and signed for safe usage of the existing sidewalks and road crossings.
- The intersection at US-118 south and Gallego St. needs to be addressed for safe use and crossing by pedestrians and bicycles, etc.
- 2,000 LF x 2 (both sides of street = 4,000 LF of sidewalk (6' + 6" curb) to be installed Gallego from Neville Haynes to Ferguson, connecting the western part of Gallego to the soon-to-be-developed Pueblo Nuevo Park and the neighborhood at the far east limits of the City.

3. Discuss, consider, and take appropriate action to review and approve items to Auction and/or Donate from the City of Alpine. (E. Zimmer, City Manager)

Mayor and City Council,

18 May 2021

Re: Auction Items

Mayor and City Council,

There are two lists provided in the packet. We will need approval from Council to auction these items off to the general public.

These items are no longer being actively used by city personnel.

The first list is a vehicle list containing 19 items. The last item is an old suburban that is out at the wastewater treatment plant. We have an individual in the community that has been asking about this vehicle for years now and we are recommending donating it to him. There is little/no value to that particular item.

The second list is non-vehicle and mostly office type items. As noted at the bottom of that page, most of these items will be sold off in 'lots' to have enough value for someone to bid on them. There is a donation item on this list (chain link fence) that was discussed at the May 4, 2021 City Council meeting. There is also a destruction item on this list (body armour) - which is required as part of the disposal of that asset.

We will utilize Purple Wave Auction to help drive more bids for the auction. We will also advertise on the local radio, newspaper, city website and city social media feeds.

Please let me know if you have any questions,

Thank you,
Erik Zimmer, City Manager

YEAR	MAKE	MODEL	VIN	DEPT	ASSET #	DISPOSAL REQUEST	NOTES
2009	DODGE	CHARGER		2793 APD		AUCTION	COUNCIL APPROVED 10/2019
2000	CHEVROLET	SILVERADO		3055 GAS	642	AUCTION	COUNCIL APPROVED 10/2019
1991	CHEVROLET	C3500		5105 STREETS	43	AUCTION	COUNCIL APPROVED 10/2019
1992	FORD	F-350		7242 STREETS	46	AUCTION	COUNCIL APPROVED 10/2019
2001	FORD	F-350 SUPER		2076		AUCTION	COUNCIL APPROVED 10/2019
2008	FORD	F-250 SUPER		4838 STREETS	88	AUCTION	COUNCIL APPROVED 10/2019
2008	FORD	F-250 SUPER		6227 PARKS	89	AUCTION	COUNCIL APPROVED 10/2019
1997	CHEVROLET	K2500		8476		AUCTION	COUNCIL APPROVED 10/2019
1987	CHEVROLET	SILVERADO		0619		AUCTION	COUNCIL APPROVED 10/2019

1975	FORD	TRACTOR		G3720		AUCTION	
2000	FORD	F-350 SUPER		2076 STREETS		AUCTION	
1999	CHEVROLET	2500		7588 STREETS	72	AUCTION	
1993	FORD	DUALY		6503 STREETS	48	AUCTION	
2004	FORD	EXPLORER		4614 STREETS		AUCTION	
2001	FORD	EXCURSION		4975 APD		AUCTION	
2011	CHEVROLET	CAPRICE		1198 APD	1212	AUCTION	
2010	DODGE	CHARGER		7808 APD	1208	AUCTION	
1998	GMC	3500		9064 APD		AUCTION	
1984/86	CHEVROLET	SUBURBAN	UNKNOWN	FIRE		DONATE TO BILL APPEGATE	At wastewater treatment plant

Vehicles will be auctioned individually

4. Discuss, consider, and take appropriate action on the first reading of Ordinance 2021-05-05, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances. (C. Rodriguez, City Council)

**STATE OF TEXAS
CITY OF ALPINE**

COUNTY OF BREWSTER

ORDINANCE 2021-05-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 23 – CITY COUNCIL, ARTICLE II – RULES OF PROCEDURE TO THE ALPINE CODE OF ORDINANCES; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Alpine has cause in its legislative pursuit to amend the rules and procedures that govern open meetings of the City Council; and

WHEREAS, the current ordinance for governing rules and procedure requires an update to better align with values of the City; and

WHEREAS, it is deemed by the City Council of the City of Alpine to be in the public interest to update and enhance regulations regarding City Council meeting Rules & Procedures.

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

**SECTION I
FINDINGS OF FACT**

All of the premises attached in the form here to described as Exhibit “A” are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II
CUMULATIVE CLAUSE**

This ordinance shall be cumulative of all provisions of the City of Alpine, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

**SECTION III
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**SECTION IV
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**SECTION V
EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND ADOPTED THIS 1ST DAY OF JUNE 2021 BY THE CITY COUNCIL OF THE
CITY OF ALPINE, TEXAS.**

INTRODUCTION AND FIRST READING

MAY 18, 2021

SECOND AND FINAL READING

JUNE 1, 2021

ATTEST:

**Andres “Andy” Ramos, Mayor
City of Alpine**

**Cynthia Salas, City Secretary
City of Alpine**

APPROVED AS TO FORM:

**Sandy Wilson, City Attorney
City of Alpine**

EXHIBIT "A"

Secs. 23-1—23-20. - Reserved.

ARTICLE II. - RULES OF PROCEDURE^{III}

Footnotes:

--- (1) ---

Editor's note— Ord. No. 2015-7-01, adopted Sept. 1, 2015, amended former Art. II, §§ 23-21, 23-22, in its entirety to read as herein set out. Former Art. II pertained to similar subject matter and derived from Ord. No. 2003-7-11, 9-15-03; Ord. No. 2004-9-4, 9-20-04; Ord. No. 2005-9-25, 11-1-05; Ord. No. 2006-6-7, 7-18-06; Ord. No. 2006-6-8, 7-18-06; Ord. No. 2007-06-01, Exh. A, 7-3-07; Ord. No. 2008-07-01, Exh. A, 7-15-08; Ord. No. 2009-11-03, Exh. A, 12-8-09; Ord. No. 2012-01-01, Exh. A, 2-14-12; Ord. No. 2014-8-01, 9-2-14.

Sec. 23-21. - Meetings.

- (a) All regular city council ("council") meetings ("meeting(s)") shall normally be held at **2:00 5:30** p.m. at Council Chambers, 803 W. Holland, Alpine, Texas on the first and third Tuesdays of every month, except December when only a first Tuesday meeting shall be held. Special council meetings may be held when necessary for the transaction of the business of the city, shall normally be held at **2:00 5:30** p.m. at Council Chambers as above, and may only be called by written request from the mayor or three councilmembers, using the form adopted by resolution, if possible; this request may be circulated by any councilmember. Posting proper notice may change the location or time, or part or all of any meeting. All unfinished meetings shall recess no later than completion of the agenda item pending at 9:00 p.m., unless by motion and majority vote the council decides to continue the meeting; meetings shall be recessed under the following conditions:
 - (1) If any of the five councilmembers present cannot attend the next day to reconvene, the meeting must adjourn, unless all the councilmembers who cannot attend the next day give permission to recess.
 - (2) If recessed, the meeting shall be reconvened in the same place, at the same time, and on the next day, unless by motion and majority vote the council decides to set a different time and/or place.
- (b) The mayor shall, with three councilmembers, constitute a quorum; if the mayor is absent, four councilmembers shall constitute a quorum. All rulings from the mayor or mayor pro tem on procedural or substantive matters shall be subject to appeal and reversal by motion and majority vote of council at any time. The mayor or the mayor pro tem may vote only in the case of a tie, on any meeting agenda ("agenda") item ("item(s)").
- (c) In order to ensure clarity about the position of each councilmember during a vote, the mayor or mayor pro tem shall ask for a positive statement for those in favor of a motion by stating "aye" or raising of their hand, those not in favor of a motion by stating "nay" or raising of their hand, and those who abstain from voting by stating "abstain" or raising of their hand.
- (d) The mayor or mayor pro tem shall preside with fairness and impart maintaining absolute neutrality by posture, demeanor, action and language during all meetings. The mayor shall not:
 - (1) Restrict orderly speech, in any way, of any councilmember's or city manager's presentation of any item.
 - (2) Restrict orderly speech, in any way, of any councilmember's or city manager's discussion of any item.
 - (3) At the written request of any councilmember or the mayor, the department heads of finance, public works, ~~gas~~ and utilities, along with the police chief, shall attend meetings until dismissed by a majority vote of the council under Item B or any subsequent item in the order of business, or until the meeting is adjourned. The specific topic the department head needs to address should be included in the written request. Citizens or anyone attending a meeting shall be given an opportunity to ask questions on the specific topic before city staff are dismissed.
- (e) The mayor, any councilmember, or the city manager ("manager") may place items on any meeting agenda ("agenda"), ~~using the form adopted by resolution if possible~~ **by submitting their request in writing to the city**

manager or city secretary. All resolutions or ordinances require sponsorship by a councilmember or the city manager. The manager is responsible for the preparation of the agenda, but may not alter submitted items without permission of the submitter. The submission deadline for all meetings is 5:00 p.m. The last submission day is Wednesday before regular meetings, or the sixth day before special meetings.

- (1) Items shall indicate the requestor's name and sufficient explanation so that any citizen can understand the substance of the item.
 - (2) Presentations to be made during: presentations, public hearings, information and discussion/action items must meet the submission deadline listed above. The only exceptions to this are the: city mayor, city attorney, city manager and city staff reports.
 - (3) Any item requiring financial expenditure by the city must identify the line item of the budget the expenditure will come from or the financing strategy to be utilized by the city or the future budget requirements. The city manager will be available (and make staff available) to help ~~put~~ assemble the back-up information together at the elected official's request.
 - (4) Information packets with back-up materials will be delivered to the mayor and city council members by 5:00 p.m. on the Friday prior to the council meeting.
 - (5) A redacted version of the packets, redacting all personnel or legal materials, will be available on the city website at least 24 hours prior to the scheduled meeting.
 - (f) Meetings are held pursuant to the provision of the Texas Open Meetings Act (V.T.C.A., Government Code ch. 551). Citizens desiring to address the city council, or express their opinion about a particular meeting agenda action item are limited to three minutes.
 - (g) Before a vote is taken on any item, the city secretary or designee shall read the written motion, and then shall ask whoever made the motion if the motion is correctly stated.
 - (h) Robert's Rules of Order may be generally followed for procedural matters. The council may adopt or revoke any specific rules of procedure at any time by resolution. Presiding officer of meeting must adhere to meeting rules/procedures. Councilmembers are allowed to call a point of order to facilitate the running of the meeting.
 - (i) Citizen comments after the meeting can be directed to their individual councilmember or the city manager.
 - (j) Written minutes, audio recordings, and video recordings shall be made of all meetings. The official minutes should reflect what was done, not everything that was said; and as a minimum shall include:
 - (1) The text of all main motions, as amended;
 - (2) The text of all "points of order" and "appeals", along with the reason given by the mayor or mayor pro tem for the ruling of them;
 - (3) The results of the vote, both as whether the motion was "adopted" or "lost" and as the way each councilmember voted.
 - (k) The council and the city attorney shall determine who may or may not attend executive sessions.
 - (l) In all matters before the council, including a vote to hire or to terminate a city manager, the mayor may only vote in the event of a tie owing to one or more absences and/or vacancies and/or abstentions.
 - (1) The term "full city council" means the five city council members who may vote.
 - (2) Any matter requiring "a majority vote of the full city council" means such matter requires a vote of three members of the council in favor of said matter.
 - (3) No supermajority, of four votes out of five on the city council permitted to vote, in favor of hiring or terminating a city manager, is allowed by the Charter or is required.
- (Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-08-01, §§ 1—4, 9-17-19; Ord. No. 2019-12-03, 1-7-20)

Sec. 23-22. - Order of business.

The order of business for city council meetings ("meetings") is listed below, and all items shall be listed on all regular or special meeting agendas, even if not needed for a given meeting.

CITY OF ALPINE
REGULAR CITY COUNCIL MEETING
ANY DATE, ~~5:30~~ 2:00 P.M.

Notice is hereby given that the City Council of the City of Alpine, Texas will hold a meeting at ~~5:30~~ 2:00 P.M. on any date in the City Council Chambers at 803 West Holland and via Zoom Conference, in the City of Alpine, Texas. Meeting login details may be found at www.cityofalpine.com for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act (~~V.T.C.A., the Government Code~~ § Section 551.043, Texas Government Code).

~~PUBLIC NOTICE—THE USE OF CELLULAR PHONES AND SOUND-ACTIVATED PAGERS ARE PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL.~~

Members of the Audience will be provided an opportunity to address the Council on any agenda item after determination of quorum and proof of notice of the meeting. Zoom meeting guidelines and procedures may be found on the city website. Remarks will be limited to a total of 3 minutes per person. Please speak into the microphone located at the podium and state your name and address for in person attendance. When addressing the Council, please introduce yourself by first and last name and state aloud the Ward that you reside in or have business interest in. For public comments made by virtual attendance, please email your name and the Ward that you reside in or have business interest in to the meeting moderator at email@ci.alpine.tx.us. If you do not live or own property in the City please state that in your email. If you have a petition or other information pertaining to your subject, please ~~present~~ email it to the City Secretary beforehand at city.secretary@ci.alpine.tx.us. State law generally prohibits the Council from discussing or taking any action on any issue not included on the agenda, but, if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff. NO PERSONAL ATTACKS ON COUNCIL MEMBERS OR CITY STAFF WILL BE ALLOWED. The Mayor and/or City Council Members may call a Point of Order to stop Personal Attacks or meeting disruptions. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred ~~from speaking at future meetings.~~

AGENDA

1. Call to Order, ~~Invocation~~ and Pledge of Allegiance ~~to the Flag.~~
2. Determination of quorum and proof of notice of the meeting.
3. Public Comments (Limited to 3 Minutes ~~for each individual~~ per person).
4. Presentations, Recognitions and Proclamations.
5. Reports:
 - City Mayor's report.
 - City Attorney Report
 - City Manager report.
 - City Staff Updates.
6. Public hearings.
7. Consent agenda. (Minutes, financial reports, department written reports, board appointments, etc.)

Notice to the Public—The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a councilmember, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

8. Information ~~of~~ or discussion items.
9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to) 10 per meeting). After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward in which they reside. Priority will be given to Citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in or own businesses or property in the city limits of Alpine will be allowed to speak if there is time available.
10. Council members, comments and answers.
11. Executive session.
12. Action—Executive session.
13. Adjournment.

(Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-12-03, 1-7-20)

5. Discuss, consider, and take appropriate action to approve Special Use Permit Application for: (E. Zimmer, City Manager)
 - a. Short Term Rental Special Use Permit for 406 & 408 Phelps St and 702 & 704 E Ave B. Owner of record is Casa Blanca Quadruplex LLC.
 - b. Short Term Rental Special Use Permit for 105 E Lockhart Ave. Owner of record is Lockhart Hacienda LLC.
 - c. Short Term Rental Special Use Permit for 502 E Brown St. Owner of record is Emily Alexander.
 - d. Short Term Rental Special Use Permit for 708 Cactus St Owners of Record are Ruben & Paige Losoya.

- a. Short Term Rental Special Use Permit for 406 & 408 Phelps St and 702 & 704 E Ave B. Owner of record is Casa Blanca Quadruplex LLC.

To Cynthia Salas, City Secretary

Subject: Special Use Permit Application for Casa Blanca Quadruplex LLC

Date: May 7, 2021

We live at 709 East Lockhart Ave which is on the southeast corner of the block where Casa Blanca is located. We have only one objection. There is only one trash bin for the whole block which is located in the alley behind our home. I do not know why the trash bin was removed from the alley on the west side of the block by Casa Blanca but just one bin is not enough especially for a multi-unit property.

Jim and Deb Younghaus

A handwritten signature in cursive script, appearing to read "Jim Younghaus". The ink is dark and the signature is written on a light background.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 702 & 704 AVE B Property Owner Kiowa Sibley Phone (572) 653-1201
Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with Approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows Designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are Provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Inspected by: DAVID HALE TCFA INSPECTOR

Requires re-inspection _____

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light Fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner
- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☒ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to detective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to detective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Approved ☒

Date:

4.26.2021

Approved _____

Date: _____

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CASA BLANCA

March 23, 2021
City of Alpine
100 North 13th Street
Alpine, TX 79830

Dear City of Alpine,

I am submitting this letter as part of the Short-Term Rental Special Use Permit Application established by Ordinance 2021-01-01 and Resolution 2021-02-11.

My Short Term Rental is a four unit apartment complex called Casa Blanca located at the intersection of Phelps Street and East Avenue B. I currently rent three of the four apartments to visitors through Airbnb.

I began operating one apartment at my property as a short term rental through Airbnb in 2015. The unit performed very well so I decided to add two more apartment units (at the same property) to my listings. The property is perfectly designed for short term rental use because each apartment is 1BR/1BA and roughly 500 square feet with a private yard. Each unit has space for covered parking that is off the alley and out of site from the street.

I have been very happy with the quality of the guests who book my apartments through Airbnb and have found that the units are taken much better care of when rented short term rather than long term. In fact, I have only received one noise complaint during the six years that I have hosted on Airbnb which actually came from an Airbnb guest who was kept awake from the noise of one of my long term tenants at the time. This, coupled with the substantial damage that long-term tenants have done to my properties in the past, are the main reasons I converted the other two apartment units into short term rentals. I utilize the fourth apartment as my office.

I continuously invest much of the additional income I receive through these rentals into improving the property and maintaining the yard. Prior to my ownership of the property, many of the units sat vacant and the yard was not tended to. I have added fencing and gates as well as new gardens of antique roses and native plants. Additionally, my neighbors have been supportive of the rentals. Two neighbors regularly book the rentals to house their friends and family who come into town to visit.

I hope you will consider my application favorably.

Sincerely yours,



Kiowa Sibley-Cutforth

City of Alpine Short-Term Rental Special Use Permit Application Checklist

☒ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

☒ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable. *Special Payment Option*

Method of Payment: RESOLUTION 2021-02-11

☒ **Fire Inspection Appointment:** The operator will receive a call to schedule

Please complete and submit the following attached documents with your application

1. ☒ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ☒ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ☒ **Homeowner's Association Declaration:** See attachment
4. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ☒ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

For Building Services Use Only

Date Submitted: _____ Receipt No: _____

BLD Inspection: _____ Fire Inspection: _____

Approved: _____ Not Approved: _____

City of Alpine, Texas**Short-Term Rental Special Use Permit (STR-SUP) Application**

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☐ Owner Occupied ☐ Single Unit Non-Owner-Occupied ☒ Multi-Unit Non-Owner OccupiedExisting/New Structure: ☒ Existing Structure ☐ New Construction**PART 1. PROPERTY INFORMATION**Street address of property 704/702 E. Avenue B / 406/408 N. Phelps St.
Alpine, TX 79830Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)
Lot 9 + 10 Block 67 Addition Hancock "B"

Square footage of property 2,000 Number of Bedrooms & Units 5 bedrooms / 4 units Size of property lot

Present zoning district R-1 Proposed use of the property
Short-Term RentalZoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR**PART 2. PROPERTY OWNER INFORMATION**

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Casa Blanca Quadplex, LLC

Mailing address of property owner (cannot be P.O. Box)

309 N. 6th St.

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

512-653-1201

Email address of property owner

Ksibleycutforth@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Kiowa Sibley-Cutforth

Designated operator's physical address (must be located within 30 minutes of STR property)

309 N. 6th St. Alpine

City/State/Zip code of designated operator

Alpine, TX 79830

Telephone number of designated operator

512-653-1201

Email address of designated operator

Ksibleycutforth@gmail.com

PART 4. SUPPORTING DOCUMENTS**Please complete and submit the following attached documents with application**

1. ☒ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☒ **Homeowner's Association Declaration:** See attachment
3. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☐ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☐ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☐ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

- ☒ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.
- ☒ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.
- ☒ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- ☒ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

✓ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council, If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration, Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

✓ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

✓ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

✓ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

✓ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

Kiowa Sibley-Cutforth Kiowa Sibley-Cutforth
 Print Property Owners Name Property Owners Signature

The State Of _____
 County Of _____

Before Me _____ on this day personally appeared _____
 (Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

 Notary in And for State of Texas

 Print Property Owners Name Property Owners Signature

The State Of _____
 County Of _____

Before Me _____ on this day personally appeared _____
 (Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

 Notary in And for State of Texas



SHORT TERM RENTAL REGISTRATION

• New Registration or Change of Information?

- ☒ New Registration
☐ Change of Information

SECTION I: PROPERTY INFORMATION

• PROPERTY NAME

Casa Blanca

• STREET ADDRESS

702/704 E Avenue B and 406/408 N Phelps Street Alpine, TX 79830

Address, City, State, Zip

LEGAL DESCRIPTION

Lots Nine (9) and Ten (10), Block Sixty-seven (67), Hancock Addition 'B'

Addition, Block, Lot

• TOTAL NUMBER OF RENTAL UNITS

4

Number of separate rental units in building (capacity for multiple stays simultaneously)

SECTION II: OWNER INFORMATION

A. INDIVIDUAL OWNERSHIP

Please fill out this section if you own and operate the Short Term Rental (STR) individually and not through an officially established business. If you operate this STR through an established business, skip to section B. You are **REQUIRED** to fill out either Section A or Section B.

OWNER FIRST NAME

OWNER LAST NAME

PHONE

Ex. (123) 456-7890

MAILING ADDRESS

EMAIL

Address, City, State, Zip

B. CORPORATE OWNERSHIP

OWNERSHIP FORM

Other (Please Explain)

☐ Partnership

☐ Corporation

☒ LLC

☐ Other (Please Explain)

If you selected "other" under Ownership Form, please explain here.

BUSINESS NAME

Casa Blanca Quadruplex LLC

CONTACT FIRST NAME

CONTACT LAST NAME

PHONE

Kiowa

Sibley-Cutforth

5126531201

This is generally the business owner or manager

MAILING ADDRESS

EMAIL

309 N 6th Street Alpine, TX 79830

ksibleycutforth@gmail.com

Address, City, State, Zip

SECTION III: PROPERTY MANAGER

Fill out this section if you have a Property Manager who is different than the Owner

PROPERTY MANAGER FIRST NAME

PROPERTY MANAGER LAST NAME

PHONE

Ex. (123) 456-7890

MAILING ADDRESS

EMAIL

Address, City, State, Zip

TERMS OF ACCEPTANCE & SIGNATURE

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

* ELECTRONIC SIGNATURE

* Date

Kiowa Sibley Cutforth

03/01/2021

Please type your first and last name

Format: MM/DD/YYYY

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ New ☐ Change

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 702/704 E Ave B and 406/408 N. Phelps St.

Property Owner Name: Casa Blanca Condominiums, LLC Alpine, TX 79830

Local Representative:

Name: Kiowa Sibley-Cutforth Telephone: (512) 653-1201

Physical Address: 309 N. 6th St. Alpine, TX 79830 Email: ksibleycutforth@gmail.com

Mailing Address:

Same as physical address

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: _____ Date: _____

Property Owner's Signature: Kiowa Sibley-Cutforth Date: 3/1/21

REDACTED DL

CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

702/704 E. Ave B. And 406/408 N. Phelps St. Alpine, TX 79830
(Property Address)

Anna Sibley-Cutright
(STR Owners Signature)

Date: 3/1/21

CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE

☒ I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.


Property Owner's Signature

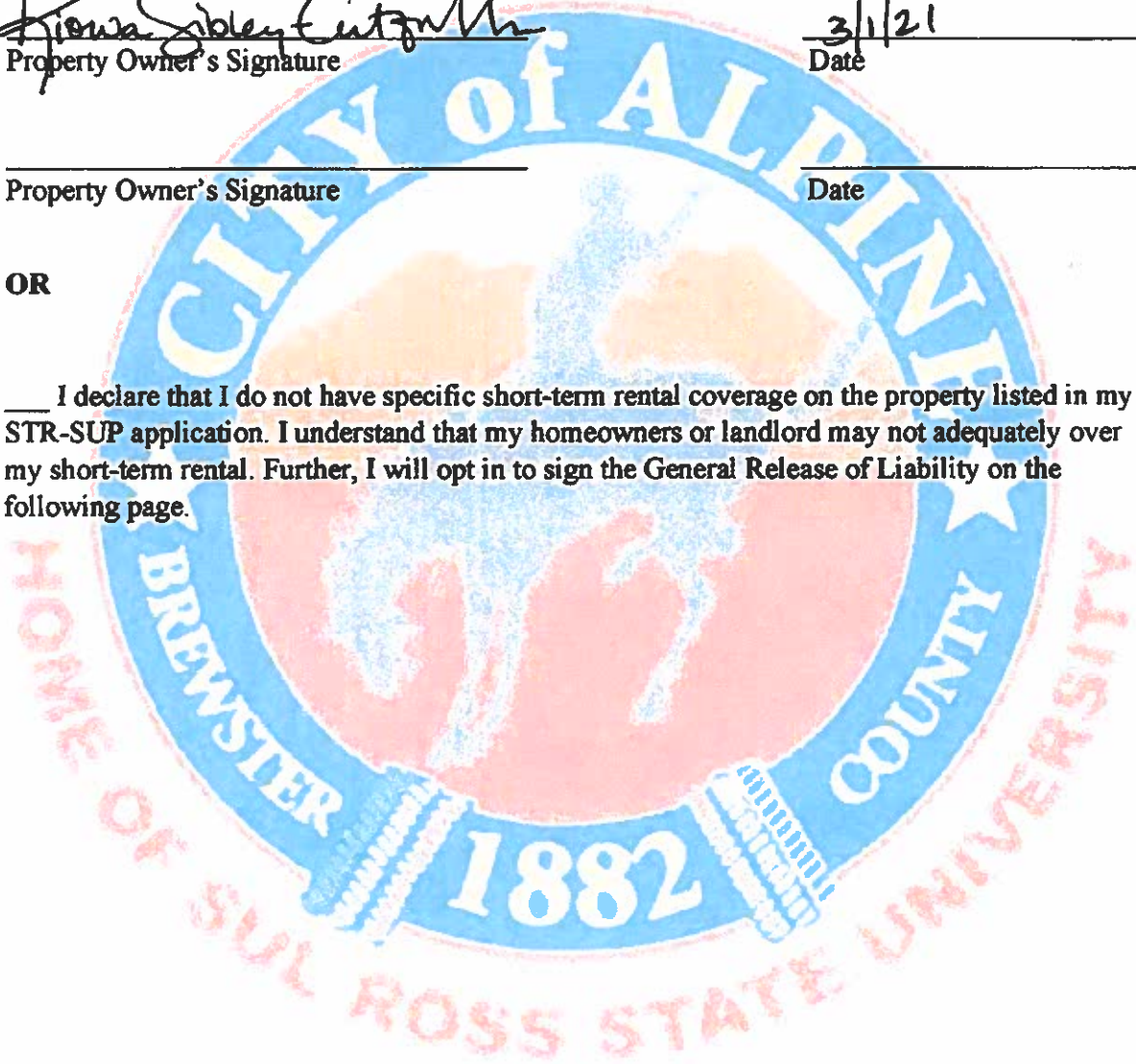
3/1/21
Date

Property Owner's Signature

Date

OR

____ I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



PROGRAM MANAGER
SEACOAST BROKERS OF TEXAS LLC
PO BOX 7378
HILTON HEAD ISLAND SC 29938

Dwelling Three® WITH Wind

CERTIFICATE DECLARATIONS
Renewal Policy No NF033TX0200218
Endt No 00 Yr 21
Policy Period
03/20/2021 to 03/20/2022


COMPANY
NATIONAL FIRE & MARINE INS CO
1314 DOUGLAS STREET, STE 1400
OMAHA NE 68102

AGENT BETHANY BROOKOVER
PHONE (381) 729-5414

(12:01 AM Standard Time) at Residence Premises

CONTRACT/UMR

NF010121

AGENCY NAME AND ADDRESS:		NAMED INSURED AND MAILING ADDRESS	
GSM INSURORS PO BOX 1478 ROCKPORT TX 78381		CASA BLANCA QUADRUPLEX LLC 309 N 6TH ST ALPINE TX 79830	
RESIDENCE PREMISES		SECTION I COVERAGES	
LOCATION OF RISK 406 & 408 Phelps		LIMIT OF LIABILITY	
COMPLEX NAME (if applicable)		COVERAGE A - DWELLING 150,000	
UNIT 406&408		COVERAGE C - PERSONAL PROPERTY 8,000	
CITY/ STATE/ ZIP Alpine TX 79830		COVERAGE D - LOSS OF USE / RENTS 8,000	
COUNTY Brewster		COVERAGE B - OTHER STRUCTURES 8,000	
MORTGAGEE INFORMATION		SECTION II COVERAGES	
LOAN NO	PAYOR: Insured	COVERAGE L - PERSONAL LIABILITY 1,000,000	
		COVERAGE M - MEDICAL PAYMENTS 5,000	
		DEDUCTIBLE(S) PER OCCURRENCE	
2nd MORTGAGEE INFORMATION		ALL OTHER PERILS \$2,500	
LOAN NO		WATER DAMAGE \$2,500	
		WINDSTORM & HAIL 3,000	
NAMED INSURED:		PREMIUM	
ADDITIONAL INSURED:		COVERAGE A - DWELLING 501.58	
		COVERAGE C - PERSONAL PROPERTY 20.06	
		OPTIONAL COVERAGES (if any) 658.72	
		SUB TOTAL 1,180.36	
		POLICY FEE 125.00	
		OTHER FEE 0.00	
FORMS AND ENDORSEMENTS MADE PART OF THIS POLICY AT TIME OF ISSUE		TAXABLE TOTAL 1,305.36	
NFPJ0119, SED420, DP00031202, NFD0119, LMMILDDPDL0117, AOSDP0719, DL24011202, RTODPDL0113, PPRCDP0719, WORDP0211, WSDP0211, WH0915, ALDL0716, DP04631202 (\$0), DP04951202 (\$30,000).		SURPLUS LINES TAX 0.0485 63.31	
		STAMPING TAX 0.00075 0.98	
		0.00	
UPON POLICY EXPIRATION, A 100% EARNED PREMIUM WILL APPLY. NO FLAT CANCELLATIONS.		0.00	
IN THE EVENT OF CANCELLATION THE POLICY FEE WILL BE FULLY EARNED.		TOTAL PREMIUM PAID \$ 1,389.66	
<p>This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of 4.85 percent tax on gross premium.</p>			
Signed By 		File Printed On 02/05/2021	
Correspondent: Brian Hover		Processing Date 02/05/2021	
Surplus Lines Broker: Brenda Arellano DeLeon			
1400 S Benton St, Big Spring, TX 79720			
Service of Suit Nominee: Counsel, Legal Department, National Fire & Marine Insurance Company, 1314 Douglas Street, Ste. 1400, Omaha, NE 68102			

PROGRAM MANAGER
SEACOAST BROKERS OF TEXAS LLC
PO BOX 7378
HILTON HEAD ISLAND SC 29938

Dwelling Three® WITH Wind

CERTIFICATE DECLARATIONS
Renewal Policy No NF033TX0200217
Endt No 00 Yr 21
Policy Period
03/20/2021 to 03/20/2022

COMPANY
NATIONAL FIRE & MARINE INS CO
1314 DOUGLAS STREET, STE 1400
OMAHA NE 68102

AGENT BETHANY BROOKOVER
PHONE (361) 729-5414

(12:01 AM Standard Time) at Residence Premises

CONTRACT/UMR

NF010121

AGENCY NAME AND ADDRESS:		NAMED INSURED AND MAILING ADDRESS	
GSM INSURORS PO BOX 1478 ROCKPORT TX 78381		CASA BLANCA QUADRUPLEX LLC 309 N 8TH ST ALPINE TX 79830	
RESIDENCE PREMISES		SECTION I COVERAGES	
LOCATION OF RISK	702 & 704 Ave B	COVERAGE A - DWELLING	235,000
COMPLEX NAME (if applicable)		COVERAGE C - PERSONAL PROPERTY	12,000
UNIT	702 & 704	COVERAGE D - LOSS OF USE / RENTS	12,000
CITY/ STATE/ ZIP	Alpine TX 79830	COVERAGE B - OTHER STRUCTURES	12,000
COUNTY	Brewster		
MORTGAGEE INFORMATION		SECTION II COVERAGES	
LOAN NO	PAYOR: Insured	COVERAGE L - PERSONAL LIABILITY	1,000,000
		COVERAGE M - MEDICAL PAYMENTS	5,000
		DEDUCTIBLE(S) PER OCCURRENCE	
2nd MORTGAGEE INFORMATION		ALL OTHER PERILS	\$2,500
LOAN NO		WATER DAMAGE	\$2,500
		WINDSTORM & HAIL	4,700
NAMED INSURED: ADDITIONAL INSURED:		PREMIUM	
		COVERAGE A - DWELLING	717.03
		COVERAGE C - PERSONAL PROPERTY	28.68
		OPTIONAL COVERAGES (if any)	902.16
		SUB TOTAL	1,847.87
		POLICY FEE	125.00
		OTHER FEE	0.00
FORMS AND ENDORSEMENTS MADE PART OF THIS POLICY AT TIME OF ISSUE		TAXABLE TOTAL	1,772.87
NFPJ0119; SE0420; DP00031202; NFD10119; LMMDDPDL0117; AOSDP0719; DL24011202; RTODPDL0113; ALCADP0510 [25Pct]; PPRCDP0719; WORDP0211; WSDP0211; WH0915; ALDL0716; DP04631202 [50]; MIG0919 [2%]; DP04951202 [530,000]		SURPLUS LINES TAX	0.0485 85.88
		STAMPING TAX	0.00075 1.33
			0.00
UPON POLICY EXPIRATION, A 100% EARNED PREMIUM WILL APPLY. NO FLAT CANCELLATIONS IN THE EVENT OF CANCELLATION THE POLICY FEE WILL BE FULLY EARNED.		TOTAL PREMIUM	1,860.18
		PAID	\$

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of 4.85 percent tax on gross premium.

Signed By
Correspondent:

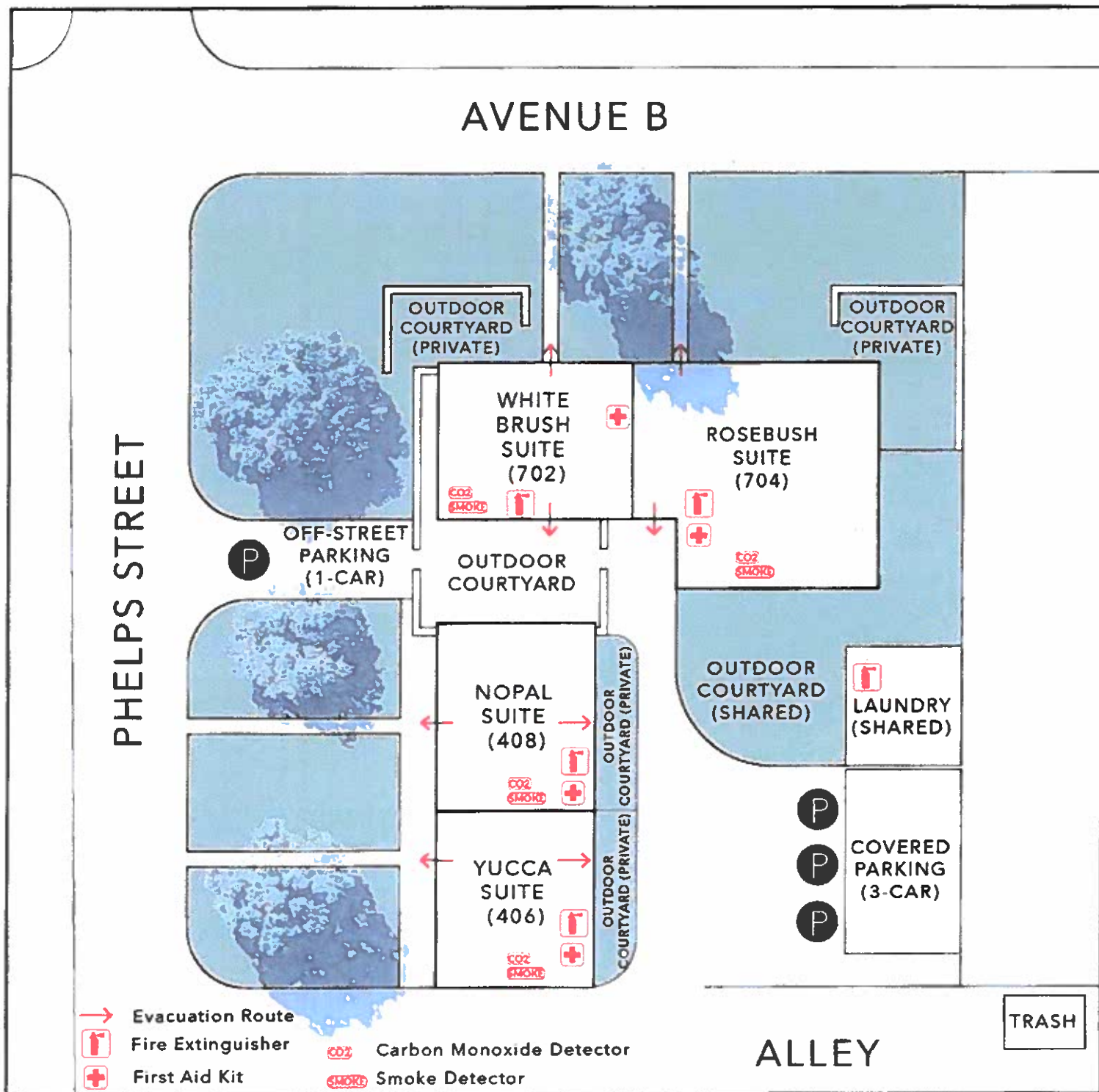
Brian Hover

Surplus Lines broker: Brenda Arellano DeLeon
1400 S Benton St, Big Spring, TX 79720

File
Printed On
Processing Date

02/05/2021
02/05/2021

Service of Suit Nominee: Counsel, Legal Department, National Fire & Marine Insurance Company, 1314 Douglas Street, Ste. 1400, Omaha, NE 68102



● **EMERGENCY:**

9-1-1

Alpine Police Department: (432) 837-3486

Brewster County Sheriff: (432) 837-3488

Big Bend Regional Medical Center: (432) 837-3447

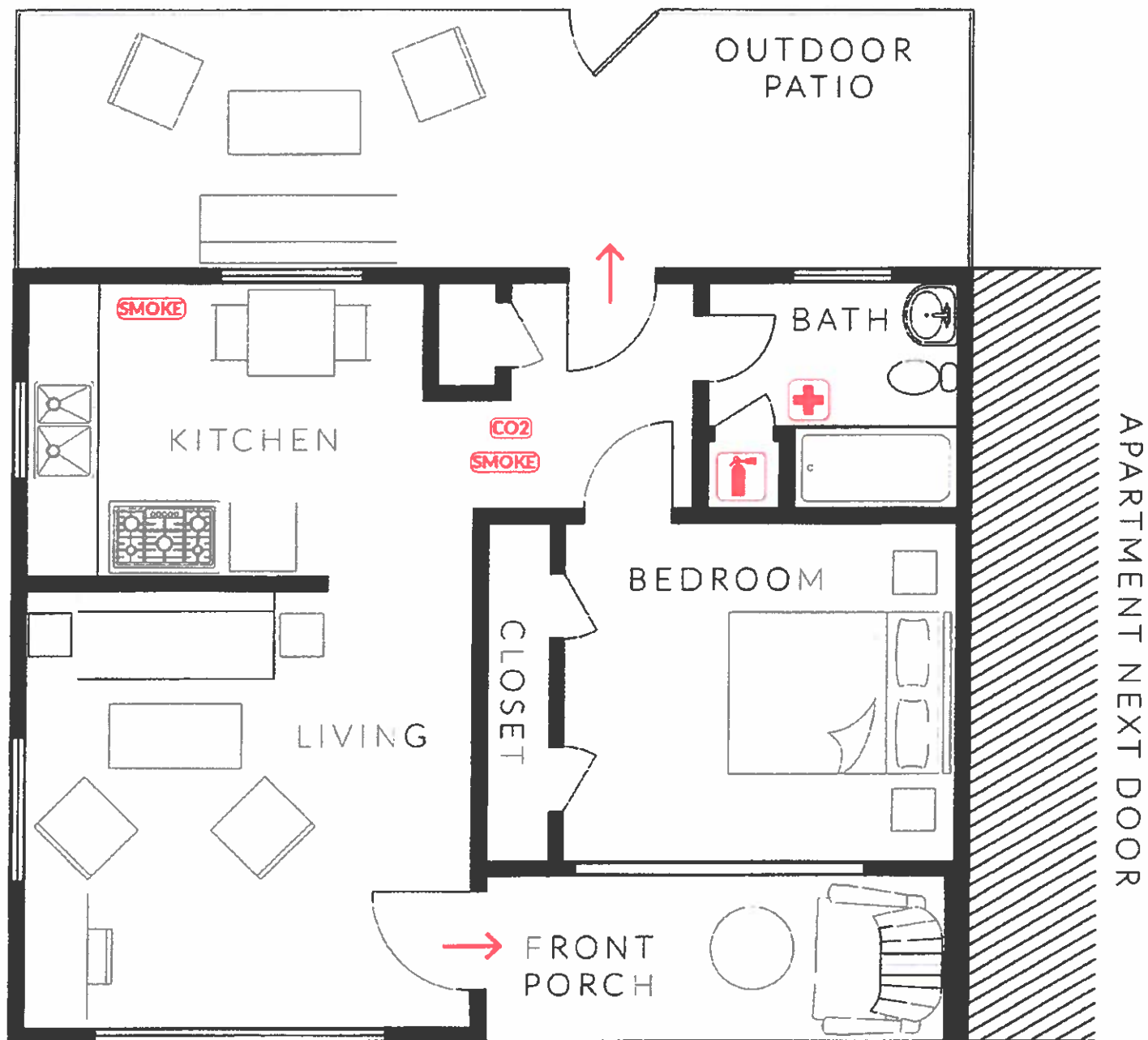
● **CONTACT:** Kiowa 512-653-1201 / Greg 432-386-3789 / Karen 432-244-9579

● **ALERTS:** Emergency (www.ready.gov), Severe Weather (www.weather.gov/alerts)






● **OCCUPANCY:** Maximum 5 guests per apartment

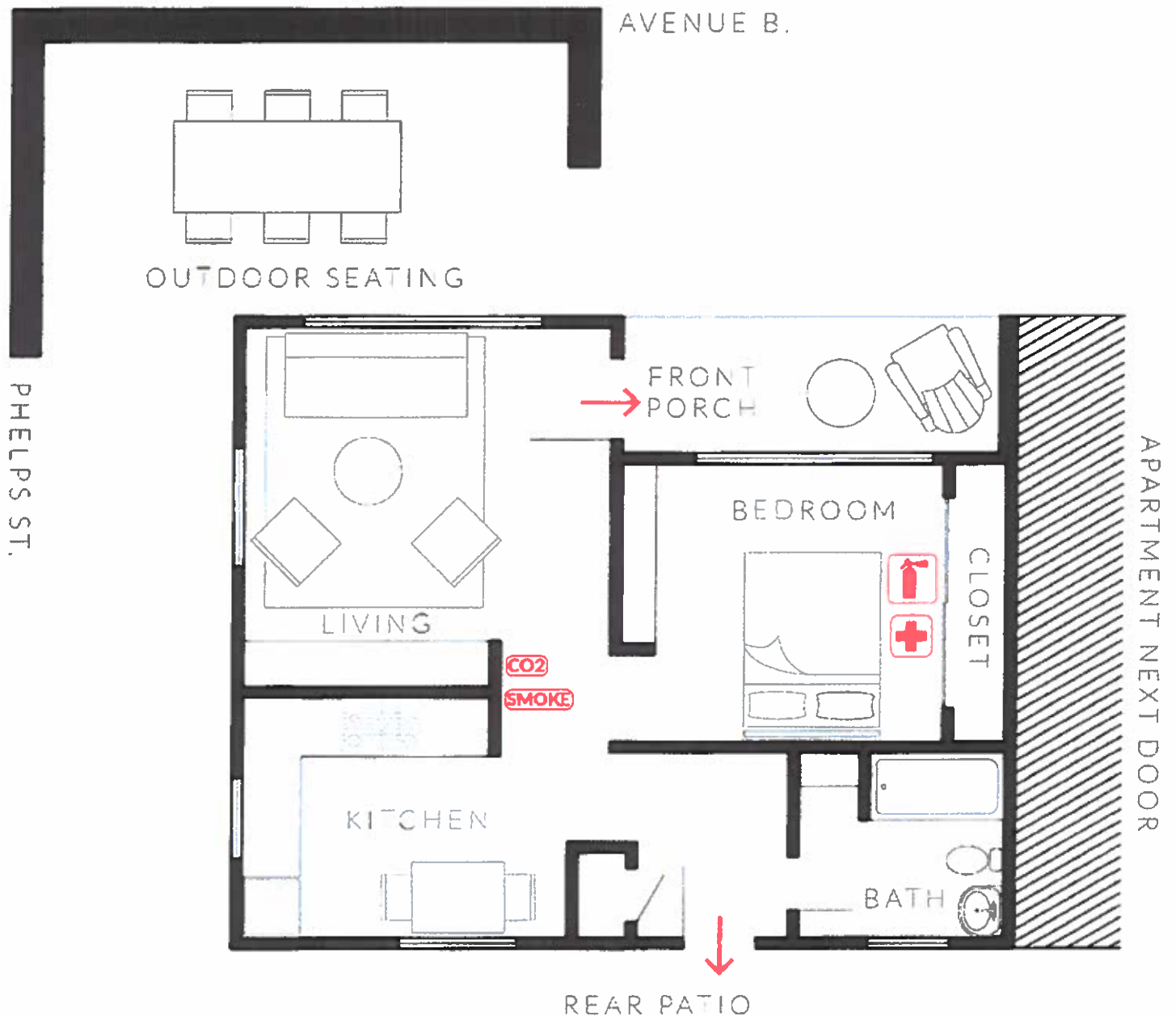
● **NOISE:** No excessive noise after 10pm

● **TRASH:** You may leave your trash to be picked up when you check out, or take it to the dumpsters located in the alley on Phelps Street.








PLAN DIAGRAM (APARTMENTS 406 & 408)

-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Carbon Monoxide Detector
-  Smoke Detector



PLAN DIAGRAM (APARTMENT 702)

-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Carbon Monoxide Detector
-  Smoke Detector

Warranty Deed

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.

Date: June 10th, 2015

Grantor: Kiowa Sibley - Cutforth

Grantor's Mailing Address: 309 North 6th Street, Alpine, Brewster County, Texas 79830

Grantee: Casa Blanca Quadruplex, LLC, a Texas limited liability company

Grantee's Mailing Address: 309 North 6th Street, Alpine, Brewster County, Texas 79830

Consideration: A capital contribution to the Grantee

Property (including any improvements): all of Lots Nine (9) and (10), Block Sixty-seven (67), HANCOCK ADDITION "B" to the City of Alpine, Brewster County, Texas, as the same appears in Plat Envelope #63, Plat Records on file in the office of the County Clerk of Brewster County, Texas, commonly known as 702/704 Avenue B and 406/408 Phelps Street. Said Lots (9) and (10) more particularly described in a Plat of the survey attached hereto as Exhibit "A", dated October 26, 1995, prepared by Steven F. Walker, R.P.L.S. No. 4425.

Reservations from Conveyance: None

Exceptions to Conveyance and Warranty:

Validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing restrictions, reservations, covenants, conditions, oil and gas leases, mineral interests, and water interests outstanding in persons other than Grantor, and other instruments, other than conveyances of the surface fee estate, that affect the Property; validly existing rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements; and taxes for 2015, which Grantee assumes and agrees to pay.

Grantor, for the Consideration and subject to the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and

successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof except as to Exceptions to Conveyance and Warranty.

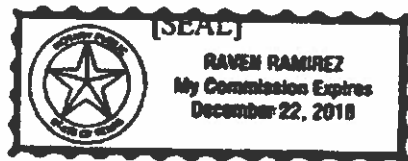
When the context requires, singular nouns and pronouns include the plural.

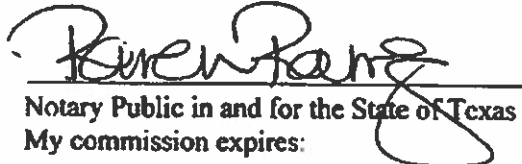

Kiowa Sibley-Cutforth

STATE OF TEXAS

COUNTY OF BREWSTER

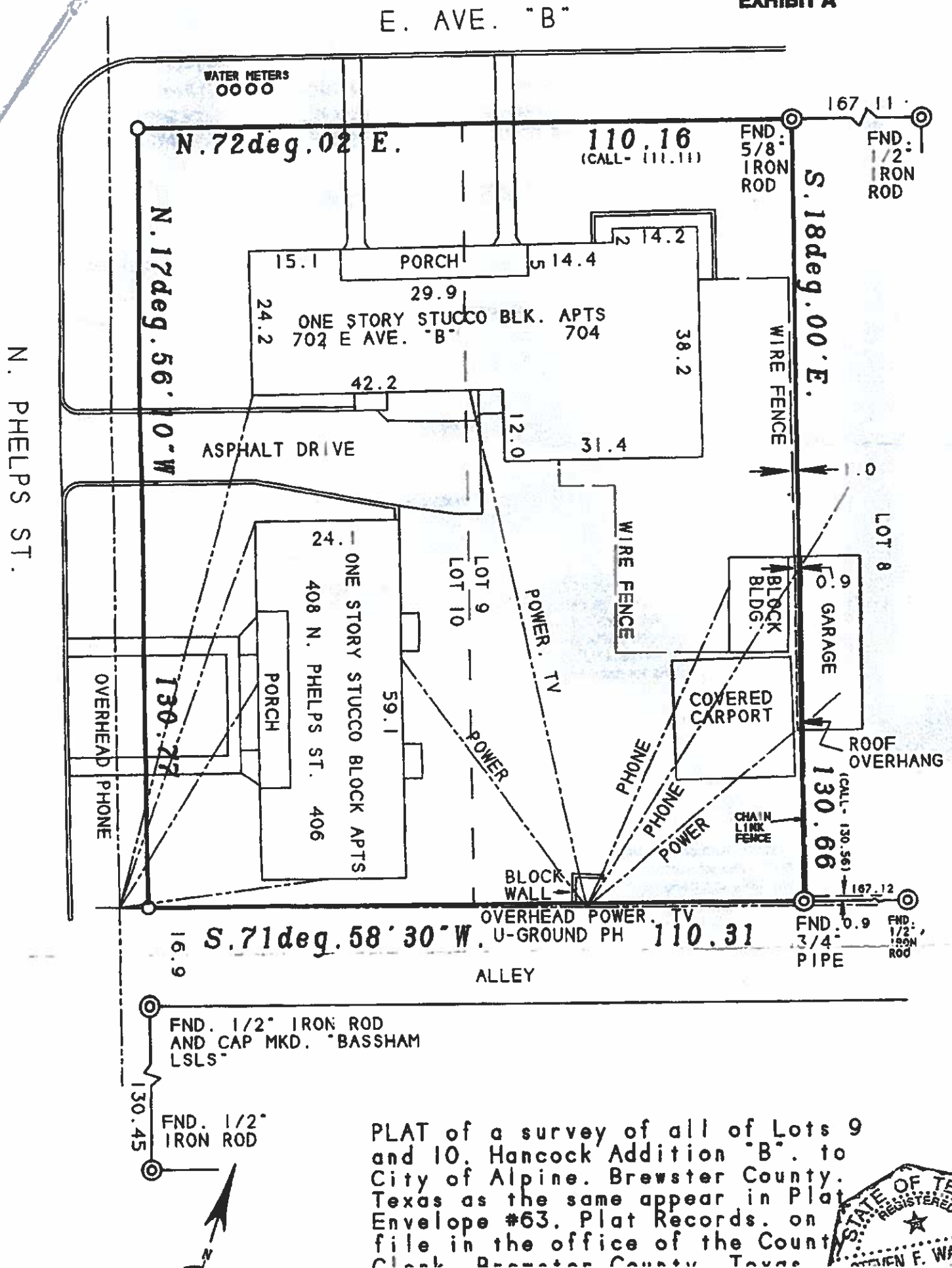
This instrument was acknowledged before me on June 10th, 2015 by Kiowa Sibley-Cutforth.




Notary Public in and for the State of Texas
My commission expires:

After filing, return to:
Kiowa Sibley-Cutforth
309 North 6th Street
Alpine, Texas 79830

EXHIBIT A



PLAT of a survey of all of Lots 9 and 10, Hancock Addition "B", to City of Alpine, Brewster County, Texas as the same appear in Plat Envelope #63, Plat Records, on file in the office of the County Clerk, Brewster County, Texas

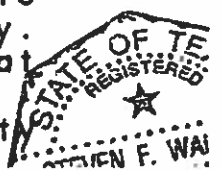
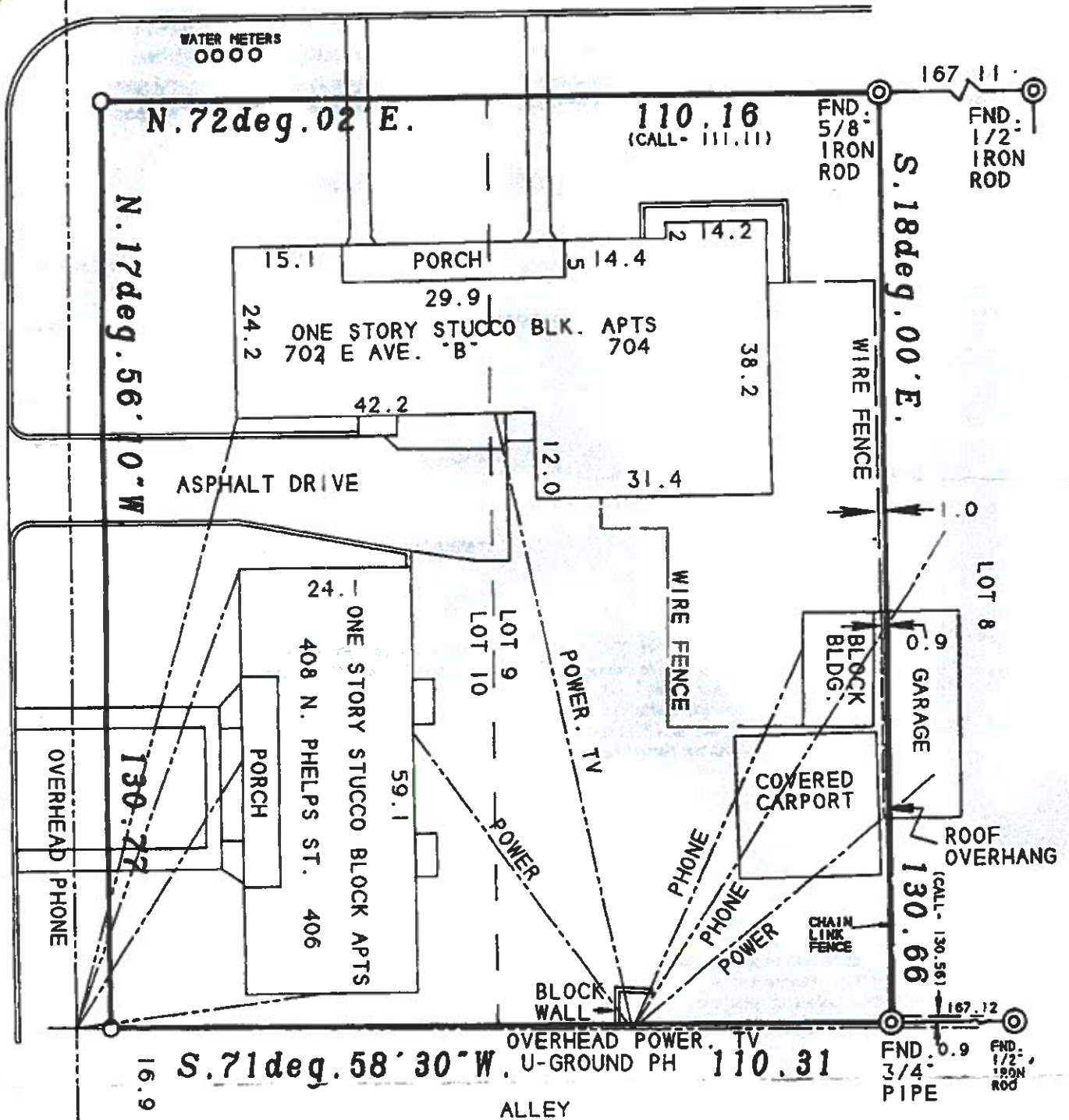


EXHIBIT A

N. PHELPS ST.

E. AVE. "B"



FND. 1/2" IRON ROD
AND CAP MKD. "BASSHAM
LSLS"

FND. 1/2"
IRON ROD

PLAT of a survey of all of Lots 9 and 10, Hancock Addition "B" to City of Alpine, Brewster County, Texas as the same appear in Plat Envelope #63, Plat Records, on file in the office of the County Clerk, Brewster County, Texas.



USEFUL INFORMA -

CONTACT:

Kiowa
512.653.1201
ksibleycutforth@gmail.com

Greg
432.386.3789



INTERNET:

Network: CBQAP or CBQAP_EXT
Password: cbq2000!309

TRASH:

You may leave your trash to be picked up when you check out, or take it to the dumpsters located in the alley on Phelps Street.

FUTON SOFA BED:

There are instructions to help you convert the sofa into a bed in the top utensil drawer in the kitchen, extra linens/pillows are in the bedroom closet.

HEAT & AC:

There is a compact mini-split in the living room which provides both heat and A/C to the apartment. It is operated with a remote control that is in the living room. Please feel free to leave the system running while you are away, it helps conserve energy if it runs continuously. There is also an electric radiant heater in the closet that may be used on especially cold days and nights.

I HOPE YOU ENJOY YOUR STAY!

- b. Short Term Rental Special Use Permit for 105 E Lockhart Ave. Owner of record is Lockhart Hacienda LLC.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial Inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 105 B Lockhart Ave Property Owner MB Lockhart Phone 572-422-4984

Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled of exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner
- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to defective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Inspected by: DAVID HALE TCFP Inspector Approved DA Date: 4.6.2021

Requires re- inspection _____ Approved _____ Date: _____

**Alpine City Council
100 N 13th St
Alpine TX 79830**

**Mary Bell Lockhart, Manager
Lockhart Hacienda LLC
Owner of Short-term Rental
Lockhart Hacienda Rooms 4, 5 & 6
105 B East Lockhart Ave, Alpine**

Application for Short-Term Rental Special Use Permit

Submitted herewith for your consideration is the application as required by Alpine City Ordinance 2021-01-01. Our proposal is to use the central portion of the building at 105-107 East Lockhart Ave as an Airbnb site called Lockhart Hacienda. It is owned by Lockhart Hacienda LLC which was established in 2011. The remainder of the building is my home and long-term rental apartments.

This is in an old hospital building and a history of the building is included. We have been in short-term rental operation since January of 2018. We believe this short-term rental only enhances the value, use and enjoyment of other properties in the neighborhood as well as Alpine, Brewster County and the Big Bend area. Included are some of the reviews from our guests which reflect the enjoyment they had of staying with us and their appreciation of the history of the building, and of the city, county and Big Bend Area.

I look forward to appearing before the Council to answer any questions they may have regarding our application.


**Mary Bell Lockhart
Manager Lockhart Hacienda
512-422-4984
mblockhart@gmail.com**

For Building Services Use Only

Date Submitted: _____ Receipt No: _____

BLD Inspection: _____ Fire Inspection: _____

Approved: _____ Not Approved: _____

City of Alpine, Texas**Short-Term Rental Special Use Permit (STR-SUP) Application**

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☒ Owner Occupied ☐ Single Unit Non-Owner-Occupied ☐ Multi-Unit Non-Owner OccupiedExisting/New Structure: ☒ Existing Structure ☐ New Construction**PART 1. PROPERTY INFORMATION**

Street address of property

105-107 East Lockhart Ave, Alpine Tx

Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Lot 1-5 Block 37 Addition Original Town

Square footage of property

Whole 25,000 Building 5,000
STRental 1,200 1,065

Number of Bedrooms & Units

Size of property lot

25,000

Present zoning district

Residence

Proposed use of the property

Short-Term Rental in part

Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR**PART 2. PROPERTY OWNER INFORMATION**

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Lockhart Hacienda LLC

Mailing address of property owner (cannot be P.O. Box)

107 East Lockhart Ave, Alpine Tx 79830

City/State/Zip code of property owner

Alpine, Tx 79830

Telephone number of property owner

512-422-4984
432-837-2511

Email address of property owner

mblockhart@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Mary Bell Lockhart

Designated operator's physical address (must be located within 30 minutes of STR property)

107 East Lockhart Ave

City/State/Zip code of designated operator

Alpine Tx 79830

Telephone number of designated operator

512-422-4984

Email address of designated operator

mblockhart@gmail.com

City of Alpine Short-Term Rental Special Use Permit Application Checklist

☒ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

☒ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

Method of Payment: RESOLUTION 3021-02-11

☒ **Fire Inspection Appointment:** The operator will receive a call to schedule

Please complete and submit the following attached documents with your application

1. ☒ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ☒ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ☒ **Homeowner's Association Declaration:** See attachment
4. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ☒ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

1. ☒ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☒ **Homeowner's Association Declaration:** See attachment
3. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☒ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☒ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☒ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations.

PART 7. ACKNOWLEDGEMENTS

- ☒ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.
- ☒ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.
- ☒ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- ☒ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

✓ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

✓ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

✓ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

✓ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

✓ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

Mgr Lockhart Hacienda LLC

Mary Bell Lockhart

Print Property Owners Name

Mary Bell Lockhart

Property Owners Signature

The State Of Texas

County Of Brewster

Before Me Kevin Farrer

(Notary)

on this day personally appeared Mary Bell Lockhart

(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30th day of April, A.D. 2021



Kevin Farrer
Notary in And for State of Texas

Print

Property Owners Signature

The State Of _____

County Of _____

Before Me _____

(Notary)

on this day personally appeared _____

(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☐ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name Lockhart Hacienda	Street Number 105 B	Street Name East Lockhart Ave
LEGAL DESCRIPTION		
Addition, Block, Lot Lots 1-5 Block 37 Original Town		Total Number of Units in Building 3

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name	Owner Last Name	Primary Telephone Number
Mailing Address		Email Address
B. Corporate Ownership		
Ownership Form: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Kiosk <input type="checkbox"/> Other (Please Explain) Lockhart Hacienda LLC		
Business Name Lockhart Hacienda		
Contact First Name Mary Bell	Contact Last Name Lockhart	Primary Telephone Number (512) 422-4984
Mailing Address 107 E Lockhart Ave, Alpine Tx 79830		Email Address mblockhart@gmail.com

SECTION 3: PROPERTY MANAGER <i>If Different than owner</i>	
A. Individual Ownership	
Property Manager Name	Primary Telephone Number
Mailing Address	Email Address

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

Mary Bell Lockhart
Applicant's Signature

Mary Bell Lockhart
Printed Name

4/30/21
Date

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ New ☐ Change

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 105 B East Lockhart Ave, Alpine TX

Property Owner Name: Lockhart Hacienda LLC

Local Representative:

Name: Mary Bell Lockhart **Telephone:** (512) 422-4984

Physical Address: 107 East Lockhart Ave, Alpine **Email:** mblockhart@gmail.com

Mailing Address:

107 East Lockhart Ave, Alpine TX 79830

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- **Neighbor Notice:** The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: Mary Bell Lockhart **Date:** 4/30/21

Property Owner's Signature: Mary Bell Lockhart **Date:** 4/30/21

**CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE**

___ I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

Property Owner's Signature

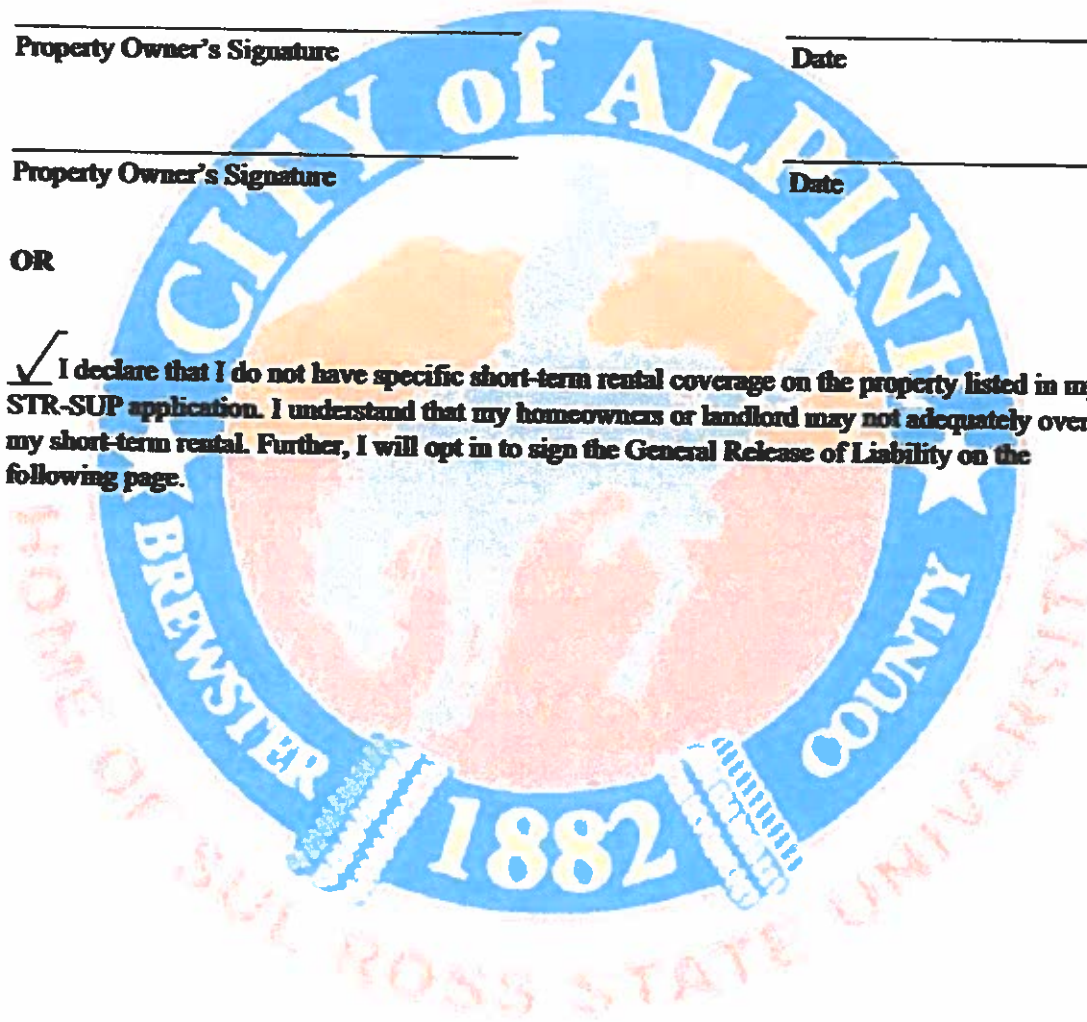
Date

Property Owner's Signature

Date

OR

☒ I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



**CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION**

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

105-107 East Lockhart Ave, Alpine
(Property Address)

Mary Bill Lockhart
(STR Owners Signature)

Date: 4/30/21

GENERAL RELEASE OF LIABILITY

I, Mary Bell Lockhart, of 107 East Lockhart Ave,
Short Term Rental Operator Street Address
Alpine, Tx, 79830 (Hereinafter the "Releasor") have agreed
City State Zip
to this General Release of Liability ("Agreement") for no payment or consideration.

THEREFORE under the terms of this Agreement and sufficiency of which is hereby acknowledged, do hereby release and forever discharge City of Alpine, of 100 N. 13th Street, Alpine, Texas, 79830 (Hereinafter the "Releasee") including their agents, employees, successors, and assigns, personal representatives, affiliates successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims demands, damages. Actions, causes of action or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages that may develop in the future, as a result or in any way relating to the undersigned's decision, as a Short Term Rental Operator in Alpine, to opt out of purchasing liability insurance for the Operator's Short Term Rental.

It is understood and agreed that this Agreement is made and received in full and complete settlement and satisfaction the causes of action, claims, and demands mentioned herein; that this Release contains the entire Agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors, and assigns. This release shall be subject to and governed by the laws of the State of Texas.

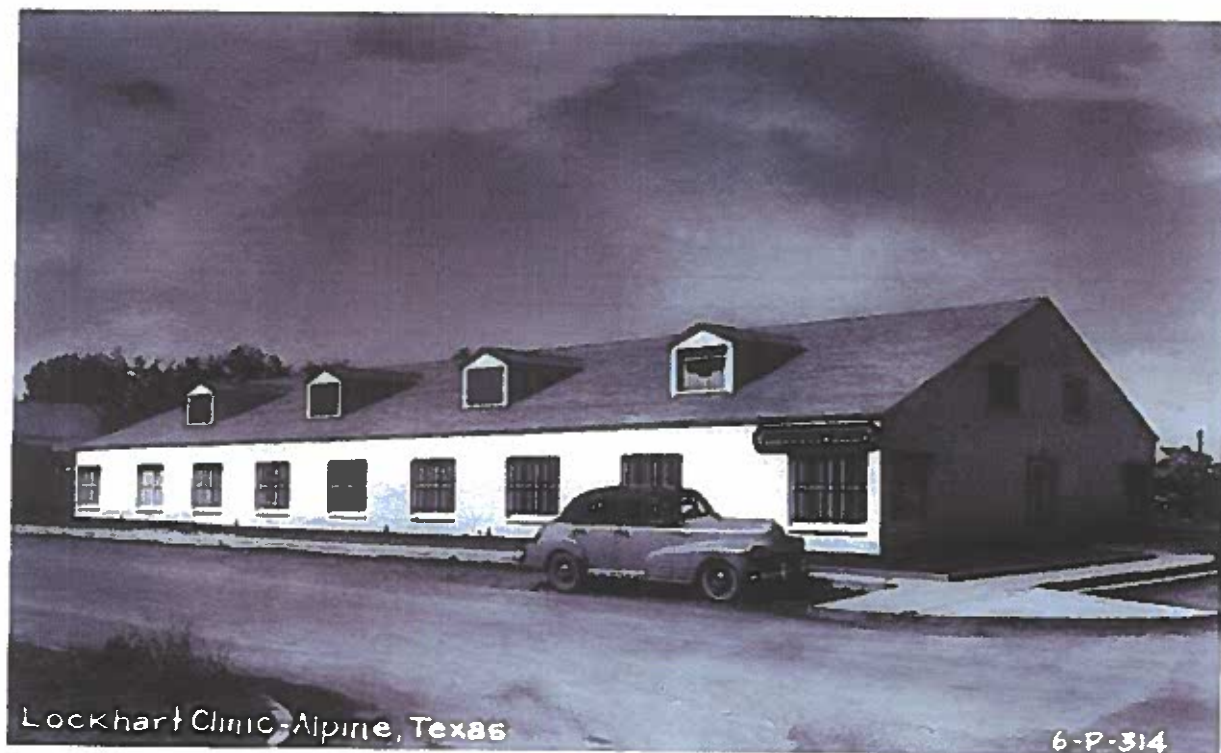
This Release has been read and fully understood by the undersigned and has been explained to me.

EXECUTED this 30th day of April, 2021.
Day Month Year

Releasor's Signature: Mary Bell Lockhart

Releasor's Printed Name: Mary Bell Lockhart

REDACTED DL



The Lockhart Clinic Hospital

During his service with the 36th Evacuation Hospital in the South Pacific in World War II, William E Lockhart, Jr., MD developed his dream – to build a full-service hospital for Alpine, Texas. His wife Lora Bell Kunze Lockhart purchase property on the corner of Avenue C and 4th Street and almost daily he sent home hand-drawn diagrams and plans. When he returned home in early 1946, work began on the Lockhart Clinic Hospital.

Funded entirely by personal loans, the cinderblock and concrete construction was led by Charles Cowell. Wood for doors, windows and the attic was imported from Mexico. Special approval was obtained for hospital fixtures and equipment because it was still a wartime economy.

The hospital included a large lobby, X-ray, laboratory, an operating/delivery room, a kitchen and 8 rooms that each accommodated 2 patients. Instead of having a nursery where babies would be together, each patient room had a baby room with a viewing window so babies roomed with their mothers. At night unoccupied rooms were disinfected by ultraviolet light and every room was supplied with fresh, not recirculated, air. Befitting the term "clinic," the hospital also had physician examining rooms where outpatient services were provided. Patients were given health care regardless of ability to pay, and, with no financial assistance available, the hospital was not economically sustainable.

In 1953, Dr Lockhart divided the building internally and the east half became the Lockhart family home. The west half was his clinic where he continued to provide care to all in need, at all hours of the day until his death in 1987. Avenue C was renamed Lockhart Avenue in honor his many years of service to rich and poor from this building.

Lockhart Hacienda Top Reviews By Guests 2020

***Deanna**

Dec 26 – 27, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This was our third time to stay here, and we love it each time. The beds are the most comfortable and the rooms are always very clean. Love the history behind the building and the rooms. Take time to get to know the host, she knows a lot of Alpine history.

***Erin**

Dec 19 – 20, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary's place was great! We had a very comfortable stay with our pup after a long day of driving. The location is right by the Main Street of alpine and close to Marfa. We enjoyed the unique renovation of the building. Mary was there to greet us when we arrived, and was very helpful and hospitable!

***Aranza**

Dec 15 – 17, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary's place in Alpine is such a cute little spot! It's close to everything you'd want to see or do in Alpine and is in an extremely walkable location. Mary was such a lovely host! She was super responsive and thoughtful and the space was super clean. Will definitely stay here again next time I'm in West Texas!

***Pat**

Dec 8 – 10, 2020 • Lockhart Hacienda Room 6

Overall quality 5

The location is absolutely great. A few blocks to anything and everything. I came by Amtrak and the station was only 3 blocks away. I was in Alpine for 3 days as ya and was easily able to walk all over town. By the way, I ate at all the local favorites and they were good but El Jardin was hands down my favorite.

***Jhonatan**

Nov 28 – 30, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Very cozy and quiet, the place is everything you need to sleep comfortable, the host was very attentive and made me feel like at home. Clean and smelled good, the only thing it needs a little of attention it's the bathroom's plumbing, it got stuck open the first time I flushed and I couldn't make it stop. The host told me that the toilet does it every once in a while. Overall everything great, I will stay here again next time I go to the Big Bend National Park.

***Chris**

Nov 26 – 27, 2020 • Lockhart Hacienda Room 4

Overall quality 5

We were driving cross country and were looking for a place close to the Prada store. Mary Bell's place is quite interesting. It's a converted old hospital with a unique layout. She keeps the place very clean and well maintained. Overall, a good experience.

***Khadija**

Nov 15 – 17, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary was an amazing host. Very responsive and helpful with directions as I headed to Big Bend from her place. She let me know what routes were scenic.

***Kristen**

Nov 13 – 15, 2020 • Lockhart Hacienda Room 6

Overall quality 5

This place is fantastic! Mary Bell is an exceptional host, and Lockhart hacienda has so much character. Be sure to take the time to hear about the history of the place. It's fascinating! The b&b was very clean and amenities were great. We had everything we needed. Bed was super comfy too. The location is great and within walking distance from the grocery store, shops and restaurants in Alpine. I will definitely stay with Mary Bell again and you should too!

***Cody**

Oct 29 – 30, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary is an incredible human being and went out of her way to stay up and help us check in when we had an emergency that delayed our arrival time. She is incredibly warm and has a special spot that she is uniquely equipped to take care of and to tell it's story. We will definitely come back when we head for more adventures in west Texas!!

***Danielie & Andy**

Oct 16 – 18, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary Bell's Hacienda room 6 is better in person than it looks in the photos. It's charming and cozy and I think the decor fits the Big Bend adventure. We had to book here because camp-sites were booked for some of the days before camping at Big Bend. The price is great, she has a coffee bar outside the kitchen near the living room, the water pressure in the shower is actually really amazing for anyone who wants to wash off any dirt acquired from a back country trip, and the room is bigger than what the photo portrays. She stayed up for us even when we got in late for check in. If you are traveling for work, this place is great because you can hook in your ethernet cable (10ft) and work from your room or the living room. This Airbnb is also wifi capable. There is a doughnut shop less than one mile around the corner and the local bars and restaurants are walking distance. This place doesn't have a "nursing home feel," and for being in the family for so long, the place is very well kept. I would recommend and I would stay here again. Thank you!

***G**

Oct 16 – 17, 2020 • Lockhart Hacienda Room 5

Overall quality 5

An awesome place to stay. Everything you need is close by and the room is amazingly unique, due to the history of the building. Mary Bell is so sweet and very accommodating. My son and I loved our stay.

***Beth**

Oct 9 – 11, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary Bell is a gracious host and her B&B is just perfect for any traveler. I would highly recommend it as long as you like a clean, quiet place without the distraction of a television.

***Lazaro**

Oct 3 – 6, 2020 • Lockhart Hacienda Room 6

Overall quality 5

It's exactly what you need when you just need a place to stay. A bed, cozy feeling, and quick response when needed. We came in late in the night around 12pm and Mary Bell came out to greet us. She showed us around and what comes with the room. Very nice and cozy place. We had an issue with our toilet which I had texted Mary Bell to check out and she was quick with a response and came to fix it right away. Overall 10/10. 60 bucks is definitely worth it. We only needed a place to stay as we drove to big bend in the morning and came back at night. It was everything we needed. You'll love this place.

***Daniel**

Sep 6 – 9, 2020 • Lockhart Hacienda Room 5

Overall quality 4

This place puts you in a good location to explore west Texas. Place was quiet and the kitchen was well equipped. Grocery just around the corner. Host took covid requirements seriously and reasonably.

***William**

Sep 4 – 7, 2020 • Lockhart Hacienda Room 4

Overall quality 5

Exceptionally gracious, more amenities than I was expecting, close to the main road and Porter's (groceries) as well as some restaurants, fascinating history of the building and personal connections to the building and area...Mary Bell's a good human to stay with!

***Connie**

Jul 10 – 11, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Great place for our stop in Alpine! Super unique converted medical clinic. Very cozy and well-appointed. Mary was a welcoming host. Right across from the grocery store and around the corner from the main shopping street.

***Trevor**

Jun 25 – 26, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Very accommodating on short notice. Communication was prompt and despite all the health chaos swirling currently, they were very welcoming. Lovely town and great location in West Texas

***Colleen**

Mar 17 – 19, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary Bell is a wonderful host. The room was nice and clean with a very comfortable bed. There is a kitchen with a fridge where you're allowed to store your own food. She provided coffee, fruit, and muffins for breakfast as well. There is also a grocery store and several restaurants that are all within walking distance. Mary Bell and the people of Alpine were all so friendly. I truly enjoyed my time here!

***Meng-Lin**

Mar 15 – 19, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Really great! Mary is an awesome host who attends to your needs the best she can. Alpine is a cool place to stay and I appreciated her sharing parts of the town's history by creating this space in the first place.

***Amanda**

Mar 7 – 8, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This place is awesome! It's walking distance from literally everything and I love how it has kept as much original stuff as possible. Our host had tons of knowledge about the history of the hospital as she was born there herself! 5/5 happy camper here

***Michael**

Mar 5 – 6, 2020 • Lockhart Hacienda Room 6

Overall quality 5

👤❤️ @actuallyc_rious

***Hugo**

Mar 2 – 3, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Very good accommodation, comfortable bed, located close to shops and restaurants. Perfect place to stay before or after a trip to Big Bend NP. Excellent communication too. Thank you Mary Bell!

***Nana**

Feb 22 – 23, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary Bell's place was great! We were only quickly passing Alpine and needed a place to stay with our kitty. We arrived really late (10:30pm) and had so many things to unload, but Mary Bell was waiting for us at the door and was welcoming. The space is lovely and the curtains are quite

heavy (blocks out the light) so we got a lot of sleep. The common space had a lot of helpful booklets and amenities— I wish we could stayed longer!

***Tracy**

Feb 14 – 16, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Great place! Excellent location and super comfy room. It's a unique space but I'll leave it to Mary Bell to tell the history of it. Appreciated the kitchen and coffee and the ease of coming and going. Definitely will stay here the next time we come out this way again.

***Ginger**

Feb 3 – 4, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Clean, conveniently located and unique - a converted historic hospital! Mary Bell offered hospitality and promptly responded to communication. It was everything I needed.

***Debra**

Jan 27 – Feb 2, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This spot is a gem in easy walking distance to some of the restaurants and stores. The room is very clean, comfy, roomy, and lovely...in tiptop shape. The shared living room and kitchen give you flexibility and there are coffees, teas, fruit, snacks, local info, and books. What a bargain to boot! Have a problem? Mary Bell is flexible and eager to help.

***Deanna**

Jan 31 – Feb 1, 2020 • Lockhart Hacienda Room 6

Overall quality 5

This quaint gem is one of our favorite spots to stay. The bed was comfy and the pillows were awesome. I love the history of the building and dual toilet/shower room. The hosts are always available and very friendly. Right in the middle of town and walking distance to the grocery store the The Reata.

***Pamela**

Jan 25 – 26, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This place is a little gem and it has history! Mary Bell was so sweet and had a lot of fun facts! I can't wait to visit Alpine again soon!

***Tamara**

Jan 23 – 24, 2020 • Lockhart Hacienda Room 6

Overall quality 5

This place is cuter than what's depicted in the photos. Mary gives you a warm welcome when you arrive. You're in easy walking distance of restaurants and cafes. There is a grocery store just across the street. This was one of the quirkier places I have stayed—a former hospital turned BNB. The rooms are very charming. You can tell that there was a lot of care put in to maintaining the place. Mary lets you bring dogs without charging you a ransom to do so. This

was a huge relief to me as I was passing through to relocate for work. Her place is an amazing value, and I would recommend it to others without reservation.

***Spencer**

Jan 12 – 13, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Easy, affordable room in the middle of downtown Alpine! Can't beat a room in this historic former hospital right off the main street and 50 feet away from a Porter's for groceries. I booked a room last minute and Mary Bell more than accommodated and was lovely in person, providing all the towels, information and open breakfast area for my stay. Would recommend for sure.

***Chris**

Jan 8 – 10, 2020 • Lockhart Hacienda Room 4

Overall quality 5

Mary's place was a cool historical building, literally around the corner from downtown, with plenty of friendly touches. Mary was extremely flexible and friendly, and checked on us several times to make sure we were happy with our room. We'll definitely stay there again.

***Leslie**

Jan 6 – 8, 2020 • Lockhart Hacienda Room 6

Overall quality 5

If you're going to Marfa, Alpine is a slightly larger town and a nice place to stay. Mary's place is right by down town and next to a grocery store which is super convenient and there's a whole farm in the backyard. Chickens, a horse. And of course Mary herself is very nice. Would recommend(:

***John**

Jan 1 – 3, 2020 • Lockhart Hacienda Room 5

Overall quality 5

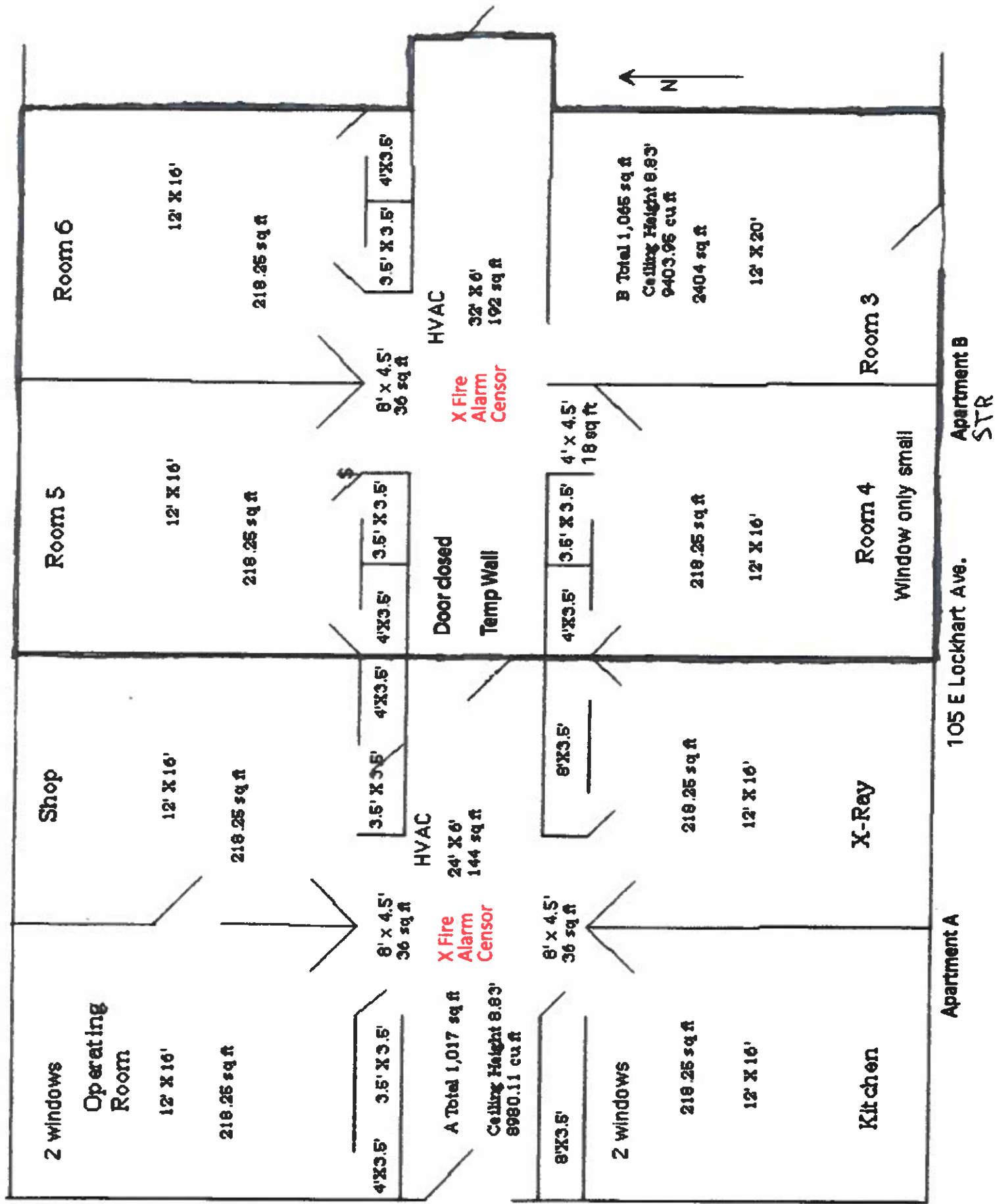
This gem is just minutes walk from downtown Alpine. Also a block away from Porters (Grocery Store). This place provides a fully functional kitchen. Perfect staging area to Big Bend NP (1.5-2 hrs) or McDonald Observatoru (45-60 min). Loved the hospitality and the communication from the host. Will come back if available!

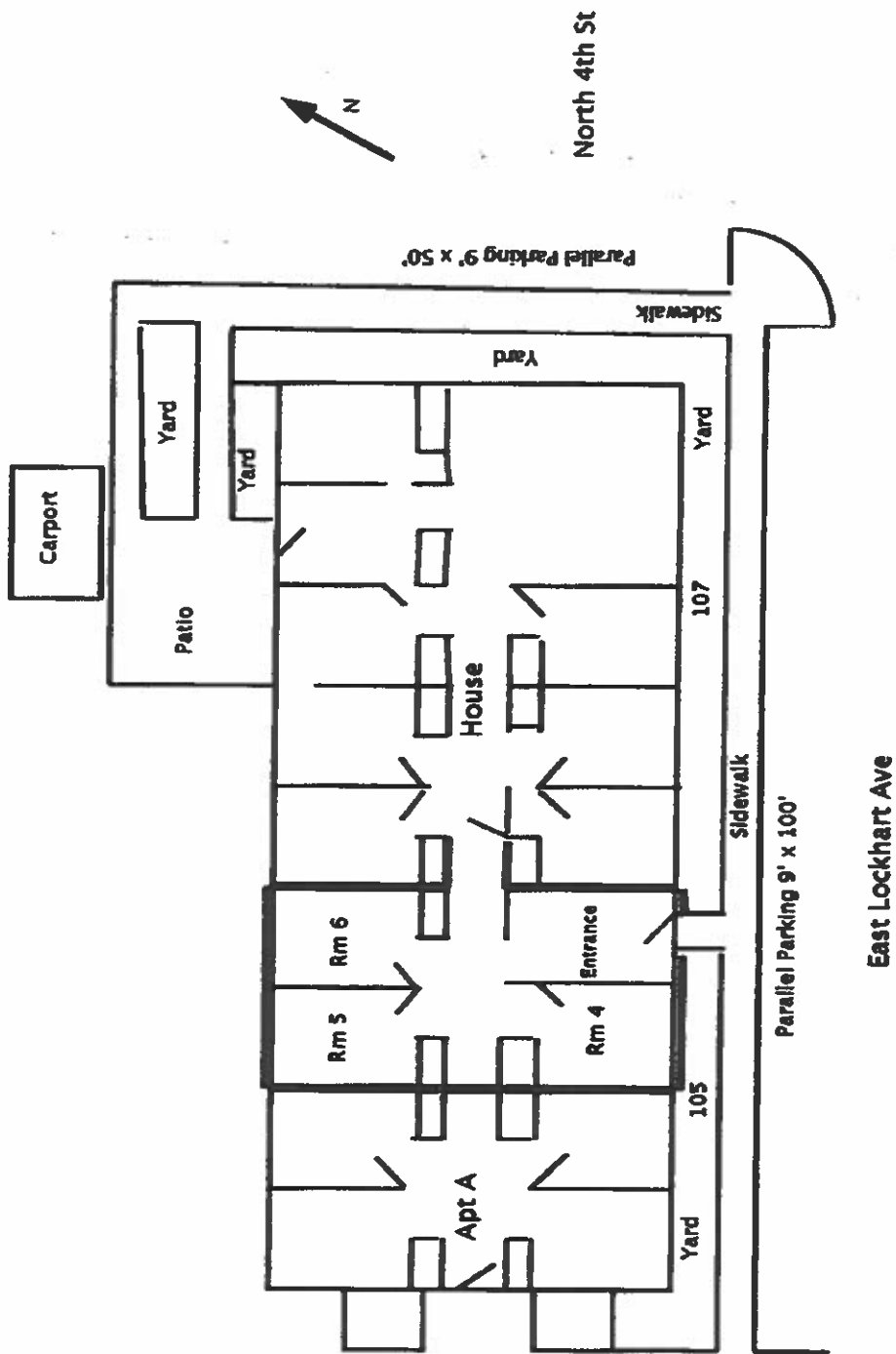
***Ashley**

Dec 31, 2019 – Jan 1, 2020 • Lockhart Hacienda Room 4

Overall quality 5

Absolutely charming place from Mary Bell to the amenities. We loved the room and enjoyed having coffee and hot chocolate available to make since it was cold out. Mary Bell checked us in and gave us a little history of the building and we instantly felt welcomed. My kids, 11 and 14, cannot wait to go back and stay again.





Lockhart Hacienda and Parking Areas
 Lockhart Hacienda outline in Green

SAFETY INFORMATION

IN CASE OF AN EMERGENCY, FOLLOW THE DIRECTION OF LOCAL OFFICIALS

Emergency Phone Numbers

- * Fire 911
- * Medical 911
- * Police 911
- * Host Mary Bell Lockhart 512-422-4984
- * Co-Host Shari Woodruff 432-244-6196

Non-Emergency Phone Numbers

- * Brewster Co Sheriff 432-837-3488
- * Alpine Police Department 432-837-3486
- * Weather 757-WEATHER 757-932-8437

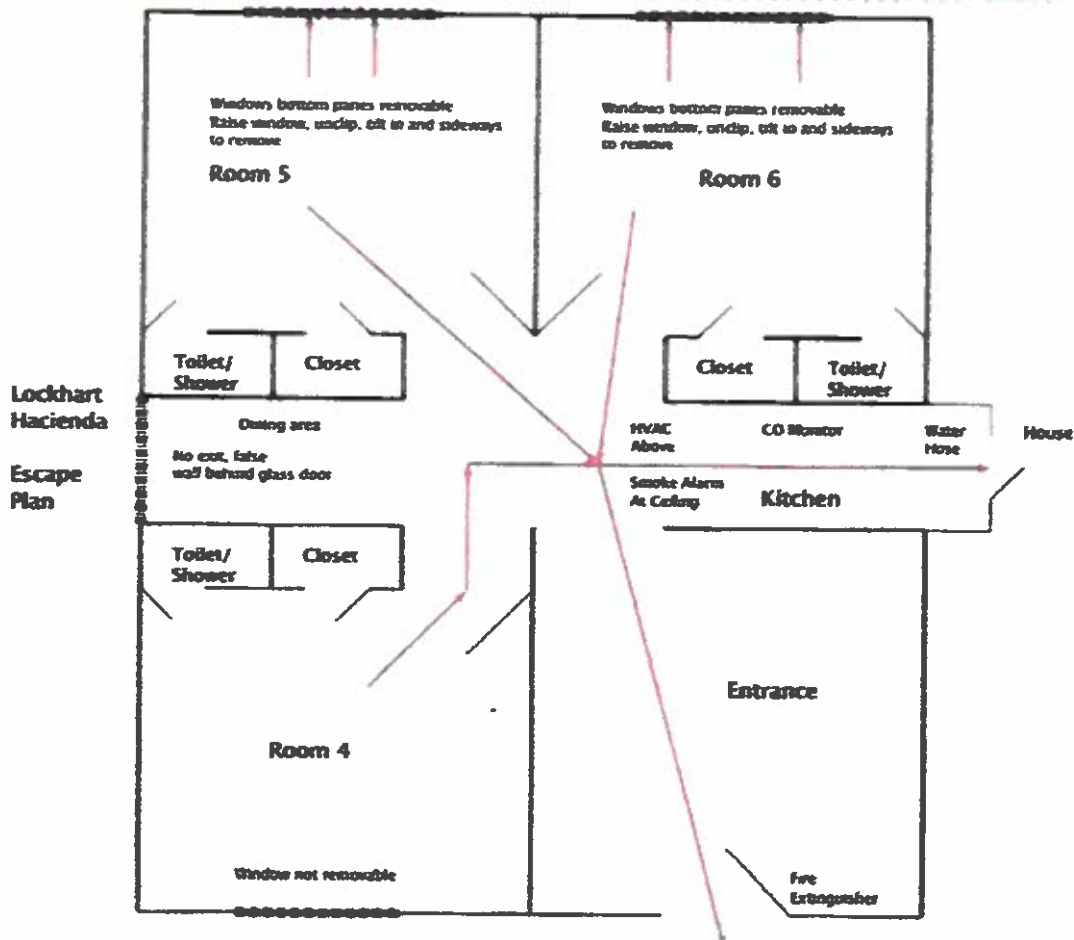
Location of Fire Extinguisher - Beside the Entrance Door

Location of Fire Alarm - Overhead in Hallway

Location of Gas/Electric Shutoffs - In alley at rear of building

Emergency Exit Instructions - Leave by Entrance Door, or through door in kitchen into the house or through removable windows Rooms 5 and 6.

Parking - In front of building along Lockhart or along 4th Street.



2020 Notice of Appraised Value

Do Not Pay From
This Notice

BREWSTER COUNTY APPRAISAL DISTRICT
107 W AVE E #2
ALPINE, TX 79830
Phone: 432-837-2558 Fax: 432-837-3871

Property ID: 12005
Ownership %: 100.00
Geo ID: 973800370001000010
Legal: OT, BLOCK 37, LOT 1-6 RESIDENCE
Legal Acres: 0.8328
Situation: 107 E LOCKHART ALPINE, TX
Owner ID: 31039
EFile PIN: tv9GGQXC9zmr

DATE OF NOTICE: May 22, 2020

4542 1 AV 0.389*****AUTO**5-DIGIT 79830 SDGS 2 FT 16
Property ID: 12005 - 973800370001000010
LOCKHART HACIENDA LLC
107 E LOCKHART AVE
ALPINE TX 79830-3827

**THIS IS NOT A BILL
DO NOT PAY**

Dear Property Owner,
We have appraised the property listed above for the tax year 2020. As of January 1, our appraisal is outlined below.

Appraisal Information				Last Year - 2019			Proposed - 2020	
Market Value of Improvements (Structures / Buildings, etc.)				299,405			299,383	
Market Value of Non Ag/Timber Land				55,560			55,560	
Market Value of Ag/Timber Land				0			0	
Market Value of Personal Property/Minerals				0			0	
Total Market Value				354,965			354,943	
Inclusivity Value of Ag/Timber Land				0			0	
Appraised Value				354,965			354,943	
Homestead Cap Value excluding Non-Homesite Value (i.e. Ag, Commercial)				354,965			354,943	
Exemptions (DV - Disabled Vet, DP-Disabled Person, HS-Homesite, OMB-Over 65)								
2019 Exemption Amount	2019 Taxable Value	Taxing Unit	2020 Proposed Appraised Value	2020 Exemption Amount	2020 Taxable Value	2019 Tax Rate	2020 Estimated Taxes	Freeze Year and Tax Ceiling
0	354,965	Brewster County	354,943	0	354,943	0.388587	1,378.30	
0	354,965	Big Bend Regional Hosp	354,943	0	354,943	0.110758	393.13	
0	354,965	City of Alpine	354,943	0	354,943	0.545100	1,834.79	
0	354,965	Alpine ISD	354,943	0	354,943	1.328350	4,714.88	
0	354,965	Central Appraisal Dist	354,943	0	354,943	0.000000	0.00	

DO NOT PAY FROM THIS NOTICE

Total Estimated Tax: \$8,422.10

The difference between the 2019 appraised value and the 2020 appraised value is 36.36%. This percentage information is required by Tax Code section 25.19(b-1).

The governing body of each unit decides whether or not property taxes will increase. The appraisal district only determines the value of your property. "The Texas Legislature does not set the amount of your local taxes. Your property tax burden is decided by your locally elected officials, and all inquiries concerning your taxes should be directed to those officials."

If you qualified your home for a 65 and older or disabled person exemption for school taxes, the school taxes on that home cannot increase as long as you own and live in that home. The tax ceiling is the amount that you pay in the year that you qualified for the 65 and older or disabled person exemption. The school taxes on your home may not go above the amount of the ceiling, unless you improve the home (other than normal repairs and maintenance). This situation may also apply to the county, junior college district, and some cities.

Included are copies of the following documents published by the Texas Comptroller of Public Accounts: (1) Property Taxpayer Remedies; (2) Notice of Protest; and (3) Exemption Description List.

Deadline for filing a protest: June 26, 2020
Location of Hearings: BREWSTER CAD MEETING ROOM
ARB will begin hearings: July 20, 2020

THIS IS NOT A BILL

To file a protest, complete the "Notice of Protest" form included with this notice by following the instructions included in the form. Mail or deliver the form to the appraisal review board at the following address no later than the deadline stated above: Brewster CAD Meeting Room
107 W Ave E #2
Alpine, TX 79830

If you have any questions or need more information, please contact the appraisal district office at (432) 837-2558 or at the address shown above.

Sincerely,
DENISE FLORES
Chief Appraiser

- c. Short Term Rental Special Use Permit for 502 E Brown St. Owner of record is Emily Alexander.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial Inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 502 E Brown Property Owner Emily Alexander Phone (432) 386-6411

Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with Approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply
- ☒ Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows Designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are Provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light Fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner
- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☒ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to detective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to detective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Inspected by: DAVID HALE TCEP Inspector Approved ☒ Date: 4-8-2021

Requires re-inspection _____ Approved _____ Date: _____

Emily Alexander
emily.alexander@envision-rx.com

April 29, 2021

Alpine City Council
City of Alpine Administration
100 N. 13th St.
Alpine, Tx 79830

RE: STR-SUP Application for The 19th Hole, 502 E. Brown St., Alpine, TX

Dear Council,

Please consider this Short-Term Rental Special Use Permit Application for my house located at 502 E. Brown St, Alpine, TX 79830. This property goes by the name "The 19th Hole" because we are located on the south end of Alpine's public 9-hole golf course and Country Club, separated by Brown Street. The original owners were Jack and Jeanne Williams, and Jack was known for regularly holding gatherings with his many golfing buddies after an afternoon on the course at the "19th Hole."

I am a long-time resident of Alpine, Texas, first arriving in 1985. I have owned this house and it was my residence (and my family's) for the past 20 years. As well, the property housed my telepharmacy business, as a home business from 2005 until 2015. With my sons and business no longer on the property, and the STR business 'off the ground,' the property has now outgrown me and my needs as a resident. I began STR rentals for the property in late 2019. I've been registered as a STR with the city and paid Hotel and Occupancy taxes for all quarters in 2020 and thus far in 2021. Last year I relocated my residence full time to Sierra La Rana in Alpine to a home less than half as large.

I feel sure that the use of the property will not cause harm to the value, use, or enjoyment of the other properties in the neighborhood. We are adjacent to the Deerfield Duplexes on the east side of the property and otherwise do not have any immediately adjacent neighbors. The property occupies the entirety of the space between Hancock Avenue and Brown Street for 3 lots, and on the west is a vacant lot. We successfully grew the telepharmacy business for 10 years in harmony with the neighbors there, all of whom were renters that occupied the Deerfield Duplexes.

One or all of the following people are at the house on a daily basis, whether it is occupied by STR guests or not: "co-host" Surrena Rub, John Davis, and I. Consequently, the house is well monitored and occupied. In our experience, careful screening of potential guests is one of the best preventative practices for having quality guests and a good experience for all affected. We take seriously the responsibility of having guests be safe, and hosting guests that will enhance the value of our property by treating it and the surrounding space with respect and care. We are in close touch with our guests, electronically, verbally, or in person as the case dictates. They are clearly told of our policy to be quiet after 10 p.m. and thus far have honored our house rules.

I don't believe that the benefits to *the City of Alpine* or to visitors of having STRs in Alpine are in question, so I will speak to the benefits which our STR brings to our neighborhood. Golfers, both local and visiting, play directly across the street. We always want the grounds to look their best, and we kept them up well. This house provides a nice showcase property in the neighborhood, and because of its location, it is highly visible. Additionally, I believe that it is a detriment to any neighborhood when a property is left vacant. There are at least two vacant houses on our block, and those houses do not have a very pleasant curb side appeal.

I absolutely have no knowledge whatsoever of issues with any neighbors about having STR guests at this property, and I hope you will approve this permit application.

Sincerely,



Emily Alexander

City of Alpine Short-Term Rental Special Use Permit Application Checklist

☒ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

 \$350.00 STR Special Use One Time Permit Fee: Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

Method of Payment: resolution 2021-0211

☒ **Fire Inspection Appointment:** The operator will receive a call to schedule Inspected Mar 25th at 10:00 am.

Please complete and submit the following attached documents with your application

1. ☒ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ☒ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ☒ **Homeowner's Association Declaration:** See attachment
4. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ☒ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
8. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

For Building Services Use Only

Date Submitted: _____ Receipt No: _____
BLD Inspection: _____ Fire Inspection: _____
Approved: _____ Not Approved: _____

City of Alpine, Texas

Short-Term Rental Special Use Permit (STR-SUP) Application

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☐ Owner Occupied ☒ Single Unit Non-Owner-Occupied ☐ Multi-Unit Non-Owner Occupied

Existing/New Structure: ☐ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION

Street address of property

502 E. Brown St. Alpine TX 79830

Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Lot 1, 2 & 3 Block 4 Addition Hancock Addition D

Square footage of property

Number of Bedrooms & Units

Size of property lot

4119 7 bedrooms, 4 units ~ 19589 sq ft

Present zoning district

R-2

Proposed use of the property

Short-Term Rental

Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR

PART 2. PROPERTY OWNER INFORMATION

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Emily Alexander

Mailing address of property owner (cannot be P.O. Box)

502 E. Brown St

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

432-386-6111

Email address of property owner

emily.alexander@envision-tx.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Surrena Rub

Co-managed by property owner and

Designated operator's physical address (must be located within 30 minutes of STR property)

407 S. 8th St.

City/State/Zip code of designated operator

Alpine, TX 79830

Telephone number of designated operator

432-294-3643

Email address of designated operator

surrena.r@gmail.com

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

1. ☒ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☒ **Homeowner's Association Declaration:** See attachment
3. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☐ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☐ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☐ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☐ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☒ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

☒ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

☒ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

☒ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

☒ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

✓ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

✓ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

✓ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

✓ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

✓ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

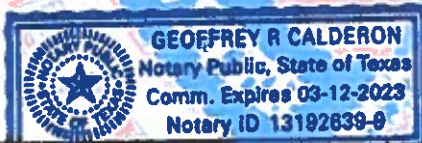
Emily Alexander
Print Property Owners Name

[Signature]
Property Owners Signature

The State Of TEXAS
County Of BREWSTER
Before Me GEOFFREY R. CALDERON on this day personally appeared EMILY ALEXANDER
(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30th day of APRIL, A.D. 2021



[Signature]
Notary in And for State of Texas

1882
Print Property Owners Name

[Signature]
Property Owners Signature

The State Of _____
County Of _____
Before Me _____ on this day personally appeared _____
(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☐ New ☒ Change

SECTION 1: PROPERTY INFORMATION

Property Name <u>19th Hole</u>	Street Number <u>502</u>	Street Name <u>E. Brown St.</u>
LEGAL DESCRIPTION Addition, Block, Lot <u>Hancock Addition D, Block 4, Lots 1, 2 & 3</u>		Total Number of Units in Building <u>4</u>

SECTION 2: OWNER INFORMATION *Complete at least one listed below*

A. Individual Ownership

Owner First Name <u>Emily</u>	Owner Last Name <u>Alexander</u>	Primary Telephone Number <u>432-386-6111</u>
Mailing Address <u>502 E. Brown St., Alpine, TX 79830</u>		Email Address <u>emily.alexander@envision-rx.com</u>

B. Corporate Ownership

Ownership Form: ☐ Partnership ☐ Corporation ☐ LLC ☐ Kiosk ☐ Other (Please Explain)

Business Name

Contact First Name	Contact Last Name	Primary Telephone Number
Mailing Address		Email Address

SECTION 3: PROPERTY MANAGER *If Different than owner*

A. Individual Ownership

Property Manager Name <u>Surrena Rub</u>	Primary Telephone Number <u>432-294-3443</u>
Mailing Address <u>407 S. 8th St Alpine, TX 79830</u>	Email Address <u>surrena.r@gmail.com</u>

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

E. J. Oesper
Applicant's Signature

Emily Alexander
Printed Name

4/29/21
Date

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ **New** ☐ **Change**

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 502 E. Brown St. Alpine TX 79830

Property Owner Name: Emily Alexander

Local Representative: Emily Alexander AND

Name: Surrena Rub **Telephone:** Emily: 432-386-6111 Surrena 432-294-3643

Physical Address: Emily: 17 Antelope Dr. Alpine Emily Alexander - emilysalexander@emilysalexander.com
Surrena: 407 S. 8th St Alpine **Email:** Surrena.F@gmail.com

Mailing Address: Emily: 502 E. Brown St. Alpine 79830

Surrena: 407 S. 8th St. Alpine 79830

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: Surrena Rub **Date:** 4/30/21

Property Owner's Signature: Emily Alexander **Date:** 4/29/2021

REDACTED DL

CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

502 E. Brown St. Alpine, TX 79830

(Property Address)

E. J. Oesper

(STR Owners Signature)

Date: 4/29/2021

**CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE**

☒ I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

E. J. Oesper

Property Owner's Signature

4/29/2021

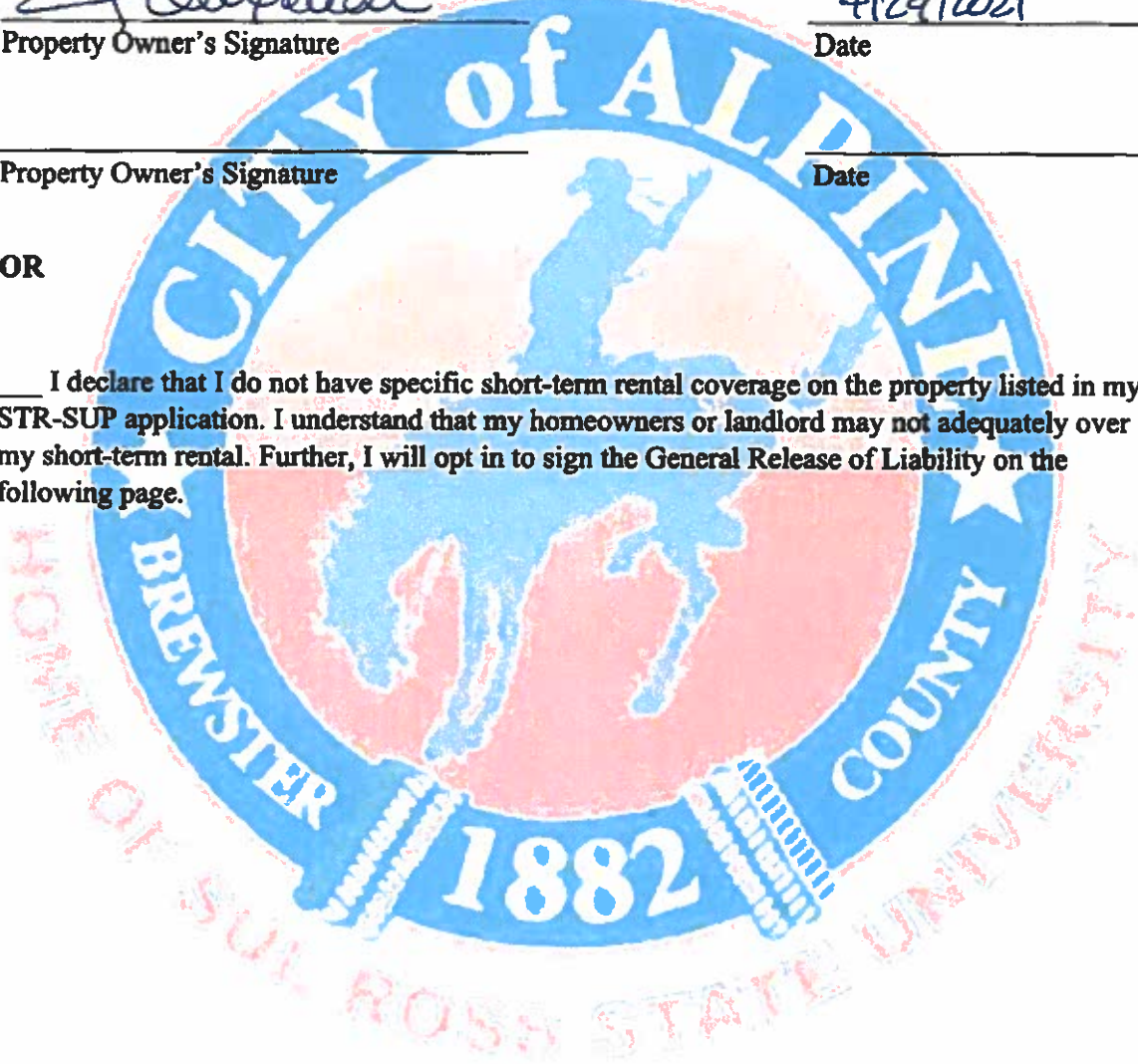
Date

Property Owner's Signature

Date

OR

____ I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



POLICY DECLARATIONS

American Modern Property and Casualty Insurance Company

Dwelling Special

Policy Change



Premium Summary

Dwelling #1: \$
502 E BROWN
UNITS A, B
ALPINE TX 79830
Dwelling #2: \$
502 E BROWN ST
UNIT C
ALPINE TX 79830-3238
Policy Coverages \$
Additional Costs \$

Total Policy Premium

Note: a minimum earned premium of \$100.00 applies to this policy.

Policy Summary

Policy Number: 100-482-
Policy Period: 10/25/2020 to 10/25/2021 12:01 A.M. Standard Time
Named Insured(s):
ALPINE PROPERTY RENTALS LLC
502 E BROWN ST
ALPINE TX 79830-3238
Contracted Agency:
SOUTH & WESTERN GENERAL AGENCY INC - #039682
PO BOX 9015
ADDISON TX 75001-9015

Policy Discounts

Claims Free Discount
Auto/Home Discount

Your Agent:
GLASS SORENSON AND MCDAVID INC - #009552
PO BOX 1478
GSM INSURORS
ROCKPORT TX 78381

Dwelling Discounts

The following discounts apply to one or more dwellings on this policy.

502 E BROWN, UNITS A, B, ALPINE TX 79830
Deadbolts, Smoke Alarm and Fire Extinguisher
502 E BROWN ST, UNIT C, ALPINE TX 79830-3238
Deadbolts, Smoke Alarm and Fire Extinguisher

Additional Named Insureds and Designees

Name:
EMILY ALEXANDER
Relationship to Primary Named Insured:
Primary Named Insured

Address:
502 E BROWN ST, ALPINE TX 79830-3238
Description of Interest:
ADDITIONAL NAMED INSURED

Name:
EMILY ALEXANDER
Relationship to Primary Named Insured:
Primary Named Insured

Address:
502 E BROWN ST, ALPINE TX 79830-3238
Description of Interest:
ADDITIONAL NAMED INSURED

Dwelling #1: 502 E BROWN, UNITS A, B, ALPINE TX 79830

Occupancy:	Residence Type:	Construction Type:	Year Built:	Protection Class Code:	Territory:
Rental					

Additional Interests

Description of Interest:
Lienholder

Name:

Address:

Loan/Contract Number:

Coverage Detail

Coverage

Limit / Description

Premium

Policy Type: Dwelling Special

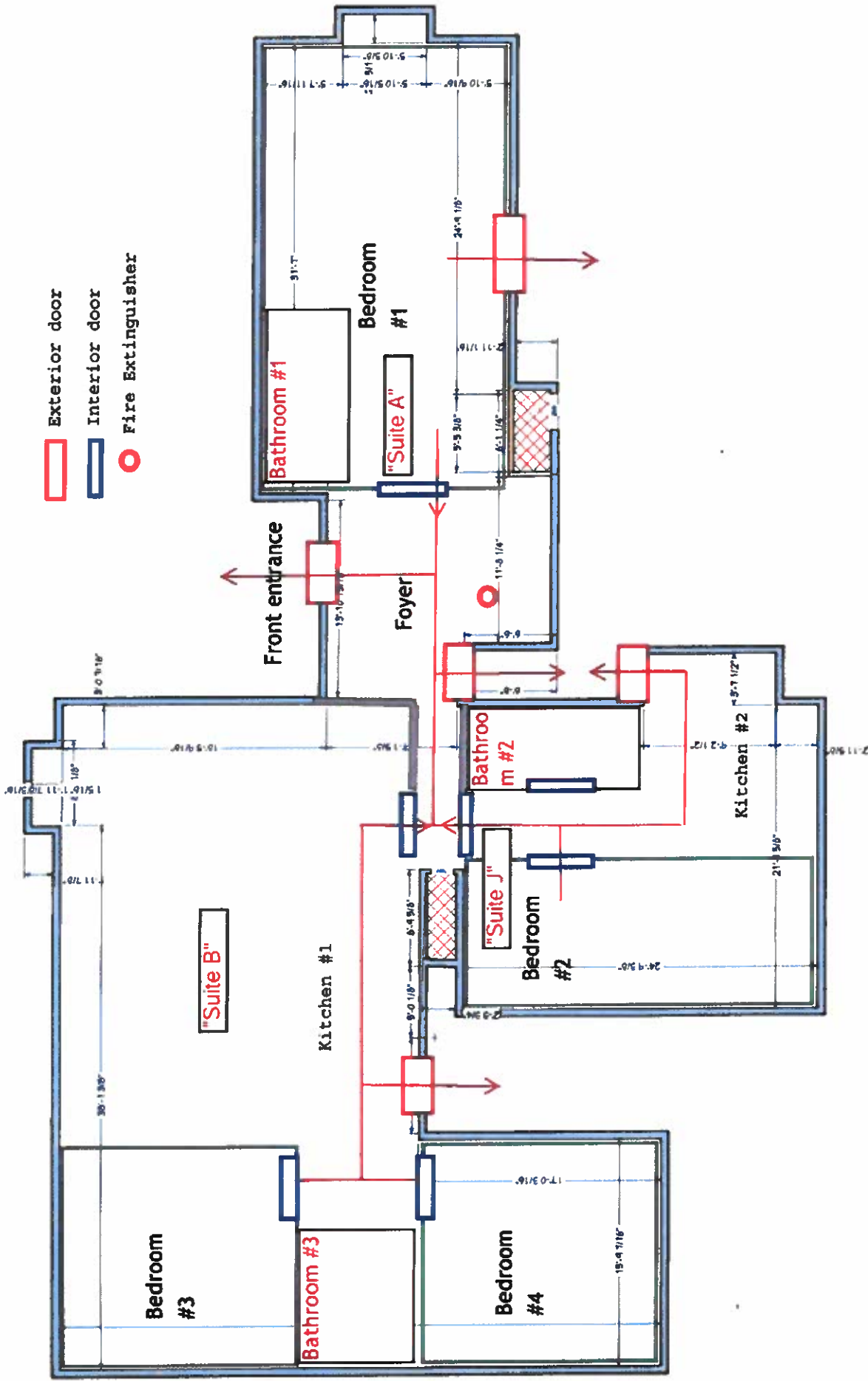
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Dwelling #2: 502 E BROWN ST, UNIT C, ALPINE TX 79830-3238

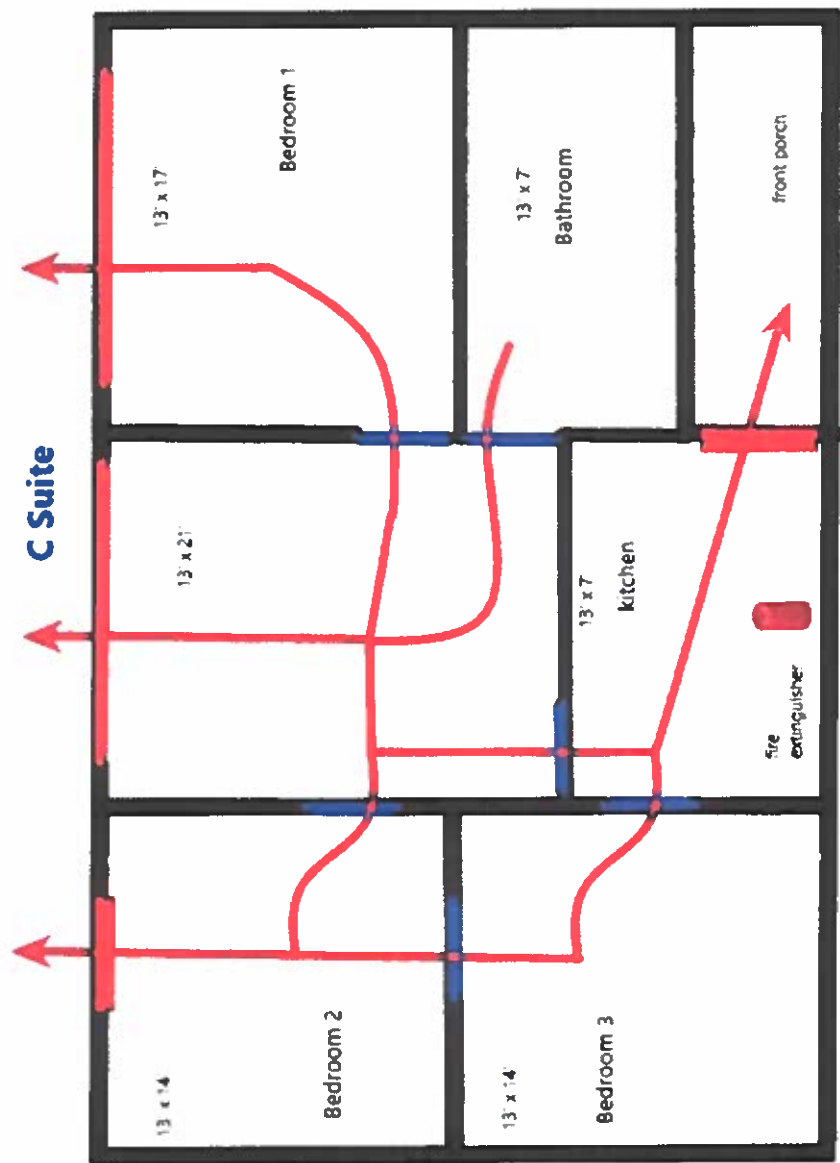
Occupancy: Rental	Residence Type: [REDACTED]	Construction Type: [REDACTED]	Year Built: [REDACTED]	Protection Class Code: [REDACTED]	Territory: [REDACTED]
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Coverage Detail

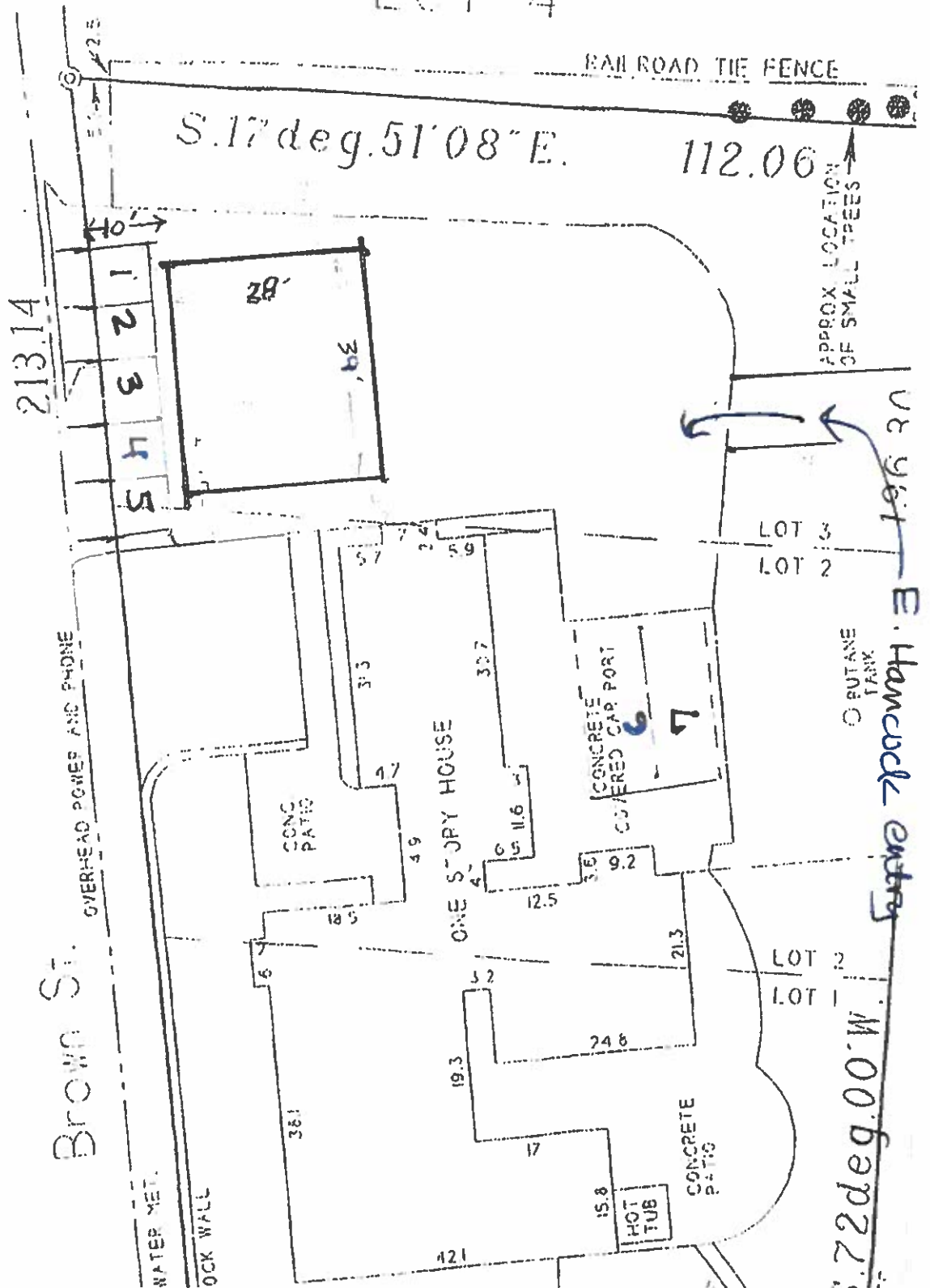
Coverage	Limit / Description	Premium
General Liability	Commercial General Liability Insurance	\$1,200.00
Auto Liability	Commercial Auto Liability Insurance	\$800.00
Workers Compensation	Workers Compensation Insurance	\$1,500.00
Health Insurance	Health Insurance	\$2,500.00
Dental Insurance	Dental Insurance	\$1,000.00
Life Insurance	Life Insurance	\$1,000.00
Disability Insurance	Disability Insurance	\$1,000.00
Professional Liability	Professional Liability Insurance	\$1,000.00
Umbrella Insurance	Umbrella Insurance	\$1,000.00
Other Insurance	Other Insurance	\$1,000.00



rear parking & yard



LOT 4



REDACTED DL

TAX RECEIPT

01/06/2021 01:39PM

Brewster County Tax Office
107 W Ave E #1 432-837-2214
Alpine, TX 79830

Receipt Number

927070

Date Posted 01/06/2021
Payment Type P
Payment Code Full
Total Paid

PAID BY:

ALEXANDER EMILY H
502 E BROWN
ALPINE, TX 79830

Property ID	Geo	Legal Acres	Owner Name and Address								
11094	971900040001000000	0.3796	ALEXANDER EMILY H 502 E BROWN ALPINE, TX 79830								
Legal Description											
HANCOCK D, BLOCK 4, LOT 1-3											
Situs	DBA Name										
502 E BROWN ALPINE, TX											
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Big Bend Regional	2020	0.10708		286	N		0.00	0.00	0.00	0.00	
Hospital District	2020	0.38980		286	N		0.00	0.00	0.00	0.00	
Brewster County	2020	0.55375		286	N		0.00	0.00	0.00	0.00	
City of Alpine	2020	1.29470		286	N		0.00	0.00	0.00	0.00	
Alpine ISD	2020										

Balance Due As Of 01/06/2021: .00

Tender	Details	Description	Amount
Check	553		

Operator Batch
Donna 9382 (01/06/2021)

Total Paid

Information regarding basics for each suite. ^(on hosting app and printed)
Additional information, not included here, is provided
for each specific suite's amenities.

The 19th Hole

502 E Brown St, Alpine TX 79830

Trash

The dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.) There is a gate close to the dumpster located in the back yard.

Maintenance issues

Please contact your host if there are any maintenance issues that come up!

As well, we understand that accidents happen. But we do ask that you please let us know when they do. Chances are we can fix them as effortlessly as possible which also means saving future guests the inconvenience of repair time.

Parking

It is suggested that you initially park in the parking area located next to the mailbox and enter the house from the main door.

If you would like to park in the carport in back of the house, here are directions:

Facing the golf course from the front of the house, turn right (east) on Brown Street and then immediately right on Garnet St. Turn immediately right again on Hancock Ave. The drive into the back of the property is on the right hand side of Hancock immediately past the "No Parking" sign.

Please do NOT attempt to close or open the gate in the back driveway. If you need this to be done, please contact us!

About the Co- Host, Surrena (432-294-3643)

A long time Alpine resident, Surrena enjoys walks with her favorite dog and lives minutes away. In the event that you need anything or have any questions, she is available via the Hosting App or her telephone. She is very knowledgeable about the area and the house!

About owner, Emily (432-386-6111)

Hi, I'm Emily! I've lived primarily in Alpine since the 1980's, and am originally from Austin, Texas. I enjoy all that the area has to offer (like the clean air) and especially

hiking and bicycling to explore the Big Bend area of Texas. I'm available via the Hosting App or by telephone.

Before you leave

<https://visitalpinetx.com/>

<https://visitbigbend.com/>

<https://www.alpinetexasguide.com/outdoor-activities.html>

Lots of things to do in the area!

Smoking policy

We have a STRICT NON-SMOKING POLICY INDOORS. DO NOT LEAVE ANY TRACE OF tobacco on the property.

We have a STRICT NO DRUG USE POLICY ON THE PROPERTY as well!

Driving directions

Directions from your host:

502 E. Brown St.

Alpine, TX 79830

1. If you are traveling into Alpine on US-67/US-90, turn north on 5th Street (TX-118.) Travel 0.4 miles and turn right onto E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 2. If you are traveling into Alpine on TX-118 S, turn left on E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 3. If you are coming into Alpine on TX-118 N, turn right onto E. Holland Ave. In 0.1 mile, turn left onto N. Harrison St. In 0.5 miles, turn left onto E. Brown Ave. The 19th Hole Suite B is located 0.3 mile at 502 E. Brown St. and is on the left.
- It is suggested that you initially park in the parking area located next to the mail box (in the picture above.) and enter the house from the main door. Please see "Check-in" in the Hosting App to navigate to the front door!

Checkout

1. It would be great (but not necessary) if you'd let us know when you leave- through the Hosting App or via phone!
2. Want that extra hour to leave? That should be fine, but please check with us first.
3. We kindly ask that prior to leaving, you clean any dishes or kitchenware used and

put any dirty towels in the area near the shower or in the provided hamper.

4. When leaving, pull the door firmly toward you and simply hit the lock icon to lock it.

5. If you need to take trash out during your stay, the dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.) There is a gate close to the dumpster located in the back yard.

Pets

Sorry, as much as we like pets, they are not allowed.

Check-in

We will send you a code to the keypad on the main door of the house a few days before your arrival. Please follow directions to get to the property at 502 E. Brown St. Alpine, Texas.

Arriving slightly early? That should be fine, but please check with us first.

1. It is suggested that you initially park in the parking area located next to the mail box and enter the house from the main door. If you arrive during daylight, you may decide it is easier to unload and enter through the rear doors. (see "Parking" section above to move to the back)

2. Go through the gate and immediately turn right, walk up two steps and down the sidewalk

3. The keypad is located on the main door

**** IMPORTANT:** Push the lock icon on the keypad after entering your 4 digit code to unlock the door.

**** IMPORTANT:** When leaving, pull the door firmly toward you and simply hit the lock icon to lock it!

Emergency

Big Bend Regional Medical Center: 432-837-3447

Alpine Police, Brewster County Sheriff and Fire dispatch: 911-

This address is 502 E. Brown St, Alpine, TX 79830

Non-emergent contact:

Alpine Police: 432 837 3486

Alpine Vol Fire Dept: 432-837-2366

See additional printout for Hyper-Reach (emergency information communication)

Emergency exit route instructions:

5 exits available-

1. Main front door opens to the exterior of the house on the north side of the property.
2. An exterior door in the foyer opens to the south side of the property.
3. An exterior door in the large kitchen opens to the south side of the property
4. An exterior door in the second kitchen opens to the south side of the property.
5. A sliding glass door in the master bedroom opens to the south side of the property

Noise policy

To be considerate to the neighbors and any guests in the other house on the property, we kindly ask to keep things on the quieter-side after 10 p.m.

Access rental

We will send you a 4 digit code to the main door keypad via message via the Hosting App several days prior to your arrival.

See "Check-In" in the Hosting App for further instructions.

Hyper-Reach



the power of instant communication

Get Emergency Information When You Need It – [Sign up for Hyper-Reach at](http://hyper-reach.com/txbrewstersignup.html)

<http://hyper-reach.com/txbrewstersignup.html>



What is Hyper-Reach and why is it important to me?

Hyper-Reach is an emergency message service that allows emergency officials to quickly send general and emergency messages to Brewster County residents and businesses. Only authorized officials can send messages using the Hyper-Reach system.

When will Hyper-Reach be used?

Officials will send Hyper-Reach messages in situations that affect the safety, property or welfare of the community. Those situations may include AMBER alerts, hazardous traffic or road conditions, weather emergencies, boil water advisories or evacuation notices. Messages are sent only to people living or working in the areas affected by the emergency.

Will I get a lot of messages?

Most people only get a few messages a year. Because the Hyper-Reach lets officials target messages based on the local area that's being affected, you'll only get messages when they are relevant to where you live or work – depending on what addresses you register.

Does the Hyper-Reach system already have my telephone number, or do I need to sign up to receive Hyper-Reach messages?

The Hyper-Reach database contains information received from public databases, including regional phonebooks. However, mobile phone numbers and email addresses are not in the database. You are strongly advised to [sign up for Hyper-Reach](http://hyper-reach.com/txbrewstersignup.html) so we can reach you with emergency information.

Does Hyper-Reach cost me anything?

No. Hyper-Reach is paid for by Brewster County and there is no charge to you for signing up or receiving messages. Normal airtime or text message charges may be charged by your phone company.

Can I register more than one address?

Yes. You can register as many addresses in Brewster County as you like, such as your home address, work, or even a relative's address. That way, you can be alerted when an emergency affects an address that's important to you.

Is my personal information protected?

Hyper-Reach takes security and privacy concerns very seriously. They will not sell, trade, lease or loan any citizen registration data to third parties.

How will I recognize a Hyper-Reach message?

A Hyper-Reach message will have a caller ID of 432-547-9858. We suggest you program that number in your cell phone as a "new contact" and use "Hyper-Reach Emergency" as the contact name. If you need to replay the emergency messaging message again, simply dial the number and you will be able to hear the message again.

What should I do if I receive a Hyper-Reach message?

Listen carefully to the entire message and follow any instructions given. You will have the option to repeat the message by pressing any key. Do not call 911 for further information unless directed to do so or if you need immediate aid from the Police or Fire department.

What circumstances might prevent a message from being delivered to me?

- If your contact information has changed and you have not registered your new information.
- If you have a privacy manager on your main phone and you did not register an alternate phone number. Brewster County will receive a report of undelivered calls and can instruct the Hyper-Reach system to begin another round of calls to busy numbers. It is best to have an alternate phone number in the calling database for these situations. You can also have messages delivered by text message in addition to a voice message.

The 19th Hole C-Suite
502 E Brown St, Alpine TX 79830

Trash

The dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.)

Maintenance issues

Please contact your host if there are any maintenance issues that come up! As well, we understand that accidents happen. But we do ask that you please let us know when they do. Chances are we can fix them as effortlessly as possible which also means saving future guests the inconvenience of repair time.

Parking

It is suggested that you initially park in the parking area located next to the mailbox and enter the house from the main door.

If you would like to park in the carport in back of the house, here are directions: Facing the golf course from the front of the house, turn right (east) on Brown Street and then immediately right on Garnet St. Turn immediately right again on Hancock Ave. The drive into the back of the property is on the right hand side of Hancock immediately past the "No Parking" sign.

Please do NOT attempt to close or open the gate in the back driveway. If you need this to be done, please contact us!

About the Co- Host, Surrena (432-294-3643)

A long time Alpine resident, Surrena enjoys walks with her favorite dog and lives minutes away. In the event that you need anything or have any questions, she is available via the Hosting App or her telephone. She is very knowledgeable about the area and the house!

About owner, Emily (432-386-6111)

Hi, I'm Emily! I've lived primarily in Alpine since the 1980's, and am originally from Austin, Texas. I enjoy all that the area has to offer (like the clean air) and especially hiking and bicycling to explore the Big Bend area of Texas. I'm available via the Hosting App or by telephone.

Before you leave

<https://visitalpinetx.com/>

<https://visitbigbend.com/>

<https://www.alpinetexasguide.com/outdoor-activities.html>

Lots of things to do in the area!

Smoking policy

We have a **STRICT NON-SMOKING POLICY INDOORS. DO NOT LEAVE ANY TRACE OF tobacco** on the property.

We have a **STRICT NO DRUG USE POLICY ON THE PROPERTY** as well!

Driving directions

Directions from your host:

502 E. Brown St.

Alpine, TX 79830

1. If you are traveling into Alpine on US-67/US-90, turn north on 5th Street (TX-118.) Travel 0.4 miles and turn right onto E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 2. If you are traveling into Alpine on TX-118 S, turn left on E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 3. If you are coming into Alpine on TX-118 N, turn right onto E. Holland Ave. In 0.1 mile, turn left onto N. Harrison St. In 0.5 miles, turn left onto E. Brown Ave. The 19th Hole Suite B is located 0.3 mile at 502 E. Brown St. and is on the left.
- It is suggested that you initially park in the parking area located next to the mail box (in the picture above.) and enter the house from the main door. Please see "Check-in" in the Hosting App to navigate to the front door!

Checkout

1. It would be great (but not necessary) if you'd let us know when you leave- through the Hosting App or via phone!
2. Want that extra hour to leave? That should be fine, but please check with us first.
3. We kindly ask that prior to leaving, you clean any dishes or kitchenware used and put any dirty towels in the area near the shower or in the provided hamper.
4. When leaving, pull the door firmly toward you and simply hit the lock icon to lock

it.

5. If you need to take trash out during your stay, the dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.) There is a gate close to the dumpster located in the back yard.

Pets

Sorry, as much as we like pets, they are not allowed.

Check-in

We will send you a code to the keypad on the main door of the house a few days before your arrival. Please follow directions to get to the property at 502 E. Brown St. Alpine, Texas.

Arriving slightly early? That should be fine, but please check with us first.

1. It is suggested that you initially park in the parking area located next to the mail box and enter the house from the main door. If you arrive during daylight, you may decide it is easier to unload and enter through the rear doors. (see "Parking" section above to move to the back)

2. The C-Suite entrance is directly in front of the parking area.

3. The keypad is located on the main door

**** IMPORTANT:** Push the lock icon on the keypad after entering your code to unlock the door.

**** IMPORTANT:** When leaving, pull the door firmly toward you and simply hit the lock icon to lock it!

Emergency

Big Bend Regional Medical Center: 432-837-3447

Alpine Police, Brewster County Sheriff and Fire dispatch: 911-

This address is 502 E. Brown St, Alpine, TX 79830

Non-emergent contact:

Alpine Police: 432 837 3486

Alpine Vol Fire Dept: 432-837-2366

See additional printout for Hyper-Reach (emergency information communication)

Emergency exit route instructions:

4 exits available-

1. Front front door opens to the exterior of the house from the kitchen on the north side of the property.

2. An exterior door in the southeast bedroom opens to the south side of the property.
3. A large glass garage door in the living area opens to the south side of the property
4. A large glass garage door in the "master" bedroom opens to the south side of the property.

Noise policy

To be considerate to the neighbors and any guests in the other house on the property, we kindly ask to keep things on the quieter-side after 10 p.m.

Access rental

We will send you a code to the main door keypad via message via the Hosting App several days prior to your arrival.

See "Check-In" in the Hosting App for further instructions.

- d. Short Term Rental Special Use Permit for 708 Cactus Stl Owners of Record are Ruben & Paige Losoya.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 708 S Cactus #1 Property Owner Paige Losoya Phone (210) 559-6296
Local Representative "same" Phone "same"

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with Approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows Designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are Provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner

- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to defective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Inspected by: DAVID HALE TCFP w/permit Approved DT Date: 3.31.2021
Requires re-inspection _____ Approved _____ Date: _____

To: City of Alpine

From: Paige Losoya

Subject: STR Special Use Permit Application – Letter

The house located at 708 S Cactus St., #1 in Alpine is a mobile home and is located in a small mobile home park on the property that is owned by Ruben and Paige Losoya of 205 Rosebud St., Boerne, TX 78006. The mobile home park has 5 long term renters and is located on the Southeast side of the 3 acre lot.

The property was purchased in 2018 and the owners have invested time and resources in improvements to the land and to structures. The short term rental which has been totally renovated inside and out, landscaping and outdoor features have been added and other improvements, such as replacing all sewer lines in the mobile home park, has increased the value and beautification to the mobile home park and other residents along S Cactus St.

The short term rental is the first house inside the mobile home park directly facing S. Cactus St and the guests do not interact with other renters/residents. The owners have required long term residents to remove trash and debris and clean up respective properties to make for an outstanding experience for the short term rental guests.

PARKING PLAN – The short term rental home has a carport and can fit 2 vehicles. There is also designated parking on the south side and will accommodate 1 vehicle.

City of Alpine Short-Term Rental Special Use Permit Application Checklist

✓ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

✓ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

✓ **Method of Payment:** CHECK (personal) #2179

3/31/21 **Fire Inspection Appointment:** The operator will receive a call to schedule

Please complete and submit the following attached documents with your application

1. ✓ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ✓ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ✓ **Homeowner's Association Declaration:** See attachment
4. ✓ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ✓ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ✓ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ✓ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. ✓ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ✓ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ✓ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

City of Alpine, Texas

For Building Services Use Only

Date Submitted: _____ Receipt No: _____

BLD Inspection: _____ Fire Inspection: _____

Approved: _____ Not Approved: _____

Short-Term Rental Special Use Permit (STR-SUP) Application

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☐ Owner Occupied ☒ Single Unit Non-Owner-Occupied ☐ Multi-Unit Non-Owner Occupied

Existing/New Structure: ☒ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION

Street address of property

1708 S. Cactus St. #1

Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Lot

Block

Addition

Square footage of property

1000 sq ft

Number of Bedrooms & Units

2 Bedrooms

Size of property lot

Present zoning district

Proposed use of the property

Short-Term Rental ☒

Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR

PART 2. PROPERTY OWNER INFORMATION

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Ruben and Paige Losoya

Mailing address of property owner (cannot be P.O Box)

205 Rosebud St.

City/State/Zip code of property owner

Boerne TX 78006

Telephone number of property owner

210 559 6296

Email address of property owner

losoya36@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Darrell Losoya

Designated operator's physical address (must be located within 30 minutes of STR property)

810 S Cactus St.

City/State/Zip code of designated operator

Alpine TX 79830

Telephone number of designated operator

432-294-1560

Email address of designated operator

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

1. STR Local Representative Certification: Please provide a copy of Driver's License if different from STR owner)
2. Homeowner's Association Declaration: See attachment
3. Proof of Property Insurance: Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. Letter: Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. Floor Plan: A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. Parking Requirement: A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. Driver's License: Please provide a copy of STR owner's driver's license
8. Proof of STR Property Ownership: Property tax documents, deed, or copy of title (all owners must sign application)
9. Info Sheet: A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. Illumination Plan (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. Site Application Form B: Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. Letter: Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

 All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

 At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

 All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

 Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

Ruben Losoya

Print Property Owners Name

[Signature]
Property Owners Signature

The State Of Texas

County Of Vandall

Before Me Theresa Peck
(Notary)

on this day personally appeared Ruben Losoya
(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30 day of April, A.D. 2021



Notary in And for State of Texas

Paige Losoya

Print Property Owners Name

[Signature]
Property Owners Signature

The State Of Texas

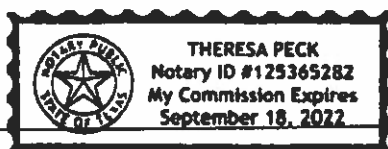
County Of Vandall

Before Me Theresa Peck
(Notary)

on this day personally appeared Paige Losoya
(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30 day of April, A.D. 2021



Notary in And for State of Texas

Already on file

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

Completed Jan '21 - ☐ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name	Street Number 108	Street Name S Cactus St. #1
LEGAL DESCRIPTION		
Addition, Block, Lot		Total Number of Units in Building 1

SECTION 2: OWNER INFORMATION Complete at least one listed below		
A. Individual Ownership		
Owner First Name Paige	Owner Last Name Losoya	Primary Telephone Number 210 559 6296
Mailing Address 205 Rosebud St. Boerne TX 78006		Email Address losoya36@gmail.com
B. Corporate Ownership		
Ownership Form: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Kiosk <input type="checkbox"/> Other (Please Explain)		
Business Name		
Contact First Name	Contact Last Name	Primary Telephone Number
Mailing Address		Email Address

SECTION 3: PROPERTY MANAGER If Different than owner	
A. Individual Ownership	
Property Manager Name Paige Losoya	Primary Telephone Number 210 559 6296
Mailing Address 205 Rosebud St Boerne TX 78006	Email Address losoya36@gmail.com

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

Paige Losoya
Applicant's Signature

Paige Losoya
Printed Name

3/4/21
Date

Office Use Only
Received Date: 10/24/20
By: [Signature]



SHORT TERM RENTAL REGISTRATION

SECTION I: PROPERTY INFORMATION

• **PROPERTY NAME**

Desert Flamingo

• **STREET ADDRESS**

708 South Cactus St., #1

Address, City, State, Zip

LEGAL DESCRIPTION

mobile home short term rental

Addition, Block, Lot

• **TOTAL NUMBER OF RENTAL UNITS**

1

Number of separate rental units in building (capacity for multiple stays simultaneously)

SECTION II: OWNER INFORMATION

A. INDIVIDUAL OWNERSHIP

Please fill out this section if you own and operate the Short Term Rental (STR) individually and not through an officially established business. If you operate this STR through an established business, skip to section B. You are **REQUIRED** to fill out either Section A or Section B.

OWNER FIRST NAME

Paige

OWNER LAST NAME

Losoya

PHONE

2105596296

MAILING ADDRESS

205 Rosebud St., Boerne, TX 78006

Address, City, State, Zip

EMAIL

paigelosoya@gvtc.com

B. CORPORATE OWNERSHIP**OWNERSHIP FORM**

- ☐ Partnership
☐ Corporation
☐ LLC
☒ Other (Please Explain)

Other (Please Explain)

Individually owned

If you selected "other" under Ownership Form, please explain here.

BUSINESS NAME

NA

CONTACT FIRST NAME**CONTACT LAST NAME****PHONE**

Ex. (123) 456-7890

This is generally the business owner or manager

MAILING ADDRESS**EMAIL**

Address, City, State, Zip

SECTION III: PROPERTY MANAGER

Fill out this section if you have a Property Manager who is different than the Owner

PROPERTY MANAGER FIRST NAME**PROPERTY MANAGER LAST NAME****PHONE**

Paige

Losoya

2105596296

MAILING ADDRESS**EMAIL**

205 Rosebud St., Boerne, TX 78006

paigelosoya@gvtc.com

Address, City, State, Zip

TERMS OF ACCEPTANCE & SIGNATURE

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

*** ELECTRONIC SIGNATURE***** Date**

Paige Losoya

10/24/2020

Please type your first and last name

Format: MM/DD/YYYY

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ **New** ☐ **Change**

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 708 S. Cactus St. #1 Alpine TX 79820

Property Owner Name: Paige Losoya

Local Representative:

Name: Darren Losoya **Telephone:** 432-294-1560

Physical Address: 810 S. Cactus St **Email:** _____

Mailing Address: Same as above

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: [Signature] **Date:** 3/12/2021

Property Owner's Signature: Paige Losoya **Date:** 3/4/21

CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

708 S. Cactus St #1 Alpine TX 79830

(Property Address)

(STR Owners Signature)

(STR Owners Signature)

Date: March 4, 2021

**CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE**

PL I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

Paige Losoya
Property Owner's Signature

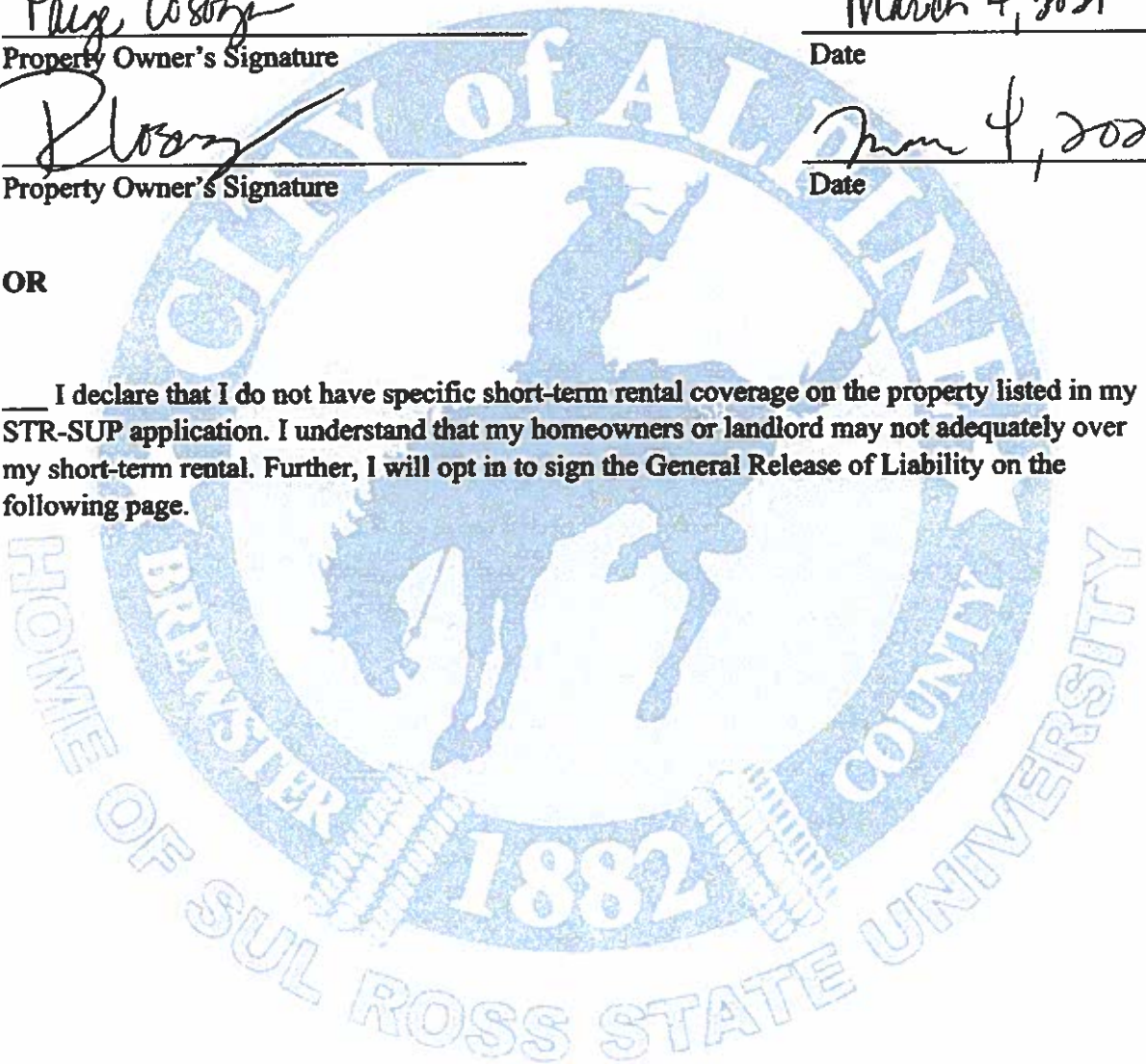
March 4, 2021
Date

[Signature]
Property Owner's Signature

March 4, 2021
Date

OR

 I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



**MANUFACTURED HOME
DECLARATIONS**

THIS IS NOT A BILL.

Payment notice will be sent separately
to: Insured

POLICY NUMBER

Y009612930

New
Issued On:
09/21/2023

Insured
RUBEN LOSOYA, JR.
806 S CACTUS ST
ALPINE, TX 79830

AGENCY TS6N77
RAMOS INSURANCE AGENCY
1606-B W HWY 90
ALPINE, TX 79830

PHONE NUMBER: (432) 837-1613

POLICY PERIOD: 09/19/2020 to 09/19/2021. Each period begins and ends at 12:01 AM standard time at the insured location.

INSURED LOCATION: Same as address shown under Insured.

Coverage is provided where a premium or limit is shown for the coverage.

BREAKDOWN OF PREMIUM:

<u>Coverages</u>	<u>Limit</u>	<u>Premium</u>
COVERAGE A - Dwelling	\$30,000	\$660.00
COVERAGE B - Other Structures	\$10,000	\$33.00
COVERAGE C - Personal Property	\$10,000	\$64.00
COVERAGE D - Loss of Use	\$3,000	Incl
COVERAGE E - Premises Liability	\$100,000	\$27.00
COVERAGE F - Medical Payments to Others	\$500/\$25,000	Incl
Dwelling Actual Cash Value Loss Settlement		Incl
Fire Department Service Charge	\$500	Incl
Mold and Remediation - Property	\$3,500	Incl
Mold Exclusion - Liability		Incl
Personal Property Actual Cash Value Loss Settlement		Incl
Property Manager - Premises Liability		Incl
Water Backup of Sewers or Drains	\$5,000	\$10.00
Water Damage Coverage	Full	Incl
Inspection Fee		\$25.00
Policy Fee		\$75.00

Policy Discounts

Claims Free
Paid in Full

Dwelling Discounts

None

Total Policy Premium: \$894.00

Total Taxes & Fees: \$0.00

Total Cost: \$894.00

Note: A minimum earned premium of \$50.00 applies to this policy,
plus any applicable fully earned fees and coverages.

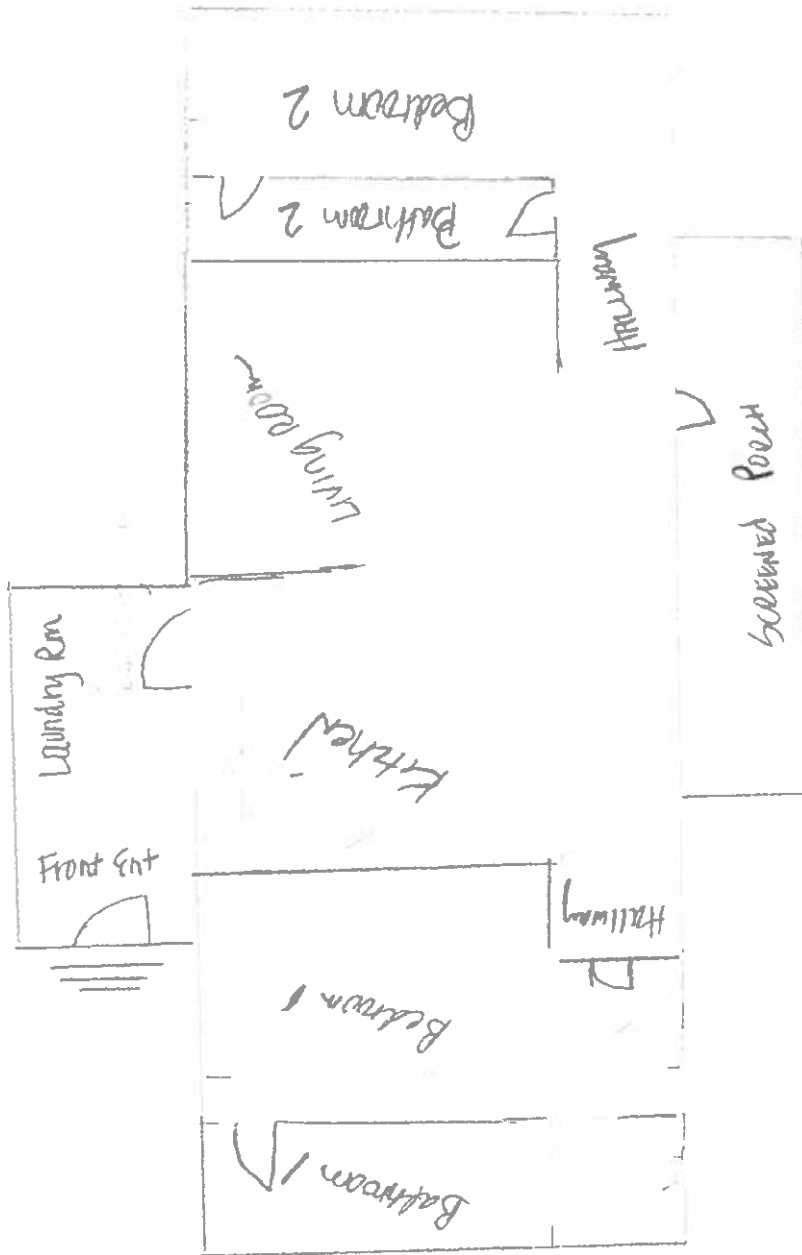
DEDUCTIBLE (Section I Only):

The AOP Deductible is \$500.

The Wind/Hail Deductible is \$1,000.

The Water Backup and Sump Overflow Deductible is \$250.

- In case of a loss under Section I, we cover only that part of the covered loss over the deductible stated.



REDACTED DL

107 WAVE #2
ALPINE, TX 79830

Phone: 432-837-2558 Fax: 432-837-3871

DATE OF NOTICE: May 22, 2020

9391 1 AB 0.419***AUTO**ALL FOR AADC 780 AADC 2 FT 35



Property ID: 28921 - 993000010011000260

LOSOYA RUBEN
AND PAIGE LOSOYA
205 ROSEBUD ST
BOERNE TX 78008-2145

Geo ID: 993000010011000260

Legal: 1980 REDMAN 14X70, #S12515964, TITLE#
90144226A041668, LOCATED: CACTUS COVE TRL PK SP#1

Legal Acres: 0

Situs: 708 S CACTUS STREET ALPINE, TX 79830

Owner ID: 29408

EFile PIN: t5mPScWQfkm

THIS IS NOT A BILL
DO NOT PAY

Dear Property Owner,

We have appraised the property listed above for the tax year 2020. As of January 1, our appraisal is outlined below.

Appraisal Information				Last Year - 2019		Proposed - 2020		
Market Value of Improvements (Structures / Buildings, etc.)				4,288		4,267		
Market Value of Non Ag/Timber Land				0		0		
Market Value of Ag/Timber Land				0		0		
Market Value of Personal Property/Minerals				0		0		
Total Market Value				4,288		4,267		
Productivity Value of Ag/Timber Land				0		0		
Appraised Value				4,288		4,267		
Homestead Cap Value excluding Non-Homesite Value (i.e. Ag, Commercial)				4,288		4,267		
Exemptions (DV - Disabled Vet; DP-Disabled Person; HS-Homestead; OV65-Over 65)								
2019 Exemption Amount	2019 Taxable Value	Taxing Unit	2020 Proposed Appraised Value	2020 Exemption Amount	2020 Taxable Value	2019 Tax Rate	2020 Estimated Taxes	Freeze Year and Tax Ceiling
0	4,288	Brewster County	4,267	0	4,267	0.388597	16.58	
0	4,288	Big Bend Regional Hospi	4,267	0	4,267	0.110758	4.73	
0	4,288	City of Alpine	4,267	0	4,267	0.545100	23.26	
0	4,288	Alpine ISD	4,267	0	4,267	1.328350	56.68	
0	4,288	Central Appraisal Distr	4,267	0	4,267	0.000000	0.00	

DO NOT PAY FROM THIS NOTICE Total Estimated Tax: \$101.25

The difference between the 2015 appraised value and the 2020 appraised value is -39.01%. This percentage information is required by Tax Code section 25.19(b-1).

The governing body of each unit decides whether or not property taxes will increase. The appraisal district only determines the value of your property. **"The Texas Legislature does not set the amount of your local taxes. Your property tax burden is decided by your locally elected officials, and all inquiries concerning your taxes should be directed to those officials."**

If you qualified your home for a 65 and older or disabled person exemption for school taxes, the school taxes on that home cannot increase as long as you own and live in that home. The tax ceiling is the amount that you pay in the year that you qualified for the 65 and older or disabled person exemption. The school taxes on your home may not go above the amount of the ceiling, unless you improve the home (other than normal repairs and maintenance). This situation may also apply to the county, junior college district, and some cities.

Included are copies of the following documents published by the Texas Comptroller of Public Accounts: (1) Property Taxpayer Remedies; (2) Notice of Protest; and (3) Exemption Description List.

Deadline for filing a protest:
Location of Hearings:
ARB will begin hearings:

June 26, 2020
BREWSTER CAD MEETING ROOM
July 20, 2020

THIS IS NOT A BILL

To file a protest, complete the "Notice of Protest" form included with this notice by following the instructions included in the form. Mail or deliver the form to the appraisal review board at the following address no later than the deadline stated above:

Brewster CAD Meeting Room
107 W Ave E #2
Alpine, TX 79830

If you have any questions or need more information, please contact the appraisal district office at (432) 837-2558 or at the address shown above.

Sincerely,

DENISE FLORES
Chief Appraiser



DESERT FLAMINGO GUEST INFORMATION SHEET

24 Hour Contact Information

- Text/Call Owner, Paige 210.559.6296
- Call Local Representative, Darrell Losoya 432.294.1560

House Rules

- Parking under carport or on southside of house – no parking any other place
- No party or events
- Quiet time between 11P – 8A

Emergency and Non-emergency Contact

- 911
- Non-emergency – police department & fire department - 432.837.3486
- Sign up for severe weather, natural or man-made disaster alerts
 - Brewster County Texas Hyper-Reach QR Code
 - An emergency message service that allows emergency officials to quickly send general and emergency messages to Brewster County, in which Alpine resides, residents, visitors and businesses.
 - Scan or take a photo with your mobile phone camera
 - Open app and complete information based on staying at 708 S Cactus St., Alpine, TX 79830

